



# Oregon Building Officials Association **Special Inspection Program (SIP)**

The OBOA Special Inspection Program is a voluntary program of the association. It is intended to assist Building Officials in their responsibility of reviewing and approving special inspectors and inspection/testing agencies for given projects within their respective municipality.

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## PREFACE

The Oregon Structural Specialty Code (OSSC) requires that all construction or work for which a permit is required shall be subject to inspection by the Building Official. In addition to these (required) inspections, the owner, or the Engineer/Architect of Record, acting as the owner's agent, shall employ one or more Special Inspectors who shall provide inspections during construction as outlined in OSSC Section 1704.

The Program described herein is a voluntary program of the Oregon Building Officials Association (OBOA). This Special Inspection Program (SIP) was developed in response to a need, expressed by a number of jurisdictions and quality control agencies in the State of Oregon, for a uniform registrar to assist Building Officials in verifying certifications and accreditations of special inspection agencies and special inspectors. The SIP provides the means for Testing and/or Inspection agencies and Special Inspectors to demonstrate competency to which Building Officials in the State of Oregon may reference to determine if an agency or individual has met certain recognized criteria to perform special inspection in the areas required for each individual project.

This program is designed around the philosophy that the "special inspector" (as referenced in the OSSC Section 1704) is an individual employed by or affiliated with one or more quality control agency(s) registered with OBOA. This agency shall be organized with qualified management, and supervisory personnel, special inspectors and laboratory technicians together with the appropriate equipment and facilities to conduct material testing in accordance with those standards stipulated in the OSSC.

Descriptions of the required certifications, accreditations and/or documentation and submittal requirements are contained herein.

The SIP is intended to assist Building Officials in their responsibility of reviewing and approving special inspectors and inspection/testing agencies for given projects within their respective municipality. The SIP is, in simplest terms, a central repository or database that maintains a listing of registered inspectors and agencies and their respective certifications and/or accreditations. Please note, the current version of the program, unlike previously, no longer tests nor interviews individuals or agencies. The SIP is also no longer involved in auditing inspection and testing laboratories. The SIP relies on the accrediting bodies and authorized authorities to review, monitor, and enforce individuals and agencies as per the requirements of the applicable national standards for which they received their certification and accreditation.

The SIP also contains a form of special inspection agreement that may be utilized by jurisdictions throughout the State of Oregon.

It is recommended that the Building Official refer to the ICC Special Inspection Manual, 2012 Edition as a reference guide for additional procedures and sample forms for administering the day-to-day oversight of special inspection services.

The SIP recognizes that agencies conducting testing, inspection or both in the State are varied in size and scope. Where one agency may be a single individual, another may be a large company with a large staff of specialists. ***Nothing contained in this SIP document should be construed to limit or eliminate any agency or individual from participating in the program.***

# General Program Administration

## A. PROGRAM NAME

This program shall be known as the **OBOA Special Inspection Program (SIP)**. The program establishes and maintains a central registry of registered special inspectors and inspection and/or testing agencies to assist Building Officials in assuring conformance with the intent of OSSC Section 107.1 & 1704. The program shall be periodically reviewed and maintained through a joint effort between the OBOA Board of Directors and the OBOA SIP Committee.

## B. 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.

## C. OBOA SPECIAL INSPECTION PROGRAM (SIP) COMMITTEE

The OBOA Board shall establish an OBOA SIP Committee consisting of up to nine (9) members and no less than six (6) with each committee appointment to last for one year.

Appointed SIP Committee Membership:

- a. Five (5) OBOA members (work for or represent a jurisdiction)
- b. One (1) Structural Engineers Association of Oregon (SEAO) representative
- c. Three (3) OBOA registered individuals from the Testing and Inspection industry

The President of OBOA shall appoint a committee chair and vice-chair from those members who make up the OBOA SIP Committee on an annual basis. The committee shall be chaired by a jurisdictional OBOA member and meet on an ad-hoc basis but no less than once per calendar year, or as requested by the President of OBOA. Committee members are volunteers who serve on the committee due to their experience in the field of special inspection and/or material testing. These members represent themselves and serve at the direction of the OBOA Board. The committee shall submit any recommendations or proposals to the OBOA Board before any action is taken.

