

Hospital Inspector Recertification

Hospital Inspector of Record and California Administrative Code

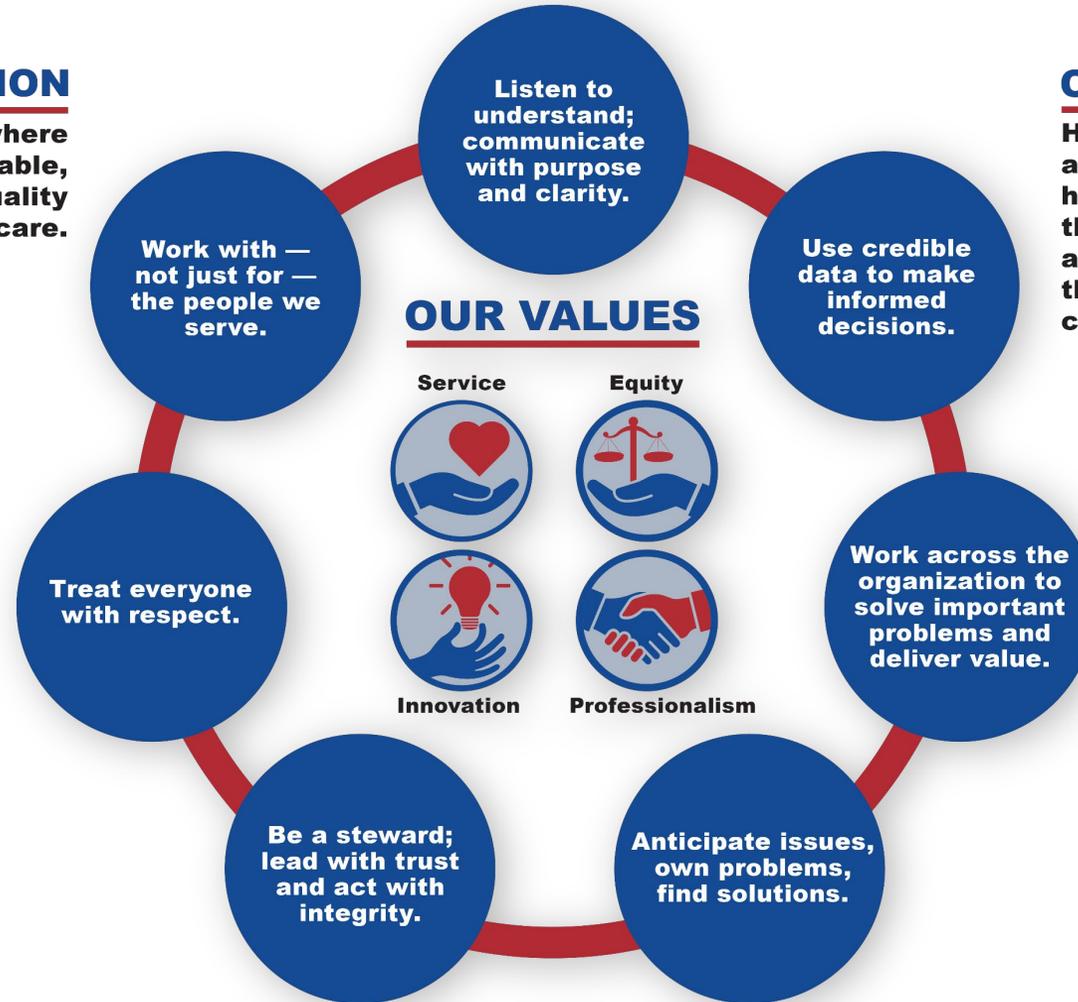
HCAI Guiding Principles and Values

OUR VISION

A healthier California where all receive equitable, affordable, and quality health care.

OUR MISSION

HCAI expands equitable access to quality, affordable health care for all Californians through resilient facilities, actionable information, and the health workforce each community needs.



Inspection Services Unit (ISU)

- **Vision:** Every health facility has seamless access to highly skilled, certified Inspectors of Record, ensuring safe, high-quality, and code-compliant construction.
- **Mission:** Empower and support certified healthcare Inspectors of Record through purposeful communication, ongoing training, and a shared vision—ensuring their expertise drives code compliance and efficiency in health facility construction.



ISU Roles

- **The OSHPD's Inspection Services Unit (ISU) is responsible for:**
- **Hospital Inspector Certification Program:** Testing, certification, and recertification of private-sector construction inspectors.
- **Construction Observation Bulletins:** Providing information on statewide construction issues such as "Tips of the Day" and "FAQ".
- **Technical Oversight:** Monitoring work performed by certified Inspectors of Record.
- **Development and Administration:** Creating programs, policies, and regulations related to health facility construction inspection.
- The ISU also engages in initiatives like **Voluntary Construction Administration Proficiency (CAP) Certification.**

Topics of this Presentation

Topics:

- Administration
- TIO
- Code of Ethics
- Duties and Responsibilities

Purpose:

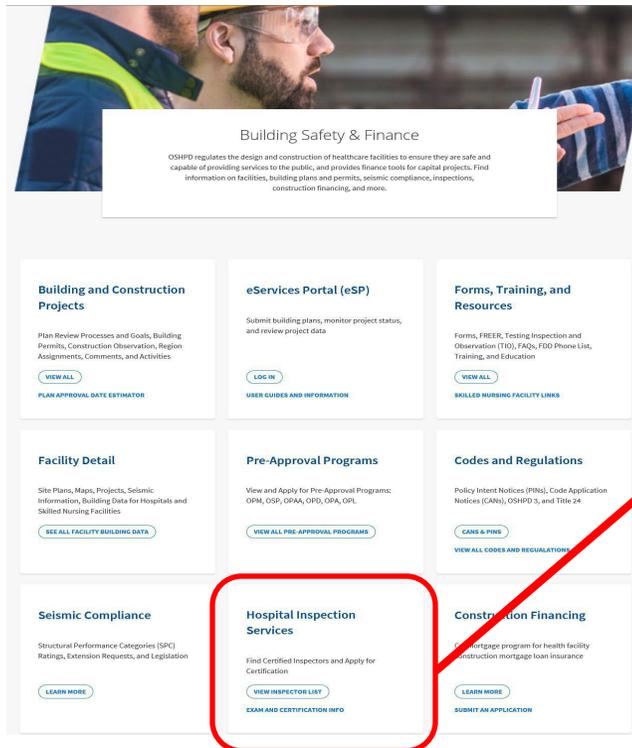
- Clearly identify CAC IOR, Duties, Responsibilities, and Accountability
- Improve IOR knowledge and project performance
- Clarify IOR Performance Expectations and Insight into Best Practices (*Guide for Working on Projects Under OSHPD Jurisdiction...*)

Presentation Introduction

REFERENCE DOCUMENTS/RESOURCES

- CALIFORNIA BUILDING STANDARDS CODE (CBSC)
- CALIFORNIA ADMINISTRATIVE CODE (CAC)
- Alfred E. Alquist Hospital Facilities Seismic Safety Act 1983 (HSSA 83), SB961,
- CALIFORNIA HEALTH AND SAFETY CODE (HSC/H&SC) 129830 - 130070
- HCAi/OSHPD WEBSITE PUBLISHED RESOURCES
- *Guide for Working on Projects Under OSHPD Jurisdiction – Tips From the Experts*
- *OSHPD STAFF*

HCAI WEBSITE PUBLISHED RESOURCES



Hospital Inspection Services and Certification

General Inspection Information for Owners and Designers

Access lists of certified inspectors and guidelines for selecting an Inspector of Record (IOR)

[LEARN MORE](#)

Hospital Inspector Certification Examination Information

See upcoming exam dates and access the exam application

[LEARN MORE](#)

Recertification Information

Information for Inspector Recertification

[LEARN MORE](#)

Construction Administration Proficiency Certified Exam

See the List of Successful CAP Certified Exam Candidates

[LEARN MORE](#)

California Administrative Code

How to Identify Changes

Symbols in the margins indicate where changes have been made or language has been deleted.

- || This symbol indicates that a change has been made.
- > This symbol indicates deletion of language.

Basic Code Knowledge

California Administrative Code

7-111. Definitions. Freestanding *a structure that is separated from any adjacent structures or buildings*

7-113. Application for plan, report or seismic compliance extension review

7-115. Stamp and sign construction documents

7-115(d)(2). When OSHPD Preapproved Details (OPDs) or preapproved distribution systems details are used, applicable preapproved details shall be incorporated into the construction documents.

No reference.

If modified, they become new details and shall be submitted to HCAi for review and approval prior construction, Section **7-153**

7-129(d). Work of construction within a 12-month period shall result in a 10% increase based of overall scope or cost or the project shall be considered abandoned.

