

30 reimburse IAS for any such taxes and charges imposed on IAS with respect to
31 services provided by IAS.

32 2.1.6 Required documentation as noted in Sections 4 and 5 of IAS AC426 must be
33 submitted.

34 2.1.7 Desired scope of accreditation detailing the program activities for which
35 accreditation is sought must be submitted. As an example, the following format
36 is recommended:

Fields of Code Enforcement	Referenced Codes
Existing Occupancy Inspection	2012 International Fire Code® Village of Shamrock Ordinance 2016- S-010

37
38 2.1.8 IAS may at any time, in addition to the required documentation noted above,
39 require other information.

40 2.1.9 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 An onsite pre-assessment visit will be scheduled for the purpose of
53 determining the degree of compliance with applicable requirements.

54 2.2.1.3 **Initial Assessment:** In consultation with the applicant, and within 180 days
55 following the pre-assessment visit, the full assessment will be scheduled to
56 verify compliance with the accreditation requirements. Onsite assessments
57 are conducted at the fire prevention and life safety department's
58 headquarters. Field site visits will also be conducted.

59 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective
60 Action Requests (CARs) and Concerns identified during the initial

61 assessment shall be submitted to IAS within thirty (30) days of the conclusion
62 of the assessment as follows:

63 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on
64 actions taken by the fire prevention and life safety department to
65 resolve the CARs, including objective evidence substantiating the
66 actions taken. The response must include root cause analysis to
67 support CAR closures where appropriate. Resolution of CARs
68 requiring revisions to the applicant's management and technical
69 system must be documented and submitted to IAS. Objective
70 evidence may be in the form of revisions to procedures, additional
71 training, mentoring and monitoring given to personnel accompanied
72 by appropriate records, and/or other data.

73 2.2.1.4.2 Concerns require a mandatory written response from the fire
74 prevention and life safety department within 30 days of submission of
75 the assessment report. While objective evidence addressing
76 Concerns is not mandatory, the applicant must inform IAS on the
77 action taken or intended action to be undertaken with a timeline for
78 completion. The action taken by the organization to implement actions
79 to resolve concerns will be verified at the agency's next scheduled
80 assessment or during a follow-up assessment.

81 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the
82 applicant must request, in writing, for an extension from IAS.
83 Requests for an extension should be accompanied by a reasonable
84 estimate on when the responses will be submitted for review.

85 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine
86 if CARs and Concerns have been satisfactorily resolved.

87 2.2.1.4.5 Failure to resolve all CARs and Concerns within six months from the
88 date of assessment will result in a reassessment or further action
89 against the accreditation as called for in these rules.

90 2.2.2 Upon determination that based on the onsite assessment and review of
91 evidence submitted, the applicant has met all the accreditation requirements as
92 a fire prevention and life safety department for the program activities noted in
93 the scope of accreditation an assessment report and recommendation are
94 forwarded to the IAS Accreditation Review Committee—Fire Prevention (ARC-

95 FP). The ARC-FP shall render a decision in accordance with the Rules of
96 Operation of the IAS Accreditation Review Committees. A favorable action by
97 the ARC-FP results in the issuance of the accreditation certificate which will be
98 available on the IAS website.

- 99 2.2.3 The ARC-FP may return the report to the IAS team leader if the ARC-FP
100 determines there are additional areas requiring further review prior to
101 accreditation. A follow-up onsite assessment may be necessary. Upon
102 resolution of the concerns/comments, a new recommendation is provided for
103 the ARC-FP.
- 104 2.2.4 IAS may decide not to grant accreditation to the applicant for not fulfilling
105 accreditation requirements. Any applicant denied accreditation may appeal this
106 decision as per requirements noted under Section 6.2 of these rules.
- 107 2.2.5 Each initial accreditation is valid for a three-year period from the accreditation
108 date.

110 **3.0 MAINTENANCE OF ACCREDITATION**

111 **3.1 Renewal Application, Fees and Assessment Costs**

- 112 3.1.1 Each renewal application must be submitted through the IAS Customer portal.
- 113 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the
114 expiration date if continued accreditation is desired and shall be accompanied
115 by the applicable fee as identified in the renewal notice.
- 116 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation
117 is not completed by the renewal date.
- 118 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
119 charges are the responsibility of the applicant, and the applicant agrees to
120 reimburse IAS for any such taxes and charges imposed on IAS with respect to
121 services provided by IAS.
- 122 3.1.5 All expenses, including but not limited to travel and staff time, related to the
123 assessments are reimbursable to IAS by the applicant.

