

GUIDELINES FOR ISSUING IDENTIFICATION CARDS FOR SPECIAL INSPECTORS

INTRODUCTION

Background

In the interest of uniformity of enforcement of the California Building Code (CBC) Section 1704 (Special Inspections) requirements, as well as uniformity of qualifications of personnel to perform those functions, it became necessary to establish minimum standards for inspectors performing "special inspection" as defined in CBC.

The California Council of Testing and Inspection Agencies (CCTIA), a non-profit professional association of testing and inspection companies, was formed for the specific purpose of engendering uniformity in code enforcement inspection activities. CCTIA recommends the following as minimum standards. These standards are based on consensus deliberations as to the qualifications necessary to satisfactorily perform the duties prescribed by CBC.

Definition

"SPECIAL INSPECTOR" [Reference CBC Section 1704.1].

The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection.

Identification

In order to ensure uniformity of inspector qualifications in a manner that would be verifiable by the Public Agency Building Official, the minimum qualification standards will become the basis for issuing identification cards for Special Inspectors.

OBJECTIVE

To institute a standard for minimum inspector qualifications which will serve as a guideline for issuing, in a controlled manner, official identification cards to Special Inspector(s) by the respective testing and inspection agency(ies).

A. General Requirements

1. Identification card (similar to sample following) must be signed by the Responsible Professional Engineer who is a full-time employee of an approved testing/inspection agency. Special Inspector must be an employee of the testing/inspection agency that issued the identification card.
2. Special Inspector shall have demonstrated ability to read plans and specifications commensurate with inspection duties.
3. Special Inspector shall be knowledgeable of the California Building Code (CBC) and applicable Standards (i.e. American Concrete Institute [ACI], American Welding Society [AWS], etc.).
4. Special Inspector shall observe the work assigned for conformance with the approved plans and specifications, and other approved documents.
5. Special Inspector shall furnish inspection reports, when requested, to the building official, the engineer or architect of record, and other

designated persons. All discrepancies shall be brought to the immediate attention of the contractor for correction; then, if uncorrected, to the proper design authority and to the building official.

6. Special Inspector shall report whether the work requiring special inspection was, to the best of his/her knowledge, in conformance with the approved plans and specifications and the applicable workmanship provision of CBC.
7. Special inspection shall not be relied upon by others as acceptance of work, nor shall it in any manner relieve any contractor, or any other party, from their obligations and responsibilities under the construction contract, or generally accepted industry custom.

B. Experience

1. In order for experience to count toward qualification, it must be based on verifiable work directly related to the category or type of inspection involved.
2. An engineering degree (BS) plus appropriate in-house training may be substituted for not more than one year of experience. An engineering technology degree (AA) plus appropriate in-house training may be substituted for not more than six months experience.
3. Five or more years experience as a qualified Special Inspector in one or more categories of work may fulfill up to half of the experience requirements in any category, at the discretion of the Responsible Professional Engineer.

C. Certification

1. Certification, when specified, is intended to mean successful completion of an examination appropriate to the category of work involved and in accordance with the requirements of the certifying agency.

D. Special Inspector in Training

1. The intent of this provision is to provide practical opportunities for an inspector to gain the needed experience to qualify as a Special Inspector.
2. An inspector who does not meet the qualifications for Special Inspector may be allowed to perform "Special Inspection," at the discretion of the Responsible Professional Engineer, provided one or more of the following conditions are met:
 - a) Individual is working under direct and continuous supervision of a Special Inspector fully qualified for the type of work involved.
 - b) Individual is working under indirect or periodic supervision of a Special Inspector and the scope of work is minor and/or routine and within the capabilities of the individual.
 - c) Individual is specifically approved by the Building Official.

GUIDELINES FOR ISSUING IDENTIFICATION CARDS FOR SPECIAL INSPECTORS (continued)

E. Minimum Qualifications for Work Categories of the “Special Inspector”

1. Reinforced Concrete
 - a) Minimum one year experience, and
 - b) Certification by ACI (Field Tech - Grade 1), and
 - c) Certification in this Category.
2. Ductile Concrete
 - a) Minimum six months experience plus three years experience in Category 1, and
 - b) Certification in Category 1.
3. Prestressed Concrete
 - a) Minimum six months plus three years experience in Category 1, and
 - b) Certification by ACI (Field Tech - Grade 1), and
 - c) Certification in this Category.
4. Shotcrete
 - a) Minimum three months experience, and
 - b) Certification in Category 1.
5. Welding
 - a) Minimum three years experience, and
 - b) Certification in this Category.
6. NDT (Structural Steel)
 - a) Experience per ASNT-TC-1A guidelines
7. High Strength Bolting
 - a) Minimum six months experience, or qualified in Category 5, and
 - b) Certification in this Category.
8. Structural Masonry
 - a) Minimum one year experience, or six months plus qualified in Category 1, and
 - b) Certification in this Category.
9. Reinforced Gypsum and Insulating Concrete
 - a) Qualified in Category 1.
10. Fire-resistant Materials Sprayed/Mastic/Intumescent)
 - a) Minimum six months experience, or three months plus qualified in Category 1 or 5, and
 - b) Certification in this Category.
11. Piling, Drilled Piers and Caissons
 - a) Concrete Work Qualified in Category 1.
 - b) Soil Work Qualified in Category 12.
12. Soils (Grading, Excavation and Filling)
 - a) Minimum three years experience,
 - b) Certification optional.
13. Post-Installed Anchors and Dowels (Installation and proofload testing)
 - a) Minimum three months
 - b) Certification not required
14. Structural Wood and Glu Lam
 - a) Minimum two years experience,
 - b) Certification optional.
15. Asphaltic Concrete
 - a) Minimum one year experience,
 - b) Certification optional.
16. Roofing
 - b) Minimum one year experience,
 - c) Certification optional.

