

Annual Internal Review

Instruction Book



Annual Internal Review

Instruction Book

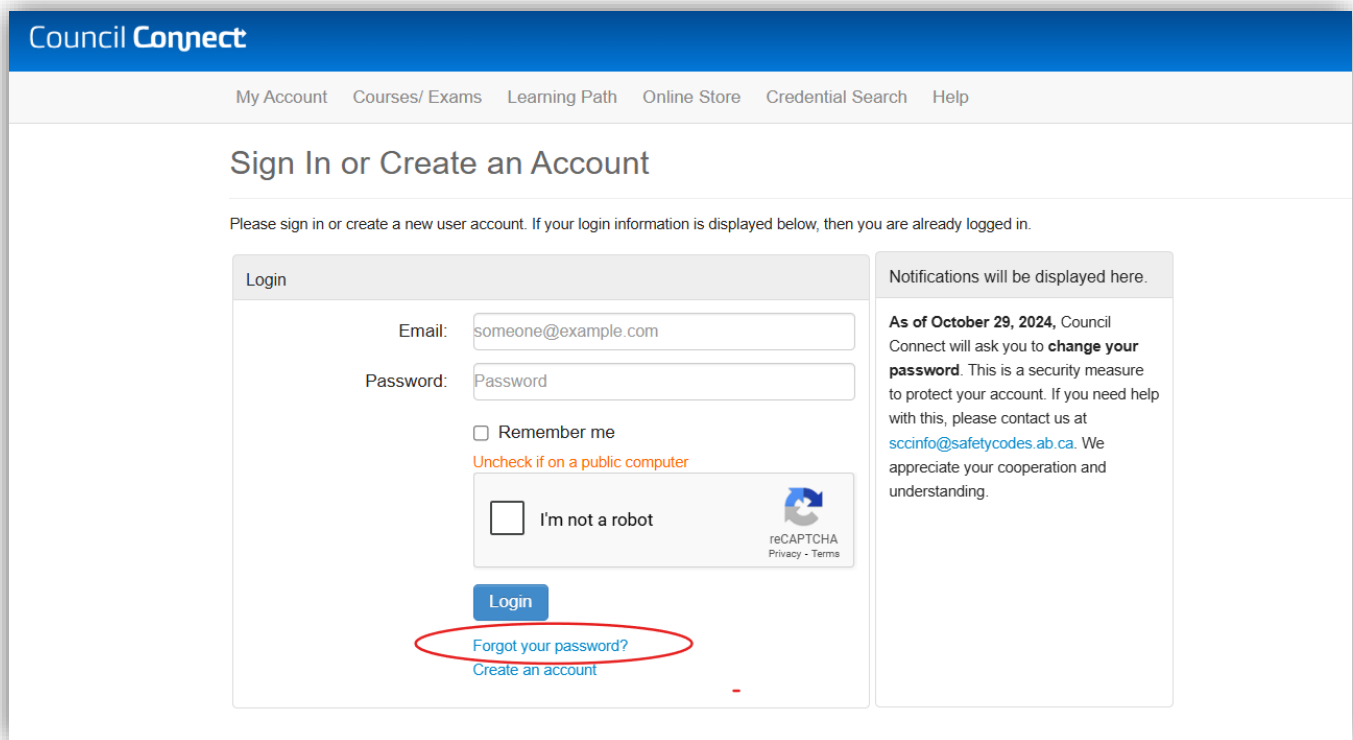
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Annual Internal Review — Instructions

To locate and complete the Annual Internal Review (AIR):

- ⇒ 1. Login to Council Connect located at: <https://councilconnect.safetycodes.ab.ca/eWeb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=scc> or follow the link below
 - ⇒ [Council Connect Login Page](#)
- ⇒ 2. Enter the email address that we contacted you though; if it is your first time logging in or your forgot your password, or you haven't updated your password to meet our new security measures, please click on [Forgot your password?](#) The system will send an email to this address which will allow you to create a new password.

