International Accreditation Service, Inc.
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July 27, 2018

TO: **IAS-ACCREDITED INSPECTION PROGRAMS FOR MANUFACTURERS OF COLD-FORMED STEEL STRUCTURAL AND NONSTRUCTURAL COMPONENTS NOT REQUIRING WELDING, INSPECTION AGENCIES AND OTHER INTERESTED PARTIES**

SUBJECT: Proposed Revisions to the Accreditation Criteria for Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding, Subject AC473-0918-0918-R1 (DM/SM)

Hearing Information:
IAS Accreditation Committee
Thursday, September 27, 2018
8:00 a.m.
Fullerton Marriott at California State University
2701 Nutwood Avenue
Fullerton, CA 92831
(714) 738-7800

Dear Madam or Sir:

The proposed IAS Accreditation Criteria for Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding, AC473, has been placed on the agenda for committee consideration at the above-noted meeting. The changes are being requested to accommodate a recent request for changes and for changes to clarify specific areas of the criteria.

The changes proposed are summarized below:

1. A universal change throughout the criteria to change “quality system” to “management system.”

2. Section 1.2 Overview, was revised to move the requirements of the inspection agency to the Rules of Procedure and Annex A of these criteria.

3. Add the following standards to Section 1.3 Normative and Reference Documents:

a. The IAS Rules of Procedure for Accreditation of Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding.
b. American Iron and Steel Institute: AISI S100: North American Specification for the Design of Cold-Formed Steel Structural Members.
c. Research Council on Structural Connections: Specification for Structural Joints Using ASTM A325 or A490 Bolts.

4. Revise the name of the Rules of Procedure in Section 4.1.2.

5. Remove “prepared in concert with an IAS accredited inspection agency” in Section 4.2.1.2 and all of Section 4.2.1.4. The requirements of these sections are being redefined in the Rules of Procedure and Annex A of these criteria.

6. Add Section 4.3.3 for facilities that want High-strength Bolting.

7. Add “inspectors” in the list of items that need to be traced on the finished product in Section 4.6.3.

8. Add Annex A to define the requirements of the inspection agency.

You are cordially invited to submit written comments, or to attend the committee hearing and present verbal comments. Written comments will be forwarded to the committee, **prior to the hearing**, if received by **September 6, 2018**. Please use the comment form link found on the Accreditation Committee meeting page on the IAS website, www.iasonline.org. Comments may be postal mailed to the address above, or emailed to iasinfo@iasonline.org.

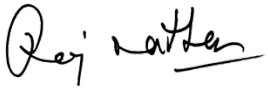
Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (copy enclosed).

Visual aids (including, but not limited to, charts, slides, videos, or presentation software) for viewing at meetings will be permitted only if the presenter provides to IAS, before the presentation, a copy of the visual aid(s) in a medium that can be retained by IAS with its record of the meeting, and that can also be provided to interested parties.

Your cooperation is requested in forwarding to the **Brea** office, as noted above, all material directed to the committee. Prior to the hearing, parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact Sandi McCracken, senior program manager, at 562-364-8201, extension 3442, or the undersigned at 562-364-8201. You may also reach us by e-mail at iasinfo@iasonline.org.

Yours very truly,



Raj Nathan
President

RN/nl

Enclosures

cc: Accreditation Committee

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RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

1.0 PURPOSE

The purpose of the Accreditation Committee and its meetings is to safeguard IAS' impartiality to monitor the work of and to approve accreditation criteria for International Accreditation Service, Inc. (IAS).

The committee meetings, which are open public hearings, provide an opportunity for effective involvement by all interested parties.

2.0 MEETINGS

2.1 The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under Section 1, subject to Section 5.0 of these rules.

2.2 To properly discharge its responsibilities with respect to monitoring of IAS accreditation activities, the committee shall have a standing item on its meeting agenda for a presentation by staff on the status of its accredited programs and information on any pending appeals.

