



Clark County Department of Building & Fire Prevention

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Division:	Plans Exam & Engineering Services	Policy & Procedure	BD-PP-081
Subject:	QUALITY CONTROL REVIEWS	Effective Date:	05/01/2007
Code:	N/A	Review Date:	10/14/2016

A. POLICY

The Building Plans Examination Quality Control Reviews are an essential part of each employee's performance evaluation process and the Building Division's education program. QCR's will assist in evaluating an employee's job performance and will initiate or reinforce their training and development. The completed QCR form will provide a control and feedback tool for the building plans examiner and their supervisor.

B. PROCEDURE

The Quality Control Reviews will evaluate each employee's performance for both the technical and non-technical aspects of their assigned duties and each form is tailored to match their assigned duties. The Quality Control Review Forms are to be completed and signed by the supervisor performing the QCR and the employee. The supervisor will discuss the QCR with the employee in detail and will initiate any necessary training. A copy of training schedule will be attached to the QCR. Each employee should receive four (4) technical and non-technical QCR's each year. Copies of each QCR will be placed in each employee's information file.

Topics Covered: Comments shall be specific and shall include, but not be limited to, listing of errors or discrepancies in relation to accessibility, building, electrical, plumbing, or mechanical code applications; completeness of the proper forms, paperwork and computer entries; proper use of equipment and following established procedures.

Other Comments: Customer comments and statement if additional training in the field or classroom is required.

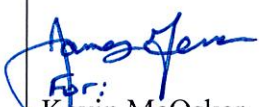

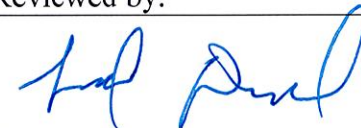
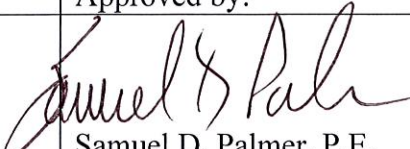
Related Policy and Procedure

BP-PP-080 QUALITY ASSURANCE REVIEW - CONTRACTED SERVICES

Division:	Building Division – Plans Exam	Policy & Procedure	BP-PP-081
Subject:	QUALITY CONTROL REVIEWS (QCR)	Effective Date:	05/01/2007
Code:		Review Date:	10/14/2016

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-ADM-001	Quality Control Reviews (QCR)	05/01/2007		
BP-PP-081	Quality Control Reviews (QCR)			08/15/2008
BP-PP-081	Quality Control Reviews (QCR)		09/01/2009	
BP-PP-081	Quality Control Reviews (QCR)		12/28/2011	
BP-PP-081	Quality Control Reviews (QCR)			10/28/2013
BP-PP-081	Quality Control Reviews (QCR)		09/18/2015	10/14/2016

Developed by:	Reviewed by:
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