



# CLARK COUNTY DEPARTMENT OF BUILDING

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Quality Assurance Agency Annual Renewal Checklist



**NOTE: This form must be completed and submitted with the annual renewal package**

**CCBD  
Use Only**

**QAA**

- Completed Renewal Application Form (Form 806).
- Annual Renewal Fees
  - Agency annual renewal fees; and
  - Personnel annual renewal fees.
- Annual Renewal Request Letter (Must be signed by both the Engineering Manager and Quality Manager and may be submitted as multiple letters or a single letter)
  - Agency renewal request – list requested approvals;
  - Personnel renewal request – list of personnel and requested approvals;
  - Personnel removal request – list of personnel;
  - Current Engineering Manager Declaration & Acknowledgement of Responsibilities;
  - Current Quality Manager Declaration & Acknowledgement of Responsibilities; and
  - If a new Quality Manager or an Engineering Manager is proposed, a pre-approval meeting is required to be scheduled by the QAA for the new designee(s).
- Quality Systems Manual
  - New QSM is enclosed for the Code Year of \_\_\_\_\_  
(New QSM is required only when a new code year is adopted, or requested by CCBD).
- Calibration Records
  - Serialized field and equipment list with the corresponding current calibration record summary and the current calibration reports.
- Quality Systems Records
  - In-house training records (must include sign-up sheets, special inspection topics);
  - Internal special inspection audit summary
  - Internal project audit summary
  - Internal office audit
- Info
  - Business License
  - Error and Omission Insurance Policy

**By:** \_\_\_\_\_

Submitted by (Signatures are required): QAA Name \_\_\_\_\_

\_\_\_\_\_  
Engineering Manager

\_\_\_\_\_  
Quality Manager