



TEXAS DEPARTMENT OF LICENSING & REGULATION

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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.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
A5 – Decal numbers: Does the data plate contain a field for the Texas decal numbers assigned to each unit covered by the data plate?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
A8 – Maximum snow load: Does the data plate contain a field for the maximum snow (roof) load in psf of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
A10 – Seismic design category: Does the data plate contain a field for the seismic design category of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
A11 – Occupancy group: Does the data plate contain a field for the occupancy group of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
A12 – Type of construction: Does the data plate contain a field for the type of construction of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
A13 – Special conditions and/or limitations: Does the data plate contain a field for special conditions and/or limitations?	<input type="checkbox"/>	<input type="checkbox"/>	

TDLR – IHB Data Plate and Compliance Control Manual Checklist

Manufacturer's Name & Reg #:
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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.	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	

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Requirements	MEETS		Notes
Rule 70.70(c) - The manual must contain, at a minimum, the following.	YES	NO	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
B8.2: Are all significant areas of construction covered by the checklist?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
B8.5: Do the procedures include a requirement for an energy compliance checklist signed by the compliance control manager or inspector?	<input type="checkbox"/>	<input type="checkbox"/>	
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)]	<input type="checkbox"/>	<input type="checkbox"/>	
B - Continuity test [NEC 550.17(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
C - Polarity test [NEC 550.17(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
D - Electrical operational test [NEC 550.17(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
E – Gas supply pressure test [IFGC 406 or IRC G2417]	<input type="checkbox"/>	<input type="checkbox"/>	
F - Water supply pressure test [IPC 312.5 or IRC P2503.6]	<input type="checkbox"/>	<input type="checkbox"/>	
G - DWV system test [IPC 312.2 and 312.3 or IRC P2503.5]	<input type="checkbox"/>	<input type="checkbox"/>	
H - Concrete tests [ASTM C31, C42, C39, C172, ACI 318, and others as required by Chapter 19 of the IBC]	<input type="checkbox"/>	<input type="checkbox"/>	
I - Water tightness test [IRC P2503.5.2]	<input type="checkbox"/>	<input type="checkbox"/>	
J - Testing of backflow prevention assemblies [IPC 312.9 or IRC 2503.7]	<input type="checkbox"/>	<input type="checkbox"/>	
K - Other – describe test	<input type="checkbox"/>	<input type="checkbox"/>	
B9.2: Is the station or phase of construction identified for performance of each test and for recording of test results?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	

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Rule 70.70(c) - The manual must contain, at a minimum, the following.	YES	NO	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
B12 – Procedure for maintaining reliable, retrievable records of the following.			
B12.1 – Inspections performed: Are there procedures for maintaining records of all inspections performed?	<input type="checkbox"/>	<input type="checkbox"/>	
B12.2 – Decal and insignia numbers: Are there procedures for maintaining records of the decal or insignia number assigned to each unit?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
B12.4 – Site to which unit is transported: Are there procedures for maintaining records of the site to which each unit is transported?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	