



# Clark County Department of Building & Fire Prevention

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|------------------|------------------------------------|--------------------------------|------------|
| <b>Division:</b> | Inspection & Engineering Services  | <b>Policy &amp; Procedure:</b> | BD-PP-144  |
| <b>Subject:</b>  | SPECIAL INSPECTION – AUDIT PROCESS | <b>Effective Date:</b>         | 01/17/2013 |
| <b>Code:</b>     | N/A                                | <b>Revised Date:</b>           | 05/06/2016 |

## A. POLICY:

Engineering Services shall perform an independent process to audit the special inspection activities performed by a Quality Assurance Agency in accordance with the following procedure.

## B. PROCEDURE:

This procedure establishes main audit objectives but not audit scope as this will depend upon the project selected. The selected project shall meet the audit objectives stated herein and the specific criteria shall be identified within the audit report. Special inspection project audits are selected based on a portion of the permit number by a random number generator. The audits generated this way are typically distributed to the audit staff on a weekly basis. High rise and other major projects are individually assigned to staff for auditing by the Principal Engineer responsible for listing of quality assurance agencies. A minimum of two audits are to be performed independent of the size of the project. A final report review will serve as the second audit for the randomly generated projects.

Projects are to be representative of the permits being issued and may include grading only, single family dwellings, light commercial, industrial, and heavy commercial construction. The target audit frequency is each high rise structure and those randomly selected projects. The total number of audits performed each month need not exceed 15.

High-rise projects are to have an audit schedule set after the preconstruction meeting. The audit and schedule is to be prepared by an Engineering Services assigned staff engineer or inspector and updated if necessary as the phased construction is permitted. The initial audit, updates, and results are to be reviewed by the assigning supervisor.

General supervision of the audit function is assigned to the principal engineer responsible for the listing of quality assurance agencies. Auditors may be of any classification of employees assigned to Engineering Services.

### Auditing Functions

- a) Perform audit of third party special inspection process at the construction site.
  - i. Verify the agency performing the special inspection functions is the firm specified on the special inspection agreement.
  - ii. Verify the special inspection personnel on-site providing special inspection service are approved by CCBD for the special inspection functions they are performing.
  - iii. Verify work, at time of site visit, requiring special inspection is being inspected by the special inspection personnel.

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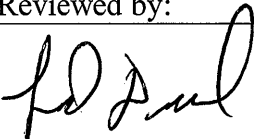


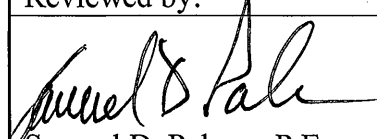

- iv. Perform an in-process inspection and compare to the reporting by the special inspector.
- b) The audit report shall be formatted to have separate sections for the quality assurance agency and the CCBD building inspector. The audit report based on randomly generated permits, shall be signed by the auditor and provided to the department’s principal engineer assigned to this activity.
- c) Preliminary audit results which result in the issuance of a correction notice to the contractor or third party agency by the auditor shall be communicated verbally to the building inspector supervisor and a copy of the correction notice transmitted to the supervisor for review and processing in accordance with PP-040.
- d) The principal engineer, responsible for the audit program, shall review the audit report, distribute audit findings as specified below and place into records under the permit number.
- e) Review structural special inspection final reports as specified in TG-50.
- f) Report audit findings to responsible parties as appropriate.

Records: Audit activity is recorded as an inspection activity in Naviline.

**Related policies and procedures:** BP-PP-143 Special Inspection Structural Observation

**Revision History:**

| POLICY #  | TITLE                              | Effective Date | Revised    | Reviewed |
|-----------|------------------------------------|----------------|------------|----------|
| BD-PP-144 | Special Inspection – Audit Process | 01/17/2013     | New        |          |
| BD-PP-144 | Special Inspection – Audit Process |                | 05/06/2016 |          |

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|---|---|
| Developed by:   | Reviewed by:  |
| <i>Building Division (2013)<br/>Manager or Staff</i>  | <br><br><br>Ted Droessler                      Kevin McOsker                      Brenda Thompson<br><i>Engineering Manager              Plans Exam Manager              Inspection Manager</i> |
| Reviewed by:  | Approved by:  |
| <br>Samuel D. Palmer, P.E.<br><i>Assistant Director</i> | <br>Ronald L. Lynn<br><i>Director/Building &amp; Fire Official</i>  |