Building Energy Efficiency Program

- **7-118.**Is added to define the design requirements related to energy regulations. **These regulations apply to newly constructed building(s) or an addition that increases floor area and conditioned volume.**
- Inspection duties are not affected by this Section.
- IORs are required to collect Non-Residential Certificates of Installation (NRCI). These forms are under the purview of the installing contractor to document what was installed to meet the Energy requirements.

CAC Article 4

▼ Article 4—Construction

7-135. Time of Beginning Construction.

7-136.

7-137. Notice of Start of Construction.

7-138.

7-139. Notice of Suspension of Construction.

7-140.

7-141. Administration of Construction.

7-142.

7-143. Responsibility of the Contractor.

7-144. Inspection.

7-145. Continuous Inspection of the Work.

7-146.

7-147. Observation by the Office.

7-148.

7-149. Tests.

7-150.

7-151. Verified Compliance Reports.

7-152. Replacement of an Architect, Engineer, Inspector of Record, Approved Agency, Special Inspector or Contractor.

7-153. Changes to the Approved Work.

7-154.

7-155. Final Approval of the Work.

7-156. Certification of Correctional Treatment Centers.

7-135. Time of beginning construction

(a) Construction shall not commence until the health facility has applied for and obtained from the Office:

1. Written approval of the construction documents.
2. **Building Permit.**
3. Written acceptance of the testing, inspection and observation program.
4. Written approval of the inspector of record for the project pursuant to Section 7-212(a).

Building Permit

Checklist:

- IOR information:
 - IOR Application “IOR App”
 - IOR Workload “IOR-WL”
- Contractor Insurance Information “WCIC”
- Notice Start Construction “NSC”
- TIO for Field Approval
 - More information provided like who performs test and inspections, IOR(s)
 - OPAA if applicable and its Matrix
 - Sample Reports if applicable

TIO Field Approved

Checklist:

- IOR information:
 - IOR Application “IOR App”
 - IOR Workload “IOR-WL”
- Contractor Insurance Information “WCIC”
- Notice Start Construction “NSC”

- TIO for Field Approval
 - More information provided like who performs test and inspections, IOR(s)
 - OPAA if applicable and its Matrix
 - Sample Reports if applicable

OPAA and Matrix

Testing, Inspection, and Observation Program 2022 California Building Standards Code - OSHPD 1

SECTION B		NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by HCAI prior to proceeding with the related work.					
Facility #:		Facility Name:		Project #:			
		Select with "X" or provide required OPAA information:					
Index #	Stage 1 Required (Select with "X")	TESTS	Samples of Test & Inspection Reports Included	OPAA No. and Expiration Date	Responsible Approved Agency And/Or Individual (Identify Individual)	Compliance Verification by IOR (Initial/Date)	HCAI/FDD Use (Initial/Date)

SECTION C		NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by HCAI prior to proceeding with the related work.					
Facility #:		Facility Name:		Project #:			
		Select with "X" or provide required OPAA information:					
Index #	Stage 1 Required (Select with "X")	ON-SITE SPECIAL INSPECTIONS	Samples of Test & Inspection Reports Included	OPAA No. and Expiration Date	Responsible Approved Agency And/Or Individual (Identify Special Inspector)	Compliance Verification by IOR (Initial/Date)	HCAI/FDD Use (Initial/Date)

SECTION D		NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by HCAI prior to proceeding with the related work.					
Facility #:		Facility Name:		Project #:			
		Select with "X" or provide required OPAA information:					
Index #	Stage 1 Required (Select with "X")	OFF-SITE SPECIAL INSPECTIONS	Samples of Test & Inspection Reports Included	OPAA No. and Expiration Date	Responsible Approved Agency And/Or Individual (Identify Special Inspector)	Compliance Verification by IOR (Initial/Date)	HCAI/FDD Use (Initial/Date)

SECTION I	TIO PROGRAM APPROVAL	
Facility #:	Facility Name:	Project #:
This program is prepared and submitted for an OSHPD 1 project. OSHPD 1 projects include all construction and remodel projects for: general acute care hospitals, acute psychiatric hospitals, and general acute care hospitals providing only acute medical rehabilitation center services (2022 CBC 1224.1).		
Samples of Test and Inspection Reports are NOT required for tests performed by laboratories approved through OPAA Program		
All test and special inspection reports shall be submitted to the IOR, hospital owner, architect in responsible charge, and the structural engineer by the responsible approved agency and/or individual per CAC 7-149(a). The responsible approved agency and/or individual shall be employed by the health facility, owner, or governing board or authority per CAC 7-149(b).		

7-145. Continuous inspection of the work.

6. The IOR(s) shall maintain field records of construction progress for each day or any portion of a day that they are present at the project site location. The field record

E. The names and certificate numbers (when applicable) of all special inspectors who perform work both on- and off-site.



Tip of the Day

Sample Test and Inspection Reports

Testing, Inspection, and Observation Program

2022 California Building Standards Code - OSHPD 1

SECTION B		NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by HCAI prior to proceeding with the related work.					
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SECTION D		NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by HCAI prior to proceeding with the related work.					
Facility #:		Facility Name:		Project #:			
		Select with "X" or provide required OPAA information:					
Index #	Stage 1 Required (Select with "X")	OFF-SITE SPECIAL INSPECTIONS	Samples of Test & Inspection Reports Included	OPAA No. and Expiration Date	Responsible Approved Agency And/Or Individual (Identify Special Inspector)	Compliance Verification by IOR (Initial/Date)	HCAI/FDD Use (Initial/Date)

7-141. Administration of construction.

(k) The testing, inspection and observation program shall include samples of test and inspection reports and provide time limits for the submission of reports.

Exception: Samples of test and inspection reports shall not be required when tests and special inspections are performed by an OSHPD Preapproved Agency (OPAA).

(l) All completed test and inspection reports shall be submitted to the inspector of record, the owner and the architect or engineer in responsible charge by the author of the report.

What's Sample Test?
It is a passed test from a past project

Tip of the Day

Suspension of Construction

7-139. Notice of suspension of construction.

(a) When construction is suspended for more than two weeks, the governing board or authority of the hospital shall notify the Office in writing.

>2 weeks



7-145. Continuous inspection of the work.

5. The IOR shall notify the Office in writing:

D. When work has been suspended for a period of more than two weeks.

(b) If the work of construction is suspended or abandoned for any reason for a period of one year following its commencement, the Office's approval shall become void. The Office may reinstate the approval as described in Section 7-129(c).

1 year



7-129. Time limitations.

(d) If the work of construction is suspended or abandoned for any reason for a period of one year following its commencement, the Office's approval shall become void. Prior to

VOID

VOID

NOTE: Void means no longer a valid or active project. Voided projects are closed and archived in the electronic Services Portal.

7-141. Administration of construction

The administration of the work of construction, including the testing, inspection and observation program (TIO) shall be under the responsible charge of a design professional in responsible charge (DPOR).

NOTE: Responsible architect and structural engineer CAN ALSO BE referenced as the **REGISTERED DESIGN PROFESSIONAL (RDF), DESIGN PROFESSIONAL OF RECORD (DPOR), ARCHITECT OR ENGINEER OF RECORD (AOR, EOR, SEOR, MEOR, EEOR).**

- f) If a project has more than one IOR, the distribution of responsibilities shall be clearly identified, on TIO Section G, for each IOR, AND identify a lead IOR, **7-144(d)**
- (g) The **inspection program** shall also identify all special inspections to be performed on the project along with approved agency and the individual(s) to perform the inspections. The special inspections shall include, at a minimum, those special inspections required by applicable sections of the California Building Standards Code

7-141. Administration of Construction (Cont.)

- (l) “All completed test and inspection reports shall be submitted to the inspector of record, the owner and the architect or engineer in responsible charge by the author of the report.”
- (m) Clarifies that Changes to the TIO program made subsequent to approval by the office shall be submitted to the office in accordance with Section 7-153.

7-143. Responsibility of the contractor

The contractor shall complete the work in accordance with the approved construction documents.

