**INSTRUCTIONS FOR**

**Testing, Inspection and Observation Program**

**OSHPD 1, 1R, 2, 3, 4 & 5**

**General Instructions**

**(Version R3.3)**

The design professional(s) in responsible charge (DPOR) shall establish and administer the Testing, Inspection and Observation program in accordance with the requirements of the 2019 California Administrative Code (CAC), Sections 7-141, 7-149 and 7-151 as well as Chapter 17A (or Chapter 17 for OSHPD-2 projects) of the California Building Code. The Testing, Inspection and Observation (TIO) form (OSH-FD-303A) is intended to assist the DPOR in preparing the TIO Program and presenting it in a standard format. This optional format may be reproduced in part or in whole and edited, but the essential elements described in the CAC shall be maintained. The form also serves as the “statement of special inspections” required by 2019 California Building Code (CBC) Section 1704A.3 (Section 1704.3 for OSHPD-2 projects).

Specific test and special inspection requirements shall be included in plans and specifications. Once the TIO program is defined the TIO form is used to summarize the requirements, identify the entities responsible for each aspect of the program, and serve as a checklist for closeout upon project completion. The Responsible Approved Agency or Individual in Sections B, C and D of form OSHP-FD-303A, shall be identified and approved by the DPOR and OSHPD/FDD Field Staff prior to start of fabrication or construction of affected work.

The TIO Program shall be made specifically appropriate for either OSHPD-1 (Hospitals), OSHPD-1R (Nonconforming hospital buildings removed from acute-care service), OSHPD-2 (typically Skilled Nursing Facilities), OSHPD-3 (Clinics) or OSHPD-4 (Correctional Treatment Facilities) projects. Tests and special inspections not specifically listed may be added to the appropriate section of the form.

***Commentary:***

*Before the Building Permit may be issued, the following documents shall be approved by OSHPD/FDD:*

* *Construction Documents (drawings and specifications)*
* *TIO program*
* *Application(s) for Inspector(s) of Record (IOR) – Form(s) OSH-FD-124 (see CAC Section 7-141(f))*

**How to Fill Out the Testing, Inspection and Observation (TIO) Form**

The TIO Form is comprised of ten Sections:

* **Section A** identifies the project and is mandatory for all projects.
* **Section B** identifies all required tests and is mandatory for all projects for which tests are required.
* **Section C** identifies all required on-site Special Inspections and is mandatory for all projects for which on-site Special Inspections are required.
* **Section D** identifies all required off-site Special Inspections and is mandatory for all projects for which off-site Special Inspections are required.
* **Section E** identifies all compliance forms which are mandatory for projects in order to comply with the California Energy Code.
* **Section F** identifies project milestones or intervals when Verified Compliance Reports are required from the various project participants and is mandatory for all projects.
* **Section G** identifies the scope of inspection responsibility for each Inspector of Record (IOR). This section is only required for projects where more than one IOR will share the inspection responsibilities on the project. If there is more than one IOR, a lead IOR shall be identified.
* **Section H** is the “approval” section for **Plan Review**. The signatures of the architect and structural engineer (when one has been delegated) of record sign this section to indicate all tests and special inspections have been indicated on the form. At completion of Plan Review this section also documents the plan review approval of OSHPD; it is mandatory for all projects.
* **Section I** is the “approval” section for **Building Permit**. The signatures of the architect and structural engineer (when one has been delegated) of record sign this section to indicate all approved agencies and individuals assigned to conduct tests and special inspections have been reviewed and accepted. Upon issuance of the Building Permit, this section also documents the approval of OSHPD. The completion of this section is mandatory for all projects.
* **Section J** includes a change log to facilitate tracking of changes to the TIO form and is mandatory for projects if changes to the TIO form are made after initial approval.

Note: changes include revisions to the TIO requirements as well as changes to the individuals or agencies identified as responsible for the tests and/or special inspections.

**Compiling and Printing the Form**

The form incorporates “Macros” that will hide rows which are not applicable to the scope of the project in order to simplify viewing/printing. After filling out the entire form (all sections), the buttons in Section A may be used to” “COMPILE & PRINT PREVIEW”.

