



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

**Meeting Minutes
September 28, 2006
Holiday Inn Sacramento-Capital Plaza
300 J Street
Sacramento, CA 95814**

General Business Meeting

1. Call to Order – Miki Craig
 - a. Time – 2:00 p.m.
 - b. Self-introductions

2. Guest Speakers – Eric France & Jeff Enzler, DSA
 - a. New facilities adding up to 14 new Labs (both geotech and full service labs)
 - b. (8) additional approved facilities by the end of October 2006
 - c. Workload: 20 assessments before end of year; broken into regions.
 - d. New Policy and Procedure Manual (Attachment “A” – Table of Contents; more formal approach to the LEA program (80-90 pages).
 - e. Limit distribution to CCTIA membership for handouts.
 - f. Appeals Process: DSA will be adding this into the new Policy and Procedures Manual.
 - g. Clarification of Report Templates: Trying to standardize the reporting process to make it easier for the field engineers to manage the project inspections. Mention of electronic reporting to DSA to come in future.
 - h. Do not need the Engineer to sign the test reports; can be done by the lab or quality supervisor.
 - i. When providing testing services for another lab, the Engineering Manager on the job that subcontracted the work to your lab; he must do the signing for the working lab. This information will be added in the Manual and possibility of an IR created to address this issue.
 - j. Lab Verified Report (revised 08/07/06): language in the Note: “when work is stopped for more than one month” applies to the architect and project inspector – not the special inspector. A request from membership to move the note to the back of the form for info only instead of being on the front. Request made to DSA to have the Project Inspector notify the testing labs when the final affidavit is due. Membership requests explanation of “B”; industry has some issues with the wording.
 - k. Special Inspection Verified: Question-how does the inspector sign the document if in fact he didn’t provide continuous inspection. Question-what does “in every material respect” mean?
 - l. Geotechnical Verified Report: Words like “all” and “under penalty of perjury” need to be removed.
 - m. Circulars are designed to explain acceptable methods for compliance on different topics(i.e. inspections and testing criteria).



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- n. Topic of subcontractors/independents “should” work for the lab; however, at this time this is not happening in the south. Eric/Jeff asked to have it tabled for now and work on the pressing issues.
 - o. Form 6 is not to be used by labs or special inspectors any longer.
 - p. New circular on Supervision of Special Inspectors to come out to industry.
- 3. Approval of Minutes – Elizabeth Levi
 - a. General Meeting – April 27, 2006 (On Hold)
 - b. General Meeting – July 27, 2006 (On Hold)
 - c. General Meeting – August 31, 2006 (On Hold)
 - 4. Financial Report – Elizabeth Levi
 - a. September 2006 (On Hold)
 - 5. Committee Reports (On Hold)
 - 6. Old Business - None
 - 7. New Business - None
 - 8. Adjournment
 - a. Time -
 - b. Next meeting – October 27, 2006, 3:00 – 5:00 p.m., Crowne Plaza
11950 Dublin Canyon Road, Pleasanton CA 94588