



Boiler Inspections Audit Scheme

On January 1st 2008 the Boiler Inspection Audit Scheme will have become a reality. These notes have been prepared to ensure that there can be no misunderstanding about how the 'scheme' is to be applied.

1. The Boiler Inspections Audit Scheme is part of the NTET's Safety Management System through which the NTET demonstrates its duty of care to its members, members of the public and to event organisers.
2. The main aim of the Boiler Inspections Audit Scheme is to bring consistency and added integrity to inspections undertaken by 'Independent Boiler Inspectors'.
3. The following inspections are not included in the 'scheme' for the time being:
 - a. Inspections undertaken by inspectors/surveyors working on behalf of a UKAS accredited organisation – see below **'Some Important Notes'**
 - b. Inspections undertaken on Steam Cars by any inspector
 - c. Inspections undertaken on Miniatures and Models where these are examined according to the "The Examination and Testing of Miniature Steam Boilers (2006)".
4. So, who does this scheme apply to?
 - a. Engines being examined by a non-UKAS accredited independent boiler inspection organisation and owned by members of the NTET are automatically registered in the Safety Management Scheme; there is no opt-out clause.
 - b. Engines being examined by a non-UKAS accredited independent boiler inspection organisation and owned by non-members of the NTET unless that owner 'opted-out' of the 'scheme'. Non-members have the opportunity to opt-out of the Safety Management Scheme within 30 days from receipt of their 2007/08 Disc. The decision to 'opt-out' should be made in writing to James Blenkinsop, the 'scheme' administrator.
5. The newly published NTET Written Scheme of Examination (WSE) forms the backbone of the 'Audit Scheme'. The WSE acknowledges the requirements of PSSR 2000, it is approved by the Safety Assessment Federation (SAFed) and since October 2007 has been adopted by the independent boiler inspectors. Its main components are:
 - a. A Data Sheet on which to record the 'system's' details and agreed maintenance regime and to which, on approval, the inspector applies his signature along with that of the owner
 - b. Inspection guidelines, including preparatory work incumbent on the owner/user.
 - c. Hot and Cold Inspection report templates; providing inspection standards and report templates that ensure that inspections results are consistently recorded.
 - d. A supplementary report template for Hydraulic Tests
 - e. A single sheet 'Examination Certificate used by the inspector to summarise the outcome of the Thorough Examination. Instead of the pages of inspectors' reports that previously accompanied Disc requests a copy of the

'Examination Certificate' should be used as part of the Insurance Disc application process. This may be a photo copy or a fax copy.

6. The Audit Scheme is designed to work as follows;
 - a. As part of a Thorough Examination a Cold and a Hot Examination Report are produced using the NTET Templates and, at its conclusion, an 'Examination Certificate' is also produced. The reports are the property of the Owner.
 - b. Where the outcome of the examination allows further steaming a copy of the Examination Certificate is sent to the Disc Issuing Agent (Insurer) in support of a request for an Insurance Disc. **Note:** Discs will only be issued that are supported by an Examination Certificate stating that "...the system may be returned to service..."
 - c. After an Insurance Disc is issued the central Disc Management Database is updated – The Insurance Officer notes the updates and includes the 'engine' in the audit selection pool.
 - d. The Audit – Year 1: The Insurance Officer will periodically draw 'engines' randomly from the selection pool and request copies of the examination reports be submitted to him by the owner.
 - e. The Audit – Year 2: In the second and subsequent years a number of engines will be drawn from the pool at random prior to the anticipated examinations dates and a live audit will be undertaken on them at the time of the thorough examination by a SAFed appointed auditor
 - f. The Inspection reports, and eventually the outcome of the live audits, will be sent to the SAFed Audit facility for processing and the results will be fed back to the inspectors at the newly inaugurated Boiler Inspectors Meeting to be held annually in October.

7. Some important notes:
 - a. Those engines that are not exempted from the 'scheme' and have been 'opted-out' will not be able to apply for an NTET Insurance Disc.
 - b. From January 1st 2008 NTET Authorised Events will become 100% Disc events
 - c. The NTET's Written Scheme of Examination allows for the inclusion of 'systems' that undertake commercial work. However, because the full rigour of PSSR 2000 applies to such engines, the WSE must be approved by an appropriately qualified person.
 - d. The role of SAFed Auditors
 - i. As a member of SAFed an auditor is a professional engineer surveyor with UKAS accreditation in the inspection of locomotive type pressure systems.
 - ii. It is especially important to understand that during a 'live audit' the auditor has no jurisdiction over your boiler inspector. It is the owner's responsibility to appoint and then accept or otherwise the opinion of 'his' inspector.
 - iii. Where a 'live' audit is undertaken it is the role of the auditor to determine to what extent the inspector complies with the examination protocol and then how accurately he reports his observations.
 - iv. The auditor may however, in extreme circumstances, feel the need to relate to the owner his views on a particular aspect of the audit which he believes requires further opinion.

- e. Examinations undertaken by 'corporate inspecting bodies' are currently not subject to the 'Audit Scheme'. Requests for Insurance Discs should therefore continue to be accompanied by the Company's inspection reports.
- f. Dispensation will only be applied when UKAS accreditation has been awarded for the examination of Pressure Systems of Traction Engines and other Steam Driven Road Vehicles with Locomotive Type or Vertical Water/Fire Tube boilers. Organisations making applications for such accreditation will not receive dispensation until the appropriate award is issued by UKAS
- g. Data Protection – All of the parties involved in the administration of the NTET Insurance Disc scheme and now the Boiler Inspections Audit scheme are subject to the Data Protection Act. The NTET is registered under the Act. However, it is also important to understand that for as long as the NTET Insurance Disc Scheme has been in operation there has been a requirement for owner/keepers to provide copies of the current boiler examination reports when requesting discs; either from insurers or the NTET Insurance Officer. Under current Financial Services Authority (FSA) regulations all paperwork supporting insurance based transactions must be stored for a minimum of 5 years; this includes the Boiler Inspection reports. One of the side benefits of the new Boiler Inspections Audit Scheme is that we are introducing an 'Examination Certificate' which is designed to eliminate the need to submit the entire set of report paperwork to the disc issuing agent saving the owner/keeper time and the agent from having to store countless pieces of paper. Physical copies of reports will only be requested when a particular 'engine' is drawn from the 'audit pool' and these copies will then be submitted to SAFed.

For further details please contact the NTET Insurance Officer (insurance@ntet.co.uk) who is the Administrator of the Scheme.