



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157
 (512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736
 ihbtech@tdlr.texas.gov • www.tdlr.texas.gov

IHB – Data Plate and Compliance Control Manual Checklist

Reviewer Name:	Review Date:		
Manufacturer's Name:	IHM-		
DRA's Name:	IHDRA=		
Requirements	MEETS		Notes
Rule 70.71(a) – Data plate material and attachment	YES	NO	
A1 – Data plate material: Does the manual describe the material from which the data plate is made and is the material one that will not deteriorate over time? Alternately, the manual may contain a statement that the data plate is made of a material that will not deteriorate over time. If the data plate is paper then the manual must indicate how it will be applied so that it will not deteriorate over time.			
A2 – Data plate attachment: Does the manual describe how the data plate will be permanently attached so that it cannot be removed without destruction? Alternately, the manual may contain a statement that the data plate shall be permanently placed so that it cannot be removed without destruction.			
Requirements	MEETS		Notes
Rule 70.71(b) – The data plate contains, as a minimum, the following.	YES	NO	
A3 – Manufacturer's name, physical address, and registration #: Does the data plate contain a field for the manufacturer's name, physical address, and Texas registration #? Is the information on the sample data plate correct?			
A4 – Serial numbers: Does the data plate contain a field for the serial, or identification, numbers, as assigned by the manufacturer, for each unit covered by the data plate?			
A5 – Decal numbers: Does the data plate contain a field for the Texas decal numbers assigned to each unit covered by the data plate?			
A6 – Applicable mandatory building codes: Does the data plate contain a field for the name and date of the applicable mandatory building codes? Are the codes referenced the correct codes (reference Department rule 70.100 and 70.101)?			
A7 –Type of gas: Does the data plate contain a field for the type of gas, i.e., LP, Natural, etc., required for the appliances installed in the units?			
A8 – Maximum snow load: Does the data plate contain a field for the maximum snow (roof) load in psf of the building?			
A9 – Maximum wind speed: Does the data plate contain a field for the maximum wind speed (3 second gust) in mph and the wind exposure category of the building?			
A10 – Seismic design category: Does the data plate contain a field for the seismic design category of the building?			
A11 – Occupancy group: Does the data plate contain a field for the occupancy group of the building?			
A12 – Type of construction: Does the data plate contain a field for the type of construction of the building?			
A13 – Special conditions and/or limitations: Does the data plate contain a field for special conditions and/or limitations?			

TDLR – IHB Data Plate and Compliance Control Manual Checklist

Manufacturer's Name & Reg #:
Date of Review:

DRA's Name and Reg #:
Reviewed by:

Requirements	MEETS		Notes
	YES	NO	
B16 – Rule 70.70(c), Purpose of manual: The primary purpose of the compliance control manual submitted by the manufacturer is to assure that the structures constructed meet or exceed the mandatory building code requirements and to assure compliance with the rules and regulations of the Texas Industrialized Housing and Buildings program.			
Requirements	MEETS		Notes
Rule 70.70(c) - The manual must contain, at a minimum, the following.	YES	NO	
B1 – Table of Contents: Does the table of contents identify the key elements of the program? Does the table of contents provide page numbers for these elements?			
B2 – Organization chart: Does the organization chart demonstrate independence of compliance control personnel from production personnel? Is this independence carried through in the written procedures, i.e., are compliance control personnel required to perform required inspections prior to construction being covered, complete inspection travelers, and document deviations and corrective actions?			
B3 – Manufacturer's statement defining obligation, responsibility, and authority for compliance control program: Does the statement define the manufacturer's commitment to the program? Does it define the manufacturer's responsibility for assuring that all regulated structures comply with the law, rules, and mandatory building codes? Does it define the authority of the compliance control personnel to assure that only units in compliance with the law, rules, and mandatory building codes are labeled for Texas?			
B4 – Identification of compliance control personnel: Are the positions of the compliance control personnel clearly defined and identified? Do the procedures clearly define the accountability of the compliance control personnel for assuring that all units are constructed in accordance with the approved procedures, plans, law, rules, and mandatory building codes? Do the procedures clearly define how the personnel identify deviations and assure that these deviations are corrected?			
B5 – Materials handling methods: Do the procedures include a checklist, or a description of a checklist, for receiving materials to assure compliance with approved plans and mandatory building codes? Do the procedures clearly describe how rejected materials are marked to assure that they are not used in production (both upon receipt and from production line)? Do the procedures assure that rejected materials are stored separately from other materials? Is the area for rejected materials clearly marked on the plant layout?			
B6 – Identification system: Do the procedures require that a serial number, or identification number, be marked on each unit at the first stage of construction? Do the procedures describe where and how the number is marked on the unit? Do the procedures assure that the serial number will remain visible throughout construction of the unit to assure appropriate inspection and rechecking of any deviation corrections?			
B7 – Plant layout and manufacturing sequence:			
B7.1: Does the plant layout clearly define the layout of the plant? Layout should be detailed enough to allow an inspector to find his way around the plant with just the layout.			
B7.2: Is there a diagram of the manufacturing sequence with the plant layout? Is there a description of activities to be performed at each station or stage of production? If the description of activities is not on the diagram, is it referenced or easily found in the manual? Are activities that may be performed at more than one station or stage of construction clearly identified?			

