APPENDIX A

Agency Application and Audit Checklists

1. Instructions to the Agency
2. Agency Application Review Checklist
3. Agency Audit Checklist
4. Summary of Assessment Report
5. Assessor’s Recommendation Regarding Agency Accreditation
Instructions to the Agency / Audit process

Prior to the on-site assessment:
- OBOA will review the application documents including the agency Quality System Manual and other supporting information for completeness
- Additional supporting information will be requested if needed
- A pre-assessment will be provided and any resultant corrective action requests will be addressed
- The assessor will contact the applicant to discuss the scheduling of the on-site assessment

On the day of the assessment, the agency should:
- Have a conference room in which the agency key personnel and assessor can meet and work
- Have supervising personnel available and prepared to participate
- Have samples of all applicable equipment available (including any item on the list of field laboratory equipment needed to perform the test or inspection in each of the categories for which the agency has applied for registration)
- Ensure the following are readily available:
  - Quality System Manual
  - Most recent National Accreditation report
  - Last two years of internal audits and management reviews
  - Corrective and preventative action requests and their mediation
  - Training records
  - Calibration records
  - Purchasing documents
  - Inspection and testing documents

After the on-site assessment:
- The applicant responds to any deficiencies with a written corrective action response
- The assessor will make a recommendation regarding agency accreditation to OBOA
- Registration is granted when affirmative votes are received, all concerns are resolved, and fees are paid in full
I. Application Submittal Review

☐ Submittal Complete
   Noted:

☐ Key Personnel Identified Registered with OBOA
   Noted:

☐ Separate Application Provided for Each Headquarter and/or Branch Facility
   Noted:

☐ Quality System Manual Provided
   Noted:

☐ Current National Accreditation Provided
   Noted:

II. Quality System Manual Review

The Quality System Manual contains appropriate policies, systems, programs, procedures, instructions, documents, etc, pertaining to the following:

Scope of Operation Description

☐ Services Description
☐ Inspection and Testing Services List
☐ Agency Floor Plan

Management Requirements

General

☐ Legal Name and Address
☐ Responsibility of The Agency
☐ Permanent Facilities and Branch Offices
☐ Organizational Chart

Quality System

☐ Policy Statements

Document Control

☐ Document Approval and Issuance
☐ Document Changes
☐ Master List of Controlled Documents

Review of Request, Tenders, and Contracts

☐ Records of Review
☐ Review of Subcontracted Work
☐ Deviation from the Contract
☐ Amendments to the Contract
Subcontracting of Tests

- Subcontractor Requirements
- Notification of Client
- Laboratory’s Responsibility to the Client
- Register and Record of Compliance
- List of Subcontractors

Purchasing Services and Supplies

- Policy and Procedure(s)
- Compliance of New Equipment
- Purchasing Documents
- Evaluation of Suppliers

Service to the Client

- Customer Feedback
- External Technical Complaints

Control of Non-conforming Testing

- Policy and Procedures
- Recurring Non-Conforming Work

Corrective Action

- General
- Cause Analysis
- Selection and Implementation of Corrective Actions
- Monitoring of Corrective Actions
- Additional Audits

Preventive Action

- Identification of Improvement
- Procedures

Control of Records

- Procedures
- Storing
- Security and Confidence
- Protection and Back-up Records
- Retaining Records
- Observations, Data, and Calculations
- Mistakes

Internal Audits

- General
- Audit Findings and Notification
Management Reviews

□ General
□ Records

Technical Requirements

Personnel

□ Staff Listing
□ Resumes of Key Personnel
□ Competence
□ Personnel Training Program
□ Agency Personnel
□ Job Descriptions
□ Training Records

Accommodation and Environmental Conditions

□ Laboratory Facilities
□ Monitoring and Control of Facilities
□ Neighboring Areas
□ Controlled Access to Lab
□ Housekeeping

Inspection, Test and Calibration Methods and Method Validation

□ General Inspection and Testing Procedures
□ Selection of Methods
□ Laboratory-Developed Methods
□ Non-Standard Methods
□ Validation of Methods
□ Job Tracking and Management Procedures
□ Lab Assignment and Sample Log Forms
□ Scheduling / Dispatching

Estimation of Uncertainty of Measurement

□ Performance of Calibration
□ Components of Uncertainty of Measurement
□ Method of Estimation of Uncertainty of Measurement

