



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

FACILITIES DEVELOPMENT DIVISION – www.oshpd.ca.gov/fdd

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INSTRUCTIONS FOR Testing, Inspection and Observation Program OSHPD 1 & 2

General Instructions

This form is intended to assist design professionals in organizing the requirements of the California Administrative Code (CAC), Sections 7-141, 7-145, 7-149 and 7-151 in regards to a Testing, Inspection and Observation (TIO) Program. When approved for a specific project by the Office of Statewide Health Planning and Development (OSHPD), Facilities Development Division (FDD), this TIO Program is considered to be part of the approved construction documents. This generic format may be reproduced and edited, but the essential elements described in the CAC must be maintained. The TIO Program must be made specifically appropriate for either OSHPD 1- Hospitals or OSHPD 2- typically Skilled Nursing Facilities projects. Tests or inspections not specifically listed in Sections B or C of this form may be added to the appropriate section under OTHER TESTS or OTHER INSPECTIONS.

Before the Building Permit may be approved and issued, OSHPD/FDD must have approved the following documents:

- Construction drawings and specifications
- Inspector(s) of Record (IOR) (*see CAC Section 7-141(f)*)
- A TIO Program

A This section identifies the specific project that the TIO Program form applies to:

- FACILITY NUMBER – ID number, as assigned by OSHPD (a five character ID)
- FACILITY NAME – As shown on the Facility License issued by the Department of Public Health
- PROJECT NUMBER – As assigned by OSHPD
- SUB NUMBER – Sub number, increment number or phase, as assigned by OSHPD
- STREET ADDRESS – The physical location of the construction project
- CITY – The city where the project is located
- COUNTY – The county where the project is located
- RECORD NAME – Scope of the project, as shown on the Application for New Project

B This section shall identify specific tests required by the California Building Standards Code (CBSC), Title 24, Parts 2, 3, 4, 5 or 9 for the above project. Many tests required by the CBSC are included. Some documents referenced by the designer (e.g. pre-approvals, IRs) may require special testing not directly required by the CBSC, these must also be referenced and included. Tests may be grouped by subject matter for clarity. OSHPD Plan Review staff will review and approve this list of tests for accuracy and completeness. OSHPD Field staff will review and approve the firms or individuals conducting the tests prior to issuing the Building Permit or prior to related work commencing. Section B layout shall include the following:

- REQUIRED TESTS – A description by the design professional of the required tests grouped by discipline or subject matter. Reference the code section for required tests or reference approved plans or specifications for designer required tests.
- RESPONSIBLE FIRM OR INDIVIDUAL – When a test is required, indicate which firm or individual is responsible to carry out the test. This shall be a testing laboratory or qualified individual. When a testing laboratory or certified inspector is not required by other regulations, the firm or individual may be the contractor or installer. This information must be provided before the commencement of related work.
- TBD – If the firm or individual performing the required test(s) has not been determined at the time of preparation of the program, place a check mark or an “X” in this column.
- CONSTRUCTION VERIFICATION / IOR – Once all tests of this specific kind are satisfactorily completed and documented, the IOR shall verify the completion with an initial and date.



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- **OFFICE USE ONLY / FDD CONSTRUCTION ACCEPTANCE** – Upon completion of 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 TIO program and indicate their acceptance with an initial and date. If no DSE is assigned to a particular project, the CO shall initial acceptance of a test designated for DSE.

C This section shall identify specific special inspections required by the CBSC, Title 24, Parts 2, 3, 4, 5 or 9 for the above project. Some inspections required by Title 24 are included. Inspections may be grouped by subject matter for clarity. OSHPD Plan Review staff will review and approve this list of inspections for accuracy and completeness. OSHPD Field staff will also review and approve the individuals conducting the inspections prior to issuing the Building Permit or prior to related work commencing. Section C layout shall include the following:

