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July 27, 2018

TO: IAS-ACCREDITED METAL BUILDING ASSEMBLERS, INSPECTION AGENCIES AND OTHER INTERESTED PARTIES

SUBJECT: Proposed Revisions to the Accreditation Criteria for Inspection Practices of Metal Building Assemblers, Subject AC478-0918-0918-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 Practices of Metal Building Assemblers, AC478, has been placed on the agenda for committee consideration at the above-noted meeting. The changes are being requested in order to accommodate a recent request for changes and other changes to clarify specific areas of the criteria.

The changes proposed are summarized below:

1. Section 1.3.5: Remove "and Global Digital Solutions." This is not the title of the series.
2. Section 2.7: Add a new section, Daily Jobsite Checklist.
3. Section 2.11 (formerly Section 2.28): Add the word "Job" to the title Site-Specific Plan and move to 2.11.
4. Section 2.12.5: Add the word Equipment before Qualified Operator.

5. Section 2.18: Add section “On-the-job Training.
6. Section 4.2.3: Add “for initial review, followed up bi-annually,” after the words shall submit to IAS. And change the reference to section 4.5 to read 4.3.
7. Section 4.2.5: Add: (job site that is approximately 75% complete scheduled at a mutually convenient time/location to ensure these criteria are being followed).
8. Section 4.2.10: Add section that relocates the previous section 4.4 Personnel to become section 4.2.10 to define it under the general requirement section.
9. Section 4.3: Add the word “Documented” to the title of the section.
10. Section 4.3.2: Add section that relocates the previous section 4.3.8 Required Statements to become section 4.3.2 to define it under the management system document requirements section as a higher (required) priority.
11. Section 4.3.4: Add the word “Program” into the title.
12. Section 4.3.4.1: Replace “have an effect on” with “influence.” Add the second sentence of section 4.3.6.2 at the end of section 4.3.4.1.
13. Section 4.3.4.2: Relocate section 4.3.6.3 to become section 4.3.4.2.
14. Section 4.3.4.5.1: Add: and dated.
15. Section 4.3.4.5.4: Relocate section 4.3.6.8 and add Job at the beginning of the first word. Add the following: “These records should be available (either hard copy or electronically) at the site-specific project for all employees who are part of the workforce at the site-specific location:”
16. Relocate sections 4.3.6.7.1 through 4.3.6.7.3 to 4.3.4.5.
17. Section 4.3.5: Add a new section, 4.3.5.5: Job Safety Analysis documents to be used.
18. Delete former section 4.3.5 as it was moved to 4.3.4.
19. Delete former section 4.3.6 as it was moved to 4.2.10.1.2.
20. Delete former section 4.3.7 as it was moved to 4.2.10.1.3.
21. Delete former section 4.3.8 as it was moved to 4.3.2.
22. Delete former section 4.4 as it was moved to 4.2.10.

23. Section 4.4.1: Delete “not more than” and add “approximately.”
24. Add new section 4.5, Onsite Job-specific Assessment.

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.

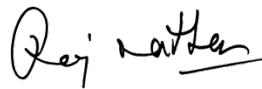
Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (copy enclosed).

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

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.

29 **4.0 MEETING RECORDS**

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

38 **5.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS**

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

49 **6.0 CLOSED SESSIONS**

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

51 **7.0 ACCREDITATION CRITERIA**

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

55 **7.1 Procedure**

56 **7.1.1 New Criteria**

57 **7.1.1.1** Proposed accreditation criteria may be submitted by interested parties to IAS, and/or shall be developed by the
58 IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting

59 **7.1.1.2** Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion
60 at the committee meeting, unless determined by IAS management that extraordinary consideration and electronic balloting are
61 needed.

62 **7.1.1.3** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in
63 proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of
64 the posting of the public notice on the IAS website. Such communications and submissions will otherwise be subject to the
65 provisions of Section 4.0 of these rules.

66 **7.1.1.4** Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria
67 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 in 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

98 **8.1** The IAS Accreditation Committee members are appointed or reappointed annually by the IAS Board of Directors in
99 consultation with the IAS President.
100
101 **8.2** Committee members are selected from senior management positions within accredited organizations, users of
102 accreditation, industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall
103 have knowledge of regulatory codes within their industry sector and international conformity assessment process and
104 practices. ■

**PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR INSPECTION
PRACTICES OF METAL BUILDING ASSEMBLERS**

AC478

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 PRACTICES OF METAL BUILDING ASSEMBLERS**

1. INTRODUCTION

1.1. **Scope:** These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Inspection Practices for Metal Building Assemblers accreditation. These criteria supplement the IAS Rules of Procedure for Accreditation of Inspection Practices of Metal Building Assemblers.

1.2. **Overview:** Accredited entities complying with these criteria will have demonstrated that they have the personnel, organization, experience, knowledge, management procedures and commitment to assemble metal building systems in accordance with specified requirements. IAS-accredited inspection practices for metal building assembly operate under a documented safety and training program. An IAS-accredited inspection or special inspection agency conducts jobsite inspections to verify continued compliance with these criteria.

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

1.3.1. AWS D1.1 and AWS D1.3, Structural Welding Code, published by the American Welding Society.

1.3.2. International Building Code[®], published by the International Code Council.

1.3.3. Ironworker Quality Construction Practices, Metal Building Systems Reference Manual.

1.3.4. ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.

1.3.5. Metal Buildings Institute ~~and Global Digital Solutions~~, Quality and Craftsmanship Training Series, available through <http://www.mbcea.org/store/dvd-craftsmen-series>.

1.3.6. OSHA Regulations (Standard 29 CFR), Part 1926 Safety and Health Regulations for Construction.

2. DEFINITIONS

For the purposes of these accreditation criteria, the definitions given in ISO/IEC Standard 17020, 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. **Assembler of Metal Building Systems:** Erectors and contractors who are substantially engaged in the assembly of metal buildings under DOT Code: 801.381-010 AIMS Code: 0877.

Further described as companies that erect metal building systems according to blueprint specifications and engineering drawings, using hand tools, power tools, and hoisting equipment; erect frames of buildings using a hoist; bolt steel frame members together; attach bracing and insulating materials to framework; screw sheet metal roof and siding panels to framework; read blueprints to determine location of items such as doors, windows, ventilators, and skylights and install items using, wrenches and power drill; trim excess sheet metal using power saws, power shears and tin snips; install corner, gable, rake, door and window trims; install gutters and downs; and are responsible for related clean-up and waste management.

