DATA ENTRY FOR NEW INSURANCE COVERAGE & CANCELLATIONS BSB 0104-02

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BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

DATA ENTRY FOR NEW INSURANCE COVERAGE & CANCELLATIONS – BSB 0104-02 ***R4***

1.0 PURPOSE

To provide instructions to Boiler Safety Bureau (BSB or Bureau) support staff on the proper method for entering data on insurance coverage and cancellations.

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

5.1 Reports on insurance changes are to be entered into the database using the following steps: Modify insurance for single or multiple objects in the BSB ***inspection database***:

5.2 Log into ***the Bureau's inspection database***

5.3 For User ID enter the NCDOL email account of the user.

5.4 For Password enter the password of the user.

5.5 Locate the object(s) in question via query on the BPV > Work Planning page using the NC Number of the object or its location demographics, as appropriate.

5.6 Modify insurance for the object(s):

5.7 Choose the Edit hyperlink next to the location identifier for the object.

5.8 On the left-side menu of the View/Edit Location Details page, choose Modify Insurance for Objects.

5.9 Choose the insurance company from the Modify Insurance screen; choose Next.

5.10 On the subsequent Modify Insurance/Policies for this Location screen, select the object(s) for which to modify insurance.

5.11 In most cases, choose all objects at the location using the Select All button.

5.12 Press the Submit button.

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.