



# CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

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

Ronald L. Lynn, Director/Building & Fire Official  
Samuel D. Palmer, P.E., Assistant Director • Girard W. Page, Fire Marshal

**SUBJECT: TG-3-09 REQUIREMENTS FOR PERFORMING CLARK COUNTY BUILDING DIVISION REQUIRED FABRICATION FACILITY AUDITS, INSPECTIONS AND NONDESTRUCTIVE TESTING OF STRUCTURAL STEEL**

**1.0 PURPOSE:** Technical Guideline (TG)-3-09, details the requirements and criteria used by Clark County Department of Building (CCDB). These requirements and criteria shall be used for performing required auditing and special inspection and nondestructive testing of approved and non-approved fabrication/manufacturing facilities.

**2.0 SCOPE:** Includes metal building, structural steel, sign structures and miscellaneous steel components, as allowed by the Building Administrative Code of Clark County, Section 22.02.535, and in accordance with all applicable building codes.

**3.0 ABBREVIATIONS & ACRONYMS:**

- AISC:** American Institute of Steel Construction
- ASNT:** American Society for Nondestructive
- ASTM:** Testing American Society for Testing and
- AWS:** Materials American Welding Society
- CCDB:** Clark County Department of Building
- CWI:** Certified Welding Inspector
- HSB:** High Strength Bolts
- IAS:** International Accreditation
- IBC:** Services International Building
- ICC:** Code International Code
- MTR:** Council
- NCR:** Material Test Report  
Non-Compliance Report

APPROVED DATE: JUNE 4, 2009  
EFFECTIVE DATE: JULY 1, 2009

Revised By	Concurred By	Approved By
Mark J. Hayes Building Inspection Specialist	John S. Telford, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager of Engineering

<b>NDT:</b>	<b>Nondestructive Testing</b>
<b>PM:</b>	<b>Program Manager</b>
<b>PQR:</b>	<b>Procedure Qualification Record</b>
<b>QAA:</b>	<b>Quality Assurance Agency</b>
<b>QC:</b>	<b>Quality Control</b>
<b>QSM:</b>	<b>Quality Systems Manual</b>
<b>NA-IBC:</b>	<b>Southern Nevada Amendments to the International Building Code</b>
<b>TG:</b>	<b>Technical Guideline</b>
<b>TRG:</b>	<b>Technical Reporting Guide</b>
<b>WPS:</b>	<b>Welding Procedure Specification</b>
<b>WQR:</b>	<b>Welder Qualification Record</b>

**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 International Building Code and the Building Administrative Code of Clark County.

**Approved:** Acceptable to the Clark County Department of Building · Building official.

**Audit Package:** A document package that contains a Plant Specific Auditor Approval letter, a Pre-Audit meeting and an Exit or Post-Audit meeting record. The audit package also contains an audit procedure, instructions and the audit questions.

**Construction Documents:** Plans, specifications, supporting calculations and other data prepared to describe the design, materials, physical characteristics, location, orientation and scope, of a proposed project necessary to obtain a building permit.

**FAB-S-A:** A CCDB approval category for structural steel fabricator/manufacturer facility auditor approval.

**FAB-S-I:** A CCDB approval category for structural steel fabricator/manufacturer facility inspector approval.

**FAB-S-NDT:** A CCDB approval category for structural steel fabricator/manufacturer facility NDT technician approval.

**Fabricated/Manufactured Item:** Structural, load-bearing or lateral load-resisting assemblies consisting of materials assembled prior to installation in a building or structure that are fabricated using thermal operations such as welding, thermal cambering, heat treatment or thermal cutting. Materials produced in accordance with standard specifications referenced by the International Building Code, such as rolled structural shapes and steel reinforcing bars shall not be considered a Fabricated/Manufactured Item. Welded reinforcing steel assemblies shall also not be considered a Fabricated/Manufactured Item, excluding structural reinforcing embed plates.

**Quality Assurance Agency:** An agency approved by the CCDB building official to conduct fabrication/manufacturing inspection/testing and auditing as required by CCDB codes.

