

Below is the wording to be used for sites we are unable to enter and for when we are accepting photographs in place of site inspections. *Please note that if an SCO is not comfortable accepting photographs for a particular installation, that is up to your discretion.*

### **Inspection Requests**

Admin are to start screening inspection requests. Ask the caller if they have recently travelled outside of the country, have been in contact with anyone that has travelled outside of the country or if anyone on the premises has any symptoms. If they have then let them know that we are not able to attend site and suggest they send in photographs of the installation that is ready for inspection. *(Depending on the nature of the installation, the SCO may or may not accept photos.)* Input the request in RAPTER and ensure you make clear and concise notes. SCOs make sure you are checking comments on all inspection requests.

If they have not left the country or been in contact with anyone that has, then confirm they are comfortable with an SCO going to site. Be prepared for the caller to ask the same questions regarding the SCO leaving or being in contact with someone that has left the country. The response should be, 'the SCOs on staff have not been out of the country and show no signs of symptoms. As per the COVID-19 procedures, if anyone shows symptoms, they are to go into 14-day quarantine.'

It is also important that Admin checks the inspection requests that are being submitted online. Review the description of work on the permit and if it seems that the inspection requires an SCO to enter a building, then contact the customer to ask the same questions.

### **SCO's - Unable to Enter Inspection Report Comments**

"Due to the COVID-19 pandemic the owner has requested an onsite inspection not be completed at this time. Arrangements to gain access will be made once the current situation no longer requires preventative measures."

### **SCO's - Inspection Report Comments from Photographs**

#### *Work Complies:*

"Due to the COVID-19 pandemic, pictures of the installation have been submitted, reviewed and the installation appears to meet the intent of the code. Please sign the verification of compliance (VOC) section at the bottom of this report to confirm that the pictures are for the location and description of work as referenced on this permit. To complete the inspection process, email or fax the signed VOC back to our office."

The VOC comments are to be written as deficiencies on the inspection report, also check the VOC box. **Ensure you email the photographs to admin with the permit number in the subject line.**

#### *Work Does Not Comply:*

"Due to the COVID-19 pandemic, pictures of the installation have been submitted and reviewed and the installation does not appear to meet code. <write what the deficiencies are, quote the code article>, please re-submit pictures when the corrections have been made."

**If you have any questions or concerns regarding this process then call Laural, Brent or Raymond.**