



Clark County Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118
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Ronald L. Lynn, Director/Building & Fire Official
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SUBJECT: TG-16-2014 QUALITY AGENCY OBLIGATIONS

1.0 PURPOSE: BAC 22.02.530(A) - To perform special inspections as set forth in the technical codes, a Quality Agency must be approved by the Building Official, who shall maintain a list of approved Quality Agencies. The Building Official shall establish rules and regulations for approval and listing as well as for the conduct of any approved agency. Rules and regulations for the approval and listing requirements shall be contained in technical guidelines.

2.0 SCOPE: Obligations are detailed for the initial application process, annual renewal process, quality management, engineering management, audits/performance evaluations, and reporting functions. The obligations are primarily organizational accountability to ensure that the special inspection requirements are met.

3.0 ABBREVIATIONS & ACRONYMS:

- AASHTO:** American Association of State Highway and Transportation Officials
- AMRL:** AASHTO Materials Reference Laboratory
- ASNT:** American Society for Nondestructive Testing
- A2LA:** American Association for Laboratory Accreditation
- BAC:** Building Administrative Code
- CCBD:** Clark County Department of Building
- CCRL:** Cement and Concrete Reference Laboratory
- IAS:** International Accreditation Service
- ISO:** International Standards Organization
- LAB:** Laboratory Accreditation Bureau
- NIST:** National Institute of Standards and Technology
- NVLAP:** National Voluntary Laboratory Accreditation Program
- QA:** Quality Agency
- QSM:** Quality Systems Manual
- 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 and the Building Administrative Code of Clark County.

5.0 REFERENCES:
Clark County Building Administrative Code
Technical Guideline 15
Technical Guideline 17

APPROVED DATE: OCTOBER 10, 2014

EFFECTIVE DATE: NOVEMBER 1, 2014

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

6.0 RESPONSIBILITIES:

6.1 Initial Approval:

6.1.1 The Quality Agency is responsible for the payment of required fees at the time of filing the initial application form.

6.1.2 The Quality Agency shall provide the information required in Section 7.1.

6.1.3 QA's that maintain an engineering manager are eligible to be listed as a prime agency, on the special inspection agreement. QA's that do not have or have not maintained an engineering manager are eligible to maintain an approval status as a subcontract agency. Subcontract agencies are not eligible to be listed on the special inspection agreement.

6.1.4

6.2 Annual Renewal Process:

6.2.1 The Quality Agency is responsible for the payment of required fees at the time of filing the renewal application form.

6.2.2 The Quality Agency shall provide the information required in Section 7.2.

6.2.3 **Quality Control Manager Responsibilities**

6.2.3.1 The quality control manager or the designated auditor shall perform an audit of all personnel on a semi-annual basis.

6.2.3.2 The quality control manager shall keep a current yearly summary of the audits and provide all audit records within 24 hours upon request.

6.2.3.3 The quality control manager or the designated auditor shall use the Internal Special Inspection Audit form to document the audits.

- The personnel audits may be performed on non-CCBD projects.
- The designated ASNT Level III inspector shall perform at least one audit of each of the NDT Level II inspectors annually.
 - The audits shall verify that the inspector can set-up, calibrate, and properly perform the NDT procedures.
 - The ASNT Level III inspector shall use a test plate during the audit to verify the competency of the inspectors.

6.2.3.4 The quality control manager or the designated auditor shall perform a field audit of two projects in depth per year.

- The quality control manager or the designated auditor shall use the Internal Project Audit form to document the audits.
- Field audits must be photo documented and include all paperwork reviewed.

6.2.3.5 A revised complete manual shall be submitted at the time of the annual renewal when the manual does not reflect the requirements of this document.

6.2.3.6 Revisions to the quality systems manual due to revised technical guidelines shall be incorporated into the existing manual and submitted as needed or at the request of CCBD. The agency shall submit a revised manual within 2 weeks from the time of the request.

- Revised forms must be submitted to CCBD for review and approval prior to use.

6.2.4 **Engineering Manager Responsibilities**

6.2.4.1 The engineering manager shall review the agency QSM and the quality system process of the agency on a yearly basis.