2.3. **Bid Documents:** Documents produced for the assembler's use to support the implementation of the project. These documents include architectural drawings, site plan, manufacturer's engineered drawings and manufacturer's erection drawings and blueprints.

2.4. **Competent Person [29 CFR 1926.32(f)]:** One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

2.5. **Contract Documents:** Documents that describe the metal building system to be supplied in its entirety for a given project. These documents include work orders, drawings, specifications, and buyer sketches.

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

~~2.6.2.7.~~ **Daily Jobsite Checklist:** A checklist to be used as part of a routine to ensure items which are identified as relevant are performed. The checklist(s) are a means of documenting relevant items are covered each day (sometimes these are performed as part of a tool box meeting at the start of each day); these checklists may also indicate the status of work being performed and can be used for comparison to the schedule and/or to determine if inspections are required to be performed.

~~2.7.2.8.~~ **Erection Tolerances:** As set forth in "AISC Code of Standard Practice." Variations are to be expected in the finished overall dimensions of structural steel frames. Such variations are deemed to be within the limits of good practice when they do not exceed the cumulative effect of rolling, fabricating and erection tolerances.

~~2.8.2.9.~~ **General Manager:** The person occupying the highest position of authority within a facility's organization.

2.10. **Job Safety Analysis (JSA):** One of the risk assessment tools used to identify and control workplace hazards. A JSA is a second tier risk assessment with the aim of preventing personal injury to a person, or their colleagues, and any other person passing or working adjacent, above or below. JSAs are also known as Activity Hazard Analysis (AHA), Job Hazard Analysis (JHA) and Task Hazard Analysis (THA).

- 95 2.11. Jobsite-Specific Plan: As a minimum, such a plan should consider the following elements:
- 96 2.11.1. The sequence of erection activity, developed in coordination with the controlling
- 97 contractor which includes the following: material deliveries, material staging and
- 98 storage, and coordination with other trades and construction activities.
- 99 2.11.2. A description of the crane and derrick selection and placement procedures, if required,
- 100 including the following: site preparation; path for overhead loads; and critical lifts,
- 101 including rigging supplies and equipment.
- 102 2.11.3. A description of steel erection activities and procedures, including the following:
- 103 stability considerations requiring temporary bracing and guying; erection bridging
- 104 terminus point; anchor rod (anchor bolt) notifications regarding repair, replacement and
- 105 modifications; columns and beams (including joists and purlins); connections; decking;
- 106 and ornamental and miscellaneous iron.
- 107 2.11.4. A description of the fall protection procedures that will be used to comply with OSHA 29
- 108 CFR § 1926.760.
- 109 2.11.5. A description of the procedures that will be used to comply with OSHA 29 CFR §
- 110 1926.758, Systems-engineered metal buildings.
- 111 2.11.6. A description of the special procedures required for hazardous nonroutine tasks.
- 112 2.11.7. A certification for each employee who has received training for performing steel
- 113 erection operations as required by OSHA 29 CFR § 1926.761.
- 114 2.11.8. A list of the qualified and competent persons which also includes their credentials.
- 115 2.11.9. A description of the procedures that will be utilized in the event of rescue or emergency
- 116 response.
- 117 2.11.10. The identification of the site and project signed and dated by the qualified person(s)
- 118 responsible for its preparation and modification.
- 119 ~~2.8.4-2.11.11.~~ A site-specific plan may also be called a jobsite-specific plan, a site-specific
- 120 safety plan and a site-specific project plan.
- 121 ~~2.9.2.12.~~ **Journeyworker - Assembler of Metal Building Systems:** A worker who has completed
- 122 a registered apprenticeship program for Assembler, Metal Building Systems or who can give
- 123 demonstrable proof of a minimum of four years' experience in metal building assembly,
- 124 satisfactory completion of the MBI Quality and Craftsmanship Training Series and
- 125 training/certification in the following:
- 126 ~~2.9.4-2.12.1.~~ OSHA 10
- 127 ~~2.9.2-2.12.2.~~ Rigging 1
- 128 ~~2.9.3-2.12.3.~~ Hot Work Training
- 129 ~~2.9.4-2.12.4.~~ Rough Terrain Forklift Safety
- 130 ~~2.9.5-2.12.5.~~ Equipment Qualified Operator
- 131 ~~2.9.6-2.12.6.~~ Aerial Work Platform Safety

~~2.10-2.13.~~ **Management System:** A set of interrelated or interacting elements that metal building assemblers use to direct, control and coordinate how policies are implemented and objectives are achieved.

~~2.11-2.14.~~ **MBCEA:** Metal Building Contractors and Erectors Association.

~~2.12-2.15.~~ **MBI:** Metal Buildings Institute.

~~2.13-2.16.~~ **MBMA:** Metal Building Manufacturers Association.

2.17. Metal Building Systems Manufacturer: An entity that may be a company, division, subsidiary or similar organization that designs and manufactures a metal building system which consists of an integrated set of components and assemblies, including, but not limited to, frames that are primary structural steel members, secondary members that are cold-formed steel and steel joists, and roof and wall cladding components, specifically designed to support and transfer loads and provide a complete or partial building shell.

~~2.14-2.18.~~ **On-the-job Training:** Training that allows employees to learn by performing a specific job or task. The employee will perform the job while working under the supervision of an experienced employee who has been properly trained to perform the task; this can be structured by using hands-on application supported by classroom-type instruction. The employee uses the regular or existing tools, machines, documents, equipment, knowledge, and skills necessary to learn to effectively perform the task at hand.

~~2.15-2.19.~~ **OSHA:** Occupational Safety and Health Administration, a federal agency of the United States that regulates workplace safety and health to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

~~2.16-2.20.~~ **Procedure:** An implemented and written document that describes who does what, when, where, why and how.

~~2.17-2.21.~~ **Product:** Result of activities or processes.

~~2.18-2.22.~~ **Project:** A process consisting of a set of coordinated and controlled activities undertaken to achieve customer requirements.

~~2.19-2.23.~~ **Qualified Person [29 CFR 1926.32(m)]:** One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

~~2.20-2.24.~~ **Quality Assurance:** Measurable systematic actions to assure confidence that the implementation of planned activities results in meeting objectives, goals and contract documents.

