

# **Special Inspection Joint Review Procedural Guidelines**

Effective date: September, 2007

## **Background**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. In order to facilitate a review and approval process we hereby establish the following procedural guidelines for collectively exercising our discretion in determining the qualification for special inspection agencies and testing laboratories.

## **Participating Local Jurisdictions**

1. City of San Francisco
2. City of Milpitas
3. City of Livermore
4. City of Fremont
5. City of San Jose
6. City of Brentwood
7. City of Dublin
8. City of Mountain View
9. City of Sunnyvale
10. Town of Danville
11. City of Alameda

Detailed contact information is provided in Attachment 3.

## **Applicability**

The procedural guidelines may be changed, updated, or corrected at any time at the discretion of the participating jurisdictions. The joint review process is not mandatory. These guidelines are not intended to supersede any alternative criteria of specific requirements set forth by any of the participating jurisdictions.

## **Submittal Requirements**

- An application package shall be provided as specified in the SPECIAL INSPECTION QUALIFICATION GUIDELINES (Attachment 1).
- A cover letter shall be provided with each submittal requesting of an agency's qualification and specific categories of inspection and testing services.
- An agency may submit evidence of accreditation by the Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSALEA), or International Accreditation Service (IAS), or other recognized accreditation service for evaluation. Complete evidence of approval shall be provided including the specific work categories.

## **Application Fee**

- There is no application fee

## **Review Procedure**

- Committee members of participating jurisdictions shall evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.
- Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.

## **Notification**

- Each participating jurisdiction is responsible for notifying the agency with the outcome of the review.
- Each participating jurisdiction will keep a list of its recognized agencies on its website.
- Approved submittals are valid for up to three years from the approval date.

## **Appeal Process**

If the agency decides to appeal the outcome of the review or removal of the agency from a jurisdiction's recognized list, appeal shall be made directly to the applicable jurisdiction in accordance with the appeal procedures of that jurisdiction.

## **Renewal Process**

- The list of previously approved agencies is provided in Attachment 2.
- It is the agency's responsibility to submit updated categorical information as stipulated in the QUALIFICATIONS GUIDELINES, including information for new employees, to the committee members of participating jurisdictions at least 60 days prior to the expiration date of the agency's qualification.
- A cover letter shall be provided with an application submittal of an agency's qualification and specific categories of inspection and testing services.
- Renewal is valid for up to three more years.
- See Attachment 4 for more information.

**Acknowledgement**

The Special Inspection Joint Review procedural guidelines have been reviewed and approved by the following jurisdictions:

1. City of San Jose, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. City of San Francisco, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. City of Livermore, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. City of Milpitas, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. City of Fremont, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. City of Brentwood, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. City of Dublin, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. City of Mountain View, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

9. City of Sunnyvale, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10. Town of Danville, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

11. City of Alameda, Chief Building Official

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SPECIAL INSPECTION QUALIFICATION GUIDELINES**

### **Qualification guideline for Inspection Agencies and Special Inspectors:**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. The Special Inspection Joint Review Committee, composed of a number of Bay Area jurisdictions, has developed a qualification guideline to facilitate a review and approval process to allow qualified agencies to perform in the participating jurisdictions.

To be considered for qualification, please send one copy of the following information to each of the Committee members of participating jurisdictions (see **Attachment 3**). Please note that if your agency is not able to meet all of these requirements and submit all required information, the Committee will not be able to consider your agency for qualification.

**The submittal package must be in a 3-ring binder (with the name of the agency shown on the spine) and tabbed to correspond with the numbers of the 10 items listed below.**

Please submit the following:

1. Location of corporate office and all testing facilities operating in the region.
2. Name and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329-07, paragraph 6.2.1: ....the person shall be a licensed professional/ registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection of construction materials." Please note that resumes must be very specific in showing a minimum of five years experience in testing and inspection. Resumes shall identify dates and experience specific to testing and inspection.
3. Names and resumes of laboratory and field inspection supervisory personnel.
4. An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel and testing/inspection personnel.
5. A copy of your regional testing laboratory's latest CCRL Inspection Record including deficiencies and explanations with evidence of how deficiencies have been addressed. A copy of the firm's DSA or IAS laboratory accreditation may be submitted in lieu of the CCRL report. For agencies with no laboratory testing facility, the agency must:
  - a. Provide evidence your agency has established a quality system appropriate to the type, range, and volume of its capabilities,
  - b. provide evidence your agency has the necessary equipment to perform field tests required during the sampling of fresh concrete (i.e., slump, temperature, unit weight, air entrainment), and
  - c. provide a list of qualified agencies performing laboratory testing on your behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing your arrangements with those firms. Any financial arrangements shall be blacked out prior to submittal.
6. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure may satisfy this requirement).

