When you first apply for AC478 accreditation, your internal review to prepare is in effect your Internal Audit and Management Review. Be prepared to show the IAS assessor the SOP below and an internal document that says **something** like this:

In preparation for AC478, we have reviewed our procedures. Our Internal audit noted the following items that need to be addressed:

* We do not currently prepare a robust site specific plan for every project.
* We are not consistent with ensuring all field workers complete OSHA 10
* We typically have new hires watch the MBI training series but have never tested their comprehension.
* Although many of our field workers meet the criteria of a Journeyworker, our training record keeping is sloppy.

As a result of our Internal Audit and management review, our Safety Plan has been updated to include a requirement for Site Specific Plans for every project. Our Training Program has been updated to include OSHA 10 for all employees with more than one year of service and to include passing grades on the MBI Quality & Craftsmanship Program. The Training Manager has been tasked with developing a tracking system for required training and certifications.

##########

Sample Procedure that can be added to your SOP Manual:

The Quality Manager shall ensure periodic (at a minimum, annual) internal audits are conducted and documented, and that corrective actions are implemented. The purpose of the audit is to determine the effectiveness of the management system, safety, and training programs. The audits shall include a summary that compares the most recent audit to the previous audit.

The Quality Manager shall ensure periodic (at a minimum, annual) management reviews are conducted and documented to assure the adequacy and the effectiveness of the management system, with particular attention to the quality, safety, and training programs. Management reviews must produce a summary and a documented plan of action for improvement. Documents to be considered during the management review must include, but are not limited to, customer complaints, back charges, OSHA violations, internal audit results, and corrective actions. It should also include a list of Metal Building System projects/contacts for all projects completed in the past year with a high-level summary of issues/concerns.