

1 **RULES OF PROCEDURE FOR ACCREDITATION OF FABRICATOR**
2 **INSPECTION PROGRAMS**

3
4 **1.0 INTRODUCTION**

5 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of
6 the Fabricator Inspection Program by International Accreditation Service, Inc. (IAS).

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8 IAS accreditation does not make any representation nor should it be construed as
9 making representation regarding attributes not specifically addressed by the
10 accreditation. Accreditation also does not constitute an endorsement or
11 recommendation for use of a particular fabricator.

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13 **1.2 Reference Documents**

14 1.2.1 IAS Accreditation Criteria for Fabricator Inspection Programs for Reinforced
15 and Precast/Prestressed Concrete, AC157.

16 1.2.2 IAS Accreditation Criteria for Fabricator Inspection Programs for Structural
17 Steel, AC172.

18 1.2.3 IAS Accreditation Criteria for Fabricator Inspection Programs for Wood Wall
19 Panels, AC196.

20 1.2.4 IAS Rules of Procedure for Appeals Concerning International Accreditation
21 Service, Inc., Actions

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23 **2.0 INITIAL ACCREDITATION**

24 **2.1 Initial Application, Fees and Assessment Costs**

25 2.1.1 Each initial application must be submitted through the IAS Customer portal.

26 2.1.2 The new applicant must submit appropriate basic fee and assessment cost as
27 identified in your quotation.

28 2.1.3 Initial applications held for more than 180 days, without the applicant's having
29 fulfilled IAS requirements for accreditation, are subject to cancellation unless
30 such term is extended by the IAS president or his/her designee.

- 31 2.1.4 All IAS fees are nonrefundable.
- 32 2.1.5 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
33 charges are the responsibility of the applicant, and the applicant agrees to
34 reimburse IAS for any such taxes and charges imposed on IAS with respect to
35 services provided by IAS.
- 36 2.1.6 Required documentation as noted in Section 4 of IAS AC157, AC172 or AC196
37 must be submitted.
- 38 2.1.7 IAS may at any time, in addition to the required documentation noted above,
39 require other information.
- 40 2.1.8 Initial applicants will be invoiced for the balance of costs and expenses
41 resulting from the onsite assessment.
- 42

43 2.2 Initial Assessment

- 44 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation
45 and the desired scope of accreditation, IAS will process the application as
46 follows:
- 47 2.2.1.1 A review of submitted documentation will be conducted to determine
48 preliminary compliance with applicable requirements. A letter summarizing
49 preliminary observations will be relayed to the applicant, including a request
50 for any additional data which may be required prior to scheduling the initial
51 assessment.
- 52 2.2.1.2 Each fabricator shall obtain the services of an IAS-accredited inspection
53 agency, whose scope of accreditation includes the specified fabrication
54 discipline. The inspection agency shall conduct at a minimum, biannual
55 unannounced inspections (two per year) of the fabrication facility.
56 Unannounced inspections shall commence approximately six months after
57 the fabricator's date of accreditation. Subsequent unannounced inspections
58 shall be conducted at approximate six-month intervals+/- 30 days.
- 59 2.2.1.3 **Initial Assessment:** In consultation with the applicant and the accredited
60 inspection agency, an initial onsite joint assessment will be scheduled to
61 verify compliance with the accreditation requirements.
- 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 fabricator 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 fabricator'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 fabricator
76 within 30 days of submission of the assessment report. While
77 objective evidence addressing Concerns is not mandatory, the
78 fabricator must inform IAS on the action taken or intended action to be
79 undertaken with a timeline for completion. The action taken by the
80 organization to implement actions to resolve concerns will be verified
81 at the agency's next scheduled assessment or during a follow-up
82 assessment.

83 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the
84 fabricator 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 IAS will grant accreditation upon determination that based on the onsite
93 assessment and review of evidence submitted, the applicant has met all the
94 accreditation requirements as a fabricator inspection program noted in the
95 scope of accreditation certificate and available on the IAS website.

- 96 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling
97 accreditation requirements. Any applicant denied accreditation may appeal this
98 decision as per requirements noted under Section 6.2 of these rules.
99 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation
100 date.

101

102 **3.0 MAINTENANCE OF ACCREDITATION**

103 **3.1 Renewal Application, Fees and Assessment Costs**

104 3.1.1 Each renewal application must be submitted through the IAS Customer portal.