Individual Sections may be compiled or un-compiled by clicking “HIDE ROWS” or “SHOW ROWS.”

**Macros**

“Macros” are the embedded “programs” that allow functionality. Two types of Macros are used in the form:

* **“Expand” (+) and “Collapse” (-) Macros:**

Sections B, C, D, and E include buttons that allow the user to “expand” or “collapse” the choices available. Section B (for example) is divided into six main categories (Structural, Electrical, Mechanical, Plumbing, Fire Protection Equipment and Other). The structural category is subdivided into seven subcategories (Foundation, Concrete, Masonry, Steel, Other Structural Materials, Alternative Systems and Nonstructural Components, Supports and Attachments). Click on the ‘+’ sign to expand each category or the ‘-’ sign to collapse. These Macros are intended to facilitate viewing each specific category of the form rather than ALL line items for the entire Section. The form remembers which items are marked even when the category is hidden.

* **“HIDE ROWS” and “SHOW ROWS” Macros:**

After the form is filled out the “HIDE ROWS” button in each Section will look for rows with no ‘X’ in the “Required” column and simply hide them so that they are no longer visible on screen or when printing. This feature makes the form much more compact and readable for most projects.

The “SHOW ROWS” button will show all the hidden rows (and expand all collapsed categories in Sections B, C, D, E, F, and G).

***Troubleshooting Commentary:***

*The form was developed using Microsoft Office (Excel) 365. The Macros incorporated into form may not perform as expected when using the form with older or newer versions of Excel. The form has been tested using Microsoft Office 2007, 2010, 2013 and 2016. If you are using one of these versions and experiencing problems, it could be due to your security settings. If your security settings are set too high, Macros may be disabled when you download the form. Try setting your security settings to “medium” and/or identifying the form as a “trusted” document in your security settings (depending on the version of Excel you are running).*

**Specific Section Instructions**

**Section A – Project Information:**

This section is completed by the architect and/or engineer in responsible charge of the project hereinafter referred to as the Design Professional of Record (DPOR); it identifies the specific project as follows:

• Facility # – ID number, as assigned by OSHPD (a five-digit number)

• Facility Name – As shown on the Facility License issued by the California Department of Public Health

• Project # – As assigned by OSHPD

• Sub # – Sub number, increment number or phase, as assigned by OSHPD

 (The Facility #, Facility Name, Project # and Sub # are automatically populated to the headers of all subsequent Sections)

• Street Address – The physical street address of the construction project

• City – The city where the project is located

• County – The County where the project is located

• Record Name (Scope of Project) – Scope of the project, as shown on the Application for New Project

**Section B – Tests:**

Section B layout includes the following:

DURING CONSTRUCTION DOCUMENT SUBMITTAL (left side of form):

 The DPOR shall identify all specific tests required for the project (see Title 24, Part 1 Section 7-141(d) & (g)). The Form includes most tests required by the 2019 California Building Standards Code (CBSC), Title 24, Parts 2, 3, 4, 5, 6 and 9 but the list is not all inclusive. Some documents referenced by the designer (e.g. pre-approvals, manufacturer’s instructions, etc.) may require testing not identified by the CBSC, these tests shall also be referenced and included in the TIO.

***Commentary:***

*OSHPD Plan Review Staff will review and approve the list of tests for accuracy and completeness prior to Plan Review Approval.*

Columns:

• INDEX # – each item is numbered for ease of reference; numbers may not be consecutive after the form is compiled.

• REQUIRED (select) – This column is completed by the DPOR prior to plan review. An ‘X’ is placed in each applicable row in the table to indicate that the test is required for the project (unmarked rows will be hidden when the form is compiled using the Macros “compile and print” button on the “A-Project Info” tab).

• TESTS – This column is completed by the DPOR prior to plan review; numerous Code required tests are pre-printed on the form. Additional tests shall be added in the appropriate sections as required.

DURING CONSTRUCTION (right side of form):

 The DPOR shall identify the Approved Agencies and Individuals proposed to conduct each test. The DPOR shall verify the qualifications and independence prior to completing the right side of the form.

