

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 60 days prior to the expiration date.

Please be advised that the function of the Special Inspection Committee has been revamped and will utilize an enhanced qualification procedure as stipulated in the “Special Inspection Qualification Guideline” and the “Special Inspection Joint Review Procedural Guidelines.” See Renewal Process for more information.

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 concerning qualification renewal, contact participating Cities.

Acknowledgment of Joint Review Process

Company Name: _____

Company Address: _____

Company Telephone Number: _____

As the responsible engineer for 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.

Responsible Engineer (print name)

Responsible Engineer (signature)

Date

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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 Qualified Guideline.*

- C. *I assure that Testing and Inspection Services will be performed in compliance with procedures specified in ASTM E 329-02, in particular, paragraph 10.1: “It shall be the responsibility of the agency to ensure that its employees perform 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

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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 () SSW () 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 60 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

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