This document is to be completed by the trainee’s Supervisor as he/she observes the adequacy of the trainee performance on specific items noted.

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| Trainee: | Supervisor: | | | |
| Data Evaluation and Documentation  (Supervisor will discuss requirements with Trainee) | Date  Observed | Observed  By: Initials | Observation  Adequate | Comments  (List items used for observation) |
| Using Beacon ***& LMS*** |  |  |  |  |
| ***Using email*** |  |  |  |  |
| Daily report completion (end of week) |  |  |  |  |
| Leave request completion |  |  |  |  |
| Itinerary completion (***minimum of*** two weeks) |  |  |  |  |
| Expense report completion (every month) |  |  |  |  |
| Travel log completion (every month***, if applicable***) |  |  |  |  |
| Using NCDOL intranet ***& accessing SOP’s*** |  |  |  |  |
| Report Writing (examples) |  |  |  |  |
| Using ***inspection database*** and setting up queries |  |  |  |  |
| Inspection database and data entry training with ***Administrative*** Assistant |  |  |  |  |
| Using ***mobile inspection*** database and setting up on device ***(if applicable)*** |  |  |  |  |
| Downloading and uploading ***inspections on mobile device (if applicable)*** |  |  |  |  |
| Entering new inspections on ***inspections on mobile device (if applicable)*** |  |  |  |  |
| Entering and clearing violations on ***mobile device (if applicable)*** |  |  |  |  |
| Rules and Regulations  (Supervisor will discuss requirements with Trainee) |  |  |  |  |
| Jurisdictional statute and Administrative Rules (Review and state exam.) |  |  |  |  |  |  |  |
| ASME Code sections I, IV, V, VIII Div. 1, IX and B31.1 (Review and exams) |  |  |  |  |
| NBIC Part 2, 3 & 4 (Review and exams) |  |  |  |  |

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| General Safety Practices  (Supervisor will assist Trainee with review of all safety requirements) | Date  Observed | Observed  By: Initials | Observation  Adequate | Comments  (List items used for observation) |
| Asbestos awareness |  |  |  |  |
| Confined space entry |  |  |  |  |
| CPR and first aid |  |  |  |  |
| Ergonomics |  |  |  |  |
| Exposure to toxics |  |  |  |  |
| Fall protection |  |  |  |  |
| Fire equipment |  |  |  |  |
| Hazard assessment |  |  |  |  |
| Hazard communication |  |  |  |  |
| Lifting and moving |  |  |  |  |
| Lock out/tag out |  |  |  |  |
| Personnel protection: head, eyes, feet, face, body |  |  |  |  |
| Respirator: fit, care, safety |  |  |  |  |
| Inspection and Equipment  (Supervisorwill assist Trainee @ field locations) |  |  |  |  |
| Introduction to owner/user |  |  |  |  |
| Verify correctness of owner/user name, address and phone # |  |  |  |  |
| Explain inspection, repairs and fees as applicable |  |  |  |  |
| Follow required safety procedures |  |  |  |  |
| Boiler internal and external inspections: See specific type equipment training |  |  |  |  |
| Pressure vessel inspections: See specific type equipment training |  |  |  |  |
| Flash light and mirror |  |  |  |  |

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| Inspection and Equipment  (Supervisor and/or Senior Inspector will assist Trainee @ field locations) | Date  Observed | Observed  By: Initials | Observation  Adequate | Comments  (List items used for observation) |
| Borescope |  |  |  |  |
| UT measuring equipment: calibration and demonstration |  |  |  |  |
| Gas Monitor: calibration, bump test and demonstration |  |  |  |  |
| Confined space form completion |  |  |  |  |
| Lock out/tag out: demonstration |  |  |  |  |
| Calculation of nonstandard objects |  |  |  |  |

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| **EXAMS** | Date  Observed | Observed  By: Initials | Observation  Adequate | Comments  (List items used for observation) |
| Review NB-263-RCI-1 Rules for Inservice Inspectors |  |  |  |  |
| Review NB Body of Knowledge for IS Commission Exam: |  |  |  |  |
| Complete National Board online training courses: NB website |  |  |  |  |
| Complete National Board Inservice Commission course and test |  |  |  |  |
| Complete North Carolina Commission test |  |  |  |  |