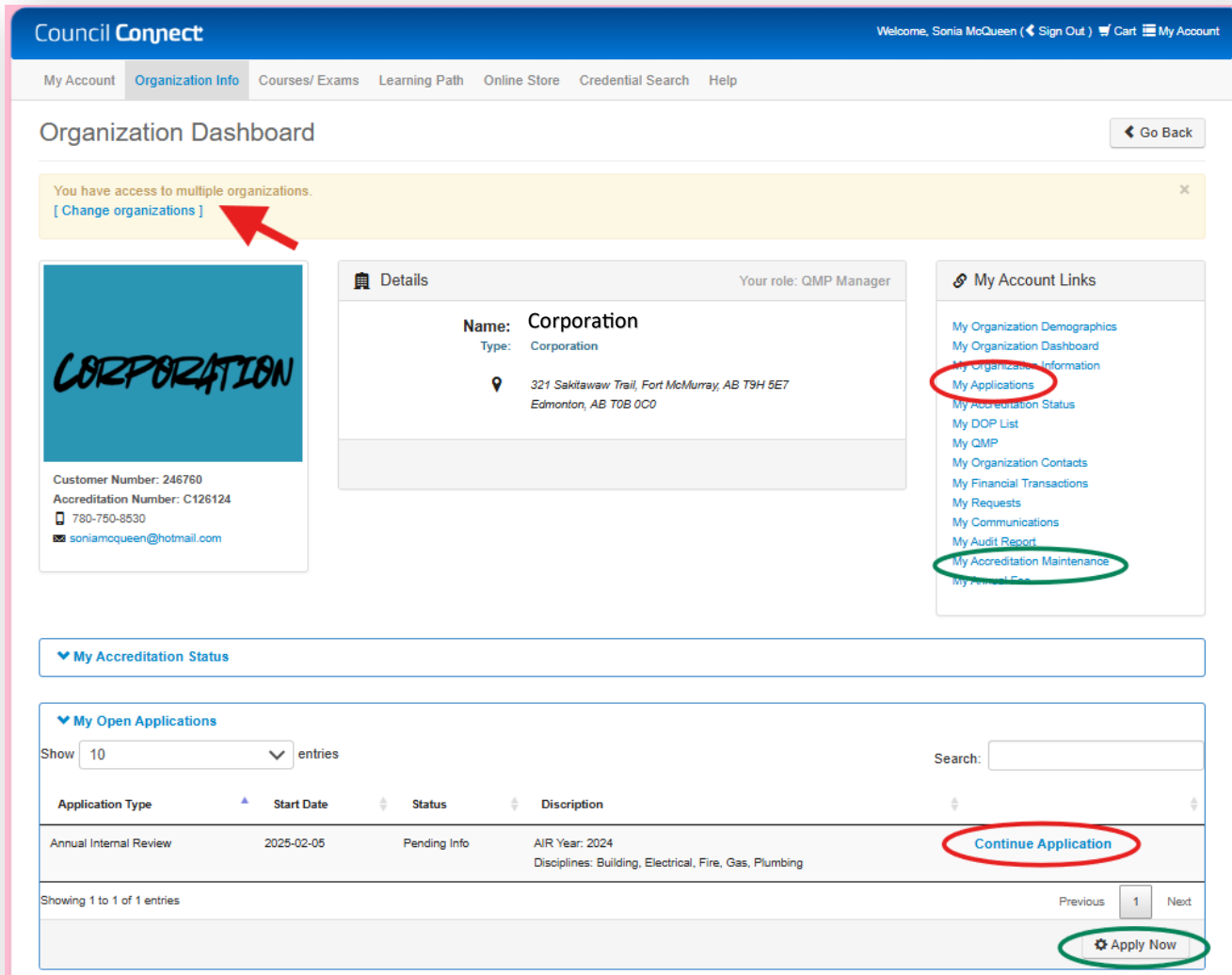


The screenshot shows the Council Connect login page. At the top, there is a blue header with the Council Connect logo and navigation links: My Account, Courses/ Exams, Learning Path, Online Store, Credential Search, and Help. Below the header is a white section titled "Sign In or Create an Account". Underneath this title is a message: "Please sign in or create a new user account. If your login information is displayed below, then you are already logged in." The main content area is divided into two columns. The left column is titled "Login" and contains an email input field with "someone@example.com", a password input field with "Password", a "Remember me" checkbox, a "reCAPTCHA" widget with "I'm not a robot" text, a "Login" button, and two links: "Forgot your password?" (circled in red) and "Create an account". The right column is titled "Notifications will be displayed here." and contains a message: "As of October 29, 2024, Council Connect will ask you to **change your password**. This is a security measure to protect your account. If you need help with this, please contact us at sccinfo@safetycodes.ab.ca. We appreciate your cooperation and understanding."

3. To generate the Annual Internal Review (AIR) Form, after logging into Council Connect, please click on the **Organization Info** tab found at the top of the screen and then click on **My Accreditation Maintenance** found under **My Account Links** on the right of you screen, or select the **Apply Now** button.

Tip: If the AIR form has been already been generated, you can either access the form by selecting **My Applications** or by scrolling down to **My Open Applications** and select **Continue Application** found across from the **Annual Internal Review** application.

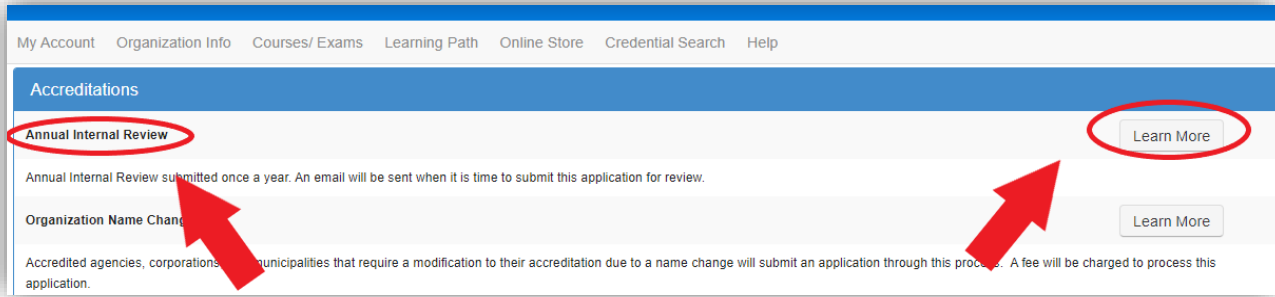
*The form is available to edit until the form has been signed, dated and submitted to the Council.