7. Samples of the typical inspection, lab and final compliance reports that your agency uses.
8. Matrix list of all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications for RC, PC, SM, SSW, & FP categories as noted in the table below. **INSPECTORS WHO DO NOT HAVE THE NECESSARY EXPERIENCE AND CERTIFICATIONS TO MEET THESE CRITERIA WILL NOT BE CONSIDERED FOR QUALIFICATION.** Special inspectors-in-training shall be included in this matrix. Please include only those inspectors who are performing inspections and tests that are applicable to the program. Please follow the format of the attached sample matrix (Exhibit A).

<u>Inspection Category</u>	<u>Appropriate Experience/Certification</u>
<u>Reinforced Concrete</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum one year experience, and</u></li> <li>b) <u>Certification by ACI (Field Technician Grade 1), and</u></li> <li>c) <u>Certification by ICC (Reinforced Concrete)</u></li> </ol>
<u>Prestressed Concrete</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum six months plus three years experience in Reinforced Concrete, and</u></li> <li>b) <u>Certification by ACI (Field Technician Grade 1), and</u></li> <li>c) <u>Certification by ICC ( Prestressed Concrete)</u></li> </ol>
<u>Structural Masonry</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum one year experience, or six months plus one year experience in Reinforced Concrete, and</u></li> <li>b) <u>Certification by ICC ( Structural Masonry)</u></li> </ol>
<u>Structural Steel &amp; Welding</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum three years experience, and</u></li> <li>b) <u>Certification by ICC (Structural Steel &amp; Welding) or AWS (Certified Welding Inspector)</u></li> </ol>
<u>Spray-on Fireproofing</u>	<ol style="list-style-type: none"> <li>a) <u>Minimum six months experience, or three months plus one year experience in Reinforced Concrete or three months experience in Structural Steel and Welding, and</u></li> <li>b) <u>Certification by ICC (Spray-Applied Fireproofing)</u></li> </ol>

9. Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Except as permitted for “inspectors-in-training,” all special inspectors performing reinforced concrete, pre-stressed concrete, structural masonry, fireproofing and structural steel & welding special inspections shall be certified by applicable discipline. **Please put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.**
  - a. Photo Identification cards shall be provided for each inspector. The front of the card shall include the name and location of the issuing firm, inspector’s name and photograph, and a statement signed by the responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program. The reverse side of the card shall identify appropriate special inspection and testing categories provided by the firm. ID cards shall use an “X” to designate qualification in each category, and “I-T” to designate in-training. These designations must be placed clearly to the left side of the applicable inspection type.
10. Wet signed and stamped statements from the responsible professional engineer(s):
  - a. That he/she is the full-time employee responsible for supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.

Certifying that special inspectors will perform in accordance with CBC Chapter 17; and that they are identified, qualified, and issued I.D cards according to current guidelines.

Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-02, 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."

- b. Completed, signed and stamped Acknowledgement of Joint Review Process, Responsible Engineer's Certification, and Special Inspection Agency Summary and Letter of Agreement (enclosed).

The required categorical information must be updated, including information for new employees, and submitted to the Committee members of participating jurisdictions at least 60 days prior to the expiration date of the firm's recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer or additions and deletions of offices within the region must be reported to the Committee members within 60 days of the change. Failure to report these changes may result in revocation of a participating jurisdiction's qualification of the agency.

SAMPLE MATRIX  
INSPECTOR QUALIFICATION MATRIX

Inspector Name	Date of Hire	RC *	SM	PC *	SSW	FP	ACI
Inspector A	05/04/99	X	X	I-T	I-T		
Inspector B	07/31/98	X	X				
Inspector C	10/01/00	X	X	X	X		
Inspector D	10/01/00	X	X	I-T	I-T	X	
Inspector E	10/01/00	X	X	I-T			
Inspector F	08/01/01	X	X		X		
Inspector G	01/11/01				I-T		
Inspector H	06/17/99	X	X		I-T		
Inspector I	09/22/99				I-T		
Inspector J	06/26/00	X	X	I-T	I-T		
Inspector K	10/16/00	X	X		X		

Legend:

RC= Reinforced Concrete  
SM= Structural Masonry  
PC= Prestressed Concrete

SSW= Structural Steel & Welding  
FP= Fireproofing

I-T= In training as lacking certification and/or experience  
X= Meets experience and certain certification criteria  
\*= American Concrete Institute (ACI) Grade 1 - is required

