

Final Safety and Health Inspection
and
Certificate of Occupancy
Guidelines



U.S. Department of the Interior
Bureau of Indian Affairs

Division of Safety and Risk Management

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Final Safety and Health Inspection

- 25 IAM, and BIA Safety and Health Handbook, Topic 26.B.1 and Assistant Secretary – Indian Affairs December 7, 1993 Memorandum (Subject: Facilities Construction and Operations and Maintenance Funding):
 - Division of Safety and Risk Management or its authorized representative shall inspect the facility after construction to verify it meets applicable codes and standards.

Final Safety and Health Inspection Procedures

- Request for final inspection and Certificate of Occupancy must be completed using the Request for Final Inspection/Re-Inspection and Certificate of Occupancy form (Exhibit 1) by the Office of Facilities Management and Construction (OFMC) project manager, OFMC oversight person, or OFMC regional project manager verifying that **all** work is completed and that all systems i.e., fire alarm, sprinkler, emergency systems, HVAC, water systems, elevator, pressure vessels, etc., are fully operational and tested, and all required certifications have been submitted to the Division of Safety and Risk Management (Authority Having Jurisdiction).
- **DO NOT** contact the Regional Safety Manager or Agency Safety Officer or others requesting for final inspection. Request for final inspections or re-inspections shall be to the Division of Safety and Risk Management through the project manager. Division of Safety and Risk Management may delegate the final inspection to the Regional Safety Manager as its authorized representative.
- Minimum request time is 2 weeks. If the inspector arrives at the site and the work is not complete, the inspection will be rescheduled once the project manager certifies all work is completed.
- Upon completion of the final inspection, a Final Safety and Health Inspection Report will be transmitted to the Chief, Division of Design and Construction and a copy of the report transmitted to the OFMC Project Manager or OFMC oversight person.
- If serious violations are found, written certification by the project manager certifying that the deficiencies have been permanently corrected, is required before a re-inspection can be conducted or the certificate of occupancy can be issued.

- Required final inspection documentation (as applicable) shall be provided to Division of Safety and Risk Management **PRIOR** to scheduling the final inspection:

AUTOMATIC SPRINKLER PROTECTION SYSTEM

1. Contractor's Material and Test Certificate for Aboveground Piping.
(NFPA 13, 24.1(3))
(Provide copy to DSRM prior to final inspection)
2. Contractor's Material and Test Certificate for Underground Piping.
(NFPA 13, 10.10.1(3))
(Provide copy to DSRM prior to final inspection)
3. Manufacturer's literature and instruction describing proper operation and maintenance of equipment and devices installed.
(NFPA 13, 24.4(1))
(Examine on site)
4. Publication NFPA 25, "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems."
(NFPA 13, 24.4(2))
(Examine on site)

FIRE DETECTION ALARM SYSTEM

1. Written statement that the system has been installed IAW approved plans and tested IAW manufacturer's specification and NFPA requirements.
(NFPA 72, 4.5.1.2)
(Provide copy to DSRM prior to final inspection)
2. Record of Completion.
(NFPA 72, 4.5.2.1)
(Provide copy to DSRM prior to final inspection)
3. Owner's Manual and installation instructions covering all system equipment.
(NFPA 72, 4.5.2.3(1))
(Examine on site)
4. Record drawings.
(NFPA 72, 4.5.2.3(2))
(Examine on site)

ASBESTOS (Education Facilities)

1. Written statement that building(s) is free of asbestos.
(AHERA – 40 CFR 763.99(a)(7))
(Provide copy to DSRM prior to final inspection)

EMERGENCY SYSTEMS

1. Written record of emergency system (emergency lights and exit lights) tests.
(NFPA 70, 700-4(D))
(Provide copy to DSRM prior to final inspection)

ELEVATOR

1. Elevator certification
(ASME A171, Sec. 1000.1C and 1003)
(Provide copy to DSRM prior to final inspection)
2. Acceptance test by certified inspector.
(Provide copy to DSRM prior to final inspection)
3. Certified inspector's statement that required tests were performed along with report copy of the results of inspection.
(Provide copy to DSRM prior to final inspection)

Certificate of Occupancy

- 25 IAM and BIA Safety and Health Handbook, Topic 26.3A.
 - The Chief, Division of Safety Management and Risk Management, is delegated the jurisdictional authority for: (a) developing regulations and procedures; (b) interpreting; (c) implementing, and enforcing the Bureau's Safety and Health Inspection Program. The position is the "Chief Building official and "Authority Having Jurisdiction" for codes, standards, regulations, and guidelines adopted by this Handbook.
- Building Construction and Safety Code - NFPA 5000, 1.7.6.7.1.1, Certificate Requirements:
 - No building hereafter erected, altered, or relocated or for which a change of occupancy has been made, shall be used in whole or part until a certificate of occupancy has been issued by the authority having jurisdiction certifying that the building and occupancy are in accordance with the provisions of the *Code* and all other laws and regulations applying thereto.
 - When the building or part thereof complies with the provisions of all pertinent laws and regulations, the authority having jurisdiction shall issue the certificate of occupancy for the building or part thereof.
- Building Construction and Safety Code - NFPA 5000, 1.7.6.7.1.3, Temporary Certificate of Occupancy:
 - A temporary certificate of occupancy shall be permitted to be issued by the authority having jurisdiction.



United States Department of the Interior

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Request for Final Inspection/Re-Inspection and Certificate of Occupancy

Submit this form to Division of Safety and Risk Management (DSRM)

Project No.: _____ Project Name: _____

Proposed Date for Inspection: _____ Project Manager: _____

Required Documentation. The following documentation has been submitted to the Chief Building Official and Authority Having Jurisdiction (DSRM) prior to scheduling of final inspection:

- Asbestos Free Written Statement as required by AHERA (if applicable)**
[Applies to Education Locations]
- Elevator Certifications as required by ASME (if applicable)**
- Emergency Systems Written Statement as required by NFPA 70 (if applicable)**
[Emergency Lighting and Exit Lighting]
- Fire Detection Alarm System Certifications as required by NFPA 72 (if applicable)**
- Fire Sprinkler Protection System Certifications as required by NFPA 13 (if applicable)**

In addition to the above, Operation and Maintenance Manuals for all equipment are on site and there is an approved copy of plans and specifications available at the job site.

I hereby certify that all construction work for this project is complete and that the above required documents are in place.

Signature of Project Manager

Date

Note: If work has not been completed by the requested inspection date, the inspection will not be conducted. A re-inspection date will be requested and re-inspection fees will apply.

This section for use by Division of Safety and Risk Management

Scheduled Date for Final Inspection

Assigned Inspector

Scheduled Time for Final Inspection

- Final Inspection
- Re-Inspection: 1st ____ 2nd ____ 3rd ____