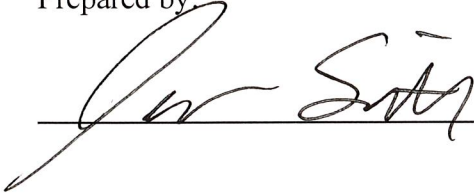



DOCUMENT CONTROL

BSB 0100-02

Prepared by:

 _____ Jeremy Smith Date: **02/06/2023**

Procedure approved by:

 _____ Don Kinney Date: **02/06/2023**

BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

DOCUMENT CONTROL – BSB 0100-02 **R9**

1.0 PURPOSE

This procedure provides requirements for the control of documents in the Boiler Safety Bureau (Bureau or BSB).

2.0 SCOPE

This procedure applies to procedures, instructions and technical bulletins used in the performance of Bureau activities.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this section.
- 3.2 The Assistant Bureau Chief is designated as the primary document custodian and is responsible for the control and review of documents.
- 3.3 All Boiler Safety Bureau personnel are responsible to ensure that documents being used in the performance of work functions are the most current revisions.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURE

5.1 Procedures

5.1.1 Formatting

- a) The person developing a procedure or preparing a revision to a procedure will prepare the procedure according to the format below.
- b) The title, number and revision of the procedure will be located in the header of the document. See the header of this procedure as an example.
- c) The date of the revision, the electronic file name of the procedure and the page numbers will be located in the footer of the document. The pages will be numbered consecutively in the form Page N of X, where N is the current page and X is the total of all pages in the procedure. See the footer of this procedure.
- d) Purpose- The purpose describes the intent or objective of the procedure.

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- e) Scope- The activities which fall within the scope of the procedure will be stated.
- f) Responsibilities- This section specifies the responsibilities of Bureau personnel as they relate to each procedure.
- g) Procedures- This section provides the actual procedure steps.
- h) Revisions- Any portion of a procedure changed by a revision will be identified by the font being bolded and italicized.

5.1.2 Procedure Preparation

- a) The preparer will:
 - 1. Route the draft to concerned personnel for review and comment.
 - 2. Review and incorporate comments, as appropriate, sign and date the preparer space at the ***beginning*** of the procedure.
 - 3. Submit the proposed new procedure or revision to the Bureau Chief for review and approval.
- b) The Bureau Chief or authorized designee will review the proposed new or revised procedure. If procedure is found acceptable, ***complete the signature and date the procedure*** approved by space at the end of the procedure.

5.1.3 Historical Files

- a) The Assistant Bureau Chief will be responsible for the maintenance of the document files.

5.1.4 Procedure Distribution

- a) Each current approved procedure will be posted on the Bureau's intranet page.
- b) All Bureau personnel will be notified of new procedures or revisions to existing procedures by email.
- c) All Bureau personnel will make certain they are using the current procedure revision that is posted on the Bureau's intranet.

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5.1.5 Procedure Review

- a) All procedures will be reviewed at intervals not to exceed 24 months. Procedure reviews will be documented on Biennial Review of Procedure document (Attachment 1).
- b) Safety and Health Procedures Draft/revised procedures are placed on the Employee Safety and Health Program website for a minimum of ten working days for review and comment as required in Policy 1 of the Department of Labor Safety and Health Program.

5.1.6 Recall of Procedures

- a) If it is determined a procedure is no longer necessary and is to be recalled, a memorandum will be sent to all Bureau personnel, notifying them that the procedure is being recalled, and the affected procedure will be removed from the intranet.

5.1.7 Effective Date

- a) Each procedure revision is effective the date it is posted on the Bureau's intranet site.

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 DATA and RECORD MANAGEMENT

Records Shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.