

1 **RULES OF PROCEDURE FOR SPECIAL INSPECTION AGENCY ACCREDITATION**

2
3 **1.0 INTRODUCTION**

4 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of
5 Special Inspection Agencies by International Accreditation Service, Inc. (IAS).

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

12
13 1.2 **Reference Documents**

14 1.2.1 IAS Accreditation Criteria for Special Inspection Agencies, AC291.

15 1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation
16 Service, Inc., Actions

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18 **2.0 INITIAL ACCREDITATION**

19 2.1 **Initial Application, Fees and Assessment Costs**

20 2.1.1 Each initial application must be submitted through the IAS Customer portal.

21 2.1.2 The new applicant must submit appropriate basic fee and assessment cost as
22 identified in your quotation.

23 2.1.3 The basic fee covers one field of special inspection, as applicable and as
24 provided in your quotation.

25 2.1.4 If any additional fields are identified during the course of accreditation,
26 additional fees may apply. Fields of special inspection are broadly categorized
27 as general building construction, structural, plumbing, fireproofing, etc.

28 2.1.5 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 2.1.6 All IAS fees are nonrefundable.
- 32 2.1.7 **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 2.1.8 Required documentation as noted in Sections 4 and 5 of IAS AC291 must be
- 37 submitted.
- 38 2.1.9 Desired scope of accreditation detailing the field and types of inspections for
- 39 which accreditation is sought must be submitted. As an example, the following
- 40 format is recommended:

Concrete Construction - Prestressed - Reinforced Post Tensioned	2012 International Building Code, Section 1705.3, applicable provisions of ASTM E 329 for Special Inspections and Table 1705.3 (Except Item 3)
Spray-applied Fireproofing	2012 International Building Code, Section 1705.13 and applicable provisions of ASTM E 329 for Special Inspections

- 41
- 42 2.1.10 IAS may at any time, in addition to the required documentation noted above,
- 43 require other information.
- 44 2.1.11 Initial applicants will be invoiced for the balance of costs and expenses
- 45 resulting from the onsite assessment.
- 46 2.1.12 Additional fees, if any, due to identification of any additional fields of special
- 47 inspection (refer to section 2.1.4) at the conclusion of the accreditation process
- 48 will be invoiced.

49

50 **2.2 Initial Assessment**

- 51 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation
- 52 and the desired scope of accreditation, IAS will process the application as
- 53 follows:
- 54 2.2.1.1 A review of submitted documentation will be conducted to determine
- 55 preliminary compliance with applicable requirements. A letter summarizing
- 56 preliminary observations will be relayed to the applicant, including a request
- 57 for any additional data which may be required prior to scheduling the initial
- 58 assessment.

59 2.2.1.2 An (optional) onsite pre-assessment visit may be scheduled at the discretion
60 of the applicant for the purpose of determining preliminary compliance with
61 applicable requirements. IAS and assessors shall ensure that no consultancy
62 is provided during this pre-assessment exercise.

63 2.2.1.3 **Initial Assessment:** In consultation with the applicant, an initial onsite
64 assessment will be scheduled to verify compliance with the accreditation
65 requirements. The assessment will be conducted at the agency's
66 headquarters and in the field.

67 **Witnessing Inspection Activities:** IAS will witness onsite inspections
68 conducted by the applicant certification body. Selection of the number of
69 witnessing, including scope and inspector for the witness is based on various
70 factors – risk, complexity, technology utilized, etc. IAS retains the right to
71 select the inspectors and inspections to be witnessed.

72 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective
73 Action Requests (CARs) and Concerns identified during the initial
74 assessment shall be submitted to IAS within thirty (30) days of the conclusion
75 of the assessment as follows:

76 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on
77 actions taken by the special inspection agency to resolve the CARs,
78 including objective evidence substantiating the actions taken. The
79 response must include root cause analysis to support CAR closures
80 where appropriate. Resolution of CARs requiring revisions to the
81 [program's] management and technical system must be documented
82 and submitted to IAS. Objective evidence may be in the form of
83 revisions to procedures, additional training, mentoring and monitoring
84 given to personnel accompanied by appropriate records, and/or other
85 data.