Control of Data

□ Calculations and Data Transfers
□ Computers or Automated Equipment

Equipment

□ Necessary Equipment
■ Accuracy of Equipment
■ Authorization
■ Identification
■ Records
■ Handling, Transit, Storage Use and Maintenance
■ Overloading or Mishandling
■ Labeling
■ Equipment Outside the Direct Control of the Laboratory
■ Intermediate Checks
■ Correction Factors
■ Safe Guarding
■ Internal Calibrations / Verifications
■ External Calibrations

Measurement Traceability
■ General

Specific Requirements
■ Calibrations
■ Uncertainty of Measurement
■ Traceability

Reference Standards and Reference Materials
■ Reference Standards
■ Reference Materials
■ Intermediate Checks
■ Transport and Storage

Sampling
■ Plan and Procedure
■ Deviations
■ Relevant Data

Handling of Test Items
■ Identifying Test Items
■ Abnormalities or Departures
■ Storage

Assuring the Quality of Test and Calibration Results
■ Proficiency and/or inter-Laboratory Sample Testing
■ Identifying Poor Test Results

Reporting the Results
■ General
■ Preparing and Checking Test Reports
☐ Final Report Procedures
☐ Authorized Signatories
☐ Test Reports
☐ Opinions and Interpretations
☐ Internal Calibration Reports
☐ Results Obtained from Subcontractors
☐ Amendments
☐ Report Delivery
☐ Inspection and Laboratory Forms
☐ Non Conformance Logs
☐ Final Reports

**General Review Notes:**

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**Review Summary:**

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III. National Accreditation Review

Accrediting Body:

☐ AAP – AASHTO Accreditation Program
☐ A2LA – American Association for Laboratory Accreditation
☐ IAS – International Accreditation Service
☐ NVLAP – National Voluntary Laboratory Accreditation Program
☐ CCRL – Cement and Concrete Reference Laboratory

Accreditation date: _______________________

Expiration / renewal date: _______________________

Accredited to:

☐ ISO 17020 “Requirements for the operation of various types of bodies performing inspection”
☐ ISO 17025 “General requirements for the competence of testing and calibration laboratories”
☐ ASTM E329 “Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection”

☐ Reinforced Concrete:

☐ ASTM C31 “Standard Practice for Making and Curing Concrete Test Specimens in the Field”
☐ ASTM C39 “Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens”
☐ ASTM C78 “Standard Test Method for Flexural Strength of Concrete”
☐ ASTM C138 “Standard Test Method for Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete”
☐ ASTM C143 “Standard Test Method for Slump of Hydraulic-Cement Concrete”
☐ ASTM C172 “Standard Practice for Sampling Freshly Mixed Concrete”
☐ ASTM C173 “Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method”

–or–

☐ ASTM C231 “Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method”
☐ ASTM C617 “Standard Practice for Capping Cylindrical Concrete Specimens”

–or–

☐ ASTM C1231 “Standard Practice for Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders”
☐ ASTM C1064 “Standard Test Method for Temperature of Freshly Mixed Hydraulic-Cement Concrete”

☐ Prestressed Concrete:

☐ See Reinforced Concrete
Structural Masonry:
- ASTM C140 “Standard Test Methods for Sampling and Testing Concrete Masonry Units and Related Units”
- ASTM C1093 “Standard Practice for Accreditation of Testing Agencies for Masonry”
- ASTM C1552 “Standard Practice for Capping Concrete Masonry Units, Related Units, and Masonry Prisms for Compression Testing”
  (NOTE: Assumes agency is also Reinforced Concrete certified; otherwise, additional standards for fresh properties tests will be required)

Structural Steel & Bolting:
- Applicable provisions of the AISC “Steel Construction Manual”
- Applicable provisions of the RCSC “Specification for Structural Joints using ASTM A325 or A490 Bolts”

Structural Steel & Welding:
- AWS D1.1 “Structural Welding Code – Steel”
- AWS D1.3 “Structural Welding Code – Sheet Steel”
- AWS D1.4 “Structural Welding Code – Reinforcing Steel”
  (NOTE: ASTM E543 only required for Nondestructive Testing Agencies, ie: UT, MT, RT)

Sprayed Fire-Resistant Materials:
  (NOTE: Technical Manual 12-B only required for Agencies providing intumescent inspections)

