Guideline Regarding Field Review of Construction Certificates

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These Guidelines are subject to periodical amendments and modifications.
# Document Version History

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1.0 Foreward

1) The purpose of this Guideline is to identify the procedures for Engineers involved in complying with the requirements for the Field Review of Construction, in accordance with the most recently adopted version of the Nova Scotia Building Code Regulations.

The Regulations adopt the National Building Code of Canada with certain amendments. The Amendments are contained in Part 3 entitled “Amendments to the National Codes”

The National Building Code of Canada, together with the Regulations shall be known as the “Nova Scotia Building Code” and may be referred to as the “Code”.

2) The Nova Scotia Building Code Regulations states that with respect to the Field Review of Construction Certificates, Professional Engineers shall inspect the building, coordinate with the authority having jurisdiction, and file with the authority having jurisdiction.

3) An effective Field Review of Construction process is achieved when there is harmony and understanding between the Designer, Owner, Authority, Constructor, and the Professional or firm engaged to provide the field review during construction. This Guideline provides a base for that harmony and understanding and covers the portion of the project development process involving the engineers issuance of Certificates related to the required elements of the Field Review of Construction. The procedures contained herein are intended to guide professional engineers in the use of the various certificates identified.

4) The Field Review of Construction process, identified in the Building Code Regulations and referred to in this Guideline, is to be applied in the same manner whether the project is of a design tender nature or involves the “Design Build” approach.

5) Commissioning of various systems within a building may be required by the Owner. Commissioning is not considered to form part of Field Review of Construction. Where commissioning is required to ensure that specific systems are functioning properly, the Owner is advised to make it a responsibility of the Constructor and ensure that it is included in the tender documents. The Owner should engage a firm or personnel knowledgeable in the system to form part of the Commissioning Team acting on the Owner’s behalf.

6) Professional Engineers are to be retained, as required, to provide “Field Review of Construction” in accordance with the Code.

7) This Guideline is not a legal document, nor meant to supersede or replace contractual arrangements that are designed to satisfy specific situations. Engineers Nova Scotia will not be responsible for any damages, howsoever caused, resulting from its use or non-use on any assignment or project.

8) The Schedule “A’s” form part of the Building Code Regulations and are to be completed, as required, to meet the requirements of the legislation.
2.0 Definitions

ANSI
American National Standards Institute.

Architect
A member licensed to practice or licensee of the Nova Scotia Association of Architects.

Code
The current version of the Nova Scotia Building Code Regulations. They can be found online [here](#).

Commissioning
The Process of advancing an engineering installation to full working order in accordance with specified requirements.

Engineer of Record
The Professional Engineer who produces and is responsible for the design that is submitted to obtain a building permit and is issued for construction.

Field Review of Construction
This is limited to the inspection of the construction work, at intervals appropriate to the stage of construction, at the project site and, where applicable, at the fabrication location where building components are fabricated for use at the project site, that the designer in their professional discretion consider necessary to determine general compliance with the design drawings accepted by the Authority having jurisdiction and all revisions thereto. Field Review of Construction does not include the coordination, quality and performance of construction.

National Building Code of Canada,
The National Building Code of Canada, as issued by the Canadian Commission on Building and Fire Codes, National Research Council of Canada, including all revisions and errata and corrections to errata made by that body on or before the date these regulations come into force.

Owner
Includes a person controlling the property under consideration and also, prima facie, the assessed Owner of the property whose name appears on the assessment role prepared in accordance with the Assessment Act.

Professional Engineer
A member of Engineers Nova Scotia.
3.0 Procedural Guidelines

The purpose of this Section is to assist the province and industry in the application of the Schedule “A’s” in the interests of overall efficiency, effectiveness and safety.

3.1 General

The Owner of a building who undertakes to construct a building, or part thereof, within the scope of the Code must, as part of the submission for a Building Permit, include a letter of undertaking to the Authority having jurisdiction (the appropriate Municipal Authority) for the Field Review of Construction (See Schedule A.)