2.3 All scheduled meetings shall be publicly announced.

2.4 A majority of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members present is required on any action.

2.5 If a specific interest group is not represented, votes by the committee on subjects related to that interest group will be held in abeyance. IAS staff shall make pertinent information available to absentee committee members, and ballot the members at a later stage. Records of such ballots shall be made available upon request.

2.6 In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

2.7 Minutes of the meetings shall be kept.

3.0 MEMBER COMPETENCE CRITERIA

Members of the Accreditation Committee shall be familiar with conformity assessment and the implementation of regulatory requirements within their industry sector. They shall possess:

- A Baccalaureate degree from an accredited institution or a minimum of ten years equivalent experience as determined by IAS;
- Current employment within the conformity assessment, regulatory field, academia, industry, or IAS accredited CAB; and
- Demonstrated expertise in one or more accreditation programs offered by IAS.

4.0 MEETING RECORDS

An electronic record of meetings shall be made by IAS; no other audio, video, electronic or stenographic recordings of the meetings will be permitted. Visual aids (including, but not limited to, charts, slides, videos, or presentation software) viewed at meetings shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy. A copy of the IAS recording of the meeting and such visual aids, if any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

5.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS

Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. All written communications and submissions regarding agenda items should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and available for discussion in open session of an Accreditation Committee meeting, and shall be delivered *at least twenty days* before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with the provisions of this section. All such communications and submissions will be available from IAS upon written request and payment of costs associated with duplication. The materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

6.0 CLOSED SESSIONS

Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

7.0 ACCREDITATION CRITERIA

Criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations. Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing or as otherwise determined by the Accreditation Committee.

7.1 Procedure

7.1.1 New Criteria

7.1.1.1 Proposed accreditation criteria may be submitted by interested parties to IAS, and/or shall be developed by the IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting

7.1.1.2 Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion at the committee meeting, unless determined by IAS management that extraordinary consideration and electronic balloting are needed.

7.1.1.3 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of the posting of the public notice on the IAS website. Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

7.1.1.4 Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria listed on the meeting agenda, to provide information to committee members.

7.1.2 Existing Criteria

7.1.2.1 Changes to existing accreditation criteria may be submitted by interested parties to IAS, and/or shall be changed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant to the procedures set forth herein, or (ii) by electronic ballot, provided public notice is provided as stipulated I Section 7.1.1.2.

7.1.2.2 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed revisions to IAS within the following timelines:

Type	Dates
Public Meeting	40 Days after posting of proposed criteria
Electronic Balloting Process	30 Days after posting of proposed criteria

Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

7.1.3 ELECTRONIC BALLOTING

7.1.3.1 IAS management shall provide written rationale and seek permission and documented approval from the IAS Accreditation Committee chair to propose new criteria or to revise existing criteria for extraordinary consideration and electronic balloting by the committee.

7.1.3.2 Proposed accreditation criteria shall be available to interested parties approximately 30 days before consideration by the committee. All pertinent written communications received by IAS relating to the proposed criteria shall be received no later than 30 days after the posting of the criteria. Ballots, along with comments received and staff recommendations, will be submitted to the committee for consideration. The committee shall return their ballots with their recommendations within 10 days from the date ballots are sent. The results of the balloting will be compiled and forwarded to the chair of the committee for validation and decision.

7.1.3.3 The electronically balloted criteria shall be brought back to the next regularly scheduled accreditation committee hearing as per Section 7.1.2 of these rules,

7.1.4 Effective Date of Published Criteria

7.1.4.1 The effective date of approved accreditation criteria or approved revisions to existing accreditation criteria shall be no earlier than 30 days following the public meeting.

7.1.4.2 Approved criteria using electronic balloting shall be effective the date of posting of the criteria on the IAS website.

7.2 Approval

Approval of accreditation criteria shall be as specified in Section 2.4 of these rules.

8.0 ACCREDITATION COMMITTEE MEMBERS

8.1 The IAS Accreditation Committee members are appointed or reappointed annually by the IAS Board of Directors in consultation with the IAS President.

