



International Accreditation Service, Inc.
3060 Saturn Street, Suite 100
Brea, CA 92821 USA
t: 562.364.8201
t: 866.427.4422
www.iasonline.org

July 15, 2019

TO: IAS- ACCREDITED METAL BUILDING ASSEMBLERS, INSPECTION AGENCIES AND OTHER INTERESTED PARTIES

SUBJECT: Proposed Revisions to the Accreditation Criteria for Inspection Practices of Metal Building Assemblers, Subject AC478-0919-0919-R1 (WM/SM)

Hearing Information:

IAS Accreditation Committee
Monday, September 16, 2019
8:00 a.m.

Fullerton Marriott at California State University

2701 Nutwood Avenue
Fullerton, CA 92831
(714) 738-7800

Dear Madam or Sir:

The proposed IAS Accreditation Criteria for Inspection Practices of Metal Building Assemblers, AC478, has been placed on the agenda for committee consideration.

The changes are being requested to accommodate a recent request for changes from the Metal Building Contractor and Erector Association (MBCEA) Technical Committee.

The changes proposed are summarized below:

Section 1. INTRODUCTION

Clause 1.2 3 Overview

Requested Revision

Accredited entities complying with these criteria ~~will have~~ continually demonstrated ~~that~~ they have the personnel, organization, experience, knowledge, management procedures and commitment to assemble metal building systems in accordance with specified requirements and documented safety and training programs.

Removed

Reference to IAS Accredited Inspection agencies.

Clauses on Overview and Normative and Reference Documents have been switched in their order to be consistent with other IAS criteria.

Section 2 DEFINITIONS

Clause 2.2 Assembler of Metal Building Systems

Requested Revision

Metal Building Assembler: Erectors and contractors who are substantially engaged in the assembly of metal buildings under DOT Code: 801.381-010 AIMS Code: 0877.

Removed

Listing each individual item that is included in the reference and reworded Assembler of Metal Building Systems to *Metal Building Assembler* to mirror the title of AC478 and improve consistency throughout AC478.

Clause 2.7 Daily Jobsite Checklist

Requested Revision

Jobsite Checklist: A documented tool used as part of a routine to ensure items which are identified as relevant are performed.

Removed

“Daily” in the title along with stated examples of “may” or “sometimes” of when they are performed.

Clause 2.11 Jobsite-Specific Plan

Requested Revision

Editorial edits to add clarity.

Clause 2.12 Journeyworker – Assembler of Metal Building Systems

Requested Revision

A worker who has completed a registered apprenticeship program for Assembler, Metal Building Systems or who can give demonstrable proof of three years’ experience in metal building assembly and satisfactory completion of the MBI Quality and Craftsmanship Training Series.

Removed

Four years of experience and certification, as certification requirements vary from project to project and in some states; further, this revision will better align with existing apprenticeships programs.

Also removed Equipment Qualified Operator and made editorial changes to Hot Work Safety. Added: Fall Protection/Hazards Training

Clause 2.13 Management System

Requested Revision

A set of policies, processes and procedures used by an organization to ensure it can fulfill the tasks required to achieve its objectives.

Removed

A set of interrelated or interacting elements that metal building assemblers use to direct, control and coordinate how policies are implemented and objectives are achieved.

Clause 2.17 Metal Building System Manufacturer

Requested Revision

Delete entire definition from AC478.

Clause 2.17 On-the-job Training

Removed

...this can be structured by using hands on application supported by classroom type instruction...

Clause 2.18 OSHA

Requested Revision

Reference to OSHA should be in the references rather than definitions.

New Clause 2.20 Process

Added Definition

A purposeful systematic series of actions.

Clause 2.24 Quality Assurance

Requested Revision

Procedures to ensure that the implementation of planned activities results in meeting objectives, goals and contract documents.

Clause 2.27 Safety Manager

Requested Revision

Strike out entire clause.

Clause 2.29 Senior Contractor Supervisor

Requested Revision

Strike out entire clause.

Clause 2.30 Senior Project Supervisor

Requested Revision

Strike out entire clause.

Clause 2.31 29 Subcontractor

Removed

a subcontractor is a person who is. . .

Section 4 REQUIRED BASIC INFORMATION

Added a subheading, (PROGRAM REQUIREMENTS)

Clause 4.2.1

Removed

Remove all references to obtaining the services of an IAS-accredited inspection agency or special inspection agency. Includes Clauses 4.2.5, 4.3.2.3, 4.3.2.4, 4.3.2.5 and Section 4.4.

Clause 4.2.8.2.1

Requested Revision

Remove wording that stated to monitor the effective implementation of the safety and training procedures and change to read “develop, implement, and maintain.”

Clause 4.3.3

Requested Revision

Procedures must be provided for control of documents relating to safety and training programs as well as project documents.

Clause 4.3.4.1

Removed

Reference to personnel who influence the quality of the finished assembly.

Clause 4.3.4.5.3

Removed

Training record requirements for “Evaluations of employees and subcontractors.”

Clauses 4.3.4.5.4.1 through 4.3.4.5.7.5

Removed

List of all specific positions or functions that may require training.

Clauses 4.5.2 through 4.5.6.5

Removed

All specific information related to onsite job-specific assessment and reference to perform as per the schedule outlined in the rules of procedure.

There are other revisions to AC478 which are only editorial and correct grammar and punctuation in the body of the criteria.

You are cordially invited to submit written comments, or to attend the committee hearing and present verbal comments. Written comments will be forwarded to the committee, **prior to the hearing**, if received by **August 28, 2019**. Please use the comment form link found on the Accreditation Committee meeting page on the IAS website, www.iasonline.org. Comments may be postal mailed to the address above or emailed to iasinfo@iasonline.org.

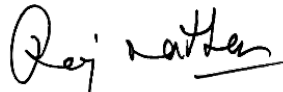
Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (copy enclosed).

Visual aids (including, but not limited to, charts, slides, videos, or presentation software) for viewing at meetings will be permitted only if the presenter provides to IAS, before the presentation, a copy of the visual aid(s) in a medium that can be retained by IAS with its record of the meeting, and that can also be provided to interested parties.

Your cooperation is requested in forwarding to the **Brea** office, as noted above, all material directed to the committee. Prior to the hearing, parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact Sandi McCracken, accreditation officer, at 562-364-8201, extension 3442, or the undersigned at 562-364-8201. You may also reach us by e-mail at iasinfo@iasonline.org.

Yours very truly,



Raj Nathan
President

RN/nl

Enclosures

cc: Accreditation Committee



RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

1 1.0 PURPOSE

2 The purpose of the Accreditation Committee and its meetings is to safeguard IAS' impartiality to monitor the work of and
3 to approve accreditation criteria for International Accreditation Service, Inc. (IAS).

4 The committee meetings, which are open public hearings, provide an opportunity for effective involvement by all
5 interested parties.

6 2.0 MEETINGS

7 **2.1** The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under
8 Section 1, subject to Section 5.0 of these rules.

9 **2.2** To properly discharge its responsibilities with respect to monitoring of IAS accreditation activities, the committee shall
10 have a standing item on its meeting agenda for a presentation by staff on the status of its accredited programs and information
11 on any pending appeals.

12 **2.3** All scheduled meetings shall be publicly announced.

