
INSPECTOR CERTIFICATION AND APPROVAL

Disciplines: Structural

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Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

PURPOSE

This Interpretation of Regulations (IR) clarifies requirements relating to the certification and approval of school construction project inspectors (PI). All PIs must complete this two-step process of certification and approval by DSA before they are permitted to work on school construction projects.

SCOPE

Certification and Approval – A Two-Step Process.

Certification

Section 1 of this IR explains how to become a DSA-certified PI and maintain such certification. Certification is the first step in becoming a school construction PI. Certification attests that the inspector is qualified to inspect construction projects under DSA jurisdiction.

Approval

Section 2 below describes the DSA approval requirements and process for a PI to perform inspections on a particular project. Approval is the second step and must occur for every project. Approval of the PI by a DSA regional office must be obtained using the form *DSA 5-PI: Qualifications and Approval of the Project Inspector*, before the inspector is permitted to work on a project. Duties of inspectors are described in *IR A-8: Project Inspector and Assistant Inspector Duties and Performance*. The acceptance and approval of assistant inspectors (AI) follows similar criteria as described for the PI and is clarified in Section 3 below.

Section 4 of this IR briefly covers withdrawal of a PI's project approval and/or certification.

BACKGROUND

Statutory and regulatory requirements entail PIs must be both DSA certified and approved to perform inspections on projects under DSA purview.

Given the nature of inspections performed on a given project, DSA has developed different PI classifications (see California Administrative Code [CAC] 4-333.1). Those PI classifications are tied to project classification, which is usually driven by the highest structure classification on a project. Clarification of the different classifications are provided in this IR through examples.

PI project approval is dependent on consistency of the project and PI classification as well as the PI's experience on similar projects amongst other criteria. A PI's experience is crucial to ensuring proper construction compliance verification with DSA-approved construction documents given the variability in acceptable construction materials and methods. Procedural details of PI project approval in CAC 4-333 and 4-341 are described in this IR.

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1. CERTIFICATION OF THE INSPECTOR

As required by law, all PIs must be certified through the DSA Project Inspector Examination Program.

Examinations are given in each of three project classes. The examinations measure the applicant's ability to read and comprehend construction plans and the California Building Standards Code.

The DSA Project Inspector Examination Program does **not** qualify an applicant as a "special" inspector.

1.1 Class 1 Projects and the Class 1 Examination

Projects that are designated as Class 1 must contain one or more "Class 1 structures" (as defined below) but may also contain Class 2, Class 3 or Class 4 structures. The Class 1 examination is comprehensive; it tests the applicant's knowledge of Class 1, Class 2, Class 3 and Class 4 structures, and related code requirements.

Class 1 Structures

1.1.1 New buildings or additions of 2,000 square feet in floor area or greater that utilize materials other than wood-frame shear walls (e.g., concrete shear wall or moment-resisting frames, masonry shear walls, steel braced or moment-resisting frames) as the primary lateral load-resisting system.

1.1.2 Substantial structural alterations to the gravity and/or lateral load-resisting system of the building types described above.

1.2 Class 2 Projects and the Class 2 Examination

Projects that are designated as Class 2 must contain one or more "Class 2 structures" (as defined below) but may also contain Class 3 or Class 4 structures. The Class 2 examination tests the applicant's knowledge of Class 2, Class 3 and Class 4 structures, and related code requirements.

Class 2 Structures

1.2.1 New buildings or additions over 2,000 square feet in floor area that utilize wood-frame shear walls as the primary lateral load-resisting system. Projects may be single- or multi-level, with no upper limit in floor area. The project may contain incidental masonry, concrete and/or structural steel construction (e.g., gravity load carrying columns and beams). Buildings may have isolated exceptions to the lateral load-resisting system, such as a steel brace frame at one location in the structure. Cellular or communication poles (not including truss towers) and field or stadium lights are considered Class 2 structures.

1.2.2 New buildings or additions of less than 2,000 square feet in floor area that have primary lateral load-resisting systems utilizing concrete, masonry or steel construction. A single-story masonry building with a regular configuration, a floor area of less than 7,000 square feet, and a wood-frame roof structure may be considered to be a Class 2 structure. Steel cantilevered structures of a repetitive nature (e.g., carports with solar panels, etc.) exceeding 2,000 square feet in area may be considered a Class 2 structure unless DSA determines the nature or complexity warrants a higher classification.

1.2.3 On-site construction of two-story permanent modular buildings.

1.2.4 Alteration/modernization and reconstruction projects that exceed the limitations of the Class 3 scope of work and do not include substantial alterations to structural systems of concrete, steel or masonry.

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1.2.5 Non-building structures that exceed the limitations of the Class 3 scope of work.

1.3 Class 3 Projects and the Class 3 Examination

Projects that are designated as Class 3 must contain one or more “Class 3 structures” (small buildings of wood-frame construction and/or alteration/modernization projects) but may also contain Class 4 structures. The Class 3 examination tests the applicant’s knowledge of both Class 3 and Class 4 structures, and related code requirements.

Class 3 Structures

1.3.1 New buildings or additions of wood frame, single-story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2,000 square feet. Structures must utilize wood-frame shear walls as the primary lateral load-resisting system. The project may include isolated steel or concrete elements (e.g., steel or concrete columns).

1.3.2 Structural alteration projects limited to wood-frame, single-story construction. When deemed appropriate by DSA, alterations to (or addition of) isolated steel, masonry or concrete elements may be included in Class 3 projects. For example, alterations or additions to relocatable buildings or cell tower appurtenances may be considered a Class 3 project. However, alteration projects involving significant changes to the lateral load-resisting system may be classified as Class 1 or 2 projects.

1.3.3 Alteration and modernization projects that are primarily non-structural, such as electrical, mechanical, plumbing, accessibility features and site improvement work.

1.3.4 Non-building structures, such as signs and poles, less than 35 feet in height, bleachers with a maximum of five rows of seats, walls less than 10 feet in height above grade, and single-story canopies less than 200 square feet in horizontal projected area.

1.4 Class 4 Projects

Projects that are designated as Class 4 only include “Class 4 structures” (e.g., site installation of pre-manufactured, single-story relocatable buildings and related sitework). The Class 4 examination is no longer administered and Class 4 certifications are no longer issued; however, any Class 4 project may be inspected by any DSA-certified PI (except Relocatable Building In-Plant inspectors).

1.5 Relocatable Building In-Plant (RBIP) Inspector

Inspectors of factory-built relocatable buildings must either be a DSA-certified RBIP inspector or a Class 1, 2 or 3 DSA-certified PI. All appropriately certified PIs (i.e., PI class is consistent with the classification of factory-built relocatable buildings) and inspectors on the approved RBIP list will be eligible to perform RBIP inspection on projects under DSA jurisdiction. DSA no longer issues RBIP certifications. DSA-certified or RBIP inspectors having an American Welding Society (AWS), Certified Welding Inspector (CWI) or Senior Certified Welding Inspector (SCWI) certification and who will be performing structural welding inspection may indicate such on their form *DSA 5-IP1: In-Plant Project Inspector Qualification and Approval* without need for filing a separate form *DSA 5-SI: Special Inspector Qualification and Approval*.

1.6 Assistant Inspectors (AI)

These are additional DSA-certified Class 1, 2, 3 or 4 project inspectors who, based on certain project conditions, act in the capacity as an assistant to the “lead” PI. Certain project conditions may include but are not limited to project size, complexity, construction pace and construction cost (benchmark/guide of \$35,000,000 as of 2022). The need for an AI shall be discussed with the DSA District Structural Engineer (DSE). DSAs approval of the PI may be contingent upon additional support from an AI.

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1.7 Expiration and Recertification

An inspector's certification expires four years from the date of issue. To renew the certification, each inspector must complete the requirements of the DSA inspector recertification program every four years as described in the "How To Recertify A Project Inspector" section of the Apply and Maintain Project Inspector Certification DSA webpage.