Earthwork Construction / Soils:
- ASTM C702 “Standard Practice for Reducing Samples of Aggregate to Testing Size”
- ASTM D75 “Standard Practice for Sampling Aggregates”
- ASTM D421 “Standard Practice for Dry Preparation of Soil Samples for Particle-Size Analysis and Determination of Soil Constants”
- ASTM D422 “Standard Test Method for Particle-Size Analysis of Soils”
- ASTM D698 “Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft³ (600 kN-m/m³))”
- ASTM D1140 “Standard Test Methods for Amount of Material in Soils Finer than #200 (75-μm) Sieve”
- ASTM D1557 “Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³ (2,700 kN-m/m³))”
- ASTM D2216 “Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass”
- ASTM D2487 “Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)”
  -or-
- ASTM D3740 “Standard Practice for Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction”
- ASTM D4718 “Standard Practice for Correction of Unit Weight and Water Content for Soils Containing Oversize Particles”
- ASTM D6938 “Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)”
- ASTM C127 “Standard Test Method for Density, Relative Density (Specific Gravity), and Absorption of Coarse Aggregate”
- ASTM C128 “Standard Test Method for Density, Relative Density (Specific Gravity), and Absorption of Fine Aggregate”

- **Shotcrete:**
  A. See Reinforced Concrete
  B. ASTM C42 “Standard Test Method for Obtaining and Testing Drilled Cores and Sawed Beams of Concrete”
  C. ASTM C1140 “Standard Practice for Preparing and Testing Specimens from Shotcrete Test Panels”

- **Cold Formed Steel Framing:**
  D. AWS D1.3 “Structural Welding Code – Sheet Steel”

- **Fire-Resistant Penetrations and Joints:**
  - ASTM E2393 “Standard Practice for On-Site Inspection of Installed Fire Resistive Joint Systems and Perimeter Fire Barriers”
  - ASTM E2174 “Standard Practice for On-Site Inspection of Installed Firestops”

**NOTE:** OBOA will evaluate circumstances where agencies are accredited to fewer standards than those listed on a case-by-case basis. Additionally, reduced scopes for Agencies providing either inspection only or testing only would be appropriate. Fire-Resistant Penetration and Joints accreditation requirements will take effect during the 2018 calendar year.
I. **Quality System Implementation**

- A system of dispatching qualified inspectors is being followed
- A system of documenting and maintaining training records is being followed
- Test results, log book entries, and reports can be correlated
- The agency has a method for reviewing test and inspection reports
- The agency has a system for deficiency identification, reconciliation and report tracking
- Project files are being maintained and included the following:
  - Description of scope of inspection
  - Test and inspection reports
  - Meeting notes
  - Deficiency records
  - Final letter
- Sample handling and transportation methods are being followed
- Document control policies and procedures are being adhered to
- Purchasing of services and supplies policies are being adhered to
- Corrective and preventative action policies are being adhered to
- Internal audits and management reviews have been conducted

**Conformance:**

- Agency satisfies the requirements of the OBOA SIP
- Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

**Explanation:**

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- Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

**Explanation:**

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II. Inspection and Test Methods

Reinforced Concrete

☐ Appropriate codes and standards available to inspection personnel
  ☐ OBOA Special Inspection Program
  ☐ Oregon Structural Specialty Code
  ☐ ACI 318
  ☐ ACI 301
  ☐ ACI Manual of Concrete Practice
  ☐ ACI Manual of Concrete Inspection (SP-2)
  ☐ Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice
  ☐ ASTM Standards referenced in ACI 318 and ACI 301 contained within Publication SP-71
  ☐ ICC Concrete Manual

☐ Certified personnel
  ☐ OBOA Reinforced Concrete (RC)
  ☐ ACI Grade I

☐ Appropriate equipment available
  ☐ Fresh properties testing equipment (slump cone, air pot, thermometer, etc.)
  ☐ Compressive strength and flexural strength testing equipment
  ☐ Facilities for curing concrete specimens in accordance with ASTM C511
  ☐ Capping equipment for compressive strength specimens

☐ Report Forms
  ☐ Reinforced Concrete Inspection Report
  ☐ Concrete Compressive Strength Report
  ☐ Field Inspection Procedures are current and available to personnel
  ☐ Laboratory Testing Procedures are current and available to personnel
  ☐ Field Equipment Maintenance and Calibration Records Maintained
  ☐ Laboratory Test Equipment Maintenance and Calibration Records Maintained
  ☐ Agency participates in proficiency sample testing
  ☐ Agency satisfies the requirements of ASTM C1077
  ☐ Other:__________________________________________________________

