



City of Carmel-by-the-Sea
Building Safety Division
Standard Operating Guidance (SOG)

19- 10 Special Inspection Agency Acceptance

Background

To ensure quality construction and building code compliance, Chapter 17 of the CA Building Code requires that Special Inspection Agencies and their personnel demonstrate competence to the satisfaction of the building official. This SOG has been developed to describe the process for vetting and approving special inspection and testing agencies and laboratories proposing to provide services to projects within the City of Carmel-by-the-Sea.

If your agency is interested in obtaining or maintaining building official approval for providing services to projects in the City of Carmel-by-the-Sea, follow these guidelines and submit electronically by email or Google Shared File to:

Dick Bower, Chief Building Official
dbower@ci.carmel.ca.us

Or by mail (paper or USB drive) to:

Dick Bower, Chief Building Official
City of Carmel-by-the-Sea
PO Box CC
Carmel-by-the-Sea, CA 93921

Note: If your agency is not able to meet all of these requirements and submit all required information, the City of Carmel-by-the-Sea will not be able to consider your agency for qualification. Contact the Building Safety Division at 831-620-2022 for any questions regarding this process

Citations

CA Building Code Ch. 17, Special Inspections and Tests
Carmel Municipal Code Sec. 15.08.010, Adoption

Guidance

Submittal Requirements

- A cover letter shall be provided with each submittal requesting an agencies consideration for approval to provide specific categories of special inspection and testing services. Cover letter shall include:
 1. A brief, general description of the agency including background information related to the type of services offered, years in business, and major projects and areas served;
 2. The special inspection categories proposed to be provided;
 3. A statement stating "I understand that any changes to agency name, ownership, key personnel, responsible professional engineer, or additions and deletions of offices within the region must be reported within 60 days, in writing, to the City of Carmel-by-the-Sea. I further understand that failure to report these changes may result in forfeiture of the agency's approval by the City of Carmel-by-the-Sea. This agency agrees to abide by these conditions and will submit a report of any changes to the information submitted."
 4. Letter shall be sealed and signed by the responsible engineer

- Evidence of accreditation by the Division of the State Architect’s Laboratory Evaluation and Accreditation Program (DSALEA), International Accreditation Service (IAS), or other recognized accreditation service. Complete evidence of approval shall be provided including specific work categories.

- Location of corporate office(s) and all of agency’s testing facilities operating in the region.

- Names and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities in accordance with ASTM E329-09 including:
 1. Person shall be a licensed professional/registered engineer and full-time employee of the agency;
 2. Person shall have at least five years engineering experience in testing and inspection of construction materials;
 3. Resumes shall be specific in demonstrating five years’ experience in testing and inspection, including identifying dates and experience specific to testing and inspection.

- Names and resumes of laboratory and field inspection supervisory personnel evidencing experience criteria.
 1. Laboratory Supervisors:
 - a. Per ASTM E 329-09 “A laboratory supervisor shall have at least three years’ experience performing tests on relevant construction materials.” Resumes shall be specific in demonstrating three years of experience in testing, including dates and experience specific to testing.
 - b. Certification by American Concrete Institute (ACI) as a Laboratory Testing Technician, Grade 1; National Institute for Certification in Engineering Technologies (NICET) Technician Level III or higher;
 - c. Certification determined by the building official to be equivalent.
 2. Field Supervisors:
 - a. Per ASTM E 329-09 “A field supervisor shall have at least three years’ inspection experience in the type of work being supervised”. Resumes shall be specific in demonstrating three years of experience in testing and inspection, including dates and experience specific to testing and inspection.
 - b. Certification by:
 - i. ACI as a Concrete Construction Special Inspector or Concrete Transportation Construction Inspector;
 - ii. International Code Council (ICC) as a Reinforced Concrete Special Inspector;
 - iii. NICET Technician Level III or higher certification;
 - iv. American Society for Nondestructive Testing (ASNT) as a Level II or III Technician;
 - v. American Welding Society as a Certified Welding Inspector;
 - vi. Certification determined by the building official to be equivalent.

- An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel, and testing/inspection field staff.

- For agencies with laboratory testing facilities:
 1. A copy of the testing laboratory’s latest CCRL Inspection Record, including deficiencies and explanations with evidence of how deficiencies have been addressed;
 2. A copy of the firm’s DSA or IAS laboratory accreditation report may be submitted in lieu of a CCRL report.