13 **2.4** A majority of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members
14 present is required on any action.

15 **2.5** If a specific interest group is not represented, votes by the committee on subjects related to that interest group will be
16 held in abeyance. IAS staff shall make pertinent information available to absentee committee members, and ballot the
17 members at a later stage. Records of such ballots shall be made available upon request.

18 **2.6** In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate
19 Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for
20 purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

21 **2.7** Minutes of the meetings shall be kept.

22 3.0 MEMBER COMPETENCE CRITERIA

23 Members of the Accreditation Committee shall be familiar with conformity assessment and the implementation of
24 regulatory requirements within their industry sector. They shall possess:

- 25 • A Baccalaureate degree from an accredited institution or a minimum of ten years equivalent experience as determined by
26 IAS;
- 27 • Current employment within the conformity assessment, regulatory field, academia, industry, or IAS accredited CAB; and
- 28 • Demonstrated expertise in one or more accreditation programs offered by IAS.

29 **4.0 MEETING RECORDS**

30 Official meeting records shall be kept by IAS; no other audio, video, electronic or stenographic recordings of the meetings
31 will be permitted. Visual aids (including, but not limited to, charts, slides, videos, or presentation software) viewed at meetings
32 shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can
33 be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy. A
34 copy of the IAS minutes of the meeting and such visual aids, if any, will be available to interested parties upon written request
35 made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These
36 materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed
37 from the conclusion of the meeting.

38 **5.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS**

39 Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally,
40 with committee members regarding agenda items. All written communications and submissions regarding agenda items
41 should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and
42 available for discussion in open session of an Accreditation Committee meeting, and shall be delivered *at least twenty days*
43 before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence
44 received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without
45 permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with
46 the provisions of this section. All such communications and submissions will be available from IAS upon written request and
47 payment of costs associated with duplication. The materials will be available shortly after the conclusion of the meeting but will
48 no longer be available after 60 days have elapsed from the conclusion of the meeting.

49 **6.0 CLOSED SESSIONS**

50 Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

51 **7.0 ACCREDITATION CRITERIA**

52 Criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations.
53 Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing
54 or as otherwise determined by the Accreditation Committee.

55 **7.1 Procedure**

56 **7.1.1 New Criteria**

57 **7.1.1.1** Proposed accreditation criteria may be submitted by interested parties to IAS, and/or shall be developed by the
58 IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting

59 **7.1.1.2** Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion
60 at the committee meeting, unless determined by IAS management that extraordinary consideration and electronic balloting are
61 needed.

62 **7.1.1.3** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in
63 proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of
64 the posting of the public notice on the IAS website. Such communications and submissions will otherwise be subject to the
65 provisions of Section 4.0 of these rules.

66 **7.1.1.4** Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria
67 listed on the meeting agenda, to provide information to committee members.

68 **7.1.2 Existing Criteria**

69 **7.1.2.1** Changes to existing accreditation criteria may be submitted by interested parties to IAS, and/or shall be
70 changed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant
71 to the procedures set forth herein, or (ii) by electronic ballot, provided public notice is provided as stipulated I Section 7.1.1.2.

72 **7.1.2.2** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in
73 the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed
74 revisions to IAS within the following timelines:

75

Type	Dates
Public Meeting	40 Days after posting of proposed criteria
Electronic Balloting Process	30 Days after posting of proposed criteria

76

77 Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

78 **7.1.3 ELECTRONIC BALLOTING**

79 **7.1.3.1** IAS management shall provide written rationale and seek permission and documented approval from the IAS
80 Accreditation Committee chair to propose new criteria or to revise existing criteria for extraordinary consideration and
81 electronic balloting by the committee.

82 **7.1.3.2** Proposed accreditation criteria shall be available to interested parties approximately 30 days before
83 consideration by the committee. All pertinent written communications received by IAS relating to the proposed criteria shall be
84 received no later than 30 days after the posting of the criteria. Ballots, along with comments received and staff
85 recommendations, will be submitted to the committee for consideration. The committee shall return their ballots with their
86 recommendations within 10 days from the date ballots are sent. The results of the balloting will be compiled and forwarded to
87 the chair of the committee for validation and decision.

88 **7.1.3.3** The electronically balloted criteria shall be brought back to the next regularly scheduled accreditation
89 committee hearing as per Section 7.1.2 of these rules,

90 **7.1.4 Effective Date of Published Criteria**

91 **7.1.4.1** The effective date of approved accreditation criteria or approved revisions to existing accreditation criteria shall
92 be no earlier than 30 days following the public meeting.

93 **7.1.4.2** Approved criteria using electronic balloting shall be effective the date of posting of the criteria on the IAS
94 website.

95 **7.2 Approval**

96 Approval of accreditation criteria shall be as specified in Section 2.4 of these rules.

97

98 **8.0 ACCREDITATION COMMITTEE MEMBERS**

99 **8.1** The IAS Accreditation Committee members are appointed or reappointed annually by the IAS Board of Directors in
100 consultation with the IAS President.

101
102 **8.2** Committee members are selected from senior management positions within accredited organizations, users of
103 accreditation, industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall
104 have knowledge of regulatory codes within their industry sector and international conformity assessment process and
105 practices. ■

1 **PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR INSPECTION**
2 **PRACTICES OF METAL BUILDING ASSEMBLERS**

3
4 **AC478**

5
6
7 **Proposed September 16, 2019**

8
9
10
11 **PREFACE**

12
13 The attached accreditation criteria have been proposed to provide all interested parties with an
14 opportunity to comment. These criteria may be further revised as needed. The criteria are
15 developed and adopted following public hearings conducted by the International Accreditation
16 Service, Inc. (IAS), Accreditation Committee and are effective on the first of the month following
17 approval by the Accreditation Committee, but no earlier than 30 days following the approval.
18

19 **PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR INSPECTION PRACTICES OF**
20 **METAL BUILDING ASSEMBLERS**

21

22 **1. INTRODUCTION**

23 1.1. **Scope:** These criteria set forth the requirements for obtaining and maintaining International
24 Accreditation Service, Inc. (IAS), Inspection Practices for Metal Building Assemblers
25 accreditation. These criteria supplement the IAS Rules of Procedure for Accreditation of
26 Inspection Practices of Metal Building Assemblers.

27

28 → 1.2. **Normative and Reference Documents:** Publications listed below refer to current editions
29 (unless otherwise stated).

30 1.2.1. AWS D1.1 and AWS D1.3, Structural Welding Code, published by the American
31 Welding Society.

32 1.2.2. International Building Code®, published by the International Code Council.

33 1.2.3. Ironworker Quality Construction Practices, Metal Building Systems Reference Manual.

34 1.2.4. ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of
35 various types of bodies performing inspection.

36 1.2.5. Metal Buildings Institute, Quality and Craftsmanship Training Series, available through
37 <http://www.mbcea.org/store/dvd-craftsmen-series>.

38 1.2.6. OSHA Regulations (Standard 29 CFR), Part 1926 Safety and Health Regulations for
39 Construction.