~~2.21-2.25.~~ **Quality Control:** The act of examination, testing or measurement which verifies processes and services or verifies documents conform to specified criteria.

~~2.22-2.26.~~ **Repair:** Action taken to render a member or component acceptable for the intended use.

~~2.23-2.27.~~ **Safety Manager:** A safety professional, designated by management, who has demonstrated competence in establishing, maintaining and implementing a safety program with consistent results. The safety manager shall have direct access to the highest executive level and shall report on the performance of the safety program to the metal building assembler's management for use as a basis for improvement of the safety program.

~~2.24-2.28.~~ **Safety Plan:** A written document that describes the procedures and policies implemented to ensure the safety of all persons and things.

~~2.25-2.29.~~ **Senior Contractor Supervisor:** The individual designated by the contractor who has overall authority and responsibility for work performed by that contractor, including the Contractor Safety and Health Program.

~~2.26-2.30.~~ **Senior Project Supervisor:** The individual designated by the project constructor with final authority and overall responsibility for all construction and related activities, including the Project Safety and Health Program.

~~2.27. **Site-Specific Plan:** As a minimum, such a plan should consider the following elements:~~

~~2.27.1. The sequence of erection activity, developed in coordination with the controlling contractor that includes the following: material deliveries, material staging and storage; and coordination with other trades and construction activities.~~

~~2.27.2. A description of the crane and derrick selection and placement procedures, if required, including the following: site preparation; path for overhead loads; and critical lifts, including rigging supplies and equipment.~~

~~2.27.3. A description of steel erection activities and procedures, including the following: stability considerations requiring temporary bracing and guying; erection bridging terminus point; anchor rod (anchor bolt) notifications regarding repair, replacement and modifications; columns and beams (including joists and purlins); connections; decking; and ornamental and miscellaneous iron.~~

~~2.27.4. A description of the fall protection procedures that will be used to comply with OSHA 29 CFR § 1926.760.~~

~~2.27.5. A description of the procedures that will be used to comply with OSHA 29 CFR § 1926.758, Systems-engineered metal buildings.~~

~~2.27.6. A description of the special procedures required for hazardous nonroutine tasks.~~

~~2.27.7. A certification for each employee who has received training for performing steel erection operations as required by OSHA 29 CFR § 1926.761.~~

~~2.27.8. A list of the qualified and competent persons that includes their credentials.~~

~~2.27.9. A description of the procedures that will be utilized in the event of rescue or emergency response.~~

~~2.27.10. The identification of the site and project; and signed and dated by the qualified person(s) responsible for its preparation and modification.~~

~~2.27.11. A site-specific plan may also be called a jobsite specific plan, a site specific safety plan and a site specific project plan.~~

~~2.28-2.31.~~ **Subcontractor:** An individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract; a subcontractor is a person who is hired by a general contractor (or prime contractor, or main contractor) to perform a specific task as part of the overall project and is normally paid for services provided to the project by the originating general contractor.

~~2.29-2.32.~~ **WPS:** Welding Procedure Specification in accordance with AWS D1.1 or AWS D1.3 is required, as applicable.

3. ELIGIBILITY

Accreditation services are available to metal building assemblers, erectors and contractors who are substantially engaged in the assembly of metal buildings under DOT Code: 801.381-010; AIMS Code: 0877.

4. REQUIRED BASIC INFORMATION

4.1. Metal building assemblers 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 Practices of Metal Building Assemblers.

4.2. General Requirements

- 4.2.1. Metal building assemblers accredited under these criteria must obtain the services of an IAS-accredited inspection or special inspection agency, which is accredited for the specified discipline, to conduct, at a minimum, an annual inspection at a selected jobsite
- 4.2.2. The assembler of metal building systems shall establish and implement a management system that is fully documented. This documented management system must describe the assembly procedures and quality assurance activities for ensuring that the assembly meets the specified requirements.
- 4.2.3. The assembler of metal building systems, shall submit to IAS for initial review, followed up bi-annually, a documented management system, including a cross reference matrix ensuring that the requirements in Section 4.5-3 of these accreditation criteria have been included in the management system. The cross reference matrix must be signed by the Quality Manager.
- 4.2.4. The submitted management system document must be signed and dated by the highest level of authority within the metal building assembler.

- 4.2.5. Metal building assemblers applying for accreditation are subject to an initial on-site joint assessment by IAS and the IAS-accredited inspection or special inspection agency (jobsite that is approximately 75% complete, scheduled at a mutually convenient time/location to ensure these criteria are being followed). The purpose of this assessment is to determine efficacy of safety plans, training programs, and compliance with eligibility for requirements and evaluation of the inspection or special inspection agency's method of determining compliance prior to accreditation.
- 4.2.6. Metal building assemblers accredited under these criteria will adhere to metal building systems manufacturer's drawings, specifications and installation manuals.
- 4.2.7. Metal building assemblers accredited under these criteria, that rely on subcontracted or temporary labor must have documented procedures to show how they ensure compliance of subcontracted and temporary labor with the relevant requirements of these criteria.
- 4.2.8. Metal building assemblers accredited under these criteria that subcontract all or a significant portion of an assembly shall advise the contracting entity whether or not work will be performed by an accredited entity.
- 4.2.9. The accredited metal building assembler must maintain the following insurance coverage:
- 4.2.9.1. Workmen's Compensation,
 - 4.2.9.2. Comprehensive General Liability,
 - 4.2.9.3. Comprehensive Automobile Liability,
 - 4.2.9.4. Umbrella Excess Comprehensive General and Comprehensive Automobile.
- 4.2.10. The following key personnel must be identified in the organization and their responsibilities must be documented. The designated personnel must have clear understanding of their assignments.
- 4.2.10.1. **Quality Manager:** Metal building assemblers accredited under these criteria shall designate a quality manager who has the necessary training and experience to complete the tasks listed below:
- 4.2.10.1.1. Develop and implement the management system, including generation of appropriate documentation in accordance with these criteria;
 - 4.2.10.1.2. Ensure that periodic (at a minimum, annually) internal audits are conducted and documented, and that corrective actions are implemented.
- Internal Audits:** Metal building assemblers shall identify the frequency, method of documentation, and content of internal audits to determine the effectiveness of the management system, safety, and training programs. Internal audits must be conducted, at a minimum, annually. Audits shall

include a summary that compares the most recent audit to the previous audit and shall include the elements of these criteria.

