

Hospital Inspector of Record

Session 1

“Introduction”

May 20, 2020



Agenda

- What is an IOR?
- What is the IOR's responsibility?
- What are IOR's allowed to inspect?
- What are the minimum qualifications?
- How to apply for the IOR exam
- Documents to include with the application
- Reasons why an application would be denied
- Renewal of IOR certificate
- Questions and answers



What is an IOR?

Inspector of Records (IORs) are independent **hospital inspectors** who are certified by OSHPD's Facilities Development Division (FDD). Their job is to provide competent, adequate and continuous inspection of all phases of the hospital construction process to assure that the work is being done in accordance with OSHPD approved plans and applicable codes.



What is the IOR's responsibility?

- **7-144 Inspection**

The general duties of the inspector shall be as follows:

- The inspector shall have personal knowledge, obtained by competent, adequate and 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.



What is the IOR's responsibility?

Continuous inspection

- 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 inspector. Other types of work which can be completely inspected after the work is installed may be carried on while the inspector is not present. In no case shall the inspector have or assume any duties which will prevent continuous inspection.



What is the IOR's responsibility?

- The inspector 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.



What is the IOR's responsibility?

- The inspector 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 inspector shall also maintain on the job at all times, all codes and regulations referred to in the approved construction documents.



What is the IOR's responsibility?

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



What is the IOR's responsibility?

- 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. Upon completion of the project, these original field records shall be submitted to the hospital governing board or authority.



What is the IOR's responsibility?

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*, 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.



What are the IOR's allowed to inspect?

The differences between A, B, and C certifications:

Class "A" Hospital Inspector may inspect all areas of construction, including: architectural, mechanical, plumbing, electrical, fire and life safety, and structural elements.

Class "B" Hospital Inspector may inspect only the following areas of construction: architectural, mechanical, plumbing, electrical, fire and life safety, and anchorage of nonstructural elements.

Class "C" Hospital Inspector may inspect one or more areas of construction specialty, including but not limited to the areas listed in [Section 7-204\(c\)I](#), but may not inspect the complete scope of construction authorized for "A" or "B" inspectors.



What are the minimum qualifications?

- **7-204 Minimum qualification for examination**

An applicant must meet the following criteria to be eligible to participate in the certification examination for a Class "A," "B," or "C" Hospital Inspector:



What are the minimum qualifications?

Class "A" Hospital Inspector Exam

- High school graduation or the equivalent,
- AND**
- Six(6) years experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision
 - [Note: Experience in subsection (a) 1 may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.];

OR



What are the minimum qualifications?

Class "A" Hospital Inspector Exam

- Possess a valid California registration/license as a mechanical, electrical, or civil engineer

AND

- two (2) years experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision; or

OR



What are the minimum qualifications?

Class "A" Hospital Inspector Exam

- Two(2) years of working experience as a Class "B" Hospital Inspector;

OR

- Possess a valid California registration/license as a structural engineer or a valid California license as an architect.



What are the minimum qualifications?

Class “B” Hospital Inspector Exam

- High school graduation or the equivalent,
AND
- Four(4) years experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision
 - [Note: Experience in subsection (a) 1 may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.];

OR



What are the minimum qualifications?

Class "B" Hospital Inspector Exam:

- Possess a valid California registration/license as a civil engineer

AND

- two (2) years experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of more than one major structural or nonstructural system of buildings (structural, mechanical, electrical or plumbing);

OR



What are the minimum qualifications?

Class “B” Hospital Inspector Exam:

- Possess a valid California registration/license as a structural, mechanical or electrical engineer or a valid California license as an architect;

OR

- Possess a valid certification in all of the following four categories
 - ICC certification as a California Commercial Building Inspector,
 - ICC certification as a California Commercial Electrical Inspector,
 - IAPMO certification as a California Plumbing Inspector,
 - IAPMO certification as a California Mechanical Inspector



What are the minimum qualifications?

Class "C" Hospital Inspector Exam

- High school graduation or the equivalent,
- AND**
- Four (4) years experience four years experience involving commercial or institutional building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor or general contractor and must possess valid certification issued by an organization specified in 4 below.
 - [Note: Experience in subsection (a) 1 may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.];

OR



What are the minimum qualifications?

