NC Department of Labor-Boiler Safety Bureau

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: In-service Inspector Trainee

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraisal Period: 0 to 12 months (Based on trainee’s knowledge, skills, abilities, training and education)

Performance Planning Discussion

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Probation Review Discussion (0-2 months)

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarterly Probation Review Discussion (3-6 months)

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarterly Probation Review Discussion (7-9 months)

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarterly Probation Review Discussion (10-12 months)

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Bureau Chief’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide copies of signed forms to employee ***and the Administrative Specialist Supervisor. Document performance in the current DOL Performance Management System as necessary***. Supervisor will maintain the originals.

(0-2 Months) Key Responsibilities:

Gain knowledge of procedures, laws, standards, forms, applications and examinations.

Expectations:

1. Trainee is expected to be knowledgeable in all Bureau and DOL safety and health procedures.
2. Trainee is expected to complete all required Human Resource forms and training.
3. Trainee is expected to be familiar with NC Uniform Boiler and Pressure Vessel Act ***and Administrative Rules***.
4. Trainee is expected to be knowledgeable in all Bureau standard operating procedures.
5. Trainee is expected to be familiar with accepted ASME and NBIC Codes.
6. Trainee is expected to be familiar with Beacon, LMS and NCDOL intranet.
7. Trainee is expected to prepare and be registered for NB In-service Inspectors training and exam.
8. ***Trainee is expected to properly prepare and submit Deputy Inspector Bureau Reports in a timely manner.***
9. ***Trainee is expected to be proficient with the use of mobile phones, voicemail, email and maintaining a digital itinerary using the current email calendar system.***

Tracking – Source:

Trainee Job Performance Observations, review of completed forms and any in-house quiz or testing results.

Supervisor Interim Comments:

Employee Interim Comments:

(3-6 Months) Key Responsibilities:

***Successfully complete required*** in-service inspector training and obtain a passing grade on examinations. Gain knowledge of boiler and pressure vessels, communications, applications and examinations.

Expectations:

1. Trainee is expected to complete ***and pass*** NB In-service Inspectors examination.
2. Trainee is expected to be familiar with ***inspection database, data entry and reporting (and mobile applications when necessary)***.
3. Trainee is expected to complete all required BSB safety training.
4. Trainee is expected to accompany trainers on at least 25 inspections of a variety of boilers and pressure vessels.
5. Inspector is to maintain ***Attachment 2***- BSB ***Trainee*** Equipment Release and have observers to initial each type of equipment witnessed.
6. Trainee is expected to be familiar with BSB Lock-out/tag-out and Confined Space Entry procedures.
7. Trainee is expected to recognize hazards in the field and apply Bureau and department’s safety and health procedures.
8. Trainee is expected to have effective oral communication with owner/users.
9. Trainee is expected to effectively communicate with employers, employees, coworkers and their supervisor.
10. Trainee is expected to complete ***and pass the*** BSB examination on the Uniform Boiler and Pressure Vessel Act of North Carolina and Administrative Rules.
11. Trainee is expected to train with their assigned ***Administrative*** Assistant on ***inspection database*** entries and related paperwork/data entry.

Tracking – Source:

Trainee Job Performance Observations, ***Trainee*** Equipment Release, feedback from trainers and examinations result.

Supervisor Interim Comments:

Employee Interim Comments:

(6-9 Months) Key Responsibilities:

Trainee ***shall*** have received In-Service Inspectors commission from the National Board and the State of North Carolina. Job performance has been observed by supervisor and inspector released in assigned district to perform documented inspections.

Expectations:

1. Trainee is expected to have an In-Service Inspectors commission from the National Board and the State of North Carolina. Failure to obtain these commissions ***shall*** be grounds for separation.
2. Trainee is expected to perform at least 50 inspections of a variety of boiler or pressure vessels with little assistance from trainers.
3. Supervisor to complete ***Attachment 3***- ***Trainee*** Job Performance Observations and release inspector for inspections in assigned district. (Note: Some restrictions may apply if trainee has not received training on specific individual objects.).
4. Trainee is expected to be familiar with all BSB practices, ***procedures and Code requirements***.
5. Trainee is expected to be familiar with the requirements of NB-263-RCI-1.

Tracking – Source:

Trainee Job Performance Observations, ***Trainee*** Equipment Release, ***Trainee*** Job Performance Observations, feedback from trainers, feedback from inspectors’ survey and NB exam results.

Supervisor Interim Comments:

Employee Interim Comments:

Development Plan

Development planning is a way of analyzing a trainee’s strengths and weakness to determine actions that can maintain or improve job performance and areas needing additional job training and education. After completing the overall summary rating and discussing the results with the trainee, indicate below the knowledge, skills and or abilities needing development or strengthening. Then indicate the appropriate training and or education that should improve the performance.

Knowledge, Skills and Abilities:

Training and Education:

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_