

# Annual Internal Review

## Instruction Book



Safety  
Codes  
Council

# 2020 Annual Internal Review

## Instruction Book

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## 2020 Annual Internal Review — Instructions

To locate/complete the 2020 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 through; if it is your first time logging in or your forgot your password, please click on [Forgot your password?](#) and enter your email address. A link will be emailed to you which will allow you to create a new password.**

www.safetycodes.ab.ca'." data-bbox="57 393 941 820"/>

**Council Connect**

My Account Courses/ Exams Learning Path Online Store Credential Search Help

### Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

**Login**

Email:

Password:

Remember me  
Uncheck if on a public computer

[Forgot your password?](#)

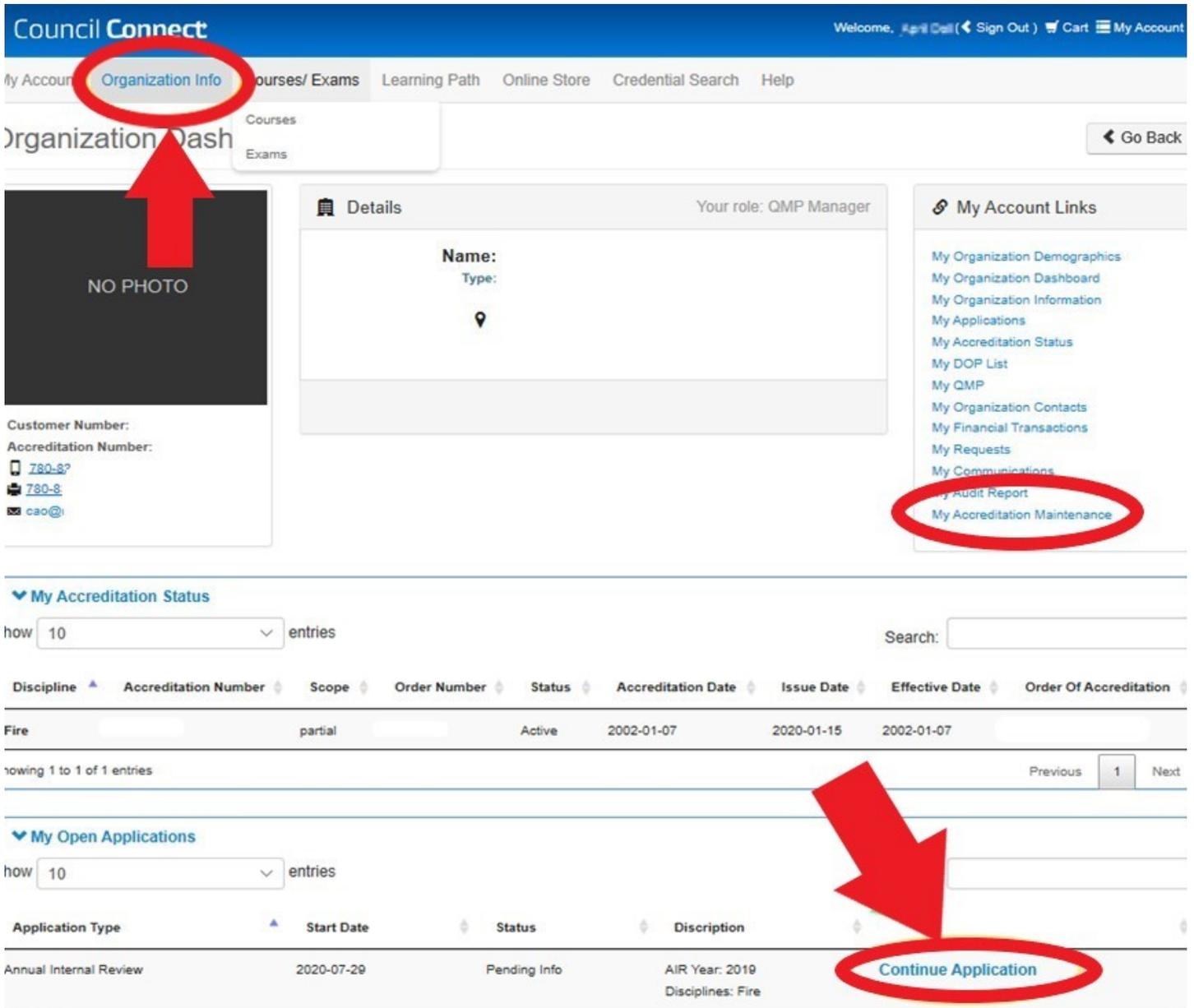
[Create an account](#)

Notifications will be displayed here.

