

## PROJECT INSPECTOR PERFORMANCE REVIEW

This form shall be completed by DSA staff as part of inspector performance evaluations. Complete information on items listed below, as they are observed during each site visit to the project and/or when any of the reporting information becomes known during the reporting period.

School District/Owner:		DSA App. #:
ProjectName/School:		DSA File #:
Project Inspector Name:		PI Cert. #:
This project inspector (PI) has been the PI for this project since (date)_____.		PI Class:
DSA ReviewerName:	Review Date:	Proj. Class:

**NC** indicates non-compliant areas

☐ This review was discussed with the project inspector on (date)\_\_\_\_\_.

☐ This review was not discussed with the project inspector. List reason below:

*Reporting Period is from Date of Previous Review to Date of this Review*

COMPLETE SECTIONS 1 THROUGH 4	
1. PRESENCE OF PROJECT INSPECTOR (PI) DURING SITE VISIT	
<input type="checkbox"/> <b>NC</b>	PI was not at job site and work in progress required his/her presence. ( <i>Describe the work below.</i> )
<input type="checkbox"/>	PI was at job site.
<input type="checkbox"/>	PI was not at job site but work in progress did not require his/her presence.
<input type="checkbox"/>	PI was not at job site but DSA approved substitute was present.
<input type="checkbox"/>	Review of this section is <b>N/A</b> .
<p><b>Describe work in progress that required project inspector presence</b></p>	

## 2. PROJECT INSPECTOR (PI) JOB FILE REVIEW

Complete information on all items listed below, as they are maintained in the Inspector Job File. The Job File items may be located in a physical file or as required by DSA PR 13-01 in an electronic file (DSAbbox). The expectation is that the listed items are in the job file and are up to date.

2.1	<p><b>DSA Approved Plans and, when applicable, Specifications. (printed copies; electronic allowed by DSE <input type="checkbox"/>)</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to obtain or maintain possession. <b>(Use section 3.3 and list missing documents here: _____)</b></p> <p><input type="checkbox"/> Not in file due to others' action or inaction to provide PI with DSA approved documents. <b>(List missing documents here: _____)</b></p> <p><input type="checkbox"/> In file.</p> <p><input type="checkbox"/> Review of this section was not possible due to absence of the project inspector.</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.2	<p><b>DSA Approved Testing and Inspection (T&amp;I) List (DSA 103).</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to obtain or maintain possession. <b>(Use section 3.3)</b></p> <p><input type="checkbox"/> Not in file due to others' action or inaction to provide PI with the T&amp;I List for this project.</p> <p><input type="checkbox"/> No T&amp;I list for this project.</p> <p><input type="checkbox"/> In file.</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.3	<p><b>All Required Inspection Cards (DSA 152). Must be in DSAbbox to be considered "In File".</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file and PI has not notified DSA. <b>(Complete section 2.17 by describing missing inspection card)</b></p> <p><input type="checkbox"/> Not in file and PI notified DSA by submitting form DSA 151.</p> <p><input type="checkbox"/> In file (All required have been issued)</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.4	<p><b>All Inspection Cards (DSA 152) are Current (Up to Date). Must be in DSAbbox to be considered "In File."</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file (not up to date because inspector is not keeping some or all up to date). <b>(Complete section 2.17 by listing card numbers.)</b></p> <p><input type="checkbox"/> Not in file (not up-to-date because interim verified reports have not been submitted by others or others' action or inaction). <b>(Complete section 2.17 by listing card/section numbers and what verified reports are missing.)</b></p> <p><input type="checkbox"/> In file (all are up to date).</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.5	<p><b>Required Interim Verified Reports for Inspection Cards (DSA 152) with Sections Signed Off by the PI</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file (PI signed off sections without receiving the required interim verified reports). <b>(Complete section 2.17 by listing non-compliant card/section numbers and what verified reports are missing.)</b></p> <p><input type="checkbox"/> Interim Verified Reports not required; DSA approved waiving of Interim Verified Reports per PL 14-01.</p> <p><input type="checkbox"/> In file (all required verified reports for the signed off sections are in the file).</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.6	<p><b>DSA Approved Addenda/Revisions (printed copies; electronic allowed by DSE <input type="checkbox"/>)</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to obtain or maintain possession. <b>(Use section 3.3 and list missing documents here: _____)</b></p> <p><input type="checkbox"/> Not in file due to others' action or inaction to provide PI with DSA approved addenda/revisions. <b>(List missing documents here: _____)</b></p> <p><input type="checkbox"/> Project has no Addenda/Revisions</p> <p><input type="checkbox"/> In file (all approved addenda/revisions according to DSA eTracker are in the file).</p> <p><input type="checkbox"/> Review of this section was not possible due to absence of the project inspector.</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>
2.7	<p><b>DSA Approved Deferred Submittals (printed copies; electronic allowed by DSE <input type="checkbox"/>)</b></p> <p><input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to obtain or maintain possession. <b>(Use section 3.3 and list missing documents here: _____)</b></p> <p><input type="checkbox"/> Not in file due to others' action or inaction to provide PI with DSA approved deferred submittals. <b>(List missing documents here: _____)</b></p> <p><input type="checkbox"/> Project has no deferred submittals.</p> <p><input type="checkbox"/> In file (all approved deferred submittals according to DSA eTracker are in the file).</p> <p><input type="checkbox"/> Review of this section was not possible due to absence of the project inspector.</p> <p><input type="checkbox"/> Review of this section is <b>N/A</b>.</p>