105 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the
106 expiration date if continued accreditation is desired and shall be accompanied
107 by the applicable fee as identified in the renewal notice.

108 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation
109 is not completed by the renewal date.

110 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
111 charges are the responsibility of the applicant, and the applicant agrees to
112 reimburse IAS for any such taxes and charges imposed on IAS with respect to
113 services provided by IAS.

114 3.1.5 All expenses, including but not limited to travel and staff time, related to the
115 assessments are reimbursable to IAS by the fabricator.

116

117 **3.2 Surveillance Assessment after Initial Year of Accreditation (for Concrete and** 118 **Wood Wall Panel Fabricators only)**

119 3.2.1 All accredited concrete and wood fabricators are subject to an onsite
120 surveillance assessment at the end of the initial year of accreditation.

121 **3.2.2 Onsite Surveillance Assessment**

122 3.2.2.1 If IAS determines an onsite surveillance assessment is required, IAS staff will
123 contact the fabricator to schedule the assessment.

124 3.2.2.2 At minimum, the following information shall be reviewed during the onsite
125 surveillance assessment: the fabricator's internal audit and management
126 review reports/minutes; any complaints; actions resulting from any Concerns
127 noted in the previous assessment report; any major changes in key
128 personnel, facilities, equipment or in the fabricator's management system.

129 3.2.2.3 Surveillance assessment process is similar to the initial assessment process
130 noted above.

131 3.2.2.4 IAS may decide not to grant accreditation to the accredited fabricator for not
132 fulfilling accreditation requirements. Any applicant denied accreditation may
133 appeal this decision as per requirements noted under Section 6 of these
134 rules.

135 3.2.2.5 For currently-accredited fabricators, failure to respond to an IAS assessment
136 report within 90 days will result in suspension of accreditation and removal of
137 the fabricators accreditation certificate from the IAS website.

138 3.2.3 IAS will grant accreditation upon determination based on surveillance
139 assessment and completion of renewal application that the accredited
140 fabricator has met the accreditation requirements for the fabricator inspection
141 program noted in the scope of accreditation certificate and available on the IAS
142 website.

143

144 3.3 Onsite Reassessment

145 3.3.1 An onsite reassessment is required for concrete and wood fabricators at the
146 end of every two-year term commencing from the date of initial accreditation.

147 3.3.2 An onsite reassessment is required for steel fabricators at the end of the initial
148 year and every year thereafter.

149 3.3.3 In consultation with the accredited fabricator and the accredited inspection
150 agency, a joint onsite assessment will be scheduled to verify compliance with
151 the accreditation requirements.

152 3.3.4 Onsite reassessment process is similar to the initial assessment process noted
153 above.

154 3.3.5 For currently-accredited fabricators, failure to respond to an IAS assessment
155 report within 90 days will result in suspension of accreditation and removal of
156 the fabricator's accreditation certificate from the IAS website.

157

158 3.4 Extraordinary Assessments

159 3.4.1 Extraordinary onsite assessments may be conducted, including unannounced
160 assessments, to investigate formal complaints or other changes in a
161 fabricator's status that may affect the ability of the fabricator to fulfill IAS
162 requirements for accreditation.

163 3.4.2 All costs associated with the extraordinary assessment will be the responsibility
164 of the accredited fabricator.

165

166 **4.0 RESPONSIBILITIES OF FABRICATOR**

167 4.1 **Changes to Fabricator's Accreditation Status:** Fabricators accredited under these
168 rules shall notify IAS in writing within thirty days concerning the following:

169 4.1.1 Change in fabricator name.

170 4.1.2 Change in fabricator ownership.

171 4.1.3 Change in fabricator address.

172 4.1.4 Changes in policies or procedures that affect the fabricator's accreditation.

173 4.1.5 Changes in key technical or supervisory personnel.

174 4.1.6 Change in status, including but not limited to cancellation, revocation,
175 suspension or withdrawal of other accreditations maintained by the fabricator.

176

177 4.2 **Fabricators Operating Under Special Jurisdictional/Governmental Regulations**

178 4.2.1 Regulatory entities may place specific compliance requirements on fabricators
179 operating within their jurisdiction. If a fabricator intends to seek acceptance of
180 its reports of its inspections by these entities, they must agree to comply with
181 the additional assessment requirements, including more frequent onsite
182 assessments, as applicable.

