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**MEMORANDUM**

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**Subject:       Special Inspection Agency Recognition List (Joint Review)**  
(Updated on August 6, 2010)

To ensure construction quality, building code compliance, and to facilitate a review and approval process in the cities, as identified in the Participating Local Jurisdiction in the following page, collectively have established Special Inspection joint review procedural guidelines to determine the qualification of Special Inspection agencies & testing laboratories to be recognized in the Special Inspection & Testing Agency List.

If your agency is interested in obtaining recognition or maintaining a recognized status with the participating jurisdictions and to be placed on the approved list published by each jurisdiction, please submit or mail an updated package in a 3-ring binder to each jurisdiction.

Please follow the attached Special Inspection qualification guidelines to submit your package for consideration.

For additional information or questions please contact any of the participating representatives noted in Attachment 2.

# **Special Inspection Joint Review Procedural Guidelines**

## **Background**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. In order to facilitate a review and approval process we hereby establish the following procedural guidelines for collectively exercising our discretion in determining the qualification for special inspection agencies and testing laboratories.

## **Participating Local Jurisdictions**

1. City of Alameda
2. City of Brentwood
3. City of Danville
4. City of Fremont
5. City of Livermore
6. City of Milpitas
7. City of San Francisco
8. City of San Jose
9. City of Sunnyvale

Detailed contact information is provided in Attachment 2.

## **Applicability**

The procedural guidelines may be changed, updated, or corrected at any time at the discretion of the participating jurisdictions. The joint review process is not mandatory. These guidelines are not intended to supersede any alternative criteria of specific requirements set forth by any of the participating jurisdictions.

## **Submittal Requirements**

- An application package shall be provided as specified in the SPECIAL INSPECTION QUALIFICATION GUIDELINES (Attachment 1).
- A cover letter shall be provided with each submittal requesting of an agency's qualification and specific categories of inspection and testing services.
- An agency may submit evidence of accreditation by the Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSALEA), or International Accreditation Service (IAS), or other recognized accreditation service for evaluation. Complete evidence of approval shall be provided including the specific work categories.

## **Application Fee**

- There is no application fee

## **Review Procedure**

- Committee members of participating jurisdictions shall evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.
- Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.

## **Notification**

- Each participating jurisdiction is responsible for notifying the agency with the outcome of the review.
- Each participating jurisdiction will keep a list of its recognized agencies on its website.
- Approved submittals are valid for up to three years from the approval date.

## **Appeal Process**

If the agency decides to appeal the outcome of the review or removal of the agency from a jurisdiction's recognized list, appeal shall be made directly to the applicable jurisdiction in accordance with the appeal procedures of that jurisdiction.

## **Renewal Process**

- It is the agency's responsibility to submit updated categorical information as stipulated in the QUALIFICATIONS GUIDELINES, including information for new employees, to the committee members of participating jurisdictions at least 90 days prior to the expiration date of the agency's qualification.
- A cover letter shall be provided with an application submittal of an agency's qualification and specific categories of inspection and testing services.
- Renewal is valid for up to three more years.
- See Attachment 3 for more information.

## **SPECIAL INSPECTION QUALIFICATION GUIDELINES**

### **Qualification guideline for Inspection Agencies and Special Inspectors:**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. The Special Inspection Joint Review Committee, composed of a number of Bay Area jurisdictions, has developed a qualification guideline to facilitate a review and approval process to allow qualified agencies to perform in the participating jurisdictions.

To be considered for qualification, please send one copy of the following information to each of the Committee members of participating jurisdictions (**see Attachment 2**). Please note that if your agency is not able to meet all of these requirements and submit all required information, the Committee will not be able to consider your agency for qualification.

