

# ISSUANCE OF COMMISSIONS

## BSB 0101-02

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**Procedure approved by:**



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BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

## ISSUANCE OF COMMISSIONS – BSB 0101-02 **R6**

### 1.0 PURPOSE

This **procedure** provides a systematic method for processing North Carolina Boiler & Pressure Vessel Inspector, Special Inspector and Owner/User Inspector commissions.

### 2.0 SCOPE

This **procedure** applies to all commissions issued by the Boiler Safety Bureau (Bureau or BSB), **and** provides a systematic method for processing North Carolina Boiler & Pressure Vessel Inspector, Special Inspector, and Owner/User commissions as directed by GS 95-69.11.

### 3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this instruction.
- 3.2 The Assistant Bureau Chief is responsible in the absence of the Bureau Chief.
- 3.3 The Administrative Specialists Supervisor is responsible for the completion of commission cards and the upkeep of the inspector database.

### 4.0 HEALTH and SAFETY ISSUES

Not applicable.

### 5.0 PROCEDURE

#### 5.1 First Time Issuance of Commissions

5.1.1 Applications for commissions will only be accepted for employees of the Boiler Safety Bureau, insurance companies licensed to write boiler and pressure vessel insurance in this State and companies having an accredited owner/user inspection agency program. Applicants are required to pass the North Carolina Commission Exam in accordance with GS 95-69.15(b) & NCAC 13.0202

- a) A letter from the requesting company, identifying the applicant as an employee and requesting a commission for the individual, shall cover all applications except those for Boiler Safety Bureau employees. A photocopy of the applicant's National Board of Boiler and Pressure Vessel Inspectors work card must be included with the letter and application.
- b) All commissions must be requested by application, using Application for Commission as an Inspector of Boilers and Pressure Vessels, Form IV.14.1908.

Division/Bureau: Standards and Inspections/Boiler

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- c) To be acceptable, the application must be signed before a Notary who will sign and apply his/her seal.
  - d) ***Payment in the amount of thirty-five dollars (\$35.00) shall be made to the*** North Carolina Department of Labor for each application.
- 5.1.2 When the application is received by the Bureau, the person opening mail will date stamp the letter and present the letter, application and ***payment*** to the Bureau Chief.
- 5.1.3 Upon receipt, the Bureau Chief will:
- a) Review the application for completeness and notarization.
  - b) Verify that the experience listed meets National Board of Boiler and Pressure Vessel Inspector's Rules for Commissioned Inspector's criteria for issuance of commissions.
  - c) Verify the applicant's name against the database to determine if the applicant previously held a North Carolina commission.
  - d) If a previous commission was held, verify that no problems are noted in the file regarding the inspector.
  - e) Verify that the applicant holds a commission issued by the National Board of Boiler and Pressure Vessel Inspectors.
- 5.1.4 When the Bureau Chief finds that the applicant's papers are in order and the applicant meets the criteria for issuance of a North Carolina commission, he/she will initial his acceptance in the upper right-hand corner and forward the package to the Administrative Specialist Supervisor.
- 5.1.5 The Administrative Specialist Supervisor will enter the date, applicant's name, employer, and NB commission number in the spaces for the next number to be assigned in the NC Inspector Commission Number Logbook that is maintained by him/her.
- 5.1.6 The Administrative Specialist Supervisor will then list the applicant's information in the Bureau's inspector database and the electronic Commissioned Inspector's Log.
- 5.1.7 The Administrative Specialist Supervisor will complete a North Carolina Commission card, form number BI-4. The card is ***created in electronic format, secured, and filed.***
- 5.1.8 The Administrative Specialist Supervisor will ***e-mail the secured electronic card to the inspector and*** the requesting company representative.

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- 5.1.9 Copies of the documentation will be filed in the Bureau's filing system by name of company. The application and copies of the commission cards will be filed in the active inspector files by alphabetical order.
- 5.1.10 Inspector files are to be kept locked when not in use.
- 5.2 Annual Renewal of Commissions
  - 5.2.1 Each company will send a request letter to the Bureau requesting renewal of commissions. A statement attesting to the continued proficiency of each inspector through experience and training must be included. The letter will be accompanied by a listing of each inspector which includes ***mailing address, valid phone numbers, and valid e-mail address. In addition, a copy of each Inspector's National Board credential and a copy of the company license to sell boiler and machinery coverage issued by NCDOT shall be included with the letter of request.***
  - 5.2.2 The Administrative Specialist Supervisor will compare the listing to the current files and make or cause to be made any necessary changes to all database files.
  - 5.2.3 The Administrative Specialist Supervisor will verify that there are no problems noted in the files that would prevent reissuing a commission, such as the inspector having not performed any inspection within the previous calendar year.
  - 5.2.4 When all information is verified and changes made, the Administrative Specialist Supervisor will complete a renewal North Carolina Commission card, form number BI-4 for each inspector listed.
  - 5.2.5 The Administrative Specialist Supervisor will ***e-mail the secured electronic card to the inspector and*** the requesting company representative.
  - 5.2.6 Copies of the documentation will be filed in the Bureau's filing system by name of company. Copies of the inspector's commission cards will be placed in the active inspector files.
  - 5.2.7 Inspector files are to be kept locked when not in use.

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.***