

EMERGENCY SERVICES DIVISION

PROCEDURE

BROOKHAVEN NATIONAL LABORATORY

Procedure No. FR-BIP-2.0.1

Revision No. 1

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Procedure Title:

Inspection Memo Form

1.0 INTRODUCTION:

The Inspection Memorandum Form is used to report deficiencies found as a result of the Fire/Rescue Group inspections to those responsible for assuring their correction.

2.0 SCOPE:

2.1 This Standard Operating Procedure outlines the procedure for using the Inspection Memorandum Form, BNL F2132B (see Appendix A).

3.0 RESPONSIBILITIES:

3.1 The Fire Chief is responsible for:

3.1.1 Assuring the form is filled out properly.

3.1.2 Assuring the distribution of Inspection Memorandum forms.

3.2 The Captain is responsible for the overall administration of the Building Inspection program and should periodically review Inspection Memorandum forms for consistency of application, assessing the need for training.

3.3 Duty Captains are responsible for reviewing all recommendations and Inspection Memorandum forms prepared by inspectors on his shift for completeness and appropriateness, and forwarding completed forms to the Fire Chief for reporting to PE-Maintenance Management.

3.4 Building Inspectors are responsible for preparing Inspection Memorandum forms for deficiencies found during their inspection.

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EFFECTIVE DATE:

8/30/89

LAST REVIEW DATE:

6/1/00

4.0 **PROCEDURE:**

The following describes the correct way of filling in the form.

4.1 Recommendation Number: The forms have been pre-numbered starting at 34000. Inspectors should not change the numbers.

4.2 Date: The date is filled in as mmddyy. Examples: 010300 for January 3, 2000; 112101 for November 21, 2001.

4.3 To:

4.3.1 Print the name of the person to whom the pink copy is being sent. Normally this is the ES&H Coordinator of the Department/Division who is responsible for the area where the deficiency occurs.

4.3.2 Fill in the code for the Department/Division which is responsible for the area where the deficiency occurs. Use the coding found in the coding book in the B.I. Rooms.

4.4 From:

4.4.1 Print the name of the inspector making the recommendation.

4.4.2 Fill in the badge number of the inspector.

4.5 Subject:

Fill in the building or structure identification code. Use only official designations as found in the BNL Building Index. Examples: 0099, 0931A, TR150, MH03. Fill in the structure ID where the deficiency occurs, which may be a building number, a trailer, portable house, or other structure.

4.6 Deficiency Classification: Enter appropriate classification code as found in Appendix C.

4.7 Priority: Enter appropriate coding for priority as found on the form. Enter "R" for routine maintenance items even if the item has not been accepted by PE-MM. "R" in the priority field may be appropriate. Normally, "R" is not appropriate where new systems or major extensions to existing systems are recommended. If coding is not "R" for routine maintenance, the recommendation must be referred to the Fire Protection Engineer for review (his name will, therefore, appear in Item 4.9).

4.8 Maintenance Group: The Fire Chief at the time of his review is to call in all routine maintenance items to Plant Engineering (PE) Maintenance Management (MM). Exception: Collider Accelerator Building.

C-A requires all recommendations to go to them first. If they cannot complete work within their assigned staff, they will notify MM.

If MM accepts the item as routine safety maintenance, he should enter "MM" in the maintenance group field, and after it, enter the MM tracking number he receives (the current forms do not have a field, it will be added when the forms are reprinted).

If PE MM does not accept the item, do not enter "MM" in the maintenance group field.

NOTE: If "MM" and a tracking number are present, no initiating action will be required by the Department/Division Safety Coordinator.

NOTE: The MM tracking number will be entered in the "Project-ID" field of the Fire MIS database.

4.9 Review By: The last name of the person reviewing the memorandum is entered. For routine maintenance items, the person is the Fire Chief. All other items are reviewed by the Fire Protection Engineer before the memorandum is sent out. Their initials should follow the entry, to indicate their actual review.

- 4.10 Deficiency Description: Fill in a brief, but thorough, description of the deficiency, exactly where it is located, and what is needed to correct it. Use complete sentences, proper grammar, etc.

5.0 **FORM TRANSMITTAL:**

- 5.1 The pink copy is normally forwarded to the ES&H Coordinator of the Department/Division responsible for the area where the deficiency was noted. If the item is not an item accepted by PE MM, the green copy is also forwarded to the Safety Coordinator.
- 5.2 The white copy accompanies the work order for entry into the Bar Code System.
- 5.3 The blue copy is forwarded to the Facility Support Representative assigned to the Department/Division where the deficiency was noted.
- 5.4 The yellow copy is filed in the appropriate building/structure file. It may be removed once the recommendation appears on the computer listing.
- 5.5 If the item has been accepted by PE MM as routine maintenance, the green copy is forwarded to MM. If not, the green copy is forwarded to the ES&H Coordinator along with the pink copy.

6.0 **DOCUMENTATION:**

- 6.1 Follow up inspection memorandum information is recorded in the "Recommendations Module" of the Fire Management Information System. It will appear on subsequent BI work orders until the item has been cleared. Periodic reports are also sent to PE MM and the Department/Division's listing open items.

7.0 **ATTACHMENTS:**

- 7.1 Appendix A - Inspection Memorandum Form, BNL F2132C.
- 7.3 Appendix C - Coding for Recommendation Category (C205).