



# Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118 (702) 455-3000 • Fax (702) 221-0630

Jerome A. Stueve, Director

Samuel D. Palmer P.E., Assistant Director • Girard W. Page, Fire Marshal

## SUBJECT: TG-20-2017 QUALITY ASSURANCE AGENCY RESPONSIBILITIES

**1.0 PURPOSE:** The purpose of this Technical Guideline is to give general direction regarding the responsibilities of the Special Inspector, Engineering Manager, Quality Manager, and the Quality Assurance Agency.

**2.0 SCOPE:** This Technical Guideline outlines the general responsibilities required of the Special Inspector, Engineering manager, Quality Manager, and the Quality Assurance Agency. The general responsibilities include review of the construction documents, inspection of the work, and reporting requirements.

### 3.0 ABBREVIATIONS & ACRONYMS

- BAC:** Building Administrative Code
- CCDBFP:** Clark County Department of Building & Fire Prevention
- IBC:** International Building Code
- QAA:** Quality Assurance Agency
- QAASIA:** Quality Assurance Agency Special Inspection Agreement
- SNA-IBC:** Southern Nevada Amendments to the IBC
- TG:** Technical Guideline

**4.0 DEFINITIONS:** For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section, the IBC and the BAC of Clark County.

**Technical Reporting Guideline:** A guideline that provides inspection and testing responsibilities and daily reporting requirements.

### 5.0 REFERENCES:

- BAC:** Clark County Building Administrative Code
- IBC:** International Building Code
- SNA-IBC:** Southern Nevada Amendments to the IBC
- TG:** Technical Guideline

**APPROVED DATE: July 6, 2012**  
**REVISION DATE: March 27, 2017**

Written By:	Concurred By:	Approved By:
<i>Brian Lenihan</i> Brian Lenihan, P.E. Senior Engineer	<i>David L. Durkee</i> David L. Durkee, P.E. Principal Engineer	<i>Ted Droessler</i> Theodore L. Droessler, P.E. Manager of Engineering

## **6.0 RESPONSIBILITIES:**

### **6.1 CCDBFP**

- 6.1.1** CCDBFP staff shall review the reports and submissions of the QAA per the BAC, technical codes, and the technical guidelines.
- 6.1.2** CCDBFP staff is authorized to direct, when necessary, the Special Inspector, Engineering Manager, Quality Manager, and QAA to perform special inspection activities as required by the approved construction documents, QAASIA, IBC, technical codes, and the technical guidelines.

### **6.2 Quality Assurance Agency**

- 6.2.1** The QAA and their employees shall perform their duties in compliance with BAC sections 22.02.510 through 22.02.530.
- 6.2.2** The QAA and their employees shall perform their duties in compliance with the applicable technical guidelines per BAC section 22.02.510 A.
- 6.2.3** The QAA shall employ Special Inspectors, an Engineering Manager, and a Quality Manager in compliance with TG-17
- 6.2.4** The QAA is responsible for staffing projects requiring special inspection with qualified and CCDBFP approved special inspectors and technicians.
- 6.2.5** The QAA shall assign the Special Inspector to the project in advance of the construction such that the inspector may become familiar with the approved construction documents.

### **6.3 Engineering Manager**

- 6.3.1** The Engineering Manager shall perform his duties per the technical guidelines and BAC 22.02.530 D Engineering Management.
- 6.3.2** The Engineering Manager or designee shall provide CCDBFP with the daily inspection reports, testing reports, and laboratory data when requested within twenty four hours or within time frame agreed upon by CCDBFP, per BAC 22.02.525 B 2.

### **6.4 Quality Manager**

- 6.4.1** The Quality Manager shall perform his duties per the technical guidelines and BAC 22.02.530C Quality Management.
- 6.4.2** The Quality Manager is responsible for submitting the Project Startup form 803 and Declaration of Subcontracting form 868 to CCDBFP.

### **6.5 Special Inspector**

- 6.5.1** Special Inspectors shall only perform special inspection functions they are qualified and approved to perform. Each Special Inspector shall be approved by the Building Official prior to performing any special inspection duties.

