



TEXAS DEPARTMENT OF LICENSING & REGULATION

Regulatory Program Management Division • PO Box 12157 • Austin, Texas 78711 • (512) 463-6599

www.tdlr.texas.gov

AIA Procedure 6

V1.0/0918

Boiler Installation Reports

Page 1 of 3

1 Purpose

1.1 The purpose of this procedure is to describe the procedure for Boiler Installation Reports (BIRs).

2 Scope

2.1 This procedure is applicable to both departmental personnel and Authorized Inspection Agencies (AIAs).

3 Description

3.1 BIRs are received through the boilers@tdlr.texas.gov email address or via U.S. Parcel. Regulatory Program Management (RPM) Support and Training (S&T) team members will process all BIRs. S&T team members will review and determine which inspection entity is responsible for conducting the required first inspection. This is completed by reviewing the BIR for boiler installation location and whether the boiler is being installed in a newly constructed building.

3.1.1 If the BIR indicates the boiler is being installed in a newly constructed building, TDLR SHALL conduct the required first inspection.

3.1.2 If the BIR indicates the boiler is NOT being installed in a newly constructed building, S&T team members shall look up the boiler's location in JO.

3.1.2.1 If the location is listed in JO, the required first inspection shall be completed by the inspection entity listed in JO as having inspection responsibility.

3.1.2.2 If the location is NOT listed in JO, TDLR shall conduct the required first inspection.

3.2 S&T team members will forward the BIR to the appropriate inspection entity. NOTE: When the BIR indicates the boiler is installed in a new building and there is a location in JO which

Mike Arismendez, Chair – Shallowater, Texas

Tom Butler, Vice-Chair – Deer Park, Texas

Rick Figueroa – Brenham, Texas

Gerald R. Callas, M.D., F.A.S.A. – Beaumont, Texas

Gary F. Wesson, D.D.S., M.S. – Bastrop, Texas

Helen Callier – Kingwood, Texas

Deborah A. Yurco – Austin, Texas



TEXAS DEPARTMENT OF LICENSING & REGULATION

Regulatory Program Management Division • PO Box 12157 • Austin, Texas 78711 • (512) 463-6599

www.tdlr.texas.gov

AIA Procedure 6

V1.0/0918

Boiler Installation Reports

Page 2 of 3

indicates an AIA has inspection responsibility for the location, S&T team members will forward the BIR via email to the TDLR inspector for inspection. However, the AIA with inspection responsibility for the location will also be copied on the email to keep the AIA informed of the new boiler and building.

- 33** *The installed boiler shall be inspected within 30 days of notification.*
- 34** *The Inspector shall report the assigned TX Boiler Number and the BIR tracking number to boilers@tdlr.texas.gov. It is not necessary to return a scanned copy of the BIR with the TX #. A simple typed message will suffice. This shall be submitted within a week after completion of the initial inspection.*

Note: If there are multiple boilers at one location and inspection responsibility is split between TDLR and AIA, determine if AIA has responsibility for all boilers at location. If so, change all boilers to applicable AIA and send BIR to AIS/AI.

Approved:

A handwritten signature in blue ink, appearing to read "Rob D. Troutt".

Rob D. Troutt, Chief Inspector
October 2019

