



Building Codes Enforcement

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SOG : 106	Related Policies: SOG Title: Quality Assurance
<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>	
<p>OSHA:</p>	
<p>NFPA Standard:</p>	
<p>Date Implemented: 10/26/18</p>	<p>Date of last revision :</p>

PURPOSE: The purpose of the Quality Assurance policy is to ensure all employees understand the process for QA checks.

RESPONSIBILITY: Responsibility will be as outlined in the procedure.

PROCEDURE:

- The following Quality Control Measures have been established to monitor our goals for inspections performed by the Building Division:
 - Random Field Visits to Construction Sites – The Management Staff will review the daily inspection list and select five sites to visit each quarter. They will talk to the contractor, homeowner, superintendent and others on the site to determine what type of service they have received.
 - Random Field Checks with Inspectors – a procedure where quarterly field visits are made with inspectors to verify accuracy, consistency and gather data that can be relayed to all the inspectors during one of the weekly staff meeting. This procedure also offers the

opportunity to gather stakeholder input to share with the inspectors. Reasons for rejection will be recorded by the assessor.

- Field Checks with Special Inspectors- a procedure where Town Building Inspectors require that a site visit with the special inspector selected by the owner per the Special Inspections Manual be made to assess the quality of the service being provided. This will be performed once per project and can be any inspection being performed by the Special Inspector. The assessor will use the form provided in this section. Also see Special Inspections Manual.
- The following Quality Control Measures have been established to monitor our goals for plans review performed by the Building Division:
 - Weekly Plan Review Status - The Chief Building Official will track plan reviews for submitted projects. He/she will observe that we are meeting our respective plan review timeline goals.
 - Random Review of Plan Reviews - This process, performed quarterly, will allow us to gauge our consistency and accuracy and will act as a tool for discussions during staff meetings. Information found during this review process will be a topic of discussion at those meetings.