July 15, 2019

TO: **IAS-ACCREDITED BUILDING DEPARTMENTS, BUILDING SAFETY SERVICE PROVIDERS, AND OTHER INTERESTED PARTIES**

SUBJECT: Request for from Committee Members and Interested Parties Regarding a Multi-tiered Approach for Building Department Accreditation, Subject MISC3-0919-0919-R1 (GA/KF)

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:

IAS has received significant feedback expressing a desire to see more departments, with various levels of resources, enter the path of accreditation. One path often suggested takes a stepped approach to encourage departments to attempt accreditation and continue along a course of improvement in quality and professionalism. In a stepped approach, building departments could demonstrate compliance with progressive levels of accreditation requirements.

Your opinion of the feasibility of such a system, and how you believe it will be accepted by the market, and/or suggestions of alternatives, will allow IAS staff to undertake an in-depth study of the issue at hand. In light of your feedback, IAS will be better positioned to serve the market with an appropriate response to our customers' accreditation needs.

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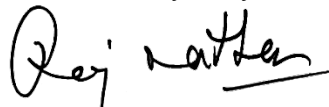
Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (copy enclosed).

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 Kellee Fernandez, accreditation officer, at 562-364-8201, extension 3448, 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

Enclosure

cc: Accreditation Committee

International Accreditation Service, Inc.
3060 Saturn Street, Suite 100
Brea, CA 92821 USA
t: 562.364.8201
t: 866.427.4422
f: 562.699.8031
www.iasonline.org

INTERNATIONAL
ACCREDITATION
SERVICE®

RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

1.0   PURPOSE

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

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

2.0   MEETINGS

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

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

2.3   All scheduled meetings shall be publicly announced.

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

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

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

2.7   Minutes of the meetings shall be kept.

3.0   MEMBER COMPETENCE CRITERIA

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

• A Baccalaureate degree from an accredited institution or a minimum of ten years equivalent experience as determined by IAS;

• Current employment within the conformity assessment, regulatory field, academia, industry, or IAS accredited CAB; and

• Demonstrated expertise in one or more accreditation programs offered by IAS.

4.0   MEETING RECORDS

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

5.0   WRITTEN COMMUNICATIONS AND SUBMISSIONS

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

6.0   CLOSED SESSIONS

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

7.0   ACCREDITATION CRITERIA

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

7.1   Procedure

7.1.1   New Criteria

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

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

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

7.1.1.4   Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria 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.

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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. ∎