

29 2.1.5 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
30 charges are the responsibility of the applicant, and the applicant agrees to
31 reimburse IAS for any such taxes and charges imposed on IAS with respect to
32 services provided by IAS.

33 2.1.6 Required documentation as noted in Sections 4 and 5 of IAS AC251 must be
34 submitted.

35 2.1.7 Desired scope of accreditation detailing the program activities for which
36 accreditation is sought must be submitted. As an example, the following format
37 is recommended:

Fields of Code Enforcement	Type and Range of Accreditation Services	Referenced Codes
Electrical	Plan review, permitting and inspection	2012 Shamrock Statewide Building Code

38
39 2.1.8 IAS may at any time, in addition to the required documentation noted above,
40 require other information.

41 2.1.9 Initial applicants will be invoiced for the balance of costs and expenses
42 resulting from the onsite assessment.

43
44 **2.2 Initial Assessment**

45 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation
46 and the desired scope of accreditation, IAS will process the application as
47 follows:

48 2.2.1.1 A review of submitted documentation will be conducted to determine
49 preliminary compliance with applicable requirements. A letter summarizing
50 preliminary observations will be relayed to the applicant, including a request
51 for any additional data which may be required prior to scheduling the initial
52 assessment.

53 2.2.1.2 An onsite pre-assessment visit will be scheduled for the purpose of
54 determining preliminary compliance with applicable requirements.

55 2.2.1.3 **Initial Assessment:** In consultation with the applicant, and within 180 days
56 following the pre-assessment visit, the full assessment will be scheduled to
57 verify compliance with the accreditation requirements. Onsite assessments
58 are conducted at the building code regulatory agency's/third-party provider's
59 headquarters. Field site visits will also be conducted. IAS shall be permitted

60 to conduct assessments of the offices of any jurisdiction it accredits or that
61 contracts with the applicant.

62 **2.2.1.4 Response to Assessment Report:** A written response to any Corrective
63 Action Requests (CARs) and Concerns identified during the initial
64 assessment shall be submitted to IAS within thirty (30) days of the conclusion
65 of the assessment as follows:

66 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on
67 actions taken by the agency/provider to resolve the CARs, including
68 objective evidence substantiating the actions taken. The response
69 must include root cause analysis to support CAR closures where
70 appropriate. Resolution of CARs requiring revisions to the applicant's
71 management and technical system must be documented and
72 submitted to IAS. Objective evidence may be in the form of revisions
73 to procedures, additional training, mentoring and monitoring given to
74 personnel accompanied by appropriate records, and/or other data.

75 2.2.1.4.2 Concerns require a mandatory written response from the
76 agency/provider within 30 days of submission of the assessment
77 report. While objective evidence addressing Concerns is not
78 mandatory, the applicant must inform IAS on the action taken or
79 intended action to be undertaken with a timeline for completion. The
80 action taken by the organization to implement actions to resolve
81 concerns will be verified at the agency's next scheduled assessment
82 or during a follow-up assessment.

83 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the
84 applicant must request, in writing, for an extension from IAS.
85 Requests for an extension should be accompanied by a reasonable
86 estimate on when the responses will be submitted for review.

87 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine
88 if CARs and Concerns have been satisfactorily resolved.

89 2.2.1.4.5 Failure to resolve all CARs and Concerns within six months from the
90 date of assessment will result in a reassessment or further action
91 against the accreditation as called for in these rules.

92 2.2.2 Upon determination that based on the onsite assessment and review of
93 evidence submitted, the applicant has met all the accreditation requirements as

94 a building code regulatory agency/third-party service provider for the program
95 activities noted in the scope of accreditation an assessment report and
96 recommendation are forwarded to the IAS Accreditation Review Committee—
97 Building Departments (ARC-BD). The ARC-BD shall render a decision in
98 accordance with the Rules of Operation of the IAS Accreditation Review
99 Committees. A favorable action by the ARC-BD results in the issuance of the
100 accreditation certificate which will be available on the IAS website.