The screenshot shows the Council Connect Organization Dashboard. At the top, there is a navigation bar with 'Organization Info' selected. A yellow banner at the top left contains the text 'You have access to multiple organizations.' with a link '[Change organizations]' and a red arrow pointing to it. The main content area is divided into three columns: 'Details' for the current organization (Corporation), 'My Account Links' with a list of options including 'My Accreditation Maintenance' (circled in green), and 'My Open Applications' which contains a table with one entry for the 'Annual Internal Review' (2025-02-05, Pending Info) with a 'Continue Application' button circled in red. At the bottom right, there is an 'Apply Now' button circled in green.

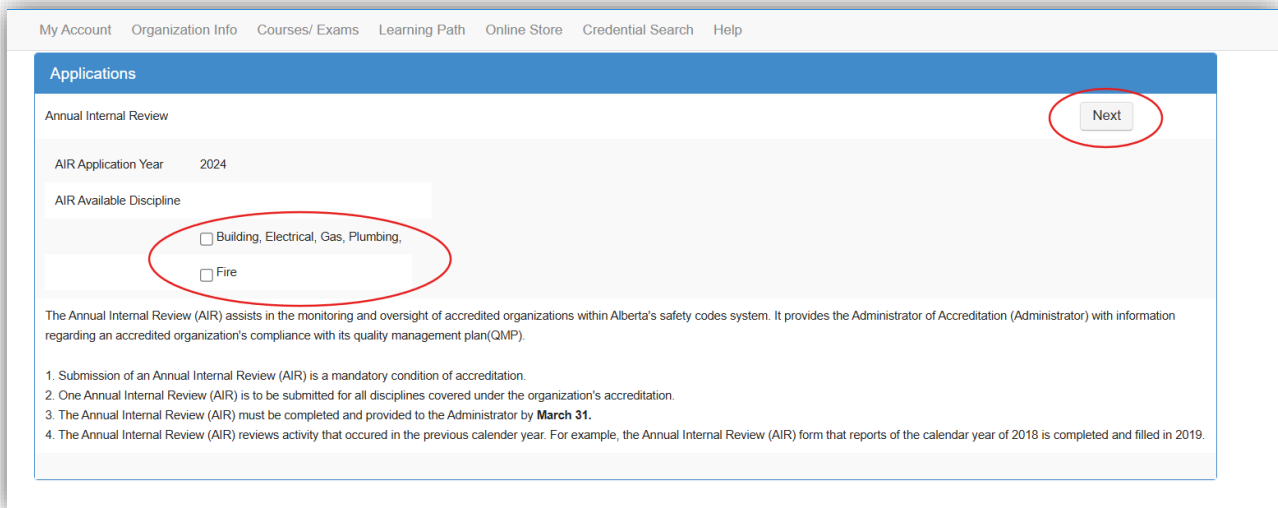
Tip: if there is a **Yellow bar** found at the top of your screen, this means that you are connected to multiple organizations. If you require working on a different connect organization, select **Change Organizations** found in the **yellow bar**, to reveal a list of other connect organizations.

4. Click on learn more located across from Annual Internal Review.

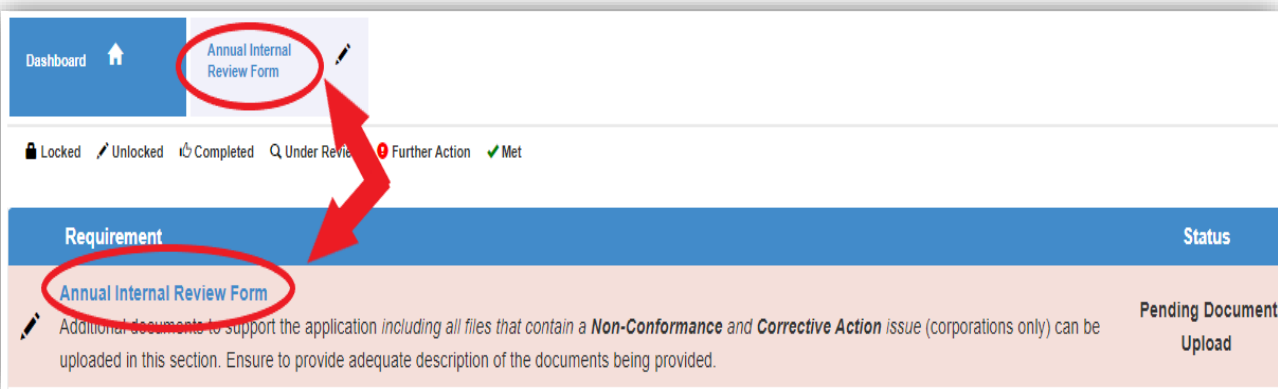


5. Then choose the applicable year and **Apply Now and then check the discipline(s) that you would like to appear on this AIR. Select **Next** to generate the AIR form.**