- For agencies with no laboratory testing facility:
 1. Provide evidence the agency has established a quality assurance program appropriate to the type, range and volume of its capabilities;
 2. Provide evidence the agency has the necessary equipment to perform field tests required during the sampling of fresh concrete (i.e. slump, temperature, unit weight, air entrainment);
 3. Provide a list of qualified laboratories performing testing on the agencies behalf; outlining the scope of services; and including copies of subcontracts/agreements evidencing arrangements with those laboratories. Financial arrangements shall be redacted prior to submittal.

- Samples of typical inspection, laboratory, and final compliance reports used by the agency.

- A matrix list of special inspection staff showing inspection areas for which they are qualified by experience and appropriate certifications as described below:

Inspection Category	Appropriate Experience/Certification
Reinforced Concrete (RC)	<ul style="list-style-type: none"> - Minimum one-year experience; and - Certification by ACI (Field Technician Grade 1); and - Certification by ICC (Reinforced Concrete)
Pre-stressed Concrete (PC)	<ul style="list-style-type: none"> - Minimum of six months plus three years’ experience in Reinforced Concrete; and - Certification by ACI (Field Technician Grade 1); and - Certification by ICC (Pre-stressed Concrete)
Structural Masonry (SM)	<ul style="list-style-type: none"> - Minimum one-year experience or six months plus one year experience in Reinforced Concrete; and - Certification by ICC (Structural Masonry)
Steel Welding (SW)	<ul style="list-style-type: none"> - Minimum three years’ experience; and - Current Certification by ICC (Structural Steel & Welding); or - Current AWS Certified Welding Inspector
Spray-on Fireproofing (FP)	<ul style="list-style-type: none"> - Minimum six months’ experience, or three months plus one-year experience in Reinforced Concrete, or three months’ experience in Structural Steel and Welding; and - Certification by ICC (Spray-Applied Fireproofing)
High-Strength Bolting (HB)	<ul style="list-style-type: none"> - Minimum one-year experience; and - Current Certification by ICC (Structural Steel & Bolting)
Nondestructive Testing (NDT)	<ul style="list-style-type: none"> - Current American Society for Nondestructive Testing (ASNT), Level II or III certification; or - Personnel qualified in accordance with other nationally recognized personnel qualification standard.

Structural Wood Construction (SWC)	<ul style="list-style-type: none"> - Licensed professional engineer; or - Certification by ICC (Commercial or Residential Building Inspector as applicable; and - Minimum of two years' direct experience in engineered wood products; or - A minimum of five years of demonstrated direct experience as a journeyman carpenter.
Noise Levels (NL)	
Illumination Levels (IL)	
Soils (S)	<ul style="list-style-type: none"> - Licensed professional civil or geotechnical engineer; or - ACI Aggregate/Soils Base Testing Technician: or - NICET Construction Materials Testing – Soils Certification Level II higher.

Sample Matrix

Special Inspector	Date of Hire	Special Inspection Field										
		RC	PC	SM	SW	FP	NDT	SWC	HSB	S	NL	IL
Inspector A	05/04/99		X		X		X					
Inspector B	07/13/98	X	X	X	I-T	X						
Inspector C	05/04/08					I-T	I-T		X	X		
RC – Reinforced Concrete PC – Pre-stressed Concrete SM – Structural Masonry SW – Steel & Welding	FP – Fireproofing NDT – Nondestructive Testing SWC- Structural Wood Const. HSB – High-Strength Bolts	S – Soils NL – Noise Level IL – Illumination Level										

Copies of applicable current certifications and copies of front 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 in the applicable discipline.

Photo identification cards shall be provided for each inspector. The front of the card shall include:

1. Name and location of the issuing firm;
2. Inspectors name and photograph
3. Statement signed by responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program.

The back of the card shall identify appropriate special inspection and testing categories provided by the firm with an “X” designating qualification in each category, and “I-T” to designate in-training.

Wet signed and stamped statements from the responsible professional engineer(s) attesting:

1. 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
2. Certifying that special inspectors will perform in accordance with CBC Ch. 17; and that they are identified, qualified, and issued ID cards according to current guidelines.

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

Signed copy of the *Responsible Engineer's Certification* form (attached)

Application Fee

Currently there is no fee associated with Special Inspection Agency approval applications.

Notification

A letter will be sent after completion of the review to notify your agency of the outcome of the review. Approvals are valid for two years from the approval date.

Renewal Process

The required categorical information must be updated, including information for new employees, and submitted to the City of Carmel-by-the-Sea at least 90 days prior to the expiration date of the firms' approval. 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 City of Carmel-by-the-Sea within 60 days of the change. Failure to report these changes may result in revocation of a participating jurisdiction's qualification of the agency.