


# DATA ENTRY FOR OUT-OF-USE PRESSURE EQUIPMENT BSB 0104-01

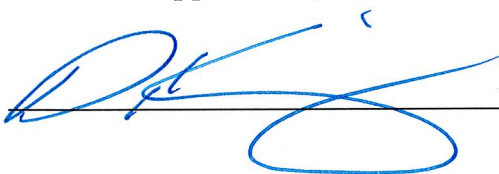
Prepared by:



Jeremy Smith

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Procedure approved by:



Don Kinney

Date: 1/23/2023

BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

## 1.0 PURPOSE

To provide instructions to Boiler Safety Bureau (BSB or Bureau) support staff on the proper method for entering data on out-of-use pressure equipment (object or objects).

## 2.0 SCOPE

This procedure is applicable to data entered when receiving out-of-use notices from inspection reports or by signed forms from owner/users.

## 3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief - BSB has the overall responsibility for implementation of this procedure.
- 3.2 The Assistant Bureau Chief has day-to-day responsibility for ensuring BSB support staff work in accordance with this procedure.
- 3.3 BSB support staff are responsible for cognizance, understanding and strict adherence to this procedure when placing objects out-of-use. Entry of changes into the system will be completed on a weekly basis.

## 4.0 SAFETY and HEALTH ISSUES

Not applicable.

## 5.0 PROCEDURE

Reports on out-of-use objects are to be entered into the database using the following steps:

- 5.1 Record an object as out-of-use in the BSB *inspection database*:
  - 5.1.1 Log on to *database*:
    - a) Go to ***BSB inspection database via Internet browser.***
    - b) For *User ID* enter the NCDOL email account of the user.
    - c) For *Password* enter the JO password of the user.
  - 5.1.2 On the home page of *inspection database*, choose the *Add Inspection* link under *Quick Links*.
  - 5.1.3 On the *Add an Inspection* screen:
    - a) Enter the NC Number in the *Jurisdiction Number* field.
    - b) Enter the date of the inspection in the *Inspection Date* field.
    - c) Choose *Submit*.
  - 5.1.4 Add an inspection for this object:
    - a) Choose the appropriate inspector from the pulldown on the *Choose an Inspector* screen and choose *Submit*.

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1. If the object is put out of use by signed hardcopy request of the owner/user, choose *(By request)*, the *Owner/User* from the pulldown menu instead.
- b) Enter *Last Date On Site* and *Conditions Explained To* for the object in question on the *My Current Open Inspection* screen.
- c) For *Inspection Type*, choose *Change Status*.
- d) Choose the *Edit* hyperlink next to the NC Number of the object in question.
- e) Set the status to *Inactive*.
  1. Do not choose *Scrapped*.
  2. Enter comments as appropriate.
- f) Press the *Submit* button on the *Change Object Status* window.
- g) Press the *Submit* button on the *My Current Open Inspection* window.

### 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.***