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Conformance:

☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

Explanation:
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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:
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**Prestressed Concrete**

☐ Appropriate codes and standards available to inspection personnel

☐ OBOA Special Inspection Program
☐ Oregon Structural Specialty Code
☐ Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products (PCI Manual 116)
☐ Field Procedures Manual for Unbonded Single Strand Tendons (PTI)
☐ Recommendations for Prestressed Rock and Soil Anchors
☐ Specifications for Unbonded Single Strand Tendons
☐ ASTM Standard A416

☐ Certified personnel

☐ OBOA Prestressed Concrete (PC)
☐ OBOA Reinforced Concrete (RC)
☐ ACI Grade I

☐ Appropriate equipment available

☐ Fresh properties testing equipment (slump cone, air pot, thermometer, etc.)
☐ Compressive strength and flexural strength testing equipment
☐ Facilities for curing concrete specimens in accordance with ASTM C511
☐ Capping equipment for compressive strength specimens

☐ Report Forms

☐ Prestressed Concrete Placement Inspection Report
☐ Prestressed Concrete Tendon Stressing Inspection Report
☐ Prestressed Concrete Tendon Finishing Inspection Report
☐ Concrete Compressive Strength Report

☐ Field Inspection Procedures are current and available to personnel
☐ Laboratory Testing Procedures are current and available to personnel
☐ Field Equipment Maintenance and Calibration Records Maintained
☐ Laboratory Test Equipment Maintenance and Calibration Records Maintained
☐ Other: __________________________________________________________

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Conformance:

☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

Explanation:

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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

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**Structural Masonry**

- Appropriate codes and standards available to inspection personnel
  - OBOA Special Inspection Program
  - Oregon Structural Specialty Code
  - Inspectors Handbook by Masonry Institute of America (MIA)
  - Reinforced Grouted Brick Masonry by Masonry Institute of America (MIA)
  - ACI 530 Building Code Requirements for Masonry Structures
  - ASTM Standard A615, A951, C62, C90, C140, C216, C270, C476, C1019, C1314

- Certified personnel
  - OBOA Structural Masonry (SM)

- Appropriate equipment available
  - Fresh properties testing equipment (slump cone, thermometer, etc.)
  - Compressive strength and testing equipment
  - Facilities for curing compressive strength specimens
  - Capping equipment for compressive strength specimens

- Report Forms
  - Structural Masonry Inspection Report
  - Grout Compressive Strength Report
  - Mortar Compressive Strength Report
  - Masonry Prism Compressive Strength Report
  - Masonry Block Compressive Strength Report

- Field Inspection Procedures are current and available to personnel
- Laboratory Testing Procedures are current and available to personnel
- Field Equipment Maintenance and Calibration Records Maintained
- Laboratory Test Equipment Maintenance and Calibration Records Maintained
- Agency participates in proficiency sample testing
- Agency satisfies the requirements of ASTM C1093
- Other: __________________________________________________________________________
  __________________________________________________________________________

Conformance:
- Agency satisfies the requirements of the OBOA SIP
- Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal
Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:
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Structural Steel and Bolting (S1)

☐ Appropriate codes and standards available to inspection personnel
  ○ OBOA Special Inspection Program
  ○ Oregon Structural Specialty Code
  ○ AISC Manual of Steel Construction
  ○ AISC 360
  ○ AISC 341
  ○ Steel Joist Institute Recommended Code of Standard Practice for Steel Joists and Joist Girders

☐ Certified personnel
  ○ OBOA Structural Steel and Bolting (S1)

☐ Appropriate equipment available
  ○ Skidmore Bolt Tension Indicator
  ○ Torque Wrenches

☐ Report Forms
  ○ Structural Steel and Bolting Report

☐ Field Inspection Procedures are current and available to personnel
☐ Laboratory Testing Procedures are current and available to personnel
☐ Field Equipment Maintenance and Calibration Records Maintained
Laboratory Test Equipment Maintenance and Calibration Records Maintained

Other: ________________________________________________________________
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Conformance:
□ Agency satisfies the requirements of the OBOA SIP
□ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal

Explanation:
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□ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:
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Structural Steel – Welding (S2)

