

Special Inspections Pre-Construction Meeting Checklist

General Notes:

Note 1: This checklist of Special Inspection agenda items is to be included in the agenda of the Pre-Construction Meeting.

Note 2: Prior to the Pre-Construction Meeting the Owner or Design Professional in Responsible Charge (DPIRC) acting as the Owner's agent shall engage the Special Inspector(s) (SI).

Note 3: Prior to the Pre-Construction Meeting the Design Professional In Responsible Charge (DPIRC) must have prepared and submitted to the Building Official the Statement of Special Inspections, which shall include the Schedule of Special Inspection Services.

Note 4: Prior to the Pre-Construction Meeting the Owner or the Design Professional acting as the Owner's agent shall submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.

Note 5: Prior to the Pre-Construction Meeting the Building Official shall approve the qualifications of the Special Inspectors and agencies.

Note 6: Required attendees should include: Owner's representative, Design Professional, Contractor (GC), Building Official, Special Inspector representative and Structural Engineer of Record.

Note 7: Special Inspections Pre-Construction meeting is conducted by the A/E team with meeting minutes distributes within five (5) business days. Minutes shall include: written summary of items discussed, the Statement of Special Inspections, and attendee list with contact info for all parties required to attend.

Agenda items to be discussed:

- The roles and responsibilities of the parties shall be discussed (see Georgia Special Inspection Guidelines – Special Inspection Responsibilities)
- The Statement of Special Inspections shall be reviewed noting if the Requirement for Wind or Seismic Resistance apply to the project and the frequency of the required interim report submittals.
- If applicable, the Contractor shall be directed to provide the Statement of Responsibility.

- The Special Inspection documents/forms shall be discussed and who must complete them.
 - Daily Reports – SI(s)
 - Discrepancy Notice – SI(s)
 - Discrepancy Log - SI(s) / DPIRC
 - Test Results – SI(s)
 - Fabricator’s Certificate of Compliance – GC
 - Final Report of Special Inspection - SI(s)

- All SI documents must be made available to the Building Inspector in an approved format. Paper copies must be maintained at the site for all Daily SI Field Reports and Daily Logs.

- If, structural members are being fabricated off site, the SI shall verify that the Fabricator conforms to the requirements set forth in IBC Section 1704.2.2. At the conclusion of the Fabricator’s work, the Fabricator shall submit Fabricator’s Certificate of Compliance to SI.

- A Special Non-Conforming Work Log (Discrepancy Log) on failed tests or inspections including mitigating actions and date items passed are required to be kept onsite until the Project completion.

- It shall be emphasized that the role of the Special Inspector is to verify that construction and construction materials are in compliance with the Construction Documents. The SI cannot approve or accept any deviation or change to the Construction Documents, only the Design Professional can approve or accept deviations or changes to the Construction Documents.

- Review procedures for Non-Conforming work.