

Instructions for Completing the *Alteration Inspection Deviation Report Form*

The third party inspection agency shall provide the industrialized builder or installation permit holder a copy of the inspection report and keep one copy for their files. A copy of the inspection report shall be provided to the Department upon request.

FIELD NAME	DATA ENTERED
Date of Inspection	Enter the date of the inspection. A separate summary sheet is required for each inspection date.
Builder or Permit Holder	Enter the industrialized builder's or permit holder's name.
Builder's Reg # or Permit #	Enter the industrialized builder's Texas registration number. Example: IHB-1000. Alternately enter the installation permit # issued by the Department. Example: 02562359
Inspector Name/Reg #	Enter the third party inspector's name and Texas registration number. Example: John D. Inspector/IHI-183
Inspection Agency/Reg #	Enter the name of the third party inspection agency and Texas registration number. Example: ABC Inspections/IHIA-51
Page ____ of ____	Enter the page number of the deviation report Enter the total number of pages in the deviation report
Phase of inspection	Check the phase of inspection, rough-in, final, reinspection, or verification. A verification inspection is performed to verify that building construction has not been altered from original approved plans. A verification inspection may be performed at the same time as the rough-in inspection.
Alteration Identification #	Enter the alteration identification number assigned by the design review agency. This number can be found on the "Alteration Transmittal Form." A copy of this form along with the original approved construction documents and the approved alteration construction documents must be available for the inspector's use at the inspection site.
DRA Name & Registration #	Enter the name and Texas registration number of the design review agency that approved the alteration construction documents.

SUMMARIZATION OF DEVIATIONS

FIELD NAME	DATA ENTERED
Item #	Enter a sequential number for each deviation written beginning with 1
Unit ID Number	Enter the manufacturer's COMPLETE unit ID number or serial number for each Texas unit inspected. Enter one module per line. When inspecting multiple modules that comprise a single building, list each module on a separate line. Please be accurate.
Deviation	Enter the manufacturer's complete ID number or serial number for all units affected by the deviation, starting with the unit on which the deviation was first discovered.
Corrective action	Enter the action taken to correct the deviation
Reference	Enter the reference, either a page, sheet, or detail from the approved construction documents or a code reference
Date Corrected	Enter the date the deviation was corrected.