**(Name of Municipality)**

**Quality Management System**

|  |
| --- |
| **Place holder for municipal logo here**  **Delete if not used** |

**QMS Version: May 2025 v1.4**

**(Insert Name of Municipality Here)**

Quality Management System

This Quality Management System has been accepted

by the Administrator of Accreditation.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Administrator of Accreditation** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Date** |  |



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Schedule A - Scope and Administration

# Scope of Accreditation

The ***(insert name of municipality here),*** herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

|  |  |  |  |
| --- | --- | --- | --- |
| Building | | | |
|  | |  | All parts of the current:   * National Building Code – Alberta Edition; and * National Energy Code of Canada for Buildings. |
|  | | | **Or** |
|  | |  | Only those parts of the National Building Code – Alberta Edition:   * pertaining to small buildings being 3 storeys or less in height, having a building area of 600m2 or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and   All parts of the:   * National Energy Code of Canada for Buildings. |
| Electrical | | | |
|  |  | | All parts of the current:   * Canadian Electrical Code Part 1. |
|  |  | | All parts of the current:   * Alberta Electrical Utility Code. |
| Fire | | | |
|  |  | | All parts of the current:   * National Fire Code – Alberta Edition; and * Fire Investigation (cause and circumstance). |
|  | | | **Or** |
|  |  | | All parts of the current:   * National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and * Fire Investigations (cause and circumstance). |
|  |  | | Fire Prevention Programs (optional). |
|  |  | | Public education. |
| Gas | | | |
|  |  | | All parts of the current:   * Natural gas and propane installation code * Propane storage and handling code * Compressed natural gas refuelling stations installation code * Liquefied natural gas refuelling stations installation code * Code for digester gas, landfill gas and biogas generation and utilization * Canadian hydrogen installation code   **Excluding the**   * Natural gas for vehicles installation code * Code for the field approval of fuel related components on appliances and equipment * Installation code for propane fuel systems and containers on motor vehicles. |
| Plumbing | | | |
|  |  | | All parts of the current:   * National Plumbing Code of Canada (NPC), and * Alberta Private Sewage Systems Standard of Practice. |

# Quality Management System Administration

**(Insert name of Municipality here)**

## Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management System (QMS).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMS.

The Municipality recognizes that failure to follow this QMS could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality’s accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMS, the Administrator of Accreditation may consider the cancellation of the Municipality’s accreditation.

### Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMS through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMS in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMS, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

### Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMS. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

### Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality’s compliance with the terms and conditions of its accreditation as outlined in its QMS, the Act, and the Act’s regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality’s performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMS and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMS, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## Personnel

The Municipality will employ, retain, or otherwise engage:

* SCOs who are appropriately certified and designated to carry out the provisions of the QMS; and

persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### Appointment of a QMS Manager

The Municipality will identify a QMS Manager who is responsible for the administration of the QMS. The QMS Manager will be an employee of the Municipality. If the individual fulfilling the role of QMS Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMS Manager.

### SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

* provide safety codes consultation;
* review plans issue permits;
* carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
* issue reports and correspondence:
* accept a Verification of Compliance;
* review alternative solution proposals;
* issue variances;
* issue orders;
* engage in enforcement action;
* conduct investigations;
* require professional engagement; and

re-inspect.

### Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMS. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMS. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### Training and Professional Development

##### SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

* the Act;
* regulations under the Act;
* codes and standards mandated by the Act;
* procedures under the Act;
* Council policies and directives;
* directives from an Administrator;
* assigned duties; and

professional development.

##### Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

* the Act;
* regulations under the Act;
* their responsibilities as a permit issuer; and

the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

##### Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

* the Act;
* regulations under the Act;
* their responsibilities in administering the Municipality’s accreditation; and

the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## QMS Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMS and any revisions. It will also provide access to a copy of this QMS, the Act, its regulations, and Council policies.

The Municipality will:

* maintain a list of the individuals that have been provided with a copy of its QMS;
* annually review and update this list to ensure it remains current; and

distribute copies of any approved amendments to this QMS to all individuals on this list in a timely manner.

## Training on the Contents of this QMS

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMS. A record of the personnel who have received this training will be reviewed and updated annually.

## Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMS. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMS.

## Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMS including:

* permit applications and permits;
* plans, specifications, and other related documents;
* new home warranty verification as applicable;
* licensed residential builder verification as applicable;
* plans review reports;
* requests for inspections and services;
* inspection reports;
* investigation reports including supporting documentation;
* Verifications of Compliance (VOC);
* variances including application and supporting documentation;
* orders;
* Permit Services Reports (PSRs);
* related correspondence;
* a list of contracts that relate to the administration of the QMS including any contracts with accredited agencies; and

any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

* for a period no less than three (3) years;
* for a period prescribed by Council policy; or

in accordance with Municipality’s records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council’s request.

All records and other material related to the services provided under the administration of this QMS are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality’s behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency’s remittance.

## Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMS.

For administering the Act, permission is deemed the same as a permit.

## QMS Amendments and Revisions

All revisions or changes to this QMS require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMS must be submitted with the acceptance of the Municipality’s QMS Manager, or a “duly authorized” employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMS on its behalf.

## Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality’s accreditation and its compliance to its QMS will be completed. The AIR reports on the Municipality’s activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

## Cancellation of Accreditation

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality’s accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality’s accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

## Organizational Chart

**Note:**

* **Add or delete position boxes as required.**
* **Insert organization’s own org chart if more appropriate and easier.**
* **Please remove this red box before submitting this back to the Council**

The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMS

## Municipal Agreement – New Accreditation

Use this signature page if the QMS is part of a new Municipal accreditation or a Scope change application. Delete otherwise.

In accordance with Municipal Council Resolution # of the ***(insert name of Municipality)*** hereby provides agreement and signature to this QMS.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | |  |
| **Signature – Chief Administrative Officer** | |  | | **Signature Chief Elected Official** |
|  | |  | |  |
| **Name** | |  | | **Name** |
|  | |  | |  |
| **Date** | |  | | **Date** |
|  | |  | |  |
| **Email Address** |  | |  | |
|  | |  | |  |
| **Phone Number** | |  | |  |

## QMS Manager Information

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **QMS Manager Name** |  | **Title** |
|  |  |  |
| **Mailing Address** |  | **Phone Number** |
|  | |  |
| **Email Address** | |  |

## Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required**.**

## Municipal Agreement – Update or Scope Change

Use this signature page if the QMS is part of an Update Accreditation application.

Delete otherwise.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  |  |
| **Signature of Municipal Employee Duly Authorized**  **to Enter Into this Agreement** | | |  | **Date** |
|  |  |  | | |
| **Name** |  | **Job Title** | | |
|  |  |  | | |
| **Phone Number** |  | **Email Address** | | |

## QMS Manager Information

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **QMS Manager Name** |  | **Job Title** |
|  |  |  |
| **Mailing Address** |  | **Phone Number** |
|  | |  |
| **Email Address** | |  |

## Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required**.**

Schedule B - Operational Requirements

# Operational Requirements

## Definitions

The following definitions apply.

### Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

### Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

### Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

### Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

## Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

* code advice:
* construction;
* building upgrade programs;
* development and implementation of fire safety plans; and

storage of dangerous goods.

* plans examinations:
* new construction;
* building upgrade programs;
* residential secondary suites; and

fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.

* permit/permission issuance:
* construction;
* renovations, alterations, reconstruction, demolition, additions, or other changes;
* occupancy permit;
* occupancy load certificates;
* storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

storage, purchase, or discharge of fireworks.

* compliance inspections of work and occupancy:
* construction;
* renovations, alterations, reconstruction, additions;
* occupancy loads and changes in occupancy;
* fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
* follow-up inspections of deficiencies and unsafe conditions;
* post-occupancy of facilities identified; and

special or other activities addressed in the codes or at the discretion of the SCO.

* alternative solution proposals, and variances;
* Verification of Compliance;
* collection and remittance of Council levies;
* issuance of Permit Services Reports;
* investigations; and

maintenance of files and records.

## Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

* inspections;
* subdivision applications;
* development permits;
* plans reviews;
* occupancy permits;
* occupancy load certificates;
* investigations;
* enforcement;
* closure of files; and

areas of mutual interest.

## Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMS.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

Prior to issuing an Order, first make every reasonable effort, including consultation with the QMS Manager or designate, to facilitate conformance with the Act.

Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.

Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.

On issuance of an Order, provide a copy to the Municipal QMS Manager, or designate.

Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.

Monitor the Order for compliance.

Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

## Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

* any thing, process or activity to which the Act applies; or
* a fire hazard, or

risk of explosion.

## Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

* removes or relaxes an existing code, standard, or rule; and

is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner’s representative, must:

* be made in writing;
* be signed by the owner or the owner’s representative; and

include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

* owner;
* contractor, if applicable;
* the Council; and

the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

## Permit Administration

### Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

* State the use or proposed use of the premises.
* Clearly set forth the address or location at or in which the undertaking will take place.
* The owner’s name and contact information.
* Any further information as required to enable the permit issuer to determine the permit fee.
* Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
* The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
* For a permit for the building discipline:
* state the type of occupancy;
* set out the prevailing market value of the undertaking; and

if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.

* Include a method of payment of fees acceptable to the permit issuer.
* Include any further information that the permit issuer considers necessary, including the provision of:
* a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
* copies of plans and specifications for the proposed undertaking; and

documentation required to verify information provided by the applicant.

* A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
* the purpose for which the information is collected;
* the specific legal authority for the collection; and
* the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual’s questions about the collection.

### Permit Information

Permits will include the following information:

* a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
* the date on which the permit is issued;
* the name of the owner, and/or the person to whom the permit has been issued;
* where the undertaking is to take place;
* a description of the undertaking or portion of the undertaking governed by the permit; and

any other information that the SCO and/or permit issuer considers necessary.

### Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

* Requiring:
* permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
* an identification number or label to be affixed to the undertaking; and

SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;

* Setting:
* the date on which the permit expires;
* a condition that causes the permit to expire;
* the period of time that the undertaking may be occupied, used or operated;
* the scope of the undertaking being permitted;
* the location or locations of the undertaking being permitted;

the qualifications of the person responsible for the undertaking and/or doing the work;

### Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

* a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
* the owner or operator does not effect major alternations or additions to the premise; and

the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

* notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
* close the permit by recording the reason and date for the expiration within the permit file; and

maintain the permit file according to its records management system.

### Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### Permit Services Report

A Permit Services Report (PSR) will be:

* Used to complete and close a permit file.
* Issued within 30 days of completing the compliance monitoring services required in this QMS.
* Completion of compliance monitoring services means:
  + - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
* Issued to the owner.
* Owner, in order of preference, means the owner of the project at the time the:
  + - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

* reactivate a permit file at any time, and

inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR** **or close a permit file**.

### Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

* serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
* advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and

place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

## Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMS, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality’s accreditation will:

* be conducted:
* by a certified and designated SCO;
* at the stages, and within the time frames, noted in in Schedule C of this QMS; and
* within 5 working days of the requested inspection date;
* determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;

address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

## Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

* name, signature, and designation number of the SCO conducting the inspection;
* permit number, and the Municipality file number if applicable;
* construction discipline associated with the work being inspected;
* name of the Municipality;
* owner name, address, phone number, and email if applicable;
* contractor name, address, phone number and email if applicable;
* address of the site inspected;
* date of the inspection;
* the stage(s) of work being inspected;
* a description of the applicable work in place at the time of inspection;
* all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
* all outstanding deficiencies from all previous inspection reports, and plan reviews;
* all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
* documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and

all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

## No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

## Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

* as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or

in lieu of a site inspection when permitted in this QMS.

A valid VOC must include:

* identification of the document as a VOC;
* address of the location where the VOC is being applied;
* permit number and discipline;
* name and title of the person who provided the VOC;
* detail on how the VOC was provided;
* i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
* date the VOC was accepted by the SCO; and

signature and designation number of the SCO.

## Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

* prevent death or injury;
* protect property or evidence;

restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C **-**Technical Discipline Service Delivery Standards

# Technical Discipline Service Delivery Standards

## Building

### Building Permits

The Municipality will, prior to permit issuance:

* obtain construction documents including plans and specifications as outlined in the current *National Building Code – Alberta Edition*;
* obtain any letters or schedules required to be provided by the current *National Building Code – Alberta Edition*;
* conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
* review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
* obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the current *National Building Code – Alberta Edition*;
* obtain New Home Warranty verification where applicable; and

obtain a hot works permit, where applicable.

### Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

* complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition*;
* prepare a Plans Review Report;
* provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality’s file and, if requested, to the owner, project consultant, architect, or consulting engineers; and

provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality’s file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

### Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

* collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and

collect and maintain on file all schedules and letters of compliance required in accordance with the current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

### Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

###### Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Project** | **Type of Building and Major Occupancy** | **Minimum Inspections** | **Inspection Stage** |
| Demolition | All | 1 | * at any stage within one (1) year from permit issuance |
| New Construction, OR  Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of **less than** $50,000 | All | 1 | * at any stage   **OR**   * within one (1) year from permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of **over** $50,000 | Single and Two Family Dwellings (Group C) | 3 | * complete foundation prior to backfill   **AND**   * solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier   **OR**   * building envelop including insulation and vapour barrier prior to drywall   **AND**   * final inspection, including HVAC completion within two (2) years of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of **over** $50,000 | Multi-family Residential, Townhouses, and Small Apartments  (Group C) | 3 | * complete foundation prior to backfill   **AND**   * solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier   **OR**   * building envelop including insulation and vapour barrier prior to drywall   **AND**   * final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work **over** $50,000) | Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial  (Group D, E, F2, F3) | 3 | * complete foundation prior to backfill   **AND**   * building envelop and HVAC rough-in   **OR**   * framing, structure, and building envelop prior to insulation and vapour barrier   **AND**   * final inspection, including HVAC completion within two (2) years of permit issuance |

###### Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Project** | **Major Occupancy** | **Minimum Inspections** | **Inspection Stages** |
| Demolition | All | 1 | * at any stage within one (1) year of permit issuance |
| Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of **less than** $50,000 | All | 1 | * at any stage   **OR**   * within one (1) year of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy with a value of work **over** $50,000 **and less th**an $200,000 | All | 2 | * \*foundation   **OR**   * \*framing, structure   **OR**   * \*HVAC rough-in   **OR**   * \*fire suppression systems   **OR**   * \*fire alarm system   **OR**   * \*HVAC completion   **OR**   * \*interior partitioning   **OR**   * Medical Gas rough-in   **AND**   * \*final inspection within one (1) year of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $200,000 | All | 3 | * \*foundation   **OR**   * \*framing, structure   **OR**   * \*HVAC rough-in   **OR**   * \*fire suppression systems   **OR**   * \*fire alarm system   **OR**   * \*HVAC completion   **OR**   * \*interior partitioning   **OR**   * Medical Gas rough-in   **AND**   * \*final inspection within two (2) years of permit issuance |

**\* NOTE:** Any of these site inspections may be combined when it’s reasonable to do so, and if site conditions permit.

###### Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Project** | **Major Occupancy** | **Minimum Inspections** | **Inspection Stages** |
| Demolition | All | 1 | * at any stage within one (1) year of permit issuance |
| Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than $50,000 | All | 1 | * at any stage   **OR**   * within one (1) year of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $50,000 and less than $200,000 | All | 2 | * interim inspection at approximately the mid-term of the work   **AND**   * final inspection within two (2) years of permit issuance |
| New Construction  **OR**  Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $200,000 | All | 3 | * \*foundation   **OR**   * \*framing, structure   **OR**   * \*HVAC rough-in   **OR**   * \*fire suppression systems   **OR**   * \*fire alarm system   **OR**   * \*HVAC completion   **OR**   * Interior Partitioning   **OR**   * Medical Gas rough-in   **AND**   * \*final inspection within two (2) years of permit issuance |

**\* NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

### Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings,** including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
   1. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.
   2. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## Electrical

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

| **Type of Project** | **Minimum Inspections** | **Inspection Stages** |
| --- | --- | --- |
| Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work **over** $10,000 | 2 | * rough-in inspection prior to cover-up   **OR**   * mid-term   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work **less than** $10,000 | 1 | * rough-in inspection, or final inspection, within one (1) year of permit issuance |
| Single Family Residential or Farm Buildings with value of work **over** $2,500 | 2 | * completed rough-in inspection prior to cover-up   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Single Family Residential or Farm Buildings with value of work **less than** $2,500 | 1 | * final inspection, within one (1) year of permit issuance |
| Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services | 1 | * rough-in inspection prior to cover-up   **OR**   * final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing |
| Manufactured, ready-to-move, or mobile home, connection only | 1 | * final inspection within 180 days of permit issuance |
| Annual Permit for minor alterations, additions conducted on one site | 2 | * mid- term inspection   **AND**   * final inspection, within one (1) year of permit issuance |

### Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

### Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

### Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

|  |  |
| --- | --- |
| **Distribution**  **(Dollar values based on project cost)** | **Minimum percentage of completed projects to be inspected** |
| Less than $75K | 30% |
| Greater than $75K, less than $500K | 50% |
| Greater than $500K | 100% |
| **Transmission and Substations** |  |
| Less than $200K | 50% |
| Greater than $200K | 100% |

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

* urban verses rural construction;
* customer type, i.e. industrial, commercial, farm, residential;
* system upgrades;
* geographic location and terrain, i.e. service area, forest, prairie;
* construction crews involved; and

facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

## Fire

### Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

### Fire Inspections

|  |
| --- |
| **The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline.**   * **Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications.** * **Method 2 is an inspection frequency level without the consideration of associated risk.**   **Delete the Method not chosen. Delete this text box when submitting the draft QMS.** |

**Method 1 – Delete this section if not chosen**

A Fire SCO will conduct on-site inspections in accordance with the following risk assessment methodology.

