

<i>Planning, Statistics and Information Management - Bureau Quality Plan</i>	<i>Effective - October 1, 2011</i>	<i>Revisions: 5 - 6/30/2015</i>
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4.00.11 QUALITY PLAN INTRODUCTION

The Planning Statistics and Information Management Bureau is a unit within the Occupational Safety & Health Division of the North Carolina Department of Labor. The Bureau's primary functions are: inspection targeting; data analysis and reporting, database management, injury and illness surveys, case file disclosure; and case file storage, archiving and retrieval. The Bureau's office is located on the 2nd floor at 111 Hillsborough Street, Raleigh, NC with a mailing address of 1101 Mail Service Center, Raleigh, NC 27699-1101. The main office telephone number is (919)807-2950 and the fax number is (919)807-2951.

4.00.01 PURPOSE

This quality plan addresses the requirements of the NCDOL Quality System.

4.00.02 SCOPE

This quality plan (including the content of this manual and related documentation) applies to certain specified services provided by the Planning, Statistics and Information Management Bureau (PSIM). Services include: OSH Targeting System; Disclosure of OSH Investigative Files; Case File Management; Construction Targeting; Public Sector Survey and Targeting; Occupational Fatality Inspection Review (OFIR), Request for Occupational Safety and Health Data; OSH Database Management; Performance Indicator Report (PIR); and OSH Strategic Management Plan (SMP).

4.00.03 REFERENCES

The OSH Planning, Statistics and Information Management Bureau's quality system is subject to and consistent with the OSH Division policies and procedures.

4.00.04 DEFINITIONS

A. Bureau Quality Plan (BQP)-Addresses the organization, work, and quality system used by the OSH Planning, Statistics and Information Management Bureau. The plan also provides information for those activities that deviate or go beyond the processes defined in the quality manual or outlined in the BOP's.

B. Bureau Operating Procedure (BOP)-Describes the OSH Planning, Statistics and Information Management Bureaus accepted method for performing a specific process, meeting a specific requirement, or performing a specific task. Also describes any rules, requirements, or standards that govern the work of its staff.

C. Management Representative (Bureau Chief)-The individual responsible for ensuring that the quality system is established, implemented, and maintained in accordance with current policies and procedures.

D. Bureau Quality/Document Coordinator-Individual assigned the responsibility of maintaining the bureaus quality documentation system and annually reviewing the performance of the PSIM Quality System and PSIM Operating Procedures. This individual is responsible for reporting these findings to the Bureau Chief and making recommendations for appropriate changes.

4.00.05 ASSOCIATED QUALITY SYSTEM DOCUMENTATION

NCDOL Quality System

PSIM Organizational Chart

4.00.06 REVISIONS

- 1) 04/19/02 (Addition of OFIR and Public Sector Targeting)
- 2) 04/23/02 (Addition of OSH Fatality Log)
- 3) 11/02/06 (Deleted OSH Fatality Log, Deleted references to ISO 9001)
- 4) 10/15/11 (Revisions/additions to the entire BOP's including the addition of OSH Database Management, Performance Indicator Reports (PIR), OSH Database Management, and OSH Strategic Management Plan (PIR))
- 5) Reviewed April 2013.
- 6) Reviewed January 2014.
- 7) June 2015 (Deleted references to Site Specific Targeting; changed Occupational Fatality Investigative Review to Occupational Fatality Inspection Review (OFIR))