

DEPUTY INSPECTOR BUREAU REPORTS BSB 0104-04

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 instruction to Boiler Safety Bureau (BSB or Bureau) support staff and Inspectors on the proper method for completing and processing state inspector Bureau reports.

2.0 SCOPE

This procedure is applicable for completing and processing Deputy Inspector Bureau Reports. Bureau reports include, but are not limited to, Daily Reports, itineraries, inspection, and expense reports.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this procedure.
- 3.2 The Assistant Bureau Chief and Administrative Assistant have day-to-day responsibility for ensuring Boiler Safety Bureau support staff and Supervisors work in accordance with this procedure.
- 3.3 The Supervisors are responsible for the training and monitoring of Deputy Inspectors to ensure complete and correct Bureau Reports are submitted when required.
- 3.4 The Deputy Inspectors are responsible for cognizance, understanding and adherence to this procedure when preparing Bureau Reports.
- 3.5 BSB support staff are responsible for cognizance, understanding and adherence to this procedure when processing Bureau Reports.

4.0 SAFETY and HEALTH ISSUES

Not applicable.

5.0 PROCEDURE

5.1 Daily Reports-

- 5.1.1 The Deputy Inspector shall complete Daily Reports (Attachment 1) for each day's activities and submit them weekly to their Supervisor for review, preferably by the end of each week, but no later than Monday of the following week. After review, the Supervisor shall forward the daily reports to the Inspectors' respective Administrative Specialist for processing and monthly reporting.
- 5.1.2 Entries on the Daily Report shall be entered in chronological order. All employees are expected to plan trips in the most efficient manner possible. Any mileage incurred for personal business shall not be claimed for reimbursement.

- 5.1.3 The number of hours shall be recorded on the Daily Report for;
- special inspections
 - office time
 - training time
 - leave time
 - or, as appropriate, for other activities for documentation
- 5.1.4 The Inspector shall enter the following abbreviations in the “Purpose of Trip/Activity” column, and/or along with the NC number as appropriate;
- INSP=Inspections: This is used for a “normal” inspection.
 - F/U=Follow Up Inspection: When the inspector follows up on an object that was issued a violation.
 - OOU=Out-of-Use: When any object has been placed inactive.
 - COMP=Compliance: A “Comp. visit” is when an inspector goes to a location and does not charge for the visit. An example would be stopping by a location that could not be contacted by phone to schedule an inspection. Another example would be a location that the owner was not present, and the object could not be accessed for inspection.
 - NLV=New Location Visit: A New Location Visit is an inspection at a location that is not active in JO to determine if there is any object(s) that require registration. Processing Assistants may add a New location to the database and schedule an event. Inspectors will visit this location to determine if there are any objects that require inspection and registration.
 - NEW=New Object: An object that has never been assigned an NC number and may be conducted from a “NEW” entry in the database or may be an object discovered by an inspector at an active location or NLV.
 - SPEC=Special Inspection: A Special Inspection is any inspection conducted by a Deputy Inspector other than a regular scheduled inspection. Special inspection also includes the inspector make a special trip to meet the needs of the individual or organization requesting the inspection, including conducting certificate inspections during hours other than normal working hours, and inspections of field repairs and alterations. The fees noted in the Uniform Boiler and Pressure Vessel Act of North Carolina shall apply.
 - HDS=Half Day Shop: A half day (4 hrs.) or any part of one-half day spent in a shop.
 - FDS=Full Day Shop: Time spent in a shop exceeding 4 hours and not more than 8 hours.

- IM=Insurer Monitoring: IM is for objects that have been inspected by an insurance inspector and the Deputy Inspector is monitoring the quality of the Insurance Inspector's inspection.
- INV=Incident Investigation: Time spent during incident investigation activities.
- OFC=Office Time Hours: Time spent conducting office work to complete and organize reports, schedule work, performing database entries, or any required other administrative work.
- TNG=Training Time Hours: Time spent in training for the Bureau.
- SICK=Sick Leave Time: Time recorded as sick leave time in Beacon/FIORI.
- VAC=Vacation or Compensatory Leave Time: Time recorded as Approved Leave or Bonus Leave in Beacon/FIORI.
- HOL=Holiday Leave Time: Leave time recorded as a holiday in Beacon/FIORI for State designated holidays.
- CSL=Community Service Leave Time: Leave time recorded in Beacon/FIORI for Community Service.
- OL=Other Leave: Any other leave time recorded in Beacon/FIORI designated by NCDOL Human Resources (Ex. FMLA, Emergency leave, COVID-19 leave)

5.2 Expense reports-

- 5.2.1 All expense reports shall be submitted to the Supervisor no later than the 5th calendar day of each month.
- 5.2.2 The following must be submitted along with the Inspector's NCDOL Financial Services LAB-1 Travel Reimbursement (expense report) Form;
 - For drivers of private vehicles claiming mileage reimbursement, a completed Attachment 2 "Private Car Tracking Certification Statement", AND a copy of each Daily Report when private car mileage is claimed.
 - For drivers of State issued vehicles, a completed current Motor Fleet Management Travel Log.
 - Note- The Chief, Assistant Chief and Supervisors are not required to complete Daily Reports. If claiming private car mileage reimbursement, the Chief, Assistant Chief and Supervisors shall use the current NCDOL Private Car Mileage Tracking Certification Statement attached to the NCDOL Financial Services LAB-1 Reimbursement (expense report) Form.

5.3 Inspection Reports-

5.3.1 All inspection reports shall be completed and submitted within 72 hours of the inspection.

5.4 Itineraries-

5.4.1 Itineraries of daily activities shall be documented on the current NCDOL accepted and approved electronic mail calendar system. Itineraries shall be entered no later than Monday of the current work week, with at least two weeks of tentative schedules, and contain enough information for the Supervisor to ascertain the projected work area and appointments the Inspector has scheduled. Itineraries shall be updated with any changes as soon as practicable.

5.4.2 Calendars shall be updated with any known leave or vacation time as soon as possible, to avoid scheduling conflicts and to aid in the planning of Bureau functions.

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***

Reports and records referenced in this procedure 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.