**Registered Design Professional:** An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

## 5.0 REFERENCES:

The edition of the International Building Code (IBC) that is currently adopted by Clark County is listed on the county website. Chapter 35 of the IBC lists the referenced standards adopted by the building code. The application of the referenced standards shall be as specified in the Clark County Building Administrative Code. Copies of the Southern Nevada Amendments to the IBC and the Clark County Building Administrative Code are available on the county website. The Clark County website address is: [www.clarkcountynv.gov](http://www.clarkcountynv.gov)

Southern Nevada International Building Code Amendments  
Clark County Building Administrative Code  
International Building Code  
American Welding Society (AWS), D1.1, D1.3, D1.4 (*CCDB Adopted Editions*)  
American Society for Testing and Materials (ASTM)  
American Institute of Steel Construction (AISC), Manual of Steel Construction LRFD and ASD (*CCDB Adopted portions; 341-05 Seismic Provisions and 360-05 Specifications*)

## 6.0 RESPONSIBILITIES:

It is the responsibility of the following entities to perform the following functions:

### 6.1 **CCDB**

- 6.1.1 Review fabricator/manufacture and inspection/testing agency submitted information for conformance to current TG's and Clark County Codes.
- 6.1.2 Correspond with fabricators/manufacturers and inspection/testing agencies to indicate approvals, to identify non-compliance issues and/or to resolve non-compliance issues.
- 6.1.3 Verify fabricator/manufacture and inspection/testing agency and personnel approval status.
- 6.1.4 Provide audit packages to approved inspection/testing agencies.
- 6.1.5 Review approved inspection/testing agency completed audit reports.
- 6.1.6 Forward submitted final inspection report to the project inspection/testing agency.

### 6.2 **Fabricator/Manufacturer**

- 6.2.1 Contact a CCDB approved inspection/testing agency holding a current FAB-S-A, FAB- S-I or FAB-S-NDT (As Applicable) approval.
- 6.2.2 If a CCDB approved inspection/testing agency is not available within a reasonable proximity of the fabricators/manufacturers facility, contact a non-CCDB approved inspection/testing agency and request them to contact CCDB and request the appropriate approval for the type of inspection/testing to be performed.
- 6.2.3 Provide current fabricator/manufacture facility certification/qualification information to CCDB.

**6.2.4** Provide requested project information to CCDB and to the fabricators/manufacturers selected CCDB approved inspection/testing agency.

**6.2.5** Notify selected CCDB approved inspection/testing agency when required annual fabricator/manufacture facility audit is due.

**6.2.6** Review and reply to all CCDB correspondence.

**6.3 Quality Assurance Agency**

**6.3.1** Perform inspection/testing and audit services using only CCDB approved personnel.

**6.3.2** Contact CCDB and request a fabricator/manufacture facility inspection and/or NDT approval letter or an audit package (As Applicable).

**6.3.3** Provide CCDB with all required and requested fabricator/manufacture and/or project information.

**6.3.4** Submit to CCDB the completed fabricator/manufacture facility audit.

**6.3.5** Submit to CCDB an Engineer of Record reviewed Final Report identifying types of inspection/testing performed on shop fabricated members, compliance to approved construction document(s), and all pertinent quality control documents and reports.

**6.3.6** Review audit package and perform fabricator/manufacture facility audit.

**6.3.7** Review and respond to all CCDB correspondence.

**6.4 Non-Approved Quality Assurance Agency**

**6.4.1** Contact CCDB and request approval for FAB-S-A, FAB-S-I or FAB-S-NDT (As Applicable).

**6.4.2** Provide CCDB with all requested inspection/testing agency personnel qualification and certification information.

**6.4.3** Review and reply to all CCDB correspondence.

**7.0 PROCEDURE:**

**7.1 Fabrication/Manufacturing Facility Audit (FAB-S-A)**

**7.1.1** Fabricator's/Manufacturer's that have been granted a CCDB approval status are required to have an annual third party fabrication/manufacturing facility audit performed to verify compliance to the fabricator's/manufacture's QSM.

**7.1.2** A fabricator/manufacture that holds a current approval by one of the following organizations: AISC or IAS and has had a documented audit performed by one of these organization within the last 12 months, shall not be required to have a CCDB annual third party audit performed. The fabricator/manufacture shall provide a copy of the successful AISC or IAS audit documentation at the time of CCDB approved fabricator/manufacture approval status renewal. (SEE TG-2 Paragraph 7.3)

**7.1.2.1** A fabricator/manufacture that **does not** have a current approval by one of the following organizations: AISC or IAS shall have a CCDB annual third party audit performed in order to renew their approval status.

