

## APPENDIX D – May 22, 2008

### Inspection Assessor Guidelines

#### Purpose

The purpose of these guidelines is to assist the Inspection Assessor through the process of assessing the ability of an Inspector-In-Training (IIT) or Certified House Inspector Provisional (CHI(P)) to provide house inspection services to the public.

#### Process

Prior to the start of the inspection, it is assumed that the IIT or CHI(P) has contacted the Assessor requesting an assessment. It is also assumed that the IIT or CHI(P) will be using his/her own inspection forms or format. Before beginning the assessment process, the Assessor must clearly explain to the IIT or CHI(P) the process involved, the limitations on interaction between the Assessor and the IIT or CHI(P) and that the assessment will be carried out in accordance with the applicable **BCIPI Inspection Standards** as a basis for the assessment.

#### Interaction

It must be made clear to the IIT or CHI(P) that interaction and discussion of various aspects of the inspection are limited. The Assessor must advise the IIT or CHI(P) that he/she is expected to carry out the inspection independently and the only interaction, other than introductions and casual exchange of information, will be limited to issues such as logistics and coordination. For example: the use of the same ladder at the same location at the same time.

#### Use of Forms

The forms (**Appendix E**) have been developed from the **BCIPI Inspection Standards** and have been designed to allow the Assessor to assess the accuracy and completeness of the inspection by the IIT or CHI(P) simply by checking the appropriate box to the right of the inspection criterion. However, if the Assessor checks an *unsatisfactory* box, the Assessor is required to explain the reason for the rating in the comments section provided on each page of the relevant category. There is also a section at the last page of the report that provides for the confirmation that the report has been read, discussed and agreed upon by both the IIT or CHI(P) and the Inspection Assessor. The absence of the IIT's or CHI(P)'s signature, should there be a disagreement with the assessment, must be explained.

#### Debriefing

There are obvious logistical issues that must be overcome in this phase of the process. For example: the IIT or CHI(P) may not be able to produce a report at the time of the inspection or the Inspection Assessor may not have time to complete an adequate review of the Trainee or Provisional member's report at the time of the inspection. In view of these considerations, the IIT or CHI(P) will be allowed one week following the inspection to submit the report to the Assessor. The Assessor is required to review, assess and discuss his/her assessment with the Trainee or Provisional member within one week of receipt of the report. Upon completion of this assessment and discussion, the Inspection Assessor is required to immediately submit **both** his/her report and the report submitted by the IIT or CHI(P) to the ASTTBC Board of Examiners.

***(Note: BCIPI advises that the current rate for this service is \$350.00 per assessment.)***