8.2 Committee members are selected from senior management positions within accredited organizations, users of accreditation, industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall have knowledge of regulatory codes within their industry sector and international conformity assessment process and practices. ■

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PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR INSPECTION PROGRAMS FOR MANUFACTURERS OF COLD-FORMED STEEL STRUCTURAL AND NONSTRUCTURAL COMPONENTS NOT REQUIRING WELDING

AC473

Proposed September 2018

PREFACE

The attached accreditation criteria have been proposed to provide all interested parties with an opportunity to comment. These criteria may be further revised as needed. The criteria are developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the first of the month following approval by the Accreditation Committee, but no earlier than 30 days following the approval.

PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR INSPECTION PROGRAMS FOR MANUFACTURERS OF COLD-FORMED STEEL STRUCTURAL AND NONSTRUCTURAL COMPONENTS NOT REQUIRING WELDING

1. INTRODUCTION

1.1. **Scope**: These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding accreditation. These criteria supplement the IAS Rules of Procedure for Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding.

1.2. **Overview**: Accredited entities complying with these criteria will have demonstrated that they have the personnel, organization, experience, knowledge, quality procedures and commitment to operate an inspection fabrication program in accordance with specified requirements. IAS-accredited inspection programs for manufacturers of cold-formed steel structural and nonstructural components not requiring welding operate under a documented ~~quality~~ management system developed ~~in concert with an IAS-accredited inspection agency which conducts unannounced inspections to verify continued compliance~~to comply with these criteria. Responsibilities and requirements for inspection agencies are documented in Annex A. Accredited entities are evaluated for their ability to consistently inspect fabrication that meets the required quality mandated by specified requirements. These criteria do not cover the products or the design or performance characteristics of the products.

1.3. **Normative and Reference Documents**: Publication(s) listed below refer to current editions (unless otherwise stated).

1.3.1. International Building Code®, published by the International Code Council.

1.3.2. ISO/IEC 17000, Conformity assessment - Vocabulary and general principles.

1.3.3. IAS Rules of Procedure for Accreditation of Inspection Programs for Manufacturers of ~~c~~Cold-formed ~~s~~Steel ~~s~~Structural and ~~n~~Nonstructural ~~c~~Components ~~n~~Not ~~r~~Requiring ~~w~~Welding.

1.3.4. American Iron and Steel Institute: AISI S100: North American Specification for the Design of Cold-Formed Steel Structural Members.

1.3.5. Research Council on Structural Connections: Specification for Structural Joints Using ASTM A325 or A490 Bolts.

2. DEFINITIONS

For the purposes of these accreditation criteria, the definitions given in ISO/IEC Standard 17000, and the definitions that follow, apply.

2.1. **Approved Fabricator**: An established and qualified person, firm or corporation approved by the building official pursuant to the approved fabricator designation in Section 1702 of the *International Building Code*®.

2.2. **Cold-formed Steel Products**: Shapes manufactured by press-braking or press-forming blanks sheared from steel sheets, cut lengths of steel coils or plates, or by roll forming cold- or hot-rolled steel coils or sheets; both forming operations being performed at ambient plant temperature, without the addition of heat such as is required for hot forming. Products such as, but not limited to, cold-formed Z- or C-shaped steel structural members or roll-formed sheeting or deck designed to resist vertical and/or lateral loads as supplied to metal building manufacturers whose inspection programs have been accredited by International Accreditation Service, Inc. (IAS).

2.3. **Component Manufacturer**: An entity that may be a company, division, subsidiary or similar organization that manufacturers cold-formed steel products.

2.4. **Contract Documents**: Documents that describe the cold-formed steel structural and nonstructural components not requiring welding to be supplied in their entirety for a given project. These documents include work orders, drawings, specifications, and buyer sketches.

2.5. **Corrective Action**: Implemented action necessary to eliminate or reduce the root cause of an identified problem.

2.6. **General Manager**: The person occupying the highest position of authority within a facility's organization.

2.7. **Nonconformance**: An action employed that renders a component unacceptable for the intended use as specified in contract documents or these criteria.