**7.1.3** The fabricator/manufacturer shall contact a CCDB approved agency holding a current CCDB FAB-S-A approval. A list of CCDB approved agencies may be downloaded from the Clark County web site. [www.clarkcountynv.gov](http://www.clarkcountynv.gov).

**7.1.3.1** If after a review of the CCDB approved agency listing the fabricator/manufacturer determines a CCDB approved agency, located within the fabrication/manufacturing facility's general area, cannot be obtained, the fabricator/manufacturer may elect to use a non-approved agency. The fabricator/manufacturer shall contact a non-approved agency and instruct them to contact CCDB and request to become a CCDB approved FAB-S- A auditing agency by submitting an application form (Attachment "A") along with the required information identified in the application package.

**7.1.3.2** The CCDB PM shall review the non-approved agency submitted application and required information to determine if the agency complies with CCDB FAB-S-A approval requirements.

**7.1.3.2.1** If the CCDB PM determines the agency **does not comply** with CCDB FAB-S-A approval requirements, the PM shall verbally inform the agency and the fabricator/manufacturer of the disapproval. The fabricator/manufacturer may either select a CCDB approved FAB-S-A agency or may ask another non-approved agency to obtain approval as a CCDB approved FAB-S-A agency. (**SEE 7.1.3**)

**7.1.3.2.1** If the CCDB PM determines the non-approved agency **complies** with CCDB FAB-S-A approval requirements, CCDB shall grant the agency approval status as a FAB-S-A approved agency.

**7.1.4** The fabricator/manufacturer shall contract and schedule the required annual third party audit with the CCDB approved agency.

**7.1.5** The contracted CCDB approved agency shall contact the CCDB PM and request an audit package. The agency shall identify the fabricator/manufacturer, the facility address, the approved auditor who will be performing the audit, and the scheduled audit date.

**NOTE: Only CCDB approved agency auditors holding a current FAB-S-A approval will be allowed to perform the audit.**

**7.1.6** The CCDB PM shall verify the approved agency and the identified auditor hold current CCDB FAB-S-A approvals. Upon verification, the CCDB PM shall issue an Audit Package to the requesting agency.

**NOTE: Only the approved auditor identified on the Plant Specific Auditor Approval Letter shall perform the required third party audit. A third party audit performed by any auditor, other than the identified approved auditor, will be considered invalid and may be cause for removal of the approved agency from the CCDB approved agency listing.**

**7.1.7** The CCDB approved agency auditor shall review the supplied audit procedure and audit questions. The auditor shall perform the annual audit on the date agreed upon by the approved agency and the fabricator/manufacturer. Any audit findings or additional information, that may indicate that the fabricator/manufacturer is in **noncompliance** with their QSM, shall be documented in the audit.

**7.1.8** The CCDB approved auditing agency auditor shall review the completed annual audit for completeness and accuracy, and shall submit it to the CCDB PM for review and approval.