1.8 Specific Examination Information

The DSA PI examination program is administered by the DSA Headquarters Office. For information regarding the examination schedule, locations, examination fees, or to obtain an application, contact DSA by phone at (916) 443-9932, or online at DSA's website.

2. APPROVAL OF THE PROJECT INSPECTOR

As required by law, all PIs must be DSA-approved for work on each individual project. All DSA PIs must maintain valid certification throughout the duration of assignment to any project and fulfill the requirements of DSA's recertification program as necessary. Newly certified PIs without prior DSA project inspection experience shall complete the DSA Project Inspector Overview Class prior to inspecting their first project. PI approval for work on 2019 or later code-based projects commencing in 2022 or later may be contingent upon completion of the Title 24 Mechanical Acceptance Training, (Refer to the "How To Recertify A Project Inspector" section of the Apply and Maintain Project Inspector Certification DSA webpage for further information.)

To apply for approval, the design professional in general responsible charge must submit a form DSA 5-PI to the appropriate DSA regional office to ensure DSA approval of the inspector prior to the start of construction.

For projects involving construction of permanent modular or relocatable buildings, the submittal requirements are the same except the design professional delegated responsibility for the observation of in-plant construction in Section 1 or, when subdelegated, Section 1.1 of the form *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*, shall submit form DSA 5-IPI instead.

For projects requiring the use of an AI, the submittal requirements are the same as follows except the design professional in general responsible charge must submit a form *DSA 5-AI: Assistant Inspector Qualification and Approval* to the appropriate DSA regional office for approval. See Section 3 below.

For approval on Class 1 and Class 2 projects

Before submitting a form DSA 5-PI (5-IPI or 5-AI when applicable) for Class 1 or Class 2 projects, it is recommended the design professional in general responsible charge consults with the DSE assigned to the project. The design professional and the DSE should review the inspector's qualifications for the project with regard to DSA approval criteria (see *DSA Approval of the Project Inspector* in Section 2.1.5 below). The use of AIs should also be considered at this time.

2.1 Review of the Inspector's Qualifications by the School District and Responsible Design Professionals

The following four items must be reviewed by the design professional in general responsible charge, the structural engineer delegated responsibility for observation of construction, and the school district prior to submitting the form DSA 5-PI (5-IPI or 5-AI when applicable) to the respective DSA regional office for inspector approval:

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2.1.1 The Class of the Inspector's Certification and the Project Class

The project's classification is determined by DSA during plan review, and is indicated on the Approval of Plans notification (issued after DSA approval of plans and specifications). The project classification can also be verified online at DSA's eTracker website.

PIs with Class 1 certification may apply for DSA approval to inspect *any* project. PIs with Class 2 certification may apply for approval to inspect projects that are designated as Class 2, 3 or 4. PIs with Class 3 certification may apply for approval to inspect projects that are designated as Class 3 or 4. PIs with Class 4 certification may apply for approval only to inspect Class 4 projects.

2.1.2 Inspector's Work Experience

DSA approval is contingent upon the inspector's experience in inspection or construction work on building projects of a type similar to that of the individual project for which the inspector is applying. The inspector must describe, on the form DSA 5-PI (5-IPI or 5-AI when applicable), qualifying experience from three building construction projects. Qualifying experience is defined by the types of duties performed and the types of projects on which those duties were performed.

Types of Duties

Prior job positions and responsibilities are the primary considerations of qualifying experience. The inspector's prior responsibilities for either inspection or construction should include experience with the trades that will be utilized on the project for which the inspector is applying. Job positions that may provide qualifying experience include:

2.1.2.1 PI (providing continuous inspection of an entire project). Prior experience as a PI is required for Class 1 and large Class 2 projects.

2.1.2.2 Health Care Access and Information (HCAI – formerly Office of Statewide Health Planning and Development [OSHPD]) Class A inspector.

2.1.2.3 DSA-approved AI.

2.1.2.4 Lead project construction superintendent.

2.1.2.5 Building official's representative in building code enforcement.

2.1.2.6 California registered civil or structural engineer, or licensed architect performing construction observations applicable to that role.

2.1.2.7 Special inspector or construction trade journeyman. These positions provide qualifying experience only in the specific trade(s) in which the individual worked.

Other job positions are unlikely to provide sufficient experience for approval by DSA as a PI.

Types of Projects

The types of projects that provide qualifying experience must be relevant to the type of project for which the inspector is applying. Project aspects (both for prior projects and the project for which the inspector is applying) that must be considered include:

2.1.2.8 Materials of the structural system (wood-frame, concrete, masonry, steel).

2.1.2.9 Complexity of the structural system (configuration of buildings, number of floors and unusual design features).

2.1.2.10 Size (square footage of new construction, total construction cost).

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2.1.3 On-Site Presence of the Project Inspector

Two important aspects must be considered:

During Construction

The inspector must be present on the jobsite or in the plant (for permanent modular or relocatable buildings) as needed to provide continuous inspection of all the work (refer to California Administrative Code [CAC] Section 4-342[b]1 for additional information). The inspector's schedule must allocate sufficient time to perform all required duties on the project for which the inspector is applying.

The inspector must indicate on the form DSA 5-PI (5-IPI or 5-AI when applicable) whether presence on the jobsite will be full-time (40 hours per week or more) or part-time (less than 40 hours per week). Large projects usually require a full-time commitment from the inspector.

Time Commitment

If the inspector has other work commitments concurrent with the project for which the inspector is applying, each school project, each non-school project, and/or any other employment commitment must be described as indicated on the form DSA 5-PI (5-IPI or 5-AI when applicable). If the combined work between multiple projects is approximately 60 or more hours per week, the following is required:

2.1.3.1 Justification that sufficient time will be spent on the project while accounting for travel between projects.

2.1.3.2 When requested, a workload schedule accounting for all work commitments that is coordinated with the construction schedule for the project for which the inspector is applying.

2.1.3.3 A notification to all school districts and DSEs for those multiple projects.

2.1.3.4 Letters or emails of acknowledgement from those school districts and, when requested, DSEs working on those projects must be included with the form DSA 5-PI, 5-IPI or 5-AI when applicable).

Any future increase in workload on non-DSA projects beyond that identified in the form DSA 5-PI (5-IPI or 5-AI when applicable) without a corresponding workload decrease (i.e., a net increase) thereby resulting in a total workload of approximately 60 or more hours per week shall be communicated to the respective DSE for their consideration of whether adequate on-site inspector presence can be maintained.

During the initial inspector evaluation for the project, the responsible design professionals, the school district and DSA must conclude that the inspector's schedule will allow for an adequate presence on the jobsite. In the event that the school district, the responsible design professional(s) or DSA conclude that the inspector's schedule as described on the form DSA 5-PI (5-IPI or 5-AI when applicable) will not allow for sufficient presence on the jobsite, the inspector will be afforded an opportunity to provide additional information for re-evaluation.

2.1.4 School District and Design Professional's Interview of the Inspector

DSA recommends that the school district and the responsible design professional(s) conduct a personal interview with the inspector before signing the form DSA 5-PI (5-IPI or 5-AI when applicable).

The following points should be considered:

2.1.4.1 Inspector's knowledge of his/her role and responsibilities, job duties and limits of authority.

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2.1.4.2 Inspector's characteristics that are necessary to develop and maintain satisfactory working relationships. Such characteristics include effective communication skills, patience, determination, consistency and the ability to exercise sound judgment.

2.1.4.3 Inspector's physical ability and stamina to inspect all construction, and to maintain a responsive presence on the job.

2.1.4.4 Inspector's ability to provide a responsive presence on the job while accounting for time commitment on other concurrent projects and travel time between them.