The Municipality must conduct a formal risk assessment as associated with the use and occupancy classification established in the current *National Building Code – Alberta Edition*.

The following information is provided as guideline for this process.

1. **Administrative Service Assessment (Risk Assessment)**

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Consider risk an estimate of the probability of a hazard being present.

Understanding how to reduce or eliminate hazards associated with different building occupancies will lower risks to occupants. These actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

Basic steps to an inspection risk analysis include the following:

* identify the issue by conducting a benchmark inspection (i.e. use property records for assistance);
* address risks and benefits (i.e., probability verses consequences);
* identify and analyze options (i.e., identify inspection program);
* select strategy (i.e., frequency of inspections);
* implement strategy (i.e., commence inspection program); and

evaluate strategy (i.e., review code infractions, and evaluate against previous inspections).

Risk analysis addresses:

* what is the likelihood of harm;
* what is the potential harm; and

what is the potential consequence of an event to people and/or property.

1. **Risk Identification**

The following model for risk assessment rates each building as a low, medium, high, or maximum risk.



1. **Risk Definitions:**
2. **Probability:** The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability, then, is an estimate of how often an event will occur.
3. **Consequences:** There are two components: life safety (lives of occupants affected by fire) and economic impact (loss of irreplaceable assets and likelihood of economic recovery).

This process establishes a numerical value of one (1) to four (4 ) for each individual structure or occupancy. A one (1) rating is low probability with low consequence. A two (2) rating is high probability with low consequence. A three (3) rating is low probability with high consequence. A four (4) rating is high probability with high consequence.

The inspection frequency for occupancies that fall into category R1 and R2 will be inspected on a request, complaint, or at the discretion of the SCO. Occupancies with a R3 category will be inspected every two (2) years. Occupancies in the R4 category will be inspected annually.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities. Please note the example table below.

1. **Example Inspection Frequency Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Occupancy** | **Risk rating** | **Inspection frequency** |
| Compliance inspections | A1 | R4 | Once every 12 months |
|  | A2 | R4 | Once every 12 months |
|  | B2 | R4 | Once every 12 months |
|  | B3 | R3 | Once every 24 months |
|  | C. 5-12 family | R3 | Once every 24 months |
|  | C. 25 family or more | R4 | Once every 12 months |
|  | D | R2 | Request or complaint |
|  | D High rise | R4 | Once every 12 months |
|  | F1 | R4 | Once every 12 months |
|  | F3 | R2 | Request or complaint |
| Storage Tank Systems |  | R4 | Once every 12 months |

**Method 2 – Delete this section if not chosen. The table is customizable to the municipality’s accreditation**

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

| **Activity / Project** | **Type of use, occupancy, sites, or work** | **Inspection Frequency Range\*** |
| --- | --- | --- |
| New construction | Storage Tank Systems for Flammable and Combustible Liquids | * one (1) site inspection of all work or acceptance of Verification of Compliance   **AND**   * one (1) final inspection within 365 days of permit issuance |
| Alteration, addition, renovation, reconstruction, or removal | Storage Tank Systems for Flammable and Combustible Liquids | * one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance |
| Fire Safety Plan implementation and practices | All new construction, alteration, addition, renovation, reconstruction demolition, or removal | * one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted |
| Compliance Inspections | Special Events or Sites | * Once per event |
| **Pick one of the five inspection frequency options in relation to the use and occupancy classifications in the current *National Building Code – Alberta Edition*. Delete this row when submitting the draft QMS.** | | |
|  | Group A, Division 1  Assembly | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group A, Division 2  Assembly | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group A, Division 3  Assembly | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group A, Division 4  Assembly | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group B, Division 1  Detention | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group B, Division 2  Treatment | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group B, Division 3  Care | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group C  Residential – 1 to 5 family | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group C  Residential – 5 to 12 family | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group C  Residential – 12 to 25 family | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group C  Residential – 25 and more family | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group D | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group E | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group F, Division 1 | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group F, Division 2 | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
|  | Group F, Division 3 | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |
| Storage Tank Systems |  | * On request or complaint * Once every month * Once every 6 months * Once every 12 months * Once every 24 months |

**\*Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

### Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMS.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMS.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.

