

## Minutes of Meeting Boiler Safety Bureau Management

**Date/Time:** March 3, 2011 / 1:30 p.m.  
**Location:** Old Revenue Building, 6<sup>th</sup> Floor Conference Room (B611)  
**Attendees:** Jack Given, Greg Davis, Dean Strickland, Allison Jay

Bureau Chief – Be sure to read the latest National Board Bulletin publication. There are interesting articles in each edition and if you look closely at some of the pictures you will see some of our staff.

Jack will be attending the National Board Exam Committee meeting in Columbus, OH on March 9 and 10. Part of the meeting will consist of training on formulating exam questions. The following week Jack will be in New York attending a meeting with the American Insurance Association. During April Jack will attend the Strategic Plan Committee Meeting, Budget Task Group and Teleprompter Training. Jack will also attend the joint meeting with ASME and National Board in May.

Our AIA Review will take place April 18 – 20. Both inspector supervisors are expected to be in the office during this time. Fred Harrison will be part of the review team.

Refresher training on repairs is needed for the inspection staff. For items that are virtually rebuilt, an actual piece of the original equipment in addition to the original data plate must be physically present and an integrated part of the repaired equipment. Jack instructed the supervisors to always look for training points and conduct such training.

The office will make a greater effort to inform the inspection staff of Code changes.

Jack has been working on the Strategic Plan. The format has changed from the previous publication. Jack and Andy will meet on April 6 to discuss the progress.

Assistant Bureau Chief reported by Jack Given in Cliff Dautrich's absence – There is one outstanding CAR. Hopefully it will be cleared prior to our review.

We have received the NQA-1, 2008 with addenda and SNT-TC-1A, 2006 with a supplement.

Inspector and supervisor audits are up to date.

Dautrich and Evers will be at GE-Hitachi on May 2-4 for its ASME Review. A request for Kidd to participate as an observer during this time has been submitted.

Kidd passed the “N” exam and the application for his “N” endorsement has been mailed.

We have received Richard Parker’s NB commission card and certificate

The Unit Safety Committee is currently conducting annual safety training.

Jo Ann has reviewed and updated the fixed asset inventory.

Inspector Supervisor East Report – The figures are running about the same for overdue items. Parker has some school systems coming due. These were previously insured sites. The numbers will begin to come down now that Parker has received his commission.

Kirkland sat for the National Board exam on March 2.

Gunto, Lane, Payne, and Sims have all assisted in Districts 5 and 12. There is still a high volume of objects due in these districts and hopefully they will be able to continue inspecting.

The Eastern Inspector Meeting will be on Tuesday, March 8 in the ORB.

**Division/Bureau:** Standards and Inspections/Boiler  
**Document Name:** Boiler Safety Management Minutes  
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**Document Owner:** Allison Jay

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Inspector Supervisor West Report – Hutchens has a high number of overdue objects at Valdese Weavers. They requested permission to install 27 used vessels to replace those with expired certificates. Hutchens will be on site March 8 to perform the necessary inspections.

Jack plans to attend the Western Inspector Meeting that is set for April 5 in the Winston Salem OSHA office. Training will include *Confined Space* and *ASME Parts and Nameplate Requirements*.

Our next meeting is scheduled for Thursday, April 7 at 1:30 in the 6<sup>th</sup> floor conference room.

*The meeting adjourned at 2:15pm.*