40

41 → 1.3. **Overview:** Accredited entities complying with these criteria ~~will have continually~~ demonstrated
42 ~~that~~ they have the personnel, organization, experience, knowledge, management procedures
43 and commitment to assemble metal building systems in accordance with specified
44 requirements and. ~~IAS-accredited inspection practices for metal building assembly operate~~
45 ~~under a~~ documented safety and training programs. ~~An IAS-accredited inspection or special~~
46 ~~inspection agency conducts jobsite inspections to verify continued compliance with these~~
47 ~~criteria.~~

48

49 **2. DEFINITIONS**

50 For the purposes of these accreditation criteria, the definitions given in ISO/IEC Standard 17020, and
51 the definitions that follow, apply:

52 2.1. **Approved Fabricator:** An established and qualified person, firm or corporation approved by
53 the building official pursuant to the approved fabricator designation in Section 1702 of the
54 International Building Code.

- 55 2.2. **Assembler of Metal Building Systems**~~Metal Building Assembler~~: Erectors and contractors
56 who are substantially engaged in the assembly of metal buildings under DOT Code: 801.381-
57 010 AIMS Code: 0877. ~~Further described as companies that erect metal building systems~~
58 ~~according to blueprint specifications and engineering drawings, using hand tools, power tools,~~
59 ~~and hoisting equipment; erect frames of buildings using a hoist; bolt steel frame members~~
60 ~~together; attach bracing and insulating materials to framework; screw sheet metal roof and~~
61 ~~siding panels to framework; read blueprints to determine location of items such as doors,~~
62 ~~windows, ventilators, and skylights and install items using, wrenches and power drill; trim~~
63 ~~excess sheet metal using power saws, power shears and tin snips; install corner, gable, rake,~~
64 ~~door and window trims; install gutters and downs; and are responsible for related clean-up and~~
65 ~~waste management.~~
- 66 2.3. **Bid Documents**: Documents produced for the assembler's use to support the implementation
67 of the project. These documents include architectural drawings, site plan, manufacturer's
68 engineered drawings and manufacturer's erection drawings and blueprints.
- 69 2.4. **Competent Person [29 CFR 1926.32(f)]**: One who is capable of identifying existing and
70 predictable hazards in the surroundings or working conditions which are unsanitary, hazardous,
71 or dangerous to employees, and who has authorization to take prompt corrective measures to
72 eliminate them.
- 73 2.5. **Contract Documents**: Documents that describe the metal building system to be supplied in its
74 entirety for a given project. These documents include work orders, drawings, specifications, and
75 buyer sketches.
- 76 2.6. **Corrective Action**: Implemented action necessary to eliminate or reduce the root cause of an
77 identified problem.
- 78 2.7. **Daily Jobsite Checklist**: A documented tool checklist ~~to be~~ used as part of a routine to ensure
79 items which are identified as relevant are performed. ~~The checklist(s) are a means of~~
80 ~~documenting relevant items are covered each day (sometimes these are performed as part of a~~
81 ~~tool box meeting at the start of each day); these checklists may also indicate the status of work~~
82 ~~being performed and can be used for comparison to the schedule and/or to determine if~~
83 ~~inspections are required to be performed.~~
- 84 2.8. **Erection Tolerances**: As set forth in "AISC Code of Standard Practice." Variations are to be
85 expected in the finished overall dimensions of structural steel frames. Such variations are
86 deemed to be within the limits of good practice when they do not exceed the cumulative effect
87 of rolling, fabricating and erection tolerances.
- 88 2.9. **General Manager**: The person occupying the highest position of authority within a facility's
89 organization.
- 90 2.10. **Job Safety Analysis (JSA)**: One of the risk assessment tools used to identify and control
91 workplace hazards. A JSA is a second tier risk assessment with the aim of preventing personal

92 injury to a person, or their colleagues, and any other person passing or working adjacent,
93 above or below. JSAs are also known as Activity Hazard Analysis (AHA), Job Hazard Analysis
94 (JHA) and Task Hazard Analysis (THA).

95 2.11. **Jobsite-Specific Plan:** As a minimum, such a plan should ~~include~~ consider the following
96 elements, if applicable:

97 2.11.1. The sequence of erection activity, developed in coordination with the controlling
98 contractor which includes the following: material deliveries, material staging and
99 storage, and coordination with other trades and construction activities.

100 2.11.2. A description of the crane and derrick selection and placement procedures, if required,
101 including the following: site preparation; path for overhead loads; and critical lifts,
102 including rigging supplies and equipment.

103 2.11.3. A description of steel erection activities and procedures, including the following:
104 stability considerations requiring temporary bracing and guying; erection bridging
105 terminus point; anchor rod (anchor bolt) notifications regarding repair, replacement and
106 modifications; columns and beams (including joists and purlins); connections; decking;
107 and ornamental and miscellaneous iron,

108 2.11.4. A description of the fall protection procedures that will be used to comply with OSHA 29
109 CFR § 1926.760.

110 2.11.5. A description of the procedures that will be used to comply with OSHA 29 CFR §
111 1926.758, Systems-engineered metal buildings.

112 2.11.6. A description of the special procedures required for hazardous nonroutine tasks.

113 2.11.7. A certification for each employee who has received training for performing steel
114 erection operations as required by OSHA 29 CFR § 1926.761.

115 2.11.8. A list of the qualified and competent persons which also includes their credentials.

116 2.11.9. A description of the procedures that will be utilized in the event of rescue or emergency
117 response.

118 2.11.10. The identification of the site and project signed and dated by the qualified person(s)
119 responsible for its preparation and modification.

120 2.11.11. A site-specific plan may also be called a jobsite-specific plan, a site-specific safety
121 plan and a site-specific project plan.

122 2.12. Journeyworker - Assembler of Metal Building Systems: A worker who has completed a
123 registered apprenticeship program for Assembler, Metal Building Systems or who can give
124 demonstrable proof of:

125 2.12.1. A minimum of ~~four~~three years' experience in metal building assembly

126 ~~2.12-2.12.2.~~ Satisfactory completion of the MBI Quality and Craftsmanship Training

