



# Department of Development Services

## Building Division

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### **QUALITY ASSURANCE AGENCY MEETING**

**March 18, 2009**  
**2:00 P.M. – 3:00 P.M.**

#### **AGENDA**

- Revised TG-16 & TG-15 Audits Annual Renewal – Brian Lenihan
  - Audit summary will be an active document to be submitted with annual renewals.
  - All equipment for inspections and testing shall be serialized and corresponding calibration records.
  - Revised manuals shall only be required upon request or at code change.
  - Technician certifications, resumes and TG compliance forms shall be retained on record at QAA office and available for request or audit.
  - QAA firms must resubmit certifications at the time of expiration.
- TG-22 Enforcement Policy. – Brian Lenihan
  - New technical guideline compiling the QAA enforcement policies and procedures into one document.
- Revised TG-17 Appendix G Interview Policy– Stephen Toms
  - After the request has been reviewed and accepted an email will be sent out informing the QM/EM to contact Liz or Judie at 455-8040 for an interview.
  - The interviewee must schedule 1 week prior to the day of the interview.
  - Interviews may be requested from Tuesday to Thursday from 2-3pm.
- TG-50 Daily reports for Structural Steel Fabricators – Mark Hayes
  - 6.2.1 Structural Steel Erection – Perform a random inspection of a minimum of 5% of the shop welds and components for all approved fabricators as required in IBC 1704.2.2.
- WQR Letter to Industry – Mark Hayes
- Public Comment and Discussion

**NOTE:** Enter through the (Far West, 2<sup>nd</sup> set of front doors) by the **Presentation Room SIGN...**not the main entrance