- 7.1.9** The CCDB PM shall review the submitted audit package to verify all audit questions have been answered and all requested audit question subject verification documentation has been submitted.
- 7.1.9.1** If the CCDB PM determines that the fabricator/manufacturer is in **compliance** with their QSM, and that there are no items of concern, the CCDB PM shall issue the fabricator/manufacturer an Audit Review letter and a Renewal Confirmation letter. The CCDB PM shall also provide a copy of the CCDDS- BD reviewed audit to the fabricator/manufacturer. The Audit Review letter shall state that no noncompliance or items of concern were noted and that the Fabricator/manufacturer's request for Annual Renewal Listing approval will be granted. The Renewal Confirmation letter shall identify the fabricators/manufacturers name, facility location and approval period. **(END)**
- 7.1.9.2** If the CCDB PM determines that possible **noncompliance issues exist**, the CCDB PM shall issue the fabricator/manufacturer an Audit Review letter identifying all issues and any items of concern and shall provide a copy of the CCDB reviewed audit to the fabricator/manufacturer. The Audit Review letter shall identify the audit question number, the noncompliance or item of concern and shall direct the fabricator/manufacturer as to the corrective action required to resolve each item.
- 7.1.10** The fabricator/manufacturer shall review the CCDB issued Audit Review letter and provide a written response. The fabricator's/manufacturer's audit review response letter shall identify each noncompliance issue or items of concern and the action taken to correct the audit findings. The fabricator/manufacturer shall also supply any CCDB requested information that pertains to the noted audit findings.
- 7.1.11** The CCDB PM shall review the fabricator's/manufacturer's audit review response letter for compliance to the fabricator's/manufacturer's QSM and to applicable code requirements.
- 7.1.11.1** If the CCDB PM determines that all identified noncompliance issues and/or items of concern have been adequately addressed and corrected and are in **compliance** the CCDB PM shall issue the fabricator/manufacturer an Audit Review Response letter and a Renewal Confirmation letter. The Audit Review Response letter shall state that all noted noncompliance items and/or items of concern have been corrected and are now in compliance with the fabricators/manufacturers QSM and applicable codes. The letter shall also acknowledge that the fabricators/manufacturers request for Annual Renewal listing approval will be granted. The Renewal Confirmation letter shall identify the fabricators/manufacturers name, facility location and approval period. **(END)**
- 7.1.11.2** If the CCDB PM determines that some or all of the identified noncompliance issues or items of concern are still in **noncompliance**, the CCDB PM shall issue the fabricator/manufacturer an Audit Review Response letter. The Audit Review Response letter shall identify any noncompliance issues and/or items of concern that require additional corrective actions and/or information.
- 7.1.12** The fabricator/manufacturer shall review the CCDB issued Audit Review Response letter and shall submit a written response. The fabricator's/manufacturer's audit review response letter shall identify each remaining non-compliance issue and/or items of concern and the actions taken to correct the issue or items. The fabricator/manufacturer shall also supply all CCDB PM requested information that pertains to the noted issue or items.

**7.1.13** The CCDB PM shall review the fabricator's/manufacture's Audit Review Response letter for compliance to the fabricator's/manufacture's QSM and to applicable code requirements.

**7.1.13.1** If the CCDB PM determines that all identified noncompliance issues and/or items of concern have been adequately addressed and corrected and are in **compliance** the CCDB PM shall issue the fabricator/manufacture an Audit Review Response letter and a Renewal Confirmation letter. The Audit Review response letter shall state that all noted noncompliance items and/or items of concern have been corrected and are now in compliance with the fabricators/manufacturers QSM and applicable codes. The letter shall also acknowledge that the fabricators/manufacturers request for Annual Renewal listing approval will be granted. The Renewal Confirmation letter shall identify the fabricators/manufacturers name, facility location and approval period. **(END)**

**7.1.13.2** If the CCDB PM determines that some or all of the identified noncompliance issues or items of concern are still in **noncompliance**, the CCDB PM shall issue the fabricator/manufacture another Audit Review Response letter. This Audit Review Response letter shall identify any remaining noncompliance issues and/or items of concern that require additional corrective actions and/or information. **(See 7.1.12)**

## **7.2 Fabrication/Manufacturing Shop Inspection/Testing (FAB-S-I)**

**7.2.1** A Fabricator's/Manufacturer's facility that is not currently approved by CCDB and will be supplying fabricated/manufactured assemblies shall be subject to third party fabrication/manufacturing shop special inspections and Nondestructive Testing requirements as specified by CCDB.

**7.2.2** All shop special inspections shall be performed in the Fabricator's/Manufacturer's facility and in accordance with approved project drawings, specifications, applicable codes and CCDB requirements.

**NOTE: No fabrication/manufacturing operations shall be performed prior to obtaining a CCDB approved agency.**

**7.2.3** The fabricator/manufacture may elect to use the CCDB approved inspection/testing agency already contracted and identified on the CCDB issued Quality Assurance Agency (QAA) contract, if that QAA has a current FAB-S-I CCDB approval. **(SEE 7.2.5)**

**7.2.3** The fabricator/manufacture may elect to use another CCDB approved agency. The fabricator/manufacture shall review the CCDB approved agency listing at [www.Clarkcountynv.gov](http://www.Clarkcountynv.gov). The fabricator/manufacture shall contact a CCDB approved agency, having a current approval, to perform the required shop special inspections and any required testing of the structural steel members to be fabricated/manufactured.

