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Hospital Building Safety Board
Collaborative Inspection Approach to Field Inspections
(formerly, "Inspect-to-Pass Approach to Field Inspections")
Webinar Development Subcommittee
of the Education and Outreach Committee

AGENDA

February 27, 2025
10:00 a.m. – 4:00 p.m.

The Subcommittee may not discuss or act on any matter raised during the public comment section that is not included on this agenda, except to place the matter on a future meeting agenda. (Government Code §§ 11125, 11125.7, subd. (a).)

Locations:

[2020 West El Camino Ave, Conference Room 930, Sacramento, CA 95833](#)
[355 South Grand Avenue, Conference Room 2000, Los Angeles, CA 90071](#)
[Teams Meeting Access](#); Meeting ID: 274 463 561 731; Passcode: o5i4ah2P
Call in: (916) 535-0978; Phone Conference ID: 700 776 484#

- Item #1 Call to Order and Welcome
Facilitator: Michael Davis, CHI, CEO Emeritus, DavisHBC, Inc.; Subcommittee Chair (or designee)
- Item #2 Roll Call and Meeting Advisories/Expectations
Facilitator: Veronica Yuke, Manager, HCAI; Executive Director (or designee)
- Item #3 Progress review of the current [presentation outline](#) subsections
- Discuss content for the following:
 - Inspector of Record/Testing Lab
 - Ownership
 - Design Professional of Record
 - Contractor of Record/Sub-Contractor
 - OSHPD and Field Staff
 - Consider in what order that the material should be presented

Item #1

Call to Order and Welcome

Facilitator: Michael Davis, CHI, CEO Emeritus, DavisHBC, Inc.;

Subcommittee Chair (or designee)

Item #2

Roll Call and Meeting Advisories/Expectations

Facilitator: Veronica Yuke, HCAI; Executive Director (or designee)

Item #3

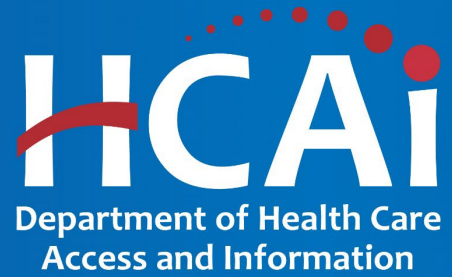
Progress review of the current presentation outline subsections

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 - OSHPD and Field Staff
- Consider in what order that the material should be presented
- Discussion and public input

Facilitator: Michael Davis (or designee)

Item #3 – Progressive review of the the current presentation outline subsections

- Discuss content for the following:
 - **IOR/Testing Lab**
 - What does “collaborative inspection approach” mean to IOR/Testing Lab?
 - Why is it important?
 - How can the IOR/Testing Lab manifest a “collaborative inspection approach” on projects?
 - What are some obstacles to success and how to overcome them?