124 **3.2 Surveillance Assessment after Initial Accreditation**

- 125 3.2.1 All accredited fire prevention and life safety departments are subject to a
126 surveillance assessment 18 months from the initial date of accreditation.
127

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

144

145 3.3 Onsite Reassessment

- 146 3.3.1 An onsite reassessment is required at the end of every three-year term
147 commencing from the date of initial accreditation.
- 148 3.3.2 In consultation with the accredited fire prevention and life safety department, an
149 onsite assessment will be scheduled to verify compliance with the accreditation
150 requirements.
- 151 3.3.3 Onsite reassessment process is similar to the initial assessment process noted
152 above.
- 153 3.3.4 For currently-accredited fire prevention and life safety departments, failure to
154 respond to an IAS assessment report within 90 days will result in suspension of
155 accreditation and removal of the fire prevention and life safety department's
156 accreditation certificate from the IAS website.
- 157 3.3.5 The ARC-FP shall have authority to require additional onsite assessments as it
158 deems necessary.

159

160 3.4 Periodic Surveillance

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

165

166 3.5 Extraordinary Assessments

167 3.5.1 Extraordinary onsite assessments may be conducted, including unannounced
168 assessments, to investigate formal complaints or other changes in a fire
169 prevention and life safety department's status that may affect the ability of the
170 fire prevention and life safety department to fulfill IAS requirements for
171 accreditation.

172 3.5.2 All costs associated with the extraordinary assessment will be the responsibility
173 of the accredited fire prevention and life safety department.

174

175 4.0 RESPONSIBILITIES OF FIRE PREVENTION AND LIFE SAFETY DEPARTMENT

176 4.1 Changes to Fire Prevention and Life Safety Department's Accreditation Status:

177 Fire prevention and life safety departments accredited under these rules shall notify IAS
178 in writing within thirty days concerning the following:

179 4.1.1 Change in fire prevention and life safety department name.

180 4.1.2 Change in fire prevention and life safety department address.

181 4.1.3 Changes in facilities, policies or procedures that affect the fire prevention and
182 life safety department's accreditation.

183 4.1.4 Changes in principal code enforcement officer or key supervisory personnel.

184

185 4.2 **Indemnification:** All applications for an IAS accreditation contain indemnification
186 provisions.

187

188 4.3 **Unannounced Assessments:** The fire prevention and life safety department agrees to
189 permit unannounced assessments of its office and facilities by the IAS for cause, such
190 as formal complaints, pattern of nonconformance, etc.

191

192 4.4 **Usage of the IAS Name or Symbol by Accredited Fire Prevention and Life Safety**
193 **Departments**

- 194 4.4.1 An accredited fire prevention and life safety department can make reference to
195 its IAS accreditation in reports, on its website, in its general literature and
196 promotional materials, under the following provisions:
- 197 4.4.1.1 The fire prevention and life safety department may not reference its
198 accredited status in any way that indicates or implies accreditation in areas
199 outside the actual scope of the specific IAS accreditation; or that indicates or
200 implies IAS endorsement of any particular service provided by the
201 department.
- 202 4.4.1.2 When the IAS name and/or the registered symbol are used on the
203 department's letterhead or in other general literature or promotional materials,
204 it shall be accompanied by the word "ACCREDITED." The symbol must also
205 include the name of the accredited program, e.g., "Fire Prevention
206 Department."
- 207 4.4.1.3 The IAS registered symbol may not be changed in any way, although it may
208 be enlarged or reduced.
- 209 4.4.2 It is the fire prevention and life safety department's responsibility to not
210 misrepresent its accreditation status in any way, and to secure IAS approval in
211 advance whenever there is a question about the fire prevention and life safety
212 department's intended use of the IAS name and/or symbol.

213

214 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

215 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation
216 document shall be issued and maintained current for each accredited fire prevention
217 and life safety department upon satisfactory completion of the accreditation
218 requirements. For each accredited fire prevention and life safety department, the scope
219 of accreditation shall be posted on the IAS website. Accreditation actions will also be
220 noted on the IAS website.

221

222 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by
223 the IAS president or his/her designee.