Note: Due to the disruptions caused by COVID-19, the Safety Codes Council has modified its operations to serve you better. Please visit our website for more details [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

- To access 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 your screen.

Tip: If the **AIR** form has been already opened, either by your organization or Council Staff, then you will be able to access it on the Organization Info page by scrolling down to **My Open Applications** and selecting **Continue Application**.



The screenshot displays the Council Connect user interface. At the top, the 'Organization Info' tab is circled in red, with a red arrow pointing to it. Below the navigation bar, the 'My Account Links' section on the right contains a list of links, with 'My Accreditation Maintenance' circled in red. A red arrow points from this link down to the 'My Open Applications' section. In this section, a table lists applications, and the 'Continue Application' link for the 'Annual Internal Review' is circled in red.

**Organization Dash**

**My Account Links**

- My Organization Demographics
- My Organization Dashboard
- My Organization Information
- My Applications
- My Accreditation Status
- My DOP List
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Communications
- My Audit Report
- My Accreditation Maintenance**

**My Accreditation Status**

how 10 entries

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation
Fire		partial		Active	2002-01-07	2020-01-15	2002-01-07	

Showing 1 to 1 of 1 entries

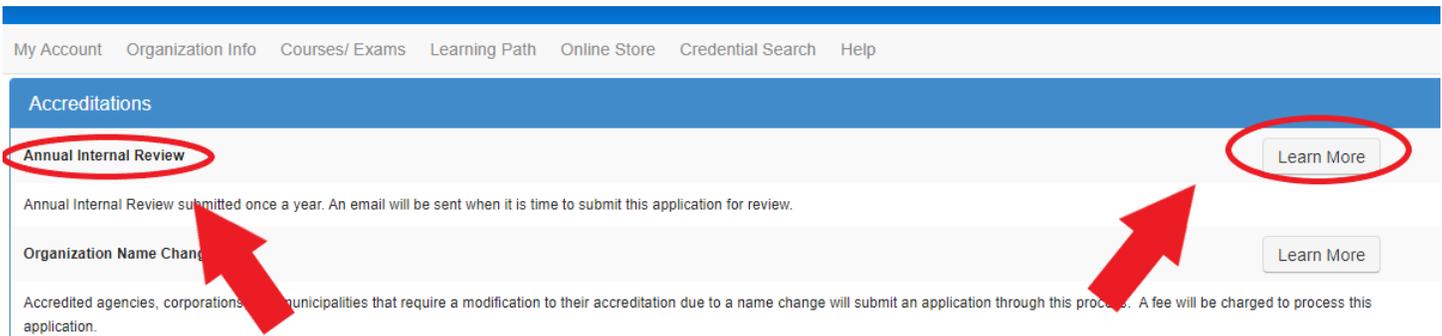
**My Open Applications**

how 10 entries

Application Type	Start Date	Status	Description
Annual Internal Review	2020-07-29	Pending Info	AIR Year: 2019 Disciplines: Fire