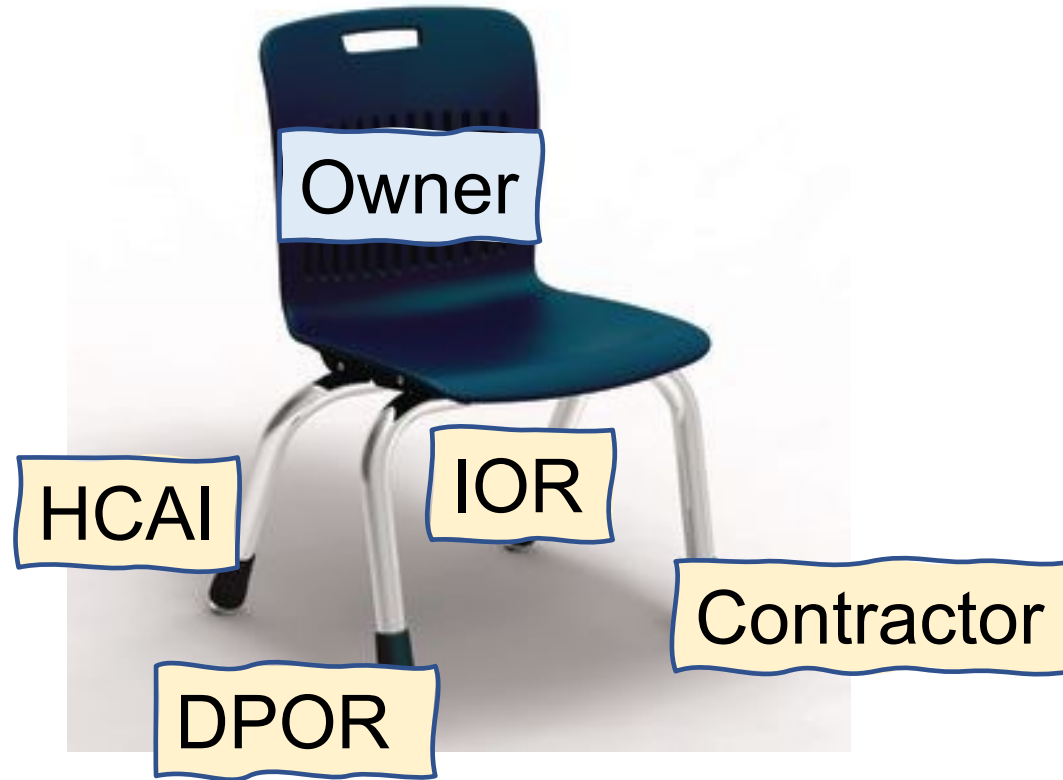


Collaborative Inspection Approach

Inspection Services Unit



Somebody said: “A project team is like a chair, Four legs”.



Collaborative Inspection Approach



INSPECTION 2022 CAC 7-144	OBSERVATION	Verified Compliance Report 2022 CAC 7-151
<i>Reports:</i>	<i>Reports:</i>	<i>VCR:</i>
Inspector(s) Of Record	Design Professionals 7-141	Design Professionals
Special Inspector	Office CAC 7-147	Contractor or Owner/Builder
Approved Agency	Contractors, Subs, Owner, etc	Approved Agency
Note: IORs verify Special Inspection	they are encouraged to provide observation	Special Inspector(s)
		Inspector(s) Of Record

INSPECTION SERVICES UNIT
Office of Statewide Hospital Planning & Development

HCAI Field TIP OF THE DAY
Subject: Inspection vs Observation Authored By: Joe LaBrie
HCAI ISU RCO

Construction Matters:

It is common to misuse words like Inspection and Observation.

The two terms have very different meaning and should be recognized accordingly.

The regulations clearly apply these words differently with intentional application for each project stakeholder.

The word 'Observation' has been used interchangeably with the word 'Inspection' on forms and reports used by many Inspectors of Record (IOR) and Special Inspectors in several instances throughout the State.

Today's Tip:

OSHDP Field Staff will strive for consistency by enforcing terminology that aligns with the regulations:

'Inspection': To be used by Approved Agency and/or Special Inspectors and IORs

'Observation': To be used by all other project stakeholders...e.g.-OSHDP Field Staff and Design Professional.

The Big Idea:

During construction, inspection reports/daily reports are used by the Approved Agency and/or Special Inspectors and IORs; while other project stakeholders provide observation reports.

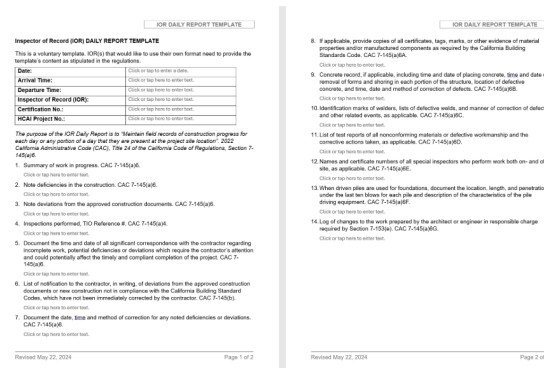
Do not confuse the above reports with the Verified Compliance Report (VCR).

VCRs are submitted to the Office during a period of work/milestone by Design Professionals, Contractor or Owner/Builder, Approved Agency, Special Inspectors, and IORs reporting their personal knowledge of the completion of the specific portion of the project. CAC 7-151.

HCAI Field TIP OF THE DAY
Subject: IOR Daily Report Voluntary Template Authored By: Monica Colosi
HCAI ISU CO

Construction Matters:

The purpose of the Inspector of Record (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.



