



INFORMATION SHEET

NO. S-14

DATE : February 28, 2017

CATEGORY : Structural

SUBJECT : **Special Inspection qualification guidelines for inspection agencies and Special Inspectors**

SECTIONS INVOLVED

: San Francisco Building Code – Chapter 17
Administrative Bulletin AB-046: Special Inspection and Structural Observation Procedures

BACKGROUND

: Chapter 17 of the San Francisco 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, the Department of Building Inspection (DBI) establishes the following procedural guidelines in determining the qualification for Special Inspection Agencies and Testing Laboratories.

DISCUSSION

: To ensure construction quality, building code compliance, and to facilitate a review and approval process in DBI, this Information Sheet establishes DBI's Special Inspection review of procedural guidelines to determine the qualification of Special Inspection Agencies and Testing Laboratories to be included in the list of recognized Special Inspection & Testing Agencies (See Attachment A).

The Special Inspection (SI) Recognition Committee, will be composed of the following minimum DBI staff appointed by the Director:

1. One inspector from Special Inspection Services;
2. One inspector or engineer in Technical Services Division; and,
3. One full engineer or associate engineer with 10 years' experience in structural engineering.

The SI Recognition Committee has developed the following qualification guidelines to facilitate a review and approval process to allow qualified agencies to perform special inspection in San Francisco.

For agency interested in obtaining recognition or maintaining a recognized status with DBI and to be placed on the approved list, applicant needs to submit or mail a current package in a 3-ring binder to Special Inspection Services at DBI.

Adherence to following special inspection qualification guidelines is required when submitting the package for consideration.

A. SUBMITTAL REQUIREMENTS

An application package shall be provided as specified in the Special Inspection Qualification Guidelines (See Section H).

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.

B. APPLICATION FEE

There is no application fee.

C. REVIEW PROCEDURE

SI Recognition Committee shall evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.

D. NOTIFICATION

Special Inspection Services is responsible for notifying the agency with the outcome of the review.

DBI will keep a list of its recognized agencies on its website.

Approved submittals are valid for up to three (3) years from the approval date, provided that the licensing and/or accreditation does not expire.

E. APPEAL PROCESS

If the agency decides to appeal the outcome of the review or removal of the agency from DBI's recognized list, appeal shall be made to:

Board of Appeals
1650 Mission Street, Suite 304
San Francisco, CA 94103
Telephone: (415) 575-6880

F. RENEWAL PROCESS

It is the agency's responsibility to submit updated categorical information as stipulated in the Special Inspection Qualification Guidelines (See Section H), including information for new employees, to Special Inspection Services at least 90 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 (3) more years, provided that the licensing and/or accreditation does not expire.

See Section I for Renewal Qualification of Special Inspection Agencies and Testing Laboratories.

G. Submittal Procedure:

To be considered for qualification, please send one copy of the following information listed below to the Special Inspection Services in DBI. If the agency is not able to meet all of these requirements and submit all required information, the SI Recognition Committee will not be able to consider the agency for qualification.

H. Special Inspection qualification guidelines for inspection agencies and special inspectors: 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 E329-09, 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 evidencing experience criteria:
 - a. Laboratory Supervisors:
 - i. Per ASTM E329-09 paragraph 6.2.2: "A laboratory supervisor shall have at least three years' experience performing test on relevant construction materials." 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 E329-09 paragraph 6.2.3: "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 II or III), AWS (CWI), or equal.
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 for RC, PC, SM, SW, HSB, NDT, SWC, & 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 sample matrix in AB-046 Exhibit 9.

<p>Inspection Category</p>	<p>Appropriate Experience/Certification</p>
<p><u>Reinforced Concrete</u></p>	<p>Minimum one year experience; and Certification by ACI (Field Technician Grade 1); and Certification by ICC (Reinforced Concrete)</p> <p>Note: Passing the ICC exam on reinforced concrete special inspection or having the reinforced concrete associate certification will not be considered without meeting the education/work experience requirements by ACI and ICC.</p>
<p><u>Pre-stressed Concrete</u></p>	<p>Minimum six months plus three years' experience in Reinforced Concrete; Certification by ACI (Field Technician Grade 1); and, Certification by ICC (Pre-stressed Concrete).</p>
<p><u>Structural Masonry</u></p>	<p>Minimum one year experience, or six months plus one year experience in Reinforced Concrete; and, Certification by ICC (Structural Masonry).</p>
<p><u>Steel Welding</u></p>	<p>Minimum three years' experience; and, Certification by ICC (Structural Welding) or AWS (Certified Welding Inspector).</p> <p>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</p>
<p><u>Steel (High Strength) Bolting</u></p>	<p>Minimum one year experience; and Certification by ICC (Structural Steel & Bolting).</p> <p>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</p>
<p><u>Nondestructive Testing (NDT)</u></p>	<p>American Society for Nondestructive Testing (ASNT) Level II or Level III certification through the ASNT Central Certification Program (ACCP); or, Personnel qualified in accordance with a nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT CP-189 or ASNT TC-1A as determined and approved by an ASNT Level III.</p>

Inspection Category	Appropriate Experience/Certification
<u>Structural Wood Construction</u>	<ul style="list-style-type: none"> <input type="checkbox"/> A licensed professional/registered engineer; or <input type="checkbox"/> Certification by ICC (Commercial or Residential Building Inspector as applicable); and, A minimum two years of direct experience in engineered wood products; or A minimum five years of direct experience as a journeyman carpenter.
<u>Spray-on Fireproofing</u>	Minimum one year experience, and, Certification by ICC (Spray-Applied Fireproofing)

9. Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Printed copies of online certification database search results are not allowed in lieu of copies of the actual certifications. 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 Pre-stressed Concrete.

