



Clark County Building and Fire Prevention Field Inspection Division **FIELD INSPECTION GUIDELINE**

Division:	Inspections	Policy & Procedure:	FIG-B-004
Subject:	Projects with QAA Contracts	Effective Date:	05/28/1998
Code:	2018 IBC Chapter 17	Revised Date:	10/01/2020
Proposed:	Matthew Brewer	Approved:	Sam Palmer

Field Application:

When it has been determined that a QAA contract has been issued, the field inspector shall follow the steps listed below:

1. Read the QAA contract to determine what items require third-party QAA inspections.
2. Verify whether a QAA project file binder has been established on the job site.
3. Verify whether the QAA on the contract is the same as the agency performing the third-party inspections. If not, issue the contractor a Correction Notice to have the QAA contract amended to name the correct agency.
4. Verify that the QAA reports use proper means of identifying locations for areas of inspections; i.e. grid lines, column lines or written descriptions, as shown on CCBD approved plans.
5. When the inspector receives a request for an inspection on an item covered by the QAA contract:
 - a) The inspector is to review the field QAA report.
 - b) The inspector shall review the work in the field in accordance with the approved plans and the QAA acceptance reports.
 - c) For compliant work with no Notices of Non-Compliance, the inspector is to approve the inspection. For partial inspections, the inspection is to be Partial Approval "PA" and note the area accepted.
 - d) If QAA has accepted work which does not comply with approved plans, the inspector is to disapprove the inspection and issue a Correction Notice.
 - e) If QAA non-compliance report was issued, the inspector is to Disapprove "DA" the inspection with an explanation and issue the contractor a Correction Notice referencing the problem as described in the QAA non-compliance report.
 - f) The last QAA inspection report for a specific item must include a statement of completion.

If an ICC evaluation service report is required to make an inspection, the QAA must reference the report in the QAA acceptance report and a copy must be onsite for inspections.