2.1.4.5 Inspector's knowledge of construction methods, building materials, material testing/special inspection procedures and building codes applicable to the project. The inspector must be able to read and readily comprehend the requirements of the project plans and specifications.

2.2 DSA Approval of the Project Inspector

The PI must be DSA-approved for each individual project. The DSE's approval of the proposed inspector is based on the following criteria:

2.2.1 The proper relationship between the class of the inspector's certification and the project's classification, as described in Section 2.1.1 above.

2.2.2 The inspector's work experience, as described in Section 2.1.2 above.

2.2.3 The inspector's workload and time commitment to the project, as described in Section 2.1.3 above.

2.2.4 The utilization of AIs, as described above and in IR A-8.

2.2.5 Satisfactory performance on previous school construction projects.

2.2.6 Verification that the inspector is employed by the school district.

Exception: Manufacturer's stockpile projects shall have the DSA-accepted Laboratory of Record employ the in-plant inspector.

2.2.7 Verification that newly certified inspectors without prior DSA project experience have completed the DSA Project Inspector Overview Class prior to inspecting their first project.

If the inspector meets the requirements for approval, the DSE or field supervisor will sign the form DSA 5-PI (5-IPI or 5-AI when applicable), which indicates DSA approval. A copy of the signed form DSA 5-PI (5-IPI or 5-AI when applicable) will be posted to DSA's electronic filing system as indicated in *PR 13-01: Construction Oversight Process*.

If DSA is unable to grant approval, the form DSA 5-PI (5-IPI or 5-AI when applicable) will be promptly returned to the design professional in general responsible charge, with documentation of the reason(s) why approval was not granted. The proposed inspector may be reconsidered for approval if these documented reasons are satisfactorily addressed on the resubmitted form DSA 5-PI (5-IPI or 5-AI when applicable).

3. APPROVAL OF AN ASSISTANT INSPECTOR

All AIs must be DSA-certified Class 1, 2, 3 or 4 PIs, and must maintain their certifications and complete all training as noted in Section 1 above.

AIs must also be DSA-approved for work on each individual project with the design professional in general responsible charge submitting a form DSA 5-AI to the appropriate DSA regional office for approval.

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The approval of AIs essentially follows the same process as outlined in Section 2 above with the following additions/clarifications:

- 3.1** The form DSA 5-AI must clearly identify the scope of all construction work that the AI will inspect and any other code-prescribed duties that they will perform.
- 3.2** Only DSA-certified Class 1 or 2 PIs are permitted to utilize AIs.
- 3.3** The PI (Class 1 or 2 only) must also interview the AI and complete their affidavit on the form DSA 5-AI.
- 3.4** The form DSA 5-AI must be submitted to the applicable DSA regional office at least 10 working days prior to the commencement of the AIs work on the project.

4. WITHDRAWAL OF APPROVAL AND/OR CERTIFICATION

The DSE observes the PI's performance of code-prescribed duties during the course of construction. IR A-8 describes the required duties and responsibilities of the PI. Failure to perform duties as required may result in the withdrawal of approval and/or certification of the PI pursuant to CAC Section 4-342. Should the school district terminate the inspector's employment prior to project completion, the school district shall confer with DSA and provide the basis for termination. The design professional in general responsible charge shall obtain DSA approval of a replacement PI prior to continuation of construction work.

REFERENCES:

California Code of Regulations Title 24
Part 1: California Administrative Code, Sections 4-333, 4-333.1, 4-341, and 3-342

This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (K–12), community colleges and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at www.dgs.ca.gov/dsa/publications at the time of project application submittal to DSA are considered applicable.

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PURPOSE

This Interpretation of Regulations (IR) clarifies the duties of project inspectors (PI) and assistant inspectors (AI) performing inspection duties on construction projects under DSA's jurisdiction.

SCOPE

Inspection duties on DSA regulated projects prescribed by the California Administrative Code (CAC) help ensure construction work complies with DSA approved construction documents. This IR describes practical aspects of code-prescribed inspection duties.

BACKGROUND

There are three types of inspectors who may perform code-required inspections on DSA projects: project inspectors, assistant inspectors, and special inspectors (SI).

- **Project Inspectors** are responsible for ensuring that all code-prescribed inspections and administrative duties are completed, including supervision of AIs, and monitoring the work of the Laboratory of Record (LOR) and SIs. Only DSA-certified Class 1 or 2 PIs may utilize one or more AIs to assist in performing inspection and administrative duties on a project.
- **Assistant Inspectors** may be utilized, or may be required, to assist a DSA-certified Class 1 or 2 PI by providing inspection and/or administrative assistance to the PI on a project. An AI must be qualified by obtaining DSA certification as a PI. Qualified assistants must be approved by DSA for each project as explained in *IR A-7: Inspector Certification and Approval*.
- **Special Inspectors** are specially qualified persons utilized, where required by code, to inspect specific aspects of the work such as structural steel welding or masonry construction. An SI may be hired by the LOR or through an independent contract with the school district or owner. Refer to California Administrative Code (CAC) Section 4-335(f) and *IR 17-12: Special Inspection Reporting Requirements*, for additional information.

1. REQUIRED DUTIES OF THE PROJECT INSPECTOR

The PI must perform specific duties in accordance with CAC Sections 4-211, 4-219, 4-333 and 4-342. The PI acts under the direction of the design professional in general responsible charge and is subject to supervision by DSA. The PI does not have the authority to direct the contractor in the execution of the work or to stop the work of construction.

1.1 The PI's responsibilities include:

1.1.1 Maintain a thorough understanding of all requirements of the construction documents.

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1.1.2 Inspection of all portions of the construction for compliance with the requirements of the DSA-approved construction documents.

1.1.3 Identification, documentation and reporting of construction deviations (using form *DSA 154: Notice of Deviations/Resolutions of Deviations*) from the requirements of the DSA-approved construction documents. (Refer to DSA Procedure (*PR*) *13-01: Construction Oversight Process* for additional information.)

1.1.4 Submittal of interim and final verified reports (forms *DSA 152: Project Inspection Card* and *DSA 6-PI: Project Inspector Verified Report*, respectively; *DSA 152-IPI: In-Plant Inspector Inspection Card/Verified Report* for in-plant inspector) per PR 13-01. At the conclusion of the project any outstanding deviations must be noted on the form DSA 6-PI or, for the in-plant inspector, form DSA 152-IPI.

Lack of compliance with the duties described above, Section 2 below, or detailed in PR 13-01 may result in a non-compliance recording on the form *DSA 119: Project Inspector Performance Review*.

1.2 The PI is prohibited from performing functions associated with actual construction work such as the following:

1.2.1 Performing construction work.

1.2.2 Directing, coordinating, or scheduling the work of the contractor, subcontractor(s), volunteer labor, or any entity performing construction work.

1.2.3 Performing “quality control” of construction. Quality control is the responsibility of the contractor. Quality assurance is the responsibility of the inspector.

1.2.4 Ordering or purchasing materials.

The PI may perform duties for the school district or owner that are not code-prescribed as long as such duties do not interfere with inspection duties. It is the PI’s responsibility to report all ancillary duties to DSA, the design professional in general responsible charge, and the structural engineer. The PI shall also report unforeseen time demands that are impacting, or will impact, their ability to perform code-prescribed duties.

DSA may approve a PI when, in the opinion of DSA, these ancillary duties would not create a conflict of interest. DSA may withhold approval of a PI or withdraw approval at any time if the appearance of a conflict of interest arises.

2. SEVEN CATEGORIES OF CODE-PRESCRIBED DUTIES OF THE PROJECT INSPECTOR

The code-prescribed duties of the PI have been organized into the following seven categories.

2.1 Category 1 – Inspector’s Job File

The PI must maintain the following records at the jobsite during construction in an organized, readily accessible manner:

2.1.1 DSA-approved (stamped and initialed) plans and specifications (printed copy).

2.1.2 DSA-approved testing and inspection list (form *DSA 103: List of Required Structural Tests and Special Inspections*). The form DSA 103 may be incorporated into drawings or specifications.