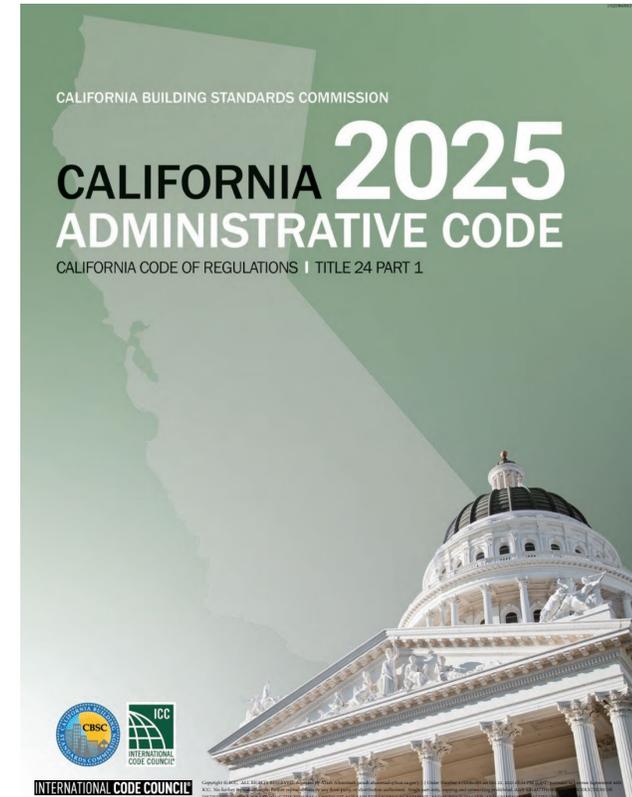
The contractor shall not be relieved of any responsibility by the activities of the architect, engineer, inspector or the Office in the performance of their duties.

The contractor shall submit verified compliance reports to the Office in accordance with Section 7-151.

Where no general contractor is involved, the governing body or authority of a health facility shall designate an agent who shall be responsible for the construction of the project in accordance with the approved contract documents and such agent shall submit the verified reports to the Office.

7-144. Inspection

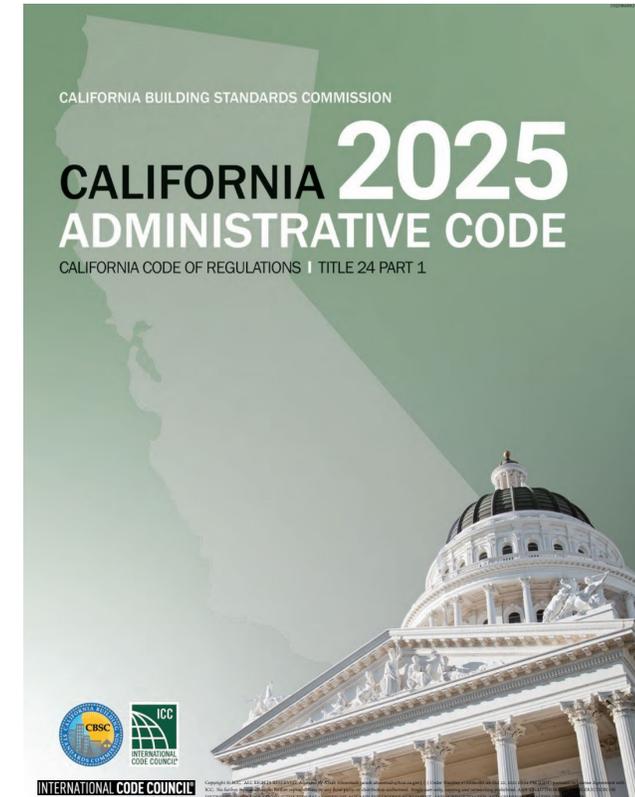
(a) The hospital governing board or authority shall provide for competent, adequate and continuous inspection by one or more Inspector(s) of Record (IOR) satisfactory to the architect or structural engineer or both, in responsible charge of the work, or the engineer in responsible charge of the work and the Office. An Inspector of Record associated with a project shall not have any current employment relationship with any entity which is a contracting party for the construction of the project or providing any services for the hospital other than those required of an IOR.



7-144. Inspection (Cont.)

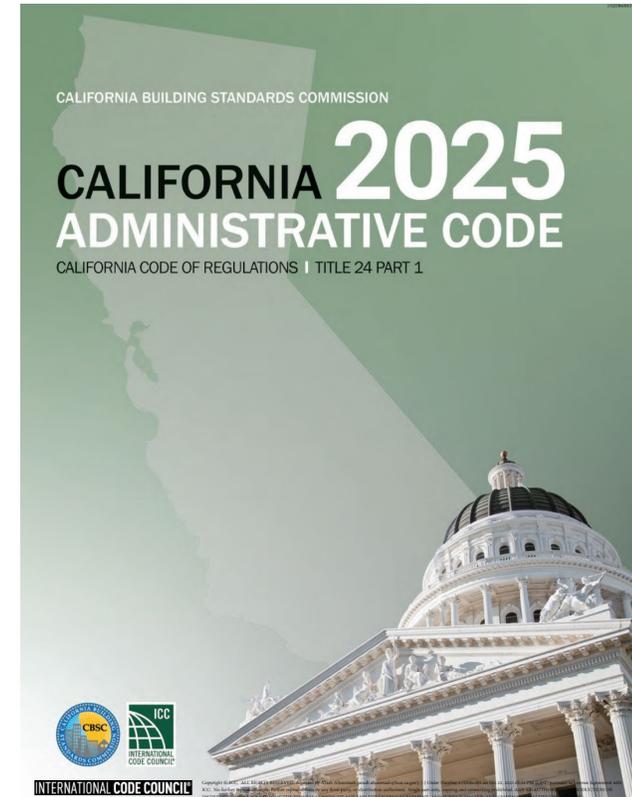
(b) Inspectors of Record are prohibited from any project activities involving the actual performance of construction, or the scheduling, coordination or supervision of construction contractors for the project.

(c) The Inspector of Record shall be capable of performing all essential inspection functions of the job.



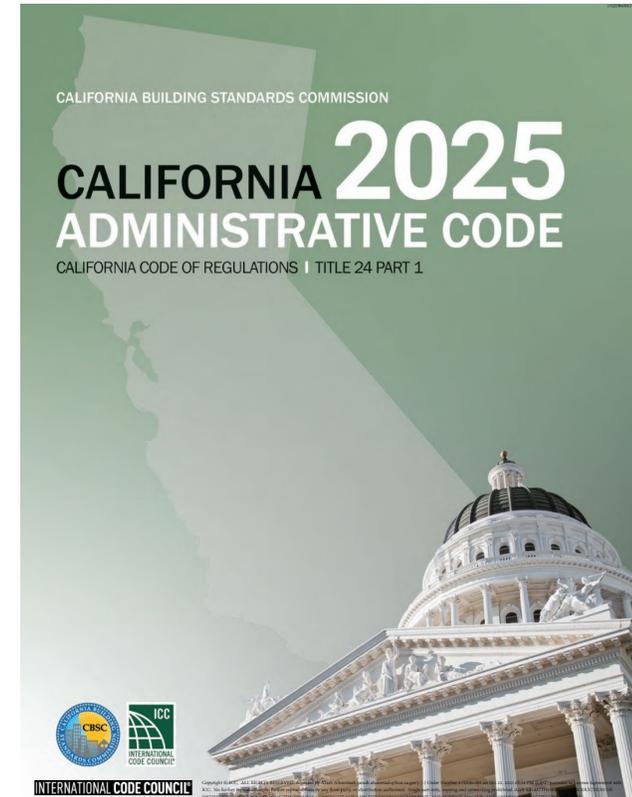
7-144. Inspection (Cont.)

(d) When the hospital governing board or authority proposes more than one IOR for a construction project, a **lead IOR shall be identified** to coordinate construction inspection and communication with the Office. The lead IOR must be allocated the **majority of their time on project inspection responsibilities** that are identified in the IOR responsibility matrix of the approved TIO Program. The lead IOR approved for the project must be **present on site to obtain personal knowledge**, to ensure continuous inspection, to coordinate the inspection responsibilities of additional IORs, and to verify that all required documentation is being maintained on site during the construction of the project, inclusive of the coordination of special inspectors, testing, and project-specific approved testing agencies. The employment of special inspectors or assistant inspectors shall not be construed as relieving the Inspector of Record of his or her duties and responsibilities.



7-144. Inspection (Cont.)

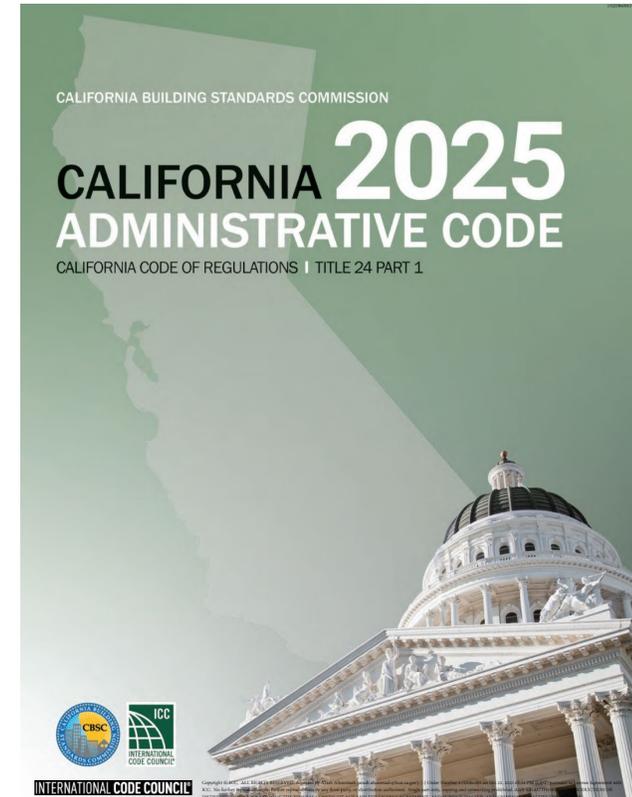
(e) IOR(s) for a hospital construction project shall be approved by the Office in accordance with the provisions of Section 7-212.