6.2.4.2 The engineering manager shall use the Internal Office Audit form to document the yearly audit.

6.3 **Audits/Performance Evaluations:**

To verify compliance with technical guidelines quality agencies and their personnel are subject to audits/performance evaluations. Clark County staff shall perform audits/performance evaluations of approved agencies and their personnel. CCBD shall specify audit/performance evaluation scope and procedures.

7.0 **PROCEDURE:**

7.1 **Initial Application Process:**

Application shall be made in accordance with this procedure.

7.1.1 **Application form.**

7.1.1.1 Complete Form 806 Quality Agency Application. The form is contained in Appendix A. The name of the quality agency shall be the name listed on the incorporation documents.

7.1.1.2 Initial application must be signed by a director of the corporation.

7.1.2 **Fees.** Fees are detailed in the Clark County Building Administrative Code.

7.1.3 **Required Information.**

7.1.3.1 Provide the completed form 862 and 863. The forms are contained in Appendix A.

7.1.3.2 Incorporation documents

7.1.3.3 List of current corporate directors.

7.1.3.4 Approved nationally recognized accreditation is required per Appendix B – Agency Accreditation Requirements. When required the accreditation certification shall be included with the application.

- Agencies may request approval of a full or partial special inspection category that is not approved by an accreditation body.

7.1.3.5 Current errors and omission insurance policy.

7.1.3.6 Current Clark County business license.

7.1.3.7 A quality control manager declaration letter per Form 872.

7.1.3.8 An engineering manager declaration letter per Form 871.

7.1.3.9 An ASNT Level III examiner declaration letter per Form 870.

7.1.3.10 Lists of personnel that the organization plans to use in providing those services.

- A summary report containing; listed personnel name, requested approvals, certification type, and certifications expiration date for each approval,
- Technical Guideline Acknowledgement (Form 822), updated personnel certifications, and an affidavit (TG-100) for each listed personnel.
- Personnel approval requests shall be based on the education, certification and experience outlined in TG-17.
- Interviews may be required per the requirements in TG-17.
- The agency shall schedule inspector interviews as required in accordance with Technical Guideline 17.

7.1.3.11 Serialized field and laboratory equipment list with the corresponding current calibration record summary and the current calibration reports.

- The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.

7.1.3.12A quality systems manual shall be prepared in accordance with TG-15.

- Forms must be submitted to CCBD for review and approval prior to use.

7.1.4 **Preapproval Meeting.**

7.1.4.1 Formal lines of communication.

- The applicant shall arrange to meet with CCBD staff to discuss the approval process and establish formal lines of communication. The applicant shall as a minimum bring those individuals that are anticipated to function as the CCBD recognized Quality Control Manager and Engineering Manager.

7.1.4.2 Meeting Agenda.

- Quality Agency Approval Process
- Quality Control Manager Responsibilities to the Building Official
- Engineering Manager Responsibilities to the Building Official
- Personnel Approval Process
- Subcontracting of Testing and Inspection Services

7.2 **Annual Renewal Process.**

7.2.1 **Application Form.**

7.2.1.1 Complete Form 806 Quality Agency Application. The form is contained in Appendix A. The name of the quality agency shall be the name listed on the incorporation documents.

7.2.1.2 Renewal application must be signed by a director of the corporation.

7.2.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.2.3 **Required Information.**

7.2.3.1 Provide the completed form 862 and 863. New QA item requests shall be requested separately.

7.2.3.2 List of current corporate directors.

7.2.3.3 Approved nationally recognized accreditation is required per Appendix B – Agency Accreditation Requirements. The accreditation certification shall be included with the application.

- The accreditation certification shall list the special inspection items that the agency is accredited for.
- Accreditation agency audit results and correspondences shall be included with the annual renewal application.

7.2.3.4 Current Clark County business license.

7.2.3.5 Current certificate of Error and Omissions Insurance as required in the BAC.

7.2.3.6 A quality control manager declaration letter per Form 872.

7.2.3.7 An engineering manager declaration letter per Form 871.

7.2.3.8 An ASNT Level III examiner declaration letter per Form 870.

A list of currently employed personnel and a list of personnel to be removed for the agencies approved listing.