□ Appropriate codes and standards available to inspection personnel

□ OBOA Special Inspection Program
□ Oregon Structural Specialty Code
□ AWS D1.1 Structural Welding Code – Steel
□ AWS D1.3 Structural Welding Code – Sheet Steel
□ AWS D1.4 Structural Welding Code – Reinforcing Steel
□ AWS D1.8 Structural Welding Code – Seismic Supplement
□ AISC Manual of Steel Construction
□ AISC 360
□ AISC 341
□ Certified personnel
  □ OBOA Structural Steel – Welding (S2)
  □ AWS Certified Welding Inspector

□ Appropriate equipment available
  □ Weld dimension gages
  □ Thickness gages
  □ Thermometer or temperature-measuring crayons

□ Report Forms
  □ Structural Steel – Welding Inspection Report

□ Field Inspection Procedures are current and available to personnel
□ Laboratory Testing Procedures are current and available to personnel
□ Field Equipment Maintenance and Calibration Records Maintained
□ Laboratory Test Equipment Maintenance and Calibration Records Maintained
□ Other:____________________________________________________

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Conformance:
  □ Agency satisfies the requirements of the OBOA SIP
  □ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal

Explanation:
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□ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:
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Spray-Applied Fireproofing

- Appropriate codes and standards available to inspection personnel
  - OBOA Special Inspection Program
  - Oregon Structural Specialty Code
  - ASTM E605
  - ASTM E736
  - ASTM E1513

- Certified personnel
  - OBOA Spray-applied Fireproofing (FP)

- Appropriate equipment available
  - Oven
  - Scale
  - Thickness measuring device
  - Template
  - Adhesion equipment

- Report Forms
  - Spray-Applied Fireproofing Report

- Field Inspection Procedures are current and available to personnel
- Laboratory Testing Procedures are current and available to personnel
- Field Equipment Maintenance and Calibration Records Maintained
- Laboratory Test Equipment Maintenance and Calibration Records Maintained
- Other:

Conformance:

- Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal

Explanation:

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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

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**Structural Wood**

☐ Appropriate codes and standards available to inspection personnel

☐ OBOA Special Inspection Program
☐ Oregon Structural Specialty Code
☐ National Design Specification for Wood Construction
☐ APA Introduction to Lateral Design
☐ APA Engineered Wood Construction Guide

☐ Certified personnel

☐ OBOA Structural Wood (SW)

☐ Appropriate equipment available

☐ Moisture Meter
☐ Pull Test Assembly

☐ Report Forms

☐ Structural Wood Inspection Report

☐ Field Inspection Procedures are current and available to personnel
☐ Laboratory Testing Procedures are current and available to personnel
☐ Field Equipment Maintenance and Calibration Records Maintained
☐ Laboratory Test Equipment Maintenance and Calibration Record Maintained
☐ Other: ________________________________________________________________

Conformance:
☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

Explanation:
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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:
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Proprietary Anchors

Appropriate codes and standards available to inspection personnel

☐ OBOA Special Inspection Program
☐ Oregon Structural Specialty Code
☐ Applicable ICC Evaluation Service Reports

Certified personnel

☐ OBOA Proprietary Anchors (PA)
Appropriate equipment available

☐ Torque Wrench
☐ Pull Test Assembly

Report Forms

☐ Proprietary Anchors Inspection Report

☐ Field Inspection Procedures are current and available to personnel
☐ Laboratory Testing Procedures are current and available to personnel
☐ Field Equipment Maintenance and Calibration Records Maintained
☐ Laboratory Test Equipment Maintenance and Calibration Records Maintained
☐ Other: ________________________________________________________________

Conformance:

☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

Explanation:

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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

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**Shotcrete**

- Appropriate codes and standards available to inspection personnel
  - OBOA Special Inspection Program
  - Oregon Structural Specialty Code
  - ACI 506R Guide to Shotcrete
  - ASTM C1140

- Certified personnel
  - OBOA Shotcrete (SC)
  - OBOA Reinforced Concrete (RC)
  - ACI Grade I

- Appropriate equipment available
  - Fresh properties testing equipment (slump cone, air pot, thermometer, etc.)
  - Compressive strength testing equipment
  - Facilities for curing concrete specimens in accordance with ASTM C511
  - Capping equipment for compressive strength specimens
  - Coring equipment

- Report Forms
  - Shotcrete Inspection Report
  - Shotcrete Compressive Strength Report

- Field Inspection Procedures are current and available to personnel
  - Laboratory Testing Procedures are current and available to personnel
  - Field Equipment Maintenance and Calibration Records Maintained
  - Laboratory Test Equipment Maintenance and Calibration Records Maintained
  - Other: ____________________________________________________________