4.2.10.1.3. Ensure that management reviews (at a minimum, annually) are conducted and documented to assure the adequacy and the effectiveness of the management system. Management reviews must produce a summary and a documented plan of action for improvement.

Management Reviews: Reviews must be conducted and recorded to ensure the adequacy and effectiveness of the quality, safety, and training programs. Management reviews must produce a summary and a documented plan of action for improvement. Documents to be considered during the management review must include, but are not limited to, customer complaints, back charges, OSHA violations, internal audit results, and corrective actions.

4.2.10.2. **Safety Manager:** Metal building assemblers accredited under these criteria shall designate a safety manager who has the necessary training and experience to complete the tasks listed below. The safety manager shall report directly to the highest level of authority within the organization. The safety manager shall (at a minimum) have the following responsibilities:

4.2.10.2.1. Follow a documented procedure of maintaining the safety program in accordance with these criteria.

4.2.10.2.2. Follow a documented procedure of monitoring the effective implementation of the safety program.

4.2.10.2.3. Follow a documented procedure for developing jobsite-specific safety plans and having knowledge of and access to the appropriate documents to meet this requirement.

4.2.10.3. **Training Manager:** Metal building assemblers accredited under these criteria shall designate a training manager who has the necessary training and experience to complete the tasks listed below. The training manager shall report to the highest level of authority within the organization. The training manager shall (at a minimum) have the following responsibilities:

4.2.10.3.1. Follow a documented procedure of maintaining the training program in accordance with these criteria.

4.2.10.3.2. Follow a documented procedure of monitoring the effective implementation of the training program.

4.2.10.3.3. Follow a documented procedure for developing training plans that meet all OSHA requirements, building manufacturer requirements, and equipment use

requirements for the assigned tasks. Have knowledge of and access to the appropriate resources to meet this requirement.

NOTE: In some cases, the quality manager, training manager, and safety manager may be the same individual.

4.3. **Documented Management System Requirements**

A documented management system must be provided which includes the following details:

4.3.1. **Basic Information**

4.3.1.1. The name of the metal building assembler and its legal identity (company registration details),

4.3.1.2. The physical address of the metal building assembler,

4.3.1.3. The mailing address (if different),

4.3.1.4. Name and title of the person serving as the IAS contact, including the telephone number and e-mail address.

4.3.2. Required Statements: The following statements must be provided:

4.3.2.1. All activities of the metal building assembler shall be directed in such a manner as to ensure that the safety and training requirements of these criteria will be met.

4.3.2.2. The elements of the safety and training programs will be disseminated to all personnel assigned activities that are involved with the assembly of metal buildings.

4.3.2.3. IAS will be notified, in writing, prior to any cancellation of the inspection agreement with the accredited inspection agency or special inspection agency.

4.3.2.4. IAS will be notified, in writing, by the accredited metal building assembler and the inspection agency if follow-up inspections have not been conducted by the inspection agency or special inspection agency.

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

4.3.2.4.3.3. **Control of Documents:** Procedures for control of documents and data relating to safety and training programs must be provided. This control shall include the following:

4.3.2.1.4.3.3.1. A document approval procedure,

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

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

4.3.3.4.3.4. **Training Program Documentation**

352 4.3.4.1. Metal building assemblers accredited under these criteria shall establish, document
353 and implement a training program that ensures a qualified labor force competent in
354 techniques necessary to ensure the quality and integrity of assembled metal
355 buildings. There must be a procedure ensuring the training of personnel who ~~have an~~
356 ~~effect on~~ influence the quality of the finished assembly. The procedure must include
357 provisions for maintaining current personnel qualifications.

358 ~~4.3.3.1.~~ 4.3.4.2. Metal building assemblers accredited under these criteria must have a
359 procedure in place for new hires to ensure they are trained adequately for assigned
360 tasks.

361 ~~4.3.3.2.~~ 4.3.4.3. The metal building assembler shall have procedures for storing,
362 maintaining and accessing training records and maintaining current personnel
363 qualifications.

364 ~~4.3.3.3.~~ 4.3.4.4. As a minimum, there must be training requirements established for
365 foremen, journeyworkers and apprentices regardless of whether or not there is a
366 formal apprenticeship program in place.

367 ~~4.3.3.4.~~ 4.3.4.5. Training records must include the following:

368 ~~4.3.3.4.1.~~ 4.3.4.5.1. Completed ~~and~~ dated training attendance records.

369 ~~4.3.3.4.2.~~ 4.3.4.5.2. Documentation proving comprehension of training (e.g., test
370 results).

371 ~~4.3.3.4.3.~~ 4.3.4.5.3. Evaluations of employees and subcontractors.

372 4.3.4.5.4. ~~Jobs~~Site-specific plans training, as appropriate for the corresponding site-
373 specific project. These records should be available (either hard copy or
374 electronically) at the site-specific project for all employees who are part of the
375 workforce at the site-specific location:

376 4.3.4.5.4.1. Jobsite safety and fall protection.

377 4.3.4.5.4.2. Safety and emergency services.

378 4.3.4.5.4.3. Reading job plans and specifications.

379 4.3.4.5.4.4. Understanding manufacturer's standards and details.

380 4.3.4.5.4.5. Materials identification.

381 4.3.4.5.4.6. Commonly-used tools and their proper use.

382 4.3.4.5.4.7. Proper care of equipment.

383 4.3.4.5.4.8. Construction cranes.

384 4.3.4.5.4.9. Forklifts, man-lifts, and scissor lifts.

385 4.3.4.5.4.10. Pre-assembled concrete and anchor rods.

386 4.3.4.5.4.11. Conditions at work site prior to assembly.

387 4.3.4.5.4.12. Hoisting.

388 4.3.4.5.4.13. Rigging.