- **REQUIRED INSPECTIONS** – A description by the design professional of the required inspections grouped by discipline or subject matter. Reference the code section for required inspections or reference approved plans or specifications for designer required inspections.
- **RESPONSIBLE INDIVIDUAL** – When an inspection is required, indicate which individual is responsible to carry out the inspections. This shall be a qualified individual. This information must be provided before the commencement of related work.
- **TBD** – If the individual performing the required special inspection(s) has not been determined at the time of preparation of the program, place a check mark or an “X” in this column.
- **CONSTRUCTION VERIFICATION / IOR** – Once all inspections of this specific kind are satisfactorily completed and documented, the IOR shall verify the completion with an initial and date.
- **OFFICE USE ONLY / FDD CONSTRUCTION ACCEPTANCE** – Upon completion of required 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 TIO program and indicate their acceptance with an initial and date. If no DSE is assigned to a particular project, the CO shall initial acceptance of an inspection designated for DSE.

D The design professional in charge is responsible for fully describing the observations being proposed for OSHPD/FDD acceptance and for identifying who shall observe the elements of construction and when they shall be observed. Section D coordinates this effort into a table.

The rows of the table are the individual elements of construction to be observed. The columns of the table are the individuals who must perform the observations. The required individuals are identified in the applicable edition of the CAC, and may include: Geotechnical Engineer, Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer, Contractor (or Owner/Builder), Inspector of Record, and all Special Inspectors. Each box marked with an “X”, indicates that a Verified Compliance Report must be filed at the described milestone or interval.

Elements of construction may include but are not limited to: Construction Preparation, 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, and Substantial Completion. OSHPD Plan Review staff must accept this list of observations as complete.

The IOR shall maintain copies of all Verified Compliance Report forms. Work to be 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.



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A MILESTONE method for establishing observations of construction means the project is observed based upon the progress of the work. An INTERVAL method for establishing observations of construction means the project is observed based upon calendar frequency. Section D layout shall include the following:

- REFERENCE NO. (Ref. No.) – A reference number must be included for coordination with the Verified Compliance Report (see OSH-FD-123 form).
- REQUIRED CONSTRUCTION OBSERVATION / MILESTONE OR INTERVAL – A complete description of the specific milestone (element or system) or interval to be observed.
- VERIFIED COMPLIANCE REPORT REQUIRED AS INDICATED / OSH-FD-123 form – The specified individuals are as required by CAC Section 7-151. This table identifies which individuals are required to submit the OSHPD Verified Compliance Report form (OSH-FD-123) for each milestone defined by the design professional. This form replaces the discontinued Verified Report form. The Verified Compliance Report is based upon “personal knowledge” as defined in CAC Section 7-151. Each box marked with an “X”, indicates that a Verified Compliance Report must be filed.
- FOR OFFICE 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 lines they verify as in compliance. Projects with Reports not submitted to the field are subject to Stop Work Orders.

Note: *Final Verified Compliance Reports are required on all projects from all individuals identified in Title 24, Part 1, CAC. At a minimum, a Final Verified Compliance Report is required from the contractor (who may be an owner/builder) and the IOR.*

After completion of Section D, the last page includes a location where the Architect or Engineer in responsible charge indicates that either: 1) samples of test and inspection forms required by CAC Section 7-141 (h) have been attached, 2) submittal of sample reports will be provided following the determination of responsible firm(s) and/or individual(s), or 3) samples are not required because the scope of the project does not require tests or special inspections.

Prior to signing Section E, the Architect or Engineer in responsible charge shall also indicate the time limit for the submission of required test and inspection reports to OSHPD/FDD. If a time limit is not selected, all reports shall be submitted to the office within fifteen (15) calendar days.

A place is provided following Section D for the Architect or Engineer in responsible charge to indicate if additional tests or special inspections are required, and where they have been included in the TIO program.

- E** This section provides for the signature of the Architect or Engineer in responsible charge of the project. It is this individual who is responsible for submitting the TIO Program to OSHPD. OSHPD/FDD staff will sign in this section upon plan approval and building permit approval.
- Architect or Engineer in Responsible Charge of the project shall sign and date the TIO Program submittal. Print first and last name and indicate profession license number.

OSHPD Plan Review staff will sign and date, indicating the acceptance and approval of all listed tests, inspections and observations; and OSHPD Field staff will sign and date, indicating the acceptance and approval of the firms or individuals proposed to perform the tests and special inspections.