**6.5.2** Special Inspectors' activities will be monitored by CCDBFP to assure that inspection and testing are being properly performed and that reports are being prepared.

**6.5.3** Special inspection documentation will be monitored by CCDBFP for compliance to TGs, approved construction documents, and the technical codes.

## **6.6 Subcontracted Agency**

**6.6.1** The subcontracted agency and its employees shall perform their duties in compliance with BAC sections 22.02.510 through 22.02.530.

**6.6.2** It is the responsibility of the Subcontracted Agency to submit a copy of all records of special inspection activities to the Prime Agency.

## **7.0 PROCEDURE:**

### **7.1 Quality Assurance Agency**

**7.1.1** The QAA shall submit and keep updated a quality system manual per TG-15.

**7.1.2** The QAA shall apply for initial approval and annual renewal of approval status per TG-16.

**7.1.3** QAA shall submit the Special Inspector's qualifications to CCDBFP for review. The written submittal shall be in compliance with TG-17. In addition to the written submittal, each Special Inspector may be subject to an interview before approval. This interview is to determine the inspector's competence to both technical and administrative provisions related to special inspection activities.

**7.1.4** The QAA shall submit final reports per SNA-IBC and TG-50.

**7.1.5** The QAA shall maintain a copy of the current CCDBFP approved agency special inspectors list at the construction site within the project book at the start of the project. The list shall be updated periodically.

### **7.2 Special Inspector**

**7.2.1** Special inspectors shall become familiar with the agency's policies and procedures related to special inspection activities as contained in the approved Quality Systems Manual.

**7.2.2** Special inspectors shall possess the applicable CCDBFP Technical Guidelines. The Special Inspector shall acknowledge receiving a current copy of the Technical Guidelines by completing a Technical Guideline Acknowledgment Form (Form 822). The Special Inspector shall also acknowledge receiving a copy of the agency's conflict of interest policy.

**7.2.3** All special inspections shall be continuous unless allowed by the Technical Codes as periodic inspections.

- 7.2.4** Special inspectors shall inspect the work for conformance with approved construction documents, plan revisions, and supporting documents. Other construction documents that do not carry the CCDBFP approval mark may only be used as an aid to inspection. Additional inspection duties are found in the technical codes, SNA-IBC, and TG-50.
- 7.2.5** Special inspectors shall document their inspection activities per the SNA-IBC and TG-50 requirements.
- 7.2.6 Work without or exceeding the scope of permit.** The Special Inspector shall verify the permit that covers the work in progress. The Special Inspector shall notify CCDBFP within one business day when the work does not have a permit or exceeds the scope of an active permit. The Special Inspector shall write a noncompliance report when the work does not have a permit or exceeds the scope of an active permit
- 7.2.7 Structural Failure or Collapse.** The Special Inspector is responsible to immediately notify CCDBFP of any structural failure, collapse or condition that, in the opinion of the Special Inspector, may possibly lead to a structural failure. Notification may be made by telephone or fax.

**8.0 ATTACHMENTS:**

- Technical Guideline Acknowledgement** (Form 822).
- Project Start-Up** (Form 803).
- Declaration of Subcontracting** (Form 868).

**9.0 REVISION HISTORY:**

<b>Title</b>	<b>Revision/Approved Date</b>	<b>Effective Date</b>
TG-20-2016	March 27, 2017	March 27, 2017
TG-20-2012	July 6, 2012	July 20, 2012
TG-20-2008	October 17, 2008	November 1, 2008
TG-20-2007	August 31, 2007	September 14, 2007
TG-20-2006	October 20, 2006	November 1, 2006
TG-20-2000	December 26, 2000	January 31, 2001



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## Technical Guideline Acknowledgment

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Pursuant to the Building Administrative Code of Clark County (BAC), the Quality Assurance Agency (QAA), through its Quality Control Manager, is responsible to the Building Official for in-house distribution and application of technical guidelines. Each special inspector is required to maintain a current copy of Technical Guidelines (TGs) applicable to his/her approvals. This form shall be signed by the inspector.

