

CITY OF TRACY SPECIAL INSPECTION GUIDELINES



LISTED BELOW ARE THE SPECIAL INSPECTION GUIDELINES.

1. Require special inspectors providing inspections to be certified in a category for which ICC, or other recognized certifying agency, issues a certificate.
2. Require special inspectors to have a California Council of Testing and Inspection Agencies (CCTIA)-style badge or wallet card indicating categories for which they are certified while on the job site where they are providing special inspection services.
3. All material testing laboratories providing testing services within the jurisdiction of the City of Tracy shall be currently certified by the Cement and Concrete Reference Laboratory (CCRL) or currently accredited by the American Association of State Highway Transportation Officials (AASHTO) or equivalent.
4. Special inspectors providing inspection services within the jurisdiction of the City of Tracy and corresponding testing services shall be under the direction of and receive supervision from, a professional engineer currently registered in the State of California for engineering managerial responsibilities. The engineer shall meet the following experience criteria per ASTM E329 Paragraph 6.2.2:

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

5. The City of Tracy shall use the Special Inspection Agreement form and require a signature from the design professional responsible for the project. The Structural Observation Agreement shall also be included, as required with the project documentation at the time of plan submittal.
6. All special inspection agencies shall provide resumes to the City of Tracy and provide a matrix listing all inspectors in their agency, showing the categories for which they are qualified and certified to inspect. **Also, provide copies of inspector “Wallet Cards” for verification of current certification.**

The following statements will be required from the responsible professional engineer included in the introduction letter to the Statement of Qualifications (SOQ).

- a) Acknowledging inspectors will be under the general technical supervision of the responsible, professional engineer.
- b) Assuring that special inspectors have comprehensive knowledge 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 9.1:

“It shall be the responsibility of the agency to ensure that it 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.”

7. The required categorical information must be updated, including information for new employees, and submitted to the City of Tracy whenever such changes occur. Any important changes, such as, agency name, ownership, key technical or professional engineering staff, or CCRL certification data, should be submitted immediately as they occur. If no changes occur, a new SOQ will be required every three years.
8. **ATTENTION: Special Inspections are performed in addition to City Of Tracy inspections. Once approval is given by the Special Inspector, work must then be inspected by City Of Tracy inspection staff prior to work continuing.**