
Background

Section 30 of the *Safety Codes Act* (the Act) allows for the accreditation of agencies. An accredited agency is defined in the Act as “a person designated as an accredited agency under this Act”. The Act allows an Administrator to designate a person as an accredited agency and may include terms and conditions in an order of accreditation.

The Act allows the Administrator to suspend or cancel the organization’s designation as an accredited agency if satisfied the agency does not comply with the requirements of the *Safety Codes Act*, any other Act, or with the terms and conditions of its designation as an accredited agency.

The Administrator will have all necessary and requisite powers and discretion in the exercise of his duties granted pursuant to SCA 18(h) of the Act, Ministerial Order 11/94 and this policy. These powers and discretion are specifically granted to the Administrator in order to achieve and preserve the integrity of the safety codes system within Alberta and to maintain appropriately qualified accredited agencies.

Policy

Eligibility for Accreditation

1. To be eligible for Accreditation an Agency shall:
 - a. complete an application form¹;
 - b. if not registered with Corporate Registry, provide a signed declaration identifying all individuals having decision making powers and signing authorities related to the agency’s business operations, including name title and function within the business;
 - c. provide evidence to satisfy the Administrator the agency has a reasonable plan to undertake, maintain and complete the services it will be providing;
 - d. develop and submit a Quality Management Plan (QMP)²; and
 - e. pay an application fee.
2. Each Accreditation shall be discipline specific.
3. A single Accreditation Application may include one or more disciplines. A QMP and application fee may be for all disciplines.

¹. An application form shall include all information required by the Administrator.

². QMP components are set out in Policy 1.130, Accreditation – General

Consideration of Accreditation Application

1. Upon receipt of an application for accreditation, amendment, or change to existing accreditation, the Administrator will give consideration to the ability and intent of the agency to provide effective, efficient, professional, and ethical administration of the safety codes system. Weight will be given to knowledge of the safety codes system and capacity to fulfill service levels. Past history of the applicants or its principals or predecessors will also be a key contributing factor.
2. An Administrator may approve with or without terms and conditions, or refuse to designate a person or an organization as an accredited agency.
3. The form and format of terms and conditions of accreditation are at the discretion of the Administrator. Such terms and conditions may be in respect of the grant of accreditation or in any other way in respect of accreditation. They will be in written form and may be included on the Order of Accreditation, within the Quality Management Plan, as separate attachment, or in any combination.
4. The Administrator upon refusing to designate accreditation to a person or an organization will provide the applicant with written notice of the refusal including reasons for the refusal.
5. Grounds for refusal may include:
 - a. failure to provide a Quality Management Plan satisfactory to the Administrator;
 - b. failure to provide all requested information to the Administrator;
 - c. failure to satisfy the Administrator of the agency's capacity to provide the intended services;
 - d. failure to satisfy the Administrator that the integrity and security of information in keeping with privacy legislation and records management commitments will be followed;
 - e. failure to satisfy the Administrator that records will be maintained in an acceptable form and format; and
 - f. previous performance issues or concerns by the applicant, its principals or any predecessor corporation or accredited agency.

Maintenance of Accreditation

An accredited agency shall report to the Administrator regarding its status and activities at least once each year, at a time and in a manner specified by the Administrator. The report

may include the following:

1. Confirmation of the agency name and address;
2. Confirmation of the agencies owners, directors, and other persons having decision making powers and signing authorities;
3. Confirmation of financial stability and adequate liability insurance coverage;
4. Confirmation of capacity;
5. Notice of change of directors;
6. Notice of change of address;
7. Articles of amendment;
8. Articles of arrangement;
9. Articles of reorganization;
10. Registry of contracts (as per QMP); and
11. Permit/Inspection/Orders/Variiances status report.

Corrective Action

Disciplinary action against an accredited agency may include corrective action which may include the agency's Order of Accreditation being suspended or cancelled by the Administrator for one or more reasons, including but not limited to the following:

1. working out of scope of accreditation or terms of contract;
2. breach of the confidentiality provisions contained in the *Safety Codes Act*;
3. breach of the *Freedom of Information and Protection of Privacy Act*;
4. improper use of safety codes information;
5. failure to provide or maintain the integrity or security of information under the *Safety Codes Act*;
6. failure to comply with the terms of the agency's QMP;
7. failure to provide the Administrator or designate with information requested in a timely fashion;
8. bringing disrepute to the safety codes system in Alberta;
9. using unqualified staff or failing to have sufficient number of appropriate safety codes officers to respond to the work load;

10. failing to address deficiencies noted on a Safety Codes Council audit or review report;
11. verified complaint of bad practices, poor procedure or poor quality work;
12. maintaining poor or improper records;
13. lack of cooperation with the Safety Codes Council audit or review team;
14. not following audit recommendations;
15. not following the policies and Quality Management Plan of the client organization that retained their services;
16. unethical or unprofessional behaviour or practice;
17. being adjudged bankrupt, or making a general assignment for the benefit of its creditors, or the appointment of a Receiver on account of insolvency;
18. conflict of interest;
19. proof of fraud, related criminal activity, or bad faith;
20. failing to submit required Safety Codes Council fees/levies; and
21. such further and other grounds as the Administrator may, using reasonable discretion impose including bonding, reporting requirements, audit protocols, or any similar requirement.

The Administrator upon suspending or cancelling an agency's Order of Accreditation will provide the person or organization with written notice of the suspension or cancellation including reasons for the decision.