

Meeting of the Appointment Working Group

September 23, 2010

9:00 a.m.

Texas Department of Insurance

H1-Room 370

333 Guadalupe, Austin, TX

Agenda

- I. Introduction of Working Group Members and Staff
 - a. Antitrust statement
 - b. Elect Chairperson of Working Group
- II. Develop Recommendations for the Appointment and Renewal of Engineers as Qualified Inspectors
 - a. Establish minimum qualifications for appointment and renewal
 - b. Discuss possible appointment requirements
 - i. Education and experience
 - ii. Examination
 - iii. Mandatory orientation class
 - iv. Application fees
 - v. Maintenance of appointment
 - vi. Disciplinary actions
 - c. Discuss possible renewal requirements
 - i. Renewal time period
 - ii. Renewal fees
 - iii. Continued education (CEU)
 - iv. Disciplinary actions
- III. Discuss Responsibilities of Appointed Engineers
 - a. Maintain Texas P.E.
 - b. Preparation of plans and calculations
 - c. Building code compliance of building products
 - d. Inspection requirements including delegation of inspections
 - e. Inspection reports and documentation for files
 - f. Communication of findings to building owners and contractors
 - g. Documentation required to complete certification of structure
 - h. Completion of Inspection Verification form
- IV. Discuss Working Group Assignments
- V. Adjournment