



RULES OF PROCEDURE FOR BUILDING DEPARTMENTS, CODE ENFORCEMENT DEPARTMENTS, AND THIRD- PARTIES PROVIDING BUILDING AND/OR PROPERTY MAINTENANCE CODE ENFORCMENT SERVICES ACCREDITATION

1.0 INTRODUCTION

- 1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of building departments, code enforcement departments, and third-parties providing building and/or property maintenance code enforcement services by the 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.

1.2 Reference Documents

- 1.2.1 IAS Accreditation Criteria for Building Departments, Code Enforcement Departments and Third Parties Providing Building and/or Property Maintenance Code Enforcement Services, AC251.
- 1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions

2.0 INITIAL ACCREDITATION

2.1 Initial Application, Fees and Assessment Costs

- 2.1.1 Each initial application must be submitted through the IAS Customer portal.
- 2.1.2 The new applicant must submit appropriate fee 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 Sections 4 and 5 of IAS AC251 must be submitted.

2.1.7 Desired scope of accreditation detailing the program activities for which accreditation is sought must be submitted. As an example, the following format is recommended:

Fields of Code Enforcement	Type and Range of Accreditation Services	Referenced Codes
Electrical	Plan review, permitting and inspection	2012 Shamrock Statewide Building Code

2.1.8 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, applicable fees, required documentation and the desired scope of accreditation, IAS will process the application as follows:

2.2.1.1 A pre-assessment 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 Initial Assessment: In consultation with the applicant, and subsequent to the submitted- ~~within 180 days following the pre-assessment~~ documentation review, the initial assessment will be scheduled to verify compliance with the accreditation requirements. Onsite assessments are conducted at the building department's, code enforcement

department's, or third- party provider's headquarters. Field site visits will also be conducted. IAS shall be permitted to conduct assessments of the offices of any department's or third-party it accredits or that contracts with the applicant.

2.2.1.3 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:

2.2.1.3.1 Corrective Action Requests (CARs) require a mandatory response on actions taken by the department/provider 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 applicant'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.

2.2.1.3.2 Concerns require a mandatory written response from the department/provider within 30 days of submission of the assessment report. While objective evidence addressing Concerns is not mandatory, the applicant must inform IAS on the action taken or intended action to be undertaken with a timeline for completion. The action taken by the department/provider to implement actions to resolve concerns will be verified at the department's/provider's next scheduled assessment or during a follow-up assessment.

2.2.1.3.3 If more than 30 days are needed to resolve CARs or Concerns, the applicant 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.

2.2.1.3.4 IAS reserves the right to conduct a follow-up assessment to determine if CARs and Concerns have been satisfactorily

resolved. 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 a building department, code enforcement department, or third-party provider for the services noted in the scope of 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 three-year period from the accreditation date.

3.0 MAINTENANCE OF ACCREDITATION

3.1 Renewal Application and Fees

- 3.1.1 Each renewal application must be submitted through the IAS Customer portal.
- 3.1.2 An application 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 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 Surveillance Assessment after Initial Accreditation

- 3.2.1 All accredited building departments, code enforcement departments, and third-party providers are subject to a surveillance assessment 18 months from the initial date of accreditation.
- 3.2.2 At minimum, the following information shall be reviewed during the onsite

surveillance assessment: the department's/provider's internal audit and management review reports/minutes; any complaints; actions resulting from any Concerns noted in the previous assessment report; any major changes in key personnel, facilities, or in the department's/provider's management system.

3.2.3 Surveillance assessment process is similar to the initial assessment process noted above; however, it may be conducted remotely at the discretion of IAS.

3.2.4 IAS may decide not to grant accreditation to the building department, code enforcement department, or third-party provider for not fulfilling accreditation requirements. Any applicant denied accreditation may appeal this decision as per requirements noted under Section 6 of these rules.

3.2.5 For currently accredited building departments, code enforcement departments, and third-party providers, failure to respond to an IAS assessment report within 90 days will result in suspension of accreditation and removal of the building department's, code enforcement department's, or third-party provider's accreditation certificate from the IAS website.

3.3 Onsite Reassessment

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

3.3.2 In consultation with the accredited building department, code enforcement department, or third-party provider, an onsite assessment will be scheduled to verify compliance with the accreditation requirements.