127 Series ~~and training/certification in the following:~~

128 ~~2.12.1-2.12.3.~~ OSHA 10

- 129 ~~2.12.2. Rigging~~ 4
- 130 ~~2.12.3. Hot Work~~ ~~Safety Training~~
- 131 ~~2.12.4. Fall Protection/Hazards Training~~
- 132 ~~2.12.4.2.12.5. Rough Terrain Forklift Safety~~
- 133 ~~2.12.5. Equipment Qualified Operator~~
- 134 2.12.6. Aerial Work Platform Safety
- 135 2.13. **Management System:** ~~A set of interrelated or interacting elements that metal building~~
136 ~~assemblers use to direct, control and coordinate how policies are implemented and objectives~~
137 ~~are achieved. A set of policies, processes and procedures used by an organization to ensure it~~
138 ~~can fulfill the tasks required to achieve its objectives.~~
- 139 2.14. **MBCEA:** Metal Building Contractors and Erectors Association.
- 140 2.15. **MBI:** Metal Buildings Institute.
- 141 2.16. **MBMA:** Metal Building Manufacturers Association.
- 142 ~~2.17. Metal Building Systems Manufacturer: An entity that may be a company, division, subsidiary~~
143 ~~or similar organization that designs and manufactures a metal building system which consists of~~
144 ~~an integrated set of components and assemblies, including, but not limited to, frames that are~~
145 ~~primary structural steel members, secondary members that are cold-formed steel and steel~~
146 ~~joists, and roof and wall cladding components, specifically designed to support and transfer~~
147 ~~loads and provide a complete or partial building shell.~~
- 148 ~~2.18.2.17. On-the-job Training:~~ Training that allows employees to learn by performing a specific
149 job or task. The employee will perform the job while working under the supervision of an
150 experienced employee who has been properly trained to perform the task; ~~this can be~~
151 ~~structured by using hands-on application supported by classroom-type instruction.~~ The
152 employee uses the regular or existing tools, machines, documents, equipment, knowledge, and
153 skills necessary to learn to effectively perform the task at hand.
- 154 ~~2.19.2.18. OSHA:~~ Occupational Safety and Health Administration; ~~a federal agency of the United~~
155 ~~States that regulates workplace safety and health to assure safe and healthful working~~
156 ~~conditions for working men and women by setting and enforcing standards and by providing~~
157 ~~training, outreach, education and assistance.~~
- 158 ~~2.19. Procedure:~~ An implemented ~~and written~~ document that describes who does what, when,
159 where, why and how.
- 160 2.20. **Process:** ~~A purposeful systematic series of actions directed to some end~~
- 161 2.21. **Product:** Result of activities or processes.
- 162 2.22. **Project:** A process consisting of a set of coordinated and controlled activities undertaken to
163 achieve customer requirements.
- 164 2.23. **Qualified Person [29 CFR 1926.32(m)]:** One who, by possession of a recognized degree,
165 certificate, or professional standing, or who by extensive knowledge, training, and experience,

- 166 has successfully demonstrated his ability to solve or resolve problems relating to the subject
167 matter, the work, or the project.
- 168 2.24. **Quality Assurance:** ~~Measurable systematic actions to ensure assure confidence~~ Procedures
169 to ensure that the implementation of planned activities results in meeting objectives, goals and
170 contract documents.
- 171 2.25. **Quality Control:** The act of examination, testing or measurement which verifies processes and
172 services or verifies documents conform to specified criteria.
- 173 2.26. **Repair:** Action taken to render a member or component acceptable for the intended use.
- 174 2.27. ~~**Safety Manager** A safety professional, designated by management, who has demonstrated~~
175 ~~competence in establishing, maintaining and implementing a safety program with consistent~~
176 ~~results. The safety manager shall have direct access to the highest executive level and shall~~
177 ~~report on the performance of the safety program to the metal building assembler's management~~
178 ~~for use as a basis for improvement of the safety program.~~
- 179 2.28. **Safety Plan:** A written document that describes the processes, procedures and policies
180 implemented to ensure the safety of all persons and things.
- 181 ~~2.29. **Senior Contractor Supervisor:** The individual designated by the contractor who has overall~~
182 ~~authority and responsibility for work performed by that contractor, including the Contractor~~
183 ~~Safety and Health Program.~~
- 184 ~~2.30. **Senior Project Supervisor:** The individual designated by the project constructor with final~~
185 ~~authority and overall responsibility for all construction and related activities, including the~~
186 ~~Project Safety and Health Program.~~
- 187 ~~2.31-2.29.~~ **Subcontractor:** An individual or in many cases a business that signs a contract to
188 perform part or all of the obligations of another's contract; ~~a subcontractor is a person who is~~
189 ~~hired by a general contractor (or prime contractor, or main contractor) to perform a specific task~~
190 ~~as part of the overall project and is normally paid for services provided to the project by the~~
191 ~~originating general contractor.~~
- 192 ~~2.32-2.30.~~ **WPS:** Welding Procedure Specification in accordance with AWS D1.1 or AWS D1.3 is
193 required, as applicable.

195 3. ELIGIBILITY

196 Accreditation services are available to metal building assemblers, ~~erectors and contractors~~ who are
197 substantially engaged in the assembly of metal buildings under DOT Code: 801.381-010; AIMS Code:
198 0877.

200 4. REQUIRED BASIC INFORMATION

201 **(PROGRAM REQUIREMENTS)**

202 4.1. Metal building assemblers must demonstrate compliance with the following requirements:

- 203 4.1.1. The requirements of these accreditation criteria;
- 204 4.1.2. IAS Rules of Procedure for Accreditation of Inspection Practices of Metal Building
- 205 Assemblers.

206 4.2. **General Requirements**

207 ~~4.2.1. Metal building assemblers accredited under these criteria must obtain the services of~~
208 ~~an IAS-accredited inspection or special inspection agency, which is accredited for the~~
209 ~~specified discipline, to conduct, at a minimum, an annual inspection at a selected~~
210 ~~jobsite~~

211 ~~4.2.2.4.2.1.~~ The assembler of metal building systems shall establish and implement a
212 management system that is fully documented. This documented management system
213 must describe the ~~assembly procedures and~~ quality assurance activities for ensuring
214 that the assembly meets the specified requirements.

215 ~~4.2.3.4.2.2.~~ The ~~assembler of metal building systems~~ Metal Building Assembler shall submit
216 to IAS for initial review, ~~followed up biennially~~, a documented management system,
217 including a cross reference matrix ensuring that the requirements in Section 4.3 of
218 these accreditation criteria have been included in the management system. The cross
219 reference matrix must be signed by the Quality Manager (as defined in 4.2.8.1).

220 ~~4.2.4.4.2.3.~~ The submitted management system document must be signed and dated by the
221 highest level of authority within the metal building assembler.

222 ~~— Metal building assemblers applying for accreditation are subject to an initial~~
223 ~~assessment of:~~
224 ~~— electronic review insert elements P (purpose to determine if documentation, ceets~~
225 ~~program.~~
226 ~~— followed by a job site inspection (within 6 month) e — insert those elements.~~
227 ~~To verify effective implementation. n-site joint j t assessment by IAS and the~~
228 ~~IAS-accredited inspection or special inspection agency (jobsite that has~~
229 ~~adequate activity to effectively evaluate the efficacy of the program. is~~
230 ~~approximately at least 25% and no more than approximately 75% complete,~~
231 ~~scheduled at a mutually convenient time/location to ensure these criteria are~~
232 ~~being followed).~~

233 ~~4.2.5. The purpose of this assessment is to determine efficacy of safety plans,~~
234 ~~training programs, and compliance with eligibility for requirements and evaluation of the~~
235 ~~inspection or special inspection agency's method of determining compliance prior to~~
236 ~~accreditation.~~

237 ~~4.2.6.4.2.4.~~ Metal building assemblers accredited under these criteria will adhere to metal
238 building systems manufacturer's drawings, specifications and installation manuals.

239 4.2.7.4.2.5. Metal building assemblers accredited under these criteria, that rely on
240 subcontracted or temporary labor must have documented procedures to show how they
241 ensure compliance of subcontracted and temporary labor with the relevant safety and
242 training requirements of these criteria.

243 4.2.8.4.2.6. Metal building assemblers accredited under these criteria that subcontract all or
244 a significant portion of an assembly shall advise the contracting entity whether or not
245 work will be performed by an accredited entity.

246 4.2.9.4.2.7. The accredited metal building assembler must maintain the following insurance
247 coverage:

248 4.2.9.1.4.2.7.1. Workmen's Compensation,

249 4.2.9.2.4.2.7.2. Comprehensive General Liability,

250 4.2.9.3.4.2.7.3. Comprehensive Automobile Liability,

251 4.2.9.4.4.2.7.4. Umbrella Excess Comprehensive General and Comprehensive
252 Automobile.