Class "C" Hospital Inspector Exam

- Possess a valid California registration/license engineer;

AND

- Two (2) years experience involving building projects as an architect's, engineer's, owner's, local building official's, local fire authority's, specialty contractor's or general contractor's representative in testing inspection or observation of construction

AND

- must possess at least one valid certificate issued by an organization that is listed or described in (4)

OR



What are the minimum qualifications?

Class “C” Hospital Inspector Exam

- Possess a valid California registration/license as a civil, mechanical or electrical engineer or a valid California license as an architect;

AND

- Must possess at least one valid certificate issued by an organization specified in (4)

OR



What are the minimum qualifications?

Class “C” Hospital Inspector Exam 11 Specialties

- **Accessibility** – Division of the State Architect Certification as a Certified Access Specialist (CASp)
- **Anchorage/Bracing** of Nonstructural Components – Certification to be administered by the Office
- **Electrical** – International Code Council (ICC) certification as a California Commercial Electrical Inspector (I2)



What are the minimum qualifications?

Class “C” Hospital Inspector Exam

- **Fire Alarm** – National Institute for the Certification of Engineering Technologies (NICET) certification in “Fire Alarm Systems, Level III” or International Code Council (ICC) certification as a Commercial Fire Alarm Inspector (I2)
- **Fire Resistive Construction** – International Code Council (ICC) certification as a California Commercial Building Inspector (I1)



What are the minimum qualifications?

Class “C” Hospital Inspector Exam

- **Framing and Drywall** – International Code Council (ICC) certification as a California Commercial Building Inspector (I1)
- **Inspection and Testing of Water Based Systems** – National Institute for the Certification of Engineering Technologies (NICET) certification in “Inspection and Testing of Water Based Systems, Level III



What are the minimum qualifications?

Class "C" Hospital Inspector Exam

- **Mechanical** – International Association of Plumbing and Mechanical Officials (IAPMO) certification as a California Mechanical Inspector
- **Medical Gas Systems** – National Inspection Testing Certification (NITC) Certification as Medical Gas Inspector 6020
- **Plumbing** – International Association of Plumbing and Mechanical Officials (IAPMO) certification as a California Plumbing Inspector
- **Roofing** – International Code Council (ICC) certification as a California Commercial Building Inspector (I1)



How to apply for the IOR exam

- **Meet the Minimum Qualifications for the exam.**
- **Use the application currently posted on our website.**
- **Attach required supporting documents.**
- **Send application to correct OSHPD address.**
- **Include an Application Review Fee of \$100.00 via cashier's check/money order. (On-line payments N/A.)**



HOSPITAL INSPECTOR CERTIFICATION APPLICATION QUALIFICATIONS MATRIX

<p>Please identify the inspector class you are interested in applying for below and identify which of the qualifying methods you will use to certify you meet the minimum requirements.</p>		
<p>Class “A” Hospital Inspector May inspect all areas of construction This includes Architectural, Mechanical, Plumbing, Electrical, Fire and Life Safety and Structural elements.</p>		
	Qualification Method 1	Required Supporting Documents
<input type="checkbox"/>	<p>High school graduation or the equivalent and six years’ experience involving building projects of Type I or II construction as an architect’s, engineer’s, owner’s, local building official’s or general contractor’s representative in technical inspection of major structural and nonstructural systems and components of buildings. [Note: Experience in subsection (a) 1 of the California Admin. Code Title 24, Part 1, Article 19, Section 7-204 may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year- for-year basis for a max. of two years.]</p>	<ul style="list-style-type: none"> Highschool transcripts or copy of High School Equivalency Certificate. Work verification form(s) showing <u>six years</u> of experience involving Type I or II construction as an architect’s, engineer’s, owner’s, local building official’s or general contractor’s representative in technical inspection of major structural and nonstructural systems and components of buildings; or



Class A continued...