 Columns:

• RESPONSIBLE APPROVED AGENCY AND/OR INDIVIDUAL – This column is completed by the DPOR prior to commencement of related fabrication/construction. When a test is required, indicate which approved agency or individual is responsible to carry out the test. The DPOR is responsible for evaluating and approving the qualifications and independence of the Approved Agency or Individual for the tests assigned.

***Commentary:***

*For a majority of Code required tests, the Approved Agency shall be a qualified testing laboratory or Individual provided by the hospital governing board or authority in accordance with California Administrative Code (CAC) Sections 7-144 and 7-149(b). All tests of structural materials and components shall be performed by a testing laboratory conforming to Title 24, Part 2, Section 1703A.1 through 1703A.1.3 (Section 1703.1 through 1703.1.3 for OSHPD 1R, 2 and 5 projects).*

***Exception:*** *Some tests may be performed by the contractor or installer for example pressure testing of plumbing, grounding resistance of electrical, etc.*

• COMPLIANCE VERIFICATION BY IOR– Once all tests of this specific kind are in compliance with the approved construction documents, the responsible IOR shall verify completion with an initial and date.

***Commentary:***

*Pursuant to CAC Section 7-149(a), the reports shall state definitely whether the material tested complies with the approved construction documents.*

* OSHPD/FDD USE– For OSHPD use only.

***Commentary:***

*Upon completion of any required tests, at least one OSHPD Field staff: Compliance Officer (CO), Fire & Life Safety Officer (FLSO), or District Structural Engineer (DSE) will review for compliance with the approved construction documents and the TIO program and indicate their concurrence with an initial and date.*

**Section C – On-site Special Inspections:**

The DPOR shall identify all on-site specific special inspections required to be performed for the project (see Title 24, Part 1, Section 7-141(d) & (g)). On this portion of the form, the DPOR shall identify specifically which required on-site special inspections shall be performed:

DURING CONSTRUCTION DOCUMENT SUBMITTAL Tasks (left side of Form):

 The DPOR shall identify all specific on-site special inspections required for the project (see Title 24, Part 1, Section 7-141(d) & (f)). The DPOR shall also identify the Approved Agencies and Individuals proposed to conduct each test. The DPOR shall verify the qualifications and independence prior to completing the right side of the form.

***Commentary:***

*The Form includes most special inspections required by the 2019 CBSC, Title 24 but the list is not all inclusive. Some documents referenced by the designer (e.g. pre-approvals, manufacturer’s instructions, etc.) may require special inspection not identified by the CBSC, these special inspections shall also be referenced and included.*

*OSHPD Plan Review Staff will review and approve this list of special inspections for accuracy and completeness prior to Plan Review Approval.*

Columns:

• INDEX # – each item is numbered for ease of reference; numbers may not be consecutive after the form is compiled.

• REQUIRED – This column is completed by the DPOR prior to plan review. An ‘X’ is placed in each applicable row in the table to indicate that the special inspection is required for the project (unmarked rows will be hidden when the form is compiled using the Macros “compile and print” button on the “A-Project Info” tab).

• ON-SITE SPECIAL INSPECTIONS – This column is completed by the DPOR prior to plan review; a majority of Code required special inspections, typically performed on-site are pre-printed on the form. Additional special inspections shall be added in the appropriate sections as required.

DURING CONSTRUCTION (right side of form):

 The DPOR shall identify the Approved Agencies and Individuals proposed to conduct each test. The DPOR shall verify the qualifications and independence prior to completing the right side of the form.

 Columns:

• RESPONSIBLE APPROVED AGENCY AND/OR INDIVIDUAL – This column is completed by the DPOR prior to commencement of related fabrication/construction. When a test is required, indicate which approved agency or individual is responsible to carry out the test. The DPOR is responsible for evaluating and approving the qualifications and independence of the Approved Agency or Individual for the tests assigned.

