



SPECIAL INSPECTION GUIDELINES



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

SPECIAL INSPECTION QUALIFICATION GUIDELINES

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. These qualification guidelines have been developed to facilitate a review and approval process to allow qualified agencies to perform inspections in the City of Stockton.

To be considered for qualification, please send one copy of the following information to the City of Stockton Building Division at 345 N. El Dorado Street, Stockton, CA 95202. You may also make your submission electronically by emailing the requested materials to Slreports@stocktonca.gov. Please note that if your agency is not able to meet all of these requirements and submit all required information, the City will not be able to consider your agency for qualification.

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 E329-21, paragraph 6.2.2: "...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 experience in inspection and testing of construction activities and materials used in construction." 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 supervisors, field inspection supervisors, and inspectors/technicians personnel evidencing experience criteria:
 - a. Laboratory Supervisors:
 - i. Per ASTM E329-21 paragraph 6.2.4: "A laboratory supervisor shall have at least three years experience performing tests in relevant construction activities and materials used in construction." Please note that resumes must be very specific in showing a minimum of three years experience in testing. Resumes shall identify dates and experience specific to testing.
 - ii. Certification by ACI (Laboratory Testing Technician, Grade I), NICET (Level III or higher), or equal.
 - b. Field Supervisors:
 - i. Per ASTM E329-21 paragraph 6.2.5: "A field inspector shall have at least three years inspection experience in the type of work being supervised." Please note that resumes must be very specific in showing a minimum of three years experience in inspection. Resumes shall identify dates and experience specific to inspection.
 - ii. Certification by ACI (Concrete Construction Special Inspector or Concrete Transportation Construction Inspector), ICC Reinforced Concrete Special Inspector, NICET (Level III or higher), ASNT (Level III), AWS (CWI), or equal.
 - c. Inspector or Technician:
 - i. Per ASTM E329-21 paragraph 6.2.6: "This person shall have sufficient education and on-the-job training or trade school training to properly perform the inspection or test to which the person is assigned." "The inspector or technician shall work under the direct supervision of a Laboratory Supervisor or Field Supervisor" Please note that resumes must be very specific in showing education and training experience in inspection. Resumes shall identify dates and experience specific to inspection.
 - ii. See Exhibit A for minimum qualifications for special inspectors.
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 report 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 per Exhibit A for RC, PC, SM, SS, HSB, NDT, SWC, FP, & S 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).
 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 inspections shall be certified by applicable discipline. ACI Field Technician Grade I certification is required for in-training status of Reinforced Concrete and Prestressed Concrete.
 - a. Please put certification and I.D. card packages in alphabetical order and submit only those certifications that are applicable to this program.
 - b. 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.
 - b. 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.
 - c. Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-21 paragraph 9.1: "It shall be the responsibility of the agency to ensure that it performs only inspections or tests for which it is adequately equipped and staffed, and that its personnel perform only inspections or tests for which they are adequately trained."
 - d. Completed, signed, and stamped Responsible Engineer's Certification, Special Inspection Agency Summary, and Letter of Agreement (enclosed).
 11. The required categorical information must be updated, including information for new employees, and submitted to the City of Stockton at least 90 days prior to the expiration date of the firm's recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer, laboratory relocation, or additions and deletions of offices within the region must be reported to the City within 90 days of the change. Relocated laboratories shall submit the updated CCRL report for review within 180 days. Failure to report these changes may result in revocation of a qualification of the agency.

EXHIBIT A: MINIMUM QUALIFICATIONS FOR SPECIAL INSPECTORS ^{a, b}		
SPECIAL INSPECTION CATEGORY	REQUIRED EXPERIENCE	REQUIRED CERTIFICATION(S)
Reinforced concrete	Note c	ICC Reinforced Concrete SI or ACI Concrete Construction SI
Concrete Construction prestressed/precast	Note c	ICC Prestressed SI & ICC Reinforced Concrete SI
Post-installed structural anchors in concrete	Note c	ICC Reinforced Concrete SI or ACI Concrete Construction SI
Masonry construction	Note c	ICC Structural Masonry SI
Steel (welding)	5 years minimum or per AWS	AWS CWI or ICC Structural Welding SI
Steel (high-strength bolting)	Note c	ICC Structural Steel and Bolting SI
NDT	120 hours for Level II	ANSI/ASNT-CP-189 NOT or SNT-TC-1a NOT
Wood construction	Note c	ICC Commercial Building Inspector or ICC Residential Building Inspector
Spray-applied fire-resistant materials Intumescent fire-resistant coatings Mastic fire-resistive coatings	Note c	ICC Spray-applied Fireproofing SI
Soils	Note c	ICC Soils SI or NICET II (geotechnical construction, or construction material testing, or soils)
Firestop systems	Note c	UL Firestop Examination or FM Firestop Examination or IFC Firestop Special Inspector Examination

