

Overview of QAA Annual Renewal Requirements

Reference Documents

- 2005 Building Administrative Code
- ASTM Standards (E 329, E 548, E 3740...)
- Technical Guidelines (TG 15, TG 16...)

Jonathan A. Bahr, P.E. (2006)

Department of Development Services
Building Division
4701 W. Russell Rd • Las Vegas NV 89118
(702) 455-3000 • Fax (702) 221-0630
Phil Rosenquist, Director • Ronald L. Lynn, Building Official

Quality Assurance Agency Annual Renewal Checklist
NOTE: This form must be completed and submitted with the annual renewal package

CC/DSS Use Only

QAA

- Completed Renewal Application Form (Form 806)
- Annual Renewal Fees
 - Agency annual renewal fees
 - Personnel annual renewal fees
- Annual Renewal Request Letter (Must be signed by both the Engineering Manager and Quality Manager and may be submitted as multiple letters or a single letter)
 - Agency renewal request – list requested approvals.
 - Personnel renewal request – list personnel and requested approvals.
 - Personnel removal request – list personnel.
 - Current Engineering Manager Declaration.
 - Current Quality Manager Declaration.
 - If either Quality Manager or Engineering Manager is being changed, a pre-approval meeting is required to be scheduled by the QAA for the new designee.
- Quality Systems Manual (Circle One)
 - Yearly update is enclosed
 - New QSM is enclosed (New QSM is required on a five-year cycle)
- Calibration Records: Field equipment & laboratory equipment related to special inspection activities only.
- Quality Systems Records
 - In-house training records (must include sign-up sheets, special inspection topics)
 - Records of internal "Office" audits (related to special inspection activities)
 - Records of internal "Field" audits (related to special inspection activities)
- For each listed inspector, current resume, required certifications for listed approvals, Technical Guideline Acknowledgement Form (Form 822). These documents must be collated.

By:

Submitted by (Signatures are required): QAA Name _____

Engineering Manager

Quality Manager

Form 842, Rev. 07/2006

Annual Renewal Requirements

Completed Renewal Application

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**APPLICATION FORM
QUALITY ASSURANCE AGENCY (QAA)
REQUEST FOR INITIAL OR RENEWAL OF CLARK COUNTY APPROVAL**

COMPANY NAME _____
QUALITY MANAGER CONTACT _____
ENGINEERING MANAGER _____
MAILING ADDRESS _____
TELEPHONE _____ FAX _____
E-MAIL ADDRESS _____

FEES REQUIRED TO BE SUBMITTED WITH APPLICATION

<input type="checkbox"/> Initial Listing or Reinstatement (\$500.00) \$ _____	<input type="checkbox"/> Annual Renewal (\$350.00) \$ _____
<input type="checkbox"/> Initial Listing-Satellite office (\$200.00) \$ _____	<input type="checkbox"/> Annual Renewal-Satellite office (\$150.00) \$ _____
<input type="checkbox"/> Initial Listing-Technicians (\$35.00/per) \$ _____	<input type="checkbox"/> Annual Renewal of Technicians (\$35.00/per) \$ _____
<input type="checkbox"/> Initial Listing-Fab Auditors (\$30.00/per) \$ _____	<input type="checkbox"/> Annual Renewal for Fab Auditor (\$30.00/per) \$ _____
<input type="checkbox"/> Initial Facility Audit (\$300.00) \$ _____	

Total Amount Submitted \$ _____

DOCUMENTATION REQUIRED TO BE SUBMITTED WITH APPLICATION

INITIAL AGENCY LISTING: TG-16 approval process
 Request Letter
 Quality Systems Manual
 Proposed Personnel
 Resume & Certificates

ANNUAL RENEWAL: TG-16 approval process
 Latest Revisions to the Quality Systems Manual, (QSM).
If no revisions 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.

INITIAL TECHNICIAN LISTING: TG-17 approval process
 Copy of Current Resume
 Copies of Current Certifications with Expiration Dates
 Technical Guidelines Acknowledgement Form

TECHNICIAN RENEWAL: TG-17 approval process
 Copies of Current Certifications with Expiration Dates
 Technical Guidelines Acknowledgement Form

RETURN THIS APPLICATION FORM WITH YOUR CHECK TO THE FOLLOWING ADDRESS:
Clark County Department of Development Services
Building Division
4701 W. Russell Rd.
Las Vegas, Nevada 89118

Please submit a check or money order, along with the required documentation, with each application. Check should be made payable to Clark County Department of Development Services.

Application Signature: _____ Date: _____
Form 806 Rev. 06/2006

Annual Renewal Requirements

- Completed Renewal Application
- Annual Renewal Fees
 - Agency Renewal
 - Inspector Renewal
 - Other Fees

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Annual Renewal Requirements

- Completed Renewal Application
- Annual Renewal Fees
- Annual Renewal Request Letter
 - QAA approval request (C+C-L, M, G...)
 - Personnel approval request (C, M, S...)
 - Personnel removal request
 - QM & EM Declarations
 - Acknowledge responsibilities listed in the Building Administrative Code

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Annual Renewal Requirements

- Completed Renewal Application
- Annual Renewal Fees
- Annual Renewal Request Letter
- **Quality Systems Manual**
 - Yearly update
 - New QSM
 - Currently required updates

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Annual Renewal Requirements

- Agency's QSM on file with CCDDS-BD must be updated annually. Revisions are triggered by any of the following:
 - Adoption of new building code
 - Requirements triggered by the Building Administrative Code
 - Changes in the organizational structure
 - Designation of a different QM or EM
 - Request for additional special inspection categories