*Tip: Checking both boxes will generate **1 AIR form**, checking only 1 will generate an AIR form just for that selected discipline(s) ; this process will need to be repeated for the unchecked discipline(s) and will end up generating 2 separate AIR forms. This allows for different **QMP Managers** to fill out and submit their own discipline specific AIR. Once the AIR form(s) are generated, they cannot be undone or changed to include or exclude disciplines.*



6. To open up the Form, select the either of the **Annual Internal Review Form links shown in blue.**



Accreditation Information

AIR Year: 2024 Disciplines: Building, Electrical, Fire, Gas, Plumbing

- Accreditation Information
- Operational Activity
- Accredited Municipalities and Corporations
- QMP Administration
- Annual Internal Review Findings
- Agency Acknowledgement and Signature Administrator of Accreditation Review and Approval

Accreditation Information

Accreditation ID:	A126122	QMP Date:	10/04/2024
Agency Name:			
AIR Year:	2024		
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Number of Designated Employees:	<input type="text" value="25"/>		
Agency Owner or Senior Officer:	<input type="text" value="John Smith"/>	Job Title:	<input type="text" value="CEO"/>
QMP Manager Name:	<input type="text" value="Select QMP Manager"/>	Job Title:	<input type="text"/>
Does the agency have any sub-contracts with other accredited agencies?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Number of Active Sub Contracts:	<input type="text" value="2"/>		

Agencies:

- *Enter number of Designated employees
- *Enter name of Owner, QMP Manager and enter the Job title for both
- *Selecting the correct **Number of Active Contracts** generate entries to appear in your form
- *Select the **Number of Active Sub Contracts** in the drop-down menu; this will provide you with the exact number of fields to fill-out later in the form.

AIR Year: 2024 Disciplines: Building, Electrical, Fire, Gas, Plumbing

- Accreditation Information
- QMP Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
- Fire Compliance Inspections
- Technical Service Delivery Standards File Review
- File Information
- File Review
- Annual Internal Review Findings
- Corporate Acknowledgement and Signature Administrator of Accreditation Review and Approval

Accreditation Information

Accreditation ID:	C126124		
Corporation Name:	Corporation		
AIR Year:	2024		
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Number of Staff:	<input type="text" value="1"/>	Number of Industrial Sites:	<input type="text" value="10"/>
Approximate size of largest industrial site:	<input type="radio"/> Less than 18 acres <input checked="" type="radio"/> 18 to 1440 acres <input type="radio"/> Over 1440 acres		
Number of Accredited Agency Contract Information:	<input type="text" value="3"/>		

Corporations:

- *Enter number of Staff; Number of industrial Sites; and the Approximate size of your largest industrial site
- *Select the number of Contracted Agencies to generate enough fields to completed later in the form.

- Accreditation Information
- Member Municipality Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
- Fire Compliance Inspections
- Technical Service Delivery Standards File Review
- File Information
- File Review
- Annual Internal Review Findings
- Municipal Acknowledgement and Signature Administrator of Accreditation Review and Approval

Accreditation Information

Accreditation ID:	J000111	QMP Date:	12/29/2016
Joint Municipality Accreditation Name:	Joint Municipality		
AIR Year:			
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Name of Lead Municipality:	<input type="text"/>		
Lead Municipality Population Size:	<input type="text" value="18742"/>	Lead Municipal Type:	<input type="text" value="Municipality"/>
Lead QMP Manager Name:	<input type="text"/>	Job Title:	<input type="text"/>
Number of Accredited Agency Contract Information:	<input type="text" value="2"/>		

Joint Municipalities:

- *Enter the name of the lead municipality, lead QMP Manager and job title of current position.
- *Select the number of Contracted Agencies to generate enough entries in the form.

Dashboard

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing


- Accreditation Information
- QMP Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
- Fire Compliance Inspections
- Technical Service Delivery Standards File Review Instructions
- File Information
- File Review
- Annual Internal Review Findings
- Municipal Acknowledgement and Signature Administrator of Accreditation Review and Approval

Accreditation Information

Accreditation ID:	M000	AIR Year:	2020
Municipal Name:	Municipality		
Population Size:	<input type="text" value="39407"/>	Municipal Type:	<input type="text" value="Municipality"/>
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Number of Accredited Agency Contract Information:	<input type="text" value="3"/>		

Municipalities:

- *Enter population if the number is empty or incorrect
- *Select the number of Contracted Agencies to generate enough entries in the form.

 Selecting **Save & Next** will move you to the next section outlined by the blue hyperlinks on the left side of the screen

- * Selecting **Save** will save your spot in the form.