Today's Tip:

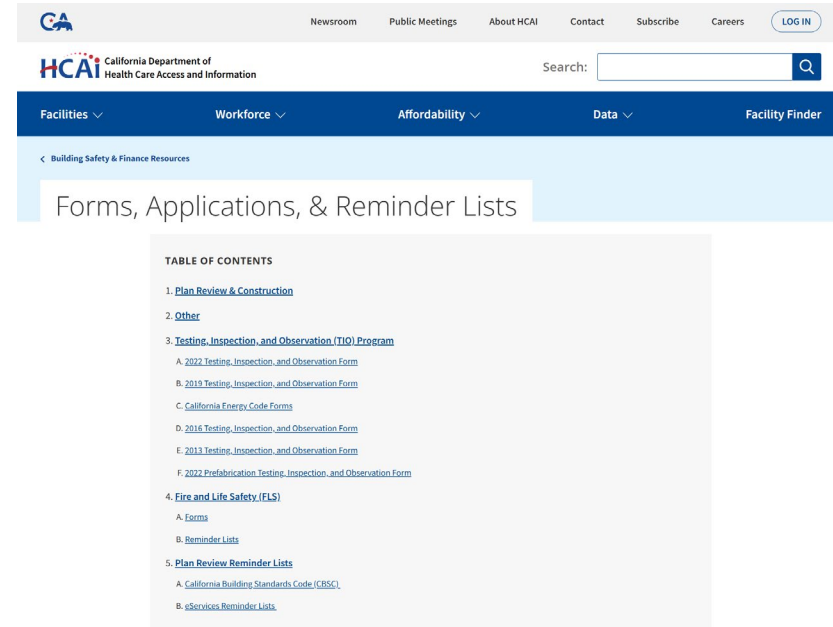
Using the Voluntary Template helps IORs to provide the required information, per CAC 7-145(a)4 and CAC 7-145(a)6. This is not a mandatory template. IORs that decide to use their own template shall meet the minimum code requirement. Click the [link](#) to get to the template

The Big Idea:

To support IORs, HCAI Inspection Services Unit (ISU) is providing the Voluntary Template. Additional documentation may be needed to support the daily report and can be added as an attachment.

If you have any question, please email isu@hcai.ca.gov
If you would like to know more, please register [here](#) for the Field Brief Advice (FBA) on July 10th at 1PM.

Collaborative Inspection Approach



Collaborative Inspection Approach

IDR DAILY REPORT TEMPLATE

Inspector of Record (IOR) DAILY REPORT TEMPLATE

This is a voluntary template. IDR(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 IDR 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)5.

- Summary of work in progress. CAC 7-145(a)5.
Click or tap here to enter text.
- Note deficiencies in the construction. CAC 7-145(a)5.
Click or tap here to enter text.
- Note deviations from the approved construction documents. CAC 7-145(a)6.
Click or tap here to enter text.
- Inspections performed, TIO Reference #. CAC 7-145(a)4.
Click or tap here to enter text.
- 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.
- 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.
- 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.

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IDR DAILY REPORT TEMPLATE

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

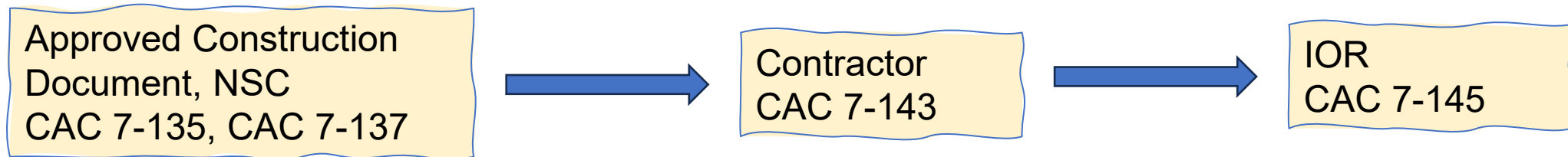
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Collaborative Inspection Approach

