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BOP 4.10.11/4.12.11

Document Title: **Inspection and Testing/Inspection and Test Status**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

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A.   PURPOSE

This establishes a procedure for inspection and testing of Planning, Statistics and Information Management Bureau (PSIM) services before completion.

B.   SCOPE

This procedure applies to PSIM Bureau personnel using inspection and testing steps as required to produce PSIM services. Services include: OSH Targeting System, Disclosures, Case File Management, Construction Targeting, Public Sector Survey and Targeting, OSH Database Management, Occupational Fatality Inspection Review (OFIR), Performance Indicator Report (PIR) and OSH Strategic Management Plan (SMP).

C.   DEFINITIONS

A. **PSIM Inspection and Testing** - PSIM employees may use inspection and testing techniques as a way to review, analyze, and check their work before a particular service may be released to a customer.
B. **Inspection and Test Status Definition -** PSIM definitions for this procedure are contained in the individual operating procedures in BOP 4.09 Process Control.
C. **Signed Packing List/Receipt** - Evidence that an incoming product or material was inspected by PSIM Bureau staff.

D.   RESPONSIBILITIES AND AUTHORITIES

PSIM Bureau Personnel - PSIM bureau personnel use inspection and test methods for final production of bureau services as required by each individual employee. Inspection and testing is completed based on the experience and job knowledge of each employee. Action steps for inspection and testing are included in **BOP 4.09 Process Control.**

E. REQUIREMENTS

1. Requirements for inspection and testing are included in **BOP 4.09 Process Control**.

F. ACTION STEPS

1. Processes for each PSIM service for inspection and testing are contained in **BOP 4.09 Process Control.**

Process Control includes: **Process Control BOP 4.09.01; OSH Programmed Planned Targeting System BOP 4.09.04; Disclosure of OSH Investigation Files BOP 4.09.05; OSH Case File Management BOP 4.09.06; Construction Targeting BOP 4.09.08; Public Sector Survey and Targeting BOP 4.09.09; Occupational Fatality Inspection Review BOP 4.09.10; Request for Occupational Safety and Health Data BOP 4.09.11; OSH Database Management BOP 4.09.12; Performance Indicator Report (PIR) BOP 4.09.13; OSH Strategic Management Plan (SMP) BOP 4.09.14**.

G. QUALITY RECORDS

Quality Records listed in **BOP 4.09 Process Control**.

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

None

J. ATTACHMENTS

None

K. REVISIONS

1. Added OFIR and Public Sector Targeting and OSH Fatality Log.
2. Changed General Schedule to General Industry, Added OFIR and Public Sector to the Scope.
3. Included inspection and test status within this procedure.
4. Added Performance Indicator Report (PIR), OSH Database Management and OSH Strategic Management Plan (SMP).
5. Reviewed April 2013.
6. Reviewed January 2014.
7. June 2015 (Removed reference to Site Specific Targeting, changed Occupational Fatality Investigative Review to Occupational Fatality Inspection Review (OFIR)