7-145. Continuous Inspection of the Work

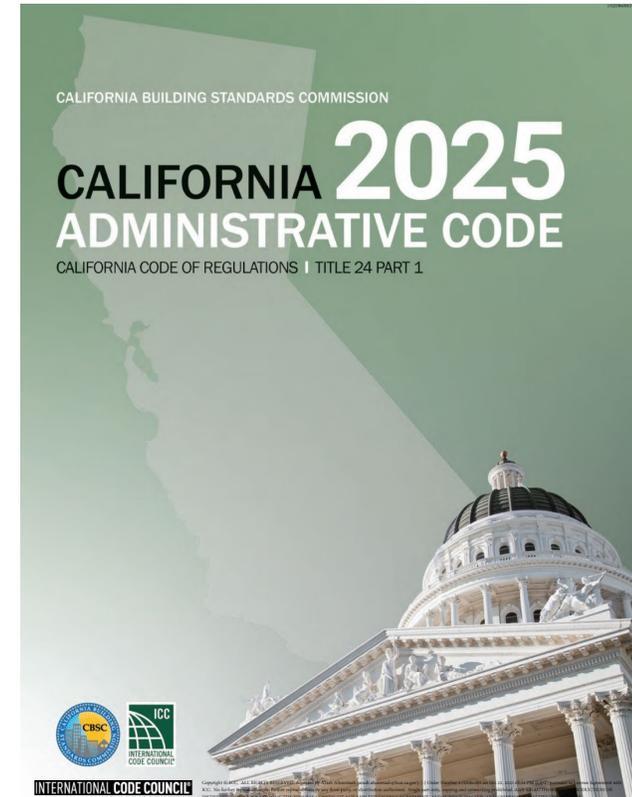
CAC 7-145(a): General Duties

1. The IOR shall have **personal knowledge**, obtained by continuous inspection of all parts of the work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents.
2. **Continuous inspection** means complete inspection of every part of the work. Work, such as concrete or masonry work which can be inspected only as it is placed or assembled, shall require the constant presence of the IOR. Other types of work which can be completely inspected after the work is installed may be carried on while the IOR is not present. In no case shall the IOR have or assume any duties which will prevent continuous inspection.



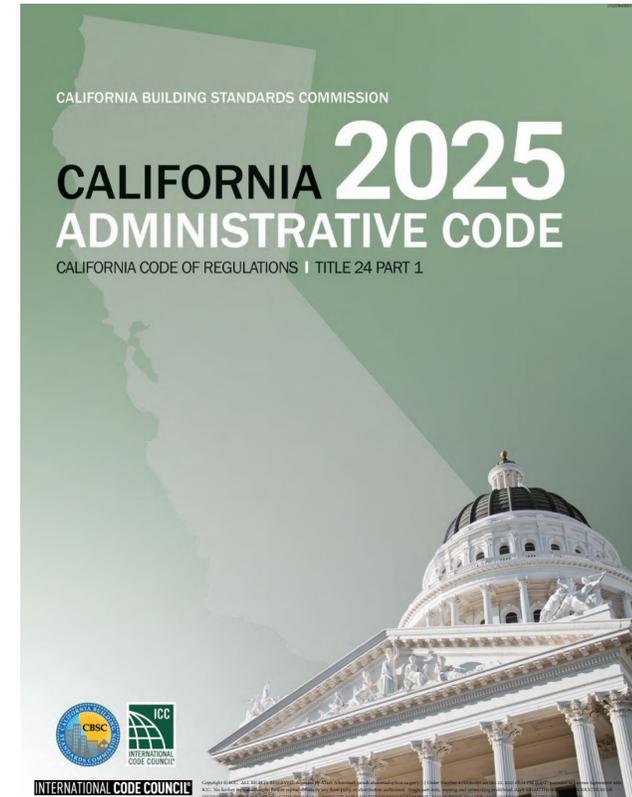
General Duties (Cont.)

3. The IOR shall work **under the direction** of the architect or engineer in responsible charge. All inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or engineer in responsible charge for interpretation and instructions. In no case, however, shall the instructions of the architect or engineer in responsible charge be construed to cause work to be done which is not in conformity with the approved construction documents.



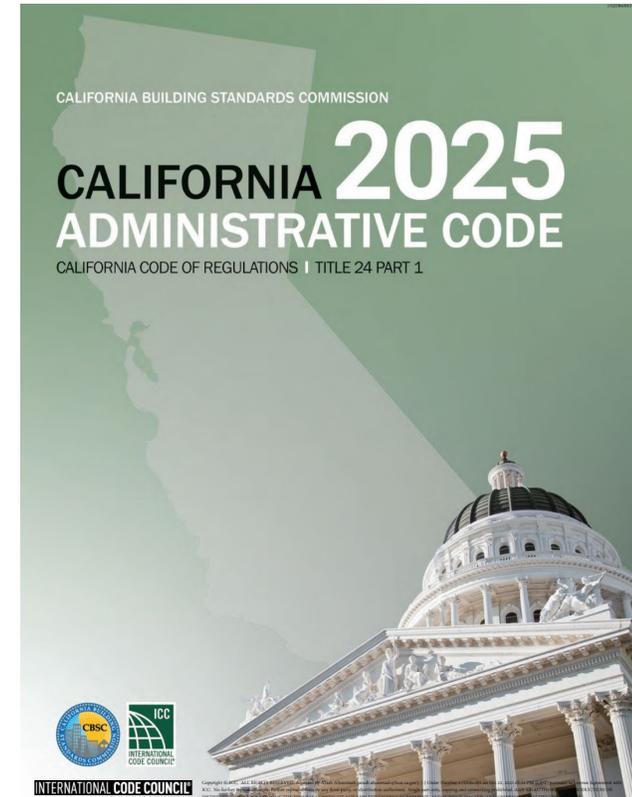
General Duties (Cont.)

4. The IOR shall **maintain a file** of approved construction documents on the job at all times including all reports of tests and inspections required by the construction documents and shall immediately return any unapproved documents to the architect or engineer in responsible charge for proper action. The IOR shall also maintain on the job at all times, all codes and regulations referred to in the approved construction documents.



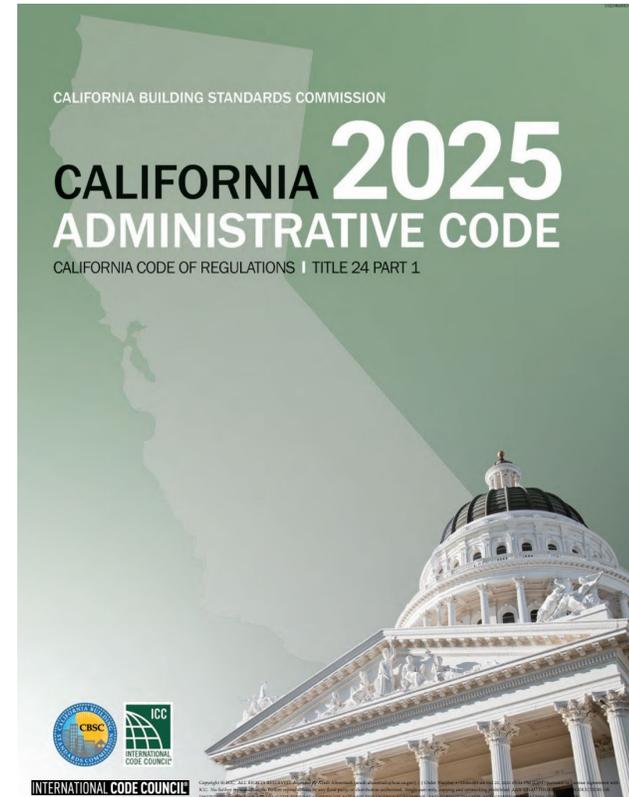
General Duties (Cont.)

5. The IOR shall **notify the Office in writing**:
 - A. When the work is started or resumed on the project.
 - B. At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
 - C. At least 48 hours in advance of the first placing of concrete.
 - D. When work has been suspended for a period of more than two weeks.