2.1.3 DSA-approved deferred submittals as required by DSA-approved plans (printed copy).

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- 2.1.4** DSA-approved project addenda and revisions (printed copies) with identification marks made on the original DSA-approved construction documents indicating changes made by these documents.
- 2.1.5** DSA-approved Category A construction change documents (CCD) with a log of all construction changes, with identification marks made on the original DSA-approved construction documents indicating changes made by these documents.
- 2.1.6** Project Inspection Card (form DSA 152) and, when applicable, form DSA 152-IPI.
- 2.1.7** Copies of contractor submittals (construction schedules, shop drawings, certificates, product labels, concrete trip tickets, etc.) accepted by applicable design professionals.
- 2.1.8** Communication log documenting all significant project construction-related communications, such as contractor's requests for information (RFI), responses to RFIs, DSA communications (field trip notes, etc.), architect's supplemental instructions, information bulletins, and project-related meeting minutes and/or notes.
- 2.1.9** Deviation notices and resolution of deviations (form DSA 154) with a log (summary record) indicating resolution status for each deviation.
- 2.1.10** Records of concrete placing operations.
- 2.1.11** Evidence of continuous inspection, such as daily inspection reports.
- 2.1.12** Structural/materials and fire and life safety testing reports (i.e., completed copies of the National Fire Protection Association [NFPA] 13, 14, 24 and 72 Record of Completion and Testing and Inspection forms as applicable), as well as other pertinent non-structural test reports provided by other testing entities, e.g., water sanitation, backflow preventer testing, gas and potable water line pressure tests, heating, ventilation, and air conditioning (HVAC) air balancing, energy-related/CalGreen certification tests, etc.
- 2.1.13** Special inspection reports, whether performed by the PI (see Section 2.6 below) or SI, as well as other pertinent non-structural inspection reports provided by other inspection entities including but not limited to: elevator inspections, city or county health department inspections, etc.
- 2.1.14** Identification of responsible groups/individuals, including the PI, for both structural/material and fire and life safety-related tests and special inspections.
- 2.1.15** Completed semi-monthly reports (form *DSA 155: Project Inspector Semi-Monthly Report*).
- 2.1.16** Verified reports from all parties required to file verified reports.
- 2.1.17** Form *DSA 135: Field Trip Note* (or comparable) from prior visits and attachments indicating resolution of each field trip note item requiring action.
- 2.1.18** California Building Standards Codes (Title 24) applicable to the project, such as the following: Part 1 CAC; Part 2 California Building Code (CBC), Volumes 1 and 2; Part 3 California Electrical Code (CEC); Part 4 California Mechanical Code (CMC); Part 5 California Plumbing Code (CPC); Part 6 California Energy Code. The code edition must be as referenced on the DSA-approved plans and specifications. The PI should have access to applicable structural referenced standards as needed for particular project inspection activity.
- 2.1.19** Any other documents required to provide a complete record of construction.

The job file records listed above may be maintained in paper (i.e., hard copy) and/or electronic format, unless otherwise specified above. If any records are maintained electronically, full

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viewing access shall be given to the school district, DSA personnel and others needing access. The form DSA 119 provides guidance for required recordkeeping and duties. It may be used by the DSA field engineer, per Section 3.2 below. At the completion of the project, the PI shall transfer the job file, with the exception of building codes and reference standards, to the school district, which shall maintain the job file as part of the permanent school district records. If the PI is terminated prior to the completion of the project, for any reason, they shall ensure transfer of the job file. This occurrence requires the PI to personally provide a copy of the entire job file (with the exception of building codes and reference standards) to the assuming PI and to the school district. A copy of the entire job file shall be made available to DSA upon request (refer to PR 13-01 for additional information).

2.2 Category 2 – Inspector’s Comprehension of the Construction Documents

The PI must study and fully comprehend the requirements of the construction documents in order to provide personal competent inspection of the work. It is necessary for the inspector to possess a thorough understanding of the requirements of the plans and specifications *before* that portion of the work is performed.

The inspector must:

2.2.1 Consult the responsible design professional(s) to resolve any uncertainties in the inspector’s comprehension of, or seeming errors in, the approved construction documents prior to construction of that portion of the work.

2.2.2 Review requirements for each phase of the construction with the contractor prior to commencing that phase of the work. Good communications will prevent construction errors from occurring.

2.2.3 Readily identify noncompliant work as the construction progresses to facilitate prompt corrective action.

2.2.4 Verify code-compliant implementation of both the structural/materials and fire and life safety testing as well as the special inspection program.

CAC Section 4-343 specifies that the contractor must direct inquiries regarding document interpretation (including RFIs) to the design professional in general responsible charge, through the inspector. This code provision requires the contractor to involve the inspector in the interpretation and clarification of the construction documents.

2.3 Category 3 – Continuous Inspection of the Work

Continuous inspection means complete and timely inspection of every part of the work, including any and all work beyond the inspected structural, fire and life safety and accessibility portions of the work, such as mechanical, electrical, plumbing, etc. CAC requires prompt inspection of all the work as it progresses. CAC also requires that prompt verbal notification be made to the contractor of any deviation so that the deviation can be immediately corrected. Deviations relating to structural, fire and life safety or accessibility that do not receive immediate corrective action must be reported using the form DSA 154. Deviations associated with other work (mechanical, electrical, plumbing, etc.) must be reported by the PI using a documentation method of their choosing (custom form, email, etc.). All deviations must be documented in the specified location on page 2 of form DSA 155.

Work associated with concrete and masonry, which is most effectively inspected only as it is placed, requires the constant presence of the inspector. (**Note:** When masonry special inspection is identified on form DSA 103, only DSA-certified masonry special inspectors may inspect masonry work. Any other special inspections identified on form DSA 103 shall be

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performed by appropriately qualified SIs as determined by DSA per CBC Sections 1703A.1, 1704A.2.1 and CAC Section 4-335(f). Refer to Section 2.6.1 below for those code-prescribed special inspections that may be performed and reported by the PI.)

Certain types of work which can be adequately inspected after the work is completed may be carried out while the inspector is not present, provided that the inspector promptly identifies and reports all deviations.

The PI must have personal knowledge of the construction obtained through the PI's own physical inspection of the work in all stages of its progress. When SIs or approved AIs are used on a project, the PI's personal knowledge may include that knowledge obtained from these individuals. The PI must keep a log of time spent on site and report to the school district, design professional in general responsible charge and DSA any unforeseen time demands that are impacting, or will impact, their ability to perform code-prescribed duties.

2.4 Category 4 – Records of Inspections

The PI must maintain detailed records of all inspections. These records must provide comprehensive and timely documentation of the inspected work, promptly identifying all compliant and noncompliant construction. These records must also be readily accessible and maintained in an organized manner as described in Section 2.1 above. The following are the inspection records that must be maintained at the jobsite:

2.4.1 A systematic record of all materials and assemblies accepted by the applicable design professional and delivered to the project site.

2.4.2 A systematic record of the inspection of all work required by the approved construction documents, including any modifications to the originally approved documents, such as approved addenda, revisions, or CCDs. (For special inspections performed and reported by the PI, refer to Section 2.6.1 below.) Marking properly completed work on a set of construction documents is a recommended method of verifying that the requirements of the plans and specifications have been met.

2.4.3 Construction procedure records per CAC Section 4-342, including but not limited to, concrete placement operations and other records specified on the DSA-approved construction documents.

2.4.4 Log of PI's and AI's time spent on site. DSA may require verification from the PI of time spent at the jobsite during all phases of the work. The PI's maximum cumulative total number of hours permitted on one or more simultaneous projects, exempt or not from DSA's jurisdiction, must not exceed approximately 60 hours per week without justification and notification provided to DSA and districts in which all simultaneous projects occur, and subsequent approval by DSA. Refer to IR A-7 for additional information.

