



Clark County Department of Building & Fire Prevention

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Division:	Engineering Services	Policy & Procedure:	BD-PP-227
Subject:	Structural Inspections Service Goals	Effective Date:	09/01/2008
Code:	N/A	Revised Date:	09/01/2021

A. POLICY

The Building Engineering Quality Control Reviews (QCR) are an essential part of each employee's performance evaluation process and the Building Division's education program. QCR's will assist in evaluating an employee's job performance and will initiate or reinforce their training and development. The completed QCR will provide a control and feedback tool for engineering staff and their supervisor.

B. PROCEDURE

The Quality Control Reviews will evaluate each employee's performance for both the technical and non-technical aspects of their assigned duties and each form is tailored to match their assigned duties. The supervisor will discuss the QCR with the employee and will initiate any necessary training. A copy of training schedule will be attached to the QCR. Each employee should receive four (4) technical and non-technical QCR's each year. Copies of each QCR will be placed in each employee's information file.

Topics covered shall include, but not be limited to, timeliness, listing of errors or discrepancies in relation to building code applications; data entries, and following established procedures.

Inspection timeliness shall be determined by measuring the amount of time to complete the review of the document and the inspection result. Ninety percent of all documents shall be reviewed within the below listed time frames.

- Major Project partial and final reports shall be reviewed within 14 calendar days.
- Partial and final reports, fire penetration reports, partial and final grading report, agency agreements, gas and field listings shall be reviewed within 7 calendar days.
- Mix designs, Section II drainage, pad certifications, pad recertifications, basement pad certifications shall be reviewed within 2 business days.
- Wood clearances reports, post-installed anchor reports, project startup form with noncompliance report shall be reviewed by the next business days.

Process timeliness shall be determined by measuring the amount of time to complete the first review of workflow. Ninety percent of all workflows shall be reviewed within the below listed timeframes.

- Inspection Agency submittals, ATS permitting, and ATS plan review shall be reviewed within 14 calendar days.
- Fabricator submittals shall be reviewed within 7 calendar days.
- Personnel submittals shall be reviewed within 3 business days.

QCR results and observations shall be specific and provide a statement if additional training is required.

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