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

3.3.4 For currently accredited building departments, code enforcement departments, and third-party providers, failure to respond to an IAS assessment report within 90 days will result in suspension of accreditation and removal of the building department's, code enforcement department's or third-party provider's accreditation certificate from the IAS website.

3.4 Periodic Surveillance

Building departments, code enforcement departments, and third-party providers who have been granted reaccreditation by IAS will be subject to a surveillance assessment 18 months from the date of their reaccreditation. IAS will conduct the surveillance

remotely when possible, however, IAS reserves the right to schedule an onsite visit and/or follow-up visit for cause.

Extraordinary Assessments

- 3.4.1 Extraordinary onsite assessments may be conducted, including unannounced assessments, to investigate formal complaints or other changes in a building department's, code enforcement department's, or third-party provider's status that may affect the ability of the agency/provider to fulfill IAS requirements for accreditation.
- 3.4.2 All costs associated with the extraordinary assessment will be the responsibility of the accredited department/provider.
- 3.4.3 Extraordinary assessments may be conducted remotely at the discretion of IAS.

4.0 RESPONSIBILITIES OF BUILDING DEPARTMENT, CODE ENFORCEMENT DEPARTMENT, AND THIRD-PARTY PROVIDER

- 4.1 **Changes to Building Department's Code Enforcement Department's or Third-party Provider's Accreditation Status:** Departments/providers accredited under these rules shall notify IAS in writing within thirty days concerning the following:
 - 4.1.1 Change in department/provider name.
 - 4.1.2 Change in department/provider address.
 - 4.1.3 Change in third-party service provider ownership.
 - 4.1.4 Changes in principal code enforcement/technical officer or key supervisory personnel.
 - 4.1.5 Changes in facilities, policies or procedures that affect the department's/provider's accreditation.
- 4.2 **Indemnification:** All applications for an IAS accreditation contain indemnification provisions.
- 4.3 **Unannounced Assessments:** The building department, code enforcement department, and third-party provider agrees to permit unannounced assessments of its office and facilities by the IAS for cause, such as formal complaints, pattern of

nonconformance, etc.

4.4 Usage of the IAS Name or Symbol by Accredited Building Departments, Code Enforcement Departments, and Third-party Providers

4.4.1 An accredited building /department, code enforcement department, and third-party provider can make reference to its IAS accreditation in reports, on its website, in its general literature and promotional materials, under the following provisions:

4.4.1.1 The department/provider 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 endorsement of any particular service provided by the department/provider.

4.4.1.2 When the IAS name and/or the registered symbol are used on the department's/provider's 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., "Building Department", "Code Enforcement Department", or "Third-party Provider."

4.4.1.3 The IAS registered symbol may not be changed in any way, although it may be enlarged or reduced.

4.4.2 It is the department's/provider'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 department's/provider's intended use of the IAS name and/or symbol.

5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE

5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation document shall be issued and maintained current for each accredited building department, code enforcement department, and third-party provider upon satisfactory completion of the accreditation requirements. For each accredited department/provider, 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 the building department, code enforcement department, or third-party provider, 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 Selection of Assessment Team: IAS will provide an opportunity to the applicant or accredited building department, code enforcement department and third-party provider to appeal against an assessor or assessment team assigned to assess the department/provider. This appeal must be requested in writing with the reasons identified. IAS, in mutual agreement with the department/provider, 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 Failure by the building department, code enforcement department, or third-party provider to comply with the current or updated Rules of Procedure.
- 6.1.2 Failure to comply with the current or updated Accreditation Criteria.
- 6.1.3 Failure to comply with any condition to the issuance of the accreditation.
- 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof.
- 6.1.5 Failure to comply with any provision contained in the application.
- 6.1.6 Failure to comply with any terms of the documentation on which the IAS

accreditation was based.

6.1.7 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 or emailing by IAS of written demand for payment.

6.3.2 Failure to perform any test or to furnish any material or data relating to building department, code enforcement department, or third-party provider accreditation required by IAS within the specified time limit, unless extended by the IAS president or his/her designee.

6.3.3 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.

6.3.4 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 4.2 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 building department, code enforcement department, or third-party provider shall discontinue all use of the IAS symbol. The building department, code enforcement department, or third-party provider 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 the highest administrative official of the jurisdiction the building department, code enforcement department, or third-party provider serves.
- 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 jurisdiction 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.