2.5 Category 5 – Communications Required of the Inspector

The PI must, during the course of construction, provide specific code-prescribed notices and reports to the responsible design professional(s), DSA, the school district and the contractor. The PI must maintain records of all significant communications. These records must be readily accessible (per Section 2.1 above) and maintained in an organized manner. The date and recipients of all communications must be clearly indicated.

The PI shall communicate with the DSA field engineer, design professionals and school district about any substitute inspector performing inspections due to the PI's absence for vacation, medical leave, etc. prior to such substitution occurrence. Such substitute inspectors shall meet all of the following:

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1. Prior to both performing inspections and the substitution period:
 - a. Be DSA-certified with the appropriate classification for the nature of work they will inspect.
 - b. Be approved to inspect the work by DSA. Formal approval using the form *DSA 5-PI: Project Inspector Qualification and Approval*, may be waived depending on the duration of the substitution period at the discretion of the DSA field engineer and their DSA supervisor.
2. During the substitution period:
 - a. Perform all inspector duties during the original PI's absence.
 - b. Be subject to the same rules, regulations, requirements, duties, disciplinary procedures and supervision as the original PI. The substitute PI's verified report covering their inspections may be waived depending on the duration of the substitution period at the discretion of the DSA field engineer and their DSA supervisor.

The PI is required to provide the following communications during the course of a construction project:

2.5.1 Notifications to DSA

As required by CAC Section 4-342(b)5 (see form *DSA 151: Project Inspector Notifications*), including start of work, minimum 48 hours prior to completion of foundation trenches, minimum 48 hours prior to first concrete placement, and when work is suspended for more than one month.

Note: For the start of work, the PI shall use the date the contractor mobilizes on the project site to begin construction (or demolition, if demolition work is included in the project scope and in the DSA-approved construction documents).

Notifications shall be made using form DSA 151 and submitted electronically as prescribed in PR 13-01.

2.5.2 Inspector's Semi-Monthly Reports

(See CAC Section 4-337.) The PI must prepare and submit detailed semi-monthly reports (on the 1st and 16th of every month) summarizing progress of construction for the previous two-week period. The semi-monthly report must be completed on the form DSA 155 and submitted in accordance with the procedures described in PR 13-01.

2.5.3 Deviation Notices

(See CAC Section 4-342(b)6.) When the PI identifies deviations from the DSA-approved plans and specifications, they must verbally notify the contractor. If the deviation is not immediately corrected, the PI is required to promptly issue a written notice of deviation (form DSA 154) to the contractor and submit electronically as prescribed in PR 13-01. The PI shall contact DSA field staff by email at least 48 hours prior to scheduled work covering up uncorrected deviations. The status and resolution of all deviations must be documented on semi-monthly reports (form DSA 155).

2.5.4 Record of Communications to the Responsible Design Professional(s)

All uncertainties in the PI's or contractor's comprehension of, or identification of, seeming errors in the documents must be reported in writing (email is acceptable) to the responsible design professional(s).

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2.5.5 Reporting for Projects with Work Stoppage

This may be required in cases where DSA issues a Stop Work Order, Order to Comply, or a request for district/owner to stop work in accordance with *IR A-13: Stop Work and Order to Comply*. DSA may issue specific instructions to the PI for additional reporting and/or oversight of construction related to a documented noncompliant condition that is the cause of work stoppage.

2.5.6 Verified Reports

(See CAC Section 4-336.) The PI shall submit verified reports (forms DSA 152, DSA 6-PI and, when applicable, DSA 152-IP1) directly to DSA, the responsible design professional(s) and the school district as described in PR 13-01.

The PI must also communicate to applicable parties how they addressed issues noted in communications (e.g., field trip notes, notifications, telephone calls, emails, letters, etc.) from DSA representatives or design professionals.

2.6 Category 6 – Inspector’s Monitoring of the Testing and Special Inspection Program

The PI is responsible for monitoring the work of the LOR and any SIs and other technicians hired directly by the school district, to ensure that all structural/materials testing and special inspections, and other pertinent non-structural tests or inspections required for the project are satisfactorily completed in accordance with the DSA-approved documents. The PI must be involved in coordination with the LOR and SIs hired directly by the school district to properly complete the testing and special inspection program.

The PI must monitor the following aspects of the project-related testing and inspections concurrently with construction:

1. When DSA approval for SIs is required for district-employed SIs, the PI must verify their approval, and identify and report any SIs on the jobsite that are not DSA-approved (i.e., lacking approved form *DSA 5-SI: Special Inspector Qualification and Approval*), on form DSA 155. The PI must contact the design professional in general responsible charge and the school district to resolve this as soon as possible. Immediately notify DSA if construction work commences or continues without appropriate special inspections.
2. The PI must verify that the LOR is district-approved (refer to form *DSA 102-IC: Construction Start Notice/Inspection Card Request*) and included on the *List of DSA Accepted Testing Laboratories* on DSA’s website to perform the project-required tests and special inspections. If there are tests or special inspections the LOR is not qualified to perform, the PI must contact the design professional in general responsible charge and the school district to resolve this as soon as possible. Immediately notify DSA if testing or special inspections by the non-qualified LOR or their personnel commence or continue.
3. The PI must verify that the LOR, SIs and other inspection entities have received sufficient advance notification to perform the required material sampling, testing, or inspection.
4. The PI shall communicate expectations and basis of the work to be performed by the LOR and other inspection entities for the project.
5. The PI shall monitor all testing and inspection activities and is responsible for verifying that all required structural, fire and life safety, and other non-structural material sampling, testing and inspections are performed.

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- a. The PI's monitoring of performance of duties by other inspectors must include:
 - i. Verifying inspectors possess or have ready access to the DSA-approved construction documents pertinent to the work to be inspected.
 - ii. Verifying inspectors possess valid certifications for applicable disciplines.
 - iii. Periodically verifying inspections by others based on regulatory requirements.
- b. The PI's monitoring of the testing program must include:
 - i. Verifying test technicians and/or qualified representatives have the required equipment to perform all required tests (structural and non-structural).
 - ii. Verifying required testing equipment is calibrated as required.
- c. The PI shall consistently perform detailed reviews of all conforming and non-conforming daily inspection and test reports prepared by others for compliance with IR 17-12, as applicable. Reports prepared on site must be reviewed by the conclusion of the workday following the workday inspections/tests were performed. When inspections/tests are performed off-site by others, the PI must perform these same meticulous reviews the same day they receive these reports. The PI must communicate any deficiencies identified in the reports (i.e., required but missing information, conflicts, deviations, etc.) with the respective inspector/test technician immediately upon noticing, and ensure correction and/or clarification is provided promptly.

2.6.1 The PI is responsible for reviewing all structural/materials and fire and life safety-related test and inspection reports concurrently with construction. The PI must report on semi-monthly reports (using form DSA 155) the status and resolution of deviations (using form DSA 154) reported by any LOR, SI or test technician.

Some special inspections prescribed by CBC Chapter 17A may be performed by the PI. Those special inspections required by form DSA 103 which are performed by the PI, require detailed daily inspection reports be prepared by the PI per IR 17-12. In the event a non-conforming condition is identified, the PI must use form DSA 154 in accordance with PR 13-01 and, when applicable, attach a copy of the detailed daily special inspection report indicating non-complying work.

Those code-prescribed special inspections which may be performed by the PI or AI include the following:

1. Soils and Foundations:

For projects not having nor requiring a soils/geotechnical report:

- a. Site has been prepared properly prior to placement of controlled fill and/or excavations for foundations.
- b. Foundation excavations are extended to proper depth and have reached proper material.
- c. Materials below footings are adequate to achieve the design bearing capacity.