**7.2.4.1** If after a review of the CCDB approved agency listing, the fabricator/manufacture determines a CCDB approved agency located within the fabrication/manufacturing facility's general area, cannot be obtained, the fabricator/manufacture may elect to use a non-approved agency. The fabricator/manufacture shall contact a non-approved agency and instruct them to contact CCDB and request to become a CCDB approved FAB-S-I agency by submitting an application form (Attachment "A") along with the required information identified in the application package.

**7.2.4.2** The CCDB PM shall review the non-approved agencies submitted application and required information to determine if the agency complies with FAB-S-I approval requirements.

**7.2.4.2.1** If CCDB determines the non-approved agency **does not comply** with FAB-S-I approval requirements, CCDBS- BD shall verbally inform the non-approved agency and the fabricator/manufacture of the disapproval. The fabricator/manufacture shall either select a CCDB approved agency or shall try to obtain a CCDB approval for another non-approved agency. (SEE 7.2.3)

**7.2.4.2.2** If CCDB determines the non-approved inspection/testing agency **complies** with FAB-S-I approval requirements, CCDB shall grant the agency approval as a CCDB approved agency.

- 7.2.5** The fabricator/manufacture shall provide all project information to the CCDB approved FAB-S-I agency. This information shall include, as a minimum, the following;
- Permit Number
  - Project Name
  - Site Address
  - Fabrication/Manufacturing Facility Address
  - Subcontracted Fabrication/Manufacturing Facility Address (If Applicable)
  - Types of Inspection/Testing Required
  - The fabricator/manufacture shall also provide all approved plans and specifications applicable to the inspection/testing required.
- 7.2.6** The CCDB approved agency shall use only approved personnel holding a current CCDB FAB-S-I approval to perform the requested fabricator/manufacture shop special inspection and any required testing.
- 7.2.7** The CCDB approved agency shall contact CCDB and provide a written request for a CCDB fabrication/manufacture shop special inspection approval letter.
- 7.2.8** The CCDB approved agencies written request shall provide the following information;
- Permit Number
  - Project Name
  - Site Address
  - Fabrication/Manufacturing Company Name and Facility Address
  - Types of Inspection/Testing Required
  - Name and Address of Inspection/Testing Agency
  - Name(s) of Approved FAB-S-I Inspection/Testing Personnel
- 7.2.9** The CCDB PM shall verify CCDB FAB-S-I approval status of the identified agency and personnel and shall issue an approval letter. The approval letter shall identify the following;
- CCDB approved inspection/testing agency
  - Project Name
  - Permit Number
  - Site Address
  - Fabrication/Manufactures Name
  - Facility Location

- Approved Inspection/Testing Personnel
- Approval Type(s)

***NOTE:*** Only CCDB FAB-S-I approved personnel, identified in the approval letter, may perform the required fabrication/manufacturing shop special inspection and testing.

- 7.2.10** The CCDB approved FAB-S-I agency shall review the CCDB approval letter with the identified approved FAB-S-I personnel. Approved personnel shall fully understand all special inspection and testing reporting requirements identified in the approval letter.
- 7.2.11** The CCDB approved agency shall submit, once all fabrication/manufacturing is completed, all special inspection and testing reports to the project's Registered Design Professional of record for review and an acceptance letter.
- 7.2.12** The CCDB approved agency shall compile all special inspection and testing reports in a final report along with the Registered Design Professional's acceptance letter and submit to CCDB for review and approval.
- 7.2.13** CDDS-BD shall review the submitted CCDB approved agency final report and Registered Design Professional's acceptance letter to verify acceptance by the Registered Design Professional of record.

