

AC478 Step-by-Step		Complete	
1	Produce a fully documented management system that shows how you keep your employees safe and assemble buildings according to plans and specs	__ YES	__ NO
	a Address all required statements	__ YES	__ NO
	b Identify your Safety Manager, Quality Manager and Training Manager	__ YES	__ NO
	c Address the clauses regarding subs	__ YES	__ NO
	d Process for Annual Internal Audit	__ YES	__ NO
	e Process for Annual Management Review	__ YES	__ NO
	f Document control process		
	g Management System to be signed and dated by highest level of authority	__ YES	__ NO
2	Update the cross reference matrix to correspond with your Management System	__ YES	__ NO
3	Establish and implement a documented safety program that describes the procedures and activities by which all employees, sub contractors and processes comply with minimum OSHA standards and/or applicable regulatory requirements.	__ YES	__ NO
	a Process to ensure development and implementation of jobsite specific plans prior to commencement of work.	__ YES	__ NO
	b Process to ensure development and implementation of JSA's prior to commencement of work.	__ YES	__ NO
	c Safety program to be signed and dated by highest level of authority	__ YES	__ NO
	d Process to ensure program is reviewed annually	__ YES	__ NO
4	Document and implement a training program that ensures a qualified labor force competent to ensure the quality and integrity of metal building systems	__ YES	__ NO
	a Establish training requirements for all field personnel	__ YES	__ NO
	b Process for storing, maintaining and accessing training records.	__ YES	__ NO
	c Process to ensure individual employee training records and certifications will be accessible and up to date	__ YES	__ NO
	d Process to review program annually	__ YES	__ NO
5	Request a quote at www.IASONLINE.org and pay fee	__ YES	__ NO
6	Pay fee to IAS	__ YES	__ NO
7	Establish a relationship with Walter Mershon and agree method to transfer documents noted above	__ YES	__ NO
8	Schedule your onsite assessment to review the following items:	__ YES	__ NO
	a Site Specific plan has been implemented	__ YES	__ NO
	b JSA's pertinent to this job have been developed and impleemnted	__ YES	__ NO
	c Verify erections drawings are stamped for construction	__ YES	__ NO
	d Validate that 50% of onsite personnel are in compliance with the documented training program		
	e Verify that 25% of onsite personnel meet the definition of a journey worker.		
	f Verify that an engineer has signed off on the concrete. That it is at 75% of intended minimum strength. Per OSHA 1926.752(b)		
	g If welds have been performed must have welder certification and continuity log available	__ YES	__ NO
9	Address any identified CAR's	__ YES	__ NO
10	Become Accredited!!	__ YES	__ NO

Any questions, contact Jackie Meiluta at jmeiluta@mbcea.org.