253 4.2.10.4.2.8. The following key personnel must be identified in the organization and their
254 responsibilities must be documented. The designated personnel must have clear
255 understanding of their assignments.

256 4.2.10.1.4.2.8.1. **Quality Manager:** Metal building assemblers accredited under these
257 criteria shall designate a quality manager who has the necessary training, and
258 experience and authority to complete the tasks listed below:

259 4.2.10.1.1.4.2.8.1.1. Develop and implement the management system, including
260 generation of appropriate documentation in accordance with these criteria;

261 4.2.10.1.2.4.2.8.1.2. Ensure that periodic (at a minimum, annually) internal audits are
262 conducted and documented, and that corrective actions are implemented.

263
264 **Internal Audits:** Metal building assemblers shall identify the frequency,
265 method of documentation, and content of internal audits to determine the
266 effectiveness of the management system, safety, and training programs.
267 Internal audits must be conducted, at a minimum, annually. Audits shall
268 include a summary that compares the most recent audit to the previous audit
269 and shall include the elements of these criteria.

270 4.2.10.1.3.4.2.8.1.3. Ensure that management reviews (at a minimum, annually) are
271 conducted and documented to assure the adequacy and the effectiveness of
272 the management system. Management reviews must produce a summary
273 and a documented plan of action for improvement.

274

275 **Management Reviews:** Reviews must be conducted and recorded to
276 ensure the adequacy and effectiveness of the quality, safety, and training
277 programs. Management reviews must produce a summary and a
278 documented plan of action for improvement. Documents to be considered
279 during the management review must include, but are not limited to, customer
280 complaints, back charges, OSHA violations, internal audit results, and
281 corrective actions.

282 4.2.10.2.4.2.8.2. **Safety Manager:** Metal building assemblers accredited under these
283 criteria shall designate a safety manager who has the necessary training, ~~and~~
284 ~~ee~~ experience and responsibility to complete the tasks listed below. The safety
285 manager shall report directly to the highest level of authority within the organization.

286 ~~The safety manager shall (at a minimum) have the following responsibilities:~~

287 4.2.10.2.1.4.2.8.2.1. ~~Follow a documented procedure of maintaining~~ The safety
288 manager shall ~~D~~development, implementation and maintenance of the a
289 documented safety program in accordance with these criteria.

290 4.2.10.2.2.4.2.8.2.2. ~~Ensure, at a minimum, an annual review of the documented~~
291 safety program to ensure it meets all required standards for the type of work
292 usual and customary to the metal building assembler ~~Follow a documented~~
293 procedure of monitoring the effective implementation of the safety program.

294 4.2.10.2.3.4.2.8.2.3. ~~The safety manager shall ensure~~ Follow a documented
295 procedure for developing jobsite-specific safety plans are developed for each job
296 and having knowledge of and access to the appropriate documents to meet
297 this requirement.

298 4.2.10.3.4.2.8.3. **Training Manager:** Metal building assemblers accredited under these
299 criteria shall designate a training manager who has the necessary training, ~~and~~
300 experience and responsibility to complete the tasks listed below. The training
301 manager shall report to the highest level of authority within the organization. ~~The~~
302 ~~training manager shall (at a minimum) have the following responsibilities:~~ The training
303 manager shall have (at a minimum) the following responsibilities:

304 4.2.10.3.1.4.2.8.3.1. ~~Development, implementation and maintenance of~~ Follow a
305 documented procedure of maintaining the training program in accordance with
306 these criteria.

307 4.2.10.3.2.4.2.8.3.2. ~~Ensure, at a minimum, an annual review of the documented~~
308 training program to ensure it meets all required standards for the type of work
309 usual and customary to the metal building assembler and that it has been
310 effectively implemented. ~~Follow a documented procedure of monitoring the~~
311 effective implementation of the training program.

312 ~~4.2.10.3.3-4.2.8.3.3.~~ Ensure that Follow a documented procedure for developing

313 training plans ~~that~~ meet all OSHA requirements, building manufacturer
314 requirements, and equipment use requirements for the assigned tasks. Have
315 knowledge of and access to the appropriate resources to meet this requirement.

316 **NOTE:** In some cases, the quality manager, training manager, and safety manager may be the
317 same individual.

318 319 4.3. Documented Management System Requirements

320 A documented management system must be provided which includes the following details:

321 4.3.1. Basic Information

322 4.3.1.1. The name of the metal building assembler and its legal identity (company registration
323 details),

324 4.3.1.2. The physical address of the metal building assembler,

325 4.3.1.3. The mailing address (if different),

326 4.3.1.4. Name and title of the person serving as the IAS contact, including the telephone
327 number and e-mail address.

328 4.3.2. Required Statements: The following statements must be provided:

329 4.3.2.1. All activities of the metal building assembler shall be directed in such a manner as to
330 ensure that the safety and training requirements of these criteria will be met.

331 4.3.2.2. The elements of the safety and training programs will be disseminated to all
332 personnel ~~assigned activities~~ that are involved with the assembly of metal buildings.

333 ~~4.3.2.3. IAS will be notified, in writing, prior to any cancellation of the inspection agreement
334 with the accredited inspection agency or special inspection agency.~~

335 ~~4.3.2.4.4.3.2.3. IAS will be notified, in writing, by the accredited metal building assembler
336 and the inspection agency if follow-up inspections have not been conducted by the
337 inspection agency or special inspection agency.~~

338 ~~4.3.2.5. IAS and the accredited inspection agency or special inspection agency must be
339 notified within 30 days of any changes in management personnel. As a minimum, this
340 would include the president, general manager, quality manager, safety manager and
341 training manager.~~

342 4.3.3. **Control of Documents:** Procedures must be provided for control of documents ~~and~~
343 ~~data~~ relating to safety and training programs, as well as project documents. ~~must be~~
344 ~~provided.~~ This control shall include the following:

345 4.3.3.1. A document approval procedure,

346 4.3.3.2. A procedure to ensure that only current, approved documents are used,

347 4.3.3.3. A procedure to ensure that documents are available at all locations where necessary
348 for the proper functioning of the management system.

349 4.3.4. **Training Program Documentation**

350 4.3.4.1. Metal building assemblers accredited under these criteria shall establish, document
351 and implement a training program that ensures a qualified labor force competent in
352 techniques necessary to ensure the quality and integrity of assembled metal
353 buildings. ~~There must be a procedure ensuring the training of personnel who~~
354 ~~influence the quality of the finished assembly. The procedure must include provisions~~
355 ~~for maintaining current personnel qualifications.~~

356 ~~4.3.4.2. Metal building assemblers accredited under these criteria must have a procedure~~
357 ~~procedure process in place for new hiresto ensure they are trained adequately for~~
358 ~~assigned tasks.~~

359 ~~4.3.4.3. The metal building assembler shall have procedures for storing, maintaining and~~
360 ~~accessing training records and maintaining current personnel qualifications.~~

361 ~~4.3.4.2. As a minimum, there must be training requirements established for all field personnel~~
362 ~~foremen, journeyworkers and apprentices regardless of whether or not there is a~~
363 ~~formal apprenticeship program in place.~~

364 ~~4.3.4.3. The training program must require OSHA 10 for all employees with more than one~~
365 ~~year of service~~

366 ~~4.3.4.4. The training program must include passing grades on the MBI Quality and~~
367 ~~Craftsmanship Training Series~~

368 ~~4.3.4.5. The metal building assembler shall have provisions for storing, maintaining, and~~
369 ~~accessing training records and maintaining current personnel qualifications. Training~~
370 ~~records must include any necessary certs the following:~~

371 4.3.4.5.1. Completed and dated training attendance records.