86 2.2.1.4.2 Concerns require a mandatory written response from the special
87 inspection agency within 30 days of submission of the assessment
88 report. While objective evidence addressing Concerns is not
89 mandatory, the special inspection agency must inform IAS on the
90 action taken or intended action to be undertaken with a timeline for
91 completion. The action taken by the organization to implement actions

- 92 to resolve concerns will be verified at the agency's next scheduled
93 assessment or during a follow-up assessment.
- 94 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the
95 special inspection agency must request, in writing, for an extension
96 from IAS. Requests for an extension should be accompanied by a
97 reasonable estimate on when the responses will be submitted for
98 review.
- 99 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine
100 if CARs and Concerns have been satisfactorily resolved.
- 101 2.2.1.4.5 Failure to resolve all CARS and Concerns within six months from the
102 date of assessment will result in a reassessment or further action
103 against the accreditation as called for in these rules.
- 104 2.2.2 IAS will grant accreditation upon determination that based on the onsite
105 assessment and review of evidence submitted, the applicant has met all the
106 accreditation requirements as a special inspection agency for the field and
107 types of inspection noted in the scope of accreditation certificate and available
108 on the IAS website.
- 109 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling
110 accreditation requirements. Any applicant denied accreditation may appeal this
111 decision as per requirements noted under Section 6.2 of these rules.
- 112 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation
113 date.

114

115 **3.0 MAINTENANCE OF ACCREDITATION**

116 **3.1 Renewal Application, Fees and Assessment Costs**

- 117 3.1.1 Each renewal application must be submitted through the IAS Customer portal.
- 118 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the
119 expiration date if continued accreditation is desired and shall be accompanied
120 by the applicable fee as identified in the renewal notice.
- 121 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation
122 is not completed by the renewal date.
- 123 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
124 charges are the responsibility of the applicant, and the applicant agrees to

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

127 3.1.5 All expenses, including but not limited to travel and staff time, related to the
128 assessments are reimbursable to IAS by the special inspection agency.

129 3.1.6 Additional fees, if any, due to identification of any additional fields of special
130 inspection (refer to section 2.1.4) at the conclusion of the accreditation process
131 will be invoiced.

132

133 3.2 **Surveillance Assessment after Initial Year of Accreditation**

134 3.2.1 All accredited special inspection agencies are subject to a surveillance
135 assessment at the end of the initial year of accreditation and a remote
136 surveillance assessment each year the agency is not subject to an onsite
137 assessment. IAS will determine whether the surveillance assessment may be
138 conducted remotely or onsite. Determination will be based on factors including:
139 severity of CARs and Concerns from the initial assessment, changes in the
140 management system as indicated in the renewal application, complaints
141 received by IAS in the past year and the risk associated with the scope of
142 accreditation.

143 3.2.2 **Onsite Surveillance Assessment**

144 3.2.2.1 If IAS determines an onsite surveillance assessment is required, IAS staff will
145 contact the special inspection agency to schedule the assessment.

146 3.2.2.2 At minimum, the following information shall be reviewed during the onsite
147 surveillance assessment: the special inspection agency's internal audit and
148 management review reports/minutes; any complaints; actions resulting from
149 any Concerns noted in the previous assessment report; any major changes in
150 key personnel, facilities or in the special inspection agency's management
151 system for inspection areas that are within the special inspection agency's
152 scope with IAS.

153 3.2.2.3 Surveillance assessment process is similar to the initial assessment process
154 noted above.

155 3.2.2.4 IAS may decide not to grant accreditation to the accredited special inspection
156 agency for not fulfilling accreditation requirements. Any applicant denied
157 accreditation may appeal this decision as per requirements noted under
158 Section 6 of these rules.

159 3.2.2.5 For currently-accredited special inspection agencies, failure to respond to an
160 IAS assessment report within 90 days will result in suspension of
161 accreditation and removal of the special inspection agency's accreditation
162 certificate from the IAS website.

163 **3.2.3 Remote Surveillance Assessment**

164 After the initial year of accreditation and each year the agency is not subject to
165 an onsite assessment, all accredited special inspection agencies are subject to
166 a remote surveillance assessment.