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**Conformance:**

- Agency satisfies the requirements of the OBOA SIP
- Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification

**Explanation:**

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Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

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Cold-Formed Steel Framing

- Appropriate codes and standards available to inspection personnel
  - OBOA Special Inspection Program
  - Oregon Structural Specialty Code
  - AWS D1.1 Structural Welding Code – Steel
  - AWS D1.3 Structural Welding Code – Sheet Steel
  - ASTM C955
  - ASTM C1007
  - ASTMC1513

- Certified personnel
  - OBOA Cold-Formed Steel Framing (CF)
  - AWS Certified Welding Inspector

- Appropriate equipment available
  - Weld dimension gages
  - Thickness gages

- Report Forms
  - Cold-Formed Steel Framing Inspection Report

- Field Inspection Procedures are current and available to personnel
- Laboratory Testing Procedures are current and available to personnel
- Field Equipment Maintenance and Calibration Records Maintained
- Laboratory Test Equipment Maintenance and Calibrations Records Maintained
- Other: __________________________________________________________

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Conformance:

☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal

Explanation:

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☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

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Soils Construction

☐ Appropriate codes and standards available to inspection personnel
  ☐ OBOA Special Inspection Program
  ☐ Oregon Structural Specialty Code
  ☐ Applicable ASTM Standards

☐ Certified personnel
  ☐ OBOA Soils Construction (EC)

☐ Appropriate equipment available
  ☐ Nuclear densometer
  ☐ Moisture-density relationship testing equipment
  ☐ Soil classification testing equipment
  ☐ Soil Probe
  ☐ P-Level

☐ Report Forms
  ☐ Soils Construction Inspection Report
  ☐ Field Inspection Procedures are current and available to personnel
Laboratory Testing Procedures are current and available to personnel
Field Equipment Maintenance and Calibration Records Maintained
Laboratory Test Equipment Maintenance and Calibration Records Maintained
Agency participates in proficiency sample testing
Agency satisfies the requirements of ASTM D3740
Other:__________________________________________________________
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Conformance:
Agency satisfies the requirements of the OBOA SIP
Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification
Explanation:
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Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements
Explanation:
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Fire-Resistant Penetrations and Joints
Appropriate Codes and Standards Available to Inspection Personnel
OBOA Special Inspection Program
Oregon Structural Specialty Code
Oregon Fire Code
ASTM E2174
ASTM E2393
Certified Personnel
IFC
UL
FM
Other__________________________
Appropriate Equipment Available:
- □ Razor Knife
- □ Tape Measure
- □ Thickness Gauge
- □ Outside Caliper

Report Forms:
- □ Penetration Firestop Systems Inspection Report
- □ Fire-Resistant Joint Systems Inspection Report
- □ Thickness Gauge
- □ Outside Caliper

Conformance:
- □ Agency satisfies the requirements of the OBOA SIP
- □ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal

Explanation:
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□ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

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Explanation
- □ Penetration Firestop Systems Inspection Report
- □ Fire-Resistant Joint Systems Inspection Report
- □ Gauge
- □ Outside Caliper
Non-Destructive Testing (NDT) of Structural Steel

☐ Appropriate codes and standards available to inspection personnel
  □ OBOA Special Inspection Program
  □ Oregon Structural Specialty Code
  □ AWS D1.1 Structural Welding Code – Steel
  □ AWS D1.8 Structural Welding Code – Seismic Supplement
  □ ASNT SNT-TC-1A
  □ AISC 360
  □ AISC 341
  □ ASTM E543
  □ ASTM E709

☐ Certified personnel
  □ UT Level III or Outside Agency
  □ MT Level III or Outside Agency
  □ UT Level II
  □ MT Level II

☐ Appropriate equipment available
  □ UT Flaw Detector and appropriate transducers
  □ IIW Calibration Block
  □ DS Steel Block
  □ AWS Internal Reflections Block
  □ 10 lb lift test bar for AC MT yokes
  □ 50 lb lift test bar for DC MT yokes

☐ Report Forms
  □ NDT – UT Report Form
  □ NDT – MT Report Form

☐ UT procedures for each applicable technique are current and available to personnel
☐ MT procedures for each applicable technique are current and available to personnel
☐ Agency’s Written Practice is current is being followed
☐ Equipment maintenance and calibration records maintained
☐ Agency satisfies the requirements of ASTM E543.
☐ Other: ____________________________________________________________
  ___________________________________________________________________
  ___________________________________________________________________
  ___________________________________________________________________
  ____________________________________________

