



## Tennessee Department of Safety & Homeland Security Tennessee Highway Patrol

### Ignition Interlock Service Center Inspection Checklist

To be in compliance with the TDOSHS/THP Ignition Interlock Program Rules, all seven (7) items on the checklist must be available at the time of any compliance inspection. After ensuring that all of the checklist items are available, the attached checklist form shall be completed and returned with any request for a "New Facility" or "Annual Renewal" inspection.

- An ignition interlock price list is posted inside the facility in an obvious location visible to the customer.  
Rule 1340-03-06-13 Section (5).
- The installer conducts orientation on the correct use of the IID for the participant and for any family member or friend who may drive the vehicle either by an approved training video or by verbal instructions.  
Rule 1340-03-06-08 Section (1).
- The facility provides a reference and problem-solving guide developed by the IID provider, to each participant at the time of the installation.  
Rule 1340-03-06-07 Section (3).
- The facility furnishes hours of operation and a twenty-four (24) hour phone number to each customer for use in the event of an emergency with the device that might occur after normal business hours. The facility is easily accessible and visible to the public.  
Rule 1340-03-06-07 Section (6)
- Each approved installer provides proof of training of the proper procedures for installation, servicing, and removal of the ignition interlock devices. At least one (1) complete approved device, including the camera, handset, and wire harness is on site at the time of the inspection to ensure the installer is familiar with all components of the IID device.  
(Example: Written documentation or certificates of training.)  
Rule 1340-03-06-07 Section (1)
- The facility has proof of adequate security measures to ensure that unauthorized persons cannot access materials such as tamper seals, installation instructions, and files of other IID program participants. (Examples: A locked office and/or a locked file cabinet, etc.)  
Rule 1340-0306-07 Section (4).
- The facility is able to ensure that the area where an IID installation occurs is not visible to the program participant. Each participant is confined to an enclosed waiting area within the facility.  
Rule 1340-03-06-.07 Section (2)

**CHECK ONE:**

**New Facility**

**Annual Renewal**

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**Company Name**

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**Address**

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**Contact Name (Print)**

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**Phone #**

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**Email Address**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_