



CCTIA Competency Advisory Program for Testing and Inspection Agencies

(Revised April 21, 2006)

I. Purpose

- a. The intent of this program is to provide a consistent minimum standard for Testing and Inspection Agencies to demonstrate competence in providing special inspection and materials testing services under Chapter 17 of the California Building Code (CBC).
- b. Additionally, it is the intent of this program to provide jurisdictions with a reliable method for identifying competent agencies operating in California as required by Chapter 17 of the California Building Code (CBC).
- c. This program is not intended to qualify individual inspectors.
- d. This program shall be voluntary and in no way restrict agencies from qualifying to provide services in any jurisdiction under alternate criteria, nor prohibit building officials from establishing alternate criteria for qualifying agencies to provide services in their jurisdictions.

II. Standard of Practice Criteria

- a. Agencies with a minimum of one (1) office and laboratory facility located in the State of California shall be eligible to participate in this program.
- b. Membership in CCTIA shall not be a requirement of qualification under this program.
- c. No fees shall be assessed for submittal or qualification under this program.
- d. The applicant facility shall be accredited by at least one of the following programs:
 - i. Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSA LEA)
 - ii. International Accreditation Service (IAS) for the testing services provided by the submitting facility.
 - iii. American Association of State Highway and Transportation Officials (AASHTO)

NOTE: Other nationally recognized accreditation programs may be added upon acceptance by CCTIA.

- e. The applicant agency shall provide each technician with a company ID card in compliance with CCTIA's Guidelines for Issuing Special Inspector Identification Cards.
- f. The applicant agency shall submit a statement, wet-signed and stamped by the Responsible Engineer, certifying to the following:



- i. he/she is the full-time employee responsible for supervision of technical staff and local building code requirements are followed by the agency and its employees,
- ii. special inspectors will perform in accordance with CBC section 1701.2; and that they are identified, qualified, and issued I.D. cards according to the current CCTIA guidelines,
- iii. testing and inspection services will be performed in compliance with procedures specified in ASTM E329, 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.” and
- iv. any changes in ownership, location of the facility, engineering supervision and/or accreditation status shall be reported to CCTIA within sixty (60) days.

III. Review Submittals and Evaluation

- a. Participating agencies shall submit a completed copy of the following to the Standard of Practice Committee Chair:
 - i. a properly completed application for evaluation,
 - ii. evidence of accreditation by a qualifying program, including the material categories for which it has been accredited, and
 - iii. copies of inspector’s ID cards and appropriate certifications.
- b. The Standard of Practice Committee representatives shall meet to perform a review of each application package for completeness and accuracy at least once each month.
- c. If an application package does not meet the minimum standard criteria, it shall be returned to the applicant for correction and resubmission. There shall be no limit on the number of times application may be made.
- d. The submitting firm shall be considered qualified under this program with an affirmative vote by the majority of the Standard of Practice Committee members.

IV. Identification of Qualifying Agencies

- a. Each agency meeting the Competency Advisory Program (CAP) criteria shall receive a certificate identifying the firm’s name, location, categories (both field and lab) for which it has demonstrated compliance, and the expiration date of the qualification.
- b. CAP qualification shall expire at the end of the month three (3) years after successful submittal.



- c. CCTIA shall post the applicant's information to its website within thirty (30) days of successful qualification. The information shall be accessible to the public for reference and/or download.
- d. Renewals of qualification should be submitted three (3) months prior to expiration in order to allow sufficient time for the scheduling and review process.

V. Revocation of Qualification

- a. A participating firm's qualification may be revoked for any of the following:
 - i. lapse in accreditation for a period of ninety (90) days or more.
 - ii. failure to report a change in ownership within sixty (60) days.
 - iii. failure to report a change in location within sixty (60) days.
 - iv. failure to report a change in engineering management within sixty (60) days.