

Schedule 'S' Demystified

The Role of Schedules

Schedule 'S' Demystified

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Purpose

- This is an intra-professional set of forms:
- Model Schedule S-B: ASSURANCE OF PROFESSIONAL DESIGN & COMMITMENT FOR FIELD REVIEW by Supporting Registered Professional (SRP)
and:
- Model Schedule S-C: ASSURANCE OF PROFESSIONAL FIELD REVIEW & COMPLIANCE by Supporting Registered Professional (SRP)

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- Schedules S-B and S-C are not to be confused with the *British Columbia Building Code* and *Vancouver's Building Bylaw* (together, the Code) mandated Letters of Assurance (LOA) and are not intended to be submitted to the Authority Having Jurisdiction (AHJ).
- There may (or may not) be reasons for them to be called for by a project's Registered Professional of Record.

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- **Terminologies:**

- The term Registered Professional is defined in the Code as:

a) a person who is registered or licensed to practise as an architect under the *Architects Act*, or

b) a person who is registered or licensed to practise as a professional engineer under the *Engineers and Geoscientists Act*.

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- The term Registered Professional of Record (RPR) is defined in the Code as:

Registered professional of record means a registered professional retained to undertake design work and *field review* in accordance with Subsection 2.2.7 of Division C.

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- For the purposes of Schedule 'S' the following term has been introduced: "Supporting Registered Professional (SRP)" is an architect or professional engineer providing design and/or field review of building components, or sub-components, within a discipline, to the RPR for that discipline.

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- **Background**
- The LOA in the Code provide a uniform standard across the Province for providing professional assurance of design and field review of new construction. The roles and responsibilities of the Owner, Registered Professionals and AHJ are clearly defined.

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- LOA are required to be submitted at building permit application and prior to occupancy of buildings described under Section 2.2.7 of Part 2 of Division C of the Code. These letters are legal documents based on the authority of the Code. Uniform mandatory LOA have been incorporated as Schedules into the Code since December 1992.

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- A Registered Professional who signs and seals a LOA is accepting responsibility for the obligations committed to in that LOA. For example, in signing and sealing a Schedule C-B, Assurance of Professional Field Review and Compliance, a Registered Professional is giving his or her assurance, based on their field reviews, that the relevant aspects of the project for which they are responsible substantially comply,

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- in all material respects, with the applicable requirements of the Code and the plans and supporting documents submitted in support of the application for the building permit (design documents).
- There are seven principle disciplines identified in the Code: Architectural, Structural, Mechanical, Plumbing, Fire Suppression, Electrical, & Geotechnical (Temporary and Permanent)

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- Typically, only one LOA is to be provided to the AHJ for each discipline identified in the Code, as applicable to the project. The Registered Professional providing the LOA for each discipline is the RPR.

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- A RPR should only undertake design and field review for the items identified on the LOA for their discipline based on their competency. As such, a RPR, or Owner, may require supplementary supporting engineering or architectural services for a particular component, or sub-component, of a discipline. In instances where supporting engineering or architectural services are required it is recommended that appropriate assurances should be

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- obtained by the relevant RPR from the SRP (who could be engaged by the RPR; the Owner; a contractor, sub-trade or supplier) providing the supporting design service and/or field service.

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- Upon receipt of assurance from such SRP that a particular component or sub-component, substantially complies, in all material respects, with the applicable requirements of the Code, the RPR can complete and submit the LOA for his or her discipline. This allows the integrity of the Code scheme for LOA to be maintained (one LOA per discipline).

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- Schedules S-B and S-C are recommended mechanisms for the RPR to receive assurance from the SRP providing supporting engineering or architectural services; confirming that the plans and supporting documents relating to the supporting engineering or architectural services for a particular component, or sub-component, of a discipline substantially comply with the applicable requirements of the Code.

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- The RPR coordinates the work of the SRP providing supporting engineering or architectural services to assure that the work is compatible with, and integrated into, the overall design.
- Although the RPR may not have carried out the design and/or field review for a particular item under the LOA, the RPR can sign the LOA for that item based on the assurance represented by the Schedules S-B and S-C from the SRP that provided the supporting services for that discipline.

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- The Code does not require that the Schedules S-B and S-C be part of the Code-mandated LOA system. It is not intended that Schedules S-B and S-C be requested by, or submitted to, AHJs as part of building permit or occupancy procedures. The RPR should retain a copy of all Schedules S-B and S-C for their permanent project file.

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- Schedule S-B is intended to be used by the SRP to provide assurance that the design of a component, or sub-components, substantially complies with the Code. If it is intended that the SRP will also provide field review services with respect to those supporting components, that commitment for field review is also indicated on the S-B. The need for a SRP is at the sole discretion of the relevant RPR signing and sealing the Code-mandated LOAs.

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- Schedule 'S' is meant to limit the SRP's liability to their scope of work and provide the RPR the record they require to issue a single Schedule B for their discipline.
- I.e. the SRP can describe exactly what is being assured.
- AHJ should not be requesting multiple Schedule B's from a single discipline (One Schedule B per discipline) .

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- **Aside:**
- Outdated references in project specifications can cause issues:

Specifications and notes for specific items should be updated to require Schedule S instead of Schedule B.

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- The CRP often requests an original copy of the Schedule 'S', however, the 'path' of the document is from professional to professional (SRP to RPR) and the CRP does not require a Schedule 'S' because they will be receiving Schedules B/B-C.
- Schedule S-B/S-C requires SRP to name RPR: SRP is often liaising with someone other than the RPR so other disciplines should have the RPR's information readily available to allow SRP to issue schedules quickly and easily.

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- An AHJ may ask for Schedules from supporting professionals, but they are not supposed to get the supporting schedules, only the schedules from the professional of record.
- There is often uncertainty regarding what to do with elements that are architectural with structural design but there is no architect being asked to provide the additional work. If there is a RPR, then the SPR reports to the RPR.

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- There is a digital form-fillable version of the current Schedule S documents available. This makes things more legible via typing instead of hand writing, and it is the updated version that makes reference to both BCBC and VBBL as applicable.
- There are some specialty engineers on Vancouver projects are still using the old version which only referenced BCBC.

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- **Summary**
- AIBC/EGBC Practice Note 16 can be found via google.com. It's a bit wordy but it's comprehensive.
- Make sure you have the latest version of Schedule 'S'. There have been updates since it was developed.
- Make sure you have the correct Schedule 'S' form. E.g. City of Vancouver has specific schedules forms.

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- Thank you
- DÍSCUSSION