

Section III

Special Inspector Registration

SUB-SECTIONS

- A. Purpose
- B. Categories of Registration
- C. Application Procedure
- D. Registration Renewal
- E. Registration Suspension, Revocation or Denial

A. PURPOSE

Oregon Structural Specialty Code, Chapter 17 reads: "The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the Building Official, for the inspection of the particular type of construction or operation requiring special inspection."

As a means of providing a system to ascertain the qualifications of persons who are nominated to perform special inspections, the OBOA has established a registration program which may be used by Building Officials.

B. CATEGORIES OF REGISTRATION

Registrations are provided for the following categories:

- Reinforced Concrete (RC)**
- Prestressed Concrete (PC)**
- Structural Masonry (SM)**
- Structural Steel and Bolting (S1)**
- Structural Steel – Welding (S2 or S2-AWS)**
- Spray-applied Fireproofing (FP)**
- Structural Wood (SW)**
- Proprietary Anchors (PA)**
- Shotcrete (SC)**
- Cold Formed Steel Framing (CF)**
- Soils Construction (EC)**

Additional requirements for qualifications of welding inspectors.

1. Occasionally the registered design professional may require additional qualification requirements for special inspectors on a project by project basis. Please refer to the project specifications. Some registered design professionals may require that welding inspectors be qualified in accordance with AWS QC1-Standard for AWS Certification of Welding Inspectors. These requirements shall be in addition to the requirements in this section for registration for Structural Steel – Welding S2.

2. Special inspectors performing welding inspections on a Seismic Load Resisting System (SLRS) (as defined by AISC 341, Seismic Design Manual) such as a braced frame system or moment frame system shall be qualified in accordance with AWS QC1- Standard for AWS Certification of Welding Inspectors.
<http://files.aws.org/certification/docs/qc1-07.pdf>

C. NON-REGISTERED CATEGORIES

In special inspection categories for which OBOA does not offer registration, OBOA recommends the minimum qualifications outlined in section 6 of the International Code Council (ICC) Model Program for Special Inspection be satisfied:

These categories include but are not limited to the following:

Non-Destructive Testing (NDT)
Pier and Pile Foundations
Exterior Insulation and Finish Systems (EIFS)
Mechanical Systems
Seismic Isolation Systems
Special Cases

D. APPLICATION PROCEDURE

Complete “Application as a Certified Special Inspector”. Applications may be downloaded from OBOA’s website at www.oregonbuildingofficials.com. Click “Committees/ Special Inspections”. Applicants must be employed by either an OBOA or WABO approved agency.

To be registered with OBOA, applicants must demonstrate their competence through a combination of work experience, technical certification, written exam on general duties, and passing an oral interview with the SIP Advisory Board. Listed below are more detailed explanations for each of the four application sections:

1. Work Experience

- a. Minimum of two (2) years’ experience in construction, inspection, testing, or design of such nature and character determined necessary by the Building Official and/or the OBOA SIP Advisory Board to carry out the special inspections. Accumulated experience in the specific field of inspection will be the determining factor for experience. In many cases only a part of the applicant's experience may be applicable.
- b. Appropriate education may be substituted for up to one year of experience. Education must be in the particular field in which the applicant wishes to be registered.

2. Technical Certification

- a. The technical examinations are offered by International Code Council (ICC). For further information contact ICC, Certification and Testing at 1-888-ICC-SAFE (422-7233) or website www.iccsafe.org/certification
- b. Currently, ICC does not offer certification exams for Proprietary Anchors (PA), Structural Wood (SW), Cold Formed Steel Framing (CF) and Shotcrete (SC). These categories require a completion of an OBOA approved class and a passing score of 75% on an exam that will be administered by OBOA.
 - 1) The class for Proprietary Anchors (PA) must be at least 8 hours
 - 2) The class for Structural Wood (SW) must be at least 16 hours.
 - 3) The class for Cold Formed Steel Framing (CF) class must be at least 16 hours.
 - 4) The class for Shotcrete (SC) class must be at least 16 hours.

3. Exam on General Duties

This open book exam has 30 questions from the “general duties” in the SIP Program and Chapters 1 & 17 of the OSSC. The exam is required for the only the first certification with OBOA, and must be passed prior to scheduling the first oral interview. WABO inspectors seeking OBOA certification through reciprocity are also required to pass the general duties exam once.

4. Oral Interview (*Approximately 1/2 hour for each additional category*)

- a. Upon satisfactory review of an application package, an oral interview with at least two representatives of the SIP Advisory Board will be scheduled. This interview will consist of a 10 question open book test and discussion of the candidate’s work experience. The oral interview will be waived for candidates with current WABO certification in the subject category of special inspection.
- b. Oral Interview “Borderline” Candidates: After the oral interview “Ten Question Test” and a candidate has a combined score of 68, 2 less than passing, the interviewer may ask the candidate 3 more questions. If the candidate scores 11 out of 15 points on these additional questions, the candidate may be considered as passing.
- c. Failed oral interview may be rescheduled after 30 days.