## D. PROGRAM DEFINITIONS (See OSSC for additional definitions not covered)

**Inspection Agency:** An organization, accredited or inspected by an approved national authority and registered with OBOA, that offers special inspection services and is staffed with qualified key personnel and certified special inspectors, while possessing the appropriate equipment and facilities to conduct special inspection in accordance with those standards stipulated in the OSSC.

**Inspection or Accreditation National Authority:** An independent entity or organization apart from the agency recognized throughout the country with the capability to assess and monitor the professional and technical activities of testing and/or inspection agencies.

**OBOA (Oregon Building Official Association):** A nonprofit corporation (registered in the State of Oregon) and professional association of Building Officials from the towns, cities, counties and selected state agencies in the State of Oregon.  
[www.oregonbuildingofficials.com](http://www.oregonbuildingofficials.com)

**Registrar / Roster:** A listing of registered agencies and/or individuals meeting the OBOA SIP program requirements contained in this document.

**Testing Agency:** An organization accredited by an approved national authority and registered with OBOA that offers materials testing services and is staffed with qualified key personnel and laboratory technicians while possessing the appropriate equipment and facilities to conduct material testing in accordance with those standards stipulated in the OSSC.

**Testing and Inspection Agency:** An organization accredited by an approved national authority and registered by OBOA, that offers both materials testing and special inspection services and is staffed with qualified key personnel, laboratory technicians and certified special inspectors while possessing the appropriate equipment and facilities to conduct material testing and special inspection in accordance with those standards stipulated in the OSSC.

**Washington Association of Building Officials (WABO):** A nonprofit corporation (registered in the state of Washington) and professional association of building officials from the towns, cities, counties and selected state agencies in the State of Washington.

**International Code Council (ICC):** A non-profit organization dedicated to developing a single set of comprehensive and coordinated national model construction codes.

## **E. OBOA INSPECTOR AND AGENCY REGISTRATION**

**OBOA will maintain two separate rosters: one for registered Individuals (inspectors) and one for registered Agencies (organizations).** Individuals and Agencies wishing to be recognized on the current Inspector and/or Agency roster(s) must apply for and maintain registration with OBOA. Registered individuals must be employed by or affiliated with an agency registered with OBOA.

Individuals and Agencies will each be assigned a unique OBOA registration number which must be kept current on an annual basis. As part of the annual registration process, OBOA will maintain a listing/matrix of registered inspectors and agencies that identifies agency accreditations and special inspector categories of certification.

OBOA will maintain the inspector and agency rosters throughout the year. It is the sole responsibility of each SIP registered individual and/or agency to provide updates to their certifications and/or accreditations in the time period between annual renewals. New registered individuals and/or agencies will be added to the roster(s) upon approval of their application.

## **F. AGENCY AND INDIVIDUAL REGISTRATION REQUIREMENTS**

An agency or individual wanting to become registered with OBOA shall apply with the appropriate forms which can be found on the OBOA website at [www.oregonbuildingofficials.com](http://www.oregonbuildingofficials.com).

A prerequisite for agency registration in the special inspection registration program is documentation of a valid accreditation certificate from an OBOA recognized national accreditation or inspection authority as listed below in Section G. An agency may apply for one of the three categories (A, B, or C) as listed below. An individual, firm, or an organization may apply for any of the categories so long as documentation of the following certification is included at the time of application.

- |                   |                                        |
|-------------------|----------------------------------------|
| <b>Category A</b> | <b>Testing and Inspection Services</b> |
| <b>Category B</b> | <b>Testing Services only</b>           |
| <b>Category C</b> | <b>Inspection Services only</b>        |
- Must possess ISO 17025 showing accreditation to ASTM E329
  - Must possess ISO 17025 showing accreditation to ASTM E329
  - Must possess ISO 17020 showing accreditation to ASTM E329

**Notes:**

1. To meet the national accreditation requirement prescribed for agency registration, the agency must demonstrate accreditation by an “acceptable accrediting and inspecting authority,” in accordance with either ISO 17020 or 17025, and provide a copy of their current certificate and scope of accreditation.
2. An agencies scope of accreditation should reflect all of the tests they routinely provide. At a minimum, an approved Testing and Inspection Agency is required to be accredited in accordance with ASTM E329 “Standard Specification for Agencies Engaged in Construction Inspection, Special Inspection, or Testing Materials Used in Construction”.