183 4.2.2 By executing the IAS application for fabricator inspection program
184 accreditation, the fabricator agrees to furnish all needed documentation, pay
185 the required fees, perform additional witness inspections, or otherwise fully
186 comply with the requirements of the regulatory entities.

187

188 4.3 **Indemnification:** All applications for an IAS accreditation contain indemnification
189 provisions.

190

191 4.4 **Unannounced Assessments:** The fabricator agrees to permit unannounced
192 assessments of its office and facilities by the IAS for cause, such as formal complaints,
193 pattern of nonconformance, regulatory requests, etc.

194

195 4.5 **Usage of the IAS Name or Symbol by Accredited Fabricators**

196 4.5.1 An accredited fabricator can make reference to its IAS accreditation in on its
197 website, in its general literature and promotional materials, and in business
198 solicitations, under the following provisions:

199 4.5.1.1 The fabricator may not reference its accredited status in any way that
200 indicates or implies accreditation in areas outside the actual scope of the
201 specific IAS accreditation; or that indicates or implies IAS recognition of its
202 fabricated products, or the design or performance characteristics of its
203 fabricated products.

204 4.5.1.2 When the IAS name and/or the registered symbol are used, it shall be
205 accompanied by the word "ACCREDITED." The symbol must also include the
206 name of the accredited program, e.g., "Fabrication Inspection Agency."

207 4.5.1.3 When the IAS name or the registered symbol is printed on letterhead and/or
208 other stationery, such stationery **may not** be used for work proposals or
209 quotations if none of the work is within the fabricator's current scope of
210 accreditation with IAS.

211 4.5.1.4 The IAS registered symbol may not be changed in any way, although it may
212 be enlarged or reduced.

213 4.5.1.5 The IAS registered symbol is to be used on IAS-endorsed reports. The IAS
214 registered symbol displayed on these reports must include the name of the
215 accredited program, e.g., "Fabrication Inspection Agency," provided the
216 reports relate to the fabricator's IAS-approved scope of accreditation.
217 Whenever the IAS symbol is used on a report covering multiple areas, some
218 of which are within the fabricator's scope of accreditation and some of which
219 are outside the scope, the fabricator must clearly identify whatever portion of
220 the report is not covered by IAS accreditation.

221 4.5.2 It is the fabricator's responsibility to not misrepresent its accreditation status in
222 any way, and to secure IAS approval in advance whenever there is a question
223 about the fabricator's intended use of the IAS name and/or symbol.

224
225 **4.6 Enumerated Conditions**

226 4.6.1 As a condition of IAS accreditation, the applicant agrees to inform IAS, in
227 advance, of any intended modification to its accredited inspection process or
228 management system.

229 4.6.2 As a condition of IAS accreditation, the applicant agrees to keep a record of all
230 significant complaints made known to the applicant about the assemblies
231 fabricated under the accreditation, and to make these records available to IAS
232 upon request. The applicant will take appropriate action with respect to such
233 complaints, and document the actions taken.

234

235 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

236 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation
237 document shall be issued and maintained current for each accredited fabricator upon
238 satisfactory completion of the accreditation requirements. For each accredited
239 fabricator, the scope of accreditation shall be posted on the IAS website. Accreditation
240 actions will also be noted on the IAS website.

241

242 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by
243 the IAS president or his/her designee.

244

245 5.3 **Proprietary Data:** Data in any accreditation file or application are considered
246 proprietary to the applicant. The data may be disclosed by IAS only upon the written
247 consent of the applicant or pursuant to subpoena issued by a court or other
248 governmental agency of competent jurisdiction. Proprietary data may also be disclosed
249 to a staff member of IAS or an authorized representative of IAS having a legitimate
250 interest therein; any duly identified representative of any fabricator, or like person or
251 organization who initially prepared the data, or a duly authorized representative thereof
252 stated to be an employee or principal thereof having a legitimate interest therein.
253 Governmental regulatory bodies may be granted access in the interest of public safety
254 or preservation of property as it relates to enforcement of laws/regulations upon receipt
255 of an official written request.

256

257 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by
258 national and international bodies on a random basis to establish conformance with
259 international accreditation and conformity assessment standards. It is understood that,
260 by executing an accreditation application, fabricators grant IAS the authority to allow
261 such access.