2.8. **Nonstructural Component**: Any cold-formed steel component, regardless of configuration, used in a nonstructural application so as to neither support nor transfer loads.

2.9. **Procedure**: An implemented and written document that describes who does what, when, where, why and how.

2.10. **Product**: Result of activities or processes.

2.11. **Project**: A process consisting of a set of coordinated and controlled activities undertaken to achieve customer requirements.

2.12. **Project Documents**: Documents produced for the buyer's use to support the implementation of the project.

2.13. **Quality Assurance**: Measurable systematic actions to assure confidence that the implementation of planned activities result in meeting objectives, goals and contract documents.

2.14. **Quality Control**: The act of examination, testing or measurement that verifies processes and services, or that documents conform to specified criteria.

2.15. **Quality Plan**: A written document that describes the procedures and policies implemented to assure product quality meets requirements of specific contract documents. As a minimum, quality plans must meet the requirements of Sections 8.2.13 and 8.2.14 of these criteria.

2.16. **Quality System Management**: A management approach to quality improvement based on the participation of corporate management in improving processes, products and services provided to the customer.

2.17. **Repair**: Action taken to render a member or component acceptable for the intended use.

2.18. **Shop Documents**: Documents produced that describe the individual components to be fabricated in the fabrication facility. These documents include shop details, bills of material, manifests, bills of lading, etc.

2.19. **Specification**: A document that states the obligatory requirements to which the product must conform.

2.20. **Vendor**: An entity that provides inventoriable, proprietary buy-out items that are available for sale. These items are typically chosen from a catalogue or list and are finite in terms of available options and quantity. Examples of vendors are bolt manufacturers and steel mills or service centers.

3. ELIGIBILITY

Manufacturers of cold-formed steel structural and nonstructural components not requiring welding.

4. REQUIRED BASIC INFORMATION

4.1. Inspection programs for manufacturers of cold-formed steel structural and nonstructural components not requiring welding must demonstrate compliance with the following requirements:

4.1.1. The requirements of these accreditation criteria;

4.1.2. IAS Rules of Procedure for Accreditation of Inspection Programs for Manufacturers of ~~c~~Cold-formed ~~s~~Steel ~~s~~Structural and ~~n~~Nonstructural ~~c~~Components ~~n~~Not ~~r~~Requiring ~~w~~Welding~~of Metal Building Systems~~.

4.2. **General Requirements**

4.2.1. **Quality System**

4.2.1.1. Entities accredited under these criteria shall establish and implement a ~~quality~~ management system that is fully documented. This documented ~~quality~~ management system must describe the procedures and quality activities for ensuring that fabricated products meet the specified requirements.

4.2.1.2. A documented ~~quality~~ management system ~~manual~~ shall be prepared and submitted to IAS. The documentation shall include a cross-reference matrix ~~prepared in concert with an IAS-accredited inspection agency~~ ensuring that the general requirements in Section 4.2, personnel requirements in Section 4.3, data in Section 4.4, the statements in Section 4.5, and the written procedures noted in Section 4.6 of these accreditation criteria have been included.

4.2.1.3. The submitted ~~quality assurance document~~management system must be signed and dated by the highest level of authority within the organization.

4.2.1.4. ~~The submitted quality assurance document must be signed and dated by an authorized representative of an IAS-accredited inspection agency, attesting that the inspection agency has reviewed the documented quality system and that it is sufficient to allow scheduling of an onsite joint assessment with IAS~~.

4.2.2. The submitted quality assurance document must be reviewed at least annually.

4.3. **Personnel**

4.3.1. **Quality Manager**: Entities accredited under these criteria shall designate a quality manager who has the necessary training and experience to complete the tasks listed in Sections 4.3.1.1 through 4.3.1.5. The quality manager shall report directly to the highest level of authority within the organization. The quality manager shall have the following responsibilities:

4.3.1.1. Maintaining the documented ~~quality~~ management system in accordance with these criteria.

4.3.1.2. Monitoring the effective implementation of the documented ~~quality~~ management system.

4.3.1.3. Assuring that periodic internal audits are conducted and documented, and that corrective actions are implemented.

