

## Recommended Standards for Reports and Letters Submitted by Design Professionals

DOI File #: WP-064-12

Edition Date: 06/20/12

**5.0 Contents of Reports and Supporting Material** – Based on the definition of approved, the CEO is under no obligation to accept an opinion from a registered design professional that is inconsistent with field conditions, has no basis in engineering principles, construction principles, code requirements, and/or is not properly substantiated with calculations, proven industry practices as documented by industry standards, or sound theoretical reasoning. Below are recommended guidelines for the minimum content of a report submitted by a design professional:

**A. Site visit** – Unless the condition can be analyzed on the basis of contract drawings or existing drawings, the design professional should visit the site to examine the condition. Even when the contract drawings provide enough information for an analysis, a site visit may be necessary to verify the accuracy of the drawings. The report should indicate if the engineer has visited the site. If not, justification should be provided as to why a site visit was not necessary.

**B. Observations** – Field observations should be described in the report in detail. Photographic documentation may be necessary. Inexpensive digital cameras are now available, and digital photos are easy to incorporate into a report.

**C. Documentation** – Any documentation upon which the report conclusions are based should be described in the report. Documentation may include calculations, standard tables, project drawings, existing drawings, field test data, national standards, research data, manufacturer's test data, evaluation reports, manufacturer's installation instructions and/or code requirements.

**D. Basis for Opinions** – Theoretical and experiential basis for any opinions expressed should be stated in the report. Any limitations on conclusions and recommendations should also be clearly stated. A report submitted by a design professional is applicable specifically to the conditions and recommendations indicated in the report with the limitations indicated in the report, and the CEO should recognize the report is not intended to be extrapolated to conditions not specifically discussed in the report. If the report does not cover all of the conditions requested by the CEO, then the CEO is responsible for requiring an addendum to the report.

**E. Conclusions and Recommendations** – Content of the report should include conclusions and recommendations consistent with the observed field conditions and documentation available for consideration or developed by the design professional.

**F. Corrective Actions** – Corrective actions recommended should be described using legible sketches, drawings, and/or written procedures.

**G. Supporting Information** – Whenever requested by the CEO, the design professional should produce all supporting documentation for his opinion, including sealed calculations. Any calculations submitted must be legible, correct, and complete. There may be instances when a design professional having extensive experience with an issue may be able to state an opinion based on experience and field observations. In cases of this sort, the design professional should state in detail the experiential basis for his opinion and explain why further supporting information is not necessary.

**H. Seal, Signature and Date** - The report, corrective drawings, corrective procedures, and calculations must, by law, bear the seal and signature of the registered design professional who prepared the report. Out of state seals are not acceptable; the design professional must be licensed to practice in North Carolina. By law, the date of issue must also appear on all sealed materials.

**I. Inspection Department Documentation** – Any report submitted to the CEO by a design professional becomes part of the project record and must be retained along with the record drawings for the period mandated by the Department of Cultural Resources.