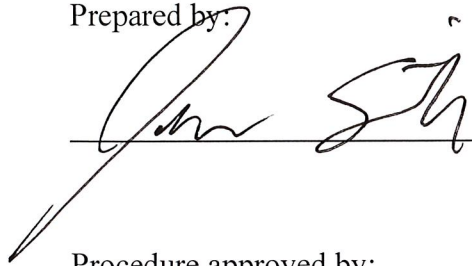


EQUIPMENT ISSUE PROCEDURE

BSB 0104-22

Prepared by:



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Date: 1/23/2023

Procedure approved by:



Don Kinney

Date: 1/23/2023

BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

EQUIPMENT ISSUE
BSB 0104-22 R4

1.0 PURPOSE AND SCOPE

This procedure provides requirements for documenting the issuance of equipment to Boiler Safety Bureau Personnel.

2.0 PERSONNEL RESPONSIBILITIES

- 2.1 The Bureau Chief – BSB has the overall responsibility for implementation of this section.
- 2.2 The Boiler Safety Bureau Assistant Bureau Chief has day-to-day responsibility for ensuring Boiler Safety Bureau support staff work in accordance with this procedure.
- 2.3 The Administrative Specialist 1 is responsible for preparing and maintaining records of equipment issuance.
- 2.4 BSB support staff are responsible for cognizance, understanding and strict adherence to this procedure.

3.0 HEALTH and SAFETY ISSUES

Not applicable.

4.0 PROCEDURE

Each time hardware is given out to BSB personnel, an Inventory form is used to sign-out the object or to sign it back in. See Attachment. These signed inventory forms (Attachment 1) are kept in binders in the Administrative Specialist 1 office.

4.1 Inventory Form

This form includes the item Fixed Asset ID- if present, Asset Name, Make/Model, Serial #, Description, Condition, Assigned To, Received By, (need recipient signature), Date Received, Returned By, (need recipient signature), Date Returned, and Returned To.

- a) This form is used to sign-out various items such as:
 - 1. Phones
 - 2. Computers
 - 3. Printers
 - 4. Inspectors Job equipments
 - 5. Monitors
 - 6. Code Books
 - 7. GPS Devices

- b) When the equipment is returned, the personnel sign the “Returned By/Returned Date” on the form.

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4.2 Annual Fixed Asset Inventory

Each year, NCDOL Director of Budget and Management will send you an Annual Fixed Asset Inventory spreadsheet documenting all items costing \$1,000 or more the Bureau has.

4.2.1 You will need to do a complete physical (hands-on) inventory of all fixed assets with a purchase cost of \$1,000 or more.

4.2.2 Add any recent item purchased at this amount or more to the spreadsheet.

4.2.3 Report to the NCDOL Financial Services Division the Loss/ Surplus of any such item.

4.2.4 When the inventory review is completed, send a copy of the Annual Fixed Asset Inventory spreadsheet to the Bureau Chief and NCDOL Financial Services Division.

4.2.5 Keep a hard copy of the report for file in the Inventory Binders.

5.0 CUSTOMER SERVICE REQUIREMENTS

- 5.1 Send a copy of the Annual Fixed Asset Inventory spreadsheet to:
- a) The Bureau Chief
 - b) NCDOL Financial Services Division.

6.0 DATA and RECORD MANAGEMENT

- 6.1 Save a copy of the Annual Fixed Asset Inventory spreadsheet on the "S" drive, "Boiler" directory, "Inventory" folder.
- 6.2 The Equipment Inventory signed forms are kept in Inventory Binders in the Information Processing Assistant office.

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.