***Commentary:***

*For a majority of Code required tests, the Approved Agency shall be a qualified testing laboratory or Individual provided by the hospital governing board or authority in accordance with California Administrative Code (CAC) Sections 7-144 and 7-149(b). All tests of structural materials and components shall be performed by a testing laboratory conforming to Title 24, Part 2, Section 1703A.1 through 1703A.1.3 (Section 1703.1 through 1703.1.3 for OSHPD 1R, 2 and 5 projects).*

***Exception:*** *Some tests may be performed by the contractor or installer for example pressure testing of plumbing, grounding resistance of electrical, etc.*

• COMPLIANCE VERIFICATION BY IOR– Once all tests of this specific kind are in compliance with the approved construction documents, the responsible IOR shall verify completion with an initial and date.

***Commentary:***

*Pursuant to CAC Section 7-149(a), the reports shall state definitely whether the material tested complies with the approved construction documents.*

* OSHPD/FDD USE– For OSHPD use only.

***Commentary:***

*Upon completion of any required tests, at least one OSHPD Field staff: Compliance Officer (CO), Fire & Life Safety Officer (FLSO), or District Structural Engineer (DSE) will review for compliance with the approved construction documents and the TIO program and indicate their concurrence with an initial and date.*

**Section D – Off-site Special Inspections:**

The DPOR shall identify all off-site special inspections required to be performed for the project (see Title 24, Part 1, Section 7-141(d) & (g)). On this portion of the form, the DPOR shall identify specifically which required off-site special inspections shall be performed. The DPOR shall also identify the Approved Agencies and Individuals proposed to conduct each test. The DPOR shall verify the qualifications and independence prior to completing the right side of the form:

DURING CONSTRUCTION DOCUMENT SUBMITTAL (left side of Form):

 The DPOR shall identify all specific off-site special inspections required for the project (see Title 24, Part 1, Section 7-141(d) & (f)).

***Commentary:***

*The Form includes most special inspections required by the 2019 CBSC, Title 24 but the list is not all inclusive. Some documents referenced by the designer (e.g. pre-approvals, manufacturer’s instructions, etc.) may require special inspection not identified by the CBSC, these special inspections shall also be referenced and included.*

*OSHPD Plan Review Staff will review and approve this list of special inspections for accuracy and completeness prior to Plan Review Approval.*

Columns:

• INDEX # – each item is numbered for ease of reference; numbers may not be consecutive after the form is compiled.

* REQUIRED – This column is completed by the DPOR prior to plan review. An ‘X’ is placed in each applicable row in the table to indicate that the special inspection is required for the project (unmarked rows will be hidden when the form is compiled using the Macros “compile and print” button on the “A-Project Info” tab).

• OFF-SITE SPECIAL INSPECTIONS – This column is completed by the DPOR prior to plan review; a majority of Code required special inspections, typically performed on-site are pre-printed on the form. Additional special inspections shall be added in the appropriate sections as required.

DURING CONSTRUCTION tasks (right side of form):

 The DPOR shall identify the Approved Agencies and/or Individuals proposed to conduct each off-site special inspection. The DPOR shall verify the qualifications and independence prior to completing the right side of the form.

Columns:

• PERFORMED OFF-SITE – This column is completed by the DPOR prior to approval of the building permit. It is intended that the DPOR consult with the contractor and identify all fabrication/construction requiring special inspections which will be performed at off-site locations.

***Commentary:***

*Structural steel and precast concrete elements are routinely fabricated at off-site locations. In some cases, components of the medical gas system, enclosures for equipment or other aspects of the project may also be fabricated off-site.*

• RESPONSIBLE APPROVED AGENCY OR INDIVIDUAL – This column is completed by the DPOR prior to commencing the relevant portion of the fabrication/construction.

***Commentary:***

*When special inspection is required off-site, identify the special inspection agency responsible to carry out the inspection(s). For some special inspections it may also be advisable to identify the specific individual within the agency who will be performing the special inspections. For large projects where more than one agency will share responsibility for special inspection of a particular aspect of work, additional rows may be added to assign responsibility for those specific aspects of the work.*

*The DPOR is responsible for evaluating and approving the experience, qualifications and independence of the individual assigned to each special inspection in accordance with California Administrative Code (CAC) Section 7-141(f) and California Building Code (CBC) Section 1701A.4 and 1704A.2.1 (Sections 1703.1 and 1704.2.1 for OSHPD 2 projects).*

 *For most special inspections the qualified individual shall be provided by an approved agency employed by the hospital governing board or authority in accordance with California Administrative Code (CAC) Sections 7-141 and 7-144 as well as CBC Section 1704A.2 (Section 1704.2 for OSHPD 2 projects). Some special inspections may be performed by the IOR or a designated specialist when approved by OSHPD.*

• COMPLIANCE VERIFICATION BY IOR – Once all off-site special inspections of this specific kind are satisfactorily completed and documented, the responsible IOR shall verify completion with an initial and date.

