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**SPECIAL INSPECTION REPORTING REQUIREMENTS**

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**Disciplines:** Structural**History:** Revised 04/23/20Original Issue 02/09/18

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Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Publications](#) webpages.

**PURPOSE**

This Interpretation of Regulations (IR) clarifies requirements relating to special inspection reporting for all construction projects under DSA’s jurisdiction.

**SCOPE**

As a means of promoting uniformity in special inspection reporting statewide, DSA has created a template (form *DSA 250: Special Inspection Report*) depicting the “general” report requirements as indicated in Section 1.1 below. The special inspector is also responsible for providing a detailed narrative describing each special inspection using the “specific” requirements outlined in Section 1.2 below. Requirements for reporting non-conforming work are contained in Section 2 below. Submittal requirements are contained in Section 3 below.

**BACKGROUND**

The California Administrative Code (CAC), Section 4-335(f)4.A, requires all special inspectors to prepare and submit detailed daily inspection reports outlining all work inspected regardless of whether such inspections indicate the work is satisfactory or non-conforming. Reporting requirements set forth in this IR are applicable to all special inspection activities whether performed on-site or at a fabricator’s facility. Verified report submittal requirements are not covered by this IR.

**1. SPECIAL INSPECTION REPORT CONTENT REQUIREMENTS****1.1 General Requirements**

Reports shall include the following general information:

**1.1.1 General Project Information**

- 1.1.1.1 School district.
- 1.1.1.2 DSA file and application number.
- 1.1.1.3 School and specific project name.
- 1.1.1.4 Report date.
- 1.1.1.5 Project location.
- 1.1.1.6 Project Inspector name.
- 1.1.1.7 Contractor or fabricator name.

**1.1.2 General Inspection Information**

- 1.1.2.1 Inspector’s employer (Laboratory Evaluation and Acceptance Program number for the employing laboratory).
- 1.1.2.2 Type of special inspection(s).
- 1.1.2.3 Location of special inspection (project site, fabrication shop, batch plant, etc.).

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- 1.1.2.4 DSA-approved construction documents, shop drawings and reference standards used.
- 1.1.2.5 Signature of the special inspector and date signed.
- 1.1.2.6 Printed name.
- 1.1.2.7 Applicable certification number.
- 1.1.2.8 List of parties copied with the report.
- 1.1.3 **Compliance Information**
  - 1.1.3.1 Statement that special inspections were (or were not) performed per the DSA-approved construction documents.
  - 1.1.3.2 Statement that the work inspected met (or did not meet) the requirements of the DSA-approved construction documents.
  - 1.1.3.3 Statement that material sampling was (or was not) performed in accordance with the DSA-approved construction documents (if applicable).
- 1.2 **Specific Requirements**

Reports shall include, at a minimum, the following specific items describing the work inspected:

  - 1.2.1 Location of the work being inspected, including reference to building or structure, grid lines and elevations as applicable.
  - 1.2.2 Provide details of the progress of the work and limits of inspections.
  - 1.2.3 Provide clear detailed reference to DSA-approved construction documents (e.g., plan sheets, details, specification sections, etc.), shop drawings (e.g., sheets, details, etc.) or other code referenced standards (including section numbers) utilized for inspection.
  - 1.2.4 List all work completed, inspected and found conforming to the DSA-approved construction documents.
 

**NOTE:** Shop drawings may be used; however, the DSA-approved documents shall govern for the acceptance of the work.
  - 1.2.5 List all work in progress.
  - 1.2.6 Include material specification, grades and applicable American Society for Testing and Materials (ASTM) designations.
  - 1.2.7 Describe any non-conforming work, include reference to details, materials and/or workmanship of the condition.
  - 1.2.8 Describe how inspected parts, pieces or components were marked.
  - 1.2.9 Describe any required material sampling or testing that was performed in conjunction with the special inspection.
  - 1.2.10 List and attach associated construction observation reports, test reports, data sheets, mill certificates and logs or photos associated with such inspections.
  - 1.2.11 If reporting corrections to previously reported non-conforming work, reference the date of the report that includes the previously reported non-conforming work.

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## SPECIAL INSPECTION REPORTING REQUIREMENTS

### 2. REPORTING NON-CONFORMING WORK

#### 2.1 Work Performed at the Jobsite

- 2.1.1 Verbally report all non-conforming work to the contractor and the project inspector immediately.
- 2.1.2 Keep a log of non-conforming work including status and resolution.
- 2.1.3 When non-conforming work is not immediately corrected, report such work in writing to the project inspector, DSA, the design professional in general responsible charge, the structural engineer delegated responsibility for observation of construction, the contractor and the school district in accordance with CAC Section 4-335(f)3.E.

#### 2.2 Remotely Fabricated Work

- 2.2.1 Report all non-conforming work to the contractor immediately.
- 2.2.2 Keep a log of non-conforming work including status and resolution.
- 2.2.3 When non-conforming work is not immediately corrected, report such work in writing to the project inspector, DSA, the design professional in general responsible charge, the structural engineer delegated responsibility for observation of construction, the contractor and the school district in accordance with CAC Section 4-335(f)3.E.

### 3. SUBMITTAL REQUIREMENTS

Special inspectors shall submit reports in accordance with CAC Section 4-335(f)4.A and applicable sections in procedure *PR 13-01: Construction Oversight Process*, Sections 1.10, 1.11, etc.

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#### REFERENCES:

California Code of Regulations (CCR) Title 24  
Part 1: California Administrative Code (CAC), Section 4-335

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This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (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 subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at <https://www.dgs.ca.gov/dsa/publications> at the time of project application submittal to DSA are considered applicable.