4.3.4.5.4.14. Signal person.

4.3.4.5.4.15. Materials staging:

4.3.4.5.4.15.1. Materials planning and scheduling.

4.3.4.5.4.15.2. Materials handling and inventory.

4.3.4.5.4.15.3. Materials storage and protection.

4.3.4.5.4.15.4. Materials unloading and shake-out.

4.3.4.5.4.16. Structural:

4.3.4.5.4.16.1. Primary framing, including any special bolting requirements
identified within the contract documents.

4.3.4.5.4.16.2. Secondary framing.

4.3.4.5.4.16.3. Bracing (temporary and permanent).

4.3.4.5.4.16.4. Plumbing and squareness.

4.3.4.5.4.16.5. Detailing.

4.3.4.5.4.17. Wall Covering, including any special training requirements defined as
necessary by the Metal Building Manufacturer:

4.3.4.5.4.17.1. Wall panels.

4.3.4.5.4.17.2. Insulated metal panels.

4.3.4.5.4.17.3. Layout.

4.3.4.5.4.17.4. Insulation.

4.3.4.5.4.17.5. Standard ribbing panels.

4.3.4.5.4.17.6. Composite panels.

4.3.4.5.4.18. Roof panels, including any special training requirements defined as
necessary by the Metal Building Manufacturer:

4.3.4.5.4.18.1. Layout.

4.3.4.5.4.18.2. Insulated metal panels.

4.3.4.5.4.18.3. Insulation.

4.3.4.5.4.18.4. Standard ribbing panels.

4.3.4.5.4.18.5. Standing seam panels.

4.3.4.5.4.18.6. Composite panels.

4.3.4.5.4.18.7. Built-up roof panel system.

4.3.4.5.4.19. Trim and flashing, including any special training requirements defined
as necessary by the Metal Building Manufacturer:

4.3.4.5.4.19.1. Wall trims.

4.3.4.5.4.19.2. Wall accessories.

4.3.4.5.4.19.3. Roof trims.

4.3.4.5.4.19.4. Roof accessories.

4.3.4.5.4.20. Job completion.

4.3.4.5.4.21. Final clean-up.

4.3.4.5.5. OSHA 10 for all employees with more than one year of service. These records should be available (either hard copy or electronically) at the site-specific project for all employees that are part of the workforce at the site-specific location;

4.3.4.5.6. Metal Buildings Institute Quality and Craftsmanship Training Series or Ironworker Quality Construction Practices Metal Building Systems Training;

4.3.4.5.7. Any other required certifications and formal training necessary to perform the required tasks, including but not limited to:

4.3.4.5.7.1. Welding.

4.3.4.5.7.2. Aerial lift operator.

4.3.4.5.7.3. Forklift operator.

4.3.4.5.7.4. Crane operator.

~~4.3.4.3.1.4.3.4.5.7.5.~~ Specialty items, such as scaffolding, tools, products and/or equipment that require documented training prior to use.

4.3.4.4.3.5. **Safety Program Documentation**

4.3.4.1.4.3.5.1. Metal building assemblers accredited under these criteria shall establish and implement a safety program that is fully documented. This program must describe the procedures and activities for ensuring that all employees, subcontractors and processes comply with minimum OSHA standards and/or applicable regulatory requirements.

4.3.4.2.4.3.5.2. Metal building assemblers accredited under these criteria must have documented procedures for the development of jobsite-specific plans prior to commencement of work.

4.3.4.3.4.3.5.3. The safety program document must be signed and dated by the highest level of authority within the metal building assembler.

4.3.5.4. The safety program document must be reviewed at least annually.

4.3.4.4.4.3.5.5. Job Safety Analysis documents to be used.

4.3.5. **Training Program Documentation**

~~4.3.5.1. Metal building assemblers accredited under these criteria shall establish, document and implement a training program that ensures a qualified labor force competent in techniques necessary to ensure the quality and integrity of assembled metal buildings.~~

~~4.3.5.2. There must be a procedure ensuring the training of personnel who have an effect on the quality of the finished assembly. The procedure must include provisions for maintaining current personnel qualifications.~~

~~4.3.5.3. Metal building assemblers accredited under these criteria must have a procedure in place for new hires to ensure they are trained adequately for assigned tasks.~~

~~4.3.5.4. The training program shall be documented to ensure that at least 50% of personnel on a jobsite are qualified for the task at hand.~~

~~4.3.5.5. The training program shall be documented to ensure that at least 25% of the work force at the jobsite have achieved the journeyworker status or equivalent.~~

~~4.3.5.6. The training program documentation shall meet all OSHA requirements for the assigned tasks.~~

~~4.3.5.7. The training program shall consist of instructions with required passing grades that include:~~

~~4.3.5.7.1. OSHA 10, for all employees with more than one year of service;~~

~~4.3.5.7.2. Metal Buildings Institute Quality and Craftsmanship Training Series or Ironworker Quality Construction Practices Metal Building Systems Training;~~

~~4.3.5.7.3. Any other required certifications and formal training necessary to perform the required tasks, including but not limited to:~~

~~4.3.5.7.3.1. Welding~~

~~4.3.5.7.3.2. Aerial Lift Operator~~

~~4.3.5.7.3.3. Fork Lift Telehandler~~

~~4.3.5.7.3.4. Crane Operator~~

~~4.3.5.7.3.5. Specialty items, such as scaffolding, tools, products and/or equipment that require documented training prior to use.~~

~~4.3.5.8. The training program must have procedures in place to ensure the following training elements:~~