167 3.2.3.1 If IAS determines that the special inspection agency qualifies for a remote
168 surveillance assessment, the special inspection agency shall provide the
169 following information: the special inspection agency's internal audit and
170 management review reports/minutes; any complaints; actions resulting from
171 any Concerns noted in the previous assessment report; any major changes in
172 key personnel, facilities or in the special inspection agency's management
173 system for inspection areas that are within the special inspection agency's
174 scope with IAS.

175 3.2.3.2 IAS will review the submittals and make a determination if the accreditation
176 can be continued or an onsite surveillance assessment is required.

177 3.2.3.3 IAS may decide not to grant accreditation to the accredited special inspection
178 agency for not fulfilling accreditation requirements. Any applicant denied
179 accreditation may appeal this decision as per requirements noted under
180 Section 6 of these rules.

181 3.2.4 IAS will grant accreditation upon determination based on surveillance
182 assessment and completion of renewal application that the accredited special
183 inspection agency has met the accreditation requirements for the field and
184 types of inspection noted in the scope of accreditation certificate and available
185 on the IAS website.

186

187 **3.3 Onsite Reassessment**

188 3.3.1 An onsite reassessment is required at the end of every two-year term
189 commencing from the date of initial accreditation.

190 3.3.2 In consultation with the accredited special inspection agency, an onsite
191 assessment will be scheduled to verify compliance with the accreditation
192 requirements.

193 3.3.3 Onsite reassessment process is similar to the initial assessment process noted
194 above.

195 **Witness Inspection:** IAS will witness onsite inspections conducted by the
196 applicant certification body. Selection of the number of witnessing, including
197 scope and inspector for the witness is based on various factors – risk,
198 complexity, technology utilized, etc. IAS retains the right to select the
199 inspectors and inspections to be witnessed.

200 3.3.4 For currently-accredited special inspection agencies, failure to respond to an
201 IAS assessment report within 90 days will result in suspension of accreditation
202 and removal of the special inspection agency’s accreditation certificate from the
203 IAS website.

204

205 3.4 **Scope Extension Assessments**

206 3.4.1 Requests for extension of scope require submission of a formal request
207 detailing the extension (e.g., field and types of inspection) requested.

208 3.4.2 Special inspection agencies seeking extension of scope may be subject to an
209 onsite scope extension assessment, including witnessing of inspection
210 activities.

211 3.4.3 In consultation with the accredited special inspection agency, an onsite
212 assessment will be scheduled.

213

214 3.5 **Extraordinary Assessments**

215 3.5.1 Extraordinary onsite assessments may be conducted, including unannounced
216 assessments, to investigate formal complaints or other changes in a special
217 inspection agency’s status that may affect the ability of the special inspection
218 agency to fulfill IAS requirements for accreditation.

219 3.5.2 All costs associated with the extraordinary assessment will be the responsibility
220 of the accredited special inspection agency.

221

222 **4.0 RESPONSIBILITIES OF SPECIAL INSPECTION AGENCY**

223 4.1 **Changes to Special Inspection Agency’s Accreditation Status:** Special inspection
224 agencies accredited under these rules shall notify IAS in writing within thirty days
225 concerning the following:

226 4.1.1 Change in special inspection agency name.

- 227 4.1.2 Change in special inspection agency ownership.
- 228 4.1.3 Change in special inspection agency address.
- 229 4.1.4 Changes in equipment, policies or procedures that affect the special inspection
230 agency's accreditation.
- 231 4.1.5 Changes in principal officers or key supervisory personnel.
- 232 4.1.6 Change in status, including but not limited to cancellation, revocation,
233 suspension or withdrawal of other accreditations maintained by the special
234 inspection agency.
- 235

236 **4.2 Special Inspection Agencies Operating Under Special**
237 **Jurisdictional/Governmental Regulations**

238 4.2.1 Regulatory entities may place specific compliance requirements on special
239 inspection agencies operating within their jurisdiction. If a special inspection
240 agency intends to seek acceptance of its reports of its inspections by these
241 entities, they must agree to comply with the additional assessment
242 requirements, including more frequent onsite assessments, as applicable.

243 4.2.2 By executing the IAS application for special inspection agency accreditation,
244 the special inspection agency agrees to furnish all needed documentation, pay
245 the required fees, perform additional witness inspections, or otherwise fully
246 comply with the requirements of the regulatory entities.

