

## Minutes of Meeting Boiler Safety Bureau Management

**Date/Time:** October 17, 2013 / 2:00 p.m.  
**Location:** Old Revenue Building, 3<sup>rd</sup> Floor Conference Room (C324)  
**Attendees:** Jack Given, Greg Davis, Dean Strickland, Allison Jay

**Bureau Chief** – Both Jack and Cliff attended the Member's Meeting at the National Board in Columbus, Ohio. The technical training was good. Jack and Cliff will be passing on the information to the field staff.

The Board of Trustees heard an appeal case. Jack stressed the importance of paperwork being filled out completely and accurately. Good notes in the shop log books are necessary. The inspectors should never be lax. The National Board is serious about safety and does not take lightly the sloppy and/or non-existent work in shop records. Jack stated that all of our inspectors do a good job and he does not want to see or hear of any of our inspectors at a meeting before the Peer review Committee and the Board of Trustees.

There is the possibility that Jack will be in Argentina December 12 and 13 for the National Board. An NBIC meeting is scheduled for January 14 through 16 in San Antonio and Jack will attend. January 27 through 30, Jack will be attending the National Board, Board of Trustees meeting in Corpus Christie.

Congratulations to Cliff for putting our annual training together. All the trainers did a good job. Everyone gave good reviews.

The National Board on-line training must be done by November 30.

**Assistant Bureau Chief** – The training was held at the Holiday Inn and Suites in Cary. The hotel was fine.

The new ASME Code books were assigned to various inspectors for review. The supervisors should compile the information from each inspector and develop a presentation to be given at the eastern and western inspector meetings. It would be beneficial to have this completed by December 31.

Team Leader training should be completed by December 31.

**Inspector Supervisor West Report** – Kirkman should have completed two of the four new inspection requests before our annual training. The other two were not ready for inspection. There was a new inspection request in Hutchens' area that has been inspected.

Davis rode with three inspectors. During this time they inspected boilers, auto-claves and numerous pressure vessels. All three inspectors conducted themselves in a professional manner and performed thorough inspections. When speaking to the owner/user, they explained everything thoroughly. Davis also conducted three inspector audits. The results of the audit were the same as the observation. The inspectors are consistent and perform well.

**Inspector Supervisor East Report** – District 10 is being covered by inspectors in the east and west. They are doing a great job keeping items from becoming overdue. There are five new inspection requests in that area that will be inspected after our annual training.

Strickland and Gunto conducted an external inspection at Quick as a Wink. Previous violations have not been corrected and new violations were written.

Derek Bailey will be attending pre-commission school at Ivy Tech in Terre Haute, Indiana.

Strickland performed two field visits and three inspector audits. All the comments were positive on the inspectors' professionalism.

*Our next meeting is scheduled for January 9 at 1:30 in the 6<sup>th</sup> floor conference room.*

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