

1           **RULES OF PROCEDURE FOR ACCREDITATION OF INSPECTION PROGRAMS FOR**  
2                                       **MANUFACTURERS OF METAL BUILDING SYSTEMS**

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4           **1.0 INTRODUCTION**

5           1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of  
6           Inspection Programs for Manufacturers of Metal Building Systems by International  
7           Accreditation 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 Programs for Manufacturers of Metal  
16          Building Systems, AC472.

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, and additional facility application, if applicable, must be  
23          submitted through the IAS Customer portal.

24          2.1.2 The new applicant must submit appropriate basic fee(s) as identified in your  
25          quotation.

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

29          2.1.4 All IAS fees are nonrefundable.

- 30 2.1.5 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and  
31 charges are the responsibility of the applicant, and the applicant agrees to  
32 reimburse IAS for any such taxes and charges imposed on IAS with respect to  
33 services provided by IAS.
- 34 2.1.6 Required documentation as noted in Section 4 of IAS AC472 must be  
35 submitted.
- 36 2.1.7 IAS may at any time, in addition to the required documentation noted above,  
37 require other information.

38

## 39 2.2 Initial Assessment

40 2.2.1 Upon receipt by IAS of the application(s), applicable fees, required  
41 documentation and the desired scope of accreditation, IAS will process the  
42 application as follows:

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

48 2.2.1.2 Metal building manufacturers shall obtain the services of an IAS-accredited  
49 inspection agency, whose scope of accreditation includes the specified  
50 discipline, to conduct at a minimum, biannual unannounced inspections (two  
51 per year) of the fabrication facility. Unannounced inspections shall commence  
52 five to seven months after the initial date of accreditation. Subsequent  
53 unannounced inspections shall be conducted at approximate six-month  
54 intervals. In no case shall the intervals between inspections exceed eight (8)  
55 months.

56 2.2.1.3 **Initial Assessment:** In consultation with the applicant and the accredited  
57 inspection agency, an initial onsite joint assessment will be scheduled to  
58 verify compliance with the accreditation requirements.

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 metal building manufacturer to resolve the CARs,  
65 including objective evidence substantiating the actions taken. The  
66 response must include root cause analysis to support CAR closures  
67 where appropriate. Resolution of CARs requiring revisions to the  
68 metal building manufacturer's management and technical system  
69 must be documented and submitted to IAS. Objective evidence may  
70 be in the form of revisions to procedures, additional training,  
71 mentoring and monitoring given to personnel accompanied by  
72 appropriate records, and/or other data.
- 73 2.2.1.4.2 Concerns require a mandatory written response from the metal  
74 building manufacturer within 30 days of submission of the assessment  
75 report. While objective evidence addressing Concerns is not  
76 mandatory, the metal building manufacturer 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 metal building manufacturer must request, in writing, for an extension  
83 from IAS. Requests for an extension should be accompanied by a  
84 reasonable estimate on when the responses will be submitted for  
85 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  
94 metal buildings noted in the accreditation certificate and available on the IAS  
95 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(s) must be submitted through the IAS Customer  
105 portal.  
106 3.1.2 An application(s) to renew accreditation must be filed at least 15 days prior to  
107 the expiration date if continued accreditation is desired and shall be  
108 accompanied by the applicable fee(s) as identified in the renewal notice.  
109 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation  
110 is not completed by the renewal date.  
111 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and  
112 charges are the responsibility of the applicant, and the applicant agrees to  
113 reimburse IAS for any such taxes and charges imposed on IAS with respect to  
114 services provided by IAS.

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#### 116 **3.2 Onsite Reassessment**

- 117 3.2.1 An onsite reassessment is required at the end of the initial year of accreditation  
118 and every year thereafter.  
119 3.2.2 In consultation with the accredited metal building manufacturer and the IAS-  
120 accredited inspection agency, an onsite joint assessment will be scheduled to  
121 verify compliance with the accreditation requirements.  
122 3.2.3 Onsite reassessment process is similar to the initial assessment process noted  
123 above.  
124 3.2.4 For currently-accredited metal building manufacturers, failure to respond to an  
125 IAS assessment report within 90 days will result in suspension of accreditation  
126 and removal of the metal building manufacturer's accreditation certificate from  
127 the IAS website.

