**Sample**

**DEPARTMENT OF BUILDING**

**Name, Title**

**INSPECTION DIVISION**

**Name, Title**

**Address**

**City, State 00000**

**Phone Contact**

**Email Contact**

**AUDITS**

Special inspection and/or testing agencies are subject to performance evaluation of services provided at or away from a project site. Evaluation of approved and listed agencies and personnel will be performed at random, both in the field and office, by [JURISDICTION] staff on a routine or periodic basis or as required by specific operations. All evaluations will be discussed with the special inspection and/or testing agency quality assurance manager or agency designated employee. Performance evaluations are required as a condition for approval and listing as well as to maintain listing status.

**Special Inspection Verification: [JURISDICTION]** shall verify special inspection activity on projects where special inspectors are assigned to provide the required special inspection. Special inspection verification of these projects shall be provided by the building department.

**Verification Objectives:** Inspection verifications will be performed to provide information on the integrity of the inspection process and procedures at a point in time. This information shall be used by the special inspection agency and the building department for management control of the special inspection program. Verification is also performed to measure inspector job performance.

Verification serves to evaluate the level of inspection accuracy attained by the approved special inspector at the time the verification was performed. Verification also provides a method for evaluation and correction of procedures through training and/or closer supervision. Verification results may be used as a measure of the approved agency’s ability to manage its quality control program.

**Date: [MONTH, DAY, YEAR]**

**Department: Building** **Division/Group:**

**Inspection/Engineering**

**[FORM #]: [REVISION #] (continued)**

**Special Inspection Standards:** Special inspection standards shall be the same as those established for **[JURISDICTION]** special inspectors and are contained within **[JURISDICTION]** technical guidelines and as follows:

* The special inspector shall report to the job sufficiently in advance of construction to become familiar with the plans and specifications, and inspect all materials to be used or concealed within such work. The special inspector shall use the most recent building department approved plans, plan changes and specifications. The special inspector will observe whether there is compliance with the **[JURISDICTION]** code, approved plans and specifications. The special inspector is required to furnish timely, written notification for all noncompliant items encountered. The special inspector shall also provide written reports for violations of the **[JURISDICTION AND CODE]**, approved plans and supporting documents.
* Work requiring special inspection must be stopped unless the special inspector is present during construction of those inspection elements requiring special inspection as detailed on the Special Inspection Agreement.
* In the opinion of the building official, if the magnitude or complexity of a job warrants, additional special inspectors may be placed on a project.

**Inspector/Inspection Responsibilities:** Special inspectors are, by definition, specialist inspectors and therefore cannot expect to be considered as performing a lower level function where other senior personnel can be held responsible for their actions. A special inspector in any category is expected to know more about that category than others involved in the construction of a project. The inspector is also one of the last people to have a chance to have errors and/or omissions rectified prior to construction. A negligent act in special inspection could very easily have disastrous results and this degree of responsibility must not be taken lightly. Special inspectors must be personally responsible for inspections of a high standard by virtue of their in-depth knowledge of the subject.

A special inspector is responsible for verification that those items detailed in the plans and specifications are what are built into the project. All reports, therefore, must document in sufficient, literate detail the information that is used to make this evaluation in such form that others who may have reason to read these reports in conjunction with the plans and specifications either during construction or long after construction will be able not only to evaluate the project’s conformity to the plans and specifications but also to perceive how well the inspector performed his or her duties.

There is no other practical way to evaluate the performance of a special inspector, who is usually performing independently, other than to treat his or her reports as the product by which this judgment is made.

**Date: [MONTH, DAY, YEAR]**

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**[FORM #]: [REVISION #] (continued)**

The term “as per approved plans and specifications” will not be used as a catch-all phrase. Reports must be constructed in an explicit manner with sufficient information to describe what was physically inspected or taking place. The terminology “as per approved plans” should only be used when an assemblage of individuals’ previously reported referenced inspections culminates in a specific definable building department component, and then only to indicate that such portion of the work has been completed.

In order to define what is realistically expected from a special inspector and what would be considered a negligent act, it is necessary to thoroughly understand what information the special inspector must be furnished with in order to make the required inspections of those components with which he or she is entrusted. The inspector is expected to understand the information that has been provided and evaluate whether that information is sufficient to successfully perform the inspection.