- A summary report containing; listed personnel name, current approvals, certification type, and certifications expiration date for each listed approval,
- Technical Guideline Acknowledgement (Form 822), updated personnel certifications, and an affidavit (TG-100) for each listed personnel.

7.2.3.9 Serialized field and laboratory equipment list with the corresponding current calibration record summary.

- The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.

7.2.3.10A log of in-house training dates, personnel attendance and topics related to the special inspection process.

7.2.3.11 Internal special inspection audit summary.

- The summary report shall list the date, inspector name, auditor name, project name, jurisdiction, daily report number, permit number, results, and resolutions to findings shall be included with the application.

7.2.3.12 Internal project audit summary.

- The summary report shall list the date, project name, auditor name, jurisdiction, permit number, results, and resolutions to findings shall be included with the application.
- Two projects must be audited in depth per year. Audits must be photo documented and include all paperwork reviewed.
- Mandated audits designated by CCBD are in addition to the two required project audits in the renewal period.

7.2.3.13 Internal office audit

7.3 **Change in Agency Status**

7.3.1 **Application Form.**

7.3.1.1 Application forms may be acquired from the Department of Building website.

7.3.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.3.3 **Type of Change.**

7.3.3.1 **Change of Agency Name** – Changing the agency name due to a DBA is allowed as a revision. A new business license, insurance certificate, accreditation certificate with the DBA shown is required. A change of the corporate name will be treated as a new application.

7.3.3.2 **Change of EM & QM** – A new application form with the revised quality control manager and/or engineering manager is required. Interviews are required for the new quality control manager and/or engineering manager.

7.3.3.3 **Change of Address** – A new application form with the revised address is required. Agencies with laboratory testing will require a site audit.

7.3.3.4 **Change of Contact Information** – A new application form with the revised email, telephone number, or fax number is required.

7.3.3.5 **New Special Inspection Items** - When requesting new special inspection items the agency shall provide a revised and completed form 862. The forms are contained in TG-15. The agency shall also submit an applicable revised accreditation certificate.

7.4 **Project Specific Approval.**

7.4.1 **Application Form.**

7.4.1.1 Application forms are available from Clark County Department of Building at 4701 W. Russell Road, Las Vegas, NV 89118. Application forms may be acquired from the Department of Building website.

7.4.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.4.3 **Required Information.**

Agencies requesting project specific approval shall comply with Section 7.1 with the following exceptions.

- Agency accreditation certificate is not required.
- A preapproval meeting is not required.
- EM and QM interviews are not required.

8.0 RECORDS:

8.1 Initial application process.

Correspondence and documents issued in accordance with Section 7.1

8.1.1 Completed application forms shall be maintained for two years after receipt.

8.1.2 Approved Quality Systems Manual shall be maintained for the life of the agency.

8.1.3 Correspondence generated during review process shall be kept for a minimum of one year from the issue date.

8.2 Annual Renewal Process:

Correspondence and documents issued in accordance with Section 7.2.

8.2.1 Completed application forms shall be maintained for two years after receipt.

8.2.2 Correspondence generated during the review process shall be maintained for a minimum of one year from the issue date.

9.0 ATTACHMENTS:

Appendix A – Form 806 Quality Agency Application

Form 862 Technical Services Acknowledgement Statement

Form 863 Calibration Program and Testing Methods Acknowledgement Statement

Form 872 Quality Control Manager Declaration Letter.

Form 871 Engineering Manager Declaration Letter.

Form 870 ASNT Level III Examiner Declaration Letter.

Form 822 Technical Guideline Acknowledgements

Appendix B – Agency Accreditation Requirements

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-16-2014	October 10, 2014	November 1, 2014
TG-16-2011	February 25, 2011	March 4, 2011
TG-16-2009	April 17, 2009	April 24, 2009
TG-16-2004	November 16, 2004	November 18, 2004
TG-16-2000	December 26, 2000	January 31, 2001

**APPENDIX A
(TG-16)**

Form 806 Quality Agency Application
Form 862 Technical Services Acknowledgement Statement
Form 863 Calibration Program and Testing Methods Acknowledgement Statement
Form 872 Quality Control Manager Declaration Letter.
Form 871 Engineering Manager Declaration Letter.
Form 870 ASNT Level III Examiner Declaration Letter.
Form 822 Technical Guideline Acknowledgements