247

248 **4.3 Indemnification:** All applications for an IAS accreditation contain indemnification
249 provisions.

250

251 **4.4 Unannounced Assessments:** The special inspection agency agrees to permit
252 unannounced assessments of its office and facilities by the IAS for cause, such as
253 formal complaints, pattern of nonconformance, regulatory requests, etc.

254

255 **4.5 Usage of the IAS Name or Symbol by Accredited Special Inspection Agencies**

256 4.5.1 An accredited special inspection agency can make reference to its IAS
257 accreditation in its inspection reports, on its website, in its general literature and
258 promotional materials, and in business solicitations, under the following
259 provisions:

- 260 4.5.1.1 The special inspection agency may not reference its accredited status in any
261 way that indicates or implies accreditation in areas outside the actual scope
262 of the specific IAS accreditation; or that indicates or implies IAS endorsement
263 of any particular product, material or service.
- 264 4.5.1.2 When the IAS name and/or the registered symbol are used, it shall be
265 accompanied by the word “ACCREDITED.” The symbol must also include the
266 name of the accredited program, e.g., “Special Inspection Agency” or
267 “Special Inspection Agency – NY.”
- 268 4.5.1.3 When the IAS name or the registered symbol is printed on letterhead and/or
269 other special inspection agency stationery, such stationery **may not** be used
270 for work proposals or quotations if none of the work is within the special
271 inspection agency’s current scope of accreditation with IAS.
- 272 4.5.1.4 The IAS registered symbol is to be used on IAS-endorsed inspection reports.
273 The IAS registered symbol may not be changed in any way, although it may
274 be enlarged or reduced.
- 275 4.5.1.5 The IAS registered symbol displayed on the special inspection agency’s IAS-
276 endorsed inspection reports must include the name of the accredited
277 program, e.g., “Special Inspection Agency” or “Special Inspection Agency –
278 NY,” provided the reports relate to inspections that are within the special
279 inspection agency’s IAS-approved scope of accreditation. Whenever the IAS
280 symbol is used on a report covering multiple inspections, some of which are
281 within the special inspection agency’s scope of accreditation and some of
282 which are outside the scope, the special inspection agency must clearly
283 identify whatever portion of the report is not covered by IAS accreditation.
- 284 4.5.2 It is the special inspection agency’s responsibility to not misrepresent its
285 accreditation status in any way, and to secure IAS approval in advance
286 whenever there is a question about the special inspection agency’s intended
287 use of the IAS name and/or symbol.
- 288

289 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

- 290 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation
291 document shall be issued and maintained current for each accredited special inspection
292 agency upon satisfactory completion of the accreditation requirements. For each

293 accredited special inspection agency, the scope of accreditation shall be posted on the
294 IAS website. Accreditation actions will also be noted on the IAS website.

295

296 **5.2 Fee Modifications:** Any modifications to the fees must be reviewed and approved by
297 the IAS president or his/her designee.

298

299 **5.3 Proprietary Data:** Data in any accreditation file or application are considered
300 proprietary to the applicant. The data may be disclosed by IAS only upon the written
301 consent of the applicant or pursuant to subpoena issued by a court or other
302 governmental agency of competent jurisdiction. Proprietary data may also be disclosed
303 to a staff member of IAS or an authorized representative of IAS having a legitimate
304 interest therein; any duly identified representative of any special inspection agency, or
305 like person or organization who initially prepared the data, or a duly authorized
306 representative thereof stated to be an employee or principal thereof having a legitimate
307 interest therein. Governmental regulatory bodies may be granted access in the interest
308 of public safety or preservation of property as it relates to enforcement of
309 laws/regulations upon receipt of an official written request.

310

311 **5.4 Access to Proprietary Data:** From time to time, IAS records and files are audited by
312 national and international bodies on a random basis to establish conformance with
313 international accreditation and conformity assessment standards. It is understood that,
314 by executing an accreditation application, special inspection agencies grant IAS the
315 authority to allow such access.