In instances where the Owner is taking responsibility for the completion of the appropriate Construction Design Certificate, the Owner must ensure the appropriate Field Review of Construction Certificate is submitted as requested. In instances where the Owner has appointed a Professional Engineer as the Prime Consultant to coordinate the Field Review of Construction, the Professional Engineer who is acting as Prime Consultant in his capacity shall complete Schedule A1.

3.2 Selection of a Professional Engineer to Provide Services Related to the Field Review of Construction

Upon receiving a request from an Owner to be engaged to either:

1) Act as the Prime Consultant in coordinating the Field Review of Construction; or

2) Act as the Engineer completing the Field Review of Construction Commitment Certificates (Schedule A’s as applicable to the services being provided).

The Professional Engineer should identify to the Owner the appropriate duties (i.e. number of visits to the site required) commensurate with the level of service deemed appropriate by the Professional Engineer in keeping with the responsibility identified under the Building Code Regulations. These discussions with the Owner should ensure that the review of construction is carried out at intervals appropriate to the stage of construction so as to allow for the Engineer to determine general compliance with the design documents.

The Professional Engineer should take into account, when identifying to the Owner the specific duties to be completed, the complexity of the project as well as any special circumstances which may be relevant. If the Owner and Professional Engineer cannot agree on this matter, the Owner should proceed in opening discussions with another Professional Engineer. This process is identified in the Guidelines for Selecting a Consulting Engineer, a copy of which is included in the Appendices. Professional Engineers are cautioned against signing the documents contained in Schedules A2 to A8 until the terms of their engagement are agreed to. Once an agreement is reached by the Professional Engineer and the Owner, to proceed, Engineers Nova Scotia recommends the following:

1) In circumstances where the Professional Engineer engaged to complete the Field Review of Construction Certificate is not the Design Engineer, the engineer carrying out the Field Review of Construction must be satisfied that the intent of the design is understood including any
2) A Professional Engineer engaged to complete the Field Review of Construction will sign a Field Review of Construction Inspection Commitment Certificate for one or more of the following aspects of the building, based on the level of involvement agreed to:

   i) Building Design Requirement (see Schedule A2)
   ii) Structural Design Requirements (see Schedule A3)
   iii) Mechanical Design Requirements (see Schedule A4)
   iv) Electrical Design Requirements (see Schedule A5)
   v) Fire Suppression Systems Design Requirements (see Schedule A6)
   vi) Geotechnical Design Requirements (see Schedule A7)
   vii) Plumbing Design Requirements (see Schedule A8)
   viii) Note: Schedule A9 refers to Interior Designer Requirements and is not the responsibility of the Professional Engineer.
   ix) Resource Conservation Measures – Energy (see Schedule A10)

These forms are then submitted to the Owner, or the Prime Consultant identified under Schedule A1, to coordinate the Field Review of Construction. They can be found online [here](http://example.com).

Once submitted, the Owner or the Owner’s designated representative applies to the Authority having jurisdiction for a Building Permit and attaches all the relevant Inspection Commitment Certificates.

3) The Engineer engaged to carry out the Field Review of Construction should then:

   i) Obtain the names of engineering firms providing the Field Review of Construction for all engineering disciplines covered under Schedules A2 to A8 and A10 for coordination purposes, if relevant
   ii) Review and agree with the Contractor and Owner the general frequency and schedule of construction review, including the notice required.

4) Upon completion of the Field Review of Construction, the Engineer, when deemed appropriate, will sign a Certificate (see Schedule A11) applicable to the obligations identified in the respective Inspection Commitment Certificates. This document will then be submitted to the Owner or the Owner’s designated representative.

**4.0 Responsibilities Under the Various Field Review of Construction Inspection Certificates**

As provided in the NS Building Code Regulations, the Field Review of Construction by Engineers does not include the coordination, quality and performance of construction. This is the Contractor’s responsibility. The Field Review of Construction by Engineers is required so as to determine that the constructed works are in general compliance with the design drawings.

The most recent version of the Nova Scotia Building Code, including copies of the Schedule A’s can be found [here](http://example.com).