Conformance:
☐ Agency satisfies the requirements of the OBOA SIP
☐ Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification/renewal
   Explanation: ________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

☐ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements
   Explanation: ________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
# III. Equipment Maintenance and Calibration Files

Directions: Obtain equipment files for at least (6) different types of equipment. Verify the following requirements are met:

<table>
<thead>
<tr>
<th>Equipment ID No.</th>
<th>Description</th>
<th>Calibration Sticker</th>
<th>Equipment Log Entry</th>
<th>Calibration Documentation</th>
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</thead>
<tbody>
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</table>

- Equipment calibration procedures, practices and records are maintained
- Equipment maintenance practices and record keeping system are maintained
- All equipment is properly maintained. Maintenance procedures are documented and include a schedule for future maintenance
- Maintenance schedules are being adhered to
- Procedures for marking equipment are being followed
- Calibration stickers are being placed on the equipment requiring calibration
- Lists of field inspection equipment assigned to or provided by inspectors is being maintained
- Each item of equipment is labeled to indicate calibration status
- Calibration and verification records include the name of the item of equipment
- Calibration and verification records include the manufacturer’s name, type identification, and serial number
- Calibration and verification records include the date the equipment was received and put into service
- Calibration and verification records include the condition of the equipment
- Calibration and verification records include a copy of the manufacturer’s instructions, where available
- Calibration and verification records include the details of the maintenance carried out to date on the equipment
- Calibration and verification records include the dates and results of calibrations or verifications
- Calibration and verification records include the current location of the equipment

**Conformance:**

- Agency satisfies the requirements of the OBOA SIP
- Agency does not satisfy all requirements of the OBOA SIP and corrective action must be made prior to agency certification
Explanation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

□ Agency does not satisfy all requirements of the OBOA SIP, however auditor recommends waiving certain requirements

Explanation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

IV. Project Documentation

Directions: Obtain project files from at least (3) different projects. Verify the following requirements are met:

□ Each report includes a title
□ Each report includes the name and address of the agency and location where the inspection or test was carried out
□ Each report includes the name and address of the client, where appropriate
□ Each inspection or test report includes a description of the item inspected or tested
□ Each report includes the date of receipt of the inspection request or test item and date of performance of the inspection
□ Each report includes identification of the inspection or test method used
□ Each report includes a reference to the sampling procedure, where relevant
□ Each report includes any deviations from, additions to, or exclusions from, the inspection or test method
□ Each inspection or test report includes measurements, examinations and derived results, supported by tables, graphs, sketches and photographs, as appropriate
□ Each report includes a signature and title, or an equivalent identification of the person accepting responsibility for the content of the report
□ Each report includes where relevant, a statement to the effect that the results relate only to the items inspected or tested
□ Each report includes a statement that the report shall not be reproduced, except in full, without the written approval of the agency
□ Each report includes a signature or approval by authorized staff members only
□ Material corrections or additions to a report are only made in the form of a further document, or data transfer including the statement “Supplement to inspection report” or Revised test report”
## Agency Information

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency No.</th>
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<tr>
<th>Agency Address</th>
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<tr>
<th>Contact</th>
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<thead>
<tr>
<th>Assessor</th>
<th>Assessor Signature</th>
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</table>

### Type of Audit
- [ ] Facility
- [ ] Administrative

### Assessed Categories:
- [ ] Reinforced Concrete (RC)
- [ ] Prestressed Concrete (PC)
- [ ] Structural Masonry (SM)
- [ ] Structural Steel and Bolting (S1)
- [ ] Structural Steel – Welding (S2 or S2-AWS)
- [ ] Spay-applied Fireproofing (FP)
- [ ] Structural Wood (SW)
- [ ] Proprietary Anchors (PA)
- [ ] Shotcrete (SC)
- [ ] Cold Formed Steel Framing (CF)
- [ ] Solis Construction (EC)
- [ ] Fire-Resistant Penetrations and Joints (FP&J)

### Names of agency personnel attending entry briefing:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

### Names and positions of agency staff attending exit briefing:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Appendix A - 33
Rev. 5/2015
For Renewal Assessments:

Where previously cited deficiencies checked for continued resolution and implementation of effective corrective action?

