

The controlled copy is stored electronically.

Document Title **Carolina Star Programs On-Site Evaluation Reports: Approval Process**

Approval Authority **Bureau Chief**

A. PURPOSE.

This Bureau Operating Procedure (BOP) defines the system by which the Education, Training and Technical Assistance (ETTA) Bureau ensures the approval or rejection of Carolina Star Programs On-Site Evaluation Reports.

B. SCOPE.

This procedure applies to the Carolina Star Programs.

C. DEFINITIONS.

Carolina Star Programs Policies and Procedures Manual (CSPPPM) – The written procedures for the Carolina Star Programs.

Carolina Star Programs On-Site Evaluation Report – The report prepared by the Star Team Leader that describes the results of the On-site Review Team evaluation of the Star Program applicant or participant.

D. RESPONSIBILITIES AND AUTHORITIES.

1. Bureau Chief, Education, Training and Technical Assistance – The individual who is responsible for reviewing all on-site Star evaluation reports in collaboration with the Recognition Program Manager for further determination of recommending a worksite for Star Program approval.
2. Deputy Commissioner/Director, Occupational Safety and Health Division – The individual who is responsible for the review and further verification of the recommendation, and final approval of a worksite to participate in the Star Program.
3. On-Site Review Team – A team of safety and health professionals/specialists who are responsible for conducting the on-site evaluations with applicants and/or participating sites.

4. Recognition Program Manager – The individual who is responsible for the overall management of the Star Program through assignment of applications for review, assignment of on-site review team and initial review and verification of all Star Program reports.
5. Star Team Leader – The individual who is responsible for organizing and leading of the on-site Star evaluation process and ensuring that the on-site review team reaches a consensus decision regarding the team's recommendation for Star participation. Additionally, the Star Team Leader is responsible for writing the final Star evaluation report and ensuring that all action items are addressed and corrected.

E. REQUIREMENTS.

1. The Carolina Star Programs On-Site Evaluation Report will be prepared in accordance with the guidelines found in the CSPPPM.
2. The On-Site Star evaluation report must be reviewed and signed by the Recognition Program Manager, Bureau Chief, and Deputy Commissioner for final review and Star Program approval.

F. ACTION STEPS.

1. The Recognition Program Manager reviews the completed Carolina Star Programs On-Site Evaluation Report using the criteria in the CSPPPM.
2. The completed Carolina Star Programs On-Site Evaluation Report is submitted to the Bureau Chief, Deputy Commissioner, and Commissioner (respectively) for approval or rejection.
3. The approval or rejection status of the Carolina Star Programs On-Site Evaluation Report is recorded using a routing slip.
4. If the report is not signed and approved by all reviewers, the report is returned to the Recognition Program Manager with comments on the routing slip and/or report before further processing will take place
5. The Recognition Program Manager will address all open issues with the Star team leader and/or the applicant/participant and re-route the report.

G. REFERENCES.

1. Bureau Operating Procedure – Management Review
2. Bureau Operating Procedure – Quality System Documentation
3. Bureau Operating Procedure – Control of Non-Conforming Products
4. Bureau Operating Procedure – Carolina Star Programs
5. Carolina Star Programs Policies and Procedures

6. Carolina Star Programs On-Site Evaluation Report

H. REVISIONS.

Revision 1: 01/20/2012, Changed BOP to D.05.R02. Removed attachments and made them references. Removed Document Control and Quality Records as they no longer apply.

Revision 2: 06/07/2017, Grammatical and minor document modifications.

Reviewed: 10/29/2019, No revisions required.

Revision 3: 06/25/2021, Modified verbiage in BOP D.05.R02 D2. Deleted verbiage BOP D.05.R02 D3 indicating Commissioner of Labor final approval.