**Continue Application**

#### 4. Click on Learn More located across from Annual Internal Review.



My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

**Accreditations**

**Annual Internal Review** Learn More

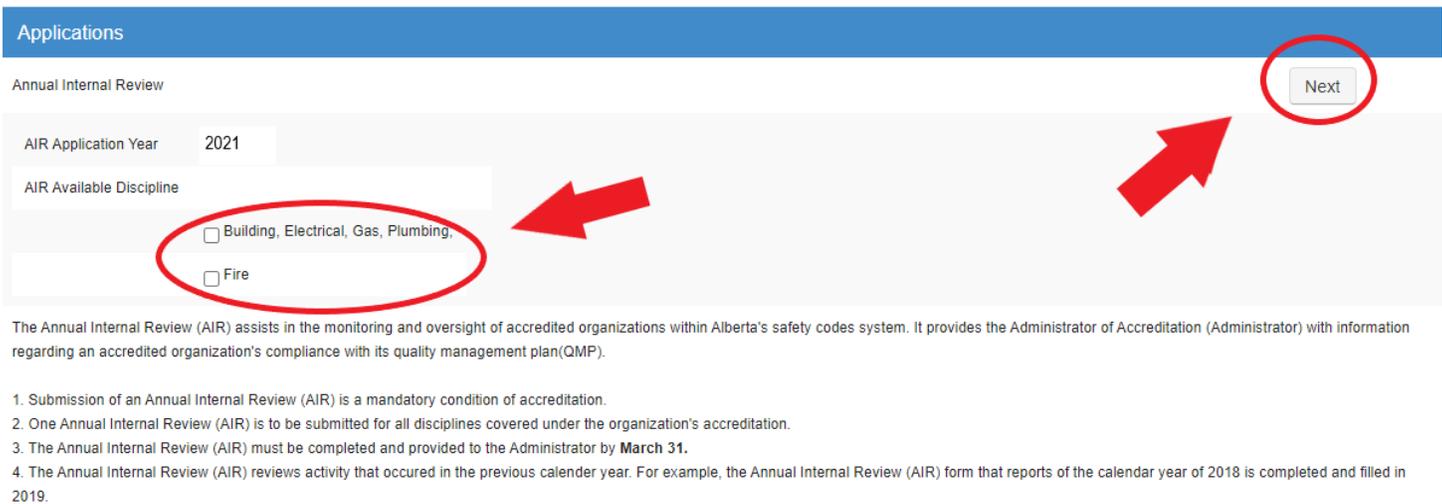
Annual Internal Review submitted once a year. An email will be sent when it is time to submit this application for review.

**Organization Name Change** Learn More

Accredited agencies, corporations and municipalities that require a modification to their accreditation due to a name change will submit an application through this process. A fee will be charged to process this application.

#### 5. Then choose the applicable year & discipline(s) and then click on Apply Now

*Tip: This allows QMP Managers to fill out and submit a discipline specific AIR*



**Applications**

Annual Internal Review Next

AIR Application Year 2021

AIR Available Discipline

Building, Electrical, Gas, Plumbing

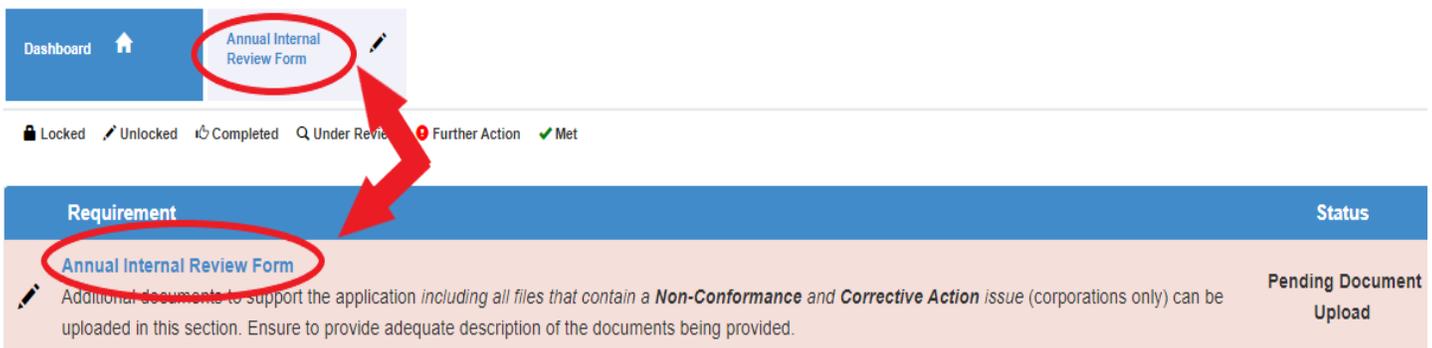
Fire

The Annual Internal Review (AIR) assists in the monitoring and oversight of accredited organizations within Alberta's safety codes system. It provides the Administrator of Accreditation (Administrator) with information regarding an accredited organization's compliance with its quality management plan(QMP).

1. Submission of an Annual Internal Review (AIR) is a mandatory condition of accreditation.
2. One Annual Internal Review (AIR) is to be submitted for all disciplines covered under the organization's accreditation.
3. The Annual Internal Review (AIR) must be completed and provided to the Administrator by **March 31**.
4. The Annual Internal Review (AIR) reviews activity that occurred in the previous calendar year. For example, the Annual Internal Review (AIR) form that reports of the calendar year of 2018 is completed and filled in 2019.

