POLICY: INSPECTION CARD USE FOR SMALL/FAST PROJECTS

DISCIPLINE(S): Project Inspectors, Field Engineers, and Field Supervisors

PURPOSE: To describe the use of inspection cards for small/fast projects submitted to the Division of the State Architect (DSA).

BACKGROUND: Certain projects may be constructed so quickly that it does not make sense to require both interim verified reports and final verified reports from design professionals and laboratories. Additionally, certain small projects may have work being performed affecting all sections of the inspection card at once. In such instances, it may not be feasible to stop construction due to a section of an inspection card not being signed-off because an interim verified report was not received.

POLICY: In such cases the DSA field engineer and field supervisor have the authority to decide whether or not to require interim verified reports.

When a project begins, the project inspector may contact the field engineer and request that the interim verified reports from the design professionals and laboratory manager be waived. A waiver may be issued if in the judgment of the field engineer and field supervisor the project meets one or both of following criteria:

- The project will be constructed so quickly that it does not make sense to require both interim verified reports and final verified reports;
- The project is so small that work is being performed affecting all sections of the inspection card at once; in such instances, it would not be feasible to stop construction due to a section of an inspection card not being signed off because an interim verified report was not received.

The field engineer will discuss the request with the field supervisor. If approved by the field supervisor, the field engineer will place a comment in the DSAbox notifying all parties that interim verified reports will not be required for the project.

Whether interim verified reports are or are not required, the project inspector must complete and sign off all inspection cards. When interim verified reports are waived, the inspector shall enter “N/A” in the “Date” field for all interim verified report lines on the inspection card.

Final verified reports are still required from all parties.

ADDITIONAL RESOURCES:
- Forms DSA-6-AE, DSA-6-C, DSA-6-PI (Verified Reports)
- Form DSA-152 (Project Inspection Card)
- www.box.com/login/