~~4.3.5.8.1. Jobsite safety and fall protection,~~

~~4.3.5.8.2. Safety and emergency services,~~

~~4.3.5.8.3. Reading job plans and specifications,~~

~~4.3.5.8.4. Understanding manufacturer's standards and details,~~

~~4.3.5.8.5. Materials identification,~~

~~4.3.5.8.6. Commonly used tools and their proper use,~~

~~4.3.5.8.7. Proper care of equipment,~~

~~4.3.5.8.8. Construction cranes,~~

~~4.3.5.8.9. Forklifts, man lifts and scissor lifts,~~

~~4.3.5.8.10. Pre-assembled concrete and anchor bolts,~~

~~4.3.5.8.11. Conditions at work site prior to assembly,~~

~~4.3.5.8.12. Hoisting,~~

~~4.3.5.8.13. Rigging,~~

~~4.3.5.8.14. Signal person,~~

~~4.3.5.8.15. Materials staging:~~
~~4.3.5.8.15.1. Materials planning and scheduling,~~
~~4.3.5.8.15.2. Materials handling and inventory,~~
~~4.3.5.8.15.3. Materials storage and protection,~~
~~4.3.5.8.15.4. Materials unloading and shake-out~~
~~4.3.5.8.16. Structural:~~
~~4.3.5.8.16.1. Primary framing,~~
~~4.3.5.8.16.2. Secondary framing,~~
~~4.3.5.8.16.3. Bracing,~~
~~4.3.5.8.16.4. Plumbing and squaring,~~
~~4.3.5.8.16.5. Detailing~~
~~4.3.5.8.17. Wall Covering:~~
~~4.3.5.8.17.1. Wall panels,~~
~~4.3.5.8.17.2. Insulated metal panels,~~
~~4.3.5.8.17.3. Layout,~~
~~4.3.5.8.17.4. Insulation,~~
~~4.3.5.8.17.5. Standard ribbing panels,~~
~~4.3.5.8.17.6. Composite panels~~
~~4.3.5.8.18. Roof panels:~~
~~4.3.5.8.18.1. Layout,~~
~~4.3.5.8.18.2. Insulated metal panels,~~
~~4.3.5.8.18.3. Insulation,~~
~~4.3.5.8.18.4. Standard ribbing panels,~~
~~4.3.5.8.18.5. Standing seam panels,~~
~~4.3.5.8.18.6. Composite panels~~
~~4.3.5.8.19. Trim and Flashing:~~
~~4.3.5.8.19.1. Wall trims,~~
~~4.3.5.8.19.2. Wall accessories,~~
~~4.3.5.8.19.3. Roof trims,~~
~~4.3.5.8.19.4. Roof accessories~~
~~4.3.5.8.20. Job Completion,~~
~~4.3.5.8.21. Final Clean.~~
4.3.6. Internal Audits: Metal building assemblers shall identify the frequency, method of documentation and the content of internal audits to determine the effectiveness of the management system, safety and training programs. Internal audits must be conducted, at a minimum, annually. Audits shall include a summary that compares the most recent audit to the previous audit, and shall include the elements of these criteria.

~~4.3.7. **Management Reviews:** Annual management reviews must be conducted and recorded to ensure the adequacy and effectiveness of the quality, safety and training programs. 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, OSHA violations, internal audit results and corrective actions.~~

~~4.3.8. **Required Statements:** The following statements must be provided:~~

~~4.3.8.1. All activities of the metal building assembler shall be directed in such a manner as to ensure that the safety and training requirements of these criteria will be met.~~

~~4.3.8.2. The elements of the safety and training program will be disseminated to all personnel assigned activities that are involved with the assembly of metal buildings.~~

~~4.3.8.3. IAS will be notified, in writing, prior to any cancellation of the inspection agreement with the accredited inspection agency or special inspection agency.~~

~~4.3.8.4. IAS will be notified, in writing, by the accredited metal building assembler and the inspection agency if follow-up inspections have not been conducted by the inspection agency or special inspection agency.~~

~~4.3.8.5. IAS and the accredited inspection agency or special inspection agency must be notified within 30 days of any changes in management personnel. As a minimum, this would include the president, general manager, quality manager, safety manager and training manager.~~

~~4.4. **Personnel**~~

~~The following key personnel must be identified in the organization and their responsibilities must be documented. The designated personnel must have clear understanding of their assignments.~~

~~4.4.1. **Safety Manager:** Metal building assemblers accredited under these criteria shall designate a safety manager who has the necessary training and experience to complete the tasks listed below. The safety manager shall report directly to the highest level of authority within the organization. The safety manager shall have the following responsibilities:~~

~~4.4.1.1. Maintaining the safety program in accordance with these criteria.~~

~~4.4.1.2. Monitoring the effective implementation of the safety program.~~

~~4.4.1.3. Developing jobsite-specific safety plans, and having knowledge of and access to the appropriate documents to meet this requirement.~~

~~4.4.2. **Training Manager:** Metal building assemblers accredited under these criteria shall designate a training manager who has the necessary training and experience to complete the tasks listed below. The training manager shall report directly to the highest level of authority within the organization. The training manager shall have the following responsibilities:~~

~~4.4.2.1. Maintaining the training program in accordance with these criteria.~~
~~4.4.2.2. Monitoring the effective implementation of the training program.~~
~~4.4.2.3. Developing training plans that meet OSHA requirements, building manufacturer requirements and equipment use requirements and have knowledge of and access to the appropriate resources to meet this requirement.~~
~~4.4.3. **Quality Manager:** Metal building assemblers accredited under these criteria shall designate a quality manager who has the necessary training and experience to complete the tasks listed below:~~
~~4.4.3.1. Develop and implement the management system, including generation of appropriate documentation in accordance with this criteria;~~
~~4.4.3.2. Ensure that periodic internal audits are conducted and documented, and that corrective actions are implemented;~~
~~4.4.3.3. Ensure that annual management reviews are conducted and documented to assure the adequacy and effectiveness of the management system. Annual management reviews must produce a summary and a documented plan of action for improvement.~~
~~**Note:** In some cases, the quality manager, training manager and safety manager may be the same individual.~~

4.5.4.4. Inspection and Special Inspection Agency – Requirements and Responsibilities

The following sections note the minimum requirements and responsibilities of the IAS-accredited inspection agency or special inspection agency:

~~4.5.1.4.4.1.~~ Inspection agency personnel will conduct an annual jobsite inspection scheduled at a mutually convenient time/location to ensure inspection of a building that is ~~not more than approximately~~ 75% complete; therefore, inspections must be announced.

~~4.5.2.4.4.2.~~ IAS will be notified, in writing, prior to any cancellation of the inspection agreement with the accredited metal building assembler.

~~4.5.3.4.4.3.~~ IAS will be notified, in writing, by the accredited entity and the inspection or special inspection agency if follow-up inspections have not been conducted by the inspection or special inspection agency.

~~4.5.4.4.4.4.~~ **Inspection Reports:** The inspection report, at a minimum, must include the following information and reference to:

~~4.5.4.1.4.4.1.~~ **On-site inspection records shall include:**

~~4.5.4.1.1.4.4.4.1.1.~~ A site-specific project plan.

~~4.5.4.1.2.4.4.4.1.2.~~ Daily jobsite checklist.

~~4.5.4.1.3.4.4.4.1.3.~~ JSA's job safety analysis.