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QUALITY AGENCY APPLICATION FOR INITIAL OR RENEWAL OF CLARK COUNTY APPROVAL

AGENCY NAME _____

QUALITY CONTROL MANAGER _____

ENGINEERING MANAGER _____

MAILING ADDRESS _____

TELEPHONE _____ FAX _____

E-MAIL ADDRESS _____

FEES REQUIRED TO BE SUBMITTED WITH APPLICATION

- | | |
|--|--|
| <input type="checkbox"/> Initial Listing or Reinstatement (\$1000.00) \$ _____ | <input type="checkbox"/> Annual Agency Renewal (\$420.00) \$ _____ |
| <input type="checkbox"/> Project Specific Agency Approval (\$360.00) \$ _____ | <input type="checkbox"/> Annual Renewal of Personnel (\$60.00/per) \$ _____ |
| <input type="checkbox"/> Initial Listing-Personnel (120.00/per) \$ _____ | <input type="checkbox"/> Inspection Item Requests (\$110.00/per hr) \$ _____ |
| <input type="checkbox"/> Personnel Interview (\$180.00/per) \$ _____ | <input type="checkbox"/> QSM Revision (\$110.00/per hr) \$ _____ |

Total Amount Submitted \$ _____

DOCUMENTATION REQUIRED TO BE SUBMITTED WITH APPLICATION

INITIAL AGENCY LISTING:

- Application
- Request Letter
- Completed Form 862 and 863
- Incorporation documents
- List of current corporate directors.
- Applicable Declaration letters
- Proposed Personnel
- Serialized field and equipment list with the corresponding current calibration record summary and the current calibration reports.
- Accreditation Certification, when applicable
- Errors and Omission Insurance Policy
- Clark County Business License
- Quality Systems Manual (per TG-15)
 - o Proposed Forms
 - o Audit Forms
 - o Training Procedure

AGENCY ANNUAL RENEWAL:

- Application
- Completed Form 862 and 863
- List of current corporate directors.
- Applicable Declaration letters
- List of personnel to renew and a list of personnel to remove
- Serialized field and equipment list with the corresponding current calibration record summary and the current calibration reports
- In-house training records (must include sign-up sheets, special inspection topics)
- Internal personnel and project audit summary
- Internal office audit
- Accreditation documentation, when applicable
- Errors and Omission insurance policy
- Clark County Business License
- Revised QSM

INITIAL PERSONNEL LISTING:

- TG-17 approval request letter
- Current Certifications with Expiration Dates
- Technical Guidelines Acknowledgement Form
- TG-100 Affidavit Form

PERSONNEL RENEWAL:

- Updated Certifications with Expiration Dates
- Technical Guidelines Acknowledgement Form

RETURN THIS APPLICATION FORM WITH YOUR CHECK OR MONEY ORDER TO THE FOLLOWING ADDRESS:

Clark County Department of Building
Field Services
Attn: Brian Lenihan
4701 W. Russell Rd.
Las Vegas, Nevada 89118

Corporate Director Signature: _____ Date: _____

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #**

TECHNICAL SERVICES ACKNOWLEDGMENT

DATE

COMPANY NAME will perform the inspection and testing services for the following inspection categories as listed below:

A	Amusement Transportation Systems
C	Concrete
C-L	Concrete Laboratory Testing
F	Fireproofing
F-L	Fireproofing Laboratory Testing
E	Exterior Wall System
G	Grading
G-L	Grading Laboratory Testing
M	Masonry
M-L	Masonry Laboratory Testing
R	Deep Foundation Elements
S	Steel
W	Wood
X	Special Cases
Y	Fire-Resistant Penetration and Joint
N - (PT+RT+MT+UT)	Nondestructive Testing
FAB-S-A	Fabricator Auditor
FAB-S-I	Fabricator Inspector
FAB-NDT	Fabricator Nondestructive Testing
K	Smoke Control
K-TAB,	Testing / Air Balance
O	Garage Ventilation
SC	System Commissioning

We acknowledge that inspection and testing services for all projects shall be performed per the Clark County Building Administrative Code, International Building Code, technical guidelines, technical codes, and any applicable referenced standards for the code year in which projects were approved. The agency shall perform their services in compliance with codes, policies, and guidelines of Clark County and the municipalities that utilize the Clark County approved listings.

