



Department of Development Services

Building Division

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Phil Rosenquist, Director • Ronald L. Lynn, Building Official

December 1, 2005

TO: INDUSTRY
RE: Responsible Charge by the Prime Agency's Engineering Manger

Code Requirements

Some concerns have arisen regarding the exercise, or lack thereof, of responsible charge of special inspections and related activities by the designated Engineering Manager of an approved Prime Agency. Section 22.02.530(D) of the Building Administrative Code (BAC), and Section 7.4 of Technical Guideline TG 16 mandate that the designated Engineering Manager is accountable to the Building Official for certain technical processes used to verify compliance with the approved construction documents and the technical codes.

Pursuant to Section 6.7 of TG 16, Clark County Building Division (CCBD) will initiate periodic audits of designated Engineering Managers for the purpose of verifying compliance with the BAC, TGs and Referenced Standards. When a formal complaint is filed with CCBD alleging that an Engineering Manager is failing, or has failed, to exercise responsible charge, the complaint will be investigated by CCBD. The investigation may entail meeting with the Engineering Manager to discuss the complaint and/or performing an audit of the Engineering Manager. As an element of this investigation, CCBD may forward a copy of the complaint to Nevada State Board of Engineers and Land Surveyors for its own investigation.

Audit Scope and Procedures

Audit scope is detailed in Form 835 (Engineering Management Audit Form) and will generally deal with the following:

- Is the Engineering Manager available at the premises during business hours?
- Is the Engineering Manager directing the operations of testing and inspections?
- What method(s) are being utilized by the Engineering Manager to certify the inspection and testing process?
- How is the Engineering Manager ensuring that special inspection is performed pursuant to the approved construction documents and the technical codes and within the scope of the permit?
- Is the Engineering Manager directing and reviewing the internal audit and in-house training program?
- Additional items from the BAC, TGs or Referenced Standards, as may be deemed appropriate, may also be included.

Based on the results of this audit, CCBD staff may perform additional audits. CCBD will notify the Engineering Manager of audit results in writing. When deficiencies are noted, the Engineering Manager and the Prime Agency must correct those deficiencies as required.

Pursuant to the BAC, failure of the designated Engineering Manager to exercise responsible charge of the special inspection process shall result in the immediate forfeiture of Prime Agency's approval status.

Jonathan A. Bahr, P.E.
Senior Engineer

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