Member Municipality Information

Joint Municipalities:

* Review the Member Municipality Information

Validate the following information by Confirming that:

- ⇒ Member Municipalities listed are correct
- ⇒ Municipality Contact Information is correct
- ⇒ If any of this information is not accurate:

Please email the Accreditation Department at accreditation@safetycodes.ab.ca with necessary corrections

◇ Enter in population size if incorrect or missing

Dashboard
Annual Internal Review Form

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing

Accreditation Information

- Member Municipality Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
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Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
Village	12/14/1995		Chief Administrative Officer	<input type="text" value="495"/>	Village	Member
City	12/14/1995		Director of Engineering	<input type="text" value="18742"/>	City	Lead
County	12/14/1995		County Administrator	<input type="text" value="8458"/>	Municipal District	Member
Village	12/14/1995		Chief Administrative Officer	<input type="text" value="188"/>	Village	Member
Village	12/14/1995		Interm Chief Administrative Officer	<input type="text" value="422"/>	Village	Member
Village Lake	12/14/1995		Chief Administrative Officer	<input type="text" value="220"/>	Village	Member
Village	12/14/1995		Chief Administrative Officer	<input type="text" value="151"/>	Village	Member

Save & Next
Save

Operational Activity

Agencies

- * Enter the combined total for operational activity for the agency; to generate a total in the far right row, select **Save**.
- * Only the disciplines that the agency is accredited in will display.

AIR Year: 2024 Disciplines: Building, Electrical, Fire, Gas, Plumbing

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[Operational Activity](#)
 - Accredited Municipalities and Corporations
[QMP Administration](#)
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[Agency Acknowledgement and Signature Administrator of Accreditation Review and Approval](#)

Accredited Municipalities and Corporations

(Group a of Operational Activity)

Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Permits Issued	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	600
Permits Closed	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	600
Permits Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Inspection Completed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Variances Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Corporations:

- * Enter information from a randomly selected file of each project and maintenance activity files completed and closed in 2020
- * Files must be closed in the year of Review

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing

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[Technical Service Delivery Standards File Review](#)
[File Information](#)
[File Review](#)
[Annual Internal Review Findings](#)
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Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Closed Category 1 Files	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Closed Category 2 Files	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Closed Category 3 Files*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Site-Specific Variances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Jurisdiction-wide Variances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Non-Conformance Occurrence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

*As required. If the Corporation's QMP does not define Category 3 Projects, no reporting is required for that Category.

Operational Activity

Joint Municipalities:

* Enter the total activity for your Joint Municipality; include the total of the municipalities' permit activity as listed in the Joint agreement

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing

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Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Permits Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permits Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permits Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Variances Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Save & Next](#) [Save](#)

Municipalities:

- * Include municipality's permit activity for the year of the review only
- * All issued **Orders** and **Variances** should have been emailed to the Accreditation Department at accreditation@safetycodes.ab.ca.
 - ⇒ Numbers will be verified by Council Staff and if there are any discrepancies, they will be noted in the AIR response letter.

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing

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Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Permits Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permits Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permits Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Inspection Completed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orders Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Variances Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Save & Next](#) [Save](#)

QMP Administration

Corporations, Joint Municipalities and Municipalities:

- * Once a yes or no answer is selected, it can be changed but not unselected.
- * Questions b. and ix. are auto filled as either Yes or Not; this depends on whether or not you have stated that there are 0 or more agencies contracted in the **Accreditation information** section.
- * Once all questions are answered, select **save & next** to continue to the next section displayed in the menu on the left of the screen.

- Accreditation Information
- Member Municipality Information
- Operational Activity
- QMP Administration
- Accredited Agency Contract Information
- Agency Monitoring and Oversight
- Technical Service Delivery Standards File Review
- File Information
- File Review
- Annual Internal Review Findings
- Municipal Acknowledgement and Signature
- Administrator of Accreditation Review and Approval

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	<input type="radio"/> Yes <input type="radio"/> No
b.	Is an accredited agency under contract to provide safety codes services?	<input checked="" type="radio"/> Yes <input type="radio"/> No
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	<input type="radio"/> Yes <input type="radio"/> No
ii.	SCO certifications are current and have not expired.	<input type="radio"/> Yes <input type="radio"/> No
iii.	SCO training is current.	<input type="radio"/> Yes <input type="radio"/> No
iv.	A registry of SCO training is maintained.	<input type="radio"/> Yes <input type="radio"/> No
v.	Municipal staff and contractors have access to the approved QMP	<input type="radio"/> Yes <input type="radio"/> No
vi.	Municipal staff and contractors have received training on the approved QMP.	<input type="radio"/> Yes <input type="radio"/> No
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	<input type="radio"/> Yes <input type="radio"/> No
viii.	All safety codes services files are managed under a formal records management program.	<input type="radio"/> Yes <input type="radio"/> No
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save & Next

Save

- Accreditation Information
- Member Municipality Information
- Operational Activity
- QMP Administration
- Technical Service Delivery Standards File Review
- File Information
- File Review
- Annual Internal Review Findings
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The blue clickable menu on the side will adjust depending on contracted agencies; if your organization does not contract an Agency and it was left as 0, then you will not see the additional blue links for:

- * **Accredited Agency Contract Information**
- * **Agency Monitoring and Oversight**
- * **Agency Satisfaction** which only shows up after entering the name(s) of the Agencies on **Accredited Agency Contract Information** page.

Fire Incident Reporting

Corporations, Joint Municipalities, Municipalities:

* Enter fire Incident reporting noting that if a 0 is entered under number of fire incidents reported the rest of the Form is blocked and does not require additional information.

