

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

### **1.0 INTRODUCTION**

- 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of Inspection Programs for Manufacturers of Metal Building Systems by International Accreditation Service, Inc. (IAS).

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

### **1.2 Reference Documents**

- 1.2.1 IAS Accreditation Criteria for Inspection Programs for Manufacturers of Metal Building Systems, AC472.
- 1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions

### **2.0 INITIAL ACCREDITATION**

#### **2.1 Initial Application and Fees**

- 2.1.1 Each initial application, and additional facility application, if applicable, must be submitted through the IAS Customer portal.
- 2.1.2 The new applicant must submit appropriate basic fee(s) as identified in your quotation.
- 2.1.3 Initial applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, are subject to cancellation unless such term is extended by the IAS president or his/her designee.
- 2.1.4 All IAS fees are nonrefundable.

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

## 2.2 Initial Assessment

- 2.2.1 Upon receipt by IAS of the application(s), applicable fees, required documentation and the desired scope of accreditation, IAS will process the application as follows:
  - 2.2.1.1 A review of submitted documentation will be conducted to determine preliminary compliance with applicable requirements. A letter summarizing preliminary observations will be relayed to the applicant, including a request for any additional data which may be required prior to scheduling the initial assessment.
  - 2.2.1.2 Metal building manufacturers shall obtain the services of an IAS-accredited inspection agency, whose scope of accreditation includes the specified discipline, to conduct at a minimum, biannual unannounced inspections (two per year) of the fabrication facility. Unannounced inspections **should** commence **approximately six months** after the initial date of accreditation. Subsequent unannounced inspections **should** be conducted at approximate six-month intervals **+/- 30 days**.
  - 2.2.1.3 **Initial Assessment:** In consultation with the applicant and the accredited inspection agency, an initial onsite joint assessment will be scheduled to verify compliance with the accreditation requirements.
  - 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective Action Requests (CARs) and Concerns identified during the initial assessment shall be submitted to IAS within thirty (30) days of the conclusion of the assessment as follows:
    - 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on actions taken by the metal building manufacturer to resolve the CARs,

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

- 2.2.1.4.2 Concerns require a mandatory written response from the metal building manufacturer within 30 days of submission of the assessment report. While objective evidence addressing Concerns is not mandatory, the metal building manufacturer must inform IAS on the action taken or intended action to be undertaken with a timeline for completion. The action taken by the organization to implement actions to resolve concerns will be verified at the agency's next scheduled assessment or during a follow-up assessment.
- 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the metal building manufacturer must request, in writing, for an extension from IAS. Requests for an extension should be accompanied by a reasonable estimate on when the responses will be submitted for review.
- 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine if CARs and Concerns have been satisfactorily resolved.
- 2.2.1.4.5 Failure to resolve all CARs and Concerns within six months from the date of assessment will result in a reassessment or further action against the accreditation as called for in these rules.
- 2.2.2 IAS will grant accreditation upon determination that based on the onsite assessment and review of evidence submitted, the applicant has met all the accreditation requirements as an inspection program for manufacturers of metal buildings noted in the accreditation certificate and available on the IAS website.
- 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling accreditation requirements. Any applicant denied accreditation may appeal this decision as per requirements noted under Section 6.2 of these rules.

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

### 3.0 MAINTENANCE OF ACCREDITATION

#### 3.1 Renewal Application and Fees

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

#### 3.2 Onsite Reassessment

- 3.2.1 An onsite reassessment is required at the end of the initial year of accreditation and every year thereafter.
- 3.2.2 **An onsite reassessment will be scheduled to verify compliance with the accreditation requirements. If possible, the onsite reassessment will be performed jointly with the accredited inspection agency.**
- 3.2.3 Onsite reassessment process is similar to the initial assessment process noted above.
- 3.2.4 For currently-accredited metal building manufacturers, failure to respond to an IAS reassessment report **that identifies corrective action request or concerns** within 90 days will result in suspension of accreditation and removal of the metal building manufacturer's accreditation certificate from the IAS website.
- 3.2.5 **IAS reserves the right to conduct follow-up assessments of manufacturer to determine if CARs have been satisfactorily resolved. All costs associated with the follow-up assessment will be the responsibility of the accredited manufacturer.**

### 3.3 Extraordinary Assessments

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

## 4.0 RESPONSIBILITIES OF METAL BUILDING MANUFACTURER

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

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

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

- 4.2.1 Regulatory entities may place specific compliance requirements on manufacturers of metal building systems operating within their jurisdiction. If a manufacturer of metal building systems intends to seek acceptance by these entities, they must agree to comply with the additional assessment requirements, including more frequent onsite assessments, as applicable.
- 4.2.2 By executing the IAS application for manufacturers of metal building systems accreditation, the manufacturer of metal building systems agrees to furnish all needed documentation, pay the required fees, perform additional witness inspections, or otherwise fully comply with the requirements of the regulatory entities.