4.3.1.4. Assuring that annual management reviews are conducted and documented to assure the adequacy and effectiveness of the ~~quality~~ management system. Annual management reviews must produce a summary and a documented plan of action for improvement. Documents to be considered during the annual management review must include, but are not limited to, customer complaints, back charges, internal audit results and corrective actions.

4.3.1.5. Developing quality plans that meet contract documents, and having knowledge of and access to the appropriate documents to meet this requirement.

4.3.2. **In-house Quality Control (QC) Inspector**: Entities accredited under these criteria shall designate an in-house quality control inspector who, as a minimum, must have

verifiable work related experience and documented training. In addition, the quality control inspector must:

4.3.2.1. Be familiar with and demonstrate knowledge of codes and specifications, as appropriate, for the scope of work specified in the contract documents.

4.3.2.2. Be responsible for ensuring that incoming raw materials are properly identified and inspected for compliance with quality plans and specifications.

4.3.2.3. Be responsible for ensuring and documenting that the final assembly can be traced back to the incoming materials, the quality assurance records and the individual who performed the work.

4.3.2.4. Be responsible for ensuring that fabrication of cold-formed steel products meets the fabrication tolerances outlined in the contract documents.

4.3.3. **Bolting**: Procedures shall be developed as required in the project documents and shall address the following: Fitting, snug-tight, pre-tensioning, and faying surfaces.

If metal building manufacturers provide high-strength bolting that meets ASTM A325 or ASTM A490, they will receive recognition on the certificate of accreditation. As a minimum, there must be an ICC certified Structural Steel and Bolting Special Inspector (S1) on staff.

4.4. **Required Data**

The name of the facility, the physical street address, mailing address (if different), information on the person serving as the IAS contact (including the telephone number and e-mail address), and the telephone number of the facility.

4.4.1. A floor plan of the fabrication facility. The floor plan need not be to scale.

4.4.2. A list of major production equipment.

4.4.3. A list of typical items fabricated.

4.4.4. The name of the deputy in-house QC inspector who assumes the position in the absence of the primary in-house QC person.

4.4.5. An organizational chart including the names of the responsible quality managers. This chart must show the relationships among the CEO, general manager, quality manager, in-house quality control inspector, deputy in-house QC inspector, production manager.

4.4.6. A list of approved vendors.

4.4.7. A list of test and measuring equipment. Test and measuring equipment must be calibrated and traceable to a national standard. The equipment list must include sufficient testing instruments to assure quality compliance as appropriate for the items being fabricated.

4.5. **Required Statements**

The following statements shall be provided in the quality system submittal:

4.5.1. A quality policy statement that includes the following elements:

4.5.1.1. All activities of the organization shall be directed in such a manner as to ensure that the quality requirements of AC473 will be met.

4.5.1.2. The elements of the quality assurance program will be disseminated to all personnel assigned activities that affect the quality of the product.

4.5.2. IAS will be notified in writing prior to any cancellation of the inspection agreement with the accredited inspection agency.

4.5.3. Copies of reports of inspections conducted by the inspection agency, if they note major quality control variations, will be forwarded to IAS within 10 days of the major deficiency having been reported.

4.5.4. Entities accredited under these criteria will notify the inspection agency when the facility is to be closed for extended time periods other than for normally scheduled periods for maintenance or vacations, or for two or more weeks regardless of the circumstances of the closure. IAS and the inspection agency will be notified 10 days prior to resumption of operations.

4.5.5. IAS will be notified in writing by the accredited entity and the inspection agency if unannounced, follow-up inspections have not been conducted by the inspection agency.

4.5.6. IAS and the accredited inspection agency must be notified within 30 days of any changes in management personnel. As a minimum, this would include the president, general manager, purchasing manager, production manager, or quality manager.