General Duties (Cont.)

6. The IOR(s) shall maintain field records of construction progress for each day or any portion of a day that they are present at the project site location. The field record shall state the time of arrival, time of departure, a summary of work in progress and noted deficiencies in the construction or deviations from the approved construction documents. The field record shall document the time and date of all significant correspondence with the contractor regarding incomplete work, potential deficiencies or deviations which require the contractor's attention and could potentially affect the timely and compliant completion of the project. This field record shall document the date, time and method of correction for any noted deficiencies or deviations.



IOR Responsibilities?

Valid for 2025 code as well

7-145. Continuous inspection of the work.

(a) The general duties of the IOR shall be as follows:

1. The IOR shall have personal knowledge, obtained by continuous inspection of all parts of the work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents.
2. Continuous inspection means complete inspection of every part of the work. Work, such as concrete or masonry work which can be inspected only as it is placed or assembled, shall require the constant presence of the IOR. Other types of work which can be completely inspected after the work is installed may be carried on while the IOR is not present. In no case shall the IOR have or assume any duties which will prevent continuous inspection.
3. The IOR shall work under the direction of the architect or engineer in responsible charge. All inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or engineer in responsible charge for interpretation and instructions. In no case, however, shall the instructions of the architect or engineer in responsible charge be construed to cause work to be done which is not in conformity with the approved construction documents.
4. The IOR shall maintain a file of approved construction documents on the job at all times, including all reports of tests and inspections required by the construction documents and shall immediately return any unapproved documents to the architect or engineer in responsible charge for proper action. The IOR shall also maintain on the job at all times, all codes and regulations referred to in the approved construction documents.
5. The IOR shall notify the Office in writing:
 - A. When the work is started or resumed on the project.
 - B. At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
 - C. At least 48 hours in advance of the first placing of concrete.
 - D. When work has been suspended for a period of more than two weeks.
6. The IOR(s) shall maintain field records of construction progress for each day or any portion of a day that they are present at the project site location. The field record shall state the time of arrival, time of departure, a summary of work in progress and noted deficiencies in the construction or deviations from the approved construction documents. The field record shall document the time and date of all significant correspondence with the contractor regarding incomplete work, potential deficiencies or deviations which require the contractor's attention and could potentially affect the timely and compliant completion of the project. This field record shall document the date, time and method of correction for any noted deficiencies or deviations. In addition, this record shall contain the following as applicable:
 - A. Copies of all certificates, tags, marks or other evidence of material properties and/or manufactured components as required by the California Building Standards Code.
 - B. The time and date of placing concrete; time and date of removal of forms and shoring in each portion of the structure; location of defective concrete; and time, date and method of correction of defects.
 - C. Identification marks of welders, lists of defective welds, and manner of correction of defects and other related events.
 - D. A list of test reports of all nonconforming materials or defective workmanship and shall indicate the corrective actions taken.
7. Field records may be kept electronically. All field records of construction progress shall be retained on the job until the completion of the work and shall, upon request, be made available to the Office, the architect or engineer in responsible charge and the owner. Electronic records may be retained off-site if made available during on-site and remote review of documents. Upon completion of the project, these original field records shall be submitted to the hospital governing board or authority.

MATRIX

- (b) The IOR shall notify the contractor, in writing, of any deviations from the approved construction documents or new construction not in compliance with the *California Building Standards Code*, which have not been immediately corrected by the contractor. Copies of such notice shall be forwarded immediately to the architect or engineer in responsible charge, owner and to the Office.

IOR DAILY REPORT TEMPLATE

Inspector of Record (IOR) DAILY REPORT TEMPLATE

This is a voluntary template. IOR(s) that would like to use their own format need to provide the template's content as stipulated in the regulations.

Date:	Click or tap here to enter a date.
Arrival Time:	Click or tap here to enter text.
Departure Time:	Click or tap here to enter text.
Inspector of Record (IOR):	Click or tap here to enter text.
Certification No.:	Click or tap here to enter text.
HCAI Project No.:	Click or tap here to enter text.

The purpose of the IOR Daily Report is to "Maintain field records of construction progress for each day or any portion of a day that they are present at the project site location". 2022 California Administrative Code (CAC), Title 24 of the California Code of Regulations, Section 7-145(a)6.

1. Summary of work in progress. CAC 7-145(a)6.
Click or tap here to enter text.
2. Note deficiencies in the construction. CAC 7-145(a)6.
Click or tap here to enter text.
3. Note deviations from the approved construction documents. CAC 7-145(a)6.
Click or tap here to enter text.
4. Inspections performed, TIO Reference #. CAC 7-145(a)4.
Click or tap here to enter text.
5. Document the time and date of all significant correspondence with the contractor regarding incomplete work, potential deficiencies or deviations which require the contractor's attention and could potentially affect the timely and compliant completion of the project. CAC 7-145(a)6.
Click or tap here to enter text.
6. List of notification to the contractor, in writing, of deviations from the approved construction documents or new construction not in compliance with the California Building Standard Codes, which have not been immediately corrected by the contractor. CAC 7-145(b).
Click or tap here to enter text.
7. Document the date, time and method of correction for any noted deficiencies or deviations. CAC 7-145(a)6.
Click or tap here to enter text.

Revised May 22, 2024

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IOR DAILY REPORT TEMPLATE

8. If applicable, provide copies of all certificates, tags, marks, or other evidence of material properties and/or manufactured components as required by the California Building Standards Code. CAC 7-145(a)6A.
Click or tap here to enter text.
9. Concrete record, if applicable, including time and date of placing concrete, time and date of removal of forms and shoring in each portion of the structure, location of defective concrete, and time, date and method of correction of defects. CAC 7-145(a)6B.
Click or tap here to enter text.
10. Identification marks of welders, lists of defective welds, and manner of correction of defects and other related events, as applicable. CAC 7-145(a)6C.
Click or tap here to enter text.
11. List of test reports of all nonconforming materials or defective workmanship and the corrective actions taken, as applicable. CAC 7-145(a)6D.
Click or tap here to enter text.
12. Names and certificate numbers of all special inspectors who perform work both on- and off-site, as applicable. CAC 7-145(a)6E.
Click or tap here to enter text.
13. When driven piles are used for foundations, document the location, length, and penetration under the last ten blows for each pile and description of the characteristics of the pile driving equipment. CAC 7-145(a)6F.
Click or tap here to enter text.
14. Log of changes to the work prepared by the architect or engineer in responsible charge required by Section 7-153(e). CAC 7-145(a)6G.
Click or tap here to enter text.

Revised May 22, 2024

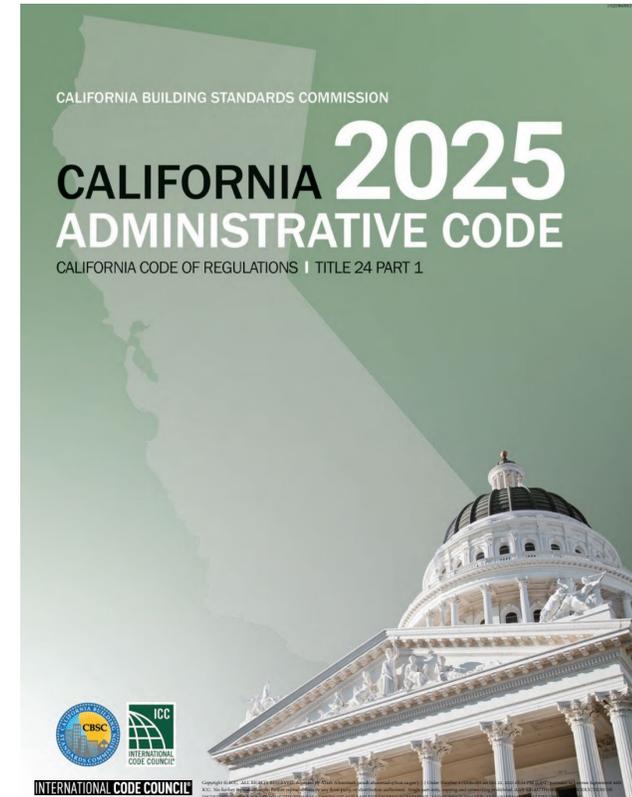
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Tip of the Day

7-145. Continuous Inspection of the Work

(b) The IOR shall notify the contractor, in writing, of any deviations from the approved construction documents or new construction not in compliance with the California Building Standards Code, which have not been immediately corrected by the contractor.

Copies of such notice shall be forwarded immediately to the architect or engineer in responsible charge, owner and to the Office.



