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## **POLICY: INSPECTION CARD USE FOR SMALL/FAST PROJECTS**

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

**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.

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### **RESOURCES:**

- Forms *DSA 6-AE: Architect/Engineer Verified Report*, *DSA 6-C: Contractor Verified Report*, *DSA 6-PI: Project Inspector Verified Report*
- Form *DSA 152: Project Inspection Card*
- [www.box.com/login/](http://www.box.com/login/)

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A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan and construction review program that is not clearly addressed by code. A Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.