### **7.3 Fabrication/Manufacturing Shop Inspection/Testing (FAB-S-NDT)**

- 7.3.1** A Fabricator's/Manufacturer's facility that is not currently approved by CCDB and will be supplying fabricated/manufactured assemblies shall be subject to third party fabrication/manufacturing shop Nondestructive Testing (NDT) as specified by CDDS-BD requirements.
- 7.3.2** All NDT shall be performed in the Fabricator's/Manufacturer's facility and in accordance with approved project drawings, specifications, applicable codes and CCDB requirements. Currently CCDB requires all full penetration welds on primary structural members with a material thickness of 5/16" and greater shall have a volumetric (Ultrasonic or Radiograph) NDT inspection performed to ensure weld soundness. (*Reference CCDB TG-1-06 Paragraph 7.7.2 & TRG-S 6.2.2*)
- 7.3.3** The fabricator/manufacturer may elect to use the inspection/testing agency already contracted and identified on the CCDB issued Quality Assurance Agency (QAA) contract, if that QAA has a current FAB-S-NDT CCDB approval.
- 7.3.4** The fabricator/manufacturer may elect to use another CCDB approved agency. The fabricator/manufacturer shall review the CCDB approved agency listing at [www.Clarkcountynv.gov](http://www.Clarkcountynv.gov). The fabricator/manufacturer shall contact a CCDB approved agency, having a current CCDB FAB-S-NDT approval, to perform the required shop NDT of the structural steel members to be fabricated/manufactured.
  - 7.3.4.1** If after a review of the CCDB approved agency listing, the fabricator/manufacturer determines a CCDB approved agency located within the fabrication/manufacturing facility's general area, can not be obtained, the fabricator/manufacturer may elect to use a non-approved agency. The fabricator/manufacturer shall contact a non-approved agency and instruct them to contact CCDB and request to become a CCDB approved FAB-S- NDT agency by submitting an application form (Attachment "A") along with the

required information identified in the application package.

- 7.3.5** The CCDB PM shall review the non-approved agency submitted application and required information to determine if the agency complies with CCDB FAB-S-NDT approval requirements.
- 7.3.5.1** If CCDB determines the non-approved agency **does not comply** with CCDB FAB-S-NDT approval requirements, CCDB shall verbally inform the non-approved agency and the fabricator/manufacturer of the disapproval. The fabricator/manufacturer shall either select a CCDB approved agency or shall try to obtain a CCDB approval for another non- approved agency. (**SEE 7.3.3**)
- 7.3.5.2** If CCDB determines the non-approved inspection/testing agency **complies** with CCDB FAB-S-NDT approval requirements, CCDB shall grant the agency approval as a CCDB approved agency.
- 7.3.6** The fabricator/manufacturer shall provide all project information to the CCDB FAB-S-NDT approved agency. This information shall include, as a minimum, the following;
- Permit Number
  - Project Name
  - Site Address
  - Fabrication/Manufacturing Facility Address
  - Subcontracted Fabrication/Manufacturing Facility Address (If Applicable)
  - Type(s) of NDT Required
  - The fabricator/manufacturer shall also provide all approved plans and specifications applicable to the NDT required.
- 7.3.7** The CCDB approved agency shall use only NDT personnel holding a current CCDB FAB-S-NDT approval to perform the required fabricator/manufacturer shop NDT.
- 7.3.8** The CCDB approved agency shall use only ASNT Level III approved NDT procedures to perform the required fabricator/manufacturer shop NDT.
- 7.3.9** The CCDB approved agency shall contact CCDB and provide a written request for a CCDB fabrication/manufacturing shop NDT approval letter.
- 7.3.10** The CCDB approved agencies written request shall provide the following information;
- Permit Number
  - Project Name
  - Site Address
  - Fabrication/Manufacturing Company Name and Facility Address
  - Subcontracted Fabrication/Manufacturing Facility Address (If Applicable)
  - Types of NDT Required
  - Name and Address of Inspection/Testing Agency
  - Name(s) of Approved NDT Personnel (FAB-S-I)
- 7.3.11** CCDB shall verify approval status of identified inspection/testing agency and personnel and shall issue an approval letter. The approval letter shall identify the following;

- CCDB approved inspection/testing agency
- Permit Number
- Project Name
- Site Address
- Fabrication/Manufactures Name
- Fabrication/Manufacturing Facility Location
- Approved NDT Personnel
- NDT Approval Type(s)

***NOTE:*** Only approved personnel, identified in the approval letter, may perform the required fabrication/manufacturing shop NDT.

- 7.3.12** The CCDB approved FAB-S-NDT agency shall review the CCDB approval letter with the identified approved FAB-S-NDT personnel. Approved personnel shall fully understand all NDT and reporting requirements identified in the approval letter.
- 7.3.13** The CCDB approved agency shall submit, once all fabrication/manufacturing is completed, all NDT reports to the project's Registered Design Professional of record for review and an acceptance letter.
- 7.3.14** The CCDB approved agency shall compile all NDT reports in a final report along with the Registered Design Professional's acceptance letter and submit to CCDB.
- 7.3.14** CCDB shall review the submitted CCDB approved agency final report and Registered Design Professional's acceptance letter to verify acceptance by the Registered Design Professional of record.

