**DEPARTMENT OF BUILDING**

**Name, Title**

**INSPECTION DIVISION**

**Name, Title**

**Address**

**City, State 00000**

**Phone Contact**

**Email Contact**

**Approval Requirements Check Sheet**

An acceptance review of those agencies requesting listing as special inspection and/or testing agencies will include the following list of tasks. Use this check sheet to verify inclusion of material substantiating skills and/or experience in the following categories:

**🞎** All elements of inspection and/or testing listed in the manual that the agency has the interest and ability to perform, designated individually.

**🞎** Agency capable of certifying to the building official that components of off-site or on-site constructed and/or fabricated/manufactured products meet **[JURISDICTION]** code, approved plans and project documents. Each special inspector identified as a member of the agency staff shall have proven experience in the inspection of items listed in Section **[CODE SECTIONS]** of the **[NAME OF CODE USED]**. **[JURISDICTION]** will evaluate each individual inspector’s qualifications and return a list of approved inspectors at the time of agency approval. All inspection personnel must be listed and approved by the **[JURISDICTION].** *Inspection personnel that are new to an agency must be evaluated, approved and listed by* **[JURISDICTION]** *before being assigned to a project*. This requirement applies to those inspectors who perform inspection services at the job site or for the purpose of evaluating fabricated/manufactured products away from the project.

**🞎** All structural steel and welding inspectors qualified by **[CODE GROUP]**, AWS or, as appropriate, to the level required by the service performed. All AWS certified associates must work under the direction of a certified AWS inspector. Welder certification and qualification testing must be performed by an AWS certified welding inspector.

**🞎** Personnel performing nondestructive examination (NDE) qualified for the NDE methods they will utilize in accordance with the agency’s approved quality control manual.

**🞎** Testing technicians shall be certified to NICET or other special categories required by the approved plans.

**🞎** Engineers shall be licensed by the state of **[NAME OF STATE]** in the area of expertise for which they will be providing skills, judgment and reports.

**🞎** Approved agency manuals must reflect the requirements contained within AUNT recommended practices for nondestructive personnel qualification and certification, NT-TC-1A, supplements A through D on radiographic, magnetic particle, ultrasonic and liquid penetrant test methods, respectively. Only personnel qualified for NDT Level II may perform nondestructive inspections on welds or base material. Personnel presently qualified for NDT Level III may perform nondestructive tests, provided that they have previously been certified for NDT Level II. **[JURISDICTION]** may require NDE personnel to be qualified by performance tests.

**🞎** Equipment used by inspection and/or testing personnel must be approved by **[JURISDICTION]**.