- 4.3 **Indemnification:** All applications for an IAS accreditation contain indemnification provisions.
- 4.4 **Unannounced Assessments:** The metal building manufacturer agrees to permit unannounced assessments of its office and facilities by the IAS for cause, such as formal complaints, pattern of nonconformance, regulatory requests, etc.
- 4.5 **Usage of the IAS Name or Symbol by Accredited Metal Building Manufacturers**
- 4.5.1 An accredited metal building manufacturer can make reference to its IAS accreditation on its website, in its general literature and promotional materials, and in business solicitations, of its processes and procedures, under the following provisions:
- 4.5.1.1 The metal building manufacturer may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of the specific IAS accreditation; or that indicates or implies IAS recognition of its manufactured products, or the design or performance characteristics of its manufactured products.
- 4.5.1.2 When the IAS name and/or the registered symbol are used on letterhead or in other general literature or promotional materials, it shall be accompanied by the word “ACCREDITED.” The symbol must also include the name of the accredited program, e.g., “AC472.” When the IAS name or symbol is printed on letterhead and/or other stationery, such stationery **may not** be used for work proposals or quotations if none of the work is within the metal building manufacturer’s current scope of accreditation with IAS.
- 4.5.1.3 The IAS registered symbol is to be used on IAS-endorsed reports. The IAS registered symbol may not be changed in any way, although it may be enlarged or reduced.
- 4.5.1.4 Whenever the IAS symbol is used on a report covering multiple fields, some of which are within the metal building manufacturer’s scope of accreditation and some of which are outside the scope, the metal building manufacturer must clearly identify whatever portion of the report is not covered by IAS accreditation.
- 4.5.2 It is the metal building manufacturer’s responsibility to not misrepresent its accreditation status in any way, and to secure IAS approval in advance

whenever there is a question about the metal building manufacturer's intended use of the IAS name and/or symbol.

#### 4.6 Enumerated Conditions

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

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

### 5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE

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

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

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

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

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

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

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

- 6.1.1 Repeated failure to conform to the specifications and manufacturing facility's inspection manual on which the accreditation was based.
- 6.1.2 Failure of the material or method of construction although meeting the specifications upon which the accreditation was originally based.
- 6.1.3 Failure by the metal building manufacturer to comply with the current or updated Rules of Procedure.
- 6.1.4 Failure to comply with the current or updated Accreditation Criteria.
- 6.1.5 Failure to comply with any condition to the issuance of the accreditation.
- 6.1.6 Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof.
- 6.1.7 Failure to comply with any provision contained in the application.
- 6.1.8 Failure to pass any test required by IAS.
- 6.1.9 Failure to comply with any terms of the management system documentation on which the IAS accreditation was based.
- 6.1.10 Any other grounds considered as adequate cause in the judgment of IAS.



## 6.2 Appeals

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

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

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

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

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

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

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

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

## 6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation

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

- 6.4.1.1 Denial of the application.
- 6.4.1.2 Revocation of the accreditation.
- 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS president or his/her designee.
- 6.4.1.4 Suspension of the accreditation for such period on such terms as determined by the IAS president or his/her designee.
- 6.4.1.5 Cancellation of the accreditation.
- 6.4.2 The decisions of the IAS president or his/her designee with respect to any of the actions set forth in this section may become effective immediately if deemed necessary, in the interest of public safety and welfare, may be stayed pending an appeal pursuant to the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, or may be otherwise stayed on such terms and conditions as determined by the president or his/her designee.
- 6.4.3 Upon revocation or cancellation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the accredited metal building manufacturer shall discontinue all use of the IAS symbol. The metal building manufacturer shall also immediately discontinue any references to IAS accreditation on any reports, certificates, or promotional material.
- 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and any other interested parties of any improper and unauthorized reference to the continuation of the accreditation, when in the sole judgment of IAS, as determined by its president or his/her designee, such notification is necessary in the interest of public safety or welfare.
- 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified in this section, with respect to the accreditation, IAS shall deliver to the metal building manufacturer a written statement, signed by the IAS president or his/her designee, setting forth the factual basis for such action. This written statement shall include a specific reference to the cause for the action which is set forth in the Rules of Procedure. ▪