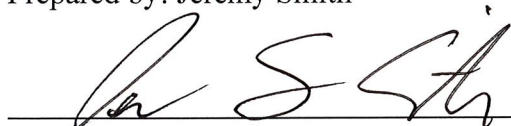


IN-SERVICE INSPECTOR TRAINEE


BSB 0300-01

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Procedure approved by: Don Kinney



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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

IN-SERVICE INSPECTOR TRAINEE – BSB 0300-01 **R4**

1.0 PURPOSE

This procedure provides requirements for the training and documentation of new In-Service Inspector Trainees (Trainee) in the Boiler Safety Bureau (Bureau or BSB).

2.0 SCOPE

This procedure applies to new In-Service Inspector Trainee employed by the BSB during the probationary period.

3.0 PERSONNEL RESPONSIBILITIES

3.1 The Bureau Chief – BSB has the overall responsibility for the implementation of this section.

3.2 The Assistant Bureau Chief is designated as the primary document custodian and is responsible for the control of documents.

3.3 The Inspectors Supervisor (Supervisor) shall establish a work plan for the trainee ***as soon as practicable, and no more than thirty (30) days from the date of employment.*** The Supervisor has the responsibility to complete required documentation and review information with trainee as required by this procedure. The Supervisor shall review the probationary employee's performance quarterly from the initial date of hire in documented performance feedback discussions.

3.4 Indoctrination and training records shall be maintained by the Administrative ***Specialist Supervisor.***

3.5 The Trainee is responsible for understanding the requirements of this procedure for the training and indoctrination that affects them.

4.0 HEALTH and SAFETY ISSUES

Trainee is expected to be knowledgeable of all Bureau and Department's safety and health procedures.

5.0 PROCEDURE

5.1 In-service Inspector Trainee Probationary Work Plan

5.1.1 The Supervisor shall be responsible to initiate the In-service Inspector Trainee Probationary Work Plan, ***using this procedure and all attachments,*** and complete a Performance Planning Discussion with the Trainee ***as soon as practicable.***

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5.1.2 After the initial 9-month Trainee Work Plan outlined below has been completed, and/or after the employee has been released to work on his or her own in the field, the employee will be evaluated using the current ***DOL Performance Management System, in addition to completing the requirements of this procedure and any related attachments.***

5.1.3 The 9-month Trainee Work Plan may be modified or abbreviated based on the In-Service Trainee's experience and/or qualifications.

5.1.4 If at any time during the first twelve (12) months of employment, a supervisor has concerns that the employee's performance is not meeting or will not meet performance expectations within the probationary period, the supervisor shall contact the Employee Development Specialist (EDS) in Human Resources to discuss options. The employee should be granted every opportunity to succeed. The supervisor is responsible for working closely with the employee to achieve success. This could entail more frequent coaching, additional training, and/or mentoring.

5.1.5 Near the end of each of probationary reporting period the Supervisor shall appraise the Trainee's performance in accordance with expectations and shall be documented in the employee's Performance Log.

5.1.6 Each probationary performance evaluation shall be discussed with the trainee along with the entries to the employee's Performance Log. The employee and Supervisor shall sign and date the work plan.

5.1.7 After twelve (12) months of employment the Supervisor shall perform a final performance evaluation discussion with the trainee discussing any areas needing additional job training or education. The trainee's strength and weakness along with any additional training and/or education shall be noted in the work plan evaluation and performance log.

5.1.8 Upon successful completion of trainee's probationary period the Supervisor shall complete DOL Form 101 – Personnel Action Recommendation, recommending that the trainee's status be upgraded from probationary to permanent status. This form shall be submitted to the BSB Chief for review and signature.

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5.2 ***Trainee*** Equipment Release

5.2.1 The Supervisor shall issue the trainee a copy of ***Trainee*** Equipment Release (Attachment 2) before performing inspections of boilers and pressure vessels as a trainee. The commissioned inspector accompanying the trainee shall witness trainee's performance and complete the required information on the form. It will be the responsibility of the trainee to maintain this form during training and present it to the Supervisor when requested.

5.2.2 The Supervisor shall review and consider the adequacy of this report when recommending permanent status of the trainee to the BSB Chief.

5.2.3 The completed form shall be filed and maintained in the employee's training file.

5.3 Trainee Job Performance Observations

5.3.1 The Trainee Job Performance Observations (Attachment 3) shall be completed by the Supervisor as he/she observes the adequacy of the trainee performance on specific items noted in the report.

5.3.2 The Supervisor shall consider the adequacy of this report when recommending permanent status of the trainee to the BSB Chief.

5.3.3 The completed form shall be filed and maintained in the employee's training file.

5.3.4 After the In-Service Inspector Trainee has been released to work in the field, a minimum of three (3) In-Service Inspector Audits shall be performed and documented in the performance log, during the twelve (12) month probationary period.

6.0 CUSTOMER SERVICE REQUIREMENTS

6.1 The BSB is expected to complete required Human Resource forms and training for all In-Service Trainees.

6.2 The BSB is expected to train the In-Service Inspector to perform thorough safety inspections, and effectively interact with employers, employees, coworkers, supervisors and the public.

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7.0 DATA and RECORD MANAGEMENT

Additional requirements are addressed in the body of this document. Records shall be maintained in accordance with the State Archives of North Carolina General Schedule for State Agency Records.