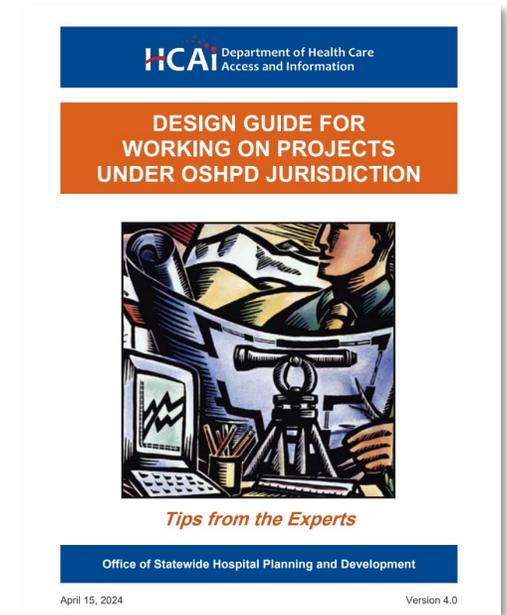
Tips From the Experts

Section 4 - Inspector of Record Guidelines

It is important that the IORs prepare **documentation** representing the various inspections conducted on an OSHPD project to **give evidence of compliance** and that **inspections** are conducted continuously. This allows the CO, DSE, FLSO, and RCO to observe the inspection process and to be assured that adequate and competent inspection is provided.

IOR should be able to show how inspections have been organized, discuss project progress, and describe any problems being faced in the field.

It is not the responsibility of OSHPD to provide the inspections



7-147. Observation by the Office

(a) During the construction, of any health facility, the Office shall make such observation as in its judgment is necessary or proper for the enforcement of these regulations and all applicable parts of the California Building Standards Code.

Whenever the Office finds a violation of these regulations and/or applicable parts of the California Building Standards Code that requires correction, the citation of the violation shall be issued to the hospital governing board or authority in writing and shall include a proper reference to the regulation or statute being violated.

Tips From the Experts

Section 4 - Inspector of Record Guidelines

1.4 Enforcement

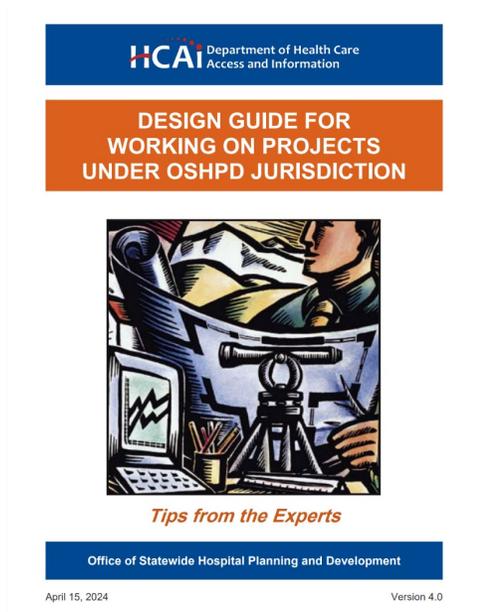
HCAI OSHPD is responsible for determining whether a hospital is in compliance with the requirements of Titles 24 of the California Code of Regulations (CCR). Operating compliant facilities is a basic requirement of Title 22 of the CCR.

Facility compliance is also a consideration for Centers for Medicare and Medicaid (CMS) certification and for accreditation by The Joint Commission (TJC).

If a hospital is found in violation of Title 24, OSHPD may take either formal or informal action.

Informal action takes the form of instructions to correct the noncompliant condition.

Formal actions are more severe and can have significant impacts on a hospital construction project.



7-147. Observation by the Office. Discussion

OSHPD Field Staff (RCO, CO, DSE, FLSO) monitors *IORs' performance on project construction inspection* to ensure the IOR is providing competent and adequate construction inspection of a facility to ensure the Hospital Construction Project is in compliance with the approved construction documents.

The evaluations' purpose is also to improve their performance and increase the value of their contribution for the owner.

Informal action: counseling, instructions to correct the noncompliance

Formal actions: are enumerated in the CAC (7-213 & 7-214) and can have significant impacts on the IOR and hospital construction project.

7-147. Observation by the Office. Discussion

Formal actions

IOR EVALUATION FORM shall be executed immediately by observing OSHPD Field Staff, and forwarded to the RCO and the Inspection Services Unit (ISU).

Meets (CAC requirements)
 Does not Meet (CAC requirements)
 Not Applicable (Evaluation Criteria not Observed)

Annually and at CF

Item	Code Section	CAC Title 24, Part 1, Chapter 7, Requirements	Evaluation*
1	Section(s) 7-145(a)1; 7-145(a)2; 7-151(c)	The inspector shall have personal knowledge, obtained by continuous inspection of all parts of the work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents.	Meets
2	Section 7-145(a)3	All inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or engineer in responsible charge for interpretation and instructions.	Meets
3	Section 7-145(a)4	The inspector shall maintain a file of approved construction documents on the job at all times including all codes and regulations referred to in the approved construction documents and all reports of tests and inspections.	Meets
4	Section 7-145(a)5	The inspector shall notify the Office as required by CAC 7-145(a)5.	Meets
5	Section 7-145(a)6	The inspector(s) of record shall maintain field records (daily reports) of construction progress for each day or any portion of a day that they are present at the project site location.	Meets
6	Section 7-145(a)6, 7-145(a)7	All field records of construction progress (including daily IOR reports, test and special inspection reports, etc.) shall be retained on the job until the completion of the work.	Meets
7	Section 7-145(b)	The inspector shall notify the contractor, in writing, of any deviations from the approved construction documents or new construction not in compliance with the California Building Standards Code.	Meets
8	Section 7-151(a), 7-151(e)	Verified compliance reports shall be submitted to the Office at the intervals or stages of the work as stated in the approved testing, inspection and observation program and when required by the Office.	Meets
Comments:			

7-149. Tests

(a) Pursuant to Section 7-141, the architect or engineer in responsible charge shall establish and administer the testing program. Where job conditions warrant, the architect and/or engineer may waive certain specified tests contingent upon the approval of the Office. **The Office shall be notified as to the disposition of materials noted on laboratory reports. One copy of all test reports shall be forwarded to the inspector of record, owner and the architect or engineer in responsible charge by the testing agency. The reports shall state definitely whether the material tested complies with the approved construction documents.**

(b) The governing board or authority of a health facility shall select an approved agency to conduct the tests. The selected approved agency shall be acceptable to the architect or engineer in responsible charge. The governing board or authority shall pay for all tests.

7-151. Verified Compliance Reports (VCR)

(a) In accordance with Section 7-151(f), ***or when required by the Office***, the architect(s), engineers(s), inspector(s) of record (IORs), approved agency, special inspector(s) and contractor or owner/builder shall each submit to the Office a verified compliance report, with their signature and based on their own personal knowledge, as defined by this section.

The report shall:

Verify that the work during the period, or a portion of the work, covered by the report has been performed and materials used and installed are in accordance with the construction documents.

Set forth detailed statements of fact as are required by the Office

7-151. VCR (Cont.)

In accordance with Health and Safety Code (H&SC) Section 129830 Personal knowledge obtained:

- DPOR from the reporting of others AND by periodic visits.
- Contractor from construction of the building
- IOR, personal continuous inspection of the work of construction in all stages of its progress at the site where the inspector is responsible for inspection
- Approved Agency from testing, special inspections

(g) The architect or engineer in responsible charge of the work shall be responsible for **ensuring** all required verified compliance reports are submitted to the Office.

This means that there is no code that requires who needs to submit to OSHPD the VCRs.

7-152. Replacement of professionals

Professionals: DPOR, IOR, Approved Agency, special inspector or contractor.

(a) When replacing any of the listed **firms, Inspector of Record, contractor** and/or approved agency the following shall be submitted to the Office:

2. Following construction document approval

A. Revised application(s) listing the new responsible individual(s) and/or approved agency

B. New VCR prepared by the new responsible. Any observed issues of nonconformance shall be listed in the report. The new individual(s) and/or approved agency shall be responsible for verification of project compliance, pursuant to Section 7-151, for the remainder of the project.

C. FVCR from the individual(s) and/or approved agency being replaced.

Exception to (C): In the event that the individual(s) and/or approved agency being replaced refuse to, or cannot provide a final verified report, the owner shall submit a letter to the Office verifying that the work performed and materials used and installed are in accordance with the project's construction documents. The letter shall also list the reason the verified report could not be obtained

7-153. Changes to the approved work

(a) Changes in the work.

1. Amended construction documents (ACD).

The changes have Material Alteration (Code impact).

If there is a reason for ACD field reviewed, DPOR to ask HCAI Field Staff for acceptance of Field Review.

2. Emergencies. Emergency changes in the work relating to the safety of persons at the construction site may be made immediately.

Such emergency changes shall be documented by subsequent amended construction documents and may require modification to comply with these regulations.