5. Oral interview applicants are strongly encouraged to be familiar with the following reference materials for the various categories. For all materials listed refer to Chapter 35 of the Oregon Structural Specialty Code to determine the current adopted version of the reference standard.

a. All Categories:

- OBOA’s Special Inspection Program (Latest Edition); (for all categories)
- Oregon Structural Specialty Code (OSSC), Chapter 17; (for all categories)

b. Reinforced Concrete (RC):

- ICC Concrete Manual
- OSSC Chapter 19
- ACI 301 & 318
- ASTM Standards referenced in ACI 301 & ACI 318 contained within Publication SP-71.

c. Prestressed Concrete (PC) all materials for RC in addition to:

- Manual for Quality Control for Plants & Products (MNL-116)
- Field Procedures Manual for Unbonded Single Strand Tendons (PTI)
- Recommendations for Prestressed Rock and Soil Anchors
- Specifications for Unbonded Single Strand Tendons
- ASTM Standard A416/A416M & A421/A421M

d. Structural Masonry (SM):

- OSSC Chapter 21
- Inspectors Handbook by Masonry Institute of America (MIA)
- Building Code Requirements for Masonry Structures (ACI 530/ASCE 5/TMS 402/ACI 530.1/ASCE 6/TMS 602 Building Code for Masonry Structures/Specifications for Masonry Structures)
- ASTM Standards A615, A951, C476, C1019, C1314, C216, C270, C62, C90, and C140)

e. Structural Steel and Bolting (S1):

- OSSC Chapter 22
- AISC Manual of Steel Construction including AISC 335, AISC 341.

f. Structural Welding (S2 and S2-AWS) all materials for S1:

- AWS A2.4, D1.1, D1.3 & D1.4 welding codes.
- OSSC Chapter 22
- AISC Manual of Steel Construction (13th Edition) including AISC 335, AISC 341.

- g. **Sprayed-Applied Fireproofing (FP):**
 - ASTM E605 & ASTM E736
 - Technical Manual 12A The Standard Practice for Testing and Inspection of Field Applied Sprayed Fire Resistive Material, Technical Manual 12B.
- h. **Structural Wood (SW):**
 - OSSC Chapter 23, American Wood Council National Design Specification for Wood Construction
 - APA Introduction to Lateral Design,
 - APA Engineered Wood Construction.
- i. **Proprietary Anchor (PA):** Nationally Recognized Evaluation Report by ICC Evaluation Service. Verify anchors are installed in accordance with manufacturer's issued listing.
- j. **Shotcrete (SC):** OSSC – 1913, ACI 506.2, & ASTM C1140
- k. **Cold Formed Steel Framing (CF):** OSSC General Provision for Cold Formed Steel Framing
- l. **Soils (EC):** OSSC Chapter 17, 18, 33, & Appendix J

E. REGISTRATION RENEWAL

Registration will be on an annual fiscal basis from 7/1 to 6/30. New applications received and processed within the last three months, (April, May, June) will be granted registration through the following fiscal year. OBOA will send out a renewal package to inspectors approximately 1 month prior to their expiration date. The Renewal Requirements are:

1. Submit proof of current certifications for each category of registration renewal.
2. Provide certificate showing 8 hours of CE credit within a 3 year time period from an OBOA SIP Advisory Board approved ICC program or equivalent. Alternatively, inspectors may submit current copies of ICC certification in each registration category.
3. Submit annual renewal form with renewal fee.
4. Indicate the approved agency currently employed by.

F. REVOCATION, SUSPENSION OR DENIAL

1. Any registration may be denied, revoked or suspended for the following reasons:
 - a. Failure to abide by all requirements of these guidelines or the conditions of approval set forth in the OBOA SIP Advisory Board's letter of approval.
 - b. Failure to maintain a current special inspector registration.
 - c. Submission of an application that contains inaccurate facts.
2. The OBOA Special Inspection Advisory Board shall designate a subcommittee (composed of no more than 3 persons) which shall review complaints and, if necessary, initiate the denial, revocation or suspension of an inspector's registration on behalf of OBOA. In addition, a local building official has the independent authority to initiate denial, revocation or suspension of an inspector's registration
3. In the event that the subcommittee or the local building official believe there are facts to warrant denial, revocation or suspension of an inspector's registration, the subcommittee or building official, as appropriate, shall prepare a letter to the inspector informing them of their determination, the basis for that determination and the fact that the inspector has the right to appeal said determination to the entire OBOA Special Inspection Advisory Board (Board). The subcommittee or building official shall have the discretion, subject only to the review of the Board, to determine whether a suspension, denial or revocation is appropriate.

4. The letter shall be addressed to the inspector at the address listed in the records of OBOA and mailed certified, return receipt requested.
 - a. An appeal of the determination of the subcommittee or building official, if any, shall be in writing and shall be filed with the Board by mailing or having delivered a notice of appeal not later than five (5) business days after the date of notice to: OBOA, PO Box 13173, Salem OR 97309. In the event no appeal is filed, the determination of the subcommittee or building official shall be deemed effective on the fifth business day.
 - b. The appeal shall contain a brief statement setting out such facts and other evidence why the inspector believes the determination of the subcommittee or building official is in error. The Board shall then schedule a hearing to review the determination.
 - c. At the time of the hearing, the Board shall consider such facts and evidence as it deems necessary and/or appropriate. Not later than fourteen (14) days after the hearing, the Board shall issue a decision which may affirm, over-rule, or modify the determination of the subcommittee or building official. The determination of the Board is final and shall be effective as of the date of its issuance.

(End of Section III)