



1 **RULES OF PROCEDURE FOR ACCREDITATION OF INSPECTION PROGRAMS FOR**
2 **MANUFACTURERS OF COLD-FORMED STEEL STRUCTURAL AND NONSTRUCTURAL**
3 **COMPONENTS NOT REQUIRING WELDING**
4

5 **1.0 INTRODUCTION**

6 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of
7 Inspection Programs for Manufacturers of Cold-formed Steel Structural and
8 Nonstructural Components Not Requiring Welding by International Accreditation
9 Service, Inc. (IAS).

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11 IAS accreditation does not make any representation nor should it be construed as
12 making representation regarding attributes not specifically addressed by the
13 accreditation. Accreditation also does not constitute an endorsement or
14 recommendation for use of a particular accredited entity.

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16 **1.2 Reference Documents**

17 1.2.1 IAS Accreditation Criteria for Inspection Programs for Manufacturers of Cold-
18 formed Steel Structural and Nonstructural Components Not Requiring Welding,
19 AC473.

20 1.2.2 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 and Fees**

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 as identified in your
27 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 AC473 must be
37 submitted.
- 38 2.1.7 IAS may at any time, in addition to the required documentation noted above,
39 require other information.

40

41 2.2 Initial Assessment

- 42 2.2.1 Upon receipt by IAS of the application, applicable fees and required
43 documentation, IAS will process the application as follows:
- 44 2.2.1.1 A review of submitted documentation will be conducted to determine
45 preliminary compliance with applicable requirements. A letter summarizing
46 preliminary observations will be relayed to the applicant, including a request
47 for any additional data which may be required prior to scheduling the initial
48 assessment.
- 49 2.2.1.2 Cold-formed steel component manufacturers shall obtain the services of an
50 IAS-accredited inspection agency, whose scope of accreditation includes the
51 specified discipline, to conduct at a minimum, biannual unannounced
52 inspections (two per year) of the fabrication facility. Unannounced inspections
53 shall commence five to seven months after the initial date of accreditation.
54 Subsequent unannounced inspections shall be conducted at approximate six-
55 month intervals. In no case shall the intervals between inspections exceed
56 eight (8) months.
- 57 2.2.1.3 **Initial Assessment:** In consultation with the applicant and the accredited
58 inspection agency, an initial onsite assessment will be scheduled to verify
59 compliance with the accreditation requirements.
- 60 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective
61 Action Requests (CARs) and Concerns identified during the initial
62 assessment shall be submitted to IAS within thirty (30) days of the conclusion
63 of the assessment as follows:
- 64 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on
65 actions taken by the cold-formed steel component manufacturer to

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

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

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

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

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

91 2.2.2 IAS will grant accreditation upon determination that based on the onsite
92 assessment and review of evidence submitted, the applicant has met all the
93 accreditation requirements as an inspection program for manufacturers of cold-
94 formed steel structural and nonstructural components not requiring welding as
95 noted in the 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 and Fees**

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

115 **3.2 Onsite Reassessment**

116 3.2.1 An onsite reassessment is required at the end of the initial year of accreditation
117 and every year thereafter.

118 3.2.2 In consultation with the accredited manufacturer and the inspection agency, an
119 onsite assessment will be scheduled to verify compliance with the accreditation
120 requirements.

121 3.2.3 Onsite reassessment process is similar to the initial assessment process noted
122 above.

123 3.2.4 For currently-accredited cold-formed steel component manufacturers, failure to
124 respond to an IAS assessment report within 90 days will result in suspension of
125 accreditation and removal of the manufacturer's accreditation certificate from
126 the IAS website.

127

128 **3.3 Extraordinary Assessments**

129 3.3.1 Extraordinary onsite assessments may be conducted, including unannounced
130 assessments, to investigate formal complaints or other changes in a cold-
131 formed steel component manufacturer's status that may affect the ability of the
132 manufacturer to fulfill IAS requirements for accreditation.

133 3.3.2 All costs associated with the extraordinary assessment will be the responsibility
134 of the accredited manufacturer.

135

136 **4.0 RESPONSIBILITIES OF COLD-FORMED STEEL COMPONENT MANUFACTURER**

137 **4.1 Changes to Cold-formed Steel Component Manufacturer's Accreditation Status:**

138 Manufacturers accredited under these rules shall notify IAS in writing within thirty days
139 concerning the following:

140 4.1.1 Change in manufacturer's name.

