



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

**Meeting Minutes
April 26, 2007
Doubletree Hotel
222 North Vineyard Avenue
Ontario, California 91761**

General Business Meeting

1. Call to Order – Elizabeth Levi
 - a. The meeting was called to order by Elizabeth Levi at 3:09pm
 - b. Self-introductions by those in attendance
2. Approval of Minutes
 - a. Postponed until the May meeting.
3. Committee Reports
 - a. ASFE briefing by Jeff
 - b. Education briefing by Greg Ruf. He is looking for suggestions and volunteers regarding education topics and classes.
 - c. The Balance of the Committee Reports are postponed until the May meeting.
4. Presentation by Eric France – LEA Coordinator for DSA
 - a. Eric briefed us on the outline and processes going into developing the Policy and Procedure Manual.
 - b. Form 150 – Form 5 will be used by independent inspectors, form 150 will be used by LEA supervised inspectors.
 - c. Circular 17-1 changes were passed out. The areas that have been revised are: that in minor scope of work cases, the Project Inspector may obtain samples for testing if authorized by DSA. He or she would need to copy both DSA and the Testing Lab and include this on his or her Form 6.
 - d. Circular 17-2 clarifies minimum NDT requirements for the qualification and certification of facilities and their personnel that perform NDT on welds.
 - e. Circular 17-3 describes the qualifications, duties and obligations of welding inspectors for DSA projects. Eric also noted that 5 or 6 labs and their welding inspectors were disciplined in the last 6 months.
 - f. Circular 17-4 clarifies the minimum requirements and responsibilities for special inspectors performing high strength bolting inspection.
 - g. “Verified Reports” will not be used on projects completed before August of 2006. Currently DSA has over 8,000 projects that are not closed.
 - h. Reviewed the DSA Notification of Negligence in Duties report. DSA is trying to implement this notification process.
5. Adjournment
 - a. The meeting was adjourned at 5:15pm.
 - b. The next meeting will be held on May 24, 2007 at the Four Points Sheraton, Pleasanton, California