#### 6. To open up the Form, select the either of the Annual Internal Review Form links.

*Tip: The only documents the Council requires uploaded are documents related to Non-Conformance & Corrective issue (Corporations only). The Council no longer requires organizations to upload any other supporting documents*



Dashboard Annual Internal Review Form

Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
<b>Annual Internal Review Form</b> Additional documents to support the application including all files that contain a <b>Non-Conformance</b> and <b>Corrective Action</b> issue (corporations only) can be uploaded in this section. Ensure to provide adequate description of the documents being provided.	Pending Document Upload

## Accreditation Information

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

### Accreditation Information

Accreditation ID:	A000	QMP Date:	01/25/2017
Agency Name:	<b>Agency</b>		
AIR Year:	2020		
Accredited disciplines:	Building		
Number of Designated Employees:	<input type="text" value="2"/>		
Agency Owner or Senior Officer:	<input type="text"/>	Job Title:	<input type="text"/>
QMP Manager Name:	<input type="text" value="Select QMP Manager"/>	Job Title:	<input type="text"/>
Is agency under contract with the Alberta Safety Codes Authority?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Does the agency have any sub-contracts with other accredited agencies?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Number of Active Contracts:	1-50		
Number of Active Sub Contracts:	<input type="text" value="1"/>		

### Agencies:

- \* Enter name of Owner and Job Title
- \* Select QMP Manager and enter the Job title
- \* Selecting **Yes** for ASCA contracts allows a table to appear in the form
- \* Selecting the correct **Number of Active Contracts** generates entries to appear in your form
- \* Selecting **No** for **Sub Contract** will override the **1** in the number of Active Sub Contracts; Sub Contracts table will **Not** generate

- 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:	C000		
Corporation Name:	<b>Corporation</b>		
AIR Year:	2020		
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
<b>Number of Staff:</b>	<input type="text"/>	<b>Number of Industrial Sites:</b>	<input type="text"/>
<b>Approximate size of largest industrial site:</b>	<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:	1-5		

### 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 entries 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:	<b>Joint Municipality</b>		
AIR Year:	2020		
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Name of Lead Municipality:	<input type="text"/>		
Lead Municipality Population Size:	18742	Lead Municipal Type:	Municipality
Lead QMP Manager Name:	<input type="text"/>	Job Title:	<input type="text"/>
Number of Accredited Agency Contract Information:	1-5		

### Joint Municipalities:

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

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 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:	<b>Municipality</b>		
Population Size:	<input type="text" value="39407"/>	Municipal Type:	Municipality
Accredited disciplines:	Building, Electrical, Fire, Gas, Plumbing		
Number of Accredited Agency Contract Information:	<input type="text" value="1-5"/>		

### Municipalities:

- \* Enter population if the number is empty or incorrect
- \* Enter the correct range 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

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](mailto: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

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

### 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

**AIR Year: 2020 Disciplines: Building**

- [Accreditation Information](#)
- [Operational Activity](#)
- [- Accredited Municipalities and Corporations](#)
- [QMP Administration](#)
- [List of Active Contracts](#)
- [Annual Internal Review Findings](#)
- [Agency Acknowledgement and Signature](#)
- [Administrator of Accreditation Review and Approval](#)

**Agencies:**

- \* Enter in the amount of total Permit activity
- \* If Yes was selected for ASCA contracts, another chart will be available to enter specific ASCA activity

**Accredited Municipalities and Corporations**  
(Group a of Operational Activity)

Activity	Building	Total
Permits Issued	<input type="text"/>	
Permits Closed	<input type="text"/>	

**Alberta Safety Codes Authority**  
(Group b of Operational Activity)

Activity	Building	Total
Permits Issued	<input type="text"/>	
Permits Closed	<input type="text"/>	
Permits Open	<input type="text"/>	
Inspection Completed	<input type="text"/>	
Orders Issued	<input type="text"/>	
Orders Closed	<input type="text"/>	
Orders Outstanding	<input type="text"/>	
Variances Issued	<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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- [Fire Incident Reporting](#)
- [Fire Compliance Inspections](#)
- [Technical Service Delivery Standards File Review](#)
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- [File Review](#)
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- [Corporate Acknowledgement and Signature](#)
- [Administrator of Accreditation Review and Approval](#)

