

1 **RULES OF PROCEDURE FOR ACCREDITATION OF INSPECTION PRACTICES OF**
2 **METAL BUILDING ASSEMBLERS**

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4 **1.0 INTRODUCTION**

5 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation
6 for Inspection Practices of Metal Building Assemblers by International Accreditation
7 Service, Inc. (IAS).

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

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14 1.2 **Reference Documents**

15 1.2.1 IAS Accreditation Criteria for Inspection Practices of Metal Building
16 Assemblers, AC478.

17 1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation
18 Service, Inc., Actions

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20 **2.0 INITIAL ACCREDITATION**

21 2.1 **Initial Application and Fees**

22 2.1.1 Each initial application must be submitted through the IAS Customer portal.

23 2.1.2 The new applicant must submit the appropriate basic fee as identified in your
24 quotation.

25 2.1.3 Initial applications held for more than 180 days, without the applicant's having
26 fulfilled IAS requirements for accreditation, are subject to cancellation unless
27 such term is extended by the IAS president or his/her designee.

28 2.1.4 All IAS fees are nonrefundable.

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 Section 4 of IAS AC478 must be
34 submitted.

35 2.1.7 IAS may at any time, in addition to the required documentation noted above,
36 require other information.

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38 2.2 Initial Assessment

39 2.2.1 Upon receipt by IAS of the application, applicable fees and required
40 documentation, IAS will process the application as follows:

41 2.2.1.1 A review of submitted documentation will be conducted to determine
42 preliminary compliance with applicable requirements. A letter summarizing
43 preliminary observations will be relayed to the applicant, including a request
44 for any additional data which may be required prior to scheduling the initial
45 assessment.

46 2.2.1.2 Metal building manufacturers shall obtain the services of an IAS-accredited
47 inspection agency or special inspection agency, whose scope of accreditation
48 includes the specified discipline, to conduct annual inspections of the
49 applicant. Annual inspections shall commence 12 months after the initial date
50 of accreditation. In no case shall the intervals between inspections exceed 14
51 months.

52 2.2.1.3 **Initial Assessment:** In consultation with the applicant and the accredited
53 inspection agency or special inspection agency, an initial onsite joint
54 assessment will be scheduled to verify compliance with the accreditation
55 requirements.

56 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective
57 Action Requests (CARs) and Concerns identified during the initial
58 assessment shall be submitted to IAS within thirty (30) days of the conclusion
59 of the assessment as follows:

60 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on
61 actions taken by the metal building assemblers to resolve the CARs,
62 including objective evidence substantiating the actions taken. The
63 response must include root cause analysis to support CAR closures
64 where appropriate. Resolution of CARs requiring revisions to the

65 metal building assembler's management and technical system must
66 be documented and submitted to IAS. Objective evidence may be in
67 the form of revisions to procedures, additional training, mentoring and
68 monitoring given to personnel accompanied by appropriate records,
69 and/or other data.

70 2.2.1.4.2 Concerns require a mandatory written response from the metal
71 building assembler within 30 days of submission of the assessment
72 report. While objective evidence addressing Concerns is not
73 mandatory, the metal building assembler must inform IAS on the
74 action taken or intended action to be undertaken with a timeline for
75 completion. The action taken by the organization to implement actions
76 to resolve concerns will be verified at the agency's next scheduled
77 assessment or during a follow-up assessment.

78 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the
79 metal building assembler must request, in writing, for an extension
80 from IAS. Requests for an extension should be accompanied by a
81 reasonable estimate on when the responses will be submitted for
82 review.

83 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine
84 if CARs and Concerns have been satisfactorily resolved.

85 2.2.1.4.5 Failure to resolve all CARs and Concerns within six months from the
86 date of assessment will result in a reassessment or further action
87 against the accreditation as called for in these rules.

88 2.2.2 IAS will grant accreditation upon determination that based on the onsite
89 assessment and review of evidence submitted, the applicant has met all the
90 accreditation requirements as a metal building assembler noted in the
91 accreditation certificate and available on the IAS website.

92 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling
93 accreditation requirements. Any applicant denied accreditation may appeal this
94 decision as per requirements noted under Section 6.2 of these rules.

95 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation
96 date.

