

Reaching New Heights, Together



METAL BUILDING
CONTRACTORS & ERECTORS
ASSOCIATION

AC478 Accreditation

Everything you ever wanted to know but
were afraid to ask

Accreditation vs Certification

What is the difference ?

- o Certification – Focus is on an **individual's** qualifications.
- o Accreditation – Focus is on the qualifications and processes associated with an **organization or company**.

Key IAS Documents for AC478

There are two documents that govern the program: the Rules and the Criteria. Make sure you have the most recent version of each. In the AC478 members area – they are items 8 and 9.



ACCREDITATION CRITERIA FOR INSPECTION PRACTICES
ASSEMBLERS

AC478

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(Effective January 1, 2020)



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RULES OF PROCEDURE FOR ACCREDITATION OF INSPECTION PRACTICES OF
METAL BUILDING ASSEMBLERS

AC478 Requirements

- o A written Management System* that includes Safety and Assembly Training Plans that shows how you keep your employees safe and assemble buildings according to plans and specs.
- o Allow for job-site assessments by IAS in order to provide demonstrable proof that *you do what you say you do.*

* Management System will be explained in following pages

Initial IAS Assessment

Register (Request a Quote) at www.iasonline.org

After receiving your fee, IAS will review the following required documents electronically or at your office:

- o Your Management System and Cross Reference Matrix
- o Your Safety Program
- o Your Training Program
- o They will also ask for electronic proof of various elements e.g. Insurance Declaration pages, training records for a random sample of employees, etc.

Initial IAS Assessment

Once IAS is satisfied with your documented programs, they will schedule a jobsite assessment.

- o This will be at a mutually agreeable time meaning jobsite inspections are pre-planned and not a surprise.
- o Chosen jobsite should have sufficient activity to ensure a proper review e.g. not a finished project– after steel erection at the beginning of sheeting is ideal.

Items reviewed at Onsite Assessment

- o Any necessary review or follow-up on documents previously submitted.
- o Site specific plan was developed and implemented
- o Review of JSA's pertinent to this jobsite
- o Verify erection drawings are stamped "for construction"
- o Validate that 50% of onsite personnel are in compliance with your documented training program
- o Verify that 25% of onsite personnel meet the definition of a journey worker.
- o Validate the use of checklists
- o Verify that an engineer has signed off on the concrete. That it is at 75% of intended minimum strength, per OSHA 1926.752(b)
- o If welds have been performed, you must have welder certification and continuity log available.

What is a Management System?

- o A management system is a set of policies, processes and procedures used by an organization to ensure that it can fulfill the tasks required to achieve its objectives.
- o Your quality control procedures are outlined in your Management System.
- o "Plan, Do, Check, Act" approach.

The MBCEA provides a template Management System – Item 6 in the AC478 Members Only Area that fulfills the core requirements of AC478

AC478 Management System

- o The formal document that states the what, when, how, who for your company with regards to AC478.
- o Goal of the system is to say what you do and do what you say
- o Continuous Improvement must be built-in e.g. annual reviews
- o MBCEA provides a template to members to get you started. The template was written to comply with the AC478 criteria

Cross Reference Matrix

- o IAS requires you to provide a cross reference matrix that shows how the requirements in Section 4 of the IAS Criteria have been met
- o Consider the Cross Reference Matrix like a cheat sheet to ensure your compliance.
- o If you make changes to your Management System, you may need to update your matrix

The MBCEA provides a template Cross Reference Matrix – Item 7 in the AC478 Members Only Area that references the pages/sections in the MBCEA draft Management System.

Definitions pertaining to AC478 Criteria

The Criteria opens with a series of definitions to avoid any confusion during assessments. You may want to review, at a minimum, the following words:

- o Job Safety Analysis (JSA)
- o Job Site Specific Plan
- o Journeyworker
- o Management System
- o *See the Criteria for complete list. (Item 8 in the AC478 Members Only Area)*
- o Sample JSA's can be found in the Documents and Templates Members Only Area of the MBCEA website

What about Sub-Contractors with AC478?