**Operational Activity**

Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Closed Category 1 Files	<input type="text"/>						
Closed Category 2 Files	<input type="text"/>						
Closed Category 3 Files*	<input type="text"/>						
Site-Specific Variances	<input type="text"/>						
Jurisdiction-wide Variances	<input type="text"/>						
Non-Conformance Occurrence	<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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[Member Municipality Information](#)  
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[Technical Service Delivery Standards File Review](#)  
[File Information](#)  
[File Review](#)  
[Annual Internal Review Findings](#)  
[Municipal Acknowledgement and Signature](#)  
[Administrator of Accreditation Review and Approval](#)

#### Operational Activity

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

### 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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[Administrator of Accreditation Review and Approval](#)

#### Operational Activity

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

## QMP Administration

### Corporations, Joint Municipalities and Municipalities:

- \* Once a yes or no answer is selected, it can be changed but not unselected
- \* Selecting yes or no answers may cause other Questions below to be blanked out

- 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

### QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	<input type="radio"/> Yes <input type="radio"/> No
b.	<b>Please provide the following verifications:</b>	
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 type="radio"/> Yes <input type="radio"/> No

Save & Next

Save

## 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 blanked out.

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

**Fire Compliance Inspections**

Technical Service Delivery Standards File Review

File Information

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### Fire Incident Reporting

a.	Number of fire incidents reported.	<input type="text"/>
b.	Number of fire incidents resulting in injury or fatality.	<input type="text"/>
c.	Number of fire investigations completed.	<input type="text"/>
d.	<b>Please verify the following</b>	
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

## 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** based 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		Organi- 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

 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](#)
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#### 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

#### 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](#)

#### Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	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"/>

[Save & Next](#)

[Save](#)

## 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 completed 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"/>

Dashboard

Annual Internal Review Form

- \* 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

🔒 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"/>

## 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 |

<b>a. Construction Document Review</b>		
Was a construction document review required?		<input type="radio"/> Yes <input type="radio"/> No
<b>If yes, Please verify the following</b>		
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
<b>Note: Seek the assistance of an SCO to answer questions i and ii if necessary.</b>		
<b>b. Permit Issuance</b>		
<b>Please verify the following:</b>		
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
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- Agency Monitoring and Oversight
- Agency Satisfaction
- Technical Service Delivery Standards File Review
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#### File Review

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

Building | Electrical | Gas | Plumbing | Private Sewage |

<b>a. Construction Document Review</b>		
Was a construction document review required?		<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>If yes, Please verify the following</b>		
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
<b>Note: Seek the assistance of an SCO to answer questions i and ii if necessary.</b>		
<b>b. Variances</b>		
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
<b>c. Inspections and File Closure</b>		
<b>Please verify the following:</b>		
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

#### 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.

+ Add Document

Documents

Show 10 entries

Search:

Document	Description	Uploaded
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

were completed  Yes  No

Save & Next

Save



- \* Selecting **Save** will save your spot in the form.
- \* Select **Save** after each discipline's information is entered
- \* Selecting **Save & Next** will move you to the next section outlined by the blue hyperlinks on the left side of the screen
- \* Select **Save & Next** when this section is fully completed

## 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, 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
<a href="#">Annual Internal Review Form</a> Additional documents to support the application can be uploaded in this section. Ensure to provide adequate description of the document being provided.	<b>Under Review</b>

## Questions and Issues Answered

While looking for information to enter, the System times out rather quickly.

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 must be entered in the online form and submitted through Council Connect

Would like to be able to update **contacts** on the Annual Internal Review Form.

Organizations are not able to update their contact information on Council Connect. If any changes are required, please email the **Accreditation Department** at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca) with necessary corrections.\*

For **Active Sub-Contracts**, we are unable to Choose Zero.

Selecting **No** for **Sub Contract** will override the **1** in the number of Active Sub Contracts; Sub Contracts table will **Not** generate

I cannot find the form that I opened under **My Accreditation Maintenance**.

If the **Annual Internal Review form** has been already opened, either by your organization or Council Staff, then you will be able to access it on the **Organization Info** page by scrolling down to **My Open Applications** and selecting [Continue Application](#).

I cannot locate the **Annual Internal Review Form**.

There are a few more reasons that you may not be able to locate the **Annual Internal Review**:

- ⇒ You are not on your Organization's Dashboard
- ⇒ You do not have the correct permission to access the form
- ⇒ You are part of a Joint Municipality and only the Lead Municipality can Complete and Submit a **Annual Internal Review**