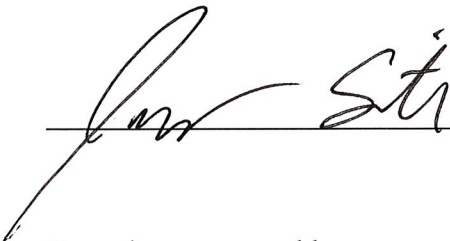


MAINTENANCE OF INCIDENT LOG BSB- 0104-15

Prepared by:

 _____ Jeremy Smith Date: *1/23/2023*

Procedure approved by:

 _____ Don Kinney Date: *1/23/2023*

BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

MAINTENANCE OF INCIDENT LOG – BSB-0104-15 R5

1.0 PURPOSE

This *procedure* provides an instruction for entering information into the incident log.

2.0 SCOPE

This *procedure* applies to all incident reports investigated by the Bureau.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this *procedure*.
- 3.2 The Assistant Bureau Chief is responsible in the absence of the Bureau Chief.
- 3.3 The Administrative Specialist Supervisor is responsible for the completion of the incident log.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURE

- 5.1 Assigning a number
 - 5.1.1 Incident reports are given to the Bureau Chief or Assistant Bureau Chief for review. Once accepted, the report is given to the Administrative Specialist Supervisor for filing.
 - 5.1.2 Each number begins with the two-digit year of the incident, followed by the letters IN (representing incident), followed by the three-digit number representing the order the report was received in the office.
- 5.2 Enter information into incident log
 - 5.2.1 Enter the newly assigned number.
 - 5.2.2 Enter the location of the incident.
 - 5.2.3 Enter the date.
 - 5.2.4 Enter the investigating inspector's name.
 - 5.2.5 Enter vessel type (firetube, air rank, autoclave, etc.), and type of event (low water, carbon monoxide, improper combustion, etc.).

MAINTENANCE OF INCIDENT LOG – BSB-0104-15 R5

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

7.1 The incident log is maintained on the “S” drive

7.1.1 S:\Boiler\Incidents\Incident Log.xls

7.2 The incident log is maintained on the “S” drive.

7.3 ***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.***