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Requirements	MEETS		Notes
	YES	NO	
Rule 70.70(c) - The manual must contain, at a minimum, the following.			
B8 – Inspection checklist			
B8.1: Do the procedures include an inspection checklist that identifies the inspections to be made at each production station or stage of construction? Does the list of inspections follow the diagram of the manufacturing sequence? If the list of inspections does not follow the diagram of the manufacturing sequence, is it clear when in the production sequence these inspections are performed?			
B8.2: Are all significant areas of construction covered by the checklist?			
B8.3: Are all areas inspected (by compliance control personnel) prior to being covered by other construction? Do the procedures clearly describe who is responsible for signing off on the checklist and how they sign off? Do the procedures clearly describe when areas of the checklist must be signed off?			
B8.4: Is accept/reject criteria (tolerance, specifications that must be met, etc) included with the checklist or in the manual (manual must state if accept/reject criteria is to be found on the approved plans and specifications)?			
B8.5: Do the procedures include a requirement for an energy compliance checklist signed by the compliance control manager or inspector?			
B9 – Testing			
B9.1: Are step-by-step procedures included for all tests required by the mandatory building codes? Do the procedures clearly define how each test is to be performed? Do the procedures conform to the requirements of the mandatory building codes?			
A - Dielectric test [NEC 550.17(a)]			
B - Continuity test [NEC 550.17(b)]			
C - Polarity test [NEC 550.17(b)]			
D - Electrical operational test [NEC 550.17(b)]			
E – Gas supply pressure test [IFGC 406 or IRC G2417]			
F - Water supply pressure test [IPC 312.5 or IRC P2503.6]			
G - DWV system test [IPC 312.2 and 312.3 or IRC P2503.5]			
H - Concrete tests [ASTM C31, C42, C39, C172, ACI 318, and others as required by Chapter 19 of the IBC]			
I - Water tightness test [IRC P2503.5.2]			
J - Testing of backflow prevention assemblies [IPC 312.9 or IRC 2503.7]			
K - Other – describe test			
B9.2: Is the station or phase of construction identified for performance of each test and for recording of test results?			
B9.3: Is required test equipment identified? Are there procedures for periodic checking, recalibration, and readjustment of all test equipment (must include procedures for assuring that all test equipment is in proper working order even if recalibration is not required)?			

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Requirements	MEETS		Notes
	YES	NO	
Rule 70.70(c) - The manual must contain, at a minimum, the following.			
B10 – Storage procedures: Are there procedures for storing completed structures at the plant and for any other locations prior to installation? Do the procedures describe how stored units are to be protected from the elements and other damage?			
B11 – Statement indicating who is responsible for the following.			
B11.1 – Compliance control: Do the procedures clearly define, by position, who is responsible for compliance control at the plant?			
B11.2 – Decals and insignia: Do the procedures clearly define, by position, who is responsible for the safe keeping of the decals and insignia at the plant?			
B11.3 – Application of decal and insignia: Do the procedures clearly define, by position, who is responsible for application of the decals or insignia at the plant?			
B11.4 – Reporting procedure: Do the procedures clearly define, by position, who is responsible for reporting the disposition of the decals or insignia to the Department?			
B12 – Procedure for maintaining reliable, retrievable records of the following.			
B12.1 – Inspections performed: Are there procedures for maintaining records of all inspections performed?			
B12.2 – Decal and insignia numbers: Are there procedures for maintaining records of the decal or insignia number assigned to each unit?			
B12.3 – Deviations and corrective actions: Are there procedures for maintaining records of deviations and how the deviations are corrected? Do the procedures describe how the deviations and corrective actions are documented?			
B12.4 – Site to which unit is transported: Are there procedures for maintaining records of the site to which each unit is transported?			
B13 – Transportation: Does the manual describe how units are to be transported without damage to the units and so that compliance deviations will not result (actual transportation without damage or deviation is sufficient to justify the method)?			
B14 – Regulated structures: Are there procedures to assure that the compliance control procedures are complied with on all regulated structures? As a minimum, regulated structures must be identified prior to commencing construction.			
Requirements	MEETS		Notes
	YES	NO	
B15 – Rule 70.70(a)(3), Document identification: All documents in the manufacturer's compliance control manual are identified with the manufacturer's name and address.			