128

#### 129 **3.3 Extraordinary Assessments**

- 130 3.3.1 Extraordinary onsite assessments may be conducted, including unannounced  
131 assessments, to investigate formal complaints or other changes in a metal  
132 building manufacturer's status that may affect the ability of the metal building  
133 manufacturer to fulfill IAS requirements for accreditation.
- 134 3.3.2 All costs associated with the extraordinary assessment will be the responsibility  
135 of the accredited metal building manufacturer.
- 136

#### 137 **4.0 RESPONSIBILITIES OF METAL BUILDING MANUFACTURER**

138 4.1 **Changes to Metal Building Manufacturer's Accreditation Status:** Metal building  
139 manufacturers accredited under these rules shall notify IAS in writing within thirty days  
140 concerning the following:

- 141 4.1.1 Change in metal building manufacturer name.
- 142 4.1.2 Change in metal building manufacturer ownership.
- 143 4.1.3 Change in metal building manufacturer address.
- 144 4.1.4 Changes in equipment, policies or procedures that affect the metal building  
145 manufacturer's accreditation.
- 146 4.1.5 Changes in principal officers or key supervisory personnel.
- 147

#### 148 4.2 **Manufacturers of Metal Building Systems Operating Under Special** 149 **Jurisdictional/Governmental Regulations**

150 4.2.1 Regulatory entities may place specific compliance requirements on  
151 manufacturers of metal building systems operating within their jurisdiction. If a  
152 manufacturer of metal building systems intends to seek acceptance by these  
153 entities, they must agree to comply with the additional assessment  
154 requirements, including more frequent onsite assessments, as applicable.

155 4.2.2 By executing the IAS application for manufacturers of metal building systems  
156 accreditation, the manufacturer of metal building systems agrees to furnish all  
157 needed documentation, pay the required fees, perform additional witness  
158 inspections, or otherwise fully comply with the requirements of the regulatory  
159 entities.

160

161 4.3 **Indemnification:** All applications for an IAS accreditation contain indemnification  
162 provisions.

163

164 4.4 **Unannounced Assessments:** The metal building manufacturer agrees to permit  
165 unannounced assessments of its office and facilities by the IAS for cause, such as  
166 formal complaints, pattern of nonconformance, regulatory requests, etc.

167  
168 4.5 **Usage of the IAS Name or Symbol by Accredited Metal Building Manufacturers**

169 4.5.1 An accredited metal building manufacturer can make reference to its IAS  
170 accreditation on its website, in its general literature and promotional materials,  
171 and in business solicitations, of its processes and procedures, under the  
172 following provisions:

173 4.5.1.1 The metal building manufacturer may not reference its accredited status in  
174 any way that indicates or implies accreditation in areas outside the actual  
175 scope of the specific IAS accreditation; or that indicates or implies IAS  
176 recognition of its manufactured products, or the design or performance  
177 characteristics of its manufactured products.

178 4.5.1.2 When the IAS name and/or the registered symbol are used on letterhead or  
179 in other general literature or promotional materials, it shall be accompanied  
180 by the word "ACCREDITED." The symbol must also include the name of the  
181 accredited program, e.g., "AC472." When the IAS name or symbol is printed  
182 on letterhead and/or other stationery, such stationery **may not** be used for  
183 work proposals or quotations if none of the work is within the metal building  
184 manufacturer's current scope of accreditation with IAS.

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

188 4.5.1.4 Whenever the IAS symbol is used on a report covering multiple fields, some  
189 of which are within the metal building manufacturer's scope of accreditation  
190 and some of which are outside the scope, the metal building manufacturer  
191 must clearly identify whatever portion of the report is not covered by IAS  
192 accreditation.

