
Background

The purpose of the *Safety Codes Act* (Act) is to provide a framework for the development of a comprehensive safety codes system for the design, construction, operation, and maintenance of buildings, equipment, and materials in a variety of settings. This policy provides assistance to the Administrator of Accreditation in the accreditation of organizations so that they can assume responsibility and accountability for the administration of the Act for various disciplines.

Policy

1. Each Order of Accreditation shall be discipline specific.
2. An Accreditation shall be limited to the following organizations types:
 - a) municipalities,
 - b) regional services commissions,
 - c) corporations, and
 - d) agencies.
3. When applying for a new accreditation, making an amendment to the scope of an existing accreditation, or other substantive amendment in the opinion of the Administrator, an organization shall submit:

In the case of a municipality or regional services commissions:

- a) a completed application form, signed by an authorized representative of the municipality;
- b) a proposed Quality Management Plan (QMP) or revisions to its current QMP in a form that is acceptable to the Administrator;
- c) a proposed QMP or revisions to the scope or service levels of a current QMP must include a resolution¹ from the municipal council in support of the application, and be signed by the Chief Elected Official and Chief Administrative Officer of the municipality; or in the case of a regional services commission, supported by the Board of Directors, and signed by the Board of Director's Chair and Chief Executive Officer for the regional services commission;
- d) a transition plan for locations where deemed applicable;
- e) the application fee; and
- f) any other information required by the Administrator.

1. Revised quality management plans submitted to support an Accreditation Update application do not need to be supported by a resolution from a municipal council or board of directors for a regional services commission.

In the case of a corporation:

- a) a completed application form, signed by an authorized senior representative of the corporation;
- b) a proposed Quality Management Plan (QMP) or revisions to its current QMP in a form that is acceptable to the Administrator;
- c) the location and description of all operations, facilities, equipment, processes, and activities to which the accreditation the corporation is seeking is intended to apply;
- d) a transition plan for locations where deemed applicable;
- e) the application fee; and
- f) any other information required by the Administrator.

In the case of an agency:

- a) a completed application form;
 - b) a proposed Quality Management Plan (QMP) or revisions to its current QMP in a form that is acceptable to the Administrator; and
 - c) the application fee.
4. Municipalities shall be limited to administer the Act within:
- a) the municipal boundaries of a single municipal accreditation; or
 - b) the collective municipal boundaries of a joint municipal accreditation.
5. Regional Services Commissions shall be limited to administer the Act within jurisdictional boundaries of its current membership.
6. Corporations shall be limited to administering the Act within the sites owned by or under the care and control of the Corporation.

Descriptive Information

1. Application Form

A completed application form for accreditation will include detailed information on the organization wishing to be accredited, the technical discipline(s) the organization wishes to administer on their own behalf in accordance to the Act, the applicable payment information and signed by an authorized representative of the organization.

2. Quality Management Plan (QMP)

The QMP is the written contractual obligation between the accredited organization and the Safety Codes Council (Council) which outlines the requirements and provides the scope, process, and service standards of the accredited organization in the administration of all or part of the Act with respect to any or all things, process or activities to which the Act applies.

Each QMP shall include, but will not be inclusive of, the following key components:

SCHEDULE A – Scope and Administration

- **Title**

The title shall include:

- a) The name of the organization, and
- b) State that it is a QMP

- **Acceptance**

The QMP shall include written acceptance by the Administrator of Accreditation.

- **Table of Contents**

The table of contents shall identify the contents of the document and where within the document the contents can be found.

- **Scope of Accreditation**

The scope shall include:

- a) Legal name of the organization and if applicable, the trade name under which the organization operates; and
- b) Technical discipline(s) as referred to in the Act and applicable regulations that the organization seeks to administer.

- **Freedom of Information Statement**

- **Policy on the Adherence to the QMP**

The policy shall include:

- a) Organizational statement of responsibility for the QMP;
- b) Organizational statement of compliance of the services to be provided in accordance to the QMP;
- c) Organizational statement of recognition of audit requirements of the Council;

- d) Organizational statement of recognition to the rights of an SCO to work in an atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act; and
- e) Organizational statement of recognition that failure to administer the QMP accordingly may result in the suspension or cancellation of the organizations Order of Accreditation.