4.6. **Required Written Procedures**

Entities accredited under these criteria shall submit written procedures for the following:

4.6.1. **Document Control**: Control of documents and data relating to the quality functions must be provided. This control shall include the following:

4.6.1.1. A document approval procedure.

4.6.1.2. A procedure to ensure that only current, approved documents are used.

4.6.1.3. A procedure to ensure that documents are available at all locations where necessary for the proper functioning of the ~~quality~~ management system.

4.6.2. **Purchasing**

4.6.2.1. Determining that purchased products will conform to specified requirements. The procedure must include a requirement that the type and grade of material be documented on the purchase order agreement.

4.6.2.2. Evaluation of subcontractors for their ability to meet subcontract requirements. Evaluations may contain summaries or logs, but must include a means of quantifying and measuring the ability of the subcontractor or supplier to provide quality products or services consistent with the required shop documents.

4.6.3. **Product Traceability**: The traceability procedure must describe the method used to ensure items are traceable as specified in the contract documents. Items that typically require traceability are materials that are incorporated into the final product. The project documents will determine if full materials traceability is required; however, the accredited entity must have a procedure to meet the project needs for the type of fabrication performed. In addition to project requirement needs, the accredited entity, as a minimum, must have in their control traceability of the finished product to incoming materials, inspectors, plans and specifications. The procedure must make provision for documentation of this traceability on inspection forms or on a controlled copy of the detail drawing.

As a minimum, all steel used and incorporated into the final cold-formed steel product (ex.: secondary structural steel and panels) must be traceable to the type and grade of material.

4.6.4. **Process Control**: There must be a procedure that identifies how process control is communicated to appropriate personnel. Process control includes procedures such as press-braking, press-forming, roll forming, cutting or saw operations, cambering and coating. Examples of forms used in the process control procedure are cut lists, standard drawings or detail drawings. The procedure must describe the accredited entity's method of communicating and establishing priorities of such operations.

4.6.5. **Inspection and Testing**: The inspection procedure shall include provisions for receipt, in-process and final inspections, as appropriate, to provide a level of assurance that products are fabricated in accordance with contract documents by qualified personnel. Final inspections shall include a record of the results and resolution of nonconformances identified by subsequent inspections. As a minimum, inspection procedures shall include the following:

4.6.5.1. Receiving inspection of incoming materials to the required specification, including review of mill test reports and certificates of conformance to ensure compliance with contract documents.

4.6.5.2. In-process inspection for workmanship that can affect subsequent operations. (Examples of in-process inspections are areas requiring coatings that will not be accessible during final inspection, monitoring of operations as appropriate, fabrication tolerances and monitoring of roll-forming operations for shape tolerances). There

must be documentation ensuring personnel performing assigned inspections have been trained on the specific tasks that are delegated.

4.6.5.3. There must be a record of the final inspection ensuring that receiving, in-process and final inspections have been performed.

4.6.5.4. Entities accredited under these criteria shall provide a procedure to ensure compliance with the following Metal Construction Association/Steel Coalition industry commitment: Roofing products (and/or decking products) that are to be walked upon shall be free of visible liquid lubricants when they are shipped from the plant. The coil ordering and manufacturing processes shall not generate significant levels of dry residue on walking surfaces at the time of shipment.

4.6.6. **Control of Inspection, Measuring and Test Equipment**: There must be a maintenance schedule, including calibration procedures, for testing equipment. Wherever possible, calibration services shall be provided by a calibration laboratory accredited by IAS or by an accreditation body that is a partner with IAS in a mutual recognition arrangement.

It is recognized there may not be nationally recognized standards available for unique testing equipment. When such instances exist, calibration procedures must be in compliance with manufacturer's recommendations to the extent that such testing equipment is calibrated to ensure consistency with the required measuring capabilities. It is the accredited entity's responsibility to ensure that such testing equipment is approved prior to use.

4.6.7. **Control of Nonconforming Workmanship**: Procedures shall be established for identifying, documenting and assigning the disposition of nonconforming items.