262

263 5.5 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
264 accredited fabricator to appeal against an assessor or assessment team assigned to
265 assess the fabricator. This appeal must request in writing with the reasons identified.
266 IAS, in mutual agreement with the fabricator, may arrange to assign a different
267 assessor or assessment team for the scheduled assessment.
268

269 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE**
270 **ACCREDITATION, AND APPEALS**

271 6.1 Any accreditation is subject to denial, revocation, modification, suspension or
272 cancellation upon occurrence of any of the following:

273 6.1.1 Repeated failure of the material, method of construction or equipment to
274 conform to the specifications and fabrication facility inspection manual on which
275 the accreditation was based.

276 6.1.2 Repeated failure of the material, method of construction or equipment to
277 perform properly although meeting the specifications upon which the
278 accreditation was originally based.

279 6.1.3 Failure by the fabricator to comply with the current or updated Rules of
280 Procedure.

281 6.1.4 Failure to comply with the current or updated Accreditation Criteria.

282 6.1.5 Failure to comply with any condition to the issuance of the accreditation.

283 6.1.6 Any misstatement, whether intentionally or unintentionally made, in the
284 application or any data or documentation submitted in support thereof.

285 6.1.7 Failure to comply with any provision contained in the application.

286 6.1.8 Failure to comply with any terms of the management system documentation on
287 which the IAS accreditation was based.

288 6.1.9 Any other grounds considered as adequate cause in the judgment of IAS.
289

290 **6.2 Appeals**

291 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation
292 may only be appealed by the holder of the accreditation.

293 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or
294 cancellation of accreditation shall be in accordance with the Rules of Procedure
295 for Appeals Concerning International Accreditation Service, Inc., Actions. The
296 IAS president or his/her designee, or the Board of Directors, as the case may

297 be, may shorten any of the time periods set forth in the Rules of Procedure for
298 Appeals Concerning International Accreditation Service, Inc., Actions, if such
299 action is deemed necessary, in their discretion, in the interest of public safety
300 and welfare.

301
302 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any
303 initial application, or accreditation may be denied, revoked, modified, suspended or
304 cancelled by the IAS president or his/her designee for any of the following reasons with
305 no right of appeal:

306 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the
307 mailing by IAS of written demand for payment.

308 6.3.2 Failure to maintain a current quality control program with the inspection agency
309 noted in the accreditation.

310 6.3.3 Failure to perform any test or to furnish any material or data relating to
311 fabricator accreditation required by IAS within the specified time limit, unless
312 extended by the IAS president or his/her designee.

313 6.3.4 Failure to respond and resolve IAS Corrective Action Requests or Concerns
314 resulting from an IAS assessment report in the allotted time, unless extended
315 by the IAS president or his/her designee.

316 6.3.5 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
317 and, if applicable, the special oversight requirements stipulated in Section 4.3
318 of the Rules of Procedure.

319 6.3.6 Failure to furnish information and/or submit to a surveillance assessment as
320 required in Section 3.2.3 of these rules within the specified time limit.

321
322 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

323 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
324 6.3, IAS, by the decision of its president or his/her designee, may choose any
325 of the following actions:

326 6.4.1.1 Denial of the application.

327 6.4.1.2 Revocation of the accreditation.

328 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
329 president or his/her designee.

- 330 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
331 by the IAS president or his/her designee.
- 332 6.4.1.5 Cancellation of the accreditation.
- 333 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
334 the actions set forth in this section may become effective immediately if
335 deemed necessary, in the interest of public safety and welfare, may be stayed
336 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
337 International Accreditation Service, Inc., Actions, or may be otherwise stayed
338 on such terms and conditions as determined by the president or his/her
339 designee.
- 340 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
341 suspension, unless this provision is specifically modified by the terms of the
342 suspension, the accredited fabricator shall discontinue all use of the IAS
343 symbol. The fabricator shall also immediately discontinue any references to
344 IAS accreditation on any reports, certificates, or promotional material.
- 345 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and
346 any other interested parties of any improper and unauthorized reference to the
347 continuation of the accreditation, when in the sole judgment of IAS, as
348 determined by its president or his/her designee, such notification is necessary
349 in the interest of public safety or welfare.
- 350 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
351 in this section, with respect to the accreditation, IAS shall deliver to the
352 fabricator a written statement, signed by the IAS president or his/her designee,
353 setting forth the factual basis for such action. This written statement shall
354 include a specific reference to the cause for the action which is set forth in the
355 Rules of Procedure. ▪