* OSHPD/FDD USE – For OSHPD use only.

***Commentary:***

*Upon completion of required off-site special inspections, at least one OSHPD Field staff: Compliance Officer (CO), Fire & Life Safety Officer (FLSO), or District Structural Engineer (DSE) will review for compliance with the approved construction documents and the TIO program and indicate their concurrence with an initial and date.*

**Section E – Required Compliance Forms:**

The DPOR shall identify the name of all the *2019* *California Energy Code Non-Residential forms* required for the project (see Title 24, Part 1 Section 7-118 and 7-141(d) & (g)). This includes documentation required by the 2019 California Building Standards Code (CBSC), Title 24, Parts 2, 3, 4, 5, **6** and 9 but the list is not all inclusive. Some documents referenced by the designer (e.g. pre-approvals, manufacturer’s instructions, etc.) may require testing not identified by the CBSC, these tests shall also be referenced and included.

***Commentary:***

*Once the forms are identified by the DPOR, OSHPD Plan Review Staff will review the listed forms and approve the list for accuracy and completeness prior to Plan Review Approval.*

DURING CONSTRUCTION DOCUMENT SUBMITTAL (left side of form):

• FORM # - each row identified the form number for ease of reference; form numbers may not be consecutive.

• REQUIRED (Select) – This column is completed by the DPOR prior to plan review. An ‘X’ is placed in each applicable row in the table to indicate that the test is required for the project (unmarked rows will be hidden when the form is compiled using the Macros “compile and print” button on the “A-Project Info” tab).

* DOCUMENT NAME – This column is completed by the DPOR prior to plan review; numerous Energy Code forms are identified on this tab. The DPOR shall identify which forms will need to be completed prior to project completion. Additional forms shall be added in the appropriate sections as required.

DURING CONSTRUCTION (right side of form):

* The DPOR shall identify the Approved Agencies and Individuals proposed to complete each form. The DPOR shall verify the qualifications and independence of the Approved Agencies prior to completing the right side of this form.
* NAME OF RESPONSIBLE DESIGNER OR INSTALLING CONCTRACTOR – This column is completed by the DPOR prior to commencement of related fabrication/construction or installation. When a form is required, indicate which designer or installing contractor is responsible to complete the required form. The DPOR is responsible for evaluating and approving the qualifications and independence of the designer or installing contractor for the design or installation of materials.

 ***Commentary:***

*The DPOR is responsible to verify the proposed installing contractor holds a valid contractor’s license with the California Contractors State License Board for the work they are identified to complete.*

*The field technician signs and attest that the construction or installation identified on the “Certificate of Acceptance” complies with the applicable acceptance requirements indicated in the plans and specifications approved by the enforcement agency.*

*The licensed “Installing Contractor” responsible for the work, by signing accepts responsibility for the system design, construction or installation of features, materials, components, or manufactured devices for the scope of work identified on the Certificate of Acceptance and attest to the declarations in the statement.*

**FORMS - CALIFORNIA ENERGY CODE**

**Electrical**

* REQUIRED – The following forms are required to be completed under the purview of the installing contractor to document what was installed to meet the requirements of the California Energy Code and outlined in the Non-residential Code Compliance forms.