If some of the required information is not available, the inspector must obtain the necessary information in approved form, through the appropriate channels. There is no such thing in special inspections as acceptance based on “close enough” decisions.

It is, therefore, the special inspector’s responsibility to review the plans thoroughly and sufficiently ahead of construction to establish if he or she can inspect those items with which he or she is entrusted. All errors and/or omissions in the approved plans that create any form of uncertainty or ambiguity for the special inspector shall be resolved through the proper channels. All items that are observed by, and all inspections made by the special inspector shall indicate that sufficiently clear information was furnished.

There is absolutely no excuse for not having information, not being able to find information or having ambiguous information. Required information must be diligently pursued. The special inspector is entitled to correct information and must make those who are responsible for furnishing this information fulfill their obligation by providing him or her with what is needed.

The special inspector shall maintain copies of all inspections and laboratory reports at the job site until all special inspection and/or testing is completed.

**Date: [MONTH, DAY, YEAR]**

**Department: Building** **Division/Group:**

**Inspection/Engineering**

**[FORM #]: [REVISION #] (continued)**

**Verification Procedure:** Steps for conduct of project verification shall be as follows:

1. The building department shall establish a verification schedule. Unless otherwise provided, one verification per project should occur prior to the final inspection.
2. Verification will be conducted by an assigned building department inspector.
3. Verifications will be unannounced; however, they will fall within an established schedule.
4. Verifications will include **[JURISDICTION]** inspection reports for the project being verified.
5. Wherever possible, verification personnel will be rotated.
6. The special inspector’s supervisor may accompany the verification conductor. In the event the supervisor is unable to be present during the project verification, an exit critique will be held with the agency’s quality control manager. The purpose of the critique is to resolve minor procedural inspection-related discrepancies on the spot. All inspection, monitoring and construction discrepancies noted during the verification will be included in the verification findings.
7. Verifications shall be performed to established standards. Verifications will be made to these standards and referenced to the inspector’s work product and the observable construction activity on the project at the time of the verification.
8. All verification results shall be in writing on forms provided for that purpose.
9. The approved special inspection agency responsible for inspecting the work is also responsible for causing any discrepancies noted in the verification findings to be corrected. Quality control managers are responsible for reviewing the findings, and then deciding the degree of corrective action necessary. All discrepancies noted in the report shall be corrected. Minor deficiencies shall be corrected immediately. Severe discrepancies or violation of the special inspection agency’s quality control program and/or manual must be corrected.
10. Verification findings shall be acknowledged by the approved agency and a written corrective action statement furnished to the special inspection agency.
11. Items subject to verification may include, but are not necessarily be limited to, the following:
    1. Special inspector document control procedures.
    2. All types of assigned field inspections.
    3. Control of test specimen sampling, fabrication, handling, storage and packaging preparation for shipping and handling.
    4. Testing in the field.
    5. Project inspection records.
    6. Reports of welder qualification/certification records.
    7. Welding procedure qualification records.
    8. Certifications for off-site fabricated product approvals and inspection records.

**Date: [MONTH, DAY, YEAR]**

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**[FORM #]: [REVISION #] (continued)**

**Verification findings shall be reported as follows:**

**Report of Verification Findings:** The purpose of this finding is to verify that required special inspections for this project have been performed and reported to satisfy the requirements of the **[JURISDICTION/CODE]** approved plans and documents. Any item that is reviewed and found to be deficient will be explained in detail beginning on the last sheet of this finding under the item reference number.

Each element of special inspection identified on the Special Inspection Agreement and addendum will be verified. The verification conductor shall review completed construction, the inspections performed on that work, its relationship to current construction and inspection and the influence that past and current construction and inspection may have on future construction activity. Critical attention will be paid to connections of all types and the details related to those connections.