**G. ACCEPTABLE ACCREDITING and INSPECTING AUTHORITIES\***

1. **AAP** - AASHTO Accreditation Program: [www.amrl.net](http://www.amrl.net)
2. **A2LA** - American Association for Laboratory Accreditation: [www.a2la.org](http://www.a2la.org)
3. **IAS** - International Accreditation Service: [www.iasonline.org](http://www.iasonline.org)
4. **NVLAP** - National Voluntary Laboratory Accreditation Program: [www.nist.gov/nvlap/](http://www.nist.gov/nvlap/)

\* Other accrediting authorities may be allowed at the discretion of the OBOA Board pursuant to a policy or procedure adopted by the OBOA Board of Directors.

**H. CATEGORIES OF SPECIAL INSPECTOR REGISTRATION**

**Categories which are International Code Council (ICC)-recognized:**

1. **Reinforced Concrete (RC)** - Includes ability to perform special inspections for proprietary anchors and shotcrete
2. **Prestressed/Post-Tensioned Concrete (PC)**
3. **Structural Masonry (SM)**
4. **Structural Steel and Bolting (S1)**
5. **Structural Steel –Welding (S2)**
6. **Spray-applied Fireproofing (FP)**
7. **Soils Construction (EC)**

**Special Recognition Categories** (those that are *not* recognized by ICC):

**1. Structural Wood (SW)\*\***

- Current ICC Commercial Building Inspector Certification, or
- Current WABO certification for Lateral Wood (LW)

*\*\* Individuals currently holding an OBOA LW registration will be acknowledged for SW within the program through December 31, 2017, after which they must either hold a current WABO certification in LW or hold a current ICC Commercial Building Inspector certification.*

**2. Cold Formed Steel (CF)\*\***

- Current ICC Commercial Building Inspector Certification, or
- Current WABO certification for CF

*\*\* Individuals currently holding an OBOA CF registration will be acknowledged for CF within the program through December 31, 2017, after which they must either hold a current WABO certification in CF or hold a current ICC Commercial Building Inspector certification.*

**3. Proprietary Anchors (PA)\*\***

- Current ACI Special Inspector certification, or
- Current WABO certification for PA, or
- Current ICC Reinforced Concrete certification (RC)

*\*\* Individuals currently holding an OBOA PA registration will be acknowledged for PA within the program through December 31, 2017, after which they must either hold a current WABO certification in PA or hold a current ICC Reinforced Concrete certification (RC).*

**4. Firestopping (FS)**

- Must provide proof of passing one of the “Technical Examinations for Fire – Resistant Penetrations and Joints” listed in Section J below.

**I. NON-REGISTERED CATEGORIES**

In special inspection categories for which OBOA does not offer registration, OBOA recommends consideration of the qualifications outlined in the International Code Council (ICC) Model Program for Special Inspection. Additionally, the ICC Special Inspection Manual may be referenced for duties and responsibilities.

These categories include but are not limited to the following:

- Non-Destructive Testing (NDT)
- Exterior Insulation and Finish Systems (EIFS)
- Mechanical Systems
- Seismic Isolation Systems
- Wall Panels, Curtain Walls and Veneers
- Special Cases

**J. APPLICATION PROCEDURE**

Applicants shall complete the “Special Inspector Registration Application” (individuals) or “Special Inspection/Testing Agency Registration Application” (agency/organizations). Printable applications and online forms can be accessed on the OBOA website at [www.oregonbuildingofficials.com](http://www.oregonbuildingofficials.com), under the “Special Inspection (SIP)” menu tab. Individual applicants must complete the applicable forms and be employed by or affiliated with an agency registered with OBOA.