- **QMP Access Statement**
- **QMP Annual Review Statement**
- **QMP Revision Statement**
- **Declaration of Status Statement**
- **Policy for Compliance Monitoring through an Accredited Agency**

The Policy shall include:

- a) Organizational statement of responsibility that any service retained through an accredited agency will be obtained through a formal contract process;
- b) Organizational statement of recognition that the organization will effectively manage the contract with the accredited agency to ensure that they are adhere to the terms, conditions and services provisions as established in the approved QMP; and
- c) All contracts with accredited agencies must include a statement that ensures all SCO's will have the right to work in an atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

- **Policy for the Provision of Safety Codes Officers**

The policy must include:

- a) Statement of services that are the responsibility of Safety Codes Officers;
- b) Organizational statement of responsibility ensuring that all Safety Codes Officers engaged to provide services will have appropriate certification for the work that is being performed.

- **Policy for the Personnel Training**

This policy shall include:

- a) Organizational statement of recognition of its responsibility to ensure all personnel engaged in the administration and implementation of the QMP will be trained accordingly.

- **Policy for Records Retention and Retrieval**

The policy shall include:

- a) Organizational statement of responsibility to maintain a filing system for all reports and records as associated with the QMP administration;
- b) Organizational statement of recognition of records ownership and responsibility; and
- c) Organizational statement of recognition that the records are available to the Council or a representative of the Council for review.

- **Organizational Chart (*organizational charts are a requirement of corporate accreditation only*)**

An organizational chart shall include position titles as well as clearly define the reporting responsibility of the organization.

- **Safety Codes Council Fee & Levy Statement**

A statement shall be included in every QMP that recognizes and agrees to submit the required fee or levy as established to maintain or operate under the organization's Order of Accreditation.

In the case of accredited Municipalities and accredited Regional Services Commissions:
Applicable levies for permits issued will be submitted to the Council as required and in accordance with the Council Policy on Fees.

In the case of accredited Corporations and accredited Agencies:
Annual operating fees will be submitted upon invoice and in accordance with the Council Policy on Fees.

- **Signatory Agreement**

The QMP shall be signed by the chief signing authority of the organization validating the organization's acceptance to adhere to the terms and conditions as outlined in the QMP and any other conditions applied by the Administrator.

In the case of a municipality or regional services commissions:

- the Chief Elected Official and Chief Administrative Officer of the municipality; or the Board of Director's Chair and chief executive officer for the regional services commission.

In the case of a corporation:

- a senior officer of the corporation that has signing authority and can effect change as required, and has been also identified in the organizational chart.

- **Notice of Responsibility and QMP Contact Information**

This notice shall include:

- a) Name of a QMP manager and Position Title;
(Please note: It cannot be a contractor and must be an employee of the accredited organization)
- b) Mailing address;
- c) Phone number; and
- d) Email address.

SCHEDULE B – Service Delivery Standards

- **Scope of Services**

Services to be provided as required for compliance of the Act and applicable regulations and in accordance to what is required of each technical discipline.

- **Alternative Solutions / Variances**

- **Orders** (*orders are a requirement of municipal and regional services commissions accreditation only*)

- **Compliance Monitoring**

Compliance monitoring shall include but is not limited to the following and will meet the minimum acceptable requirements according to the Act and to the applicable technical discipline:

- a) Permits (municipal accreditation);
- b) Permit conditions (municipal accreditation);
- c) Site inspections;

- d) Inspection reports;
 - e) Verification of compliance;
 - f) No Entry Policy (municipal accreditation);
 - g) Non-conformance / Corrective Action statement (corporate accreditation); and
 - h) Permit services reports (municipal accreditation).
- All QMP's shall include Appendix items that identify the minimum codes requirements and service responsibility for each technical discipline that the organization is accredited in.

3. Transition Plan

Each Transition Plan, where a transition plan is applicable, shall include the following key components:

- a mutually agreed upon date for the transfer of jurisdictional responsibility and services, failing which a reasonable date for the same shall be set by the Administrator;
- in the case of corporate accreditation, the integration of corporate activities where municipal services such as but not limited to: fire, medical, police, roadways, water, sewer, and other external services;
- a communication plan to notify and advise potentially affected parties contractors and clients;
- details of how any outstanding permits, inspections, or compliance Orders will be addressed during the transition;
- the transfer of records, files, and data; and
- any other considerations identified by the Administrator.