



CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

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SUBJECT: TG-18-2013 ACCREDITATION BODY REQUIREMENTS

1.0 PURPOSE: The purpose of this Technical Guideline is to specify minimum audit and review requirements for accreditation bodies seeking to accredit quality assurance agencies working in Clark County.

2.0 SCOPE: This Technical Guideline outlines the general responsibilities required of an accreditation body. The general responsibilities include review of the quality assurance agency manual (QSM), technical and management personnel, and that the Quality Assurance Agencies complies with Clark County codes, standards, and guidelines.

3.0 ABBREVIATIONS & ACRONYMS

AHJ: Authority Having Jurisdiction
BAC: Building Administrative Code
CCDB: Clark County Department of Building
IBC: International Building Code
ISO: International Organization for Standardization
QAA: Quality Assurance Agency
QSM: Quality Systems Manual
TG: Technical Guideline

4.0 DEFINITIONS: For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in, the IBC, the BAC of Clark County, and this section

Quality Assurance Agency: An agency approved by the Building Official to conduct inspections and/or testing as required by Clark County Codes.

Accreditation Body: An organization that conforms to international standards in the review of quality assurance agencies for compliance with local, national, international codes and standards, on the behalf of the Building Official.

5.0 REFERENCES:

BAC, Clark County Building Administrative Code
IBC, International Building Code
Technical Guidelines

APPROVED DATE: January 17, 2013
EFFECTIVE DATE: January 25, 2013

Revised By:	Concurred By:	Approved By:
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6.0 RESPONSIBILITIES:

6.1 Accreditation Body

- 6.1.1** Act on or respond to requests for information or complaints issued by the AHJ.
- 6.1.2** Issue accreditation certificates to QAA's upon completion of program.
- 6.1.3** Perform a yearly onsite review of the QAA to maintain accreditation.
- 6.1.4** Notify CCDB when a QAA is no longer accredited.

6.2 CCDB

- 6.2.1** CCDB staff will review the Accreditation Body certificates issued to QAA's for compliance with the BAC, technical codes, and the technical guidelines.
- 6.2.2** CCDB staff will review the accreditation body audit records and correspondences issued to the QAA.
- 6.2.3** CCDB staff shall forward enforcement actions to the accreditation body for review and action, when deemed appropriate.

7.0 PROCEDURE:

7.1 Accreditation Body

- 7.1.1** The accreditation body must accredit agencies per ISO 17020, the Clark County adopted IBC code, Clark County BAC, and the technical guidelines.
- 7.1.2** QAA accreditation criteria
 - 7.1.2.1** Ensure that all QAA's comply with ISO/IEC 17020 Conformity Assessment – Requirements for the operation of various types of bodies performing inspection.
- 7.1.3** Accreditation body audit program requirements
 - 7.1.3.1** The initial on-site audit shall review the quality assurance agency, QSM, and inspection personnel.
 - 7.1.3.1.1** The audit shall include a field assessment of personnel performing special inspection activities.
 - 7.1.3.1.2** The Accreditation body shall verify that the agency complies with technical guidelines 15, 16, 17, 20, and 50 while performing there review.
 - 7.1.3.2** The scope of accreditation shall be in accordance with IBC Chapter 17 designations and Technical Guideline 17. All relevant standards which support the scope shall be specified. Limited accreditation scope will affect the inspection and material testing activities approved by Clark County.
 - 7.1.3.3** Yearly onsite audits are required. The onsite audit shall review current and past projects. The auditor shall not limit their review to only Clark County projects. The auditor shall conduct field audits for each item the agency is approved for. The auditor may only audit items for which they are qualified. The engineering manager and quality manager shall be interviewed yearly. All other agency special inspection personnel and laboratory staff shall be interviewed at least once within a five year period.
- 7.1.4** Complaint investigation
 - 7.1.4.1** The accreditation body shall have a procedure for the investigation and resolution of complaints, per the requirement of ISO 17011, Section 5.9.

7.1.4.2 The accreditation body shall investigate a QAA when the AHJ issues a complaint.

7.1.4.3 The accreditation body shall forward a copy of the findings to the AHJ upon completion of the investigation.

7.1.4.4 A resolution to the findings or resulting action shall be forward to the AHJ.

7.1.5 All correspondences between the accreditation body and the QAA shall be made immediately available to the AHJ upon request.

7.2 CCDB

7.2.1 CCDB will issue a complaint against a QAA to the accreditation body when the QAA has been required to attend a mandatory meeting or a complaint has been submitted to the Building Official.

7.2.2 CCDB has the authority to remove the approval of an accreditation body based on inaction or failure to maintain their accreditation status.

8.0 RECORDS:

9.0 ATTACHMENTS:

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-18-2012	January 17, 2013	January 25, 2013