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98 **3.0 MAINTENANCE OF ACCREDITATION**

- 99 **3.1 Renewal Application and Fees**
- 100 3.1.1 Each renewal application must be submitted through the IAS Customer portal.
- 101 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the
- 102 expiration date if continued accreditation is desired and shall be accompanied
- 103 by the applicable fee as identified in the renewal notice.
- 104 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation
- 105 is not completed by the renewal date.
- 106 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
- 107 charges are the responsibility of the applicant, and the applicant agrees to
- 108 reimburse IAS for any such taxes and charges imposed on IAS with respect to
- 109 services provided by IAS.

- 110
- 111 **3.2 Assessment after Initial Year of Accreditation**
- 112 **3.2.1 Onsite Reassessment**
- 113 3.2.1.1 An onsite reassessment is required after the initial year of accreditation and
- 114 every two years thereafter.
- 115 3.2.1.2 In consultation with the accredited metal building assembler and the
- 116 accredited inspection agency or special inspection agency, an onsite joint
- 117 assessment will be scheduled to verify compliance with the accreditation
- 118 requirements.
- 119 3.2.1.3 Onsite reassessment process is similar to the initial assessment process
- 120 noted above.
- 121 3.2.1.4 For currently-accredited metal building assemblers, failure to respond to an
- 122 IAS assessment report within 90 days will result in suspension of
- 123 accreditation and removal of the metal building assembler's accreditation
- 124 certificate from the IAS website.
- 125 **3.2.2 Remote Surveillance Assessments**
- 126 3.2.2.1 In the years between onsite assessments, metal building assemblers are
- 127 subject to remote assessments. The metal building assemblers shall provide
- 128 the following information: the metal building assembler's internal audit and
- 129 management review reports/minutes; any complaints; actions resulting from
- 130 any Concerns noted in the previous assessment report; any major changes in
- 131 key personnel, facilities, equipment or in the metal building assembler's
- 132 management system.

133 3.2.2.2 IAS will review the submittals and make a determination if the accreditation
134 can be continued or an onsite surveillance assessment is required.

135 3.2.2.3 IAS may decide not to grant accreditation to the accredited metal building
136 assembler for not fulfilling accreditation requirements. Any applicant denied
137 accreditation may appeal this decision as per requirements noted under
138 Section 6 of these rules.

139 3.2.3 IAS will grant accreditation upon determination based on assessment and
140 completion of renewal application that the accredited metal building assembler
141 has met the accreditation requirements noted in the accreditation certificate
142 and available on the IAS website.

143

144 3.3 Extraordinary Assessments

145 3.3.1 Extraordinary onsite assessments may be conducted, including unannounced
146 assessments, to investigate formal complaints or other changes in a metal
147 building assembler's status that may affect the ability of the metal building
148 assembler to fulfill IAS requirements for accreditation.

149 3.3.2 All costs associated with the extraordinary assessment will be the responsibility
150 of the accredited metal building assembler.

151

152 4.0 RESPONSIBILITIES OF METAL BUILDING ASSEMBLERS

153 4.1 **Changes to Metal Building Assemblers Accreditation Status:** Metal building
154 assemblers accredited under these rules shall notify IAS in writing within thirty days
155 concerning the following:

156 4.1.1 Change in metal building assembler name.

157 4.1.2 Change in metal building assembler ownership.

158 4.1.3 Change in metal building assembler address.

159 4.1.4 Changes in equipment, policies or procedures that affect the metal building
160 assembler accreditation.

161 4.1.5 Changes in principal officers or key supervisory personnel.

162 4.1.6 Change in status, including but not limited to cancellation, revocation,
163 suspension or withdrawal of other accreditations maintained by the metal
164 building assembler.

165

166 4.2 **Metal Building Assemblers Operating Under Special Jurisdictional/Governmental**
167 **Regulations**

168 4.2.1 Regulatory entities may place specific compliance requirements on metal
169 building assemblers operating within their jurisdiction. If a metal building
170 assembler intends to seek acceptance by these entities, they must agree to
171 comply with the additional assessment requirements, including more frequent
172 onsite assessments, as applicable.

173 4.2.2 By executing the IAS application for metal building assembler accreditation, the
174 metal building assembler agrees to furnish all needed documentation, pay the
175 required fees, perform additional witness inspections, or otherwise fully comply
176 with the requirements of the regulatory entities.

177

178 4.3 **Indemnification:** All applications for an IAS accreditation contain indemnification
179 provisions.