### Storage Tank Systems for Flammable and Combustible Liquids

**(Include only if the municipality has responsibility for Part 4 of the current National Fire Code – Alberta Edition)**

The Municipality will:

obtain two complete sets of construction documents signed and sealed by a professional engineer as outlined in the current *National Fire Code – Alberta Edition*.

A fire SCO will:

* complete a review of the construction documents to assess compliance with the requirements of the current *National Fire Code – Alberta Edition*;
* initial all pages of the construction documents;
* date stamp and sign the documents;
* complete a Plans Review Report;
* provide the Plans Review Report to the owner, contractor, and municipality’s file, and if requested, to the project consultant or consulting engineer;
* provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file; and

Complete a PSR and submit to the permit holder.

### Hot Works

**(Optional – at the discretion of the municipality)**

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

### Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

* construction and demolition plans for fire safety; and

risk to occupied residential buildings.

A Fire Safety Plan will include:

* the responsibility of workers;
* emergency procedures;
* control of hazards;
* maintenance of firefighting measures; and

the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

### Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

* a person dies or suffers injury that requires professional medical attention; or

property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner’s Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner’s Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

* dispatch or run sheets;
* fire incident field notes;
* casualty field notes (if applicable);
* wildfire notes (if applicable);
* evidence form;
* vehicle fire field notes (if applicable);
* photographs and a photograph log;
* structure fire notes;
* firefighter statements;
* witness statements; and

consent to search (if applicable)

Fire Investigations will include the following information:

* file number;
* location of fire;
* date of fire;
* date of investigation;
* building/property use;
* cause of fire;
* origin of fire;
* value of loss;
* name and designation number of SCO conducting the investigation;
* comments; and

date of completion/sign off.

### Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

* school curriculum;
* seniors programs;
* community education; and

other programs such as, but not limited to:

* Risk Watch (an injury prevention program);
* Getting to Know Fire (fire educator lesson plans);
* Seniors Fire Safety Programs;
* Juvenile Firesetter Intervention Program;
* Fire Smart; and

Shelter-in-Place.

## Gas

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

|  |  |  |
| --- | --- | --- |
| **Installation Type** | **Minimum Inspections** | **Gas Installation Stages** |
| Public Institutions, Commercial, Industrial, Multi-Family Residential | 2 | * rough-in   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Single Family Residential or Farm Buildings | 2 | * rough-in   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction | 1 | * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Temporary Heat Installations, under separate permit, or temporary services | 1 | * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters | 1 | * final inspection within 180 days of permit issuance |
| Annual Permit | 2 | * mid-term inspection   **AND**   * final inspection at substantial completion of work described on the permit within one (1) year of permit issuance |

### Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## Plumbing

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

|  |  |  |
| --- | --- | --- |
| **Installation Type** | **Minimum # of Inspections** | **Plumbing Installation Stage** |
| Public Institutions, Commercial, Industrial, Multi-Family Residential with **more than** 5 fixtures | 2 | * rough-in below grade prior to covering   **OR**   * rough-in above grade prior to covering   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures **or less** | 1 | * rough-in below grade prior to covering   **OR**   * rough-in above grade prior to covering   **OR**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with **more than** 5 fixtures | 2 | * completed rough-in below grade   **OR**   * completed rough-in above grade prior to covering within 180 days of permit issuance   **AND**   * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures **or less** | 1 | * final inspection at substantial completion of work described on the permit within two (2) years of permit issuance |
| Manufactured, ready-to-move, or mobile home not on foundation, connection only | 1 | * final inspection within 180 days of permit issuance |
| Annual Permit | 2 | * mid-term inspection   **AND**   * final inspection at substantial completion of work described on the permit within one (1) year of permit issuance |
| Private Sewage Disposal Systems | 1 | * one (1) site inspection prior to covering. |

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

* a site plan;
* the expected volume of sewage per day;
* the criteria used to determine the expected volume of sewage per day;
* description and details of all sewage system treatment and effluent disposal component(s); and

details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

### Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

### Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

# QMS Template Version History (Delete from draft version submitted)

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| --- | --- | --- |
| Date | Version | Notes |
| January 2020 | 1.0 | Template approved and implemented. |
| August 2022 | 1.1 | Changes to Organization chart |
| August 2024 | 1.2 | Removed specific reference of code book and replaced with current for scope of accreditation. |
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