

PLAN REVIEW PROCEDURES AND POLICIES

This one-day seminar provides attendees with vital information on how to conduct plan review process of water-based fire protection systems. The student will conduct a basic sprinkler system plan review for compliance with NFPA 13. The student will be taught the importance of creating plan review policies in order to achieve an accurate and expeditious plan review process. The plan review process will be detailed and an overview of plan review procedure methods will be covered.

The seminar is designed for intermediate level students or for those attendees that have completed the NFPA 13 Overview and Intro to Plan Review seminar prior to attending this seminar or for those who have a good comprehension of NFPA 13. Each attendee will receive copies of a plan review check sheet that are used for conducting plan review of sprinkler systems, standpipe systems, fire pumps, and underground water systems.

STUDENT IS ASKED TO BRING A CURRENT COPY OF NFPA 13

This is a basic to intermediate level class.

Overview – Assists the participants with understanding the responsibility of proper plan review procedures for compliance to national codes and standards. The seminar will assist the attendee in minimizing potential conflicts that may be encountered during the plan review process

Goal – To increase the familiarity of the participants on how to conduct timely and accurate plan reviews.

Learning Objectives for Participants:

- Understanding the importance of a systematic review process in order to achieve:
 - An accurate plan review (Errors – Missed Items)
 - Expeditious plan review
 - Minimize conflict and improve communications with contractors
- Understand how to implement a plan review submittal check list
- Learn the importance of a plan review check list

Course Outline:

- Plan Review Process overview
- Issues effecting the process
- Benefits of establishing plan review policies for conducting plan reviews
- Methods that may be applied to achieve quality plan reviews
 - Water-based fire protection plan review check list
- Overview of acceptance testing procedures
- In-class exercise involving an actual plan review of a sprinkler system

Experience Level – BASIC/INTERMEDIATE: This seminar is well suited for participants who are:

- Code Officials (Building/Fire/ Mechanical)
- Plan Reviewers
- Designers/Layout Technicians/Contractors
- Design Professional (Architects/Engineers)
- Building Owners/Managers
- Insurance Representatives

Prerequisites – For attendees who:

- Know and apply the codes/standards
- Have one to two years in code enforcement
- Possess a basic knowledge in construction
- Can read and understand basic construction drawings/technical documents

Plan Review Procedures and Policies

Day One:

8:00 - 8:30 Opening Remarks Course Overview

8:30 – 10:15 Overview of the plan review process issues

10:15 – 10:30 Morning Break

10:30 –12.00 Plan Review Procedures
* **Plan Review submittal procedures and process**

12:00 - 1:00 Lunch (on your own)

1:00 – 3:00 Use of plan review check list

3:00 - 3:15 Afternoon Break

3:15 – 4:30 Exercise conducting a sprinkler system plan review

4:30 – 5:00 Question & Answers; Certificates