AIR Year: 2024 Disciplines: Building, Electrical, Fire, Gas, Plumbing

Accreditation Information

QMP Information

Operational Activity

QMP Administration

Fire Incident Reporting

Fire Compliance Inspections

Accredited Agency Contract Information

Agency Monitoring and Oversight

Technical Service Delivery Standards File

Review Instructions

File Information

File Review

Annual Internal Review Findings

Municipal Acknowledgement and Signature

Administrator of Accreditation Review and Approval

Fire Incident Reporting

a.	Number of fire incidents reported.	<input type="text" value="0"/>
b.	Number of fire incidents resulting in injury or fatality.	<input type="text"/>
c.	Number of fire investigations completed.	<input type="text"/>
d. Please verify the following		
i.	Fire incidents resulting in injury or fatality are reported to an SCO.	<input type="radio"/> Yes <input type="radio"/> No
ii.	Investigation reports are sent to the Office of the Fire Commissioner.	<input type="radio"/> Yes <input type="radio"/> No
iii.	Investigation reports are sent to the Office of the Fire Commissioner within 30 days.	<input type="radio"/> Yes <input type="radio"/> No
iv.	The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life.	<input type="radio"/> Yes <input type="radio"/> No

Yes No

Yes No

Yes No

Yes No

Fire Compliance Inspections

Corporations:

* Complete the **Fire Compliance Inspections** entering the information from the Corporations Quality Management Plan and enter how many inspections were completed in the year being reviewed

Fire Compliance Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the corporation's QMP

Activity / Project	Use, Occupancy, Site or Work	Inspection frequency in QMP	Number of Inspections Completed
Fire Safety Plan Implementation and Practices	New construction, alteration, addition, renovation, reconstruction, demolition or removal	Site Inspections at work commencement and mid project	<input type="text"/>
Fire Safety Plan	Review	<input type="text"/>	<input type="text"/>
Fire Prevention Plan	Review	<input type="text"/>	<input type="text"/>
Code Compliance Inspections	Accommodation facilities, buildings used for storage of flammable and combustible, and hazardous materials	<input type="text"/>	<input type="text"/>
Code Compliance Inspections	Office complexes, control rooms, relocatable office, and mechanical buildings	<input type="text"/>	<input type="text"/>
Code Compliance Monitoring and Enforcement	National Fire Code - 2019 Alberta Edition	<input type="text"/>	<input type="text"/>
Storage Tank Systems for Flammable and Combustible Liquids	New construction	Site Inspection of all work or VOC, and final inspection within 1 year of project	<input type="text"/>
Storage Tank Systems for Flammable and Combustible Liquids	Alteration, addition, renovation, reconstruction, demolition or removal	Final inspection, or VOC within 1 year of project commencement	<input type="text"/>


Fire Compliance Inspections

Joint Municipalities & Municipalities:

- * Fill out the **Fire Compliance Inspections** table using the inspection frequency table found in Schedule C of your organization's QMP.
- * Select **Yes** or **No** base on if your organization was able to meet your current QMP requirements
- * If **No** is selected for **Inspections Completed to Frequency** for any of the Occupancy Classifications then an organization would be **expected to mention this and how it will rectify this issue** in the **Annual Review Findings** section found at the end of this review

Fire Compliance Inspections		
Complete the following as it relates to the technical service delivery standards in Schedule C of the Organization's QMP		
Major Occupancy Classification	Inspection frequency in approved QMP	Inspections Completed to Frequency
Major Occupancy Classification	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
A1- Assembly	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
A2- Assembly	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
A3- Assembly	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
A4- Assembly	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
B1- Detention	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
B2- Treatment	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
B3 - Care	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
C - Residential, = 5 family	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
C - Residential, 5 to 12 family	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
C - Residential, 12 to 25 family	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
C - Residential, = 25 family	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
D - Business and personal services	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
E - Mercantile	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
F1 - High-hazard industrial	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
F2 - Medium-hazard industrial	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
F3 - Low-hazard industrial	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
Storage Tank Systems - New construction	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
Storage Tank Systems - Alterations or removal	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No
Storage Tank Systems - Monitoring	Please select <input type="button" value="v"/>	<input type="radio"/> Yes <input type="radio"/> No

The only time that **No** is selected **under Inspections completed to frequency** is when the organization was supposed to complete an inspections either because of the frequency chosen or because of a request / complaint was made and the organization failed to respond.

 If your organization is not accredited in Part 4 of the fire code; leave the **Storage Tank System** questions **unselected**

Accredited Agency Contract Information

Corporations, Joint Municipalities, & Municipalities :

- * Enter the active contracts that the organization has with all Accredited Agencies along with the respective disciplines and agreed percentages.

