

IAS Training Seminar

Special Inspection Agencies in Building Construction - Accreditation to IAS AC291 –

The Bailey Conference Center / Club Quarters, 52 William Street, NY, NY

Day 1

8:00 – 8:30 Coffee & Check-in

Module 1 Rules, Regulations and Standards and QMS as a support to Ethical Practice

8:30 – 9:00	<u>Introductions & Course Objectives</u>	1 - 7
9:00 – 9:30	<u>A review of the Seminar Materials</u>	8 - 15
9:30 – 10:00	<u>NYC Rules and the NYC Building Code</u>	16 - 36
10:00 – 10:15	< AM Break >	
10:15 – 12:00	<u>NYC Rules and the NYC Building Code</u>	37 - 70
12:00 – 1:00	<Lunch Break >	
1:00 – 2:30	<u>Duties of the SIA under 1 RCNY 101-06 & 101-7</u>	71 - 114
2:30 – 2:45	<PM Break >	
2:45 – 3:15	<u>AC291 and ISO/IEC 17020-2012</u>	115 - 116
3:15 – 4:30	<u>QMS Primer – A Historical View (including QMS and Ethical Practice)</u>	117 - 147
4:30 – 5:00	<u>Evaluation of Learning</u>	148

Day 2

8:00 – 8:30 Coffee & Check in

Module 2 Initial Development / Continuous Improvement of QMS Documentation

8:30 – 9:45	<u>Accreditation, ISO 17020, ASTM E329, IAS AC-291</u>	1 - 25
9:45 – 10:00	<u>Preparation and the QMS Pyramid</u>	26 - 35
10:00 – 10:15	<AM Break>	
10:15 - 12:00	<u>The QA Manual - Level 1 / Policy Document of the MSD</u>	36 - 40
	<ul style="list-style-type: none"> • Section 1 & Section 2 41 - 45 • Company History and Current Practice o Scope of Accreditation • Commitment to adhere to the relevant QMS Standards o References • Definitions • Section 4 - (MSD Core) 46 - 74 • Legal Entity • Liability Insurance • Risks to Impartiality and Integrity o Confidentiality • Organization and Independence • Technical Competence of Special Inspectors o Safety • Equipment/Calibration Policy • Record Keeping and maintenance of records o Policy on Data Security • Document Control • Policy on Approval of Procedures, Forms, Checklists 	
12:00 – 1:00	<Lunch Break>	
1:00 – 2:30	<u>The QA Manual – Level I - Policy (continued)</u>	
	<ul style="list-style-type: none"> • Section 4 - (MSD Core - continued) 75 87 • Contract Review (Scope, Resources) Policy • Sample Management • Subcontracting Policy • Complaints/Appeals • Customer Feedback • Internal Audit Policy • Management Review Policy • Policy on Notification of DOB • Policy on approval/dispatch of reports • Section 4.20 - Inspection Reports 89 - 92 • Section 4.21 & 4.22 93 - 101 • Policy on Training • Supervising/Monitoring Inspectors • Section 5 - Qualification of Inspectors 101 	

2:30 – 2:45

<PM Break>

1:00 – 2:30 QA Procedures - Level II of the MSD 102 -123

- Detailed procedure with checklist/forms must be developed for each area of the Management System as a way to implement the Policy commitments in Level I.
- 19 Key Procedures Discussed.
- Sample Internal Audit Spreadsheet Reviewed.

2:45 – 3:15 Inspection Procedures 124 - 160

- Template for Detailed Inspection Procedures
- Sample Checklist - Structural Steel Bolting

3:15 – 3:30 What to expect at the on-site assessment 161 - 177

3:30 – 3:45 What to expect at the on-site assessment 178 - 186

3:45 – 4:00 Evaluation, Quiz & Summary 187 -188