REPAIR OF DAMAGE AFTER AN EMERGENCY

7-300 Plan review and approval

(a) All repair projects are subject to prior plan review, plan approval and construction permit by the Office except as noted in subsection (b).

(b) For **emergency** repairs carried out without the Office plan review and permit the aftermath of an emergency, an application for plan review must be submitted with construction documents, fees and a letter of transmittal stating the reasons for emergency repairs.

Photographs, if available, and reports of damage and repairs should also be submitted with the application. Additional repairs may be required if the emergency repairs do not comply with the code. For alternate fee payment methodology, see Section 129787 of the Health and Safety Code.

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Emergency work may be necessary due to permanent equipment failure, natural disaster, or other occurrences that require immediate repair or replacement to ensure jobsite or building occupant health or safety.

Immediate Action

1. Facility take the necessary actions to resolve the problem and make safe the emergency condition
2. The IOR shall apply reasonable diligence to maintain the normally required on-site documentation including material tests, special inspection reports, and daily reports.

Notification to HCAI and Request for EAP

Facility to send immediate e-mail notification to the RCO regarding the emergency reports

The construction work on the emergency project must be carried out to completion without undue delay. Notification to the Office must be provided when construction actually begins with the IOR notifying field staff of the start of work.

7-153. Changes to the approved work



Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development
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CODE APPLICATION NOTICE

Health and Safety Code §129851

CAN: 1-7-153(b)

SUBJECT

Non-Material Alterations (NMA)
(Changes that do not materially alter the approved work)

Effective: 06/08/2023

Revised: 09/22/2025



(b) Changes that do not materially alter the work.

Non-Material Alterations (NMA) are changes that do not materially alter the approved work.

They required to be stamped and signed.

The NMA Form is required to be issued by the DPOR prior to work being performed.

Log is required per CAC 7-153(e).

The contractor is not allowed to perform work that is an NMA prior to the NMA being issued to HCAI.

7-155(a). Final approval of the work

(a) The Office shall schedule a final state agency review of the work subsequent to the receipt of the responsible architect's or engineer's statement that the contract is performed or substantially performed.

(b) The final approval of the construction shall be issued by the Office when:

1. All work has been completed in accordance with the approved construction documents.
2. The required **final** verified compliance reports and **final** test and inspection reports have been filed with the Office.
3. All remaining fees have been paid to the Office.

(c) Final approval shall be confirmed by a letter sent to the Department of Public Health with a copy to the applicant. The letter shall state that the work has been constructed in accordance with the California Building Standards Code, Title 24, California Code of Regulations.

CERTIFICATION AND RECERTIFICATION

All correspondence for certification and recertification of Hospital Inspectors shall be directed to ISU in Los Angeles.

OFFICE LOCATIONS:

Sacramento (Headquarters)

2020 West El Camino Ave., Suite
800 Sacramento, CA 95833

Los Angeles

355 South Grand Ave., Suite
1900 Los Angeles, CA 90071

7-202. Filing change of name, address or telephone number

An applicant for the certification examination or a Hospital Inspector possessing a valid certificate issued by the Office, shall file name, mailing address or telephone number changes with the Office in Sacramento within 10 working days of that change. The information filed shall include both the new and former name, mailing address or telephone number.

NOTE: OSHPD is not responsible to keep you advised of the IOR Recertification exam dates for your renewal. If notified, it is a courtesy.

7-211 Renewal of a Hospital Inspector Certification

(a) A Hospital Inspector shall participate in a written recertification exam prior to the expiration of the certification in order to renew and maintain valid certification.

(b) To be eligible for the recertification exam: Qualified per Section 7-204 (Minimum qualification for examination); and

1. Possess a valid unexpired Hospital Inspector Certificate or an expired certificate that meets the delinquency criteria in subsection (c).
2. Complete a seminar conducted, sponsored, or cosponsored by the Office within the three-year certification period.
3. Submit a recertification exam fee pursuant to Section 7-206.

(c) Expired certification may be reinstated after the expiration date, but within six months past that date

(d) If a Hospital Inspector fails the recertification exam, a re-test may be offered by the Office, and pay the recertification exam fee again for the retest

(e) If a Hospital Inspector fails the recertification exam, the inspector must meet the requirements of provision (b) to maintain a valid certificate.

7-212. Approval of IOR

Approval

7-144. Inspection.

(a) The hospital governing board or authority shall provide for competent, adequate and continuous inspection by one or more Inspector(s) of Record (IOR) satisfactory to the architect or structural engineer or both, in responsible charge of the work, or the engineer in responsible charge of the work and the Office. An Inspector of Record associated with a project shall not have any current employment relationship with any entity which is a contracting party for the construction of the project or providing any services for the hospital other than those required of an IOR.

7-212. Approval of hospital inspector of record for construction projects.

(a) It is incumbent upon the hospital governing board or authority and the architect or structural engineer, or both, in responsible charge of the work, or the engineer in responsible charge of the work, to select the appropriate inspector(s) for a project. The hospital governing board or authority shall submit to the Office an application for each Hospital Inspector of Record proposed to perform construction inspection on a specified hospital construction project. The hospital governing board or authority shall obtain Office approval of proposed Hospital Inspector(s) of Record prior to commencement of the hospital construction project in accordance with Section 7-135.

No Approved

(b) The Office shall not approve a proposed Hospital Inspector of Record for a specified hospital construction project if the Office determines one of the following:

1. The Hospital Inspector of Record applicant does not hold a valid Hospital Inspector certificate pursuant to the provisions of these regulations.
2. The Hospital Inspector is not appropriately certified in the class of inspection required for the scope of the construction project. The Class "C" inspector does not possess a current certificate for the area of inspection proposed in accordance with Section 7-204(c).
3. The Hospital Inspector is a former Office employee pursuant to subsection (c) and is within the one year restriction period governing the Office's approval of an inspector.
4. The Hospital Inspector is committed to a workload outside the specified hospital construction project and is unable to allot adequate time to perform the work and to fulfill all IOR responsibilities on the specified construction project, as determined by the process set forth in subsection (d).
5. The Hospital Inspector is the architect or engineer in responsible charge of the work for the construction project specified on the Hospital Inspector of Record application.

7-212. Approval of IOR

Workload

(d) When the Office determines that the cumulative workload of a Hospital Inspector of Record applicant appears excessive and may hinder competent and adequate inspection of a specified hospital construction project, the Office may request that the Hospital Inspector of Record applicant submit a written plan including a work schedule and indicating a means to perform inspection on the specified hospital construction project. The office may withdraw the inspector's approval due to failure to comply with any part of 7-145.

The Office will consider specific work-related factors when reviewing the Hospital Inspector's work schedule to determine approval, pursuant to subsection (b)4. These work-related factors are limited to the following:

1. The geographic location of current work sites,
2. The scope of current projects,
3. The current phase of each project, and
4. The number of current projects.

7-213. Monitoring of the IOR's performance.

When the Office determines that a Hospital Inspector of Record has violated a provision of these regulations or that the inspector is not competently or adequately providing inspection of a facility to ensure the hospital construction is in compliance with the construction documents, the Office will notify that inspector, the hospital governing board or authority, and the architect and/or engineer in responsible charge. The written notification will include the Office's findings, reference to the statute and/or regulation being violated, and statement of the Office's intent to issue a "stop work" order unless the violation ceases and is rectified immediately.

7-214 Suspension or revocation of certification

(a) A hospital inspector of record certification, issued by the Office, may be suspended or revoked, as determined by the Office. A certification may be suspended or revoked if: (1) the Office determines that one or more grounds for suspension/ revocation exist and the immediate suspension of a certification is necessary for health and safety reasons, or (2) the Office determines that reasonable grounds exist for the suspension/revocation of a certification based upon the evidence presented.

(b) Grounds for suspension and/or revocation. The Office or third parties may propose the suspension/revocation of a certification to the Office based on evidence of a certificate holder's (1) incompetent inspection(s); (2) inadequate inspection(s); (3) misrepresentation(s); (4) misconduct; and/or (5) violation(s) of these regulations.

7-214 Suspension or revocation of certification

(c) Process for suspension and/or revocation. The Office shall investigate the alleged inappropriate activity, as identified in Section 7-214(b), of the certificate holder, gather evidence related to the incident(s) in question, and interview witnesses, if appropriate. Based upon consideration of the evidence presented, the Office shall determine whether or not reasonable grounds exist for the suspension/revocation of certification.

In the event that the Office determines that reasonable grounds exist for suspension/revocation, the Office will notify the certificate holder in writing. The notice shall provide the certificate holder with an opportunity to participate in a formal conference and/or present additional evidence before a final determination is made. The Office must receive a written request for a formal conference and/or additional evidence from the certificate holder within 15 calendar days of the issuance of notice. If the Office does not receive a timely request for a formal conference, the Office may issue a final determination as to the suspension/revocation.