101 2.2.3 The ARC-BD may return the report to the IAS team leader if the ARC-BD
102 determines there are additional areas requiring further review prior to
103 accreditation. A follow-up onsite assessment may be necessary. Upon
104 resolution of the concerns/comments, a new recommendation is provided for
105 the ARC-BD.

106 2.2.4 IAS may decide not to grant accreditation to the applicant for not fulfilling
107 accreditation requirements. Any applicant denied accreditation may appeal this
108 decision as per requirements noted under Section 6.2 of these rules.

109 2.2.5 Each initial accreditation is valid for a three-year period from the accreditation
110 date.

111

112 **3.0 MAINTENANCE OF ACCREDITATION**

113 **3.1 Renewal Application, Fees and Assessment Costs**

114 3.1.1 Each renewal application must be submitted through the IAS Customer portal.

115 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the
116 expiration date if continued accreditation is desired and shall be accompanied
117 by the applicable fee as identified in the renewal notice.

118 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation
119 is not completed by the renewal date.

120 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
121 charges are the responsibility of the applicant, and the applicant agrees to
122 reimburse IAS for any such taxes and charges imposed on IAS with respect to
123 services provided by IAS.

124 3.1.5 All expenses, including but not limited to travel and staff time, related to the
125 assessments are reimbursable to IAS by the applicant.

126

127 **3.2 Surveillance Assessment after Initial Accreditation**

- 128 3.2.1 All accredited building code regulatory agencies/third-party service providers
129 are subject to a surveillance assessment 18 months from the initial date of
130 accreditation.
- 131 3.2.2 At minimum, the following information shall be reviewed during the onsite
132 surveillance assessment: the agency's/provider's internal audit and
133 management review reports/minutes; any complaints; actions resulting from
134 any Concerns noted in the previous assessment report; any major changes in
135 key personnel, facilities, or in the agency's/provider's management system.
- 136 3.2.3 Surveillance assessment process is similar to the initial assessment process
137 noted above; however, it may be conducted remotely at the discretion of IAS.
- 138 3.2.4 IAS may decide not to grant accreditation to the accredited building code
139 regulatory agency/third-party service provider for not fulfilling accreditation
140 requirements. Any applicant denied accreditation may appeal this decision as
141 per requirements noted under Section 6 of these rules.
- 142 3.2.5 For currently-accredited building code regulatory agencies/third-party service
143 providers, failure to respond to an IAS assessment report within 90 days will
144 result in suspension of accreditation and removal of the building code
145 regulatory agency's/third-party service provider's accreditation certificate from
146 the IAS website.

147

148 3.3 Onsite Reassessment

- 149 3.3.1 An onsite reassessment is required at the end of every three-year term
150 commencing from the date of initial accreditation.
- 151 3.3.2 In consultation with the accredited building code regulatory agency/third-party
152 service provider, an onsite assessment will be scheduled to verify compliance
153 with the accreditation requirements.
- 154 3.3.3 Onsite reassessment process is similar to the initial assessment process noted
155 above.
- 156 3.3.4 For currently-accredited building code regulatory agencies/third-party service
157 providers, failure to respond to an IAS assessment report within 90 days will
158 result in suspension of accreditation and removal of the building code
159 regulatory agency's/third-party service provider's accreditation certificate from
160 the IAS website.

161 3.3.5 The ARC-BD shall have authority to require additional onsite assessments as it
162 deems necessary.

163 **3.4 Periodic Surveillance**

164 Departments who have been granted reaccreditation by IAS will be subject to a
165 surveillance assessment 18 months from the date of their reaccreditation. IAS will
166 conduct the surveillance visit remotely when possible, however, IAS reserves the right
167 to schedule an onsite visit and/or follow-up visit for cause.

