



# Clark County Department of Building & Fire Prevention

## Building Division – Inspection Services

### Field Inspection Guideline

**SUBJECT:** Projects with QAA Contracts

**FIG-B-009**

**Effective Date:** May 28, 1998

**Revised:** June 05, 2014

**Approved By:** BAT

**Code Chapter:** 2012 IBC Chapter 14

**Page 1 of 2**

**Field Application:** When it has been determined that a QAA contract has been issued by checking the inspection ticket and the approved plans, the field inspector shall follow the steps listed below:

1. Read QAA contract to determine what items are requiring third party QAA inspections.
2. Verify if a QAA project file binder has been established on the job site.
3. Verify if the QAA on the contract is the same as the agency performing the 3<sup>rd</sup> party inspections. If not, issue the contractor a Correction Notice to have the QAA contract amended to name the correct agency.
4. Verify that the QAA reports use proper means of identifying locations for areas of inspections, i.e. grid lines, column lines or written descriptions, as shown on CCBD approved plans.
5. When inspector receives an inspection request for an inspection on an item covered by the QAA contract:
  - a) The inspector is to check QAA file report
  - b) The inspector is to check to see that the work installed in the field complies with the approved plans and the QAA acceptance report;
  - c) For compliant work with no Notices of Non-Compliance, the inspector is to approve the inspection and sign inspection card;
  - d) If QAA has accepted work and it does not comply with approved plans, the inspector is to disapprove the inspection and issue a Correction Notice
  - e) If QAA non-conformance report was issued, the inspector is to disapprove the inspection with an explanation and issue the contractor a Correction Notice referencing problem as described in QAA non-conformance report;
  - f) The last QAA inspection report for a specific item must include a statement of completion.
  - g) If an ICC evaluation service report is required to make an inspection, the QAA must reference the report in the QAA acceptance report.

<b>SUBJECT: Projects with QAA Contracts</b>			<b>FIG-B-009</b>
<b>Effective Date: May 28, 1998</b>	<b>Revised: June 5, 2014</b>	<b>Approved By: BAT</b>	
<b>Code Chapter: 2012 IBC Chapter 14</b>			<b>Page 2 of 2</b>

**Revision History:**

<b>Reference #</b>	<b>Title</b>	<b>Effective Date</b>	<b>Revised</b>	<b>Reviewed</b>
<b>FIG-B-009</b>	<b>Projects with QAA Contracts</b>	<b>May 28, 1998</b>		<b>May 30, 2013</b>
<b>FIG-B-009</b>	<b>Projects with QAA Contracts</b>		<b>June 04, 2014</b>	