372 4.3.4.5.2. Documentation proving comprehension of training (e.g., test results ~~and/or~~
373 ~~certificatescertificates).~~

374 ~~4.3.4.5.3. Evaluations of employees and subcontractors.~~

375 4.3.4.5.4. Jobsite-specific plans training, as appropriate for the
376 corresponding site-specific project. These records should be available (either
377 hard copy or electronically) at the site-specific project for all employees who
378 are part of the workforce at the site-specific location:

379 4.3.4.5.4.1. Jobsite safety and fall protection,

380 4.3.4.5.4.2. Safety and emergency services,

381 4.3.4.5.4.3. Reading job plans and specifications.

382 4.3.4.5.4.4. Understanding manufacturer's standards and details.

383 4.3.4.5.4.5. Materials identification.

384 4.3.4.5.4.6. Commonly used tools and their proper use,

385 4.3.4.5.4.7. Proper care of equipment,

386 ~~4.3.4.5.4.8. Construction cranes.~~
387 ~~4.3.4.5.4.9. Forklifts, man-lifts, and scissor lifts,~~
388 ~~4.3.4.5.4.10. Pre-assembled concrete and anchor rods,~~
389 ~~4.3.4.5.4.11. Conditions at work site prior to assembly,~~
390 ~~4.3.4.5.4.12. Hoisting,~~
391 ~~4.3.4.5.4.13. Rigging,~~
392 ~~4.3.4.5.4.14. Signal person,~~
393 ~~4.3.4.5.4.15. Materials staging:~~
394 ~~4.3.4.5.4.15.1. Materials planning and scheduling,~~
395 ~~4.3.4.5.4.15.2. Materials handling and inventory,~~
396 ~~4.3.4.5.4.15.3. Materials storage and protection,~~
397 ~~4.3.4.5.4.15.4. Materials unloading and shake-out,~~
398 ~~4.3.4.5.4.16. Structural:~~
399 ~~4.3.4.5.4.16.1. Primary framing, including any special bolting requirements~~
400 ~~identified within the contract documents.~~
401 ~~4.3.4.5.4.16.2. Secondary framing,~~
402 ~~4.3.4.5.4.16.3. Bracing (temporary and permanent),~~
403 ~~4.3.4.5.4.16.4. Plumbing and squareness,~~
404 ~~4.3.4.5.4.16.5. Detailing,~~
405 ~~4.3.4.5.4.17. Wall Covering, including any special training requirements defined as~~
406 ~~necessary by the Metal Building Manufacturer:~~
407 ~~4.3.4.5.4.17.1. Wall panels,~~
408 ~~4.3.4.5.4.17.2. Insulated metal panels,~~
409 ~~4.3.4.5.4.17.3. Layout,~~
410 ~~4.3.4.5.4.17.4. Insulation,~~
411 ~~4.3.4.5.4.17.5. Standard ribbing panels,~~
412 ~~4.3.4.5.4.17.6. Composite panels,~~
413 ~~4.3.4.5.4.18. Roof panels, including any special training requirements defined as~~
414 ~~necessary by the Metal Building Manufacturer:~~
415 ~~4.3.4.5.4.18.1. Layout,~~
416 ~~4.3.4.5.4.18.2. Insulated metal panels,~~
417 ~~4.3.4.5.4.18.3. Insulation,~~
418 ~~4.3.4.5.4.18.4. Standard ribbing panels,~~
419 ~~4.3.4.5.4.18.5. Standing seam panels,~~
420 ~~4.3.4.5.4.18.6. Composite panels,~~
421 ~~4.3.4.5.4.18.7. Built-up roof panel system,~~

422 4.3.4.5.4.19. Trim and flashing, including any special training requirements defined
423 as necessary by the Metal Building Manufacturer:

424 4.3.4.5.4.19.1. Wall trims,

425 4.3.4.5.4.19.2. Wall accessories,

426 4.3.4.5.4.19.3. Roof trims,

427 4.3.4.5.4.19.4. Roof accessories,

428 4.3.4.5.4.20. Job completion,

429 4.3.4.5.4.21. Final clean-up,

430 ~~4.3.4.5.5.4.3.4.5.3.~~ OSHA 10 for all employees with more than one year of service,

431 These records should be available (either hard copy or electronically) at the
432 site-specific project for all employees that are part of the workforce at the
433 site-specific location;

434 ~~4.3.4.5.6.~~ Metal Buildings Institute Quality and Craftsmanship Training Series or
435 Ironworker Quality Construction Practices Metal Building Systems Training;

436 ~~4.3.4.5.7.~~ Any other required certifications and/or formal training necessary to perform
437 the required specific tasks assigned to that employee., ~~including but not~~
438 ~~limited to:~~

439 ~~4.3.4.5.7.1. Welding,~~

440 ~~4.3.4.5.7.2. Aerial lift operator,~~

441 ~~4.3.4.5.7.3. Forklift operator,~~

442 ~~4.3.4.5.7.4. Crane operator.~~

443 ~~4.3.4.5.7.5.4.3.4.5.4.~~ Specialty items, such as scaffolding, tools, products and/or
444 equipment that require documented training prior to use.

445 4.3.5. Safety Program Documentation

446 4.3.5.1. Metal building assemblers accredited under these criteria shall establish and
447 implement a safety program that is fully documented. This program must describe the
448 procedures and activities for ensuring that all employees, subcontractors and
449 processes comply with minimum OSHA standards and/or applicable regulatory
450 requirements.

451 4.3.5.2. Metal building assemblers accredited under these criteria must have documented
452 procedures for the development and implementation of jobsite-specific plans and
453 JSA's prior to commencement of work.

454 4.3.5.3. The safety program document must be signed and dated by the highest level of
455 authority within the metal building assembler.

456 4.3.5.4. The safety program document must be reviewed at least annually.

