



TEXAS DEPARTMENT OF LICENSING & REGULATION

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Plant Inspection Procedural Checklist

A. **Inspector Reg. #IHI-** _____ **Inspection Date:** _____
Manufacturer Reg. #IHM- _____

B. CHECKLIST – To be completed for all in-plant inspections.

PROCEDURE	YES	NO
1. Did you perform an entrance interview? During the interview did you inform the manufacturer that:		
A. Compliance control manual must function normally as stated in approved compliance control manual?		
B. Compliance control documents (travelers) will be examined for all units that received a decal/insignia or label since last inspection?		
C. Every Texas unit will be inspected and all units with labels affixed will be checked for proper application of decal, insignia, or label, and data plate?		
D. System testing must be inspected at least once every third inspection?		
E. The energy compliance design must be inspected at every inspection?		
2. Did you review approved design package and request manufacturer notify you of any changes to approved package since last inspection?		
3. Did you review inspection reports from last inspection?		
4. Did you inspect units with uncorrected deviations from last inspection and document corrective action on present report (attach deviation report from previous inspection and complete in accordance with procedures for documenting inspections)?		
5. Did you inspect all Texas and reciprocal state units on production line and in plant? (Begin inspection at different station than previous inspection.)		
6. Did you request and witness production tests (required to be inspected at least once every 3 rd inspection)?		
7. Did you inspect the energy design and complete the energy inspection summary sheet?		
8. Did you document any deviations (including compliance control), corrective actions, and references in clear and detailed manner on form #TDLR 031IHB?		
9. Did you inform manufacturer you cannot inspect if approved design is not specific or no approved designs?		
10. Did you check other units past stage of construction for same deviation and notify the Department if deviation was repetitive?		
11. Did you review compliance control travelers for units that received decals/insignia since last inspection and record inadequate/incomplete travelers as deviations?		
12. Did you review past inspection reports for failure of manufacturer to follow compliance control procedures and for failure of manufacturer to provide an approved design?		
13. Did you review your report prior to exit interview, ensure information completed and report legible?		
14. Did you review the procedural requirements for increased frequency of inspections? When required, did you schedule additional inspections of each unit as required by the procedures?		
15. Did you perform an exit interview:		
A. Did you discuss inspection relative to deviations, corrective actions, and compliance control?		
B. Where required, did you confiscate decals/insignia for units with uncorrected deviations?		
C. Where required, did you confiscate decals/insignia for units not inspected because some aspect of approved design not specific or no approved designs? Where required, did you inform manufacturer of increase in frequency of inspections?		
D. Where required, did you confiscate decals/insignia for failure to follow compliance control procedures (reference paragraph D of procedures)? Where required, did you inform manufacturer of increase in frequency of inspections?		
E. Where required, did you confiscate decals/insignia for all Texas units if inadequate/incomplete travelers for units receiving decal/insignia since last inspection? Where required, did you inform manufacturer of increase in frequency of inspections?		
F. Where required, did you confiscate decals/insignia and increase frequency of inspections if no approved compliance control manual in plant?		
G. Where required, did you confiscate decals/insignia if tests required, but not performed? Where required, did you schedule reinspection?		
H. Where required, did you confiscate decals/insignia if inspection of energy compliance design required, but not performed? Where required, did you schedule reinspection?		

CHECKLIST CONTINUED ON BACK – IF ANSWER TO ANY QUESTION WAS NO, EXPLAIN ON BACK OF FORM

Plant Inspection Procedural Checklist (continued)

A. Inspector Reg. #IHI- _____

Inspection Date: _____

Manufacturer Reg. #IHM- _____

B. CHECKLIST (continued)

PROCEDURE	YES	NO
16. Did you retain original inspection report and give copy to manufacturer?		

C. EXPLAIN ALL NO ANSWERS:

D. REASONS FOR CONFISCATING DECALS OR INSIGNIA (notify Department when necessary to confiscate all decals/insignia in plant; fax copy of inspection report to Department with anticipated date of re-inspection any time labels for a reciprocal state are confiscated and fax copy of inspection report on date labels are returned to manufacturer):
