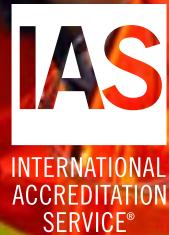# IAS AccreditCom®
Special Inspection Agencies
NEWSLETTER

Welcome to the Special Inspection Agencies Accreditation Program Newsletter!

Welcome to the IAS Newsletter on the SIA Accreditation Program. This newsletter is intended to inform IAS customers about developments at IAS and in the industry that may impact your accreditation and business.

Frequent **Corrective Action Requests**

One of the most frequent corrective action requests in special inspection agency assessments relates to internal audits and management reviews. The accreditation criteria (AC291) states:

4.16 Internal Audit: Policies and procedures for internal audits shall be documented and implemented by the SIA. Records of internal audits and corrective actions shall be available for review. Note: For agencies with no additional qualified internal auditors, such internal audits may be performed by an independent qualified individual.

Additionally, AC291, section 4.17 Management Review, states that the management review shall, at a minimum, take account of AC291, section 4.17.1, internal audit reports.

IAS has found that although most special inspection agencies conduct internal audits, a frequent finding is that the results are not included in management review discussions. The agencies should maintain records of their internal audit findings and any corrective actions taken. During the management review, those records should be discussed to see that the corrective actions were adequate to capture opportunities for improvement. This information would need to be recorded in the minutes and noted as action items for the next management review.

Another corrective action request frequently found is an oversight of upper management in supervising and monitoring special inspectors in the field and ensuring that their relevant training is completed.

AC291 states:

4.7 Technical Competency of Special Inspectors: A matrix matching inspector qualifications, certifications, and relevant experience to categories in which they are authorized to conduct special inspections shall be maintained. Inspector's education, certification(s) and relevant documented experience shall satisfy the requirements of the AHJ or Table 1 (if none are specified). The matrix shall include the date of employment and expiration dates for certifications (if any).

Records need to be kept regarding "the competence requirements, education, qualification, training, technical knowledge, [and] hands-on skills" and need to be "demonstrated onsite or by interview and mock demonstration" as stated in AC291. Any findings need to be addressed and corrected by proper additional training and kept in a matrix.

IAS moves into a **new office**

The IAS staff have moved into a new office in Brea, California. The new space is in the same building as the previous IAS location. *"This new office space has given us the opportunity to expand our office to accommodate growth,"* said Raj Nathan, IAS President. *"It also enabled us to update the environment to reflect the IAS brand, and modernize the space with better IT and furnishing to support productivity."* The IAS office is located in the same building as the parent company, the International Code Council. The address for the new office is 3060 Saturn Street, Suite 101, Brea, California, 92821.

How are **IAS Accreditation Criteria Updated**

If your company is accredited to any IAS accreditation program, then you are aware that there is an Accreditation Criteria (AC) for the program. The Special Inspection Agency Accreditation is based on AC291. IAS follows a process that allows for updates to be made to the criteria, as needed. Anyone interested in submitting a proposed change to the criteria can submit their proposed language change to IAS anytime. IAS will bring the proposed language before the Accreditation Committee in a public forum that allows for open discussion. The committee may decide to accept, reject, or edit the proposed language. The next IAS Accreditation Committee meeting will be held on Wednesday, June 11, 2025. Learn more about the meeting

Have there been updates to the **Accreditation Criteria** that affect your company's accreditation?

Don't get caught off-guard about accreditation criteria updates during your next assessment. Periodically, there is an opportunity for changes to be made to the accreditation criteria that impact your company's accreditation (see previous article). Being aware of these changes will help your company prepare for the next assessment. This will give you time to start implementing the new requirements. You can see the most current versions of the accreditation criteria on the IAS website. When you look at the accreditation criteria, the changes will be identified with a vertical line by the affected section of the AC. See the latest versions of the criteria in the links below:

AC291

Events **in 2025**

Make plans to attend the following events in 2025.