**QUALIFIED SPECIAL INSPECTION & TESTING AGENCIES****Effective 3/31/2006 – 9/30/2007**

Key: RC=Reinforced Concrete

PC=Prestressed/Post-tensioned Concrete

SM=Structural Masonry

SS=Structural Steel Welding/Bolting

FP=Spray-Applied Fireproofing

URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	EXPIRATION DATE
<b>Berlogar Geotechnical Consultants</b>	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X					3/31/2008
<b>Biggs Cardosa Associates, Inc.*</b>	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		X	9/30/2007
<b>B.S.K. Associates</b>	1181 Quarry Lane, #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	X	9/30/2007
<b>Capex Engineering Inc.</b>	74 Shanico Common Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X	9/30/2007
<b>Consolidated Engineering Labs</b>	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	X	9/30/2007
<b>Construction Materials Testing, Inc.</b>	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	X	9/30/2007
<b>Construction Testing Services</b>	2142 Rheem Drive, Suite E Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	9/30/2007
<b>Construction Testing &amp; Engineering, Inc.</b>	242 West Larch Road, Suite F Tracy, CA 95304	(209) 839-2890 (209) 839-2895	X	X	X	X	X	X	11/30/2007
<b>Dynamic Consultants Inc.</b>	1300 Space Park Way Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X	9/30/2007
<b>ES Geotechnologies</b>	47853 Warm Springs Boulevard Fremont, CA 94539-7400	(510) 353-0320 (510) 353-0344	X	X	X	X	X	X	9/30/2007
<b>ENGEO Incorporated</b>	2401 Crow Canyon Rd., Suite 200 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	X	9/30/2007
<b>Forsythe Engineering Consultants*</b>	1760 Industrial Way, Suite 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X	9/30/2007
<b>HP Inspections</b>	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	X	9/30/2007
<b>Inspection Services Inc.</b>	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	X	2/28/2008
<b>KC Engineering Co.</b>	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X		X	9/30/2007
<b>Kleinfelder Inc.</b>	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	X	9/30/2007
<b>Korbmacher Engineering Inc.</b>	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564				X			9/30/2007
<b>Krazan and Associates Inc.</b>	545 Parrott Street San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	X	9/30/2007
<b>MatriScope, Inc</b>	3102 Industrial Boulevard West Sacramento, CA 95691	(916) 375-6700 (916) 375-6702	X	X	X	X	X	X	9/30/2007
<b>Nicholas Engineering Consultants*</b>	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X	9/30/2007
<b>Ninyo &amp; Moore</b>	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X		9/30/2007
<b>PSI</b>	365 Victor Street, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	X	9/30/2007
<b>RES Engineers, Inc.</b>	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	X	9/30/2007
<b>Signet Testing Laboratories</b>	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X	9/30/2007
<b>Smith-Emery Company</b>	P.O. Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	(415) 642-7326 (415) 642-7055	X	X	X	X	X	X	9/30/2007
<b>Terrasearch Inc.</b>	6840 Via Del Oro, # 110 San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	9/30/2007
<b>Testing Engineers Inc.</b>	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	9/30/2007
<b>Twining Laboratories, Inc.</b>	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-7126	X	X	X	X	X	X	10/31/2007

Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Other agencies may be approved by local jurisdictions. Agency Subcontracts Laboratory Services

## Participating Jurisdiction's Contact Names and Addresses

James Son  
City of San Jose/Bldg Div  
200 E. Santa Clara Street  
San Jose, CA. 95113-1905  
Fax: (408) 292-6214  
Phone: (408) 535-7746  
[james.son@sanjoseca.gov](mailto:james.son@sanjoseca.gov)

Alan Wong / Alan Chen  
City of Fremont/Bldg Dept.  
39550 Liberty Street  
Fremont, CA. 94537-5006  
Fax: (510)494-4398  
Phone: (510) 494-4412/4418  
[achen@ci.fremont.ca.us](mailto:achen@ci.fremont.ca.us)  
[awong@ci.fremont.ca.us](mailto:awong@ci.fremont.ca.us)

Francisco Rivera  
City of Brentwood  
104 Oak Street  
Brentwood, CA. 94513-1335  
Fax: (925) 516-5407  
Phone: (925) 516-5147  
[frivera@ci.brentwood.ca.us](mailto:frivera@ci.brentwood.ca.us)

Lucas Chapman  
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100 Civic Plaza  
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Phone: (925) 833-6628  
[Lucas.chapman@ci.dublin.ca.us](mailto:Lucas.chapman@ci.dublin.ca.us)

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Phone: (925) 314-3362  
[csalzman@ci.danville.ca.us](mailto:csalzman@ci.danville.ca.us)

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Jesse Bright P.E.  
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Fax: (510) 747-6804  
Phone: (510) 747-6823  
[jbright@ci.alameda.ca.us](mailto:jbright@ci.alameda.ca.us)

## **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 concerns regarding qualification renewal, please contact participating cities.

Acknowledgment of Joint Review Process

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

*As an officer of 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.*

\_\_\_\_\_  
(Print name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

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 qualification 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 it performs 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

\_\_\_\_\_  
Affix Stamp Here

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

\_\_\_\_\_  
Affix Stamp Here