Accreditation Information

- QMP Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
- Fire Compliance Inspections
- Accredited Agency Contract Information
- Agency Monitoring and Oversight
- Agency Satisfaction
- Technical Service Delivery Standards File
- Review Instructions
- File Information
- File Review
- Annual Internal Review Findings
- Municipal Acknowledgement an

Accredited Agency Contract Information

#	Agency Name	Gas	Building	Fire	Plumbing	Private Sewage	Electrical	Mun. %	Ag. %	Other
1	Agency 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40	60	<input type="text"/>
2	Agency 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	80	<input type="text"/>
3	Agency 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	100

Accredited Agency Contract Information

#	Agency Name	Gas	Fire	Plumbing	Private Sewage	Electrical	Building
1	Agency 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Agency 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Agency 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agency Satisfaction

Corporations, Joint Municipalities, & Municipalities :

- * Agency Satisfaction must be completed
- * If you have listed more than one agency, please ensure that an agency satisfaction has been completed for all agencies listed
- * You can move through different agency satisfactions by selecting the Agency name displayed in [Blue](#).

Agency Satisfaction

****An agency satisfaction must be completed for each agency listed below.**

[1. A126122-S Agency](#)

[2. A126126-S Agency](#)

A126126-S Agency	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a. Overall satisfaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Delivery of permit services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Delivery of inspection services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Timeliness and responsiveness of service delivery.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Competency and knowledge of SCOs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Actions taken to improve the delivery of safety codes services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

File Information

Corporations, Joint Municipalities & Municipalities:

- * Randomly select 1 completed permit from each discipline
- * Entering the described information for each discipline by **tabbing** through the links found above the permit information
- * Click on **Save** after each discipline's information has been entered as **Save and Next** will direct you to the **next section**
- * The **Permit Closure Date** must be in the year of review, if not, select another permit
- * If more than **one** SCO complete inspections, enter the information from the SCO that was last on site.



File Information







****All disciplines below must be completed before completing the File Information section.**

[Building](#) | [Electrical](#) | [Gas](#) | [Plumbing](#) | [Private Sewage](#) |

Discipline:	Building	Permit Issue Date:	<input type="text"/>	Permit Closure Date:	<input type="text"/>
Issuing Organization:	<input type="text"/>				
Permit Issuer:	<input type="text"/>			Issuer DOP Number:	<input type="text"/>
Inspecting Organization:	<input type="text"/>				
Inspecting SCO:	<input type="text"/>			SCO DOP Number:	<input type="text"/>

Save & Next **Save**

Dashboard  Annual Internal Review Form 

 Locked  Unlocked  Completed  Under Review  Further Action  Met

AIR Year: 2020 Disciplines: Building, Electrical, Fire, Gas, Plumbing

Accreditation Information
QMP Information
Operational Activity
QMP Administration
Fire Incident Reporting
Fire Compliance Inspections
Technical Service Delivery Standards File Review
File Information
File Review
Annual Internal Review Findings
Corporate Acknowledgement and Signature Administrator of Accreditation Review and Approval

File Information

****All disciplines below must be completed before completing the File Information section.**

[Building](#) | [Electrical](#) | [Gas](#) | [Plumbing](#) | [Private Sewage](#) |

Discipline:	Building	Project Category:	<input type="text"/>	Project Closure Date:	<input type="text"/>
Inspecting Organization:	<input type="text"/>				
Inspecting SCO:	<input type="text"/>			SCO DOP Number:	<input type="text"/>

Save & Next **Save**

- * Selecting **Save** will save your spot in the form.
- * Selecting **Save & Next** will move you to the next section outlined by the blue hyperlinks on the left side of the screen

File Review

Corporations, Joint Municipalities & Municipalities:

- * Using the randomly selected file from the previous section, tab through each discipline and answer the following questions.
- * Only Corporations are required to upload documents with regards to **Non-Conformance** and **Corrective actions** if occurred.

File Review

****File Review must be completed for each discipline below.**

Building | Electrical | Gas | Plumbing | Private Sewage |

a. Construction Document Review		
Was a construction document review required?		<input type="radio"/> Yes <input type="radio"/> No
If yes, Please verify the following		
i.	Plans were reviewed as prescribed in the municipality's QMP.	<input type="radio"/> Yes <input type="radio"/> No
ii.	Professional involvement occurred as required in the municipality's QMP.	<input type="radio"/> Yes <input type="radio"/> No
iii.	Plans were reviewed and approved by an SCO with the proper certification.	<input type="radio"/> Yes <input type="radio"/> No
Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b. Permit Issuance		
Please verify the following:		
i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	<input type="radio"/> Yes <input type="radio"/> No
ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	<input type="radio"/> Yes <input type="radio"/> No
iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	<input type="radio"/> Yes <input type="radio"/> No
iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	<input type="radio"/> Yes <input type="radio"/> No

- Accreditation Information
- QMP Information
- Operational Activity
- QMP Administration
- Fire Incident Reporting
- Fire Compliance Inspections
- Accredited Agency Contract Information
- Agency Monitoring and Oversight
- Agency Satisfaction
- Technical Service Delivery Standards File Review
- File Information
- File Review
- Annual Internal Review Findings
- Corporate Acknowledgement and Signature Administrator of Accreditation Review and Approval