Qualification Method 2		Required Supporting Documents
<input type="checkbox"/>	Possess a valid California registration/license as a mechanical, electrical, or civil engineer and <u>two years</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings;	<ul style="list-style-type: none"> • Copy of valid California registration/license as a mechanical, electrical, or civil engineer • Work verification form(s) showing <u>two years</u> of experience involving Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings; or
Qualification Method 3		Required Supporting Documents
<input type="checkbox"/>	<u>Two years</u> of satisfactory performance as a Class "B" Hospital Inspector of Record on hospital projects of significant scope and complexity as determined by OSHPD;	<ul style="list-style-type: none"> • Copy of valid Class "B" certification • Work verification form(s) showing <u>two years</u> of experience working as a Class "B" OSHPD inspector; or
Qualification Method 4		Required Supporting Documents
<input type="checkbox"/>	Possess a valid California registration/license as a structural engineer or a valid California license as an architect.	<ul style="list-style-type: none"> • Copy of valid California registration/license as a structural engineer or architect; or

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Name:





Class "B" Hospital Inspector			
May inspect only architectural, mechanical, plumbing, electrical, fire and life safety, and anchorage of nonstructural elements.			
Qualification Method 1			
<input type="checkbox"/>	<p>High school graduation or the equivalent and <u>four years'</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings. [Note: Experience in subsection (b) 1 of the California Administrative Code Title 24, Part 1, Article 19, Section 7-204 may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.];</p>	Required Supporting Documentation	
		<ul style="list-style-type: none">• Highschool transcripts or copy of High School Equivalency Certificate.• Work verification form(s) showing <u>four years'</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings; or	
Qualification Method 2			
<input type="checkbox"/>	<p>Possess a valid California registration/license as a civil engineer and <u>two years'</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of more than one major structural or nonstructural system of buildings (structural, mechanical, electrical or plumbing);</p>	Required Supporting Documents	
		<ul style="list-style-type: none">• Copy of valid California registration/license as a civil engineer• Work verification form(s) showing <u>two years'</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of more than one major structural or nonstructural system of buildings (structural, mechanical, electrical or plumbing); or	



Class B continued...

Qualification Method 3		Required Supporting Documents
<input type="checkbox"/>	Possess a valid California registration/license as a structural, mechanical or electrical engineer, or a valid California license as an architect;	<ul style="list-style-type: none"> • Copy of a valid California registration/license as a structural, mechanical or electrical engineer, or a valid California license as an architect; or
Qualification Method 4		Required Supporting Documents
<input type="checkbox"/>	Possession of valid certification in all of the following: California Commercial Building Inspector, California Commercial Electrical Inspector, IAPMO certification as a California Plumbing Inspector and California Mechanical Inspector.	<ul style="list-style-type: none"> • Copies of valid ICC certifications in the following categories: <ul style="list-style-type: none"> • Certification as a California Commercial Building Inspector (I1) • California Commercial Electrical Inspector (I2), • Copies of valid IAPMO certifications in the following categories: <ul style="list-style-type: none"> • California Plumbing Inspector • California Mechanical Inspector;

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Class "C" Hospital Inspector	
May inspect on or more areas of construction specialty, including but not limited to the areas listed in Section 7-204(c). A Class C Hospital Inspector may not inspect complete scope of construction authorized for Class "A" or "B" inspectors.	
Qualification Method 1	Required supporting Documentation
<input type="checkbox"/> High school graduation or the equivalent and <u>four years'</u> experience involving commercial or institutional building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor or general contractor and must possess valid certification issued by an organization specified in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c). [Note: Experience in subsection (c)(1) may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.];	<ul style="list-style-type: none">• Highschool transcripts or copy of High School Equivalency Certificate.• Work verification form(s) showing <u>four years'</u> experience involving building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor or general contractor• Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4; or



Class C continued...

