

INSURED SITES AND SPECIAL INSPECTORS BSB 0102-02

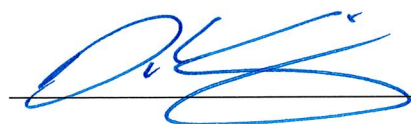
Prepared by:



Jeremy Smith

Date: 01/23/2023

Procedure approved by:



Don Kinney

Date: 01/23/2023

BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE

To provide Boiler Safety Bureau (Bureau or BSB) personnel with guidance for the oversight of insured sites and Special Inspectors.

2.0 SCOPE

This **procedure** is intended to outline responsibilities of the Bureau, Bureau personnel, insurance companies and Special Inspectors regarding insured sites. Furthermore, this procedure will describe a system of audits for insured sites and objects, and discipline for Special Inspectors.

3.0 BSB PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this **procedure**.
- 3.2 The Assistant Bureau Chief is responsible to act for the Bureau Chief when **assigned**.
- 3.3 The Bureau Supervisors are responsible for ensuring that Deputy Inspectors use and understand this **procedure**.
- 3.4 Bureau personnel are responsible for cognizance, understanding and use of this **procedure** in making inspections of items that are insured.

4.0 HEALTH and SAFETY ISSUES

Inspectors shall utilize any necessary personal protective equipment when performing inspections. Inspectors should be aware of any known hazards, and always be looking for any potential or unforeseen dangers in their surroundings. This procedure is intended to promote safe and effective inspections.

5.0 PROCEDURE

5.1 Boiler Safety Bureau

- 5.1.1 The BSB will monitor insurance company inspection backlogs and notify the insurance company Supervisors when the number of overdue inspections jeopardizes the Bureau's monthly or annual goals.
- 5.1.2 The BSB will monitor overdue violations reported at insured sites and notify insurance company Supervisors, BSB Supervisors, Special Inspectors and Deputy Inspectors to ensure follow up inspections are conducted.

INSURED SITES AND SPECIAL INSPECTORS– BSB 0102-02 **R5**

- 5.1.3 The BSB will ensure all current Special Inspectors have taken and passed the North Carolina Jurisdictional Examination pursuant to North Carolina General Statutes §95-69.15 (b), and Administrative Rules 13 NCAC 13 .0202.
- 5.1.4 The BSB will conduct audits of insured sites and objects in accordance with Section 5.7 of this procedure.
- 5.1.5 The BSB will suspend or revoke a Commission in accordance with Administrative Rules 13 NCAC 13 .0203(e) and Section 5.6 of this procedure. The BSB may deny the issuance of a Commission based on prior suspensions or revocations of Commissions from this or any other jurisdiction.

5.2 Deputy Inspectors

5.2.1 Inspection of Overdue Insured Objects

5.2.1.1 Deputy Inspectors may inspect insured pressure equipment when the items are past due more than 60 days. The expiration date shall be considered the last day of the month of expiration.

5.2.1.2 Deputy Inspectors may perform non-certificate external inspections on insured high-pressure boilers when it has been more than 12 months since the last external was performed.

5.2.1.3 If the Deputy Inspector discovers that the pressure equipment had been inspected and a report was submitted by a Special Inspector they should perform an inspection, and:

- If no violation is found, the Deputy Inspector shall report their findings as a non-certificate inspection and not charge the required fee.
- If a violation is found the Deputy Inspector shall report their findings as appropriate, (certificate inspection or a non-certificate inspection), issue the violation and charge the required fee. The Deputy Inspector shall notify their Supervisor when a violation is found.

5.2.2 Overdue Insure Site Violations

5.2.2.1 Deputy Inspectors may perform a violation follow-up inspection on insured pressure equipment when:

- *The object is active, or in operation,*
- *The violation has been open for a minimum of 90-days, or is 30-days past the date an extension was granted to,*
- *There has been no follow-up inspection entered in the database,*
- *Comments on a previous follow-up report indicate no progress has been made to correct the violation*
- *There has been no extension granted or other relevant comments made in the database to suggest a site visit is not warranted.*

5.2.3 Requested Insured Site Inspections

5.2.3.1 Deputy Inspectors may conduct normal inspections at insured sites when requested to do so by the owner of the pressure equipment. Owners must make this request in writing to the Chief Inspector or Assistant Bureau Chief.

5.2.3.2 Requested insured site inspections fees will be assessed in accordance with 13 NCAC 13 .0213(b) & (c).

5.3 BSB Supervisors

5.3.1 BSB Supervisors shall ensure Deputy Inspectors use and understand this procedure.

5.3.2 BSB Supervisors shall report to the Chief Inspector, or Assistant Bureau Chief, any conduct, findings, or conditions that may require investigation, or that could jeopardize the Bureau not reaching its Goals.