224

225 5.3 **Proprietary Data:** Data in any accreditation file or application are considered
226 proprietary to the applicant. The data may be disclosed by IAS only upon the written
227 consent of the applicant or pursuant to subpoena issued by a court or other

228 governmental agency of competent jurisdiction. Proprietary information may also be
229 disclosed to the ARC-FP in executive session. Proprietary data may also be disclosed
230 to a staff member of IAS or an authorized representative of IAS having a legitimate
231 interest therein; any duly identified representative of the fire prevention and life safety
232 department, or like person or organization who initially prepared the data, or a duly
233 authorized representative thereof stated to be an employee or principal thereof having a
234 legitimate interest therein. Governmental regulatory bodies may be granted access in
235 the interest of public safety or preservation of property as it relates to enforcement of
236 laws/regulations upon receipt of an official written request.

237
238 **5.4 Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
239 accredited fire prevention and life safety department to appeal against an assessor or
240 assessment team assigned to assess the fire prevention and life safety department.
241 This appeal must request in writing with the reasons identified. IAS, in mutual
242 agreement with the fire prevention and life safety department, may arrange to assign a
243 different assessor or assessment team for the scheduled assessment.

244

245 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE** 246 **ACCREDITATION, AND APPEALS**

247 **6.1** Any accreditation is subject to denial, revocation, modification, suspension or
248 cancellation upon occurrence of any of the following:

249 6.1.1 Failure by the fire prevention and life safety department to comply with the
250 current or updated Rules of Procedure.

251 6.1.2 Failure to comply with the current or updated Accreditation Criteria.

252 6.1.3 Failure to comply with any condition to the issuance of the accreditation.

253 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the
254 application or any data or documentation submitted in support thereof.

255 6.1.5 Failure to comply with any provision contained in the application.

256 6.1.6 Failure to comply with any terms of the submitted documentation on which the
257 IAS accreditation was based.

258 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.

259

260 **6.2 Appeals**

261 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation
262 may only be appealed by the holder of the accreditation.

263 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or
264 cancellation of accreditation shall be in accordance with the Rules of Procedure
265 for Appeals Concerning International Accreditation Service, Inc., Actions. The
266 IAS president or his/her designee, or the Board of Directors, as the case may
267 be, may shorten any of the time periods set forth in the Rules of Procedure for
268 Appeals Concerning International Accreditation Service, Inc., Actions, if such
269 action is deemed necessary, in their discretion, in the interest of public safety
270 and welfare.

271

272 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any
273 initial application, or accreditation may be denied, revoked, modified, suspended or
274 cancelled by the IAS president or his/her designee for any of the following reasons with
275 no right of appeal:

276 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the
277 mailing by IAS of written demand for payment.

278 6.3.2 Failure to perform any test or to furnish any material or data relating to fire
279 prevention and life safety department accreditation required by IAS within the
280 specified time limit, unless extended by the IAS president or his/her designee.

281 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns
282 resulting from an IAS assessment report in the allotted time, unless extended
283 by the IAS president or his/her designee.

284 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
285 and, if applicable, the special oversight requirements stipulated in Section 4.2
286 of the Rules of Procedure.

287

288 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

289 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
290 6.3, IAS, by the decision of its president or his/her designee, may choose any
291 of the following actions:

292 6.4.1.1 Denial of the application.

293 6.4.1.2 Revocation of the accreditation.

- 294 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
295 president or his/her designee.
- 296 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
297 by the IAS president or his/her designee.
- 298 6.4.1.5 Cancellation of the accreditation.
- 299 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
300 the actions set forth in this section may become effective immediately if
301 deemed necessary, in the interest of public safety and welfare, may be stayed
302 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
303 International Accreditation Service, Inc., Actions, or may be otherwise stayed
304 on such terms and conditions as determined by the president or his/her
305 designee.
- 306 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
307 suspension, unless this provision is specifically modified by the terms of the
308 suspension, the accredited fire prevention and life safety department shall
309 discontinue all use of the IAS symbol. The fire prevention and life safety
310 department shall also immediately discontinue any references to IAS
311 accreditation on any reports, certificates, or promotional material.
- 312 6.4.4 IAS shall have the right to immediately notify the highest elected official and the
313 highest administrative official of the jurisdiction the fire prevention and life
314 safety department serves.
- 315 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
316 in this section, with respect to the accreditation, IAS shall deliver to the
317 jurisdiction a written statement, signed by the IAS president or his/her
318 designee, setting forth the factual basis for such action. This written statement
319 shall include a specific reference to the cause for the action which is set forth in
320 the Rules of Procedure. ▪