**Procedure**

Construction Field Reviews: Under the amended Building Code Act and the Ontario Building Code the individual who has the necessary building code credentials with either the OAA or MMAH, and who is responsible for code matters, and is so identified on the drawings, is responsible for ensuring field reviews are completed in accordance with the requirements of legislation and of their respective professions, and submitting these under seal where they are architects or professional engineers for code matters. Non–code matters do not require professional seals under code legislation, but may require these by professional practice.

Subject to the requirement of the respective professions, the actual site reviews may be delegated by the responsible professional to individuals working under the direction of the person responsible for code compliance and for sealing the documents.

The DEC professional responsible for code matters shall identify to the construction coordinator and to the lead discipline/project manager which aspects they wish or need to review, and the construction coordinator shall identify to the contractor which items are not to be concealed until reviewed. The construction coordinator shall notify the responsible designer when the designated elements are ready for review.

The professional responsible for code matters shall determine, in consultation with the Manager, Construction Co-ordination, if the construction coordinator should undertake the site reviews or if the designer wishes another person to undertake the reviews. Where the professional responsible for code matters feels the construction coordinator is competent to undertake the site reviews, and the construction coordinator agrees to do so, he/she may undertake the reviews under the direction of the professional responsible for code matters.

The person undertaking the field review shall review the report with the professional responsible for code matters before it is issued.