457 ~~4.3.5.5. Job Safety Analysis documents to be used.~~

458

459 **4.4. ~~Inspection and Special Inspection Agency—Requirements and Responsibilities~~**

460 ~~The following sections note the minimum requirements and responsibilities of the IAS-~~
461 ~~accredited inspection agency or special inspection agency:~~

462 ~~4.4.1. Inspection agency personnel will conduct an annual jobsite inspection scheduled at a~~
463 ~~mutually convenient time/location to ensure inspection of a building that is~~
464 ~~approximately 75% complete; therefore, inspections must be announced.~~

465 ~~4.4.2. IAS will be notified, in writing, prior to any cancellation of the inspection agreement with~~
466 ~~the accredited metal building assembler.~~

467 ~~4.4.3. IAS will be notified, in writing, by the accredited entity and the inspection or special~~
468 ~~inspection agency if follow-up inspections have not been conducted by the inspection~~
469 ~~or special inspection agency.~~

470 ~~4.4.4. **Inspection Reports:** The inspection report, at a minimum, must include the following~~
471 ~~information and reference to:~~

472 ~~4.4.4.1. **On-site inspection records shall include:**~~

473 ~~4.4.4.1.1. A site-specific project plan.~~

474 ~~4.4.4.1.2. Daily jobsite checklist.~~

475 ~~4.4.4.1.3. JSA's job safety analysis.~~

476 ~~4.4.4.1.4. Sitelayout plan.~~

477 ~~4.4.4.1.5. Quality control plan.~~

478 ~~4.4.4.1.6. Narrative regarding the erection plan.~~

479 ~~4.4.4.1.7. Records that demonstrate assembly proceeds only after concrete has~~
480 ~~sufficiently cured and that anchor rods, if modified, have the approval of the~~
481 ~~engineer of record.~~

482 ~~4.4.4.2. **Receiving/Storage:** Process for unloading and inventorying.~~

483 ~~4.4.4.3. **Training**~~

484 ~~_____ Inspector to validate at least 350% of jobsite personnel are qualified for the~~
485 ~~task at hand and in compliance with the Assembler's documented training~~
486 ~~program.~~

487 ~~_____ Inspector to validate that at least 25% of the work force at the jobsite have~~
488 ~~achieved the journeyworker status of equivalent.~~

489 ~~4.4.4.3.1. Inspector to list personnel verified and total number of personnel on jobsite.~~

490 ~~4.4.4.3.2. OSHA 10 training for personnel on jobsite with at least one year experience.~~

491 ~~4.4.4.3.3. Records of craft workers' certifications and training appropriate for their~~
492 ~~assigned task.~~

493 ~~4.4.4.4. **Welding and Bolting Requirements:** Inspector must review the welding and bolting~~
494 ~~procedures required for the project.~~

496 4.5.4.4. Onsite Job-specific Assessment: The IAS will perform minimum requirements of the
497 IAS annual onsite jobsite specific assessments as per the schedule outlined in the Rules of
498 Procedure and verification of jobsite-specific documentation are as follows:

499 4.4.1. Electronic Review of Required Documents: IAS will perform an initial assessment of all
500 required documents prior to conducting jobsite assessments as per the schedule
501 outlined in the rules of procedure.

502 4.4.2. IAS personnel will conduct an initial onsite inspections, followed up the second year
503 and then biennially; will be scheduled at a mutually convenient time/location to ensure
504 inspection of a building that has significant activity to verify required elements. is
505 approximately 75% complete; therefore, inspections must be announced

506 4.5.1.4.4.3. Jobsite inspections are pre-planned and announced.-

507 4.5.2.—Basic Information;

508 4.5.2.1. The name of the metal building assembler and its legal identity (company registration
509 details);

510 4.5.2.2. The physical address of the metal building assembler;

511 4.5.2.3. The mailing address (if different);

512 4.5.2.4. Name and title of the person serving as the IAS contact, including the telephone
513 number and e-mail address;

514 4.5.2.5. The physical address of the specific jobsite;

515 4.5.2.6. The job-specific project name used to identify the project.

516 4.5.2.7. A set of Final erection drawings submitted by the Metal Building Manufacturer.

517 4.5.3.—Required Statements: The following statements must be provided:

518 4.5.3.1. All activities of the metal building assembler shall be directed in such a manner as to
519 ensure the safety and training requirements of these criteria will be met;

520 4.5.3.2. The element of the safety and training program will be disseminated to all personnel
521 assigned activities who are involved with the assembly of metal buildings;

522 4.5.3.3. IAS and the accredited inspection agency or special inspection agency must be
523 notified within 30 days of any changes in management personnel. As a minimum, this
524 would include the president, general manager, quality manager, safety manager, and
525 training manager;

526 4.5.4.—Control of Documents: Procedures for control of documents and data relating to
527 safety and training programs must be provided. This control shall include the following:

528 4.5.4.1. Verify that the latest approved document is being followed;

529 4.5.4.2. Verify that only the current, approved documents are being used;

530 4.5.4.3. Verify that documents are available at all locations where necessary for the proper
531 functioning of the management system;

532 4.5.5.—Field Personnel Training Program Documentation

533 ~~4.5.5.1. Verify that the training program implemented by the metal building assemblers~~
534 ~~accredited under these criteria to ensure a qualified labor force (including new hires)~~
535 ~~competent in techniques necessary to ensure the quality and integrity of assembled~~
536 ~~metal buildings is documented, been read by all employees working onsite, and~~
537 ~~understood by all employees working onsite,~~
538 ~~4.5.5.2. Verify that the metal building assembler is following their documented procedures for~~
539 ~~storing, maintaining, and accessing training records and maintaining personnel~~
540 ~~qualifications,~~
541 ~~4.5.5.3. Verify the training requirements established for foremen, journey workers, and~~
542 ~~apprentices have been followed, regardless of whether there is a formal~~
543 ~~apprenticeship program in place.~~
544 ~~4.5.5.4. Verify that the training program is documented to ensure at least 50% of personnel at~~
545 ~~the specific jobsite are qualified for the task at hand,~~
546 ~~4.5.5.5. Verify that the training program is documented to ensure at least 25% of the work~~
547 ~~force at the specific jobsite have achieved the journey worker status or equivalent,~~
548 ~~4.5.5.6. Verify that the training program records for personnel on the specific jobsite consist of~~
549 ~~documentation that include the following:~~
550 ~~4.5.5.6.1. Completed and dated training attendance records,~~
551 ~~4.5.5.6.2. Documentation proving comprehension of training (e.g., passing test results),~~
552 ~~4.5.5.6.3. Evaluations of employees and subcontractors,~~
553 ~~4.5.5.6.4. Site-specific plans training, as appropriate, for the corresponding site-specific~~
554 ~~project. These should be available (either hard copy or electronically) at the~~
555 ~~site-specific project for all employees that are part of the workforce at the~~
556 ~~site-specific location:~~
557 ~~4.5.5.6.4.1. Reading job plans and specifications,~~
558 ~~4.5.5.6.4.2. Understanding manufacturer's standards and details,~~
559 ~~4.5.5.6.4.3. Materials identification,~~
560 ~~4.5.5.6.4.4. Commonly used tools and their proper use,~~
561 ~~4.5.5.6.4.5. Proper care of equipment,~~
562 ~~4.5.5.6.4.6. Construction cranes,~~
563 ~~4.5.5.6.4.7. Forklifts, man-lifts, and scissor-lifts,~~
564 ~~4.5.5.6.4.8. Pre-assembled concrete and anchor rods,~~
565 ~~4.5.5.6.4.9. Conditions at work site prior to assembly,~~
566 ~~4.5.5.6.4.10. Hoisting,~~
567 ~~4.5.5.6.4.11. Rigging.~~
568 ~~4.5.5.6.4.12. Signal person,~~
569 ~~4.5.5.6.4.13. Materials staging;~~