Qualification Method 2		Required supporting Documentation
<input type="checkbox"/>	<p>Possess a valid California registration/license as an engineer and <u>two</u> years' experience involving building projects as an architect's, engineer's, owner's, local building official's, local fire authority's, specialty contractor's or general contractor's representative in testing inspection or observation of construction and must possess at least one valid certificate issued by an organization that is listed or described in California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c);</p>	<ul style="list-style-type: none"> • Copy of valid California registration/license as a civil engineer • Work verification form(s) showing <u>two years'</u> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's, local fire authority's, specialty contractor's or general contractor's representative in testing inspection or observation of construction • Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4; or
Qualification Method 3		Required supporting Documentation
<input type="checkbox"/>	<p>Possess a valid California registration/license as a civil, mechanical or electrical engineer, or a valid California license as an architect and must possess at least one valid certificate issued by an organization specified in California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4.</p>	<ul style="list-style-type: none"> • Copy of valid California registration/license as a civil engineer or architect • Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4;



HOSPITAL INSPECTOR CERTIFICATION APPLICATION

(Must be printed or typed)

EXAM APPLYING FOR: (Refer to Title 24, Part 1, Article 19, Section 7-204 (a), (b) & (c)) <input type="checkbox"/> CLASS "A" <input type="checkbox"/> CLASS "B" <input type="checkbox"/> CLASS "C" If applying for Class "C", fill in SPECIALTY _____ OSHPD HOSPITAL INSPECTOR CERTIFICATION# _____ (IF APPLICABLE)		PREFERRED TEST LOCATION: <input type="checkbox"/> LOS ANGELES AREA <input type="checkbox"/> SACRAMENTO AREA	
NAME: _____ LAST NAME FIRST NAME MI			
MAILING ADDRESS: _____ NUMBER STREET <input type="checkbox"/> Check if this is a change of address			
_____ CITY COUNTY STATE ZIP CODE			
CONTACT: (_____) _____ TELEPHONE NUMBER E-MAIL ADDRESS			
CANDIDATES WITH DISABILITIES OR SPECIAL REQUESTS: If you have a disability or special need that restricts your ability to take a test under standard conditions you may request special testing arrangements. Clarification of both the disability and the need for special accommodations by a licensed medical doctor is required. Do you have a disability/impairment for which you may need assistance during the examination? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", YOU WILL BE CONTACTED TO MAKE SPECIFIC ARRANGEMENTS.			
LIST CURRENT VALID LICENSES, CERTIFICATES AND MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS: (ATTACH COPIES) _____ _____ _____			
FORMERLY EMPLOYED BY OSHPD? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", DATE OF SEPARATION? _____			
CONSTRUCTION / INSPECTION RELATED EDUCATION OR SEMINARS ATTENDED:			
NAME AND LOCATION OF SCHOOL OR ORGANIZATION	COURSE OF STUDY	HOURS	DATE COMPLETED



EXPERIENCE: BEGINNING WITH YOUR MOST RECENT POSITION, PROVIDE DETAILS OF YOUR EXPERIENCE WHICH QUALIFIES YOU FOR ENTRANCE TO THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE APPLICATION.

<p><u>LENGTH OF PROJECT ASSIGNMENT</u></p> <p>FROM: _____ TO: _____</p> <p>TOTAL: _____ YR. _____ MO.</p> <p>HOURS WORKED PER WEEK: _____</p>	<p>Description of inspection duties performed for: Type(s) of Construction (Circle) I II III IV V</p> <p><input type="checkbox"/> Verification letter attached</p>	<p><u>NAME, ADDRESS & PHONE NO. OF EMPLOYER/CLIENT:</u></p> <p>_____</p> <p><u>FACILITY NAME, BUILDING NAME & PROJECT COST:</u></p> <p>_____</p>
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DO:

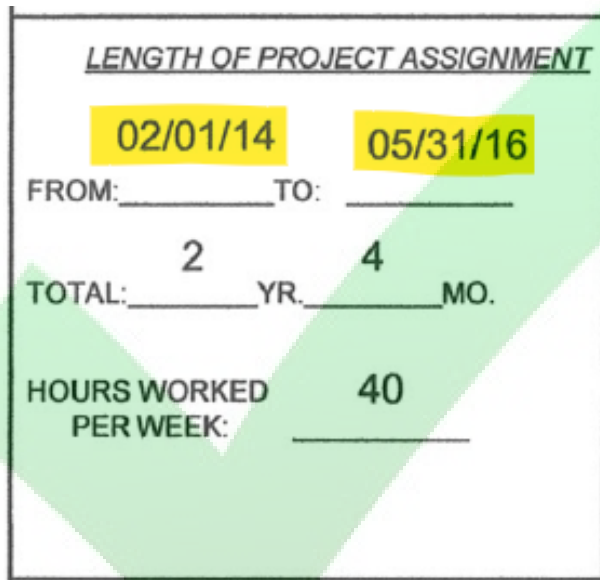
LENGTH OF PROJECT ASSIGNMENT

02/01/14 05/31/16

FROM: _____ TO: _____

TOTAL: 2 YR. 4 MO.