## **8.0 RECORDS:**

- 8.1** The following records shall be maintained on file a minimum of Two (2) years, by the parties identified.
  - 8.1.1** CCDB shall maintain a listing of all approved fabricators/manufacturers, inspection/testing agencies and inspection/testing agency personnel.
  - 8.1.2** CCDB shall maintain copies of current qualifications and certification of all inspection/testing/NDT/auditor agency approved personnel.
  - 8.1.3** CCDB shall maintain copies of all approved fabricators/manufacturers and inspection/testing agencies approval letters.
  - 8.1.4** CCDB shall maintain copies of completed initial and 3<sup>rd</sup> party audits.
  - 8.1.5** The approved fabricator/manufacture shall maintain a copy of the CCDB reviewed audit and any other audits performed by entities to maintain fabrication/manufacturing facility certification.
  - 8.1.6** The CCDB approved fabricator/manufacture shall maintain a copy of the CCDDS- BD audit Review letter.
  - 8.1.7** The CCDB approved fabricator/manufacture shall maintain a copy of the CCDDS- BD audit Review Response letter.
  - 8.1.8** The CCDB approved fabricator/manufacture shall maintain a copy of the CCDDS- BD inspection/NDT/audit approval letters.

- 8.1.9** The CCDB approved fabricator/manufacture shall maintain a copy of the CCDDS- BD fabrication/manufacturing facility certification and any other fabrication/manufacturing facility certification granted by other entities.
- 8.1.10** The CCDB approved inspection/testing agency shall maintain copies of current qualification and certification of all CCDB approved inspection/testing/NDT/auditing personnel.
- 8.1.11** The CCDB approved inspection/testing agency shall maintain copies of all inspection, testing and NDT reports.
- 8.1.12** The CCDB approved inspection/testing agency shall maintain copies of all CCDB approval letters.

**9.0 ATTACHMENTS**

“A” Fabricator Shop Audit/Inspection/NDT Non-QAA Application (CCDB Form #806a)

**10.0 REVISION HISTORY:**

<b>Title</b>	<b>Revision/Approved Date</b>	<b>Effective Date</b>
TG-3-09	June 4, 2009	July 1, 2009



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Fabricator Shop Auditor/Inspector/NDT Agencies (Non-QAAs) Request for Initial or Renewal of Clark County Approval Application Form

Ronald L. Lynn Director/Building & Fire Official  
Samuel D. Palmer, PE., Assistant Director · Girard Page, Fire Marshal

Company Name \_\_\_\_\_

Quality Manager \_\_\_\_\_

Engineering Manager \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### FEES REQUIRED TO BE SUBMITTED WITH APPLICATION

<b>Initial Agency Listing</b> (\$210.00) \$ _____	<b>Annual Agency Renewal</b> (N/C) \$ _____
<b>Initial Listing FAB Auditor, NDT Inspector</b> (\$120.00) \$ _____	<b>Annual Renewal FAB Auditor, FAB Inspector, NDT Inspector</b> (\$60.00) \$ _____

Total Amount Submitted: \$ \_\_\_\_\_

### DOCUMENTATION REQUIRED TO BE SUBMITTED WITH APPLICATION

<b>INITIAL AGENCY LISTING: TG-16 approval process</b>  Request Letter Quality Systems Manual Proposed Personnel	<b>ANNUAL RENEWAL: TG-16 approval process</b>  Latest Revisions to the Quality Systems Manual, (QSM). If no revision in the past year, provide the current revision number and date. Rev# _____ Date _____  If QSM is more than five years old, a new QSM is required.
<b>INITIAL TECHNICIAN LISTING: TG-95 approval process</b>  Copy of Current Resume Copies of Current Certifications with Expiration Dates Current copy of Training Verification Form	<b>TECHNICIAN RENEWAL: TG-95 Renewal process</b>  Copies of Current Certifications with Expiration Dates  Technical Guidelines Acknowledgement Form

### RETURN THIS APPLICATION FORM WITH YOUR CHECK TO THE FOLLOWING ADDRESS:

Clark County Building Department  
Field Services  
Attn: Mark Hayes  
4701 W. Russell Rd.  
Las Vegas, Nevada 89118

Please submit a check or money order, along with the required documentation, with each application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_