168

169 **3.5 Extraordinary Assessments**

170 3.5.1 Extraordinary onsite assessments may be conducted, including unannounced
171 assessments, to investigate formal complaints or other changes in a building
172 code regulatory agency's/third-party service provider's status that may affect
173 the ability of the agency/provider to fulfill IAS requirements for accreditation.

174 3.5.2 All costs associated with the extraordinary assessment will be the responsibility
175 of the accredited agency/provider.

176

177 **4.0 RESPONSIBILITIES OF BUILDING CODE REGULATORY AGENCY/THIRD-PARTY**
178 **SERVICE PROVIDER**

179 **4.1 Changes to Building Code Regulatory Agency's/Third-party Service Provider's**
180 **Accreditation Status:** Agencies/providers accredited under these rules shall notify
181 IAS in writing within thirty days concerning the following:

182 4.1.1 Change in agency/provider name.

183 4.1.2 Change in agency/provider address.

184 4.1.3 Change in third-party service provider ownership.

185 4.1.4 Changes in principal code enforcement/technical officer or key supervisory
186 personnel.

187 4.1.5 Changes in facilities, policies or procedures that affect the agency's/provider's
188 accreditation.

189

190 **4.2 Indemnification:** All applications for an IAS accreditation contain indemnification
191 provisions.

192

193 4.3 **Unannounced Assessments:** The building code regulatory agency/third-party service
194 provider agrees to permit unannounced assessments of its office and facilities by the
195 IAS for cause, such as formal complaints, pattern of nonconformance, etc.

196
197 4.4 **Usage of the IAS Name or Symbol by Accredited Building Code Regulatory**
198 **Agencies/Third-party Service Providers**

199 4.4.1 An accredited building code regulatory agency/third-party service provider can
200 make reference to its IAS accreditation in reports, on its website, in its general
201 literature and promotional materials, under the following provisions:

202 4.4.1.1 The agency/provider may not reference its accredited status in any way that
203 indicates or implies accreditation in areas outside the actual scope of the
204 specific IAS accreditation; or that indicates or implies IAS endorsement of any
205 particular service provided by the agency/provider.

206 4.4.1.2 When the IAS name and/or the registered symbol are used on the
207 agency's/provider's letterhead or in other general literature or promotional
208 materials, it shall be accompanied by the word "ACCREDITED." The symbol
209 must also include the name of the accredited program, e.g., "Building Code
210 Regulatory Agency" or "Third-party Service Provider."

211 4.4.1.3 The IAS registered symbol may not be changed in any way, although it may
212 be enlarged or reduced.

213 4.4.2 It is the agency's/provider's responsibility to not misrepresent its accreditation
214 status in any way, and to secure IAS approval in advance whenever there is a
215 question about the agency's/provider's intended use of the IAS name and/or
216 symbol.

217

218 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

219 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation
220 document shall be issued and maintained current for each accredited building code
221 regulatory agency/third-party service provider upon satisfactory completion of the
222 accreditation requirements. For each accredited agency/provider, the scope of
223 accreditation shall be posted on the IAS website. Accreditation actions will also be
224 noted on the IAS website.

225

226 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by
227 the IAS president or his/her designee.

228

229 5.3 **Proprietary Data:** Data in any accreditation file or application are considered
230 proprietary to the applicant. The data may be disclosed by IAS only upon the written
231 consent of the applicant or pursuant to subpoena issued by a court or other
232 governmental agency of competent jurisdiction. Proprietary information may also be
233 disclosed to the ARC-BD in executive session. Proprietary data may also be disclosed
234 to a staff member of IAS or an authorized representative of IAS having a legitimate
235 interest therein; any duly identified representative of the building code regulatory
236 agency/third-party service provider, or like person or organization who initially prepared
237 the data, or a duly authorized representative thereof stated to be an employee or
238 principal thereof having a legitimate interest therein. Governmental regulatory bodies
239 may be granted access in the interest of public safety or preservation of property as it
240 relates to enforcement of laws/regulations upon receipt of an official written request.