316

317 **5.5 Selection of Assessment Team:** IAS will provide an opportunity to the applicant or
318 accredited special inspection agency to appeal against an assessor or assessment
319 team assigned to assess the special inspection agency. This appeal must request in
320 writing with the reasons identified. IAS, in mutual agreement with the special inspection
321 agency, may arrange to assign a different assessor or assessment team for the
322 scheduled assessment.

323

324 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE**
325 **ACCREDITATION, AND APPEALS**

- 326 6.1 Any accreditation is subject to denial, revocation, modification, suspension or
327 cancellation upon occurrence of any of the following:
- 328 6.1.1 Failure by the special inspection agency to comply with the current or updated
329 Rules of Procedure.
 - 330 6.1.2 Failure to comply with the current or updated Accreditation Criteria.
 - 331 6.1.3 Failure to comply with any condition to the issuance of the accreditation.
 - 332 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the
333 application or any data or documentation submitted in support thereof.
 - 334 6.1.5 Failure to comply with any provision contained in the application.
 - 335 6.1.6 Failure to comply with any terms of the management system documentation on
336 which the IAS accreditation was based.
 - 337 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.

338

339 6.2 Appeals

- 340 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation
341 may only be appealed by the holder of the accreditation.
- 342 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or
343 cancellation of accreditation shall be in accordance with the Rules of Procedure
344 for Appeals Concerning International Accreditation Service, Inc., Actions. The
345 IAS president or his/her designee, or the Board of Directors, as the case may
346 be, may shorten any of the time periods set forth in the Rules of Procedure for
347 Appeals Concerning International Accreditation Service, Inc., Actions, if such
348 action is deemed necessary, in their discretion, in the interest of public safety
349 and welfare.

350

- 351 6.3 **With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any
352 initial application, or accreditation may be denied, revoked, modified, suspended or
353 cancelled by the IAS president or his/her designee for any of the following reasons with
354 no right of appeal:

- 355 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the
356 mailing by IAS of written demand for payment.
- 357 6.3.2 Failure to perform any test or to furnish any material or data relating to special
358 inspection agency accreditation required by IAS within the specified time limit,
359 unless extended by the IAS president or his/her designee.

- 360 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns
361 resulting from an IAS assessment report in the allotted time, unless extended
362 by the IAS president or his/her designee.
- 363 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3
364 and, if applicable, the special oversight requirements stipulated in Section 4.3
365 of the Rules of Procedure.
- 366 6.3.5 Failure to furnish information and/or submit to a remote surveillance
367 assessment as required in Section 3.2.3 of these rules within the specified time
368 limit.

369

370 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

- 371 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section
372 6.3, IAS, by the decision of its president or his/her designee, may choose any
373 of the following actions:
- 374 6.4.1.1 Denial of the application.
- 375 6.4.1.2 Revocation of the accreditation.
- 376 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS
377 president or his/her designee.
- 378 6.4.1.4 Suspension of the accreditation for such period on such terms as determined
379 by the IAS president or his/her designee.
- 380 6.4.1.5 Cancellation of the accreditation.
- 381 6.4.2 The decisions of the IAS president or his/her designee with respect to any of
382 the actions set forth in this section may become effective immediately if
383 deemed necessary, in the interest of public safety and welfare, may be stayed
384 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning
385 International Accreditation Service, Inc., Actions, or may be otherwise stayed
386 on such terms and conditions as determined by the president or his/her
387 designee.
- 388 6.4.3 Upon revocation or cancellation of the accreditation or during any period of
389 suspension, unless this provision is specifically modified by the terms of the
390 suspension, the accredited special inspection agency shall discontinue all use
391 of the IAS symbol. The special inspection agency shall also immediately
392 discontinue any references to IAS accreditation on any reports, certificates, or
393 promotional material.

- 394 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and
395 any other interested parties of any improper and unauthorized reference to the
396 continuation of the accreditation, when in the sole judgment of IAS, as
397 determined by its president or his/her designee, such notification is necessary
398 in the interest of public safety or welfare.
- 399 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified
400 in this section, with respect to the accreditation, IAS shall deliver to the special
401 inspection agency a written statement, signed by the IAS president or his/her
402 designee, setting forth the factual basis for such action. This written statement
403 shall include a specific reference to the cause for the action which is set forth in
404 the Rules of Procedure. ▪