



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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## Industrialized Housing and Buildings

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### REMOTE VIDEO IN-PLANT INSPECTION (RVI) PROCEDURES

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#### 1.0 General.

1.0.1 Inspection procedures for traditional in-plant inspections are the same as for remote video inspections except as outlined in these procedures (see "[In-Plant Inspection Program](#)," hereafter referred to as the in-plant inspection procedures). These procedures shall only be in effect as required to aid in the COVID-19 disaster proclamation. Use of these procedures after the emergency has passed will require approval by the Texas Industrialized Building Code Council.

1.0.2 Fees charged by the third-party inspection agency (TPIA) for the inspections shall be as agreed upon by the manufacturer and the TPIA.

1.0.3 IHB staff may elect to remotely monitor the inspections. Fees will be charged the same as for monitoring inspections in the facility. Procedures for monitoring of these inspections remotely shall be as required by the "[Monitoring Inspection Procedures](#)."

#### 1.1 Notification and frequency of inspection.

1.1.1 Notification of inspections to TDLR/IHB shall be as normally required by the in-plant inspection procedures except that the notification shall include if the inspection will be an RVI.

1.1.2 The frequency of inspections shall be as normally required by in-plant inspection procedures.

#### 1.2 Tools required for the inspection.

1.2.1 Both the manufacturer and the third-party inspector (TPI) shall have the capability to allow inspections by secure electronic/video methods as approved by the IHB Program. Use of special audio/video tools will be paid for by the manufacturer.

1.2.1.1 Compliance control personnel assisting in the inspections must have a portable interactive video and audio device

1.2.1.2 RVIs without clear verbal communications and audio feed will not be allowed. The internet connection, lighting, picture quality, access, audio quality, or other conditions shall be conducive to a reliable inspection or the inspection must be rescheduled or changed to a site inspection.

1.2.1.3 The video and audio service shall not be set or restricted by time to limit the length of the inspection.

1.2.1.4 A still camera must be available to aid in demonstrating construction during the inspection and to provide better inspection detail where necessary.

1.2.2 Compliance control personnel shall have a copy of the approved compliance control manual and approved plans on hand for the inspection.

- 1.2.3 The compliance control personnel shall have tools on hand as required by the TPI. These tools may include tape measure, level, test equipment, torque wrench, ladder, a gauge to measure the thickness of steel and other metal materials, and other tools as required to facilitate the inspection.
- 1.2.4 The manufacturer shall provide a copy of the legible approved plans and compliance control manual to the TPI a minimum of 1 working day prior to the start of the inspection. The TPIA may require these documents to be provided earlier than 1 working day prior.
- 1.3 **Prior to the day of the inspection.**
  - 1.3.1 The manufacturer shall provide the TPI a list of the serial numbers of all units to be inspected during the RVI a minimum of 1 working day prior to the inspection. The list shall also identify the approved plans by model or project number and approval date for each unit that is to be inspected, and the manufacturer shall notify the TPI of any changes in the approved plans or design package at this time.
  - 1.3.2 The manufacturer shall provide a copy of all product listings, steel mill reports, and other similar documentation that the TPI may need to conduct the inspection at least 1 working day prior to the inspection.
  - 1.3.3 The TPI shall review the plans for the units prior to the start of the inspection to familiarize themselves with the construction that will be inspected.
- 1.4 **Inspection.** Inspection procedures for normal in-plant inspections are effective with the following adjustments.
  - 1.4.1 The manufacturer shall identify people on the plant side who are present for the inspection.
  - 1.4.2 Compliance control personnel shall assist the TPI with the inspection on the plant side and shall comply with all requests of the TPI for visual inspection of any view necessary to perform an adequate inspection. The inspection shall not proceed if compliance control personnel are not available to assist the TPI with the inspection.
  - 1.4.3 The manufacturer and TPI will verify that the video and audio connection is adequate to proceed with the inspection.
  - 1.4.4 The TPI will perform the entrance interview as per the in-plant inspection procedures. Visual verification of the plant facility shall be made to the satisfaction of the TPI.
  - 1.4.5 Plant personnel shall walk through the construction areas showing all units in construction at the plant.
  - 1.4.6 For each unit inspected, the plant personnel will show the serial number on the unit prior to the start of the inspection of the unit and verify that the manufacturer has approved plans for the unit. The TPI will review the compliance control traveler and the energy inspection traveler and verify that these documents are up to date.
    - 1.4.6.1 ***The manufacturer shall cease construction of any unit for which approved plans are not available.*** Failure to do so could result in having to uncover construction to facilitate the inspection of the unit when the approved plans become available.
  - 1.4.7 The TPI shall direct the inspection and determine what requires closer review/inspection. The TPI must be able to verify that correct materials, fasteners, spacing of fasteners, etc. are being used in accordance with the approved plans, product listings, and mandatory building codes. If testing is required for this inspection, then they will also need to see testing.

- 1.4.8 Deviations noted by the TPI during the inspection shall be documented as required by the in-plant inspection procedures.
  - 1.4.8.1 If the deviation cannot be corrected during the inspection, then another inspection must be scheduled to verify and document the corrective action. However, the inspection may be verified during another inspection on the same day. If verified on the same day, then it is documented on the same inspection report.
  - 1.4.8.2 If the deviation cannot be corrected during the initial RVI, then an inspection on another day must be scheduled to verify and document the corrective action taken in accordance with normal in-plant inspection procedures.
- 1.4.9 The TPI shall complete the inspection report and email a copy to the manufacturer and to TDLR at [ihbtech@tdlr.texas.gov](mailto:ihbtech@tdlr.texas.gov).