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BOP 4.09.08

DOCUMENT TITLE: **Construction Targeting**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

A. PURPOSE

This Bureau Operating Procedure outlines the method of the Planning, Statistics and Information Management (PSIM) construction industry targeting process for OSHNC inspections.

B. SCOPE

This procedure applies to the Statistical Research Assistant III (Targeting System Administrator) in the PSIM Bureau.

C. DEFINITIONS

- A. Construction Project Lead** - A specified upcoming construction project, which may be used by OSHNC as a lead to target construction industry site for inspection.
- B. Construction Targeting Intranet** - Electronic targeting program administered by Federal OSHA.
- C. Early Warning Report** - Report which provides OSHNC with advanced notice of upcoming construction projects.
- D. F. W. Dodge (FWD)** - Private firm which provides Federal OSHA with historical data on new construction projects in North Carolina.
- E. Inspection Site List** - Random monthly assignments for each OSHNC Safety District.
- F. Project Identification Number (PID)** - Unique identification number assigned to each construction project for tracking purposes.
- G. Targeting** - Process to identify an employer site for an OSHA inspection.

D. RESPONSIBILITIES AND AUTHORITIES

1. Statistical Research Assistant III (Targeting System Administrator) – Contact person for the construction targeting process through the Construction Targeting Intranet.

E. REQUIREMENTS

1. Confidentiality - Monthly construction targeting lists are not published for unauthorized use by the PSIM Bureau.
2. Assignments are password protected for each compliance district via the OSHA Construction Targeting Intranet.

F. ACTION STEPS

1. PSIM communicates an assigned ID and Password for intranet access and operation to each Compliance Supervisor/District.
2. PSIM communicates all correspondence from the field offices to Federal OSHA for OSHNC as required.
3. PSIM periodically and randomly checks assignment lists to determine if the OSHA targeting system is operating properly.
4. Inaccuracies are communicated to Federal OSHA for correction purposes.

G. QUALITY RECORDS

1. Electronic Construction Targeting Schedule(s)

H. DOCUMENT CONTROL

The content of this BOP is the responsibility of the Bureau Chief. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. This procedure is maintained electronically.

I. REFERENCES

1. Construction Targeting Process (May 30, 2000)
2. OSHA Directive CPL 2.25I - Scheduling System for Programmed Inspections (January 4, 1995)
3. OSHA Memorandum "Early Warning Reports" (June 14, 1993)
4. OSHA Memorandum "Recording Project ID Number" (January 4, 1993)
5. OSHA Directive CPL 02-00-141 – Inspection Scheduling for Construction (July 14, 2006)
6. OSHA Directive CPL 02-00-155 – Inspection Scheduling for Construction (September 6, 2013)

J. ATTACHMENTS

None

K. REVISIONS

1. Change CRA to CIRPC, Revise action step 4.
2. Add attachment 5.
3. Reviewed April 2013.
4. Reviewed January 2014.
5. Reviewed June 2015.