2. Structural wood framing:

- a. High-load diaphragms per CBC Section 1705A.5.1.
- b. Field installed bracing of metal-plate-connected wood trusses per CBC Section 1705A.5.2.

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- c. Structural wood per CBC Section 1705A.11.1 for wind resistance, and Section 1705A.12.2 for seismic resistance.
3. Concrete pre-placement and placement per CBC Sections 1705A.3.5 and 1705A.3.6 for cast-in-place concrete pad or strip footings, stem walls, or non-structural slab-on-grade (e.g., the slab does not transfer lateral loads, miscellaneous site concrete, etc.). Items inspected or verified shall include all applicable compliance items in relevant sections in ACI 318, CBC Section 1705A.3, and Table 1705A.3 not assigned to the batch plant SIs or the LOR in the form DSA 103.
4. Cold-formed steel light-frame construction per CBC Section 1705A.11.2 for wind resistance, and Section 1705A.12.3 for seismic resistance, none of which involves welding of cold-formed steel,
 - a. **Exception:** Welding of cold-formed steel requires an SI unless DSA provides prior written approval for the PI to perform those special inspections.
5. Architectural components for seismic resistance per CBC Section 1705A.12.5.
 - a. **Exceptions:** The following require an SI unless DSA provides prior written approval for the PI to perform those special inspections:
 - i. Masonry veneer. (**Note:** The PI must have a DSA Masonry Special Inspector Certification to perform this special inspection.)
 - ii. Proprietary systems or products, including anchorage systems, having recognized code evaluation reports (see *IR A-5: Acceptance of Products, Materials and Evaluation Reports*) specifying special inspection. (**Note:** Prior written approval by DSA for the PI to perform special inspections is not required for anchorage of non-structural components identified as exempt in the Appendix of form DSA 103.)
6. Access floors per CBC Section 1705A.12.5.1.
7. Plumbing, mechanical and electrical component installation and anchorage for seismic resistance per CBC Section 1705A.12.6.
 - a. **Exception:** The following requires an SI unless DSA provides prior written approval for the PI to perform those special inspections:
 - i. Proprietary systems or products, including anchorage systems, having recognized code evaluation reports (see *IR A-5*) specifying special inspection. (**Note:** Prior written approval by DSA for the PI to perform special inspections is not required for anchorage of non-structural components identified as exempt in the Appendix of form DSA 103.)
8. Storage racks per CBC Section 1705A.12.7.
9. Exterior insulation and finish systems per CBC Section 1705A.16.
10. Fire-resistant penetrations and joints per CBC Section 1705A.17.

All special inspections performed by the PI shall be conducted continuously per CAC Section 4-342(b)1. If the PI is unable to provide both special inspections and fulfill other required duties due to time constraints, an AI or appropriately certified SI, as determined by DSA per CBC Sections 1703A.1 and 1704A.2.1, and CAC Section 4-335(f), shall be required. Sampling and testing of materials shall not be performed by the PI, except for small scopes of work in which DSA written approval occurs prior to conducting such per CAC Section 4-335(c).

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2.7 Category 7 – Supervision of Assistant Inspectors

The PI must provide technical guidance to AIs and must verify AI comprehension of the construction documents. The PI must also monitor the AI's performance, verifying that the AI is properly inspecting the construction, recording inspections, and performing other assigned duties.

The PI must ensure that their AI is performing the duties indicated on the AI's approved form *DSA 5-AI: Assistant Inspector Qualification and Approval*. (See IR A-7.)

The PI must provide continuous onsite supervision of all AIs. The PI shall not assign the AI to inspect work at a project site when the PI will not be present unless special written DSA approval is obtained in advance.

Only DSA-certified Class 1 or 2 PIs are permitted to utilize AIs.

AIs are also responsible for ensuring that all code-prescribed inspection and administrative duties they are assigned to perform comply with the requirements established for PIs in this IR.

Both the PI and AI must keep a log of time spent on-site.

When an AI is utilized on a project, the PI and AI must both be identified on the form DSA 155.

3. DSA OVERSIGHT

Each DSA regional office has field engineers who conduct oversight of the project through review of documents and construction site visits. Each site visit typically includes the following:

3.1.1 Monitoring of the PI's administration and documentation of project activities.

3.1.2 Observation of construction.

3.1.3 Documentation of site visit findings using DSA field trip notes (form DSA 135).

3.2 Project Inspector Performance Review

The DSA field engineer may evaluate PI and AI performance of code required duties for, and administration of, the project using the form DSA 119. The purpose of the performance review is as follows:

To verify:

3.2.1 Continuous inspection of all work, including any portion performed by AIs.

3.2.2 Comprehension of the DSA-approved construction documents.

3.2.3 Proper monitoring of the entire testing and inspection program (structural and non-structural).

3.2.4 Proper PI supervision of AIs.

3.2.5 Proper communications/notifications to DSA and others as well as response to, or appropriate action taken, based on prior DSA communications.

3.2.6 Completeness of PI records as described in the job file list in Section 2.1 above.

To communicate:

3.2.7 With the PI and responsible design professional regarding the PI's performance.

3.2.8 Any project documentation or other issues during construction, such as PI's proper noting and communication of deviations and their resolutions, to facilitate timely project certification.

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The form DSA 119 is a project record which is maintained in DSA project files as well as posted both in DSA's electronic submittal system (DSAbox) and the Project Inspector Performance Review Box.

3.3 Observation of Construction by DSA

The DSA field engineer conducts a site walk to make observations as necessary to ascertain that inspections have been completed diligently. During the site visit, the DSA field engineer may provide guidance to the PI, as needed, to ensure enforcement of the DSA-approved construction documents and CAC.

3.4 DSA Field Trip Notes

At the conclusion of the site visit, the DSA field engineer issues a field trip note (form DSA 135) as described in PR 13-01. The field trip note indicates any findings by the field engineer that require action by the PI and/or the design professional(s) to ensure project compliance with Field Act requirements. The field trip note may include informational comments, including construction status and guidance provided to the PI. The field trip note becomes a part of DSA's project records.

REFERENCES:

2019 California Code of Regulations (CCR) Title 24

Part 1: California Administrative Code (CAC) Sections 4-211, 4-212, 4-214, 4-219, 4-240, 4-241, 4-242, 4-333, 4-333.1, 4-334, 4-335, 4-336, 4-337, and 4-342

This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (K–12), community colleges and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at www.dgs.ca.gov/dsa/publications at the time of project application submittal to DSA are considered applicable.

STOP WORK AND ORDER TO COMPLY

IR A-13

References:

California Code of Regulations (CCR), Title 24
Part 1, California Administrative Code, Section 4-334.1 and 4-237.1
California Education Code, Sections 17307.5 and 81133.5
California Health and Safety Code, Section 16017.5

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This Interpretation of Regulation (IR) outlines Division of State Architect's procedures for implementation of Stop Work authority.

This IR is subject to revision at any time. Please check the DSA website at www.dgs.ca.gov/dsa/publications for currently effective IR's.

Background: The Division of the State Architect (DSA) may issue a Request for District/Owner to Stop Work, a Stop Work Order or an Order to Comply, when either of the following occurs:

- construction proceeds without DSA approved construction documents; or,
- construction proceeds without a DSA certified project inspector specifically approved by DSA for the project.

In addition, DSA may issue a Request for District/Owner to Stop Work, a Stop Work Order or an Order to Comply, to stop and/or correct work that is not in compliance with approved documents, and ensure that non-compliant construction is not concealed by subsequent work.

DSA may also issue a Request for District/Owner to Stop Work, a Stop Work Order or an Order to Comply, in any other circumstances where DSA determines that construction work is not being performed in accordance with applicable rules and regulations, and would compromise the structural integrity of the building, thereby endangering the public safety.

