



REPUBLIC OF BOTSWANA

See note on legal requirements  
And space for entries overleaf.

Department of Occupational Health and Safety  
Ministry of Employment, Labour Productivity and Skills Development  
The Factories Act, 1973, Section 37

**FORM PRESCRIBED BY THE MINISTER OF EMPLOYMENT, LABOUR PRODUCTIVITY  
AND SKILLS DEVELOPMENT FOR REPORT OF EXAMINATION OF  
STEAM BOILER WHEN COLD**

1. Name of Occupier (i.e. the legal person).....  
.....
2. Physical Address of factory or premises where boiler is situated.....  
.....
3. Postal Address of the Occupier.....  
.....
4. Type, description and distinctive number of boiler.....  
.....
5. Country of manufacture ..... , year.....
6. Briefly description of previous report.....  
.....  
.....  
.....  
.....
7. Date of last hydraulic test (if any) ..... and pressure applied.....
8. Quality and source of feed water.....  
.....
9. Is the boiler in the open or otherwise exposed to the weather or damp?.....  
.....  
.....

10. Boiler

- a) Examination tests made?  
(See **Note A** overleaf. Particulars of any removal of any brickwork etc, should be given here)

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.....  
.....  
.....

- b) Inaccessible parts during the examination .....

.....

- c) Condition of boiler (state any defect(s) materially affecting the maximum permissible working pressure)

External .....

Internally .....

11. Fittings and Attachments

- a) Are there proper fittings and attachments? .....

- b) Are all fittings and attachments in satisfactory condition (so far as ascertainable when not under pressure?)

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12. Repairs (if any) required and period within which they should be executed, and any other conditions which the authorised boiler inspector thinks it is necessary to specify for securing safe working conditions .....

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13. Maximum permissible working pressure calculated from dimensions and other data ascertained by the present examination, due allowance being made for conditions of working if unusual or exceptionally severe. Where repairs affecting the working pressure are required, state the maximum permissible working pressure :-

- a) Before the expiration of the period specified in 12 (a).....

- b) After the expiration of such period if the required repairs have not been completed (b).....

- c) After completion of the required repairs (c) .....

14. Other observations (see Note) .....

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I, (full name in block letters).....hereby declare that, I am a boiler inspector authorised by the Director of Occupational Health and Safety for the purposes of section 37 of the Factories Act, CAP 44:01, by Certificate No. ....dated ..... 20..... and that the subject to any reservation noted above of certain points for examination under steam pressure on .....20..... the boiler above described was sufficiently scaled, prepared and (so far as its construction permits) made accessible for thorough examination, and for such tests as were necessary for thorough examination, and that on the said date I thoroughly examined the boiler, including its fittings and attachments. I certify that the above is a true report of the result.

Date: .....

Address.....

.....

.....  
*Signature of Authorised  
 Boiler Inspector*

**To be attached to the General Register**  
*Space for Continuation of Entries*

Notes on Requirements of the Factories Act, CAP 44:01, section 37 as regards "steam boilers" other than economizers and superheaters.

- Sub-section (1)* Every steam boiler and all its fittings and attachments shall be of good construction, sound material, adequate strength and free from patent defect, and shall be properly maintained.
- Sub-section (2) and (3)* Every steam boiler, whether separate or one of a range:-  
 (a) shall have attached to it:
- i. a suitable safety valve (separate from and incapable of being isolated by any stop valve) which shall be so adjusted as to prevent the boiler being worked at a pressure greater than the maximum permissible working pressure and shall be fixed directly to, or as close as practicable to, the boiler;
  - ii. a suitable stop valve connecting the boiler to the steam pipes;
  - iii. a correct steam pressure gauge connected to the steam space and easily visible by the boiler attendant, which shall indicate the pressure of steam in the boiler in kilogrammes per square centimetre and have marked upon it, in a distinctive colour, the maximum permissible working pressure;
  - iv. at least one water gauge of transparent material or other material approved by the Director of Occupational Health and Safety, to show the water level in the boiler, and, if the gauge is of the glass tubular type and

the working pressure in the boiler normally exceeds two decimal point eight kilogrammes per square centimetre, the gauge shall be provided with an efficient guard but not so as to obstruct the reading of the gauge;

v. where it is one or two more boilers, a plate bearing a distinctive number which shall be easily visible;

(b) shall be provided with means for attaching a test pressure gauge; and

(c) shall be provided with a fusible plug or an efficient low water alarm device;

(3) For the purposes of subsection (2), a lever-type valve shall not be deemed a suitable safety valve.

*Sub-section (5)*

No person shall enter or be in any steam boiler which is one of a range of two or more steam boilers unless:-  
(a) all inlets through which steam or hot water might otherwise enter the boiler from any other part of the range are disconnected from that part; or

(b) all valves or taps controlling such entry are closed and securely locked, and, where the boiler has a blow off pipe in common with one or more other boilers or delivering into a common blow off vessel or sump, the blow off valve or tap on each such boiler is so constructed that it can only be opened by a key which cannot be removed until the valve or tap is closed and is the only key in use for that set of blow off valves or taps.

*Sub-section (6)*

No work shall be permitted in any boiler, furnace or boiler flue until it has been sufficiently cooled by ventilation or otherwise to make work safe for the persons employed.

*Sub-section (7) and (8)*

Every steam boiler and all its fittings and attachments shall be thoroughly examined by an authorised boiler inspector at least once in every fourteen (14) months, and also after extensive repairs. Provided that the authorised boiler inspector making any such examination may specify in writing a period exceeding fourteen (14) months but not exceeding eighteen (18) months within which the next examination is to be made.

*Sub-section (9)*

A report of the result of every such examination, in the prescribed form, shall within 28 days of the completion of the examination be entered in or attached to the General Register and signed by the person making the examination.

*Sub-section (10)*

A new or second-hand steam boiler must not be taken into use unless a certificate or a report of an examination has been obtained from an authorised boiler inspector.

## NOTE

**A.** According to the type of boiler, facilities must be given by the occupier for such examination (internal and external), hammer testing, drilling, lifting, hydraulic testing, steam trial or other means of testing as may be necessary for the thorough examination. The boiler should be opened out, cleaned and scaled; doors of manholes, mudholes and handholes taken off; and all junction valves, feed valves and safety valves taken apart and cleaned.

Brickwork, composition covering, fire bars, fire bridges, tubes and stays must be removed for the purpose of the examination to the extent required by the authorised boiler inspector making the examination.

**B.** Where the authorised boiler inspector making the examination considers this necessary, he/she may insert in the report on any of the items, an entry, "subject to further report after examination under normal steam pressure" For the prescribed form of report of examination of a boiler under normal steam pressure see OHS Form 53.

**C.** When the authorised boiler inspector making the examination considers that the next examination may safely be deferred for a period exceeding 14 months (see *sub-sections (7) and (8)* above) the period within which the next examination is to be made should be specified in item 14.