

DSA Special Inspection Program (SIP) Evaluation Preparation List

General Guidance

This document is intended to provide guidance for laboratories preparing for a Division of the State Architect (DSA) Special Inspection Program (SIP) On-Site Evaluation. Preparing for the evaluation will improve the efficiency, productivity, and benefit of the evaluation for the laboratory. This document does not address all requirements which may be evaluated during the on-site visit.

General Requirements

Have your laboratory's Quality Management System (QMS) documentation, associated records and equipment available for evaluation as stipulated below.

Special Inspection Program (SIP) Evaluation Preparation	
General Requirements	
Organizational Chart	<input type="checkbox"/> Updated organizational chart identifying the current Engineering Manager, field supervisors, special inspectors and field testing personnel.
Position Descriptions	<input type="checkbox"/> Detailed position descriptions.
Biographies	<input type="checkbox"/> Biographies for staff, including employment history, qualifications and work experience.
Employee Matrix	<input type="checkbox"/> Schedule or matrix of required competency evaluations for all inspectors and field technicians which includes: (a) employee name, (b) discipline or test evaluated, (c) last comp eval date, and (d) next due date or evaluation interval.
Training and Competency Evaluation Procedures	<input type="checkbox"/> Procedures for training and competency evaluation.
Completed Training and Competency Evaluation Records	<input type="checkbox"/> Past three years of completed training and competency evaluation records.
Equipment Inventory and Assignments	<input type="checkbox"/> Updated equipment inventory list to reflect all applicable field equipment. Clearly indicate what equipment is assigned to specific special inspectors and field testing personnel.
Special Inspection and Structural Testing Procedures	<input type="checkbox"/> Internal written instructions and procedures for performing special inspection and structural testing which are not specifically detailed in specification or code.
Discipline-Specific Requirements	
Soil and Foundation (Earthwork)	<input type="checkbox"/> Provide examples of written exams used to verify competency of soil special inspectors and field technicians.
Post-Installed Anchors	<input type="checkbox"/> Provide internal competency evaluation records for personnel conducting anchor torque or anchor load testing.
Nondestructive Testing (NDT)	<input type="checkbox"/> Provide your laboratory's Nondestructive Testing (NDT) Quality System documentation including: the written practice, method specific procedures, Level II and III personnel certification and equipment calibration/verification records. Refer to DSA IR 17-2 for additional criteria.

Equipment	
The laboratory shall have the following equipment available in the lab for evaluation. In addition, equipment calibration or verification records shall be available for review for items marked with an “**” below.	
Post-Installed Anchors	<input type="checkbox"/> Hydraulic Ram (Proof Load System)* <input type="checkbox"/> Bridging, grips, wedges and couplers <input type="checkbox"/> Torque Wrenches* and Sockets
Reinforced Concrete	<input type="checkbox"/> Slump Cones, base and tamping rod*
	<input type="checkbox"/> Air Meters (Volumetric) *
	<input type="checkbox"/> Air Meters (Pressure) *
	<input type="checkbox"/> Temp Measuring Devices*
Structural Masonry	<input type="checkbox"/> Slump cones, base and tamping rod * <input type="checkbox"/> Steel straightedge or trowel <input type="checkbox"/> Max/Min thermometers* <input type="checkbox"/> Non-absorbent Blocks and Spacers <input type="checkbox"/> Permeable Liners
Structural Welding	<input type="checkbox"/> AC/DC Volt-ammeters* <input type="checkbox"/> Weld Profile Gauges <input type="checkbox"/> Infrared Thermometer
High-Strength Bolting	<input type="checkbox"/> Bolt Tension Calibrator*, with plates and bushings <input type="checkbox"/> Feeler Gauges
Nondestructive Testing (NDT)	Magnetic Particle Testing (MT): <input type="checkbox"/> Contour Probes (AC and DC Yokes) * <input type="checkbox"/> Yoke Test Weights (10 lb. and 40 lb.) * <input type="checkbox"/> Particle applicators Ultrasonic Testing (UT): <input type="checkbox"/> Ultrasonic Test Scope (UT) * <input type="checkbox"/> Shear Wave and Straight Beam Transducers <input type="checkbox"/> DSC and IIW Calibration Blocks
Sprayed Fire-Resistant Materials (SFRM)	<input type="checkbox"/> Thickness Gauges <input type="checkbox"/> Rectangular Template

For questions regarding the new SIP onsite evaluation or how to request an evaluation, please contact Greg Uherek, Manager of Business Development at (240) 436-4840 or guherek@aatstosource.org.

For questions regarding DSA Laboratory Evaluation and Acceptance (LEA) program administration, the new SIP evaluation process or requirements, please contact Eric France, Construction Supervisor at (916) 445-2193 or at eric.france@dgs.ca.gov.