17. Field Sampling and Field Testing in Any Category
 - a) Minimum three months experience,
 - b) Certification by ACI (Field Tech – Grade 1 required for concrete.
18. Special Inspector in Training
 - a) In training for experience, and
 - b) No certifications required.

F. Reference Abbreviations & Recognized Certifying Agencies

1. AA Associate of Arts
2. AASHTO American Association of State Highway and Transportation Officials
3. ACI American Concrete Institute
4. ACIA American Construction Inspectors Association
5. ASTM American Society for Testing and Materials
6. ASNT American Society for Nondestructive Testing
7. AWS/ACWI American Welding Society/Associate Certified Welding Inspector
8. AWS/CWI American Welding Society/Certified Welding Inspector
9. BS Bachelor of Science
10. CBC California Building Code
11. DSA Division of the State Architect
12. IAS International Accreditation Service
13. ICC International Code Council
14. NICET National Institute for Certification of Engineering Technologists
15. NRCA National Roofing Contractors Association
16. OSHPD Office of Statewide Health Planning and Development
17. PCI Precast Concrete Institute
18. PTI Post-Tensioning Institute

SAMPLE ID CARD

Front

<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Company Logo</p> </div>	<p style="text-align: center;">EMPLOYEE IDENTIFICATION CARD</p> <p>Control No. _____</p> <p>This is to certify that</p> <p>_____</p> <p>is duly qualified to perform the duties of special inspector as indicated on the reverse side of this card.</p> <p>Issued date or Expiration date: _____</p> <p>_____</p> <p style="text-align: center;">Authorized Professional Engineer's Signature</p> <p style="text-align: center;">Company Address/Phone</p>
<p>Member of CCTIA</p> <div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Employee's Photo</p> </div>	

Back

<p>CONCRETE</p> <p>___ Reinforcing/Embeds</p> <p>___ Placement</p> <p>___ Batch Plant</p> <p>___ Prestressing</p> <p>___ Ductile Moment</p> <p>___ Shotcrete</p> <p>___ Proofloading Anchor</p> <p>___ Post-Installed Anchor</p> <p>___ Sample/Test</p> <p>MASONRY</p> <p>___ Reinforcing</p> <p>___ Placement/Grouting</p> <p>___ Sample/Test</p> <p>ASPHALT CONCRETE</p> <p>___ Placement</p> <p>___ Batch Plant</p> <p>___ Sample/Test</p> <p>ROOFING</p> <p>___ Placement</p> <p>___ Sample/Test</p> <p>OTHER (specify)</p>	<p>STRUCTURAL STEEL</p> <p>___ Fabrication/Erection</p> <p>___ Visual Welding</p> <p>___ High Strength Bolting</p> <p>___ Sample/Test</p> <p>Nondestructive Testing</p> <p>MT ___ PT ___ UT ___ RT ___</p> <p>FIREPROOFING</p> <p>___ Placement</p> <p>___ Sample/Test</p> <p>STRUCTURAL WOOD</p> <p>___ Plant Fabrication</p> <p>___ Truss Joist Fabrication</p> <p>___ Glu Lam Fabrication</p> <p>___ Shear Diaphragms</p> <p>___ Sample/Test</p> <p>SOILS</p> <p>___ Excavation, Grading, Piling</p> <p>___ Drilled Piers, Caissons</p> <p>___ Pile Placement</p> <p>___ Nuclear Density</p> <p>___ Sample/Test</p>
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Back (simplified)

<p>ICC ___ RC ___ PC ___ SM ___ SSW ___ HSB ___ FP</p> <p>AWS _____ CWI _____</p> <p>NDT ___ MT ___ UT ___ RT ___ DP ___ AWS/CWI</p> <p>___ ACI ___ DSA Mas ___ Haz/Mat</p> <p>___ Soils ___ DSA Shot ___ ICC E/M/P</p> <p>___ AC ___ Fire/Life Safety ___ ICC Bldg.</p> <p>___ Roofing ___ CalTrans ___ Nuc. Gauge</p>	
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NOTE: On the line to the left, mark applicable special inspection and/or testing items based on the employee's conformance with the experience and certification criteria noted above. An "X" should be used to indicate the employee is qualified; "SIIT" should be used to indicate in-training status. The ID Card format is only a sample and is not intended to be mandatory.