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Annual Renewal Requirements

- Agency's QSM on file with CCDDS-BD must be updated annually. Revisions are triggered by any of the following:
 - Relocation of facility
 - Changes in the laboratory such as commissioning new equipment or decommissioning of existing equipment
 - Changes in policies & procedures
 - Any other revisions to the controlled documented on file with CCDDS-BD

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Annual Renewal Requirements

- Currently Required Updates:
 - Technical Guideline 100 – Conflict of Interest Policy
 - November 1, 2006 – All Prime and Subcontractor
 - February 1, 2007 – All Fabricator Shop Inspection and Audit Agencies
 - 2006 International Building Code
 - See Schedule on website

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Annual Renewal Requirements

- Completed Renewal Application
- Annual Renewal Fees
- Annual Renewal Request Letter
- Quality Systems Manual
- **Calibration Records**
 - All required equipment to perform listed approval categories

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Annual Renewal Requirements

- Completed Renewal Application
- Annual Renewal Fees
- Annual Renewal Request Letter
- Quality Systems Manual
- Calibration Records
- **Quality Systems Records**
 - In-house training records
 - Internal "Office" audits records
 - Internal "Field" audits records

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Annual Renewal Requirements

- A log of in-house training that includes:
 - Dates
 - Personnel attendance
 - Topics related to the special inspection process

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Annual Renewal Requirements

- Topics related to the special inspection process:
 - Agency policies and procedures for each special inspection activity the person is expected to perform
 - CCDDS-BD procedures issued through the Technical Guidelines.
 - Review and understanding of the Building Administrative Code of Clark County provisions related to special inspection.

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Annual Renewal Requirements

- ❏ QAA internal special inspection audit results and resolutions to findings:
 - ❏ Subcontracted Inspection
 - ❏ Method of transmitting non-compliance reports to CCDDS-BD
 - ❏ Reporting
 - ❏ Employment of Special Inspectors
 - ❏ Quality Management
 - ❏ Engineering Management
 - ❏ Other requirements in ASTM Standards such as ASTM E 329-00, Section 9

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Annual Renewal Requirements

- ❏ Completed Renewal Application
- ❏ Annual Renewal Fees
- ❏ Annual Renewal Request Letter
- ❏ Quality Systems Manual
- ❏ Calibration Records
- ❏ Quality Systems Records
- ❏ **For Each Inspector**
 - ❏ Copy of Current Certifications
 - ❏ Copy of Current, signed Resume
 - ❏ Completed Technical Guideline Acknowledgement Form

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TECHNICAL GUIDELINE ACKNOWLEDGMENT FORM

To comply with the Building Administrative Code of Clark County, (current edition), the Quality Assurance Agency, through its Quality Control Manager, is responsible to the Building Official for in-house distribution and application of technical guidelines. Please verify that each approved Special Inspector receives the Technical Guidelines (TGs) applicable to his/her approvals. This form shall be signed by the inspector then filed with CCDDS-BD.

DIS/REDISTRIBUTED TGs (✓)	TG (Current Edition)	TITLE
<input checked="" type="checkbox"/>	TG-1	Guideline For The Preparation of an Acceptable Structural Steel Fabricator Manual
<input checked="" type="checkbox"/>	TG-2	Requirements for Approval as a CCDDS-BD Structural Steel Fabricator/Manufacturer
<input checked="" type="checkbox"/>	TG-11	Approval Process For Engineering Wood Products
<input checked="" type="checkbox"/>	TG-12	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Structures that have a Licensed Building Designer
<input checked="" type="checkbox"/>	TG-12H	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Homeowner-Permittee Structures
<input checked="" type="checkbox"/>	TG-15	Quality Systems Manual
<input checked="" type="checkbox"/>	TG-15R	Residential Quality Systems Manual
<input checked="" type="checkbox"/>	TG-16	Quality Assurance Agency Obligations
<input checked="" type="checkbox"/>	TG-16R	Residential Inspection Agency Obligations
<input checked="" type="checkbox"/>	TG-17	Minimum Qualifications for Special Inspectors and Testing Technicians
<input checked="" type="checkbox"/>	TG-17R	Minimum Qualifications for Designated Residential Inspectors
<input checked="" type="checkbox"/>	TG-19	Approved Chemical Test Methods of Soils and Reporting Criteria
<input checked="" type="checkbox"/>	TG-20	Special Inspector Responsibilities
<input checked="" type="checkbox"/>	TG-21	Special Inspection Responsibilities
<input checked="" type="checkbox"/>	TG-23	Quality Control Inspection/Testing Agency Project Audits
<input checked="" type="checkbox"/>	TG-25	Listing of Landscape Aggregate Supplier
<input checked="" type="checkbox"/>	TG-42	Approved Concrete Suppliers
<input checked="" type="checkbox"/>	TG-50	QAA Final Report Format
<input checked="" type="checkbox"/>	TG-60	Smoke Control Systems
<input checked="" type="checkbox"/>	TG-65	Temporary Buildings
<input checked="" type="checkbox"/>	TG-70	Showering Special Inspection
<input checked="" type="checkbox"/>	TG-100	Conflict of Interest
<input checked="" type="checkbox"/>	TRG	Daily, C, F, M, S, W - Verification & Daily Reporting Requirements

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

Print Inspector's Name _____ Inspector's Signature _____

Date _____

Please submit with the Annual Renewal

Form 822, Revised 03/06



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Submitted by (Signatures are required): QAA Name _____

Engineering Manager Quality Manager

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