



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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## Checklist of Application Requirements – Third Party Inspection Agency (TPIA) General

TPIA Name:		Reg #IHA-
Reviewed by:		Date Reviewed:
Application indicates agency's address and telephone number (must be provided for each office through which inspections are coordinated.)		
Address:		
Phone Number:		Fax Number:
<p>An organization chart is provided with the names of managerial and technical personnel responsible for inspections for Texas.</p> <p>Complete documentation is provided to substantiate the agency's ability to perform inspections to determine a manufacturer's compliance with the rules and standards. The application includes the following:</p> <ul style="list-style-type: none"> <li>a formal description of the agency's supervision and training programs;</li> <li>performance records of manufacturers;</li> <li>examples of inspection records, agreements, or contracts with manufacturers; and</li> <li>other pertinent information.</li> </ul> <p>A properly signed and notarized statement of certification is provided by the agency manager or chief executive officer that:</p> <ul style="list-style-type: none"> <li>its board of directors, as a body, and its managerial and inspection personnel, as individuals, are free to exercise independence of judgment in the performance of their duties within the agency;</li> <li>its activities pursuant to the discharge of responsibility as a third-party inspection agency will not result in financial benefit to the agency via stock ownership, or other financial interest in any producer, supplier, or vendor of products;</li> <li>the agency will consistently and uniformly implement the policies and determinations of the Council with regard to interpretations of the standards and rules;</li> <li>the agency will not provide design services or prepare compliance control manuals for manufacturers for whom it acts as a third-party inspection agency;</li> <li>all information contained in the application for approval as a third-party inspection agency is true, timely, and correct; and</li> <li>all future changes will be immediately communicated to the Department.</li> </ul> <p>A list of states in which the agency is currently approved to provide product certification or validation or third-party inspection services and a complete description of each system and program involved is provided.</p>		
Notes:		

Reference Department rule 70.23 for the complete criteria that must be met by a third-party inspection agency prior to approval by the Industrialized Building Code Council. The Council has authorized the Department to grant interim approval to anyone that meets the criteria as outlined in the rules. Anyone requesting an exception to the criteria must present their case to the Council. See Forms IHB011 and IHB013 for criteria that must be met by technical and managerial staff.