DISTRIBUTED TGs ( ✓ )	TG	TITLE
	TG-2	Requirements for Approval as a Clark County Department of Building Structural Steel Fabricator/Manufacturer
	TG-3	Requirements for Performing Clark County Department of Building Required Fabrication Facility Audits, Inspections and Nondestructive Testing of Structural Steel
	TG-15	Quality Systems Manual
	TG-16	Quality Assurance Agency Obligations
	TG-17	Minimum Approval Criteria for Special Inspectors and Other Personnel
	TG-19	Approved Chemical Test Methods of Soils and Reporting Criteria
	TG-20	Quality Assurance Agency Responsibilities
	TG-22	Procedure to Condition, Suspend, Revoke, or Restore Approval of Special Inspection Personnel, Quality Assurance Agency, and Fabricator/Manufacturer
	TG-30	Life Safety Systems Testing
	TG-50	Final Report Requirements
	TRG's (TG-50)	Verification & Daily Reporting Requirements
	TG-60	Smoke-Control and Related Topics (2006 IBC Edition)
	TG-70	Residential Sheathing Special Inspection
	TG-80	QAA Agreement Agency Change
	TG-90	Electrical Testing Services
	TG-95	Energy Efficiency Testing Services
	TG-100	Quality Assurance Agency Conflict of Interest Provisions
	TG-300	Adhesive Anchor Special Inspection

I acknowledge that I received copies of the above-checked Technical Guidelines.

\_\_\_\_\_  
Inspector's Name

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

**Must be submitted to CCBD with the QAA's Annual Renewal Submittal**



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## Project Start-Up Notification of Special Inspections

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Pursuant to the Building Administrative Code Section 22.02.525, the approved QAAs shall notify the Building Official within 24 hours of commencement of special inspection activities on a project. Depending on the scope of the project, multiple notifications may be required, such as first notification prior to earthwork activities and second notification prior to superstructure construction.

QAA: \_\_\_\_\_ Notification Date: \_\_\_\_\_ Commenced On: \_\_\_\_\_

Project Name/Phase: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Project Address (cross streets): \_\_\_\_\_

### REQUIRED SPECIAL INSPECTION ACTIVITIES: (Mark all that apply)

- Grading (G)      Drilled Piles/Caissons (R)      Driven Piles (X)      Concrete (C)
- Masonry (M)      Steel (S)      Smoke Control/Air Balance (K or K-TAB)
- Amusement/Transportation Systems (A)      Wood (W)      Fireproofing (F)
- Exterior Wall Systems (E)      Special Cases (X)      or Other: \_\_\_\_\_

**Check all applicable boxes.**

- There is no permit on site.
- There are no approved plans on site.
- NCR's are attached for your review.
- Unapproved fabricator.

**\*\*\* Fax to Clark County Department of Building & Fire Prevention at: 702-221-0630 \*\*\***



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## Subcontracting QAA Services - Application Form

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### Commencement of Subcontracted Special Inspections

Pursuant to the BAC, Section 22.02.510, the Prime Agency shall provide in writing a written declaration that it's in responsible charge of all subcontracted special inspections. The Prime Agency is responsible for notifying the Building Official in writing of any changes in the designated subcontracted agencies.

QAA: \_\_\_\_\_ Notification Date: \_\_\_\_\_

Project Name/Phase: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Project Address (cross streets) \_\_\_\_\_

#### Initial Declaration

#### Revised Declaration

Subcontracted QAA Name 1: \_\_\_\_\_ Scope: \_\_\_\_\_

Subcontracted QAA Name 2: \_\_\_\_\_ Scope: \_\_\_\_\_

Subcontracted QAA Name 3: \_\_\_\_\_ Scope: \_\_\_\_\_

I, \_\_\_\_\_, the designated QAA's Engineering Manager (EM) declares that I will be in responsible charge of all special inspection activities, including the work to be performed by the subcontracted inspectors, for the above project. This form will be faxed to CCBD within 24 hours of commencement of subcontracted special inspections.

EM Signature \_\_\_\_\_

### Final Report

<p>I, _____, the designated QAA's Engineering Manager (EM) declares that I have be in responsible charge of all special inspection activities, including the work performed by the subcontracted inspectors, for the above project.</p>	<p>Affix seal, sign and date.</p>
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