2.8	<b>Approved Construction Change Documents (CCD) Type A</b> <input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to obtain or maintain possession. <i>(Use section 3.3 and list missing documents here: _____)</i> <input type="checkbox"/> Not in file due to others' action or inaction to provide PI with DSA approved CCDs. <i>(List missing documents here: _____)</i> <input type="checkbox"/> Project has no Type A CCDs. <input type="checkbox"/> In file (all approved CCDs according to DSA eTracker are in the file). <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.9	<b>Log of Contractor Request for Information (RFI) (Including Responses) and Construction Related Communications from Design Professional(s) including architectural supplemental instructions (ASI), information bulletins (IB), meeting minutes/notes, etc.</b> <input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI's to obtain or maintain possession. <input type="checkbox"/> Not in file because contractor or others are not providing to the inspector. <input type="checkbox"/> Project has no known RFIs or design professional significant communications. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector. <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.10	<b>Deviation Notices</b> <input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal or neglect on the part of the PI to submit form DSA 154 to DSABox. <i>(Use section 3.2)</i> <input type="checkbox"/> Not in file due to others' action or inaction to provide PI with DSA approved plans and, when applicable, specifications. <input type="checkbox"/> Project has no known deviations. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector. <input type="checkbox"/> Review of this section is <b>N/A</b> . The form was completed to record a specific non-compliant condition or performance issue.
2.11	<b>Laboratory Test Reports</b> <input type="checkbox"/> <b>NC</b> Not in file because inspector is not keeping them filed. <input type="checkbox"/> Not in file because Lab is not sending reports <i>(Use section 3.4)</i> <input type="checkbox"/> Project has no material testing or no material testing performed yet. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector. <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.12	<b>Special Inspection Reports</b> <input type="checkbox"/> <b>NC</b> Not in file because inspector is not keeping them filed. <input type="checkbox"/> Not in file because Special Inspector or Lab is not sending reports. <i>(Use section 3.5)</i> <input type="checkbox"/> Project has no special inspection requirements or no special inspection performed yet. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector. <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.13	<b>Project Inspector Semi-Monthly Reports (DSA 155). Must be in DSABox to be considered "In File".</b> <input type="checkbox"/> <b>NC</b> File is not up to date <input type="checkbox"/> <b>NC</b> Semi-monthly report has errors/omissions. <i>(Complete section 2.17 by listing the report numbers and report dates) as well as a brief description of the errors or omissions.)</i> <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.14	<b>Project Inspector Notifications (DSA 151). Must be in DSABox to be considered "In File".</b> <input type="checkbox"/> <b>NC</b> File is not up to date. <input type="checkbox"/> <b>NC</b> Project inspector notification has errors/omissions. <i>(Complete section 2.17 by listing the dates of notifications and providing a brief description of the errors or omissions.)</i> <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section is <b>N/A</b> .

2.15	<b>Record of Concrete Placement Operations.</b> <input type="checkbox"/> <b>NC</b> Not in file due to the failure, refusal, or neglect on the part of the PI. <input type="checkbox"/> No concrete placing occurs or has yet occurred on the project. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.16	<b>Evidence of continuous inspection (such as daily reports, plan mark-ups).</b> <input type="checkbox"/> <b>NC</b> File is not up to date due to the failure, refusal or neglect on the part of the PI. <input type="checkbox"/> In file. <input type="checkbox"/> Review of this section was not possible due to absence of the project inspector. <input type="checkbox"/> Review of this section is <b>N/A</b> .
2.17	<p>Information about non-compliant forms</p> <p><b>SAMPLE USE</b></p> <p><b>DO NOT USE</b></p>

### 3. DEVIATION REPORTING BY THE PROJECT INSPECTOR (PI)

Complete information on all items listed below as observed during a site visit, became known by reviewing documents, or became known by other means (during the reporting period).