- o If you use subcontracted labor, you must document how you ensure the subs comply with your safety and training program.
- o If you sub-contract all or a significant portion of your Assembly you must have a procedure to inform your client in writing.
- o This can be accomplished with a simple SOP
- o Goal is integrity in the program.

*Note: MBCEA provides sample SOP's to meet these criteria.
They can be found in item 5 of the AC478 Members Only Area.*

AC478 requires Document Control

- o Implement a document control procedure or SOP
- o Ensure only up to date, approved documents are being used
- o Outline how you have documents available when and where needed

Note: MBCEA provides sample SOP's to meet this criteria. They can be found in item 5 of the AC478 Members Only Area.

AC478 assumes use of checklists

- o Use of checklists to control quality is proven best-practice
- o AC478 does not specify what checklists must be used, only that they are part of your process
- o MBCEA recommends, at a minimum: PPE and Equipment checklists.
- o The section of the Members Area called Documents and Templates has many checklist samples.

AC478 Required Roles

- o Quality Manager
- o Training Manager
- o Safety Manager

They do not need to be three separate people; it can be just one or two.

Must have the appropriate level of training, authority, and experience to perform each job.

IAS assumes these roles report direct to the highest level of authority e.g. the President/Owner.

Quality Manager Responsibilities

- o Develop and implement the Management System
- o Do internal audits at least once a year. Document any concerns and items requiring corrective action.
 - o Compare this year's audit to last year's audit for root cause issues.
- o Organize a Management Annual Review of the internal audit, Safety Plan and Training Plan, with associated plans for improvement.
 - o The Management Review should also consider customer complaints, back charges, OSHA violations, any CARs and corrective actions, etc.

Training Manager Responsibilities

- o Develop, implement and maintain a documented metal building assembly training program
- o Review annually to make sure it meets the requirements for metal building assembly and AC478 criteria
- o Verify that the training plan meets OSHA requirements, Metal Building Manufacturer's drawings and specs, and equipment use.
- o Provide access to the training resources to meet this requirement.
- o Item 3 in the AC478 Members Area has a document called "Understanding the Training Requirement" that provides additional details.

Training Program Requirements

- o Establish training requirements for all field personnel paying special attention to the definition of a journeyworker.
- o All employees in service for at least one year must have OSHA 10
- o The training program must include passing grades on the MBI Quality & Craftsmanship training program
- o Item 4 in the AC478 Members Area has a Sample Training Program

Training Record Requirements

- o You must develop a system for storing and maintaining training records.
 - o Paper files are fine, electronic is preferred but not necessary.
- o Individual employee training and certifications need to be easily accessible and up to date.

Safety Manager Responsibilities

- o Develop, implement and maintain a documented safety program
- o Review annually to ensure it complies with metal building work and any updated OSHA regulations
- o Ensure job site specific plans are developed for each job

MBCEA provides a Safety Handbook in English and Spanish that could be a significant part of your program. It is available for download in the Documents Area of the Members Area.

Safety Program Requirements

- o Establish and implement a written safety program that describes the procedures and activities by which all employees, sub contractors and processes comply with minimum OSHA standards and applicable regulatory requirements.
- o Develop and Implement Jobsite Specific Plans and JSA's prior to commencement of work.
- o Safety program to be signed and dated by highest level of authority at company.
- o Review annually at a minimum.

What does it cost?

- o MBCEA worked to craft the program but does not administer it. Therefore NO fees are paid to MBCEA.
- o You do not need to be a member of MBCEA to become accredited, but MBCEA provides free support and templates to our members.
- o IAS fees are based on crew size. Expect to pay about \$4500/year which includes time/travel associated with your annual job-site assessment.
- o OSHA 10 can cost \$50-300/employee
- o MBI Q&C tests are \$110/employee
- o In later years when the job-site is every other year, you will pay less.

Re-Assessments

- o An annual jobsite assessment is required every year for the first three years after the initial.
- o Follows same process as initial assessment to include electronic review of documents.
- o After initial assessment, electronic review will also include verification of the Internal Audit and Management Review
- o Starting in the 4th year, the electronic review will continue each year and the jobsite assessments will only be required every other year

Questions?

Visit www.mbcea.org or www.iasonline.org
for more information