

**ASSISTANT INSPECTOR APPROVAL: 2016, 2013, 2010
and 2007 CAC**

Disciplines: All	History: Revised 10-10-16	Revised 10-03-07
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PURPOSE: This IR provides clarification of specific Code requirements relating to the approval of assistant inspectors. All assistant inspectors must complete a two-step process of (1) certification and (2) approval by DSA, before they are permitted to work on a school construction project.

[IR A-7](#) explains the requirements for DSA certification for all inspectors. IR A-7 also explains the requirements for project approval of project inspectors. This IR specifies requirements for project approval of assistant inspectors.

BACKGROUND: There are three types of inspectors who may perform code-required inspections on DSA regulated projects:

- **Project Inspectors** are responsible for ensuring that all code-prescribed inspections and administrative duties are completed, including supervision of assistant inspectors and monitoring of special inspectors. The DSA certified Class 1 project inspector may utilize one or more assistant inspectors 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 project inspector by providing inspection and administrative assistance to the project inspector on a project. An assistant inspector must be qualified by obtaining DSA certification as a project inspector. Qualified assistants must be approved by DSA for each project as explained in Section 3 below.
- **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. A special inspector may be hired by the laboratory of record or through an independent contract with the school district or owner. Refer to [IR 17-4](#) and [IR 17-6](#), etc. for additional information.

INTERPRETATION

1. Utilization of Assistant Inspectors: On larger, more complex, or fast-paced projects, the necessity to utilize assistant inspectors must be assessed. For example, the need for an assistant inspector should be discussed with the DSA field engineer when construction cost exceeds \$15,000,000. DSA's approval of the project inspector may be contingent upon adequate provision for assistant inspectors.

The scope of all construction work that the assistant inspector will inspect and any other code-prescribed duties that they will perform must be described on form DSA 5-AI.

2. Requirements for the Use of an Assistant Inspector: DSA has established the following requirements for the certification, approval, and use of any assistant inspector on a public school construction project.

- 2.1 Only DSA certified Class 1 project inspectors may utilize assistant inspectors.
- 2.2 The project inspector must provide continuous on-site supervision of all assistant inspectors as described in [IR A-8](#). The project inspector shall not assign the assistant inspector to inspect work at a project site when the project inspector will not be present unless special written DSA approval is obtained in advance.
3. **Certification and Approval of an Assistant Inspector – A Two-Step Process**
- 3.1 **Securing DSA Certification:** DSA certification as a Class 1, 2, 3 or 4 project inspector is the first step in becoming an assistant inspector. See [IR A-7](#) and the DSA website for more information regarding DSA for certification requirements.
- 3.2 **Project Approval:** An assistant inspector must be approved by DSA for each specific project. An Assistant Inspector Qualification and Approval (form [DSA 5-AI](#)) must be submitted to the appropriate DSA Regional Office for approval at least 10 working days prior to use of the assistant inspector on the project. The basic criteria for qualification and approval of an assistant inspector contained within form DSA 5-AI can be summarized as follows. An assistant inspector must:
- Be DSA certified as a Class 1, 2, 3 or 4 project inspector.
 - Have work experience in inspection or construction associated with the trades that the assistant inspector will be inspecting unless otherwise agreed to by DSA.
 - Demonstrate that their current workload and time commitment to the project are acceptable (refer to [IR A-7](#) for additional information about requirements for working on multiple projects and notifying DSA about workload changes during the project).
 - Have demonstrated satisfactory performance on previous school construction projects (refer to DSA [IR A-8](#)).

The assistant inspector must maintain their DSA Project Inspector certification throughout the duration of assignment to any project.

The Design Professional in General Responsible Charge is advised to consult with the DSA field engineer prior to submittal of the form DSA 5-AI to DSA, in order to verify that the prospective assistant inspector meets the criteria for approval by DSA for the project.

4. **Project and Assistant Inspector Responsibilities**

A project inspector is responsible for ensuring that all code-prescribed inspection and administrative duties are completed per IR A-7 and IR A-8. The assistant inspector is responsible for performing assigned inspections in a similar manner. Both the project inspector and assistant inspector must keep a log of time spent on-site.

When an assistant inspector is utilized on a project the project inspector and assistant inspector must both sign each Project Inspector Semi-Monthly Report (form [DSA 155](#)).

5. **Observation of Construction by DSA**

The DSA field engineer observes the project and the project inspector's and assistant inspector's performance of code-prescribed duties during the course of construction, including the project inspector's monitoring of the assistant inspector's performance. See [IR A-8](#) for detailed information about DSA construction oversight activities.

REFERENCES:

California Administrative Code

Sections 4-211, 4-238, 4-333, and 4-341

California Health and Safety Code

Sections 16017 and 16021

California Education Code

Sections 17309, 17311, 81141, and 81143

This Interpretation of Regulations (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA which includes State of California public elementary and secondary schools (grade 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 reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IRs. Only IRs listed in the document at www.dgs.ca.gov/dsa/Resources/IRManual.aspx at the time of plan submittal to DSA are considered applicable.