**2019-NRCI-ELC-01-E-ElectricalPowerDistribution.pdf** – Only complete the following sections in this form:

* Certificate of Installation
* General Information
* Scope of Responsibility
* List of applicable construction document table
* Voltage drop
* Documentation authors declaration statement
* Responsible persons declaration statement

**2019-NRCI-LTI-01-E-IndoorLighting.pdf** - Complete all

**2019-NRCI-LTI-02-E-EMCSLightingControlSystem.pdf** – Only complete the following sections in this form:

* Certificate of Installation
* General Information
* Scope of Responsibility
* Requirements in the Standards. Check all that apply in the following: PART 1 (A and B), PART 2 (A, B, C, and E), and PART 3 (A and D)
* Documentation authors declaration statement
* Responsible persons declaration statement

**2019-NRCI-LTO-01-E-OutdoorLighting.pdf**- Complete all

**2019-NRCI-LTO-02-E-EMCSLightingControlSystem.pdf** - Complete all

OPTIONAL - The following forms are optional are only used when the conditions outlined next to the form name below are meet. These forms shall be completed under the purview of the installing contractor to document what was installed to meet the requirements of the California Energy Code and outlined in the Non-residential Code Compliance forms.

**2019-NRCI-LTI-04-E-TwoInterlockedLightingSystems.pdf** - Optional, only used where two lighting systems are used on auditorium, Convention Center Rooms, Conference Rooms, Multipurpose room, Theater Rooms

**2019-NRCI-LTI-05-E-PowerAdjustmentFactors.pdf**- Optional form to be completed if Power Adjustment Factor will be used by the designer.

**2019-NRCI-LTI-06-E-AdditionalVideoconferenceStudioLighting.pdf** -Complete all

**Mechanical**

**2019-NRCI-MCH-01-E-Mechanical** - Complete all

**Plumbing**

**2019-NRCI-PLB-01-E-Plumbing** - Complete all

**Miscellaneous Required Forms**

* REQUIRED– The following forms are required to be completed under the purview of the installing contractor to document what was installed to meet the requirements of the California Energy Code and outlined in the Non-residential Code Compliance forms.

**2019-NRCA-ENV-02-F-Fenestration** - Complete all

**2019-NRCI-PRC-01-E-CoveredProcesses** - Complete all

***Commentary:***

*For a majority of Energy Code required forms, the responsible designer or installing contractor shall be qualified to perform the design or installation and approved by the hospital governing board or authority in accordance with California Administrative Code (CAC) Sections 7-144 and 7-149(b).*

* COMPLIANCE VERIFICAION BY IOR– Once all forms for the Row are satisfactorily completed and the related construction is in compliance with the approved construction documents, the responsible IOR shall verify completion with an initial and date.

OSHPD/FDD USE– For OSHPD use only.

***Commentary:***

Upon completion of all required forms, at least one OSHPD Field staff: Compliance Officer (CO), Fire & Life Safety Officer (FLSO), or District Structural Engineer (DSE) will review for compliance with the approved construction documents and the TIO program and indicate their concurrence with an initial and date.

**FOR MORE INFORMATION ON THE 2019 CALIFORNIA ENERGY CODE FORMS CONTACT THE ENERGY COMMISION BUILDING ENERGY EFFICIENCY STANDARDS TOLL-FREE HOT LINE AT 800-772-3300, OUTSIDE OF CALIFORNIA 916-654-5106 OR EMAIL AT title24@energy.ca.gov**

**Section F – Construction Verification:**

The DPOR in charge is responsible for defining the project milestones or intervals when Verified Compliance Reports are required from each project participant. Section F sets forth a standard way to tabulate these requirements.

The rows of the table are the project “milestones” or “intervals” when verified compliance reports are to be submitted. The columns of the table show the project participants who shall perform the tests, special inspections or observations and submit verified compliance reports. Projects typically require Verified Compliance Reports from the following project participants:

* The design professionals including the Geotechnical Engineer of Record (GEOR), Architect of Record (AOR), Structural Engineer of Record (SEOR), Mechanical Engineer of Record (MEOR), and Electrical Engineer of Record (EEOR) who are identified on the Application for New Project (Form OSH-FD-121) and in Section H of the TIO form.

***Note:*** *each designer is also responsible for observation of construction per Title 24, Part 1, Section 7-141(b).*

* The representative of the contractor (or owner/builder) who is identified on the Application for Building Permit (Form OSH-FD-302).
* The IOR (Inspector of Record) who is identified on the Application for Inspector of Record (Form OSH-FD-124). When more than one IOR is approved for a project each IOR is also listed in Section G of the TIO Form.
* Special Inspectors and/or approved agencies identified in Section B, C and D of the TIO Form.
* Approved agencies which are identified in Section B, C and D of the TIO form.