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181 4.4 **Unannounced Assessments:** The metal building assembler agrees to permit
182 unannounced assessments of its office and facilities by the IAS for cause, such as
183 formal complaints, pattern of nonconformance, regulatory requests, etc.

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185 4.5 **Usage of the IAS Name or Symbol by Accredited Metal Building Assemblers**

186 4.5.1 An accredited metal building assembler can make reference to its IAS
187 accreditation on its website, in its general literature and promotional materials,
188 and in business solicitations, of its processes and procedures, under the
189 following provisions:

190 4.5.1.1 The metal building assembler may not reference its accredited status in any
191 way that indicates or implies accreditation in areas outside the actual scope
192 of the specific IAS accreditation; or that indicates or implies IAS recognition of
193 its manufactured products, or the design or performance characteristics of its
194 manufactured products.

195 4.5.1.2 When the IAS name and/or the registered symbol are used on metal building
196 assembler letterhead or in other general literature or promotional materials, it
197 shall be accompanied by the word "ACCREDITED." The symbol must also
198 include the name of the accredited program, e.g., "AC478." When the IAS
199 name or symbol is printed on letterhead and/or stationery, such stationery

200 may not be used for work proposals or quotations if none of the work is
201 within the metal building assembler's current scope of accreditation with IAS.

202 4.5.1.3 The IAS registered symbol is to be used on IAS-endorsed reports. The IAS
203 registered symbol may not be changed in any way, although it may be
204 enlarged or reduced.

205 4.5.1.4 The IAS registered symbol displayed on the metal building assembler's
206 reports must include the name of the accredited program, e.g., "AC478,"
207 provided the reports relate to inspection programs that are within the metal
208 building assembler's IAS-approved scope of accreditation. Whenever the IAS
209 symbol is used on a report covering multiple fields, some of which are within
210 the metal building assembler's scope of accreditation and some of which are
211 outside the scope, the metal building assembler must clearly identify
212 whatever portion of the report is not covered by IAS accreditation.

213 4.5.2 It is the metal building assembler's responsibility to not misrepresent its
214 accreditation status in any way, and to secure IAS approval in advance
215 whenever there is a question about the metal building assembler's intended
216 use of the IAS name and/or symbol.

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218 4.6 Enumerated Conditions

219 4.6.1 As a condition of IAS accreditation, the applicant agrees to inform IAS, in
220 advance, of any intended modification to its accredited inspection process or
221 management system.

222 4.6.2 As a condition of IAS accreditation, the applicant agrees to keep a record of all
223 significant complaints made known to the applicant about the assemblies under
224 the accreditation, and to make these records available to IAS upon request.
225 The applicant will take appropriate action with respect to such complaints, and
226 document the actions taken.

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228 5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE

229 5.1 **Accreditation Documents:** A certificate of accreditation document shall be issued and
230 maintained current for each accredited metal building assembler upon satisfactory
231 completion of the accreditation requirements. The accreditation certificate shall be
232 posted on the IAS website. Accreditation actions will also be noted on the IAS website.

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234 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by
235 the IAS president or his/her designee.

236

237 5.3 **Proprietary Data:** Data in any accreditation file or application are considered
238 proprietary to the applicant. The data may be disclosed by IAS only upon the written
239 consent of the applicant or pursuant to subpoena issued by a court or other
240 governmental agency of competent jurisdiction. Proprietary data may also be disclosed
241 to a staff member of IAS or an authorized representative of IAS having a legitimate
242 interest therein; any duly identified representative of any metal building assembler, or
243 like person or organization who initially prepared the data, or a duly authorized
244 representative thereof stated to be an employee or principal thereof having a legitimate
245 interest therein. Governmental regulatory bodies may be granted access in the interest
246 of public safety or preservation of property as it relates to enforcement of
247 laws/regulations upon receipt of an official written request.

248

249 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by
250 national and international bodies on a random basis to establish conformance with
251 international accreditation and conformity assessment standards. It is understood that,
252 by executing an accreditation application, metal building assemblers grant IAS the
253 authority to allow such access.

254

255 5.5 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
256 accredited metal building assembler to appeal against an assessor or assessment team
257 assigned to assess the metal building assembler. This appeal must request in writing
258 with the reasons identified. IAS, in mutual agreement with the metal building assembler,
259 may arrange to assign a different assessor or assessment team for the scheduled
260 assessment.

