

# **SPECIAL INSPECTIONS**

## **Roles, Responsibilities and Expectations**

### **Designer of Record (DOR):**

- Determines if project requires Special Inspections SI (s).
- Identifies SI code requirements and completes BDC 406 and BDC 406.1 at the 100% Submission Phase.
- Forwards completed SI to Project Manager.
- May be asked to revise the BDC 406 after Structural Group review
- Responds to SI reports of uncorrected non-complying items and approves remedial measures.

### **Project Manager (PM):**

- Ensures that BDC 406 / 406.1 is completed by DOR (s) and submitted at the 100% Submission Phase for all projects (40,000 series, Qs and Ms).
- Forwards hard copies to Constructability Group w/ 100% Submission.
- If no SIs are required – file the BDC 406 in Construction / Inspection folder.
- If SIs are required – files both the BDC 406 / 406.1 in the project Construction / Inspection folder (xls version).

### **Constructability Group:**

- Review that the BDC 406 is properly completed during the constructability review.
- Notify Structural Group to review the BDC 406.1
- When only a BDC 406 is completed, occasionally spot check scope.
- Ensure the BDC 406 is in the Construction Inspection folder.

### **Structural Group:**

- Provides a quality review of the BDC 406.1 when notified by the Constructability Group at the 100% Submission.
- May interact with DOR to modify the BDC 406 / 406.1 when required.
- Create a pdf version of the BDC 406 and 406.1 and insert in the Specs folder.

### **Area Supervisor / EIC:**

- **Makes assignments and coordinates the SI and Testing.**
- **Maintains file of inspection reports.**
- **Copies of inspection reports are sent to DOR.**
- **Completes final inspection report.**
- **Issues BDC 405 Construction Compliance Certification.**

### **Office of Project Control:**

- Verify that BDC 406 / 406.1 is properly filed at Final Submission.
- If no SIs are required – verify that 406 is filed in Construction / Inspection folder.
- If SIs are required – verify that BDC 406 / 406.1 is filed in the project Specifications folder (pdf version) and Construction / Inspection folder (xls version).