241

242 5.4 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
243 accredited building code regulatory agency/third-party service provider to appeal
244 against an assessor or assessment team assigned to assess the agency/provider. This
245 appeal must request in writing with the reasons identified. IAS, in mutual agreement
246 with the agency/provider, may arrange to assign a different assessor or assessment
247 team for the scheduled assessment.

248

249 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE** 250 **ACCREDITATION, AND APPEALS**

251 6.1 Any accreditation is subject to denial, revocation, modification, suspension or
252 cancellation upon occurrence of any of the following:

253 6.1.1 Failure by the building code regulatory agency/third-party service provider to
254 comply with the current or updated Rules of Procedure.

255 6.1.2 Failure to comply with the current or updated Accreditation Criteria.

256 6.1.3 Failure to comply with any condition to the issuance of the accreditation.

257 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the
258 application or any data or documentation submitted in support thereof.

259 6.1.5 Failure to comply with any provision contained in the application.

- 260 6.1.6 Failure to comply with any terms of the documentation on which the IAS
261 accreditation was based.
262 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.
263

264 **6.2 Appeals**

- 265 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation
266 may only be appealed by the holder of the accreditation.
267 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or
268 cancellation of accreditation shall be in accordance with the Rules of Procedure
269 for Appeals Concerning International Accreditation Service, Inc., Actions. The
270 IAS president or his/her designee, or the Board of Directors, as the case may
271 be, may shorten any of the time periods set forth in the Rules of Procedure for
272 Appeals Concerning International Accreditation Service, Inc., Actions, if such
273 action is deemed necessary, in their discretion, in the interest of public safety
274 and welfare.
275

276 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any
277 initial application, or accreditation may be denied, revoked, modified, suspended or
278 cancelled by the IAS president or his/her designee for any of the following reasons with
279 no right of appeal:

- 280 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the
281 mailing by IAS of written demand for payment.
282 6.3.2 Failure to perform any test or to furnish any material or data relating to building
283 code regulatory agency/third-party service provider accreditation required by
284 IAS within the specified time limit, unless extended by the IAS president or
285 his/her designee.
286 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns
287 resulting from an IAS assessment report in the allotted time, unless extended
288 by the IAS president or his/her designee.
289 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
290 and, if applicable, the special oversight requirements stipulated in Section 4.2
291 of the Rules of Procedure.
292

293 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

294 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
295 6.3, IAS, by the decision of its president or his/her designee, may choose any
296 of the following actions:

297 6.4.1.1 Denial of the application.

298 6.4.1.2 Revocation of the accreditation.

299 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
300 president or his/her designee.

301 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
302 by the IAS president or his/her designee.

303 6.4.1.5 Cancellation of the accreditation.

304 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
305 the actions set forth in this section may become effective immediately if
306 deemed necessary, in the interest of public safety and welfare, may be stayed
307 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
308 International Accreditation Service, Inc., Actions, or may be otherwise stayed
309 on such terms and conditions as determined by the president or his/her
310 designee.

311 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
312 suspension, unless this provision is specifically modified by the terms of the
313 suspension, the accredited building code regulatory agency/third-party service
314 provider shall discontinue all use of the IAS symbol. The building code
315 regulatory agency/third-party service provider shall also immediately
316 discontinue any references to IAS accreditation on any reports, certificates, or
317 promotional material.

318 6.4.4 IAS shall have the right to immediately notify the highest elected official and the
319 highest administrative official of the jurisdiction the building code regulatory
320 agency/third-party service provider serves.

321 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
322 in this section, with respect to the accreditation, IAS shall deliver to the
323 jurisdiction a written statement, signed by the IAS president or his/her
324 designee, setting forth the factual basis for such action. This written statement
325 shall include a specific reference to the cause for the action which is set forth in
326 the Rules of Procedure. ▪