

AC478 Step-by-Step			Complete		Members Only Area
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	template
	a	Address all required statements	__ YES	__ NO	
	b	Identify your Safety Manager, Quality Manager and Training Manager - may be 1 person or separate but must report to highest level of authority in company. Will need resumes.	__ YES	__ NO	
	c	Address the clauses regarding subs (to include training requirements)	__ YES	__ NO	
	d	Process for Annual Internal Audit and initial report	__ YES	__ NO	example
	e	Process for Annual Management Review and initial report	__ YES	__ NO	example
	f	Document control process	__ YES	__ NO	
	g	Evidence of Insurance - WC, Comp Gen Liability and Umbrella	__ YES	__ NO	
	h	3-Year Average EMR	__ YES	__ NO	
	i	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	template
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	sample docs
	b	Process to ensure development and implementation of JSA's and relevant checklists prior to commencement of work.	__ YES	__ NO	sample docs
	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. Must yield at least 25% Journeyworkers		__ YES	__ NO	example
	a	Establish training requirements for all field personnel	__ YES	__ NO	example
	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	At this point you are ready to reach out to IAS. Request a quote at www.IASONLINE.org and pay the fee.		__ YES	__ NO	
6	Establish a relationship with IAS Assesor and agree method to transfer documents noted above		__ YES	__ NO	
7	Electronic review of documents, address any identified issues.		__ YES	__ NO	
8	Schedule your onsite assessment to review the following items:		__ YES	__ NO	
	a	Site Specific plan has been developed and implemented	__ YES	__ NO	
	b	JSA's pertinent to this job have been developed and impleemnted	__ YES	__ NO	
	c	Use of checklists	__ YES	__ NO	
	d	Verify erections drawings are stamped for construction	__ YES	__ NO	
	e	Validate that 50% of onsite personnel are in compliance with the documented training program	__ YES	__ NO	
	f	Verify that 25% of onsite personnel meet the definition of a journey worker.	__ YES	__ NO	
	g	Verify that an engineer has signed off on the concrete. That it is at 75% of intended minimum strength. Per OSHA 1926.752(b)	__ YES	__ NO	
	h	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 .					