File Review

****File Review must be completed for each discipline below.**

Building | Electrical | Gas | Plumbing | Private Sewage |

a. Construction Document Review		
Was a construction document review required?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, Please verify the following		
i.	Plans were reviewed as prescribed in the corporation's QMP.	<input type="radio"/> Yes <input type="radio"/> No
ii.	Professional involvement occurred as required in the corporation's QMP.	<input type="radio"/> Yes <input type="radio"/> No
iii.	Plans were reviewed and approved by an SCO with the proper certification.	<input type="radio"/> Yes <input type="radio"/> No
Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b. Variances		
i.	Was a variance issued?	<input type="radio"/> Yes <input type="radio"/> No
ii.	If yes, the variance is registered with the Council.	<input type="radio"/> Yes <input type="radio"/> No
c. Inspections and File Closure		
Please verify the following:		
i.	Inspections completed within the prescribed time frame.	<input checked="" type="radio"/> Yes <input type="radio"/> No
ii.	The mandatory inspections required by the corporation's QMP were completed	<input checked="" type="radio"/> Yes <input type="radio"/> No
iii.	An SCO with the proper certification and designation completed the inspections	<input checked="" type="radio"/> Yes <input type="radio"/> No
iv.	Any non-compliance items were resolved by project completion	<input checked="" type="radio"/> Yes <input type="radio"/> No
v.	Did the inspections identify deficiencies	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.	Deficiencies identified, and noted properly	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Deficiencies re-inspected, and resolved in accordance with QMP?	<input type="radio"/> Yes <input checked="" type="radio"/> No
i.	If the above answer is no; has this non-conformance issue been documented on the file explaining the rational as to why consensus was not met?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save & Next Save

+Add Document

Additional Documents Section

Additional documents to support the application including all files that contain a **Non-Conformance** and **Corrective Action** issue (corporations only) can be uploaded in this section. Ensure to provide adequate description of the documents being provided.

Documents

Show 10 entries Search:

Document	Description	Uploaded
No data available in table Documents uploaded will show here		

Showing 0 to 0 of 0 entries Previous Next



- * Selecting **Save** will save your spot in the form.
- * Select **Save** after each discipline's information is entered
- * Selecting **Save & Next** when all the file reviews for all disciplines are completed as this will move you to the next section outlined by the blue hyperlinks.
- * Select the **+Add Document** button to upload a copy of a permit for each discipline being reviewed.

Internal Review Findings

Agencies, Corporations, Joint Municipalities & Municipalities:

- * All organizations are expected to complete the **Annual Internal Review findings**.
- * If there aren't any comments to make, please confirm this in the space provided so the Council knows that this section was not overlooked.

Accreditation Information

QMP Information

Operational Activity

QMP Administration

Fire Incident Reporting

Fire Compliance Inspections

Technical Service Delivery Standards File Review

File Information

File Review

Annual Internal Review Findings

Corporate Acknowledgement and Signature

Administrator of Accreditation Review and Approval

Annual Internal Review Findings

** Please note that the maximum number of characters allowed in each section below is 650.

Use the results of the File Review and any other information to answer the following questions

a. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

If document has been uploaded please add comment in that document is uploaded other wise add details.

b. Any other general comments, concerns or issues the corporation would like to raise with the Administrator and Council in regards to its accreditation or operation of the safety codes system.

If document has been uploaded please add comment in that document is uploaded other wise add details.

Save & Next
Save

Acknowledgment and Signature

Accreditation Information

QMP Information

Operational Activity

QMP Administration

Fire Incident Reporting

Fire Compliance Inspections

Accredited Agency Contract Information

Agency Monitoring and Oversight

Agency Satisfaction

Technical Service Delivery Standards File Review Instructions

File Information

File Review

Annual Internal Review Findings


Municipal Acknowledgement and Signature

Administrator of Accreditation Review and Approval

Acknowledgement and Signature

Signature: Date:

Job Title:



Tip: If the Form times-out too quickly, you can print off a copy of the form so that you can better prepare the information that needs to be entered in the online form

Save
Review The Form (PDF)

Signature, Terms & Submit Form

7. Sign, date and **Submit for Review**.

Signature:	<input type="text" value="John Smith"/>	Date:	<input type="text" value="02/01/2021"/>
Job Title:	<input type="text" value="QMP Manager"/>		

Submit for Review Save Review The Form (PDF)

8. Review FOIP, and accept terms and conditions and click on Next.

Accreditation Submission | [Consent to Collect, Use and Disclose Personal Info](#)

The collection of personal information on this system is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This personal information will be used to support the administration and delivery of certification, accreditation, and training programs, and for program evaluation and planning purposes. Please direct questions concerning the collection of this information to the Manager, Policy and Legislation at the Safety Codes Council, Suite 500, 10405 Jasper Ave. NW, Edmonton, Alberta, T5J 3N4, Telephone: [780.413.0099](tel:780.413.0099) or Toll free [1.888.413.0099](tel:1.888.413.0099).

I agree to the Terms and Conditions.

Next Cancel

9. Accept the Refund Policy and click on Next.

Accreditation Submission | [Fee Refund Policy: Terms and Conditions](#)

Please review the Safety Codes Council's [Refund Policy](#).

I agree to the Terms and Conditions.

Next Cancel

10. The Annual Internal Review is completed and the status will change to Under Review.

Dashboard [Annual Internal Review Form](#)

Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
Annual Internal Review Form Additional documents to support the application can be uploaded in this section. Ensure to provide adequate description of the document being provided.	Under Review