



## INSTRUCTIONS: FORM 103

# LISTING OF STRUCTURAL TESTS & SPECIAL INSPECTIONS (T & I LIST)

The DSA 103: Listing of Structural Tests & Special Inspections may be referred to as the “T & I worksheet.” When completely filled out, the printed form may be referred to as the “T & I list.” The T & I list summarizes structural test and special inspection requirements for a project. It also lists test and special inspection verified report requirements.

### Summary

Each row on the T & I worksheet corresponds to one or more structural tests or special inspections.

The first column of the T & I worksheet contains +/- symbols to allow expansion or collapse of categories. Once appropriate categories are expanded, the appropriate rows are marked to indicate which specific tests and special inspections are required for the project.

The second column provides a brief description of the applicable tests or inspections.

The third column indicates whether the item is a test, a periodic special inspection, or a continuous special inspection.

The fourth column indicates whether the task is to be carried out by a geotechnical engineer, a testing laboratory, a special inspector, or the project inspector.

The fifth column includes code references and special notes. (A section number followed by a + indicates alternative Division of the State Architect-Structural Safety/Community College (DSA-SS/CC) sections that community colleges may use, per 2013 California Building Code (CBC) Section 1.9.2.2.)

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### Creating the T & I List

The T & I worksheet is to be completed by the architect or engineer in charge of the project or by the structural engineer delegated responsibility for the structural portion of the project (when such delegation is made on form DSA 1).

Upon completion, the T & I worksheet will generate the T & I list.

The T & I worksheet is expandable. When the worksheet is first opened, only six main categories are shown (soils, concrete, masonry, steel, wood, and other). Depending on the scope of the project, the designer expands the appropriate categories. Clicking on the plus (+) sign before any category expands to show subcategories; clicking it again collapses it. Categories that do not apply to a project shall remain collapsed. For example, the masonry category for a project with no masonry or veneer construction must be collapsed.

Once a main category is expanded, a list of subcategories is available. For example, subcategories in the concrete category are “cast-in-place,” “prestressed,” “precast,” “shotcrete,” “post installed anchors,” and “other.” Depending on the scope of the project, the designer expands the applicable subcategories.

Expanding the appropriate subcategory reveals specific test and special inspection requirements. Some requirements are mandatory and already marked as “required” with an “X” in the left column. Other requirements are optional, or are dependent on project scope. These optional cells are yellow.

For example, when the cast-in-place subcategory of the concrete category is expanded, item 7a (verify use of required design mix) is already marked because it is always required. Item 7b (test reinforcing steel) is usually required, but CBC Section 1913A.2 (1913.2.6+) describes conditions when reinforcing steel tests may not be required. The designer must determine whether these conditions are met, and mark the yellow colored box when reinforcing steel testing is required.

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Additional space is provided on the worksheet at the end of each main category to indicate any additional testing or inspection that may be required. To identify tests or special inspections that are not listed on the worksheet choose the “other” subcategory at the bottom of the appropriate category and type in the name of the test or inspection. (Note: there is also an “other” category at the bottom of the worksheet which may be used for tests or inspections that don’t fit into any of the categories). Fill in appropriate information in the “type” and “performed by” columns. Provide a reference in the “code reference and notes” column to applicable details or specification sections in the approved documents that describe the specific requirements for the test or inspection.

The worksheet automatically generates a list of the verified reports that will be required based on the categories expanded and items checked. (Exception: the worksheet will not automatically generate any verified report requirements for items added in any of the “other” categories. Additional verified report requirements shall be added manually.)

After all appropriate categories and subcategories are expanded, and appropriate test and inspection choices are marked, click on the “COMPILE” button at the top of the worksheet to generate the T & I list for the project. The T & I list includes only categories, subcategories and rows applicable to the project. All inapplicable worksheet rows are hidden so that the T & I list is clear and concise.

In order to print the completed and compiled T & I list, click on the red “PRINT” button located at the bottom of the work sheet.

**Note:** If a category or subcategory is collapsed and expanded again, all of the optional tests will be deselected.

It is essential that detailed test and special inspection requirements are described in the project specifications or on the drawings. The T&I list alone does not describe the specific requirements adequately to assure appropriate implementation of the testing and special inspection program.

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**DSA Review and Approval of the T & I List**

A properly completed T&I list is to be included in the initial submittal to DSA. As part of the plan review process, DSA reviews and approves the T&I list along with the drawings and specifications. Any errors or omissions on the T&I list will be marked for correction. Once all corrections have been made, the T & I list will be approved along with the drawings and specifications.

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**Approval of Changes to the T & I List**

All changes to the testing and inspection requirements for a project must be reflected on a revised T & I list and approved by DSA prior to implementation. See [IR A-6](#) for details on obtaining approval for changes to DSA-approved documents.

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**Interpreting the T & I List**

**General**

Testing laboratories and special inspectors must be aware that, although code references are provided on the T & I list, the project plans and specifications must be carefully reviewed to properly interpret and implement the testing and special inspection requirements. Note that additional tests and/or inspections may be required, common test procedures may be modified, or unusual acceptance criteria may be specified on the plans or specifications that are not reflected on the T & I list.

**Column 2 (D) – Test or Inspection:** Includes a brief description of the test(s) or special inspection(s) required. See plans, specifications, codes and standards for a complete description of the scope of testing or special inspection required.

**Column 3 (E) – Type:** Indicates whether the item is considered a test or a special inspection:

- “Test” indicates the item is a test.
- “Periodic” indicates that the item is a periodic special inspection.

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- “Continuous” indicates that the item is a continuous special inspection.
- “n/a” indicates a one-time verification by the inspector.
- “\*” (asterisk) indicates an unusual entry explained in the notes (column 4).

**Column 4 (F) – Performed By:** Indicates the entity responsible for performing the task:

- “GE” indicates tests or special inspections to be performed under the supervision of the geotechnical engineer responsible for construction observation for the project.
- “Lab” indicates tests to be performed by a testing laboratory accepted by the DSA Laboratory Evaluation and Acceptance Program.
- “SI” indicates special inspections to be performed by an appropriately qualified/approved special inspector.
- “Project” indicates special inspections to be performed by the project inspector.
- “\*” (asterisk) indicates an unusual entry explained in the notes (column 4).

**Column 5 (G) – Code Reference and Notes:**  
Includes reference to the following:

- Pertinent code sections from the 2013 California Building Code in **bold** text.
- Referenced standards.
- Other notes.

**Appendix: Work Exempt from DSA Requirements for Special Inspection or Structural Testing**

The design professional may identify items exempt from DSA requirements for special inspection and structural testing. The default status for all items will be exempt, identified with an “X.” Any one of these items can be unchecked, thereby requiring special inspection for those items, at the discretion of the design professional. Specific applicable details can be listed at the discretion of the design professional for exempt items to provide explicit direction to the project inspector, laboratory of record, and other construction/field stakeholders.