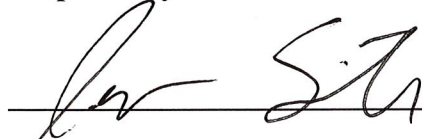


PROCESSING SPECIAL INSPECTION REPORTS WITH NC NUMBERS BSB 0104-10

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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

PROCESSING SPECIAL INSPECTION REPORTS WITH NC NUMBERS – BSB
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1.0 PURPOSE

To provide instruction to Boiler Safety Bureau (BSB or Bureau) support staff and deputy inspectors on the proper method for processing special inspection reports which refer to objects with NC numbers.

2.0 SCOPE

This procedure is applicable to processing special inspection reports submitted by state inspectors on inspections which refer to objects that have NC numbers assigned to them.

Special inspection reports which do *not* refer to an object with an NC number are covered under BSB 0104-09.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief – BSB has the overall responsibility for implementation of this procedure.
- 3.2 The Boiler Safety Bureau Assistant Bureau Chief has day-to-day responsibility for ensuring Bureau support staff work in accordance with this procedure.
- 3.3 Bureau support staff and deputy inspectors are responsible for cognizance, understanding and strict adherence to this procedure when processing special inspection reports.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURE

- 5.1 Log on to *the BSB inspection database*:
 - 5.1.1 Go to *BSB inspection database via internet browser*.
 - 5.1.2 For *User ID* enter the NCDOL email account of the user.
 - 5.1.3 For *Password* enter the password of the user.
- 5.2 On the home page, choose the *Add Inspection* link under *Quick Links*.
- 5.3 On the *Add an Inspection* screen:
 - 5.3.1 Enter the NC Number in the *Jurisdiction Number* field.
 - 5.3.2 Enter the date of the inspection in the *Inspection Date* field.
 - 5.3.3 Choose *Submit*.
- 5.4 Add an inspection for this object:
 - 5.4.1 Choose the appropriate inspector from the pulldown on the *Choose an Inspector* screen and choose *Submit*.

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- 5.4.2 Enter *Last Date On Site* (if not entered above, in Step 4.3.2) and *Conditions Explained To* for the object in question on the *My Current Open Inspection* screen.
- 5.5 Navigate to the object in question for the following steps:
 - 5.5.1 For *Inspection Type*, enter the appropriate choice.
 - 5.5.2 Set *Issue Cert* to *YES* or *NO* as appropriate:
 - a) Set to *NO only* when a certificate-blocking violation exists for the object in question.
 - 5.5.3 Set the appropriate fees:
 - a) Under *Cert Fees*, enter the normal certificate fee for each object.
 - 1. EXCEPTION: If this is a non-certificate inspection, *all entries shift to the right by one block in the instructions below*. In this case, the *Cert Fees* pulldown is greyed out, and you should use the first *Other Fees* textbox for the non-certificate inspection fee.
 - b) Under the first *Other Fees* field, enter the total amount of special inspection fees. *Do not include per diem expenses in this column*.
 - 1. The special inspection fee is calculated by multiplying the total amount of time spent on the special inspections (including travel time) by the current hourly rate for special inspections.
 - 2. It is not necessary to itemize the special inspection fee by object; just enter a lump sum for the entire location.
 - c) Under the second *Other Fees* field, enter the total amount of *per diem* expenses (such as hotel, meals, and mileage).
 - 1. *Per diem* expenses are entered only as a total for the location. If there are multiple objects at a location, only enter the total *per diem* expenses for that location on the line for the first object.
- 5.5.4 Choose the *Edit* hyperlink next to the NC Number of the object in question.
- 5.5.5 Validate current object information in the *Add/Edit Boiler or Pressure Vessel Inspection* screen.

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5.5.6 Enter itemized charges for the special inspection under the *Inspection Comments* for the object.

a) Break out:

1. Special inspection fees
2. Regular inspection fees
3. *Per diem* fees by line item (mileage, meals and lodging)

b) If there was more than one special inspection performed at this location, only enter the itemized comments under the *Inspection Comments* section for the *first* object. It is not necessary to document each object.

5.6 On the Add/Edit Boiler or Pressure Vessel Inspection screen, choose Submit.

5.7 On the My Current Open Inspection screen, under What do you want to do (WDYWTD), choose Save Inspection.

5.8 Choose Submit again, or, under WDWTD, choose Submit and Add another Inspection.

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.