Field Application:
When it has been determined that a QAA contract has been issued, the field inspector shall follow the steps listed below:

1. Read the QAA contract to determine what items require third-party QAA inspections.
2. Verify whether a QAA project file binder has been established on the job site.
3. Verify whether the QAA on the contract is the same as the agency performing the third-party inspections. If not, issue the contractor a Correction Notice to have the QAA contract amended to name the correct agency.
4. Verify that the QAA reports use proper means of identifying locations for areas of inspections; i.e. grid lines, column lines or written descriptions, as shown on CCBD approved plans.
5. When the inspector receives a request for an inspection on an item covered by the QAA contract:
   a) The inspector is to review the field QAA report.
   b) The inspector shall review the work in the field in accordance with the approved plans and the QAA acceptance reports.
   c) For compliant work with no Notices of Non-Compliance, the inspector is to approve the inspection. For partial inspections, the inspection is to be Partial Approval “PA” and note the area accepted.
   d) If QAA has accepted work which does not comply with approved plans, the inspector is to disapprove the inspection and issue a Correction Notice.
   e) If QAA non-compliance report was issued, the inspector is to Disapprove “DA” the inspection with an explanation and issue the contractor a Correction Notice referencing the problem as described in the QAA non-compliance report.
   f) The last QAA inspection report for a specific item must include a statement of completion.

If an ICC evaluation service report is required to make an inspection, the QAA must reference the report in the QAA acceptance report and a copy must be onsite for inspections.