***Commentary:***

*For large projects which require additional Verified Compliance Reports an additional copy of Section F may be used with the additional names substituted for the generic pre-printed titles on row 6.*

Each box marked with an “X”, indicates that a Verified Compliance Report shall be filed by the project participant at the described milestone or interval.

***Commentary:***

*Project “milestones” may include but are not limited to: Site Work, Foundation, Concrete, Masonry, Steel, Wood, Roofing, Fire Rated Construction, Above Ceiling Components, Architectural Elements, Equipment Anchorage, Fire Protection Systems, Miscellaneous Systems, Plumbing Systems, Mechanical Systems, Electrical Systems, etc.*

*“Intervals” may be defined by a period of time (e.g. weekly, monthly, etc.) and/or by percentage completion.*

*OSHPD Plan Review staff shall accept this list of Verified Compliance Report due dates as complete. OSHPD Field review staff may also require additional milestones or intervals based on any additional information that may become available as the project construction proceeds including but not limited to construction schedules and methodologies. For example, if a portion of the project is scheduled to be fabricated off-site which was initially anticipated to be fabricated on-site it may require an additional milestone for that portion of the work.*

*The DPOR shall maintain copies of all Verified Compliance Report forms. Work to be inspected/observed shall not be covered, occupied, or used until written acceptance by all individuals identified in the table and the OSHPD Field staff has been received.*

Section F layout shall include the following:

• REFERENCE – A reference number shall be input for ease of tracking receipt of Verified Compliance Reports (see OSH-FD-123 form).

• PROJECT MILESTONE OR INTERVAL – A complete description of the specific milestone or interval at which the Verified Compliance Report(s) are required.

• VERIFIED COMPLIANCE REPORT REQUIRED AS INDICATED (Form OSH-FD-123). These columns identify which individuals are required to submit the OSHPD Verified Compliance Report Form (OSH-FD-123) for each milestone or interval. The Verified Compliance Report is based upon “personal knowledge” as defined in CAC Section 7-151.

* FOR OSHPD USE ONLY / OSHPD/FDD – OSHPD Field staff may at any time review the accumulated Verified Compliance Reports at the project site against the required Reports. Field Staff will initial and date rows they verify as in compliance.

***Commentary:***

*The last row of the Section shows that Verified Compliance Reports are always required at time of PROJECT COMPLETION and/or Occupancy.*

*Since reports are always required from the Contractor (or Owner/Builder) and the IOR these boxes are pre-marked. Reports are always required from the architect or engineer in responsible charge as well. Most projects require reports from designers delegated responsibility for a portion of the project, special inspectors and approved agencies as well.*

*See CAC Title 24, Part 1, Section 7-151 for Verified Compliance Report requirements. Projects are subject to Stop Work Orders if reports not submitted in a timely manner.*

**Section G –Inspector of Record (IOR) Responsibility:**

When more than oneIOR is assigned to a project this section provides a place to document the portions of the construction inspection responsibility assigned to each IOR. If only one IOR is assigned this section shall be omitted.

When more than one IOR works on a project a clear description of the scope and responsibility of inspection assigned to each IOR shall be provided as required by CAC 7-141(f). One IOR shall be designated as the ‘lead’ IOR per CAC 7-144(b). One of the IORs shall be assigned to, “all other work” to ensure that any miscellaneous aspects of the construction are assigned.

***Commentary:***

*Responsibility is commonly divided by trade, but any logical and clear division of responsibility is acceptable. For example, one IOR could be assigned to the “Central Plant” portion of the project and another IOR could be assigned to the “Hospital Building.” If an IOR leaves a project prior to completion on June 30, 2020 it is acceptable to add a date to the “SCOPE OF INSPECTION” column so that the IOR who leaves would be responsible for “all construction through June 30, 2020” and the new IOR would be responsible for “all construction after June 30, 2020.”*

 Assignment of IOR responsibility shall not overlap; IORs shall not share responsibility for inspection of any particular aspect of the project.