- a. It is recognized that the development of qualified inspectors requires those individuals to obtain experience performing inspections of actual work. The requirements herein include such experience, as do some of the required certifications. To provide a vehicle for individuals to obtain this experience, they shall perform inspections in accordance with written associate or apprentice programs that are prepared by the IAS, approved by the IAS and meet the requirements of the local governing authority. These programs must include, at a minimum, passing certification exams, when available, administered by third-party agencies, such as ICC and ACI; in-house SIA and third-party training; observation by the associate or apprentice of inspections performed by certified inspectors; and performance by the associate or apprentice inspectors of duplicate inspections with certified inspectors. This written program will also determine the use of associate or apprentice inspectors and will limit their use based upon the level of supervision and the complexity of the inspection assignment. The complexity of an assignment shall be minimal and will often be task specific. Supervision should be direct, with a certified inspector being present at the site with the associate or apprentice. The associate or apprentice to certified inspector ratio on a project site shall not exceed 1:1. All documents related to work by an associate or apprentice inspector must be cosigned by a certified inspector. The written program must include documentation of compliance with the program.
- b. When qualifications for special inspectors are locally defined, by statute, ordinance or rule that meet or exceed the requirements outlined in these criteria, these local requirements shall be recognized.
- c. Applicants shall comply with one of the following education and experience requirements:
1. PE, licensed architects or RDP, and a minimum of three months of relevant work experience; or
 2. BS in engineering, architecture or physical science, and a minimum of six months of relevant work experience; or
 3. Two years of verified college or technical school (a copy of a diploma or transcript required), and a minimum of one year of relevant work experience; or
 4. High school or equivalent graduate (a copy of a diploma or certificate required), and a minimum of two years of verified relevant work experience; or
 5. A minimum of three years of verified relevant work experience.

EXHIBIT B: INSPECTOR QUALIFICATION SAMPLE MATRIX

Inspector Name	Date of Hire	ACI Grade-1	RC*	PC*	SM	SW	HSB	NDT	SWC	FP	S	FS
Inspector A	05/04/10	X	X	X	I-T	I-T					X	
Inspector B	07/31/12	X	X	X				X	X	X		X
Inspector C	10/01/13	X	I-T		X	X	X	X				
Inspector D	07/29/15	X	X	I-T	I-T	I-T	X		X	X		X
Inspector E	11/12/20				I-T				X	X		

LEGEND

RC = Reinforced Concrete	FP = Fireproofing
PC = Prestressed Concrete	S = Soils
SM = Structural Masonry	FS = Firestop systems
SW = Steel Welding	I-T = In-training when lacking experience or qualifications as required for full certification
HSB = High-Strength Bolting	X = Meets experience and certain certification criteria.
NDT = Nondestructive Testing	* = ACI Field Technician Grade I certification is required for in-training status
SWC = Structural Wood Construction	

RESPONSIBLE ENGINEER'S CERTIFICATION

1. 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.
2. 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.
3. I assure that Testing and Inspection Services will be performed in compliance with procedures specified in ASTM E 329-21, in particular, paragraph 9.1: “It shall be the responsibility of the agency to ensure that it performs only inspections or tests for which it is adequately equipped and staffed, and that its personnel perform only inspections or tests 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:

LABORATORY NAME:

(If different from company)

LABORATORY ADDRESS:

(If different from company)

Special Inspection Categories:

RC () PC () SM () SW () HSB () NDT () SWC () FP () S ()

FS ()

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 90 days, in writing, to the City of Stockton. I further understand that failure to report these changes may result in forfeiture of the 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)