3.1 ☐ There were no deviations observed or otherwise known. (If checked, leave the rest of section 3 blank.)

3.2	Construction deviations were observed or known (built condition)
	<input type="checkbox"/> <b>NC</b> PI has not notified the contractor. ( <b>Complete section 3.6 by describing the deviation.</b> )
	<input type="checkbox"/> <b>NC</b> PI has not notified DSA and work has commenced affecting or covering the deviation. ( <b>Describe deviation in section 3.6.</b> )
	<input type="checkbox"/> PI has not notified the contractor and work has not commenced that is affecting or covering the deviation.
	<input type="checkbox"/> PI notified the contractor and work has not commenced that is affecting or covering the deviation.
	<input type="checkbox"/> PI notified DSA by submitting form DSA 154 ( <b>Must be in DSAbbox</b> ).
	<input type="checkbox"/> Review of this section was not possible due to absence of the project inspector.
	<input type="checkbox"/> Review of this section is <b>N/A</b> .

**Deviations related to work being performed using unapproved construction documents**  
(Unapproved original plans, addenda, revisions, T&I list, deferred submittals, construction change documents.)

☐ **NC.** PI did not notify DSA and related work has commenced using unapproved ☐ original plans, ☐ original specifications, addenda, ☐ revisions, ☐ DSA 103, ☐ deferred submittals, ☐ CCDs Type A. **(Complete section 3.6 by describing the unapproved construction documents).**

☐ PI did not notify DSA by submitting form DSA 154 **(must be in DSA box)** and related work has not commenced.

☐ PI notified DSA by submitting form DSA 154. **(Must be in DSA box)**

☐ Review of this section was not possible due to absence of the project inspector.

☐ Review of this section is **N/A**.

3.4	<b>Deviations related to Material Testing were observed or otherwise known</b>	
	<input type="checkbox"/> <b>NC</b>	PI has not notified DSA and work affecting or covering the deviation has commenced. <b>(Complete section 3.6 by describing the deviations.)</b>
	<input type="checkbox"/>	PI did not notify DSA by submitting form DSA 154 <b>(must be in DSAbbox)</b> and work affecting or covering the deviation has not commenced
	<input type="checkbox"/>	PI notified DSA by submitting form DSA 154 <b>(Must be in DSAbbox)</b>
	<input type="checkbox"/>	Review of this section was not possible due to absence of the project inspector.
	<input type="checkbox"/>	Review of this section is <b>NA</b> .

**3.5 Deviations related to Special Inspections were observed or otherwise known**

- ☐ **NC** PI has not notified DSA and work affecting or covering the deviation has commenced. **(Complete section 3.6 by describing the deviations.)**
- ☐ PI did not notify DSA by submitting form DSA 154 **(must be in DSAbbox)** and work affecting or covering the deviation has not commenced
- ☐ PI notified DSA by submitting form DSA 154 **(Must be in DSAbbox)**
- ☐ Review of this section was not possible due to absence of the project inspector.
- ☐ Review of this section is **N/A**.

3.6	Describe deviations not recorded/reported by the project inspector

#### 4. VERIFIED REPORTS FILED BY THE PROJECT INSPECTOR (PI)

Complete information for items listed below as they are observed during a site visit, become known by reviewing documents, or become known by other means (during the reporting period). Check applicable boxes only.

- 4.1 ☐ There were no known occurrences requiring the submittal of a verified report by the PI  
(If checked, leave the rest of section 4 blank.)

- Building(s) included in the scope of work became occupied or re-occupied**

☐ ***NC*** PI did not submit a verified report DSA 6-PI to DSA ***(Complete section 4.4 by listing the inspection card numbers.)***

☐ ***NC*** Submitted verified report DSA 6-PI has errors/omissions. ***(Complete section 4.4 by listing the dates of reports and providing a brief description of the errors or omissions.)***

☐ PI submitted a verified report DSA 6-PI to DSA ***(Must be in DSAbox)***

☐ Review of this section was not possible due to absence of the project inspector.

☐ Review of this section is ***N/A.***

- Work on the project was suspended for a period of more than one month**

4.3 ☐ **NC** PI did not submit a verified report DSA 6-PI to DSA (***Complete section 4.4 by listing the dates of work suspension.***)

☐ **NC** Submitted verified report DSA 6-PI has errors/omissions. (***Complete section 4.4 by listing the dates of reports and providing a brief description of the errors or omissions.***)

☐ PI submitted a verified report DSA 6-PI to DSA (***Must be in DSAbox***)

☐ Review of this section was not possible due to absence of the project inspector.

☐ Review of this section is **N/A**.

### Information about non-compliant verified report issues

## 4.4