141 4.1.2 Change in manufacturer's ownership.

142 4.1.3 Change in manufacturer's address.

143 4.1.4 Changes in policies or procedures that affect the manufacturer's accreditation.

144 4.1.5 Changes in principal officers or key supervisory personnel.

145

146 **4.2 Cold-formed Steel Component Manufacturers Operating Under Special** 147 **Jurisdictional/Governmental Regulations**

148 4.2.1 Regulatory entities may place specific compliance requirements on cold-formed
149 steel component manufacturers operating within their jurisdiction. If a
150 manufacturer intends to seek acceptance by these entities, they must agree to
151 comply with the additional assessment requirements, including more frequent
152 onsite assessments, as applicable.

153 4.2.2 By executing the IAS application for inspection programs for manufacturers of
154 cold-formed steel structural and nonstructural components not requiring
155 welding accreditation, the manufacturer agrees to furnish all needed
156 documentation, pay the required fees, perform additional witness inspections,
157 or otherwise fully comply with the requirements of the regulatory entities.

158

159 **4.3 Indemnification:** All applications for an IAS accreditation contain indemnification
160 provisions.

161

162 **4.4 Unannounced Assessments:** The cold-formed steel component manufacturer agrees
163 to permit unannounced assessments of its office and facilities by the IAS for cause,
164 such as formal complaints, pattern of nonconformance, regulatory requests, etc.

165

166 **4.5 Usage of the IAS Name or Symbol by Accredited Cold-formed Steel Component**
167 **Manufacturer**

168 4.5.1 An accredited cold-formed steel component manufacturer can make reference
169 to its IAS accreditation on its website, in its general literature and promotional
170 materials, and in business solicitations, under the following provisions:

171 4.5.1.1 The cold-formed steel component manufacturer may not reference its
172 accredited status in any way that indicates or implies accreditation in areas
173 outside the actual scope of the specific IAS accreditation; or that indicates or
174 implies IAS endorsement of its manufactured products, or the design or
175 performance characteristics of its manufactured products.

176 4.5.1.2 When the IAS name and/or the registered symbol are used on letterhead or
177 in other general literature or promotional materials, it shall be accompanied
178 by the word "ACCREDITED." The symbol must also include the name of the
179 accredited program, e.g., "AC473." When the IAS name or symbol is printed
180 on letterhead and/or other stationery, such stationery **may not** be used for
181 work proposals or quotations if none of the work is within the cold-formed
182 steel component manufacturer's current scope of accreditation with IAS.

183 4.5.1.3 The IAS registered symbol is to be used on IAS-endorsed reports. The IAS
184 registered symbol may not be changed in any way, although it may be
185 enlarged or reduced.

186 4.5.1.4 Whenever the IAS symbol is used on a report covering multiple fields, some
187 of which are within the cold-formed steel component manufacturer's scope of
188 accreditation and some of which are outside the scope, the manufacturer
189 must clearly identify whatever portion of the report is not covered by IAS
190 accreditation.

191 4.5.2 It is the cold-formed steel component manufacturer's responsibility to not
192 misrepresent its accreditation status in any way, and to secure IAS approval in
193 advance whenever there is a question about the manufacturer's intended use
194 of the IAS name and/or symbol.

195 **4.6 Enumerated Conditions**

196 4.6.1 As a condition of IAS accreditation, the applicant agrees to inform IAS, in
197 advance, of any intended modification to its accredited inspection process or
198 management system.

199 4.6.2 As a condition of IAS accreditation, the applicant agrees to keep a record of all
200 significant complaints made known to the applicant about the manufactured
201 components under the accreditation, and to make these records available to
202 IAS upon request. The applicant will take appropriate action with respect to
203 such complaints, and document the actions taken.
204

205 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

206 5.1 **Accreditation Documents:** A certificate of accreditation document shall be issued and
207 maintained current for each accredited cold-formed steel component manufacturer
208 upon satisfactory completion of the accreditation requirements. For each accredited
209 manufacturer, the scope of accreditation shall be posted on the IAS website.
210 Accreditation actions will also be noted on the IAS website.
211

212 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by
213 the IAS president or his/her designee.
214