➥ **American Institute of Architects Annual Conference,** Boston, MA | June 4–7, 2025

➥ **NYSSPE Annual Conference** Buffalo, NY | June 5–7, 2025

➥ **International Code Council Annual Conference** Cleveland, OH October 19–30, 2025

Training on Special Inspection Agency Accreditation

IAS offers a two-day training program titled "Special Inspection Agencies (SIA) in Building Construction – NYC Focus." This training course has been developed to provide a comprehensive understanding to participants who operate a documented management system complying with IAS AC291. IAS is approved by NYC Department of Buildings to deliver training in support of its accreditation services. The course provides information on effectively preparing and implementing a management system manual, including the procedures and forms and technical documentation required to comply with IAS AC291 and the NYC DOB requirements. The training draws upon IAS staff assessment experiences and insights from field visits and management system reviews. Training includes discussions and exercises, and helps participants understand key accreditation process concepts. The training benefits both technical and management personnel directly involved in special inspection administration and operations. View the full course description.

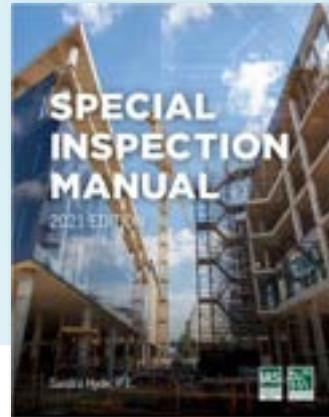## **Need to update** your contact with IAS?

At one point or another, most accredited companies will need to know how to replace the person(s) they have entered into the IAS Portal to receive information about their accreditation from IAS.

The IAS Portal is set up so that each accredited customer has three contacts who receive information from IAS. These contacts are for the customer's Technical Contact, Billing Contact, and Legal Contact. Customers may use the same person, or different individuals, for each of the three contact roles. Each contact has their own login credentials. To update a contact, the customer must log in and make the change. That is why multiple people in your company should have access to the login information. IAS has created a short video explaining how customers can easily update their contact information in the portal. Watch the instructional video on updating contacts.

Special Inspection **Manual**

The Special Inspection Manual is published by the International Code Council (ICC) and provides detailed guidance on required special inspections and structural observation. The Manual outlines the special inspections mandated by the International Building Code® and its referenced material standards, with descriptions of those inspections. It also includes information on creating a special inspection overview program within a building department, including procedures and forms to support program administration. Additionally, the Manual helps users prepare for special inspection certification exams and draft statements of special inspection. Read more about the Special Inspection Manual.

Promote your Accreditation

IAS customers can promote their accreditations with IAS Accreditation Program Symbols. The symbols can be used in advertisements, websites, brochures, exhibit booths, and other places to promote IAS accreditation. For accreditation symbols, send email to requestamark@iasonline.org.

Let us know **what you think**

IAS strives to continually improve our services and welcomes feedback, positive or negative, which we will use to provide better service to our customers and stakeholders. Visit the Contact Us page of the IAS website to share your comments.

The International Accreditation Service (IAS) is a nonprofit accreditation body and a signatory member of Asia Pacific Accreditation Cooperation (APAC), International Accreditation Forum (IAF) and International Laboratory Accreditation Cooperation (ILAC). IAS is a member of the ICC Family of Solutions.

Assessor Positions at IAS

IAS is looking for qualified individuals to become assessors for the Special Inspection Agency Accreditation Program. Learn more about becoming an assessor.

IAS Celebrates **50th Anniversary**

IAS is thrilled to celebrate its 50th anniversary of providing accreditation services in 2025! Our journey began in 1975, when we recognized the first testing laboratory under our former name, the International Conference of Building Officials. This laboratory was approved for testing building materials, marking the start of our commitment to excellence.

Over the years, IAS has grown significantly, now offering more than 20 accreditation programs. We proudly serve diverse industries, including food, construction, environmental sciences, information technology and more.

Headquartered in the city of Brea, California, IAS has become a global leader, accrediting organizations worldwide. Our programs are recognized by major regulatory agencies such as the NYC DOB, EPA, FDA, DoD, and many others, underscoring our dedication to quality and trust.

Join us as we celebrate five decades of advancing accreditation and supporting industries worldwide!

Need Answers? Get in Touch with IAS

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IAS on Social Media

If you haven't connected with IAS on social media platforms, then you are missing out on the latest accreditation news. IAS provides periodic news updates and information on dedicated pages on X, Facebook, LinkedIn and YouTube. To find us, go to any of these pages and search for International Accreditation Service.

BE SURE TO LIKE, FOLLOW AND SUBSCRIBE:

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