5.4 Insurance Companies

5.4.1 Insurance companies are required to:

5.4.1.1 Notify the Chief Inspector within 30 days of the issuance or cancellation of a policy, or the removal of an object from service.

5.4.1.2 Notify the Chief Inspector within 10 days of the non-renewal or suspension of a policy due to unsafe conditions.

INSURED SITES AND SPECIAL INSPECTORS– BSB 0102-02 **R5**

5.4.2 Insurance companies are expected to:

- 5.4.2.1 Maintain a minimal inspection backlog to help the BSB meet its monthly and annual goals.
- 5.4.2.2 Ensure follow up inspections are performed and properly documented in a timely manner on all violations reported by Special Inspectors.
- 5.4.2.3 Audit and monitor their respective Special Inspectors for integrity and professionalism, and to ensure inspections are being conducted in accordance with the Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules, and associated Policy Notices found on the BSB website.
- 5.4.2.4 Instruct their respective Special Inspectors to identify any other objects that require inspection and are not exempted by North Carolina General Statutes §95-69.10(b) located at sites they insure.
- 5.4.2.5 Notify the Chief Inspector within 10 days when a Special Inspector has separated from or been terminated by the insurance company. When this occurs, the Special Inspectors Commission card must be returned to the BSB office immediately.

5.5 Special Inspectors

5.5.1 Special Inspectors are required to:

- 5.5.1.1 Perform jurisdictional inspections in accordance with the Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules, and the Policy Notices found on the BSB website.
- 5.5.1.2 **Notify** the Chief Inspector of any condition of imminent danger, as defined in the Administrative Rules 13 NCAC 13 .0101(22).

5.5.2 Special Inspectors are expected to:

- 5.5.2.1 Display integrity and professionalism while conducting jurisdictional inspections.
- 5.5.2.2 Identify any other objects that require jurisdictional inspection and are not exempted by North Carolina General Statutes §95-69.10(b), located at sites insured by their company.
- 5.5.2.3 ***Follow-up on any violation opened by the inspector between 60 and 90-days after opening the violation.***

5.6 Discipline

- 5.6.1 Any Special Inspector alleged to be incompetent, untrustworthy, has falsified applications or reports, or whose actions have risked public health, safety, or welfare shall be investigated by the Chief Inspector or his designee.
- 5.6.2 Special Inspector commissions may be suspended or revoked by the Chief Inspector, based on the results of an investigation, and the severity of the infraction(s), pursuant to Administrative Rules 13 NCAC 13 .0203(e).
- 5.6.3 Suspended or revoked commission cards shall be immediately returned to the Chief Inspector.
- 5.6.4 Any Special Inspector who has had their commission suspended or revoked, shall be required to take, and pass the North Carolina Jurisdictional Examination before a commission will be re-issued.
- 5.6.5 If the Special Inspector believes that the decision of the Chief Inspector is not warranted, a petition may be filed for a judicial review pursuant to Chapter 150B of the North Carolina General Statutes.

5.7 Insured Site Audits

- 5.7.1 At the direction of the Chief Inspector, Bureau personnel shall conduct insured site visits and conduct an audit due to complaints, a review of submitted inspection reports, concerns, or findings from Deputy Inspectors, or other instances identified by the Chief Inspector. This audit may be performed in conjunction with other activities, such as an incident investigation or a “New” inspection.
- 5.7.2 Bureau personnel may audit and inspect all active objects for adherence To the Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules, and associated Policy Notices found on the BSB website, and document per 5.2.1.3.
- 5.7.3 Bureau personnel may audit the site to identify and inspect any other objects that require inspection and are not exempted by North Carolina General Statutes §95-69.10(b).
- 5.7.4 Bureau personnel shall report the audit to the Chief Inspector, or Assistant Bureau Chief, using 0102-02 Insured Site Audit Report (Attachment 1).

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide BSB personnel with guidance for the oversight of insured sites and Special Inspectors, as well as provide insurance companies and Special Inspectors with information about their responsibilities. This to ensure adherence to the Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules and associated Policy Notices found on the BSB website, by providing effective inspections to protect the citizens of the State of North Carolina.

7.0 DATA and RECORD MANAGEMENT

- 7.1 All inspections shall be documented electronically in *the current inspection database*.
- 7.2 The 0102-02 Insured Site Audit Report (Attachment 1) shall be forwarded by Bureau personnel electronically to the Chief Inspector and to their Supervisor.
- 7.3 Any documents pertaining to a Special Inspector commission suspension or revocation shall be maintained in the Special Inspectors commission file.
- 7.4 *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.*