



Building Codes Enforcement

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SOG : 105	Related Policies: SOG Title: Job Aids
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the Job Aid policy is to ensure employees know the requirements for use of job aids.

RESPONSIBILITY: As per the procedure.

PROCEDURE:

- Each Inspector will receive a checklist for commercial inspections, fire inspections and residential inspections
- Each Inspector will be expected to use a system that works best for them.
- Residential and Commercial Plans Examiners will be expected to use a system that works best for them.
- All Inspectors and Plans Examiners are expected to use the job aids as a reference for each inspection and Plan Review. If an Inspector or Plans Examiner determines that changes or additions to a job aid are needed, they should note the recommended changes on the checklist and turn it in to the Chief Building Official.
- Revised job aid will be distributed to each Inspector and Plans Examiner after changes have been reviewed and approved.

- The Chief Building Official will hold a complete “Master Copy” of all job aids. He/she will retain the latest up-to-date complete hard copy of all job aids.