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262 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE** 263 **ACCREDITATION, AND APPEALS**

264 6.1 Any accreditation is subject to denial, revocation, modification, suspension or
265 cancellation upon occurrence of any of the following:

266 6.1.1 Repeated failure to conform to the specifications and inspection manual on
267 which the accreditation was based.

- 268 6.1.2 Failure of the material or method of construction although meeting the
269 specifications upon which the accreditation was originally based.
- 270 6.1.3 Failure to comply with the current or updated Rules of Procedure.
- 271 6.1.4 Failure to comply with the current or updated Accreditation Criteria.
- 272 6.1.5 Failure to comply with any condition to the issuance of the accreditation.
- 273 6.1.6 Any misstatement, whether intentionally or unintentionally made, in the
274 application or any data or documentation submitted in support thereof.
- 275 6.1.7 Failure to comply with any provision contained in the application.
- 276 6.1.8 Failure to comply with any terms of the management system documentation on
277 which the IAS accreditation was based.
- 278 6.1.9 Any other grounds considered as adequate cause in the judgment of IAS.
- 279

280 6.2 Appeals

- 281 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation
282 may only be appealed by the holder of the accreditation.
- 283 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or
284 cancellation of accreditation shall be in accordance with the Rules of Procedure
285 for Appeals Concerning International Accreditation Service, Inc., Actions. The
286 IAS president or his/her designee, or the Board of Directors, as the case may
287 be, may shorten any of the time periods set forth in the Rules of Procedure for
288 Appeals Concerning International Accreditation Service, Inc., Actions, if such
289 action is deemed necessary, in their discretion, in the interest of public safety
290 and welfare.

292 6.3 **With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any 293 initial application, or accreditation may be denied, revoked, modified, suspended or 294 cancelled by the IAS president or his/her designee for any of the following reasons with 295 no right of appeal:

- 296 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the
297 mailing by IAS of written demand for payment.
- 298 6.3.2 Failure to maintain a current management system with the inspection agency
299 or special inspection agency noted in the accreditation.

- 300 6.3.3 Failure to perform any demonstration or to furnish any material or data relating
301 to metal building assembler accreditation required by IAS within the specified
302 time limit, unless extended by the IAS president or his/her designee.
- 303 6.3.4 Failure to respond and resolve IAS Corrective Action Requests or Concerns
304 resulting from an IAS assessment report in the allotted time, unless extended
305 by the IAS president or his/her designee.
- 306 6.3.5 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
307 and, if applicable, the special oversight requirements stipulated in Section 4.3
308 of the Rules of Procedure.
- 309 6.3.6 Failure to furnish information and/or submit to a remote surveillance
310 assessment as required in Section 3.2.2 of these rules within the specified time
311 limit.

312

313 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

- 314 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
315 6.3, IAS, by the decision of its president or his/her designee, may choose any
316 of the following actions:
- 317 6.4.1.1 Denial of the application.
- 318 6.4.1.2 Revocation of the accreditation.
- 319 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
320 president or his/her designee.
- 321 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
322 by the IAS president or his/her designee.
- 323 6.4.1.5 Cancellation of the accreditation.
- 324 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
325 the actions set forth in this section may become effective immediately if
326 deemed necessary, in the interest of public safety and welfare, may be stayed
327 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
328 International Accreditation Service, Inc., Actions, or may be otherwise stayed
329 on such terms and conditions as determined by the president or his/her
330 designee.
- 331 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
332 suspension, unless this provision is specifically modified by the terms of the
333 suspension, the accredited metal building assembler shall discontinue all use

334 of the IAS symbol. The metal building assembler shall also immediately
335 discontinue any references to IAS accreditation on any reports, certificates, or
336 promotional material.

337 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and
338 any other interested parties of any improper and unauthorized reference to the
339 continuation of the accreditation, when in the sole judgment of IAS, as
340 determined by its president or his/her designee, such notification is necessary
341 in the interest of public safety or welfare.

342 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
343 in this section, with respect to the accreditation, IAS shall deliver to the metal
344 building assembler a written statement, signed by the IAS president or his/her
345 designee, setting forth the factual basis for such action. This written statement
346 shall include a specific reference to the cause for the action which is set forth in
347 the Rules of Procedure. ▪