QUALITY CONTROL MANAGER
SIGNATURE

ENGINEERING MANAGER
SIGNATURE

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #**

**CALIBRATION PROGRAM & TESTING METHODS
ACKNOWLEDGMENT**

DATE

COMPANY NAME acknowledges that the testing services shall be performed using the current applicable referenced standards for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings.

COMPANY NAME acknowledges that all of the equipment used in the performance of inspection activities and testing services shall be calibrated to the applicable referenced standards for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings. The calibration of the equipment have been performed and documented by an outside party or staff using traceable methods as defined within ISO 9000, ISO 17025, and ASTM standards.

QUALITY CONTROL MANAGER
SIGNATURE

ENGINEERING MANAGER
SIGNATURE

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #**

DECLARATION OF QUALITY CONTROL MANAGER

DATE

I, (printed name of QM), hereby declare the following:

1. I am the Quality Control Manager of **QUALITY AGENCY**.
2. As Quality Control Manager I am responsible to the *Building Official* for:
 - (1) Hiring and training of qualified inspectors and testing technicians;
 - (2) Supervision of inspectors;
 - (3) The filing of accurate and complete reports based upon actual inspection and testing results;
 - (4) In-house distribution and application of technical guidelines;
 - (5) Supervising and documenting the internal audit and in-house training program.

QUALITY CONTROL MANAGER
SIGNATURE

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #**

DECLARATION OF ENGINEERING MANAGER

DATE

I, (printed name of EM), hereby declare the following:

1. I am the Engineering Manager of **QUALITY AGENCY**.
2. I am a Nevada Licensed Professional Engineer or Registered Architect in good standing.
3. I am in responsible charge of the quality personnel of **QUALITY AGENCY** and accountable to the *Building Official* for technical processes used to verify compliance with approved construction documents and the technical codes.
4. As Engineering Manager I am responsible to the *Building Official* for:
 - (1) Directing the operations of testing and inspections;
 - (2) Certifying the inspection and testing process for all projects which require inspections;
 - (3) Supervision and performing a review that inspections are performed pursuant to the approved construction documents and the technical codes and within the scope of the permit;
 - (4) Directing and reviewing the internal audit and in-house training program.

ENGINEERING MANAGER
SIGNATURE

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #**

DECLARATION OF ASNT Level III Examiner

DATE

I, (printed name), hereby declare the following:

1. I am the ASNT Level III Examiner of **QUALITY AGENCY**.
2. I am an ASNT Level III certified examiner.
3. I am responsible to ensure that the quality personnel that perform nondestructive testing for **QUALITY AGENCY** are performing in compliance with approved construction documents and the technical codes.
4. I am responsible to perform at least one audit of the quality personnel that perform nondestructive testing per year.

ASNT Level III Examiner
SIGNATURE

**APPENDIX B
(TG-16)**

Agency Accreditation Requirements

Agency Accreditation Requirements

Approved nationally recognized accreditation is required for quality agencies to be approved by Clark County. The following table lists the implementation timeline and accreditation requirements.

EFFECTIVE YEAR¹	MAXIMUM NUMBER OF APPROVED PERSONNEL	MINIMUM ACCREDITED SPECIAL INSPECTION CATAGORIES³
2014	8	1
2016	4	3 ⁴
2018	2	Same as listed with CCBD
2020	0	Same as listed with CCBD

- 1 The effective year is the year starting on January 1st that the requirement will be enforced.
- 2 An agency that employs more than that the maximum number of approved personnel must be accredited by a nationally recognized accreditation agency. The maximum number is the number of listed personnel who is approved to perform special inspection activities for the approved agency.
- 3 An agency shall be accredited for a minimum number of special inspection categories by a nationally recognized accreditation agency per the table, when an agency is required to be accredited. By 2018 an agency must be accredited for all special inspection items they are requesting approval to perform.
- 4 Agencies that are requesting or are currently approved for less than three categories only have to be accredited for those categories.

The accreditation certification must contain the name and the address of the agency that matches the approved listing.