

PLANT INSPECTION PROCEDURAL CHECKLIST

**Texas Department of
Licensing and Regulation**
INDUSTRIALIZED HOUSING AND BUILDINGS
 PO Box 12157, Austin, TX 78711 (512) 463-7346 FAX (512) 475-4364
 (800) 803-9202 - In State Only
 Email Address: industrialized.buildings@license.state.tx.us
 Internet Address: www.license.state.tx.us

Date of Inspection: _____
 Manufacturer: _____
 Manufacturer's Registration #IHM- _____
 Inspector Name/Reg #: _____
 Inspection Agency/Reg #: _____

LIST ALL TX DECAL/INSIGNIA NUMBERS IN THE MANUFACTURER'S POSSESSION (include those confiscated):

PROCEDURE	YES	NO
1. Did you perform an entrance interview? During the interview did you inform the manufacturer that:	<input type="checkbox"/>	<input type="checkbox"/>
A. Compliance control manual must function normally as stated in approved compliance control manual?	<input type="checkbox"/>	<input type="checkbox"/>
B. Compliance control documents (travelers) will be examined for all units that received a decal/insignia or label since last inspection?	<input type="checkbox"/>	<input type="checkbox"/>
C. Every Texas unit and reciprocal state unit will be inspected and all units with labels affixed will be checked for proper application of decal, insignia, or label, and data plate?	<input type="checkbox"/>	<input type="checkbox"/>
D. System testing must be inspected at least once every third inspection?	<input type="checkbox"/>	<input type="checkbox"/>
E. A substantial portion of the energy design system on one or more units must be inspected at least once every third inspection?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you review approved design package and request manufacturer notify you of any changes to approved package since last inspection?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you review inspection report from last inspection?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you document uncorrected deviations from last inspection on present inspection report?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you inspect units with uncorrected deviations from last inspection and document corrective action on present report?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you inspect all Texas and reciprocal state units on production line and in plant? (Begin inspection at different station than previous inspection. Primary emphasis on inspection to approved package.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Did you request and witness production tests (required to be inspected at least once every 3 rd inspection)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did you inspect a substantial portion of the energy design system (required at least once every 3 rd inspection)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did you document all deviations (including compliance control), corrective action, and reference in clear and detailed manner on form #TDLR a031IHB?	<input type="checkbox"/>	<input type="checkbox"/>
10. Did you inform manufacturer you cannot inspect if approved design is not specific or no approved designs?	<input type="checkbox"/>	<input type="checkbox"/>
11. Did you check other units past stage of construction for same deviation and notify the Department if deviation was repetitive?	<input type="checkbox"/>	<input type="checkbox"/>
12. Did you review compliance control travelers for units that received decals/insignia since last inspection and record inadequate/incomplete travelers as deviations?	<input type="checkbox"/>	<input type="checkbox"/>
13. Did you review past inspection reports for failure of manufacturer to follow compliance control procedures and for failure of manufacturer to provide an approved design?	<input type="checkbox"/>	<input type="checkbox"/>
14. Did you review your report prior to exit interview, assure information completed, and report legible? Did you document inspections for reciprocal states?	<input type="checkbox"/>	<input type="checkbox"/>
15. Did you review the procedural requirements for increased frequency of inspections? When required did you schedule additional inspections of each unit as required by the procedures?	<input type="checkbox"/>	<input type="checkbox"/>
16. Did you perform an exit interview and (wherever reference is made to confiscating decals, you must also confiscate labels for reciprocal states):		
A. Discuss inspection relative to deviations, corrective actions, and compliance control?	<input type="checkbox"/>	<input type="checkbox"/>
B. Where required, confiscate decals/insignia for units with uncorrected deviations?	<input type="checkbox"/>	<input type="checkbox"/>
C. Where required, confiscate decals/insignia for units not inspected because some aspect of approved design not specific or no approved designs? Where required, inform manufacturer of increase in frequency of inspections?	<input type="checkbox"/>	<input type="checkbox"/>
D. Where required, confiscate decals/insignia for failure to follow compliance control procedures (reference paragraph D of procedures)? Where required, inform manufacturer of increase in frequency of inspections?	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST CONTINUED ON BACK – IF ANSWER TO ANY QUESTION WAS NO, EXPLAIN ON BACK OF FORM

Plant Inspection Procedural Checklist (continued)

PROCEDURE	YES	NO
16. E. Where required, confiscate decals/insignia for all Texas units if inadequate/incomplete travelers for units receiving decal/insignia since last inspection? Where required, inform manufacturer of increase in frequency of inspections?	<input type="checkbox"/>	<input type="checkbox"/>
F. Where required, confiscate decals/insignia & increase frequency of inspections if no approved compliance control manual in plant?	<input type="checkbox"/>	<input type="checkbox"/>
G. Where required, confiscate decals/insignia if tests required, but not performed? Where required, did you schedule reinspection?	<input type="checkbox"/>	<input type="checkbox"/>
H. Where required, confiscate decals/insignia if inspection of energy compliance design required, but not performed? Where required, did you schedule reinspection?	<input type="checkbox"/>	<input type="checkbox"/>
17. Did you retain original inspection report and give copy to manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS FOR USING PLANT INSPECTION PROCEDURAL CHECKLIST FORM

Inspection reports must be filed with the "Inspection Record Summary" as the cover page for the report. This form must be completed for all plant inspections.

List all Texas decals or insignia in the manufacturer's possession in the space provided. Include those that have been confiscated or are in control of the third party inspection agency. List only those decals or insignia which have not been affixed to the module or component. Please note that a decal or insignia is not considered affixed because it has been assigned to a module or component.

Complete the general information as indicated below and answer each of the questions. Explain all NO answers in the space provided. Enter the reasons for confiscating decals or insignia in the space provided.

GENERAL INFORMATION

FIELD NAME	DATA ENTERED
Date of the inspection	Enter the date of the inspection. A separate checklist is required for each inspection date.
Manufacturer	Enter the manufacturer's name. Example: XYZ Modular, Inc.
Manufacturer's Registration #IHM-	Enter the manufacturer's Texas registration number. Example: IHM-300.
Inspector Name/Reg #	Enter the inspector's name and Texas registration number. Example: John D. Inspector/IHI-149.
Inspection Agency/Reg #	Enter the name and Texas registration # of the inspection agency. Example: ABC Inspections/IHIA-51.

EXPLAIN ALL NO ANSWERS:

REASONS FOR CONFISCATING DECALS OR INSIGNIA (notify Department when necessary to confiscate all decals/insignia in plant; fax copy of inspection report to Department with anticipated date of reinspection any time labels for a reciprocal state are confiscated and fax copy of inspection report on date labels are returned to manufacturer):
