



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

Division of Infrastructure Bureau of Construction

**STANDARD CONSTRUCTION
OPERATING PROCEDURE**

**SUBJECT: QACS QUALIFICATION OF FIELD PERSONNEL -
ID CARDS VERIFICATION**

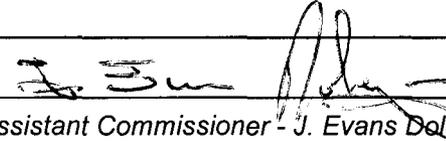
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CATEGORY.... : CONSTRUCTION
Subcategory : MATERIAL TESTING

Keywords QACS ID Cards
Certifications

Supersedes.... : N/A
Supplements.... : 01-012G
Sheet..... : 1 of 4

APPROVED:


Assistant Commissioner - J. Evans Doleyes, P.E.

Issue Date..... : June 15, 2006

The Resident Engineering Staff shall verify QACS qualification of field personnel prior to start of applicable work on the project site. Contractors, Subcontractors and vendors not bearing the required ID cards shall not be allowed to perform work on the project.

Sample ID cards and the DDC QACS policy and procedure on applicable certification of field personnel are attached. The following ID cards are to be verified at the project site: Concrete field Inspector, Asphalt/Soil field Inspector and Field Welding - Welder Qualification

Please insure that all field staff, consultants and contractors are provided with this policy and procedures and sample ID cards. These requirements must be reviewed at all Preconstruction and Critical Phase meetings.

Attachments: Requirements for Certification of Field Personnel; Sample ID Cards

REQUIREMENTS FOR QUALIFICATIONS:

1. CONCRETE FIELD INSPECTOR QUALIFICATION

All Resident Engineering Inspectors or other designated staff shall possess a valid Concrete Field Inspector Qualification ID cards to perform any concrete activity on a DDC Project.

The following steps are necessary to obtain concrete qualification:

Step 1: Attend classroom training conducted by Quality Assurance and Construction Safety (QA & CS) Bureau (Contact Fran Artale @ 718-391-1910 to be scheduled for the training class)

Step 2: Pass the written test conducted right after the class (passing grade is 70%). Formal QA & CS letters are issued to all passing candidates

Step 3: Pass a field test conducted by QA & CS (Contact QA & CS @ 718-391-1153 or 718-391-1198 to be scheduled for a field practical test)

Step 4: Concrete Field Inspector Qualification photo ID cards are issued to candidates passing the field practical test – Exhibit 1

2. ASPHALT/SOIL FIELD INSPECTOR QUALIFICATION

All QC inspectors from approved testing laboratories shall possess valid Asphalt/Soil Field Inspector Qualification ID cards to perform any asphalt/soil activity on a DDC Project.

The following steps are necessary to obtain asphalt/soil qualification:

Step 1: Pass the written test (passing grade is 70%) conducted by QA & CS (Contact QA & CS @ 718-391 – 1153 or 718-391-1198 to schedule a written test at DDC). Formal letters are issued to all passing candidates

Step 2: Schedule for a field test conducted by QA & CS (Contact QA & CS @ 718-391-1153 or 718-391-1198 to schedule a field practical test)

Step 3: Asphalt/Soil Field Inspector Qualification photo ID cards are issued to candidates passing the field practical test – Exhibit 2

3. FIELD WELDING - WELDER QUALIFICATION

The RE or other designated staff shall verify the following prior to allowing a welder to perform on any DDC Project:

DDC99-1-298

- The welder has a valid DDC QA&CS Bureau issued Welder Qualification ID Card. The welder is responsible to ensure that his/her card is renewed prior to expiration date.
- The welder can only weld using the technique he is qualified for: for ex. a welder qualified for Shielded Metal Arc Welding (SMAW) may not be allowed to weld using the equipment for Flux Cored Arc Welding (FCAW)
- The welder has in his/her possession a log book or other valid documentation to prove and to demonstrate that he/she has been welding using the qualified technique without a gap of more than six months period.

The following steps are necessary to obtain DDC field welder qualification:

Step 1: Schedule a Welding Procedure Qualification and/or Welder Qualification test to be conducted/witnessed by QA & CS staff (Contact QA & CS @ 718-391-2247 or 718-391-2202 to schedule the practical test). All tests are conducted in accordance with DDC QA & CS approved Welding Procedures. Tests will be at the location chosen by the Contractor/Welding Subcontractor, and they are required to furnish all necessary equipment.

Step 2: If the test passes a visual examination conducted by QA & CS staff, then the Contractor/Welding Subcontractor will send the weld samples to a DDC approved laboratory for performing the required mechanical verification tests. The laboratory tests are subject to witness by QA & CS staff.

Step 3: Welder Qualification photo ID cards are issued to candidates passing the laboratory test – Exhibit 3

In the absence of listed contact person/s, all clarifications regarding qualification may be addressed to the Director of QACS.

CONCRETE FIELD INSPECTION QUALIFICATION

DDC-C-2006-5-QACS

John Doe



Expiration Date:
12/12/2007

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT - 1

SOILS / ASPHALT FIELD INSPECTOR QUALIFICATION

DDC-S/A-2006-2-QACS

John Doe



Expiration Date:
06/14/2009

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT - 2

WELDER QUALIFICATION

DDC-W-2-2006-QACS



John, Doe

Welder is qualified for the technique as per DDC/DEP Watermain

**Specification:
SMAW/6G**



Expiration Date:
12/12/2007

This Card Does Not constitute employment with the City of New York, and Does Not grant access to any property

EXHIBIT - 3

**This Card is issued by the Bureau of Quality Assurance & Construction Safety
Division of Technical Support
NYC Department of Design & Construction**

This card shall be presented upon request by DDC authorized staff. Maintenance of this qualification is contingent upon satisfactory field performance.

BACK OF THE CARD