- a. Please put certification and ID 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.

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

Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-09, in particular, paragraph 9.1: “It shall be the responsibility of the agency to ensure that special inspector 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.”

- b. Completed, signed and stamped "Special Inspection Agency Summary and Letter of Agreement" and "Responsible Engineer's Statement of Agreement" (See AB-046 Exhibits 10 and 12).

The required categorical information must be updated, including information for new employees, and submitted to DBI Special Inspection Services 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 DBI within 90 days of the change. Relocated laboratories shall submit the updated CCRL report to DBI for review within 180 days. Failure to report these changes may result in revocation of DBI's recognition of the qualification of the agency.

I. Renewal qualification of Special Inspection Agencies and Testing Laboratories:


The Special Inspection Agencies and Testing Laboratories desiring to continue on construction projects permitted in San Francisco are required to renew their qualification at least 90 days prior to the expiration date.

Renewal applications must include the following updated documents:



1. CCRL, DSA or IAS laboratory accreditation report.
2. Matrix of inspectors.
3. Inspector certifications and identification badges.

AB-046 Exhibit No. 10 and 12 must be signed and/or stamped by the responsible professional engineer(s).

Other conditions will be evaluated on a case-by-case basis by the Supervisor or Manager.



 Tom C. Hui, S.E., C.B.O.,
 Director
 Department of Building Inspection



 Date

Attachment A: Recognized Special Inspection & Testing Agencies

This Information Sheet is subject to modification at any time. For the most current version, visit our website at <http://www.sfdbi.org>

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<u>Agency Name</u>	<u>Address</u>	<u>Phone/Fax</u>	<u>RC</u>	<u>PC</u>	<u>SM</u>	<u>SW</u>	<u>HSB</u>	<u>NDT</u>	<u>SWC</u>	<u>FP</u>	<u>EXPIRATION DATE</u>
Krazan and Associates Inc.	6711 Sierra Court, Suite B Dublin, CA	(925) 307-1160 (925) 307-1161	X	X	X	X	X	X	X	X	8/11/2020
MatriScope Engineering Laboratories, Inc	436 14 th Street, Suite 1429 Oakland, CA 94612	(510) 763-3601 (510) 763-1388	X	X	X	X	X	X	X	X	10/6/2018
Moore Twining Associates, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-0740	X	X	X	X	X			X	11/10/2017
Ninyo & Moore	1956 Webster Street 2 nd floor Oakland ca 94612	(510) 343-3000 (510) 343-3001	X	X	X	X	X	x		X	7/8/2019
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X		X	X	1/6/2019
NORCON LLC	1661 Tennessee St #201, San Francisco, CA 94107	(415) 710-1155	X	X	X	X	X	X	X	X	03/3/2020
Professional Service Industries, Inc.	365 Victor St, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X		X	X	5/6/2020
M P E Mid pacific engineering inc.	2915 Innsbruck Dr Suite A Redding Ca 96003	(530)246-9499 (530) 246-9527	X	X	X	X	X	X		X	1/20/2020
P J C & Associate,Inc.	600 Martin Ave.Suite 210 Rohnert Park Ca 94928	(707) 584-4804 (707) 584-4811	X	X	X	X					7/16/2018
Quantum Geotechnical Inc.	1110 Burnett Ave suite B Concord Ca 94520	(925)788-2751	X	X	X					X	7/25/2018
Raney Geotechnical, Inc	3140 Beacon Blvd. West Sacramento, CA 95691	(916) 371-0434 (916) 371-1809	X	X	X	X	X			X	1/28/2017
RES Engineers, Inc.	1250 Missouri Street Suite 207 San Francisco ca 940147	(415)822-4625 (415)822-8925	X	X	X	X	X	X	X	X	5/6/2019
RMA Group	6293 San Ignacio Ave, Suite A San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	X	X	2/3/2021
Salem Engineering Group, Inc.	4055 W. Shaw Ave, Suite 110 Fresno, CA 93722	(559) 271-9700 (559) 275-0827	X	X	X	X	X	X		X	7/24/2020
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X		X	7/30/2020
Smith-Emery Company	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	X	X	1/20/2020
Stevens Ferrone & Bailey	1600 Willow Pass Court Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X		X	X	10/06/2018
Structure Groups	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925)447-9901	X	X	X	X			X	X	2/2/2021
Summit Associates	2300 Clayton Road, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X		X	X	X	X	X	X	12/1/2018
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X		X	11/20/2020
Twining, Inc.	1572 Santa Ana Ave Sacramento, CA 95838	(916)649-9000 (916)921-8532	X	X	X	X	X	X	X	X	02/6/2020
Valley Inspection	326 Woodrow Avenue Vallejo, CA 94591	(707) 552-7037 (707) 552-7022				X			X	X	9/1/2020
Wallace-Kuhl & Associates, Inc.	3251 Beacon Blvd., Suite 300 West Sacramento, CA 95691	(916) 372-1434 (916) 372-2565	X	X	X	X	X	X		X	5/10/2019

Agencies may have offices in more than one location. Agencies with a "Pending review" status are recognized

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