~~4.5.4.1.4.4.4.4.1.4.~~ Site layout plan.

~~4.5.4.1.5.4.4.4.1.5.~~ Quality control plan.

4.5.4.1.6.4.4.4.1.6. Narrative regarding the erection plan.

4.5.4.1.7.4.4.4.1.7. Records that demonstrate assembly proceeds only after concrete has sufficiently cured and that anchor rods, if modified, have the approval of the engineer of record.

4.5.4.2.4.4.4.2. **Receiving/Storage:** Process for unloading and inventorying.

4.5.4.3.4.4.4.3. **Training**

4.5.4.3.1.4.4.4.3.1. Inspector to validate at least 30% of jobsite personnel. Inspector to list personnel verified and total number of personnel on jobsite.

4.5.4.3.2.4.4.4.3.2. OSHA 10 training for personnel on jobsite with at least one year experience.

4.5.4.3.3.4.4.4.3.3. Records of craft workers' certifications and training appropriate for their assigned task.

4.5.4.4.4.4.4.4. **Welding and Bolting Requirements:** Inspector must review the welding and bolting procedures required for the project.

4.5. Onsite Job-specific Assessment: The minimum requirements of the IAS onsite job-specific assessment and verification of jobsite-specific documentation are as follows:

4.5.1. IAS personnel will conduct an initial onsite inspection, followed up the second year and then bi-annually; scheduled at a mutually convenient time/location to ensure inspection of a building that is approximately 75% complete; therefore, inspections must be announced.

4.5.2. Basic Information;

4.5.2.1. The name of the metal building assembler and its legal identity (company registration details).

4.5.2.2. The physical address of the metal building assembler.

4.5.2.3. The mailing address (if different).

4.5.2.4. Name and title of the person serving as the IAS contact, including the telephone number and e-mail address.

4.5.2.5. The physical address of the specific jobsite.

4.5.2.6. The job-specific project name used to identify the project.

4.5.2.7. A set of Final erection drawings submitted by the Metal Building Manufacturer.

4.5.3. Required Statements: The following statements must be provided:

4.5.3.1. All activities of the metal building assembler shall be directed in such a manner as to ensure the safety and training requirements of these criteria will be met.

4.5.3.2. The element of the safety and training program will be disseminated to all personnel assigned activities who are involved with the assembly of metal buildings.

646 4.5.3.3. IAS and the accredited inspection agency or special inspection agency must be
647 notified within 30 days of any changes in management personnel. As a minimum, this
648 would include the president, general manager, quality manager, safety manager, and
649 training manager.

650 4.5.4. **Control of Documents:** Procedures for control of documents and data relating to
651 safety and training programs must be provided. This control shall include the following:

652 4.5.4.1. Verify that the latest approved document is being followed.

653 4.5.4.2. Verify that only the current, approved documents are being used.

654 4.5.4.3. Verify that documents are available at all locations where necessary for the proper
655 functioning of the management system.

656 4.5.5. **Field Personnel Training Program Documentation**

657 4.5.5.1. Verify that the training program implemented by the metal building assemblers
658 accredited under these criteria to ensure a qualified labor force (including new hires)
659 competent in techniques necessary to ensure the quality and integrity of assembled
660 metal buildings is documented, been read by all employees working onsite, and
661 understood by all employees working onsite.

662 4.5.5.2. Verify that the metal building assembler is following their documented procedures for
663 storing, maintaining, and accessing training records and maintaining personnel
664 qualifications.

665 4.5.5.3. Verify the training requirements established for foremen, journey workers, and
666 apprentices have been followed, regardless of whether there is a formal
667 apprenticeship program in place.

668 4.5.5.4. Verify that the training program is documented to ensure at least 50% of personnel at
669 the specific jobsite are qualified for the task at hand.

670 4.5.5.5. Verify that the training program is documented to ensure at least 25% of the work
671 force at the specific jobsite have achieved the journey worker status or equivalent.

672 4.5.5.6. Verify that the training program records for personnel on the specific jobsite consist of
673 documentation that include the following:

674 4.5.5.6.1. Completed and dated training attendance records.

675 4.5.5.6.2. Documentation proving comprehension of training (e.g., passing test results).

676 4.5.5.6.3. Evaluations of employees and subcontractors.

677 4.5.5.6.4. Site-specific plans training, as appropriate, for the corresponding site-specific
678 project. These should be available (either hard copy or electronically) at the
679 site-specific project for all employees that are part of the workforce at the
680 site-specific location:

681 4.5.5.6.4.1. Reading job plans and specifications.

682 4.5.5.6.4.2. Understanding manufacturer's standards and details.

683 4.5.5.6.4.3. Materials identification.
684 4.5.5.6.4.4. Commonly used tools and their proper use.
685 4.5.5.6.4.5. Proper care of equipment.
686 4.5.5.6.4.6. Construction cranes.
687 4.5.5.6.4.7. Forklifts, man-lifts, and scissor-lifts.
688 4.5.5.6.4.8. Pre-assembled concrete and anchor rods.
689 4.5.5.6.4.9. Conditions at work site prior to assembly.
690 4.5.5.6.4.10. Hoisting.
691 4.5.5.6.4.11. Rigging.
692 4.5.5.6.4.12. Signal person.
693 4.5.5.6.4.13. Materials staging:
694 4.5.5.6.4.13.1. Materials planning and scheduling.
695 4.5.5.6.4.13.2. Materials handling and inventory; any special requirements from
696 the material supplier.
697 4.5.5.6.4.13.3. Materials storage and protection.
698 4.5.5.6.4.13.4. Materials unloading and shake-out; process of documenting
699 receipt of damaged material.
700 4.5.5.6.4.14. Structural:
701 4.5.5.6.4.14.1. Primary framing.
702 4.5.5.6.4.14.1.1. Any special bolting requirements identified within the
703 contract documents.
704 4.5.5.6.4.14.1.2. Review any special welding procedures required.
705 4.5.5.6.4.14.2. Secondary framing; review any special welding procedures
706 required.
707 4.5.5.6.4.14.3. Permanent and temporary bracing.
708 4.5.5.6.4.14.4. Plumbing and squaring.
709 4.5.5.6.4.14.5. Detailing.
710 4.5.5.6.4.15. Wall covering, including any special training requirements defined as
711 necessary by the metal building manufacturer:
712 4.5.5.6.4.15.1. Wall panels.
713 4.5.5.6.4.15.2. Insulated metal panels.
714 4.5.5.6.4.15.3. Layout.
715 4.5.5.6.4.15.4. Insulation.
716 4.5.5.6.4.15.5. Standard ribbing panels.
717 4.5.5.6.4.15.6. Composite panels.
718 4.5.5.6.4.16. Roof panels, including any special training requirements defined as
719 necessary by the metal building manufacturer:

- 720 4.5.5.6.4.16.1. Roof panels,
- 721 4.5.5.6.4.16.2. Insulated metal panels,
- 722 4.5.5.6.4.16.3. Layout,
- 723 4.5.5.6.4.16.4. Insulation,
- 724 4.5.5.6.4.16.5. Standard ribbing panels,
- 725 4.5.5.6.4.16.6. Standing seam panels,
- 726 4.5.5.6.4.16.7. Composite panels,
- 727 4.5.5.6.4.17. Trim and flashing, including any special training requirements defined
- 728 as necessary by the metal building manufacturer:
- 729 4.5.5.6.4.17.1. Wall trims,
- 730 4.5.5.6.4.17.2. Wall accessories,
- 731 4.5.5.6.4.17.3. Roof trims,
- 732 4.5.5.6.4.17.4. Roof accessories,
- 733 4.5.5.6.4.18. Job completion,
- 734 4.5.5.6.4.19. Final clean-up,
- 735 4.5.5.6.5. Metal Buildings Institute Quality and Craftsmanship Training Series or
- 736 Ironworker Quality Construction Practices Metal Building Systems Training;
- 737 4.5.5.6.6. Any other certifications and formal training necessary to perform the required
- 738 tasks, including but not limited to:
- 739 4.5.5.6.6.1. Welding,
- 740 4.5.5.6.6.2. Aerial lift operator,
- 741 4.5.5.6.6.3. Forklift telehandler,
- 742 4.5.5.6.6.4. Crane operator,
- 743 4.5.5.6.6.5. Specialty items, such as scaffolding, tools, products, and/or equipment
- 744 that require documented training prior to use.
- 745 **4.5.6. Field Personnel Safety Program Documentation**
- 746 4.5.6.1. Verify that the safety program implemented by the metal building assemblers
- 747 accredited under these criteria to ensure a qualified labor force (including new hires)
- 748 competent in techniques necessary to ensure the quality and integrity of assembled
- 749 metal buildings is documented, been read by all employees working onsite, and
- 750 understood by all employees working onsite,
- 751 4.5.6.2. Verify that the metal building assembler is following their documented procedures for
- 752 storing, maintaining, and accessing safety records and maintaining personnel
- 753 qualifications,
- 754 4.5.6.3. Verify that the safety program records for personnel on the specific jobsite consist of
- 755 documentation that include the following:
- 756 4.5.6.3.1. Jobsite safety and fall protection,

- 757 4.5.6.3.2. Safety and emergency services.
- 758 4.5.6.3.3. Commonly used tools and their proper (safe) use.
- 759 4.5.6.3.4. Proper (safe) care of equipment.
- 760 4.5.6.3.5. Safe working conditions at construction crane site.
- 761 4.5.6.3.6. Safe working conditions of forklifts, man-lifts, and scissor-lifts.
- 762 4.5.6.3.7. Documented safe conditions at work site prior to assembly.
- 763 4.5.6.3.8. Safe hoisting conditions.
- 764 4.5.6.3.9. Safe rigging equipment conditions.
- 765 4.5.6.3.10. Safe conditions followed by Signal person.
- 766 4.5.6.3.11. Safe conditions surrounding materials staging: Safe material handling.
- 767 4.5.6.3.12. Safe structural conditions observed:
- 768 4.5.6.3.12.1. Installation of safe permanent bracing observed.
- 769 4.5.6.3.12.2. Installation of safe temporary bracing observed.
- 770 4.5.6.3.13. Safe wall panel installation procedures observed.
- 771 4.5.6.3.14. Safe roof panel installation procedures observed.
- 772 4.5.6.3.15. Safe trim and flashing installation procedures observed.
- 773 4.5.6.3.16. Safe clean-up procedures observed.
- 774 4.5.6.4. OSHA 10 for all employees with more than one year of service. These records should
- 775 be available (either hard copy or electronically) at the site-specific project for all
- 776 employees that are part of the workforce at the site-specific location.
- 777 4.5.6.5. Completed Job Safety Analysis (JSA) forms.
- 778

779 **5. ADDITIONAL INFORMATION (AS APPLICABLE)**

- 780 5.1. Minimum Design Loads for Buildings and Other Structures (ASCE/SEI 7), published by the
- 781 American Society of Civil Engineers/Structural Engineering Institute.
- 782 5.2. Specification for Structural Steel Buildings (AISC 360), published by the American Institute of
- 783 Steel Construction.
- 784 5.3. AISI S100 – North American Specification for the Design of Cold-Formed Steel Structural
- 785 Members, published by the American Iron and Steel Institute.
- 786 5.4. IAS Accreditation Criteria for Inspection Agencies AC98.
- 787 5.5. MBMA Metal Building Systems Manual.
- 788 5.6. National Guidelines for Apprenticeship Standards developed by Metal Buildings Institute for the
- 789 occupation of Assembler, Pre-Engineered Metal Buildings, O*NET/SOC CODE 47-2221.00,
- 790 RAPIDS CODE: 0877, available at:
- 791 http://www.doleta.gov/oa/bul10/Bulletin_2010_09_Attachments.pdf.
- 792 5.7. Specification for Structural Joints Using High-Strength Bolts, available from the Research
- 793 Council on Structural Connections (RCSC).

794 5.8. Structural Bolting Handbook, published by the Steel Structures Technology Center, Inc.

795

796 **6. LINKS TO ADDITIONAL REFERENCES:**

797 6.1. IAS – www.iasonline.org

798 6.2. MBCEA – www.mbcea.org

799 6.3. IMPACT – www.impact.org

800 6.4. ICC – www.iccsafe.org

801 6.5. MBMA – www.mbma.com

802

803 | *These criteria were previously issued February 2015, ~~and~~ June 2015 ~~and~~ April 2017.*