

## **2007 Field Review POST APPROVAL AND DEFERRED APPROVALS Reminder**

Changes to an open OSHPD project are to be documented by an OSHPD change order per CCR, Title 24, Part 1, Section 7-153. Form OSH-FD-125 shall be used for change orders, instruction bulletins, addenda and deferred items. All change orders shall be triaged by the OSHPD field staff. Any of the OSHPD field staff may be the initial point of contact for the triage and / or plan review of post approval documents. Similar to office triage, PADs and DAs may be approved, defected or noted as review not required by specific disciplines. In addition, they may be referred to the office plan review staff for more in depth review. For all PADS and DAs the field staff shall verify the accuracy and completeness of the documents. Change orders, instruction bulletins, deferred approvals and addenda shall be evaluated for compliance with the FREER manual. Bulletins shall be confirmed by change order within 30 days. When buildings, systems, components, or equipment are repaired or replaced under emergency conditions, the design must be approved and permitted as required by CCR Title 24 Part 1 Article 3

<b><u>CHK</u></b>	<b><u>N/A</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	1. FREER Manual guidelines should not be exceeded, without authorization from the Regional Compliance Officer.
<input type="checkbox"/>	<input type="checkbox"/>	2. Review time for PADs and DAs limited to one hour, except structural may extend to 2 hours. If field staff has time, they may exceed these time guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	3. Bulletins will be reviewed if identified as a critical path item, where undue delay may occur without the approval.
<input type="checkbox"/>	<input type="checkbox"/>	4. Field approved instruction bulletins should not be submitted to the office until incorporated into a change order.
<input type="checkbox"/>	<input type="checkbox"/>	5. Approved change orders, deferred approvals and addenda with all supporting documentation, are to be submitted to the Office as record copies for inclusion in
<input type="checkbox"/>	<input type="checkbox"/>	6. The PAD/ DA shall be prepared by the responsible design professional. All applicable information and required signatures on the PAD form shall be
<input type="checkbox"/>	<input type="checkbox"/>	7. The post approval documents/ plans may be prepared on 8 ½ " x 11" sheets or may be larger architectural size sheets (24" x 36", 30" x 42", etc.) They may be additional plans that supplement the approved construction documents or may be revisions to the original stamped tracings.
<input type="checkbox"/>	<input type="checkbox"/>	8. If revisions are made to the plans previously stamped by the Office or field staff, the previous OSHPD approval stamp must be crossed out by the plan's preparer before making revisions to the drawings.
<input type="checkbox"/>	<input type="checkbox"/>	9. All changes must be identified by clouds and deltas, and referenced to the original documents.
<input type="checkbox"/>	<input type="checkbox"/>	10. A minimum of (2) sets of plans are required for the following distribution: Office – one (1) set Job Site – one (1) set
<input type="checkbox"/>	<input type="checkbox"/>	11. All approved PADs and DA's are to be maintained by the IOR.

- 12. Clarification drawings and notices or similar instructions (RFIs) issued by the design professional intended only to make clear or emphasize the intent of the approved drawings and specifications and that do not alter the approved construction documents are not considered a PAD and do not require OSHPD approval. Review RFIs for confirmation with OSHPD field staff.
- 13. All PADs and DAs shall be approved by OSHPD before starting the work shown on the changes or revisions to the plans.
- 14. Healthcare facilities must request authorization from OSHPD prior to performing emergency work and shall proceed as directed to obtain the approvals and
- 15. The Regional Compliance Officer may grant authorization for emergency work.
- 16. For emergency repairs carried out without an Office plan review and permit due to sudden equipment failure or natural disaster, the facility shall submit a letter stating the reasons for the emergency repairs and requesting emergency authorization to proceed.
- 17. Emergency changes to permitted projects relating to the safety of persons at the construction site may be made immediately.
- 18. Emergency changes shall be documented by change order.
- 19. Plan review and construction documents for the emergency work shall be submitted for review as soon as possible.
- 20. The procedures leading to obtaining written approval of final plans and specifications for the emergency work shall be carried to conclusion without suspension or unnecessary delay.
- 21. Additional repairs or corrections may be required if the emergency repairs do not comply with the code.
- 22. All work must be observed by an approved Inspector of Record or remain uncovered until approved adequate inspection is provided in order to assure safety and compliance.
- 23. Licensing and Certification should be notified by the facility of the emergency repair or projects.

**NOTE:**

The purpose of this list is to reduce oversights and to achieve minimum levels of uniformity and completeness. The use of this reminder list does not constitute a complete plan review. Compliance with all items on this list does not necessarily assure compliance with all provisions of the applicable codes and standards. This reminder list should be used only by persons with a comprehensive knowledge of the applicable codes and standards.