**Section H – Plan Review Approval:**

 It is the responsibility of the DPOR to prepare a testing, inspection and observation program for OSHPD approval. The DPOR shall identify all required tests and special inspections for the project.

Projects involving structural work, structural design and observation of construction are required to be delegated to a structural engineer per Health and Safety Code CAC Section

7-151(b)1. The structural engineer shall verify that all structural tests and special inspections have been identified (per CAC Section 7-115(b)1 and 7-141).

The DPOR (and SEOR when applicable) shall print, sign and date the TIO Program form.

The designated OSHPD plan review staff will write his/her name and date the plan review approval line upon plan approval.

**Section I – Building Permit Approval:**

The DPOR (and the structural engineer when required) shall evaluate and approve all agencies and individuals named on the form to perform tests or special inspections prior to commencement of the construction requiring the tests or special inspections. The names of the “Approved Agencies or Individuals” in Sections B and C are not required for plan review approval but shall be added prior to start of related construction.

 The DPOR shall obtain samples of test and special inspection reports for each aspect of the TIO program and attach them to the form for OSHPD review prior to commencement of related construction work.

The DPOR shall place an ‘X’ in the appropriate box to indicate that either:

1. OPAA PROGRAM (Provide copy of OPAA program approval for OPAA approved laboratories and testing agencies).
2. The qualifications, certifications, experience and independence of the approved agencies and individuals named on this form have been evaluated and accepted by the undersigned in accordance with CAC Section 7-141, 7-144 & 7-149; CBC 1703A.1.1 & 1704A.2.1; and ISO 17025 Section 4.1.4 as applicable. Approved agencies and individuals named for structural tests and special inspections have been evaluated and accepted by the structural engineer delegated responsibility for the design and administration of construction of the structural aspects (when such delegation has been made).
3. Samples of Test and Inspection reports to be provided following determination of the responsible firm(s) or individuals. Samples shall be submitted to and approved by the Office prior to proceeding with the work that requires test or special inspections.
4. Samples attached.
5. Not applicable. Project has no required test or special inspections.

The DPOR shall also indicate the time limit for the submission of required test and special inspection reports per CAC 7-141(j). If a time limit is not selected, all reports shall be submitted to the Owner, DPOR and IOR within fifteen (15) calendar days.

The DPOR (and SEOR when applicable) shall sign and date the TIO Program form. Print first and last name and indicate professional license number.

 The OSHPD RCO shall write their name and date the building permit approval line upon building permit approval.

**Section J – Summary of Changes to the TIO Program:**

The DPOR uses this table to document changes to the TIO program that occur throughout the construction phase of the project. Changes may be required due to re-assignment of responsibility, personnel changes in the approved agency, or changes to the approved construction documents.

• REVISION NUMBER - Revision numbers shall be assigned to help track changes to the TIO program throughout the project. Revision numbers shall correspond with the revision numbers applicable to the approved construction documents when applicable.

• SYNOPSIS OF CHANGE – A brief summary of the changes to the TIO program is required. The specific changes to the TIO program shall be clearly shown (“clouded” or highlighted) in the appropriate location on the TIO form. A triangle with the revision number in it shall be placed on the form near each change.

• ARCHITECT/ENGINEER OF RECORD SIGNATURE (initial/date) – All changes to the TIO program shall be signed(initials) and dated by the DPOR.

• STRUCTURAL ENGINEER OF RECORD SIGNATURE – All structural changes to the TIO program shall be signed by the structural engineer of record. (only required when structural aspects of the project have been delegated to a structural engineer).

• DATE – The date of the changes shall be entered

*Note: changes in construction shall not be implemented until OSHPD approves the proposed changes.*

• OSHPD FDD CONCURRENCE – At least one OSHPD field staff shall initial and date to indicate OSHPD concurrence with the proposed changes.

**Commentary:**

*Most changes to the TIO program may be processed as “non-material alterations” in accordance with CAC Section 7-153 (b) through (e). Material changes to the approved construction documents that require changes to the TIO program shall be processed as “amended construction documents” in accordance with CAC Section 7-153(a) and 7-153(c) through(e).*