570 4.5.5.6.4.13.1. ~~Materials planning and scheduling,~~
571 4.5.5.6.4.13.2. ~~Materials handling and inventory; any special requirements from~~
572 ~~the material supplier,~~
573 4.5.5.6.4.13.3. ~~Materials storage and protection,~~
574 4.5.5.6.4.13.4. ~~Materials unloading and shake-out; process of documenting~~
575 ~~receipt of damaged material,~~
576 4.5.5.6.4.14. ~~Structural:~~
577 4.5.5.6.4.14.1. ~~Primary framing,~~
578 4.5.5.6.4.14.1.1. ~~Any special bolting requirements identified within the~~
579 ~~contract documents,~~
580 4.5.5.6.4.14.1.2. ~~Review any special welding procedures required,~~
581 4.5.5.6.4.14.2. ~~Secondary framing; review any special welding procedures~~
582 ~~required,~~
583 4.5.5.6.4.14.3. ~~Permanent and temporary bracing,~~
584 4.5.5.6.4.14.4. ~~Plumbing and squaring,~~
585 4.5.5.6.4.14.5. ~~Detailing,~~
586 4.5.5.6.4.15. ~~Wall covering, including any special training requirements defined as~~
587 ~~necessary by the metal building manufacturer:~~
588 4.5.5.6.4.15.1. ~~Wall panels,~~
589 4.5.5.6.4.15.2. ~~Insulated metal panels,~~
590 4.5.5.6.4.15.3. ~~Layout,~~
591 4.5.5.6.4.15.4. ~~Insulation,~~
592 4.5.5.6.4.15.5. ~~Standard ribbing panels,~~
593 4.5.5.6.4.15.6. ~~Composite panels.~~
594 4.5.5.6.4.16. ~~Roof panels, including any special training requirements defined as~~
595 ~~necessary by the metal building manufacturer:~~
596 4.5.5.6.4.16.1. ~~Roof panels,~~
597 4.5.5.6.4.16.2. ~~Insulated metal panels,~~
598 4.5.5.6.4.16.3. ~~Layout,~~
599 4.5.5.6.4.16.4. ~~Insulation,~~
600 4.5.5.6.4.16.5. ~~Standard ribbing panels,~~
601 4.5.5.6.4.16.6. ~~Standing seam panels,~~
602 4.5.5.6.4.16.7. ~~Composite panels,~~
603 4.5.5.6.4.17. ~~Trim and flashing, including any special training requirements defined~~
604 ~~as necessary by the metal building manufacturer:~~
605 4.5.5.6.4.17.1. ~~Wall trims,~~
606 4.5.5.6.4.17.2. ~~Wall accessories,~~

607 4.5.5.6.4.17.3.—Roof trims,
608 4.5.5.6.4.17.4.—Roof accessories,
609 4.5.5.6.4.18.—Job completion,
610 4.5.5.6.4.19.—Final clean-up,
611 4.5.5.6.5.—Metal Buildings Institute Quality and Craftsmanship Training Series or
612 Ironworker Quality Construction Practices Metal Building Systems Training;
613 4.5.5.6.6.—Any other certifications and formal training necessary to perform the required
614 tasks, including but not limited to:
615 4.5.5.6.6.1. Welding,
616 4.5.5.6.6.2. Aerial lift operator,
617 4.5.5.6.6.3. Forklift telehandler,
618 4.5.5.6.6.4. Crane operator,
619 4.5.5.6.6.5. Specialty items, such as scaffolding, tools, products, and/or equipment
620 that require documented training prior to use,
621 **4.5.6.—Field Personnel Safety Program Documentation**
622 4.5.6.1. Verify that the safety program implemented by the metal building assemblers
623 accredited under these criteria to ensure a qualified labor force (including new hires)
624 competent in techniques necessary to ensure the quality and integrity of assembled
625 metal buildings is documented, been read by all employees working onsite, and
626 understood by all employees working onsite,
627 4.5.6.2. Verify that the metal building assembler is following their documented procedures for
628 storing, maintaining, and accessing safety records and maintaining personnel
629 qualifications,
630 4.5.6.3. Verify that the safety program records for personnel on the specific jobsite consist of
631 documentation that include the following:
632 4.5.6.3.1.—Jobsite safety and fall protection,
633 4.5.6.3.2.—Safety and emergency services,
634 4.5.6.3.3.—Commonly used tools and their proper (safe) use,
635 4.5.6.3.4.—Proper (safe) care of equipment,
636 4.5.6.3.5.—Safe working conditions at construction crane site,
637 4.5.6.3.6.—Safe working conditions of forklifts, man-lifts, and scissor lifts,
638 4.5.6.3.7.—Documented safe conditions at work site prior to assembly,
639 4.5.6.3.8.—Safe hoisting conditions,
640 4.5.6.3.9.—Safe rigging equipment conditions,
641 4.5.6.3.10.—Safe conditions followed by Signal person,
642 4.5.6.3.11.—Safe conditions surrounding materials staging; Safe material handling,
643 4.5.6.3.12.—Safe structural conditions observed;

644 ~~4.5.6.3.12.1. Installation of safe permanent bracing observed,~~
645 ~~4.5.6.3.12.2. Installation of safe temporary bracing observed,~~
646 ~~4.5.6.3.13. Safe wall panel installation procedures observed,~~
647 ~~4.5.6.3.14. Safe roof panel installation procedures observed,~~
648 ~~4.5.6.3.15. Safe trim and flashing installation procedures observed,~~
649 ~~4.5.6.3.16. Safe clean-up procedures observed,~~
650 ~~4.5.6.4. OSHA 10 for all employees with more than one year of service. These records should~~
651 ~~be available (either hard copy or electronically) at the site-specific project for all~~
652 ~~employees that are part of the workforce at the site-specific location.~~
653 ~~4.5.6.5. Completed Job Safety Analysis (JSA) forms,~~
654

655 **5. ADDITIONAL INFORMATION (AS APPLICABLE)**

- 656 5.1. Minimum Design Loads for Buildings and Other Structures (ASCE/SEI 7), published by the
657 American Society of Civil Engineers/Structural Engineering Institute.
- 658 5.2. Specification for Structural Steel Buildings (AISC 360), published by the American Institute of
659 Steel Construction.
- 660 5.3. AISI S100 – North American Specification for the Design of Cold-Formed Steel Structural
661 Members, published by the American Iron and Steel Institute.
- 662 5.4. IAS Accreditation Criteria for Inspection Agencies AC98.
- 663 5.5. MBMA Metal Building Systems Manual.
- 664 5.6. National Guidelines for Apprenticeship Standards developed by Metal Buildings Institute for the
665 occupation of Assembler, Pre-Engineered Metal Buildings, O*NET/SOC CODE 47-2221.00,
666 RAPIDS CODE: 0877, available at:
667 http://www.doleta.gov/oa/bul10/Bulletin_2010_09_Attachments.pdf.
- 668 5.7. Specification for Structural Joints Using High-Strength Bolts, available from the Research
669 Council on Structural Connections (RCSC).
- 670 5.8. Structural Bolting Handbook, published by the Steel Structures Technology Center, Inc.

672 **6. LINKS TO ADDITIONAL REFERENCES**

- 673 6.1. IAS – www.iasonline.org
674 6.2. MBCEA – www.mbcea.org
675 6.3. IMPACT – www.impact.org
676 6.4. ICC – www.iccsafe.org
677 6.5. MBMA – www.mbma.com

678
679 *These criteria were previously issued February 2015, June 2015, ~~and~~ April 2017 ~~and~~ September 2018.*