

Recognition Requirements for Geotechnical and Special Inspection Agencies

Per CBC Section 1704.2.1 "Prior to the start of the construction, the approved agencies shall provide written documentation to the Building Official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction". To obtain recognition by the City of Rancho Cordova the following information must be submitted for review and approval:

1. Location of corporate office and all branch offices providing services to the City of Rancho Cordova.
2. Names and resumes of registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329 Paragraph 7.2.1:

"The person shall be a registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection construction materials."

Resumes must be specific in showing a minimum of five years experience in testing and inspection and *acknowledged by signature of the responsible, professional engineer.*

3. Firms providing geotechnical services shall submit a statement of compliance with ASTM D3740, including the resume and acknowledgement signature of the responsible professional engineer pursuant to ASTM D3740.7.1.
4. Names and resumes of other key management and supervisory personnel.
5. Organizational chart.
6. A brief general description of agency, including background information related to type of service offered, years in business. Include any brochures and qualification information.
7. Samples of inspection reports, lab reports and final compliance report.
8. Resumes showing compliance with experience qualifications per California Counsel of Testing and Inspection Agencies (CCTIA) Guidelines. Except as permitted for *"inspectors-in-training"*, all special inspectors performing concrete, structural steel and welding, or masonry special inspections shall be certified by ICC, AWS, NICET, ACI or other independent authority acceptable to the responsible, professional engineer.
9. Statements from the responsible, professional engineer(s).
 - a. Acknowledging inspectors will be under the general technical supervision of the responsible, professional engineer.
 - b. Assuring that special inspectors are knowledgeable of CBC Chapter 17, and that they will be qualified according to the current CCTIA Guidelines.

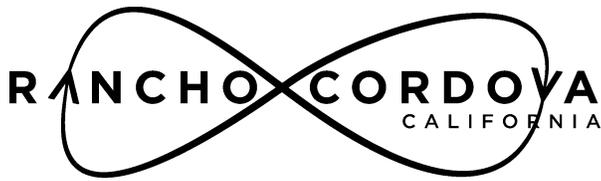
- c. Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329, in particular paragraph 10.1:

“It shall be the responsibility of the agency to ensure that it performs only tests and inspection, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspection, or both, for which they are adequately trained.”

The required categorical information must be updated, including information for new employees, and submitted every two years to the City by *January 31st*. Any changes to agency name, ownership and key technical or professional engineering staff should be submitted in a timely manner.

In addition to the above submittal data, the laboratory / agency receiving recognition agrees to make available at their facilities for review by the City of Rancho Cordova, on either scheduled or unscheduled visits, the following items:

1. A current CCRL or similar laboratory review report.
2. Current test equipment calibrations.
3. Operating procedures and quality assurance manual.
4. Personnel qualification documents.
5. Provisions and procedures for obtaining services from qualified outside laboratories.



Special Inspection Firm Services Letter

The City of Rancho Cordova Building & Safety Division has developed a policy on special inspection procedures and has compiled a list of special inspection firms involved with construction projects in our jurisdiction. This list will be used to identify which areas of special inspection each firm is qualified to perform.

Attached is the Special Inspection Firm Services Information form, which prompts certain information about your firm necessary to establish a functional listing. Please take the time to complete the form as accurately as possible using the following guidelines for assistance:

Section 1. Identification.

Provide the necessary information and include an individual's name if correspondence is to be routed to that person.

Section 2. Inspection Services Provided.

From the categories listed, check those inspection services that your firm is qualified to perform. ("Qualified" refers to the accepted industry standards for each type of inspection service.) If there is any type of inspection not listed that you feel is important in so far as your services are concerned, please list it under "others" or attach an addenda outlining those services. Any company brochures, pamphlets, etc., that elaborate on your firm's qualifications may be attached.

Section 3. Responsible Persons.

This portion identifies persons responsible for the technical integrity of the inspection work performed by the firms. If a licensed civil engineer carries the responsibility for assuring the technical competence of the inspections performed, please list that person or persons and his/her license number (must be a California registration).

If no licensed engineer exists in the firm or if those persons so licensed are not assuming responsibility for the firm's work, please indicate who the responsible party is and his/her title in the organization. Also, include a history on how this individual has acquired the technical training for performing the inspection services checked in Section 2. This history may include past jobs, classroom training, technical seminars, and other valid training programs.

Special Inspection Firm Services Information

SECTION 1 - IDENTIFICATION

Name of Inspection Firm _____

Mailing Address _____

Street/PO Box _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Attention _____

SECTION 2 - INSPECTION SERVICES PROVIDED

- | | |
|---|---|
| <input type="checkbox"/> Piling/Drilled Piers/Caissons | <input type="checkbox"/> Structural Steel Welding |
| <input type="checkbox"/> Soil/Foundation Testing/Earthwork | <input type="checkbox"/> Structural Steel Bolting (high strength) |
| <input type="checkbox"/> Reinforced Concrete (cast in place, precast) | <input type="checkbox"/> Structural Masonry |
| <input type="checkbox"/> Reinforced Concrete (pre-stressed) | <input type="checkbox"/> Insulating Concrete |
| <input type="checkbox"/> Pneumatically Placed Concrete (gunite) | <input type="checkbox"/> Spray Applied Fireproofing |
| <input type="checkbox"/> Reinforcing Steel/Welding | <input type="checkbox"/> Geotechnical Engineering |
| <input type="checkbox"/> Pre-stressing Steel | <input type="checkbox"/> High-strength Bolting |
| <input type="checkbox"/> Epoxy anchors and bolting | <input type="checkbox"/> Others (list): _____ |
| | _____ |
| | _____ |

SECTION 3 - RESPONSIBLE PERSONS

Responsible Person: _____ License No.: _____

Responsible Person: _____ License No.: _____

Responsible Person: _____ License No.: _____

CITY APPROVAL:

Name (print) Title

Signature Date