



Clark County Department of Building & Fire Prevention

4701 West Russell Road ▪ Las Vegas NV 89118

(702) 455-3000 ▪ Fax (702) 221-0630

Division:	Building Division	Policy & Procedure	BD-PP-080
Subject:	QUALITY ASSURANCE REVIEW (CONTRACTED SERVICES)	Effective Date:	09/28/2007
Code:		Reviewed Date:	07/13/2016

A. POLICY

The Clark County Department of Building & Fire Prevention shall perform quality assurance (QA) reviews of plans examinations performed by the third-party contracted building plan review service providers (Contracted Services Providers).

B. PROCEDURE

1. The Plans Examination Manager and the Manager of Engineering shall determine the appropriate percentage of plan reviews required to have a QA review for each discipline (architectural, structural, grading, electrical, etc.) sent to Contracted Service Providers.
2. The department representative shall identify the plans requiring a QA review based on step 1 above.
3. The department representative shall notify the Contracted Service Providers and supervisor of each discipline of the permit application numbers requiring a QA review. The Contracted Service Providers shall perform the plan review immediately upon receipt.
4. If correction letter is necessary, the Contracted Service Providers shall type a correction letter itemizing the code requirements by each discipline. The Contracted Service Providers shall update the appropriate disciplines in NaviLine with a CLS (correction letter sent) comment referencing: "*Correction letter sent to CC staff for QC review.*"
5. The Contracted Service Providers shall submit the correction letter electronically to the Plans Examination Manager and/or the Manager of Engineering on projects requiring a QA review. **The Contracted Service Providers shall not send the correction letter directly to the contact person(s) for projects requiring a QA review.** Clark County will be responsible for sending the letter to the appropriate contact person(s) after the QA review is completed.
6. Upon receipt of the electronic correction letter from the Contracted Service Providers, the department representative will forward a copy of the electronic correction letter to the supervisor of each discipline. The department representative will route a copy of the plans, calculations and soils report (if required) to the appropriate incoming bin and identify the plans with a green QA sheet. The department representative shall update NaviLine to reference the location of the plans and associated documents.

Division:	Building Division	Policy & Procedure	BD-PP-080
Subject:	QUALITY ASSURANCE REVIEW (CONTRACTED SERVICES)	Effective Date:	09/28/2007
Code:		Reviewed Date:	07/13/2016

7. The supervisor of each discipline shall assign a Building Division plan reviewer to perform a QA review for each project selected in step 2. The supervisor must notify the department representative and secretarial staff of the assigned plan reviewer for each discipline.
8. The QA plan review shall be done after the plans have had an initial plan review by the Contracted Service Providers and prior to the issuance of the correction letter to the contact person(s).
9. The assigned Building Division plan reviewer shall perform a QA review immediately upon receipt. The **audit checklist (see TG-703 Appendix "A")** shall be used as a guideline for QA review. The plan reviewer shall update the discipline in NaviLine with a SPR (subsequent plan review) comment referencing: "**QA Review.**"
10. If additional corrections are needed, the assigned Building Division plan reviewer shall follow the Contracted Service Providers letter format and insert the new correction items in **blue font**. After completion of the QA review the plan reviewer shall forward the combined correction letter electronically to the supervisor of the discipline and update the discipline in NaviLine with a CLS (correction letter sent) comment referencing: "**Correction letter sent to (name of supervisor).**"
11. The supervisor of the discipline shall review the correction letter immediately for any duplicated corrected items between the Contracted Service Providers and the CC plan reviewer. After review of the correction letter the supervisor must complete the QC review checklist. The final correction letter shall be forwarded from the supervisor to the secretarial staff for formatting and to combine all disciplines into one correction letter.
12. The secretarial staff shall forward the revised correction letter to Plans Examination Manager, Engineering Manager, supervisors, department representative, Contracted Service Providers and the appropriate contact person(s). Secretarial staff shall update the disciplines in NaviLine with a CLS (correction letter sent) comment referencing who the correction letter was sent to.
13. The Contracted Service Providers shall be responsible for the back-check of the additional correction items found during the QA review.
14. The department representative shall communicate with the Contracted Service Providers on a routine basis and discuss the additional correction items found on their projects. Serious and recurring issues shall be documented and the Contracted Service Providers shall develop a remedial action plan to correct the issue.
15. The department representative for the Contracted Service Providers shall provide internal reports to the Plans Examination Manager and the Engineering Manager on a quarterly basis on the status of the QA program and the performance of the Contracted Service Providers.





Division:	Building Division	Policy & Procedure	BD-PP-080
Subject:	QUALITY ASSURANCE REVIEW (CONTRACTED SERVICES)	Effective Date:	09/28/2007
Code:		Reviewed Date:	07/13/2016

C. RATIONALE

The quality of the plan reviews done by the Contracted Service Providers needs to be consistent with the quality done by Clark County Building Division personnel. QA reviews must be done in order to ensure consistency.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-ADM-001	Quality Control Review (Contracted Services)	9/28/2007	7/15/2008	
BP-PP-080	Quality Control Review (Contracted Services)			8/15/2008
BP-PP-080	Quality Assurance Review (Contracted Services)		8/01/2012	
BP-PP-080	Quality Assurance Review (Contracted Services)			5/9/2013
BD-PP-080	Quality Assurance Review (Contracted Services)		8/15/2014	6/30/2015
BD-PP-080	Quality Assurance Review (Contracted Services)			7/13/2016

Developed by:	Reviewed by:
<i>Building Division (2007)</i>	 Kevin McOsker <i>Plans Exam Manager</i>
	 Brenda Thompson <i>Inspection Manager</i>
Reviewed by:	Approved by:
 Ted Droessler <i>Engineering Manager</i>	 Samuel D. Palmer, P.E. <i>Acting Director/Building Official</i>