HOURS WORKED PER WEEK: 40



DON'T:

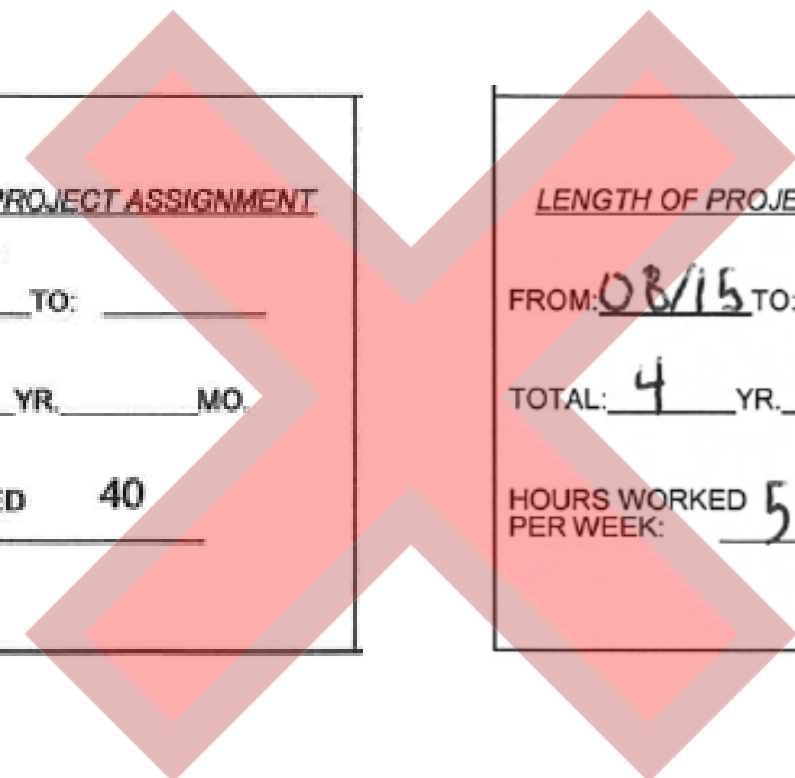
LENGTH OF PROJECT ASSIGNMENT

08/01/18

FROM: _____ TO: _____

TOTAL: _____ YR. _____ MO.

