

SPECIAL INSPECTIONS CATAWBA COUNTY

(SICC-2009)

2009 Edition

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**Based on North Carolina State Building Code (2009) Edition,
effective July 1st, 2009**



Administered by

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CHAPTER 5 SPECIAL INSPECTIONS AND TESTING SERVICES

SICC-501 PROCEDURAL REQUIREMENTS

SICC-501.1 General. The **Owner** shall be responsible for retaining an independent **Special inspections engineer of record (SIER)** and an **inspection and testing agency** to provide special inspections, materials testing, and related services, including inspection and testing agency supervision, for review and approval by the **CCBSD**. Under no circumstances shall the **General Contractor** or any of the subcontractors be permitted to provide special inspections and testing services.

The **SIER** shall be an **RDP** retained by the **Owner**, independent of the contractors performing the work subject to special inspections, and approved by **CCBSD** to perform special inspections. The **SIER** is responsible for the work of the inspection and testing agency. The **inspection and testing agency** shall be independent of the contractors performing the work subject to special inspections, and approved by **CCBSD** to perform special inspections and materials testing required by the NCBC and this SICC-2009. To be approved by **CCBSD**, an inspection and testing agency shall meet the requirements of ASTM E 329 and shall be accredited.

The **GC** shall coordinate the scheduling of special inspections with the **SIER** and maintain copies of all Daily Field Reports as well as Discrepancy Reports on site for Building Official review as needed.

SICC-501.2 Changes in construction team. In the event that the **AR, SER, GER, GC, SIER,** or the organizations or individuals contracted for special inspections or testing services are changed during the course of the work, the **Owner or Owner's agent** shall notify **CCBSD** immediately. The **Owner** shall provide a written explanation for such change; shall identify and obtain County approval for the replacement organization or a replacement individual; and shall schedule a new meeting with **CCBSD** and the replacement organization or the replacement individual. The **Owner** shall ensure that there is a timely transfer of information and responsibility to the replacement party.

Change of **AR, SER, GER** or **SIER** requires approval by **CCBSD**. Change of **GC** requires notification to **CCBSD**, and a new building permit is required.

SICC-502 ROLES AND RESPONSIBILITIES

SICC-502.1 Special Inspection Engineer of Record. The **SIER** shall provide and certify special inspections of building components and testing of construction materials where such inspections and testing are required by the NCBC, the SSI and this SICC-2009.

SICC-502.2 SIER Responsibilities. Prior to conducting special inspections and materials testing, the **SIER** shall be responsible for verification of the following:

- A set of original County approved construction documents and revisions are available at the job site.

- The **SIER** shall notify the **CCBSD** when commencement and completion of special inspections are being conducted for each building system/component identified on the **SSI or Quality Assurance Plan**. Notification of commencement will be in the form of a request for inspection via the IVR System or by contacting the County Permit Center and scheduling an inspection with appropriate permit number. Upon completion, the **SIER** shall submit a completion letter to **CCBSD**. The **SIER** shall also indicate the date of completion on the final report of special inspections.
- After County review and approval of the SSI, the **SIER** shall submit to **CCBSD** one copy of resumes of all inspection and testing agency personnel assigned to the project, inspectors' certifications and accreditation certificates for laboratory facilities.

SICC-502.3 Deviations. The **SIER** and the **SIER's** representatives/field technicians shall not suggest direct or authorize the fabricator, erector or contractor to deviate from the contract documents or County approved construction documents, without the express written approval of the **AR, SER, GER** and **CCBSD**, as appropriate.

SICC-502.4 Special inspection reports. The **SIER** shall report the results of testing and inspections, both approvals and rejections, to **CCBSD** according to the following procedures:

- **Submissions.** Daily field reports (see appendix A) of special inspection identifying inspection type, approvals or discrepancies shall be prepared by the **SIER** or **SIER** representatives for submission to the **CCBSD** and the **GC**, and to the **AR, SER, and GER** as appropriate. Deficiencies shall be reported to the **GC** for correction.
- **Seal and signature.** Daily inspection reports shall be reviewed by the **SIER** and attached to a Monthly Engineer's report (see appendix A), then submitted to **CCBSD** no later than the first week of the following month. The **SIER** shall submit all test report results to the **CCBSD** within seven working days of receipt.
- **Compliance.** Unless deficiencies are discovered or code violations are revealed during the conduct of special inspection and testing services, special inspection and testing reports shall indicate that the specified work has been inspected and found to be in compliance with County approved documents.
- **Deficiencies.** Deficiency reports shall contain the details describing the nature and specific location of the deficiency and include a description of the action recommended by the **AR, SER** and/or **GER**, as appropriate, to correct it.
- **Correction of deficiencies.** At the completion of a project, all recorded problems or deficiencies shall be documented as having been corrected and approved by the **AR, SER** and/or **GER**, as appropriate.
- **Completion letters.** Upon completion of special inspections and testing for a particular construction discipline, such as "structural steel", the **SIER** shall submit a completion letter to **CCBSD**. The **SIER** shall also indicate the date of completion on the final report of special inspection. (See Appendix A).
- **Final report of special inspections.** Upon completion of all special inspections and testing for the scope of special inspections applicable to the construction project, the **SIER** shall, after review and approval by the appropriate **RDPs**, submit a final report of special

inspections to **CCBSD** for review and approval. This report shall also indicate the date of completion for each component or construction discipline that required special inspection. **CCBSD approval is required prior to request for final building inspections by General Contractor** (See Appendix A).

SICC-502.5 Code violations. In the event that the **SIER** and/or **SIER** personnel observe a condition during the conduct of special inspection and/or testing services that constitutes a violation of the NCBC or County approved construction documents the **SIER** shall immediately notify the appropriate **RDPs** of record for resolution, followed with a written report submitted to **CCBSD** within seven working days.

SICC-503 PERSONNEL QUALIFICATIONS

SICC-503.1 Direct supervision. The inspection and testing agency personnel assigned to conduct special inspections in Catawba County shall work under the supervision of the **SIER** or an approved **RDP** in the construction discipline to be evaluated.

SICC-503.2 Certification. Except for individuals who are **RDPs**, inspection and testing agency field inspection personnel shall be certified by examination through WACEL, ACI, AWS, ASNT, NICET or other organizations whose programs are recognized by the County. Inspection and testing agency personnel shall be reviewed and approved by **CCBSD** on a case by case basis. The inspection and testing agency personnel shall perform only those services in which they have demonstrated competency through an approved certification or registration program. Tests or inspections performed by unqualified or non-approved inspection and testing agency personnel shall be automatically rejected, and work shall not proceed until reinspections are performed and approved.

SICC-503.3 Unusual functions. In the event there is no certification program applicable to a specific function, the **SIER** shall submit a signed statement attesting to the competency of inspection and testing agency personnel and identifying the basis upon which such statement is made.

SICC-504 LABORATORY ACCEPTANCE STANDARDS

All laboratory facilities performing special inspection and testing services in the County shall meet the requirements of ASTM E 329, ASTM D 3740, and ASTM C 1077 as applicable and shall be individually accredited by organizations such as WACEL, A2LA, NIST, NVLAP or other organizations whose programs are recognized by the County. The **SIER** shall approve on-site laboratories provided the on-site laboratory demonstrates that it follows a quality systems manual, equipment calibration program and technician certification program of an accredited laboratory.