4.6.8. **Corrective Action**: The procedure for corrective action shall include investigating, documenting and correcting nonconformances. The procedure must include a provision to preclude repetition.

4.6.9. Handling, storage and delivery procedures shall include identifying and storing of incoming materials and finished products as appropriate to minimize damage and deterioration.

4.6.10. **Internal Audits**: Entities accredited under these criteria shall identify the frequency, method of documentation and the content of internal audits to determine the effectiveness of the quality system. Audits shall include a summary that compares the most recent audit to the previous audit, and shall include the elements of AC473. Internal audit frequency shall not be less than once per year.

4.6.11. **Control of Quality Records**: Entities accredited under these criteria must determine methods for storing, maintaining and accessing quality records for a minimum of two years. Quality records must include at least the following:

4.6.11.1. Completed in-house quality inspection reports, forms, and checklists.

4.6.11.2. Manufacturer test reports and certificates of compliance from vendors, for incoming materials and consumables.

4.6.11.3. Copies of inspection reports by the inspection agency.

4.6.11.4. Records of internal audits.

4.6.11.5. Training records.

4.6.11.6. Evaluations of vendors and subcontractors.

4.6.12. **Training**: There must be a procedure for the training of personnel who have an effect on the quality of the finished product. The procedure must include provision for maintaining current personnel qualifications. As a minimum, there must be training requirements established for inspectors, assistant inspectors, and machine operators.

4.7. **Control of Required Procedures**

Contract Review: The quality manager must ensure that contract quality requirements are met. The quality manager will be responsible for reviewing any instructions and/or procedures relative to activities affecting quality to determine if they are properly understood and implemented.

As a minimum, the following elements must be documented to ensure that contract reviews are managed, controlled, and successfully implemented and communicated to appropriate personnel:

4.7.1. Quality plans to ensure that fabrication conforms to the most recent project specifications.

4.7.2. As a minimum, quality plans shall address the following:

4.7.2.1. **Material**: **ASTM Grade and Type:**

4.7.2.1.1. Origin of materials

4.7.2.1.2. Substitution requirements

4.7.2.1.3. Material test report requirements

4.7.2.2. **Workmanship**:

4.7.2.2.1. Cutting of components

4.7.2.2.2. Drilling or punching of holes

4.7.2.2.3. Edge distance

4.7.2.2.4. Cambering, bending, straightening

4.7.2.2.5. Dimensional tolerances

4.7.3. Required inspections and sequence of inspections to verify conformance of an item or activity to specified requirements.

4.7.3.1. Receiving

4.7.3.2. In-process

4.7.3.3. Final

4.7.3.4. Records and reports

4.7.4. Acceptance criteria for inspections required in the contract documents for the scope of the project.

4.7.5. Shipping, packaging and handling requirements.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

~~5.1. IAS Rules of Procedure for Inspection Programs for Manufacturers of Cold-formed Steel Structural and Nonstructural Components Not Requiring Welding (under construction).~~

~~5.2. ANSI/AISI S100 North American Specification for the Design of Cold-Formed Steel Structural Members.~~

Steel Coalition Lubricant Task Group Final Report, approved for distribution May 14, 2002.

6. LINKS TO ADDITIONAL REFERENCES

6.1. IAS – www.iasonline.org

6.2. International Code Council – www.iccsafe.org

6.3. MBMA – www.mbma.com

ANNEX A

The inspection agency is limited to the review and implementation of the following shop procedures:

1.0 Product traceability

2.0 Process ~~C~~control

3.0 Inspection and ~~T~~testing

4.0 Control of ~~I~~inspection, ~~M~~measuring and ~~T~~test ~~E~~equipment

5.0 Control of ~~N~~nonconforming ~~W~~workmanship

6.0 Corrective ~~A~~action

7.0 Handling and ~~S~~storage

8.0 Training of ~~S~~shop ~~P~~personnel and ~~I~~inspectors

9.0 Document ~~C~~control of ~~S~~shop ~~P~~procedures.

These criteria were previously issued May 2010, ~~and~~ June 2013 and April 2017.