HOURS WORKED PER WEEK: 40

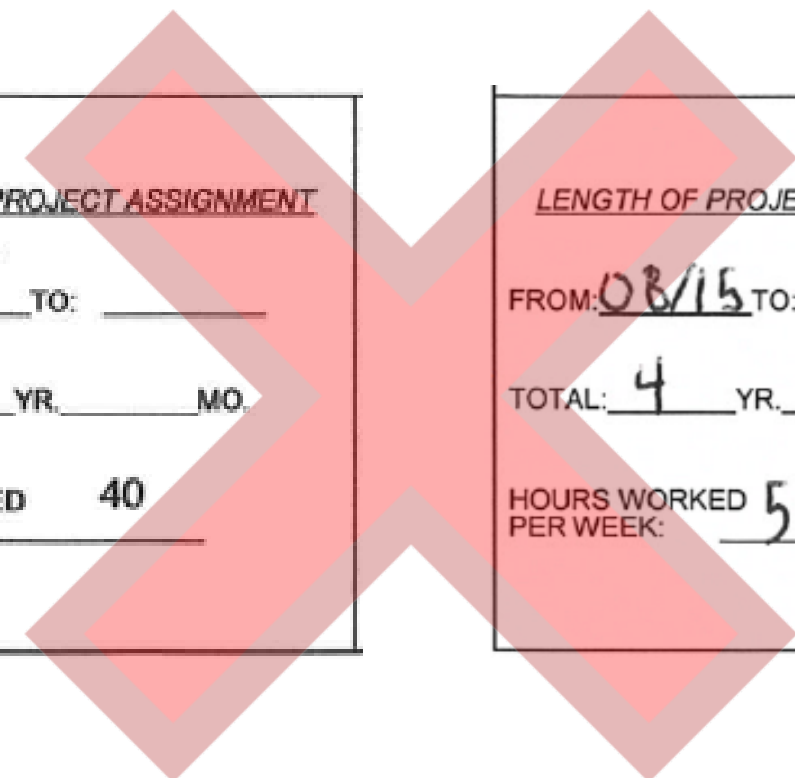


LENGTH OF PROJECT ASSIGNMENT

FROM: 08/15 TO: 11/19

TOTAL: 4 YR. 4 MO.

HOURS WORKED PER WEEK: 50



DO:

Description of inspection duties performed for:
Type(s) of Construction (Circle) **I** II III IV V

- Monitor construction, welding supervision and consultation, tracking, code and specification enforcement.
- Perform field non-destructive testing.
- Create a test and inspection plan for construction.



Verification letter attached.

Description of inspection duties performed for:
Type(s) of Construction (Circle) **I** II III IV V

Concrete, Grout, Anchor
Bolts, Valves, Pressure
Test, Electrical & Instru-
mentation/controls, HVAC,
Fire Alarm, Welding,
Penetrant Exam, Mag-
netic Partic
Exam



Verification letter attached



DON'T:

Description of inspection duties performed for:
Type(s) of Construction (Circle) I II III IV V
This project is Type I, Construction
Duties: Continuously inspect all phases of the construction process to assure that the work is being done in accordance with approved plans specifications, manufacturer's installation instructions and applicable codes.

Verification letter attached

Description of inspection duties performed for:
Type(s) of Construction (Circle) I II III IV V
PERFORMED DUTIES AS AN OWNERS
TECHNICAL REPRESENTATIVE

Verification letter attached



CERTIFICATION OF APPLICANT

I hereby certify that all statements made in this application are true and complete. I understand that any false statement will be cause for voiding this application and any subsequent certification. I further certify that I will not reveal the contents of the examination to anyone and affirm that I will abide by the rules of the examination. I understand that if I obtain OSHPD certification as a Hospital Inspector, my name, phone number, and e-mail address will be available to the public.

(SIGNATURE)

(DATE)

FEE SCHEDULE

Check box for applicable fees submitted

OFFICE USE ONLY
(DO NOT WRITE IN THIS SPACE)

Application Review (non-refundable) \$100.00

Once Application is Approved

Exam for Class A Inspector Certification \$300.00

Exam for Class B Inspector Certification \$300.00

Exam for Class C Inspector Certification \$100.00

TOTAL AMOUNT ENCLOSED \$ _____

PAYMENT

MONEY ORDER - PAYABLE TO: OSHPD

CASHIER'S CHECK - PAYABLE TO: OSHPD

Mail payment and application to:

Office of Statewide Health Planning and Development Facilities
Development Division
Hospital Inspector Certification Program
355 South Grand Avenue, 19th Floor
Los Angeles, CA 90071



Required Documentation

- A completed application – make sure the application is signed, all job experience dates are accurate, project name and construction costs are included.
- High School Diploma or Equivalent.
- Certificates or transcripts indicating educational courses completed which relate to the minimum qualifying requirements.
- Work verification letter written and signed by a recognized representative from a present and/or past employer regarding any job which meets the minimum qualifications – must include the applicant's name, dates of employment, duties performed, and employer's phone number.



Reasons an Application is Denied

- Application improperly completed.
- Missing documentation, e.g., high school diploma, work verification letter, certificates.
- Submitted false information. (**We verify work experience.**)
- Not enough years of experience.
- Didn't submit \$100.00 "Application Fee" via cashier's check or money order.



IOR Re-Certification

- **7-211 Renewal of a hospital inspector certificate**
- A Hospital Inspector shall participate in a recertification seminar and written exam within the three-year certification period. Prior to the expiration of the certification in order to renew and maintain valid certification.
- Submit a recertification exam fee of \$100 via cashier's check or money order.



IOR Re-Certification

- **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.



Questions?

OSHDP.fddisu@oshpd.ca.gov

