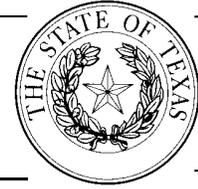


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# **REGISTERED ACCESSIBILITY SPECIALIST BULLETIN**

**2012**



**TAS**

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Texas Department of Licensing and Regulation • Compliance Division • Architectural Barriers

## **Project File Transfers**

**RAS 2015-02**

**Effective Date:** November 2, 2015  
**RAS Procedures:** File Transfers

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Registered Accessibility Specialists (RAS) are transferring projects files multiple times to other RAS and issuing Project Status Update (PSU) forms for these transfers. Multiple transfers of a project file that do not adhere to RAS procedures are not acceptable. As noted in the 2007 RAS Procedures, the only allowed RAS-to-RAS project file transfer is for the purpose of performing the initial inspection. (RAS Procedure V. B.). The progression of a project file through the entire process shall be maintained in accordance with the 2007 RAS Procedures until such time as the RAS Procedures are revised or a RAS Bulletin is issued with other instructions.

A RAS that completes the plan review is responsible for the project file until the one-year anniversary of the expiration of the Estimated Completion Date (ECD), the inspection is completed by the same RAS, OR the file is transferred to another RAS for inspection. (RAS Procedure V.A.1., RAS Procedure V.A. 3., and RAS Procedure V.B.1.). Reports and letters including, but not limited to revision, follow-up, notices, etc., must only be issued by the RAS that performed the plan review. No other RAS can change or alter another RAS plan review OR accept revisions or corrections on projects they did not review.

A RAS that completes the inspection is responsible for the project file until there are no violations OR until 270 days following the inspection date and corrective modifications have not been received. (RAS Procedure V. A. 3. and RAS Procedure V. A. 2.). Reports and letters including, but not limited to follow-up, corrective modification, no violation, etc., must only be issued by the RAS that performed the inspection. No other RAS can change or alter another RAS inspection report OR accept revisions or corrections on projects they did not inspect.

No other RAS may submit PSU forms for changes or updates to ownership information, project information, ECD, plan review, or inspection results, etc., unless that RAS completed the review and/or inspection.

It is imperative to remember that the project file is the property of Texas Department of Licensing and Regulation and NOT the property of any RAS or other entity. In most instances, there will be no more than two RAS associated with a single project file, and those RAS will be held accountable for correct file handling.