7-214 Suspension or revocation of certification

(c). (Cont.).

A formal conference may be conducted in person or by telephone. The Office shall make a final determination as to the suspension/revocation after considering all the evidence on record, including the formal conference and/or any additional information submitted by the certificate holder. Written notification of the Office's final determination will be provided to the certificate holder within 15 calendar days of the formal conference, if applicable.

(d) Suspension is appropriate when the Office determines any of the following: (1) a certificate holder negligently or incompetently commits an act amounting to one or more grounds for suspension identified in Section 7- 214(b); (2) the evidence demonstrates solitary, limited or isolated incident(s) rather than a course of negligent/incompetent conduct on the part of the certificate holder in question; and/or (3) other factors, including but not limited to mitigating circumstances or facts relating to the certificate holder's course of conduct, support the suspension of the certification in lieu of revocation.

A certification may be suspended for a minimum of one month to a maximum of six months. The duration of suspension will be determined by the Office upon consideration of all of the evidence on record, and account for the severity of the action(s) constituting grounds for suspension.

7-214 Suspension or revocation of certification

(e) Revocation is appropriate when the Office determines any of the following: (1) a certificate holder knowingly, willfully or with gross negligence commits an act amounting to one or more grounds for revocation identified in Section 7-214(b); (2) the evidence demonstrates a course of actionable conduct and/or a history of repeated or continuous deviations from the general standard of care in the inspection industry; and/or (3) the Office determines that other factors, including but not limited to damages to third parties or facts related to the certificate holder's course of conduct, justify the revocation of the certification in lieu of suspension.

A certification, once revoked, is no longer valid and may not be renewed pursuant to Section 7-211. In the event that a certificate holder has his or her hospital inspector certification revoked consistent with this Section, he or she may not apply for a new certification for a period of three years from the date of the Office's final written determination identified in Section 7-214(c).

A final written determination of the Office related to the suspension and/or revocation of a certificate may be appealed by the certificate holder pursuant to Article 5.5 of these regulations.

ARTICLE 5

APPEALS TO THE HOSPITAL BUILDING SAFETY BOARD

7-159. Grounds for appeal.

7-161. Comment and Process Review (CPR).

NOTE: FOUR LEVELS OF REVIEW

7-163. Formal hearing request. 7-165.

Formal hearing.

7-167. Rights of the appellant.

7-169. Appeal hearing procedure.

ARTICLE 5.5

APPEALS TO A HEARING OFFICER

7-173. Grounds for appeal.

(a) A hearing officer selected by the Director of the Office shall hear appeals in only the following:

1. Underestimation, undervaluation, or understatement of construction costs pursuant to Section 7-133(a)(4)(E) and Section 7-133(a)(7)(E).
2. Inspector of Record certification suspension or revocation pursuant to Section 7-214(d).

(b) An appeal pursuant to subsection (a) may be made only by one of the following:

1. In the case of a dispute regarding underestimation, undervaluation, or understatement of construction costs, the current or prospective licensee of a health facility or their authorized agent.
2. In the case of a dispute regarding Inspector of Record certification suspension or revocation pursuant to Section 7-214(d), only an Inspector of Record whose certification has been suspended or revoked pursuant to Section 7-214(d).

7-175. Formal hearing request.

(a) Consistent with Section 7-173, the appellant may appeal a final ruling, order, decision or act of the Office to a hearing officer. The appellant must submit a request for a formal hearing in writing to the Office within fifteen (15) calendar days of issuance of the written result of the formal conference and must contain the following:

1. The name, mailing or e-mail address, and telephone number of appellant;
2. Identification of the specific ruling, order, decision or act to be reviewed;
3. The reason for the requested review;
4. Specific aspects of the decision with which the appellant disagrees and a proposal of alternatives the appellant would like the reviewer to consider; and
5. Copies of any documents or data the appellant believes support the appellant's case or that the appellant believes would assist the reviewer.

(b) All appeals submitted after fifteen (15) calendar days of issuance of the result of the formal conference shall be considered only at the discretion of the Office.

7-177. Formal hearing.

(a) A hearing officer selected by the Director of the Office shall act as the sole adjudicator for an appeal pursuant to Article 5.5 and shall conduct a hearing on the appeal.

(b) The hearing officer shall call a hearing on an appeal. The hearing shall be convened at either the Sacramento or the Los Angeles location of the Office.

(c) The hearing shall be held within thirty (30) calendar days of issuance of the written request for formal hearing pursuant to Section 7-175. The parties to the appeal shall be notified in writing of the time and place of the hearing within fifteen (15) calendar days of receipt by the Office of the written request for formal hearing.

(d) The decision shall reflect the judgment of the hearing officer selected to hear the appeal.

7-179. Rights of the appellant.

The appellant shall have the right to counsel, to submit documentary evidence and exhibits to present and rebut evidence, to have witnesses appear and testify, and to question representatives of the Office and other witnesses presenting testimony or documents in the hearing. These rights shall be executed by the appellant at the appellant's own expense.

7-181. Appeal hearing procedure.

(a) An appeal hearing conducted by the hearing officer shall not be conducted in accordance with strict rules of evidence or courtroom procedure. During the hearing, the hearing officer may accept into the record without formal proof any generally accepted technical, supportive, or validating matter related to the issue.

(b) The hearing officer shall determine the order of witnesses and presentation and introduction of documents, evidence and exhibits into the record of the hearing. The hearing officer may impose reasonable time limits, rule on admissibility of evidence, maintain decorum in the hearings, call recesses and rule on the continuation of the hearings.

(c) The hearing officer may request counsel from the Office for advice on points of law.

(d) The hearing officer shall adjourn the appeal hearing after both the appellant and the Office have had an opportunity to present and rebut evidence.

7-183. Decision on appeal.

A decision on an appeal heard by a hearing officer shall be reached as follows:

(a) The hearing officer shall issue a written decision to the appellant within fifteen (15) calendar days of adjournment of the appeal hearing.

(b) The hearing officer may affirm, reverse or amend the ruling, order, decision or act being appealed.

(c) Decisions of a hearing officer made pursuant to this section shall be final and binding and shall become effective immediately upon issuance of a written decision by that hearing officer unless otherwise specified by that hearing officer.

Authority: Health and Safety Code Sections 18929 and 129675-130070.

Reference: Health and Safety Code Section 129850 and 129935-129955.

7-215. Conduct relative to performance

Duty to: Project, Public, Profession

(a) For a certified inspector to provide competent services, they must act with **integrity, honesty, and objectivity**. This Code reflects the expectations of the Office for not only inspectors, but also all professionals working on any facility subject to inspection. An inspector shall expect others to act with integrity, honesty, and objectivity. If an inspector believes that any person on the project lacks integrity, honesty, and objectivity, the inspector shall bring it to the attention of the Office.

The Code of Ethics requires that an inspector shall:

1. Uphold their duty to the profession, the project, and the public.
2. Maintain an impartial, respectful, and unprejudiced **attitude**.
3. Treat all persons encountered with **courtesy**.
4. **Be familiar** with and obey all state and federal laws that may apply to the inspection being conducted.
5. Maintain their **professional competence** through ongoing education.
6. Ensure they **have access** to all pertinent facts which are reasonably available before making any suggestions or drawing any conclusions in the course of a construction inspection.

7-215. Conduct relative to performance

Duty to: Project, Public, Profession

7. Work efficiently, and only in the area of their competence.
8. Not receive compensation on a contingency payment basis for either work or referrals.
9. Neither accept nor solicit anything of value from any party associated with the facility subject to inspection.
10. Make neither unjust nor unreasonable demands.
11. Never be involved in a construction inspection where any direct or indirect conflict of interest may be cause for concern about the final report's objectivity.
12. Conduct themselves in a professional manner at all times.
13. Strive to maintain and improve professional standards in the field of environmental assessment and be willing to assist HCAI to that end.
14. Refrain from engagement in inspection without a valid and active certification.
15. Follow the directions of the design professional in charge of the project.

IOR Proficiency

- **ADEQUATE** is a minimum level of acceptability
- **COMPETENT** having requisite or adequate ability or qualities, is an acceptable and satisfactory, though not outstanding
- **PROFICIENT** able to do something to a higher-than-average standard, demonstrates subject matter mastery and includes both adequate and competent.

Can an IOR be **ADEQUATE** and not **COMPETENT**?

Yes. By knowing just enough to meet code minimums.

Can an IOR be **COMPETENT** and not **ADEQUATE**?

Yes, by knowing how and what to do but choosing not to do it.

Can an IOR be **PROFICIENT** and not **ADEQUATE** or **COMPETENT**?

No, by definition proficiency requires adequate and competent.