



BPV – 021

# COMMONWEALTH OF MASSACHUSETTS

## DEPARTMENT OF FIRE SERVICES

### Engineer in Charge Notification



Please E-mail this form to: [edward.kawa@mass.gov](mailto:edward.kawa@mass.gov)  
Or Mail to: Department of Fire Services, Boiler & Pressure Vessel Inspections, 1 State Road, Stow, MA 01775-1025

#### 522 CMR: Board of Boiler Rules

##### 2.02: Records To ensure the proper daily inspection of steam boilers.

- When accepting or leaving a position as an Engineer in Charge of steam boilers and/or engines, designated engineers and firemen must notify the Department within seven days. Such notice must be in a format approved by the Department, and must include the location, and a list of all steam boilers and/or engines.
- When accepting a position, the engineer or fireman must include a letter of designation as the Engineer in Charge, signed by the owner or owner’s representative.
- Any person designated as an Engineer in Charge must acknowledge their understanding of the responsibilities of that position to perform the duties required of an Engineer in Charge, as listed below.

Name of Facility		Date Submitted
Facility Address		Effective Date
City / Town		
Engineer in Charge Name		Telephone Number
E-mail Address		License Number.

Accepting Position as an Engineer/Fireman in Charge	Leaving Position as an Engineer/Fireman in Charge
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#### Facility Information

License Class of Plant	First Class	Second Class	Third Class	Special in Charge
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#### Boiler Information

Year Built	Manufacturer	Mass Tag No.	Nat'l Board No.	Mfg. Horse Power	Cert. Expiration
1					
2					
3					
4					

#### Turbine Information

Year Built	Manufacturer	Mfg. Horse Power	State Horse Power
1			
2			
3			

**The responsibilities of the Engineer in Charge include, but are not limited to, the following:**

**1. Operation**

- a. Ensure operators are duly licensed in accordance with M.G.L. Chapter 146
- b. Ensure licenses are current, and properly posted in accordance with the law
- c. Ensure operators are trained in accordance with applicable laws, regulations, codes and manufacturers' manuals in the safe operation of the boilers, engines and their appurtenances
- d. Ensure operators are properly protected from all known hazards in the workplace
- e. Ensure operators operate the boilers, engines and appurtenances in accordance with applicable law, regulations, codes and manufacturer specifications
- f. Provide necessary instructions to the operations personnel
- g. Ensure required state logbooks are completed, and made available to the Department upon request
- h. Ensure required notices to the Department are submitted in a timely manner
- i. Ensure that no boiler under their responsibility is operated without a valid certificate of inspection

**2. Maintenance**

- a. Ensure maintenance is performed in accordance with applicable laws, regulations, codes and manufacturers' requirements and recommendations
- b. Ensure companies and individuals performing maintenance or repairs on the boilers, engines, and their appurtenances hold the proper qualifications and certifications to perform such work
- c. Ensure maintenance and repairs are properly documented in accordance with applicable laws, regulations, codes and manufacturers' requirements

**3. Inspections**

- a. Ensure the boilers and their appurtenances are thoroughly inspected internally and externally at least once a year by an Authorized Insurance Inspector, or a State District Engineering Inspector
- b. Ensure that all accessible spaces in the boiler are opened and cleaned and the boiler is ready for the inspector
- c. Ensure the inspector has been provided with complete records for the boiler, including history of the boiler operations, maintenance and repairs
- d. Ensure the current boiler certificate of inspection is posted in accordance with the law

**4. Repairs and Alterations**

- a. Ensure repairs and alterations are done in accordance with the law, regulations, codes and manufacturer specifications
- b. Ensure personnel performing repairs are properly qualified and certified to perform such repairs
- c. Ensure hydrostatic testing and pressure testing is performed in accordance with applicable laws, regulations, and codes, and any requirements of the authorized inspector
- d. Ensure all areas around a failed part, or susceptible to the same failure mechanism, have been inspected
- e. Ensure that reports of repairs and/or alterations are submitted to the Department as required by law

I acknowledge that I have read and understand the responsibilities of the Engineer in Charge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SAMPLE LETTER OF DESIGNATION

Engineer in Charge Letter of Designation shall be on Company Letterhead

January 1, 2023

Re: Designation as the Engineer in Charge

Effective January 1, 2023, **John Smith**, holding Massachusetts Stationary Engineer license number **EN1E-001234**, has been designated as the Engineer in Charge at **Facility Name, 123 Main Street, Anytown, Massachusetts**. John Smith has been authorized and given the responsibility of performing the required duties as the Engineer in Charge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of owner or owner's representative: \_\_\_\_\_

Title of owner/representative: \_\_\_\_\_

Phone number of owner/representative: \_\_\_\_\_