To be registered with OBOA, applicants must demonstrate their competence by providing the appropriate documentation of their qualifications such as technical certification(s), accreditation(s) and/or successfully passing and providing the appropriate subject matter exam as referenced herein. Listed below is additional resource information intended to assist individuals and/or agencies in obtaining their certifications and developing their overall skill sets in the various subject matters:

#### **1. 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](http://www.iccsafe.org/certification)
- b. Technical Examinations for Fire – Resistant Penetrations and Joints offered by:
  - 1) The International Firestop Council (IFC) - [www.firestop.org](http://www.firestop.org)
  - 2) The Underwriters Laboratories (UL) – [www.ul.com](http://www.ul.com)
  - 3) FM approval through Firestop Contractors International Association (FCIA) - [www.fcia.org](http://www.fcia.org)
  - 4) Others upon Building Official approval

2. Inspectors/Agencies are strongly encouraged to be familiar with the reference materials related to special inspection/materials testing described in the corresponding Appendix. For all materials listed refer to Chapter 35 of the Oregon Structural Specialty Code to determine the current adopted version of the reference standard.

#### **K. PROGRAM REFERENCES**

1. Chapter 17, State of Oregon Structural Specialty Code (OSSC), Current Edition.
2. International Code Council (ICC), Special Inspection Manual, Current Edition.
3. ASTM E329, Standard Specifications for Agencies Engaged in Construction Inspection, Testing, or Special Inspection.
4. AASHTO Designation R18-10, Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories
5. ISO/IEC 17020, Conformity Assessment – Requirements for the operation of various types of bodies performing inspection
6. ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories

#### **L. REGISTRATION RENEWAL**

Registrations of Individuals and/or Agencies are valid for a one-year time period, based on the calendar year (from 1/1 to 12/31 of each year). Registered individuals and agencies will be sent renewal notices in November. Renewals shall contain verification of their registration qualifications (as noted below, including copies of certificates, name of employer, and payment of applicable renewal fees). Renewal fees are due by December 31 to keep registration valid and there will be a 30-day grace period for receipt of payment. Payment not received by February will result in being dropped from the registration roster.

New applications received and processed within November and December will be granted registration through the following calendar year.

The Renewal Requirements are:

1. Submit proof of current certifications for each category of registration renewal.
2. Submit annual renewal form with renewal fee.

#### **M. REGISTRATION FEES:**

Registration fees are established by the OBOA Board of Directors and will be reviewed on a periodic basis. Registration fees are subject to change at the approval of the OBOA Board of Directors.

Special Inspection and/or Testing Agency – Initial/New Registration/Registration .....	\$100
Special Inspection and/or Testing Agency – Annual Renewal.....	\$50
Special Inspector – Initial/New Registration/Registration .....	\$100
Special Inspector – Annual Renewal .....	\$50

In the calendar year 2017, all existing registered inspectors and agencies, with certifications still valid, shall be grandfathered into the OBOA Special Inspection Program and no fees shall be payable for registration in 2017. For new inspectors or agencies not already registered with OBOA, the above fees will apply.

#### **N. DENIAL OR REVOCATION OF REGISTRATION**

Any registration may be denied or revoked for the following reasons:

- a. Failure to submit required application materials, adequate documentation, and/or applicable registration fees at time of initial application or annual renewal.
- b. Submission of an application that contains inaccurate facts or information or the inability of OBOA to verify the accuracy of information presented in an application, including any accreditation or certification issued by an Inspection or Accreditation National Authority.
- c. Any individual or agency not adhering to the established OBOA Code of Ethics.

Appeals must be made in writing to the OBOA Board of Directors for review. Requests for appeals in person should be provided in writing and will be addressed by the OBOA Board of Directors.

**Due to the nature of this program being entirely voluntary, it is important to note a local building official always has the independent authority to approve any special inspectors and/or testing agencies per OSSC Chapter 17 within their respective jurisdiction regardless of their registration with the OBOA program.**

**Additional resources and information related to this program document can be found in the OBOA SIP Appendices (under separate cover).**