**The submittal package must be in a 3-ring binder (with the name of the agency shown on the spine) and tabbed to correspond with the numbers of the 10 items listed below.**

Please submit the following:

1. Location of corporate office and all testing facilities operating in the region.
2. Name and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329-09, paragraph 6.2.1: “.....the person shall be a licensed professional/ registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection of construction materials.” Please note that resumes must be very specific in showing a minimum of five years experience in testing and inspection. Resumes shall identify dates and experience specific to testing and inspection.
3. Names and resumes of laboratory and field inspection supervisory personnel evidencing experience criteria:
  - a. Laboratory Supervisors:
    - i. Per ASTM E329-09 paragraph 6.2.2: “A laboratory supervisor shall have at least three years experience performing test on relevant construction materials.” Please note that resumes must be very specific in showing a minimum of three years experience in testing. Resumes shall identify dates and experience specific to testing.
    - ii. Certification by ACI (Laboratory Testing Technician, Grade I), NICET (Level III or higher), or equal.
  - b. Field Supervisors:
    - i. Per ASTM E329-09 paragraph 6.2.3: “A field inspector shall have at least three years inspection experience in the type of work being supervised.” Please note that resumes must be very specific in showing a minimum of three years experience in inspection. Resumes shall identify dates and experience specific to inspection.
    - ii. Certification by ACI (Concrete Construction Special Inspector or Concrete Transportation Construction Inspector), ICC Reinforced Concrete Special Inspector, NICET (Level III or higher), ASNT (Level II or III) or AWS (CWI), or equal.
4. An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel and testing/inspection personnel.

5. A copy of your regional testing laboratory’s latest CCRL Inspection Record including deficiencies and explanations with evidence of how deficiencies have been addressed. A copy of the firm’s DSA or IAS laboratory accreditation report may be submitted in lieu of the CCRL report.

For agencies with no laboratory testing facility, the agency must:

- a. Provide evidence your agency has established a quality system appropriate to the type, range, and volume of its capabilities,
  - b. provide evidence your agency has the necessary equipment to perform field tests required during the sampling of fresh concrete (i.e., slump, temperature, unit weight, air entrainment), and
  - c. provide a list of qualified agencies performing laboratory testing on your behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing your arrangements with those firms. Any financial arrangements shall be blacked out prior to submittal.
6. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure may satisfy this requirement).
  7. Samples of the typical inspection, lab and final compliance reports that your agency uses.
  8. Matrix list of all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications for RC, PC, SM, SW, HSB, NDT, SWC, & FP categories as noted in the table below. **INSPECTORS WHO DO NOT HAVE THE NECESSARY EXPERIENCE AND CERTIFICATIONS TO MEET THESE CRITERIA WILL NOT BE CONSIDERED FOR QUALIFICATION.** Special inspectors-in-training shall be included in this matrix. Please include only those inspectors who are performing inspections and tests that are applicable to the program. Please follow the format of the attached sample matrix (Exhibit A).

<u>Inspection Category</u>	<u>Appropriate Experience/Certification</u>
<u>Reinforced Concrete</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum one year experience, and</u></li> <li>b) <u>Certification by ACI (Field Technician Grade 1), and</u></li> <li>c) <u>Certification by ICC (Reinforced Concrete)</u></li> </ol>
<u>Prestressed Concrete</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum six months plus three years experience in Reinforced Concrete, and</u></li> <li>b) <u>Certification by ACI (Field Technician Grade 1), and</u></li> <li>c) <u>Certification by ICC ( Prestressed Concrete)</u></li> </ol>
<u>Structural Masonry</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum one year experience, or six months plus one year experience in Reinforced Concrete, and</u></li> <li>b) <u>Certification by ICC ( Structural Masonry)</u></li> </ol>
<u>Steel Welding</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum three years experience, and</u></li> <li>b) <u>Certification by ICC (Structural Steel &amp; Welding) or AWS (Certified Welding Inspector)</u></li> </ol> <p><u>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</u></p>

<u>Steel (high-strength) Bolting</u>	<u>a) Minimum one year experience, and</u> <u>b) Certification by ICC (Structural Steel &amp; Bolting)</u> <u>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</u>
<u>Nondestructive Testing (NDT)</u>	<u>a) Personnel qualified in accordance with nationally-recognized NDT personal qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1A; or</u> <u>b) American Society for Nondestructive Testing (ASNT) Level II and a minimum one year of direct testing experience as determined and approved by an in-house ASNT Level III</u>
<u>Structural Wood Construction</u>	<u>a) Certification by ICC (Commercial or Residential Building Inspector), and</u> <u>b) A minimum two years of direct experience in engineered wood products, or</u> <u>C) A minimum five years of direct experience as a journeyman carpenter</u>
<u>Spray-on Fireproofing</u>	<u>a) Minimum one year experience, and</u> <u>b) Certification by ICC (Spray-Applied Fireproofing)</u>

9. Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Except as permitted for “inspectors-in-training,” all special inspectors performing reinforced concrete, pre-stressed concrete, structural masonry, fireproofing and structural steel & welding special inspections shall be certified by applicable discipline. **Please put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.**

- a. Photo Identification cards shall be provided for each inspector. The front of the card shall include the name and location of the issuing firm, inspector’s name and photograph, and a statement signed by the responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program. The reverse side of the card shall identify appropriate special inspection and testing categories provided by the firm. ID cards shall use an “X” to designate qualification in each category, and “I-T” to designate in-training. These designations must be placed clearly to the left side of the applicable inspection type.

10. Wet signed and stamped statements from the responsible professional engineer(s):

- a. That he/she is the full-time employee responsible for supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.

Certifying that special inspectors will perform in accordance with CBC Chapter 17; and that they are identified, qualified, and issued I.D cards according to current guidelines.

Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-09, in particular, paragraph 9.1: “It shall be the responsibility of the agency to ensure that performs only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained.”

- b. Completed, signed and stamped Acknowledgement of Joint Review Process, Responsible Engineer’s Certification, and Special Inspection Agency Summary and Letter of

Agreement (enclosed).

*ATTACHMENT 1 – PAGE 4*

The required categorical information must be updated, including information for new employees, and submitted to the Committee members of participating jurisdictions at least 90 days prior to the expiration date of the firm's recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer, laboratory relocation, or additions and deletions of offices within the region must be reported to the Committee members within 90 days of the change. Relocated laboratories shall submit the updated CCRL report to the committee for review within 180 days. Failure to report these changes may result in revocation of a participating jurisdiction's qualification of the agency.

SAMPLE MATRIX  
INSPECTOR QUALIFICATION MATRIX

Inspector Name	Date of Hire	ACI Grade-1	RC *	SM	PC	HSB	SW	NDT	SWC	FP
Inspector A	05/04/99	X	X	X	I-T	I-T				
Inspector B	07/31/98	X	X	X				X	X	X
Inspector C	10/01/00	X	X		X	X	X	X		
Inspector D	10/01/00	X	X	X	I-T	I-T	X		X	X
Inspector E	10/01/00				I-T				X	X

Legend:

RC= Reinforced Concrete  
SM= Structural Masonry  
FP= Fireproofing  
PC= Prestressed Concrete

HSB = High-strength Bolting  
SW = Steel Welding  
SWC = Structural Wood Construction  
NDT = Nondestructive Testing

I-T= In training as lacking certification and/or experience  
X= Meets experience and certain certification criteria  
\*= American Concrete Institute (ACI) Grade 1 - is required

## Participating Jurisdiction's Contact Names and Addresses

James Son  
City of San Jose/Bldg Div  
200 E. Santa Clara Street  
San Jose, CA. 95113-1905  
Fax: (408) 292-6214  
Phone: (408) 535-7746  
[james.son@sanjoseca.gov](mailto:james.son@sanjoseca.gov)

Rick Halloran  
City of San Francisco/Bldg. Insp.  
1660 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA. 94103-2414  
Fax: (415) 558-6101/6686  
Phone: (415) 558-6610  
[Richard.halloran@sfgov.org](mailto:Richard.halloran@sfgov.org)

Neil Hawkins  
City of Fremont/Bldg Dept.  
39550 Liberty Street  
Fremont, CA. 94537-5006  
Fax: (510)494-4398  
Phone: (510) 494-4415  
[nhawkins@fremont.gov](mailto:nhawkins@fremont.gov)

Oliver Chan  
City of Milpitas  
455 E. Calaveras Boulevard  
Milpitas, CA. 95035  
Fax: (408) 586-3261  
Phone: (408) 586-3263  
[oliverchan@ci.milpitas.ca.gov](mailto:oliverchan@ci.milpitas.ca.gov)