Instructions To Agency:

This assessment summary and the assessor deficiency report, together form the opinion of the assessor regarding compliance with the certification criteria. If deficiencies were noted during the assessment the deficiencies shall be corrected to the satisfaction of the assessor within 60 days. The Agency must provide a response in writing addressing each cited deficiency with a description of the actions taken. The response must include any applicable objective evidence substantiating the actions taken (e.g. revised pages of the Quality System Manual, calibration forms, purchasing documents, photographic evidence, etc.). If deficiencies are not resolved within 60 days the assessor will recommend to the OBOA Special Inspection Committee that agency certification not be granted. Please note excessive deficiencies repeated from previous assessments may be grounds for accreditation denial. The OBOA Special Inspection Committee reviews the assessor report, including the deficiency report, and your written response in deciding whether to: (1) grant certification, (2) request further corrective action or evidence of corrective action, (3) require a revisit by an assessor, or (4) deny certification.

An appeal of the determination of the OBOA Special Inspection Committee, shall be in writing and shall be filed with the Board by mailing or emailing a notice of appeal not later than five (5) business days after the date of notice to: Oregon Building Officials Association, PO Box 13173, Salem, OR 97309, or at sip@oregonbuildingofficials.com. In the event no appeal is filed, the determination of the OBOA Special Inspection Committee shall be deemed effective on the fifth business day. The appeal shall contain a brief statement setting out such facts and other evidence why the agency believes the determination of the subcommittee or assesor is in error. The Board shall then schedule a hearing to review the determination. At the time of the hearing, the Board shall consider such facts and evidence as it deems necessary and/or appropriate. Not later than 14 days after the hearing, the Board shall issue a decision which may affirm, over-rule, or modify the determination. The determination of the Board is final and shall be effective as of the date of its issuance.

Instructions to the Assessor:
Fully describe any deficiencies or noncompliances with general criteria and specific criteria which you have identified during your assessment

- General criteria deficiencies hold up the entire accreditation of the organization until the deficiency is resolved (e.g. agency does not have a national accreditation).
- Specific criteria deficiencies result in a reduction in the scope of certification, but they do not hold up the accreditation for scope content not associated with the deficiency (e.g. agency does not meet criteria for prestressed concrete but accreditation may be granted for all other applied categories).

<table>
<thead>
<tr>
<th>Types of Deficiencies (check all that apply)</th>
<th>None ☐</th>
<th>Specific Criteria ☐</th>
<th>General Criteria ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated from Previous Assessment ☐</td>
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<td></td>
</tr>
</tbody>
</table>

**Deficiency No. 1 Description:**

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

**Deficiency No. 2 Description:**

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

**Deficiency No. 3 Description:**

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

**Deficiency No. 4 Description:**

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________
Deficiency No. 5 Description:

______________________________________________________________________________________
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Deficiency No. 6 Description:

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Deficiency No. 7 Description:

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Deficiency No. 8 Description:

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Deficiency No. 9 Description:

______________________________________________________________________________________
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______________________________________________________________________________________
______________________________________________________________________________________

☐ Additional Deficiencies included as an attachment

Signature of Agency Official: __________________________ Date: _________________

This signature indicates that the agency has received this summary of assessment and deficiency report. The signer does not necessarily agree that all items listed are deficiencies.
Deficiency No. 8 Description:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Deficiency No. 9 Description:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Deficiency No. 10 Description:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Deficiency No. 11 Description:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Deficiency No. 12 Description:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________
Assessor’s Recommendation Regarding Agency Accreditation

Agency Name: ___________________________________
Agency Address: ________________________________
___________________________________
___________________________________

Based on my assessment of the above mentioned agency’s management system and actual practice for compliance with the relevant requirements of the Oregon Building Officials Association (OBOA) Special Inspection Program (SIP), the assessor recommends the following:

□ The agency be granted OBOA accreditation in all requested categories
□ The agency be granted OBOA accreditation in requested categories except the following:_______________________________________________________________
_____________________________________
_____________________________________
_____________________________________
□ The agency not to be granted OBOA Accreditation at this time

Summary of findings:_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Assessor:______________________________________________________________
Assessor Signature:_________________________ Date:_____________________

Please attach the Summary of Assessment Report, Agency Application Review Checklist, Inspection Agency Audit Checklist, Agency deficiency response(s) and any other pertinent supporting documents.