DSA will not issue a Request for District/Owner to Stop Work, Order to Comply or a Stop Work Order for incidental or minor structural work.

A **Request for District/Owner to Stop Work** provides the District/Owner an opportunity to voluntarily stop work to correct non-compliant construction and prevent such construction from being concealed by subsequent work.

A **Stop Work Order** is an official stoppage of work by DSA, subject to provisions of law enforced by the Office of the Attorney General.

An **Order to Comply** provides a process for DSA to notify the District/Owner of a non-compliant condition which, if unresolved, will compromise the structural integrity of the building.

Dependent upon specific project circumstances, and at the sole discretion of DSA, DSA may issue any or all of the three procedures (a Request/Owner to Stop Work, a Stop Work Order or an Order to Comply) to ensure compliant construction.

DSA will generally issue a Request for District/Owner to Stop Work prior to issuing a Stop Work Order. However, a Stop Work Order may be issued by DSA without prior issuance of a Request for District/Owner to Stop Work or an Order to Comply. When circumstances permit, an Order to Comply may be issued to allow the District/Owner the opportunity to correct the deficient work within a defined timeline prior to DSA's issuance of a work stoppage.

Depending upon the circumstances, DSA may request to stop work on the entire project or on a specific area of the project.

1. Procedures for Request for District/Owner to Stop Work ("Request"):

1.1 Initiation of DSA Request

Once DSA becomes aware of a non-compliant construction or construction performed without required testing and/or inspection, the DSA Field Supervisor or Regional Manager will contact the District/Owner by phone or in person to discuss the concerns and request the District/Owner to stop work. The purpose of the work stoppage is to:

- Ensure the non-compliant construction does not continue unless corrected;
- Correct the non-compliant work already constructed and not allow for it to be concealed by subsequent work; and,
- Conduct any required testing and inspection before the construction is concealed by subsequent work.

DSA and District/Owner will determine the scope of work to be suspended and the schedule for work stoppage, and discuss actions required of the design professional in responsible charge and the project inspector.

DSA will then issue the Request by e-mail with copies provided to the design professional in general responsible charge and project inspector. The Request shall summarize the discussion and provide DSA contact information for all subsequent communications. DSA may issue written instructions to the project inspector, if necessary, at this time.

The Request will inform the District/Owner that if work is not stopped by District/Owner in accordance with the timeline established, DSA will issue a Stop Work Order.

1.2 District/Owner Response to DSA Request

In response to DSA Request, the District/Owner shall send written correspondence to DSA containing the following acknowledgements:

- District/Owner will direct the contractor in writing to stop work, and provide a copy of the directive to DSA;
- District/Owner will direct the design professional in general responsible charge to submit to DSA a corrective plan and any construction documents for which DSA approval is required;
- District/Owner will not permit re-start of construction of work affected by the non-compliant condition(s) without written notification from DSA that the issue has been resolved to DSA's satisfaction.

1.3 Corrective Plan

The design professional in general responsible charge (licensed architect or registered structural engineer) shall do the following:

- Prepare a corrective plan that outlines actions required to correct non-compliant condition and provides a schedule for actions required;
- Submit the corrective plan to DSA for review and approval;
- Prepare and submit any documents for which DSA approval is required, such as changes to the DSA approved list of structural tests and inspections, construction change documents, etc.

1.4 Implementation of Corrections

- Upon receipt of DSA approval for the corrective plan and any documents requiring DSA approval, the District/Owner may authorize corrective work to proceed.
- DSA approved project inspector shall monitor the corrective work and document construction activities by the means of daily reports (or other method of documenting continuous inspection), and semi-monthly reports submitted to DSA.

1.5 Resolution of DSA Request for District/Owner to Stop Work

- Upon completion of corrections, the District/Owner shall notify DSA of its intent to resume construction.
- DSA will review any applicable records, confer with the project inspector, and will conduct a site visit, if necessary, to determine whether the issue has been resolved and whether construction can proceed without compromising the structural integrity of the building(s). Upon such determination, DSA will issue a Rescission to the Request for District/Owner to stop work, by e-mail, with a copy to design professional and project inspector, concluding that the matter is resolved and DSA has no objection to construction resuming.

2. Stop Work Order:

2.1 Initiation of Stop Work Order

DSA may issue a Stop Work Order when construction work on a public school project is not being performed in accordance with applicable rules and regulations, and:

- DSA determines that there is an immediate need to stop work to mitigate non-compliant condition that compromises the structural integrity of the structure thereby endangering public safety; and/or,
- Previously issued Request for District/Owner to Stop Work and/or Order to Comply did not resolve the non-compliant condition.

The DSA Regional Manager will contact the District/Owner by phone or in person to discuss the concerns and inform the District/Owner that a Stop Work order is being issued. The templates for Stop Work Order and Notice (to be posted on the job site) are attached for reference.

The Stop Work Order will be signed by the State Architect, the Deputy State Architect, or a designated representative and delivered to the District/Owner by certified mail with return receipt requested. Copies will be sent to the project inspector, design professional in responsible charge, and to the Office of the Attorney General.

DSA may issue written instructions to the project inspector, if necessary, at this time.

2.2 District/Owner Response to Stop Work Order

Upon receipt of the Stop Work Order, the District/Owner shall do the following:

- Post the Stop Work Notice in prominent location(s) on the project site in the vicinity of the affected work;
- Verify that the contractor has stopped work, as specified;
- Direct the design professional in general responsible charge to submit to DSA a corrective plan and any construction documents for which DSA approval is required;
- Not permit the re-start of construction of work affected by the deficiency without written notification from DSA that the corrective work has been resolved to DSA's satisfaction.

District/Owner shall send written correspondence to DSA with confirmation of work stoppage, direction provided to the design professional and an acknowledgement that work will not be permitted to re-start without DSA approval.

2.3 Enforcement of Stop Work Order

If work does not stop immediately upon issuance of a Stop Work Order or resumes prior to DSA rescission of the Stop Work Order, the matter will be referred to the Office of the Attorney General for enforcement.

2.4 Corrective Plan

The design professional in general responsible charge (licensed architect or registered structural engineer) shall do the following:

- Prepare a plan that outlines actions required to correct non-compliant condition and provides a schedule for actions required;
- Submit the corrective plan to DSA for review and approval;
- Prepare and submit any documents for which DSA approval is required, such as changes to the DSA approved list of structural tests and inspections, construction change documents, etc.

2.5 Implementation of Corrections

- Upon receipt of DSA approval for the corrective plan and any documents requiring DSA approval, the District/Owner may authorize corrective work to proceed.
- DSA approved project inspector shall monitor the corrective work, if applicable, and document construction activities by the means of daily reports (or other method of documenting continuous inspection), and semi-monthly reports submitted to DSA.

2.6 Rescission of Stop Work Order

- Upon completion of corrections, the District/Owner shall notify DSA and request a rescission of the Stop Work Order.
- DSA will review the any applicable records, confer with the project inspector, and will conduct a site visit, if necessary, to determine whether the issue has been resolved and whether construction can proceed without compromising the structural integrity of the building(s). Upon such determination, the State Architect, the Deputy State Architect, or a designated representative will notify, by mail, the District/Owner and all applicable parties that the matter is resolved and Stop Work Order is rescinded. A courtesy copy may be sent by e-mail.
- Upon receipt of DSA rescission of Stop Work Order, the District/Owner may remove Stop Work Order notices from project site.

3. Order to Comply:

3.1 Initiation of Order to Comply

Order to Comply may be issued when a non-compliant condition exists and, if not corrected, will compromise the structural integrity of the building and endanger public safety.

Examples:

1. The District/Owner retained a testing facility that is not accepted by DSA, while no materials testing is scheduled to start for a period of time. In that case, DSA will not require work to be stopped, and will, in turn, issue an Order to Comply.
2. Deficient construction has been performed that can be remedied without stopping any other work (i.e. deficient construction will remain accessible for repair and inspection). DSA will issue an Order to Comply to facilitate compliance but will not stop subsequent construction as long as it does not compromise structural integrity of the building.