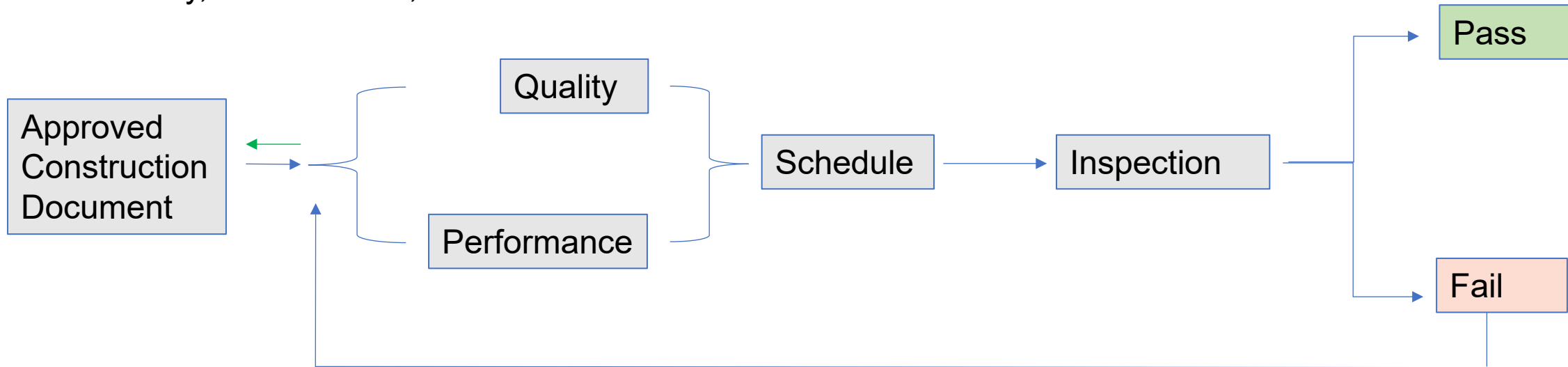
Oversight-To-Pass:

- Approved Construction Document with the rest of documentation. CAC 7-135, CAC 7-137
- Contractor to build per Approved Construction Document. CAC 7-143
- Inspector to inspect contractor work per approved document. CAC 7-145



Collaborative Inspection Approach

Do you have an “inspect to pass” mentality?
Quality, Performance, Schedule



Item #3 – Progressive review of the the current presentation outline subsections

- Discuss content for the following:
 - **Ownership**
 - What does “collaborative inspection approach” mean to Ownership?
 - Why is it important?
 - How can Ownership contribute to a “collaborative inspection approach” on projects?
 - What are some obstacles to success and how to overcome them?

Item #3 – Progressive review of the the current presentation outline subsections

- Discuss developed content for the following:
 - **DPOR**
 - What does “collaborative inspection approach” mean to the DPOR?
 - Why is it important?
 - How can the DPOR contribute to a “collaborative inspection approach” on projects?
 - What are some obstacles to success and how to overcome them?

Item #3 – Progressive review of the the current presentation outline subsections

- Discuss developed content for the following:
 - **COR/Sub-Contractors**
 - What does “collaborative inspection approach” mean to a Contractor?
 - Why is it important?
 - How can Contractors contribute to a “collaborative inspection approach” on projects?
 - What are some obstacles to success and how to overcome them?

Item #3 – Progressive review of the the current presentation outline subsections

- Discuss developed content for the following:
 - **OSHPD Field Staff**
 - What does “collaborative inspection approach” mean to the OSHPD Field Staff?
 - Why is it important?
 - How can the OSHPD Field Staff contribute to a “collaborative inspection approach” on projects?
 - What are some obstacles to success and how to overcome them?

Item #3 – Progressive review of the the current presentation outline subsections

- What order should the material be presented in?
 1. IOR/Testing Lab
 2. DPOR
 3. Ownership
 4. COR/Sub-Contractors
 5. OSHPD Field Staff

Item #5

Plan for future meetings and practice sessions

- Review subcommittee meeting schedule and outline goals for each meeting
- Discussion and public input

Facilitator: Michael Davis (or designee)

Item #5 – Determine schedule and plan for future meetings and practice sessions

- This sub-committee meets:
 - March 27, 2025
 - April 24, 2025
 - Additional dates???

Item #6

Comments from the Public/Committee Members on Issues not on this Agenda

The Committee will receive comments from the Public/Committee Members. Matters raised at this time may be taken under consideration for placement on a subsequent agenda.

Facilitator: Michael Davis (or designee)

Future Collaborative Inspection Approach to Field Inspections Webinar

Development Subcommittee meetings:

- March 27, 2025
- April 23, 2025

Item #7

Adjournment