Francisco Rivera  
City of Brentwood  
104 Oak Street  
Brentwood, CA. 94513-1335  
Fax: (925) 516-5407  
Phone: (925) 516-5147  
[frivera@ci.brentwood.ca.us](mailto:frivera@ci.brentwood.ca.us)

Steve Pierson  
City of Livermore/Bldg. Div.  
1052 S. Livermore Avenue  
Livermore, CA. 94550  
Fax: (925) 960-4429  
Phone: (925) 960-4426  
[sdpierson@ci.livermore.ca.us](mailto:sdpierson@ci.livermore.ca.us)

Jesse Bright  
City of Alameda  
Planning & Building Department  
2263 Santa Clara Avenue, Room 190  
Alameda, CA 94501-4477  
Fax: (510) 747-6804 / TDD (510) 522-7538  
Phone: (510) 747-6823  
[JBright@ci.alameda.ca.us](mailto:JBright@ci.alameda.ca.us)

George Roja  
City of Sunnyvale – Building Safety Division  
456 West Olive Avenue  
Sunnyvale, CA. 94088-3707  
Fax: (408) 730-7715  
Phone: (408) 730-7829  
[grojas@ci.sunnyvale.ca.us](mailto:grojas@ci.sunnyvale.ca.us)

Victor Morrison  
Town of Danville  
510 La Gonda Way  
Danville, CA. 94526-1740  
Fax: (925) 552-5448  
Phone: (925) 314-3360  
[vmorrison@ci.danville.ca.us](mailto:vmorrison@ci.danville.ca.us)

## **Renewal Qualification of Special Inspection Agencies and Testing Laboratories**

The special inspection agencies and testing laboratories desiring to continue on construction projects permitted within the participating jurisdictions are required to renew their qualification at least 90 days prior to the expiration date.

Include a current matrix of inspectors and evidence of certification.

The following statements must be signed and / or stamped by the responsible professional engineer(s):

- Acknowledgment of Joint Review Process
- Responsible Engineer's Certification
- Special Inspection Agency Summary and Letter of Agreement

If you have any questions or concerns regarding qualification renewal, please contact participating jurisdictions.

## Acknowledgment of Joint Review Process

Company Name:

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Company Address:

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Company Telephone Number:

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*As an officer of the company located at the address referenced above, I have requested a joint review by a number of local jurisdictions that may share information including, but not limited to agency performance, appeals, and any pending complaints or disciplinary hearing information. Our application may be shared and retained by all participating jurisdictions.*

*I further acknowledge the joint review process is not mandatory. Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.*

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(Print name and title)

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(Signature)

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Date

RESPONSIBLE ENGINEER’S CERTIFICATION

- A. *I am the “full time employee” responsible for the supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.*
  
- B. *I certify that Special Inspectors will perform in accordance with CBC Chapter 17. Each Special Inspector will be identified, qualified, and issued ID cards according to the experience and certification requirements stated in the Special Inspection qualification Guideline.*
  
- C. *I assure that Testing and Inspection Services will be performed in compliance with procedures specified in ASTM E 329-09, in particular, paragraph 9.1: “It shall be the responsibility of the agency to ensure that it performs only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained.”*

\_\_\_\_\_  
Responsible Engineer (print name)

\_\_\_\_\_  
Responsible Engineer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affix Stamp Here

SPECIAL INSPECTION AGENCY SUMMARY AND LETTER OF AGREEMENT

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Responsible Engineer \_\_\_\_\_

Name and Address of Testing Laboratory \_\_\_\_\_  
(if different from the info. above)

Special Inspection Categories: RC ( ) PC ( ) SM ( ) HSB ( ) SW ( ) NDT ( )  
SWC ( ) FP ( )

*I understand that any changes to agency name, ownership, key personal, responsible professional engineer, or additions and deletions of offices within the region must be reported within 90 days, in writing, to the participating jurisdictions. I further understand that failure to report these changes may result in forfeiture of the participating jurisdiction's qualification of this agency. This agency agrees to abide by these conditions and will submit a report of any changes to the information submitted.*

\_\_\_\_\_  
Responsible Engineer (print name)

\_\_\_\_\_  
Responsible Engineer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affix Stamp Here