In addition, DSA may issue an Order to Comply when there are unresolved issues that were not addressed by a voluntary work stoppage by District/Owner.

The DSA Field Supervisor or Regional Manager may first contact the District/Owner by phone to discuss the concerns and then follow with an Order to Comply, distributed by e-

mail, with copies provided to design professional in general responsible charge and project inspector. The Order shall contain the following:

- Description of the non-compliant condition to be resolved;
- Outline of scope of work that is impacted by the non-compliant condition and shall not continue without correction of non-compliant condition;
- A timeline for a response to DSA.

DSA may issue written instructions to the project inspector, if necessary, at this time.

3.2 District/Owner Response to the Order to Comply

In response to the Order to Comply, the District/Owner must direct the design professional in general responsible charge to submit to DSA a corrective plan and any construction documents for which DSA approval is required.

In addition, the District/Owner must send written correspondence to DSA, within the timeline specified by DSA, containing the following acknowledgements:

- District/Owner has directed the design professional to prepare a corrective plan, as specified above; and,
- District/Owner will not proceed or continue with any work affected by the non-compliant condition(s) without written notification from DSA that the issue(s) has been resolved to DSA's satisfaction.

3.3 Corrective Plan

The design professional in general responsible charge (licensed architect or registered structural engineer) shall do the following:

- Prepare a plan that outlines actions required to correct non-compliant condition and provides a schedule for proposed work;
- Submit the corrective plan to DSA for review and approval;
- Prepare and submit any documents for which DSA approval is required, such as changes to the DSA approved list of structural tests and inspections, construction change documents, etc.

3.4 Implementation of Corrections

- Upon receipt of DSA approval for the corrective plan and any documents requiring DSA approval, the District/Owner may authorize corrective work to proceed.
- DSA approved project inspector shall monitor the corrective work, if applicable, and document construction activities by the means of daily reports (or other method of documenting continuous inspection), and semi-monthly reports submitted to DSA.

3.5 Rescission of Order to Comply

- Upon completion of corrections, the District/Owner shall notify DSA and request a rescission of the Order to Comply.
- DSA will review the any applicable records, confer with the project inspector, and will conduct a site visit, if necessary, to determine whether the issue has been resolved and whether construction can proceed without compromising the structural integrity of the building(s). Upon such determination, DSA will issue a notification by e-mail to District/Owner, with a copy to design professional and project inspector, that the matter is resolved and the Order to Comply is rescinded.

4. Stoppage of Work in Off-Site Facilities:

School buildings or building components being constructed in fabrication (manufacturing) facilities, including but not limited to relocatable school buildings or modular components, are subject to the same processes described in the previous sections.

The District/Owner contracting with the fabrication facility shall be responsible for enforcing the stoppage of work and ensuring that work is corrected. In such cases, in-plant inspectors shall assume project inspector duties as specified in previous sections.

APPENDICES

Appendix 1 - DSA Template SW3 - Stop Work Order Letter

Appendix 2 - DSA Stop Work Order Notice

Appendix 1 - DSA Template SW3 - Stop Work Order Letter



Division of the
State Architect
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Oakland Office
1515 Clay Street, Suite 1201 | T 510.622.3101
Oakland, CA 94612 | F 510.622.3140
www.dgs.ca.gov/dsa

DSA File #: FILE NO.
Application #: APP. NO.

DATE

Sent by e-mail and certified mail

NAME

TITLE

DISTRICT NAME DISTRICT TYPE

ADDRESS

CITY, CA ZIP

RE: STOP WORK ORDER for PROJECT NAME

Dear MR/MS NAME:

You are hereby ordered to stop construction work on the SCOPE OF WORK because work is being performed that is not in compliance with applicable rules and regulations and may compromise structural integrity of the building thereby endangering public safety.

This notice is issued pursuant to California Education Code section APPLICABLE CODE SECTION and California Building Standards Administrative Code, Title 24, Part 1, Section 4-334.1.

Enclosed is a STOP WORK NOTICE that you are required to post in prominent locations on the construction project site or surrounding the defined areas affected by the non-compliant work. If work does not stop immediately the matter will be referred to the Office of the Attorney General for enforcement action.

The following constitutes the non-compliant condition that is the basis for this Stop Work Order:

Describe non-compliant construction. Include reference to drawing details, specifications sections, and/or CBC sections/Standards to clarify how construction is non-compliant. For Part 1 violations, provide references to applicable regulations.

This Stop Work Order applies to SCOPE

Describe the areas/buildings, where construction must stop and the scope of work that cannot proceed as it will conceal the non-compliant condition.

Upon receipt of this Stop Work Order, the District shall do the following:

- Post the Stop Work Order Notice in prominent location(s) on the project site in the vicinity of the affected work;
- Verify that the contractor has stopped work, as specified;
- Direct the design professional in general responsible charge to submit to DSA a corrective plan and any construction documents for which DSA approval is required;
- Not permit the re-start of construction of work affected by the deficiency without written notification from DSA that the corrective work has been resolved to DSA's satisfaction.
- Send written correspondence to DSA with conformation of work stoppage, direction provided to design professional, and an acknowledgement that work will not be permitted to re-start without DSA approval.

The design professional in general responsible charge (licensed architect or registered structural engineer) shall do the following:

- Prepare a plan that outlines actions required to correct non-compliant condition and provides a schedule for proposed work;
- Submit the corrective plan to DSA for review and approval;

Appendix 1 (cont.) - DSA Template SW3 - Stop Work Order Letter

NAME		
DISTRICT NAME	- 2 -	DATE

- Prepare and submit any documents for which DSA approval is required, such as changes to the DSA approved list of structural tests and inspections, construction change documents, etc.

This Stop Work Order will be rescinded when corrections are satisfactorily completed in accordance with DSA approved documents and under the inspection of a DSA approved project inspector. Please refer to DSA Interpretation of Regulations A-13, available on DSA web site, for additional details.

Please direct all questions and correspondence on this matter to **NAME** at **E-MAIL ADDRESS** or **TELEPHONE NUMBER**.

Sincerely,

NAME
State Architect

- cc:
- NAME** – Project Inspector
 - NAME** – Design Professional in General Responsible Charge
 - NAME** – School District Facilities Director
 - NAME** – Regional Manager
 - NAME** – Deputy State Architect
 - NAME** – Field Supervisor
 - NAME** – Field Engineer
 - NAME** – Supervisor, DSA Structural Codes & Standards
 - NAME** – DSA Legal Counsel
 - NAME** – Attorney General

Enclosure

Appendix 2 – DSA Stop Work Order Notice (to be completed by DSA)

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT**

DGS STOP WORK ORDER

This notice is issued pursuant to:
Section 4-334.1 of the California Building
Standards Administrative Code, CCR Title 24, Part 1,
Sections 17307.5 and 81133.5 of the California Education Code,
and Section 16017.5 of the California Health and Safety Code.

Application # [REDACTED]

File # [REDACTED]

STOP WORK ORDER

Date of Notice: [REDACTED]

Stop Work Order Issued by:

School District/Owner: [REDACTED]

Project: [REDACTED]

Project Address: [REDACTED]

State Architect or Authorized Representative

ALL WORK (AS NOTED BELOW) MUST CEASE IMMEDIATELY.
Any person who works on this building/structure or area after having been served this stop work order, shall be subject to penalties prescribed by law, unless that person is authorized to remove a violation or unsafe condition.

Contact DSA [REDACTED] Regional Office at ([REDACTED]) [REDACTED]-[REDACTED] if any questions

DESCRIPTION OF AFFECTED WORK: [REDACTED]

No person shall remove, or obstruct the visibility of this notice unless authorized by DSA