193 4.5.2 It is the metal building manufacturer's responsibility to not misrepresent its  
194 accreditation status in any way, and to secure IAS approval in advance  
195 whenever there is a question about the metal building manufacturer's intended  
196 use of the IAS name and/or symbol.

197

198 **4.6 Enumerated Conditions**

199 4.6.1 As a condition of IAS accreditation, the applicant agrees to inform IAS, in  
200 advance, of any intended modification to its accredited inspection process or  
201 management system.

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

207

208 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

209 5.1 **Accreditation Documents:** A certificate of accreditation document shall be issued and  
210 maintained current for each accredited metal building manufacturer upon satisfactory  
211 completion of the accreditation requirements. For each accredited metal building  
212 manufacturer, the scope of accreditation shall be posted on the IAS website.  
213 Accreditation actions will also be noted on the IAS website.

214

215 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by  
216 the IAS president or his/her designee.

217

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

229

230 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by  
231 national and international bodies on a random basis to establish conformance with

232 international accreditation and conformity assessment standards. It is understood that,  
233 by executing an accreditation application, metal building manufacturers grant IAS the  
234 authority to allow such access.

235

236 **5.5 Selection of Assessment Team:** IAS will provide an opportunity to the applicant or  
237 accredited metal building manufacturer to appeal against an assessor or assessment  
238 team assigned to assess the metal building manufacturer. This appeal must request in  
239 writing with the reasons identified. IAS, in mutual agreement with the metal building  
240 manufacturer, may arrange to assign a different assessor or assessment team for the  
241 scheduled assessment.

242

## 243 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE** 244 **ACCREDITATION, AND APPEALS**

245 **6.1** Any accreditation is subject to denial, revocation, modification, suspension or  
246 cancellation upon occurrence of any of the following:

247 6.1.1 Repeated failure to conform to the specifications and manufacturing facility's  
248 inspection manual on which the accreditation was based.

249 6.1.2 Failure of the material or method of construction although meeting the  
250 specifications upon which the accreditation was originally based.

251 6.1.3 Failure by the metal building manufacturer to comply with the current or  
252 updated Rules of Procedure.

253 6.1.4 Failure to comply with the current or updated Accreditation Criteria.

254 6.1.5 Failure to comply with any condition to the issuance of the accreditation.

255 6.1.6 Any misstatement, whether intentionally or unintentionally made, in the  
256 application or any data or documentation submitted in support thereof.

257 6.1.7 Failure to comply with any provision contained in the application.

258 6.1.8 Failure to pass any test required by IAS.

259 6.1.9 Failure to comply with any terms of the management system documentation on  
260 which the IAS accreditation was based.

261 6.1.10 Any other grounds considered as adequate cause in the judgment of IAS.

262

### 263 **6.2 Appeals**

264 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation  
265 may only be appealed by the holder of the accreditation.



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

274

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

279 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the  
280 mailing by IAS of written demand for payment.

281 6.3.2 Failure to maintain a current quality control program with the inspection agency  
282 noted in the accreditation.

283 6.3.3 Failure to perform any test or to furnish any material or data relating to metal  
284 building manufacturer accreditation required by IAS within the specified time  
285 limit, unless extended by the IAS president or his/her designee.

286 6.3.4 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 6.3.5 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 4.3  
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 metal building manufacturer shall discontinue all  
314 use of the IAS symbol. The metal building manufacturer shall also immediately  
315 discontinue any references to IAS accreditation on any reports, certificates, or  
316 promotional material.
- 317 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and  
318 any other interested parties of any improper and unauthorized reference to the  
319 continuation of the accreditation, when in the sole judgment of IAS, as  
320 determined by its president or his/her designee, such notification is necessary  
321 in the interest of public safety or welfare.
- 322 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified  
323 in this section, with respect to the accreditation, IAS shall deliver to the metal  
324 building manufacturer a written statement, signed by the IAS president or  
325 his/her designee, setting forth the factual basis for such action. This written  
326 statement shall include a specific reference to the cause for the action which is  
327 set forth in the Rules of Procedure. ▪