**Verification Follow-up:** The special inspection agency and the building department personnel will review and compare the special inspection agency report of action to the verification report with particular attention being paid to the following:

**Item**

**No. Item Reviewed Yes No**

**1.** Were deficiencies noted in the verification report addressed?

**2.** Were noted discrepancies reviewed by the accountable supervisor?

**3.** Were corrective measures taken?

**4.** Were corrective measures taken in line with the discrepancies noted?

**5.** Were corrective actions implemented?

**6.** Was a follow-up made by the special inspection supervisor to evaluate corrective measures?

**7.** Was additional training recommended?

**8.** Was additional or closer supervision recommended?

Sample

**VERIFICATION CHECKLIST**

Project name:

Address:

Permit No.(s):

Date:

Verification conducted by:

Special Inspector’s Name:

Date of Last Verification:

**Item**

**No. Item Reviewed Yes No**

**1.** Are the following fundamental requirements in compliance with **[JURISDICTION]** procedures:

a. Has a building permit been issued and correctly identified for the construction being inspected as shown in the report?

b. Have [JURISDICTION] approved drawings been issued and identified by date for the construction being inspected as shown in the report?

c. Are all reports in numerical sequence?

d. Are all reports signed?

e. Are all reports correctly completed?

f. Is a Special Inspections Agreement available at the job site?

g. Has a special inspection job file been established?

h. Are building pad certifications available in the project file?

1. Is the area or location of the inspection identified?
2. Are reports legible?
3. Do reports make sense?
4. Do reports encompass all portions of the work?
5. Are correct drawing numbers and detail references used for each inspection?
6. Is the source of all information used to determine acceptance of the inspection clearly referenced?

**Item**

**VERIFICATION CHECKLIST (continued)**

**No. Item Reviewed Yes No**

**8.** Is all information contained in drawings correct and free of ambiguity or personal interpretation?

**9.** Is sufficient information, detail, etc., available to make the inspection?

**10.** Have noncompliances been written, numbered and distributed?

**11.** Have all inspections been made and all noncompliances resolved prior to work being covered up?

**12.** Have all drawings, sketches and letters with engineering changes pertaining to special inspections been stamped and signed by the engineer of record?

**13.** Have revised drawings, sketches, etc., which have been used to make inspections, been correctly identified by date on stamp of **[JURISDICTION]** approval when report was written?

**14.** Where required, has testing of structural components

been performed and accepted by the special inspector?

**15.** When unsatisfactory test results are obtained for

materials that have been utilized in construction has

the engineer of record and the special inspector

approved such action?

**16.** Has the inspector referenced in his or her report the results of any specific construction procedures or techniques that were necessary to ensure an acceptable inspection?

**17.** Has the inspector verified the grades of all building

components used in special inspection items?

**18.** Have all structural steel components been furnished by a [JURISDICTION] listed fabricator and

accompanied with a certificate of compliance?

**19.** Have qualifications of personnel performing structural field welding been verified and accepted prior to commencement of work?

1. Have forms for special inspection items, such as post-tensioned slabs, fireproofing, etc., or the tabulation of results that are specifically designed for that purpose been used?

Is the design fully functional?

**VERIFICATION CHECKLIST(continued)**

**Item**

**No. Item Reviewed Yes No**

1. Have all items requiring inspection on the special inspections contract either:

Been inspected, or

Reported as not requiring inspection with supporting explanation?

1. Does the job file contain a summary report for each completed assigned inspection element stating that the work was to the best of the special inspector’s knowledge and performed in conformance with the approved plans and specifications, etc.?
2. Did the contractor fulfill his or her obligation to the special inspections by notifying the testing inspection agency in a timely manner when its services were required?
3. Did [JURISDICTION] monitoring personnel note and discuss observed discrepancies in inspection and/or construction during their visit(s) to the job site?
4. Were all testing/inspection agency personnel performing special inspections on this project preapproved for each specific inspectable item by the [JURISDICTION]?
5. Are inspection reports current with the work in progress?
6. Do monitoring reports adequately describe project

construction and special inspection for the project?

1. Are other special inspection elements described by their own characteristics, i.e., height, width, depth, lift, placement, location, etc.?
2. Is all spin-off documentation, such as nonconforming item reports, resolution of nonconforming item reports, testing and/or inspection results, changes to plans and specifications, etc., referenced in the daily report with sufficient information to ensure traceability?
3. Do all special inspectors follow an established form ofreport sequence numbering for all daily reports?

**31.** Is all information contained in the reports correct and free of ambiguity?