215 5.3 **Proprietary Data:** Data in any accreditation file or application are considered
216 proprietary to the applicant. The data may be disclosed by IAS only upon the written
217 consent of the applicant or pursuant to subpoena issued by a court or other
218 governmental agency of competent jurisdiction. Proprietary data may also be disclosed
219 to a staff member of IAS or an authorized representative of IAS having a legitimate
220 interest therein; any duly identified representative of any cold-formed steel component
221 manufacturer, or like person or organization who initially prepared the data, or a duly
222 authorized representative thereof stated to be an employee or principal thereof having a
223 legitimate interest therein. Governmental regulatory bodies may be granted access in
224 the interest of public safety or preservation of property as it relates to enforcement of
225 laws/regulations upon receipt of an official written request.
226

227 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by
228 national and international bodies on a random basis to establish conformance with
229 international accreditation and conformity assessment standards. It is understood that,
230 by executing an accreditation application, cold-formed steel component manufacturers
231 grant IAS the authority to allow such access.
232

233 5.5 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
234 accredited cold-formed steel component manufacturer to appeal against an assessor or
235 assessment team assigned to assess the manufacturer. This appeal must be in writing
236 with the reasons identified. IAS, in mutual agreement with the manufacturer, may
237 arrange to assign a different assessor or assessment team for the scheduled
238 assessment.

239

240 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE**
241 **ACCREDITATION, AND APPEALS**

242 6.1 Any accreditation is subject to denial, revocation, modification, suspension or
243 cancellation upon occurrence of any of the following:

244 6.1.1 Repeated failure to conform to the specifications and manufacturing facility's
245 inspection manual on which the accreditation was based.

246 6.1.2 Failure of the material or method of construction although meeting the
247 specifications upon which the accreditation was originally based.

248 6.1.3 Failure by the cold-formed steel component manufacturer to comply with the
249 current or updated Rules of Procedure.

250 6.1.4 Failure to comply with the current or updated Accreditation Criteria.

251 6.1.5 Failure to comply with any condition to the issuance of the accreditation.

252 6.1.6 Any misstatement, whether intentionally or unintentionally made, in the
253 application or any data or documentation submitted in support thereof.

254 6.1.7 Failure to comply with any provision contained in the application.

255 6.1.8 Failure to pass any test required by IAS.

256 6.1.9 Failure to comply with any terms of the management system documentation on
257 which the IAS accreditation was based.

258 6.1.10 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 maintain a current quality control program with the inspection agency
279 noted in the accreditation.

280 6.3.3 Failure to perform any test or to furnish any material or data relating to cold-
281 formed steel component manufacturer accreditation required by IAS within the
282 specified time limit, unless extended by the IAS president or his/her designee.

283 6.3.4 Failure to respond and resolve IAS Corrective Action Requests or Concerns
284 resulting from an IAS assessment report in the allotted time, unless extended
285 by the IAS president or his/her designee.

286 6.3.5 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
287 and, if applicable, the special oversight requirements stipulated in Section 4.3
288 of the Rules of Procedure.

289
290 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

291 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
292 6.3, IAS, by the decision of its president or his/her designee, may choose any
293 of the following actions:

294 6.4.1.1 Denial of the application.

295 6.4.1.2 Revocation of the accreditation.

296 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
297 president or his/her designee.

298 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
299 by the IAS president or his/her designee.

300 6.4.1.5 Cancellation of the accreditation.

- 301 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
302 the actions set forth in this section may become effective immediately if
303 deemed necessary, in the interest of public safety and welfare, may be stayed
304 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
305 International Accreditation Service, Inc., Actions, or may be otherwise stayed
306 on such terms and conditions as determined by the president or his/her
307 designee.
- 308 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
309 suspension, unless this provision is specifically modified by the terms of the
310 suspension, the accredited [laboratory, agency, etc.] shall discontinue all use of
311 the IAS symbol. The cold-formed steel component manufacturer shall also
312 immediately discontinue any references to IAS accreditation on any reports,
313 certificates, or promotional material.
- 314 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and
315 any other interested parties of any improper and unauthorized reference to the
316 continuation of the accreditation, when in the sole judgment of IAS, as
317 determined by its president or his/her designee, such notification is necessary
318 in the interest of public safety or welfare.
- 319 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
320 in this section, with respect to the accreditation, IAS shall deliver to the cold-
321 formed steel component manufacturer a written statement, signed by the IAS
322 president or his/her designee, setting forth the factual basis for such action.
323 This written statement shall include a specific reference to the cause for the
324 action which is set forth in the Rules of Procedure. ▀