



**G. Standard Operating Procedure
For
Installation of Machinery & Equipment (Boiler)**

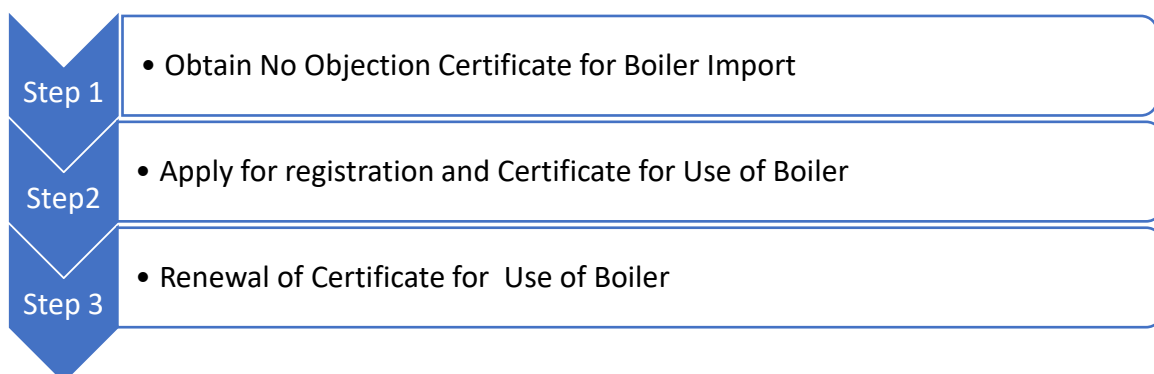


G. Installation of Machinery & Equipment

If an EZ Unit Investor is planning to install and use boiler (imported or locally manufactured) having volumetric capacity more than 22.76 liter for their manufacturing /production unit, the Investor is required to obtain No Objection Certificate (NOC) as well as Boiler License (which is renewable annually) from the Office of the Chief Inspector of Boilers (OCIB) under the Ministry of Industry, Government of Bangladesh. Following section briefly explains the processes:

G.1 Installation and Use of Boiler

If the boiler to be installed for use is an imported one, at first, the EZ Unit Investor is required to obtain a **No Objection Certificate (NOC)** from BEZA-OSS Center for importing the boiler. After receiving the NOC, the EZ Unit Investor may start import process of the boiler (s). When the boiler (s) is brought into the factory site, the EZ Unit Investor applies for registration of the boiler using the prescribed electronic form to the BEZA-OSS Center. BEZA-OSS Center forwards this application to OCIB and requests for boiler registration. Then OCIB informs the Applicant through BEZA OSS about the procedures, date and the name of the Inspector to conduct **inspection (s)** in order to confirm that the boiler is imported according to the approved specifications and also to observe various tests of boiler at the factory site. If the inspection report is satisfactory, OCIB issues **Certificate for use of Boiler** in favor of the Applicant and sends it to BEZA-OSS Center. Then BEZA OSS Center handovers the **Certificate for use of Boiler** to the EZ Unit Investor. The Boiler Certificate shall be renewed annually following certain assessment process upon the application by the EZ Unit Investor in a prescribed manner. Flow chart below shows these processes sequentially:



In case of change of the ownership (name/address) of a boiler, the Applicant requires to obtain prior permission from the OCIB before using the boiler.

Subsequent section explains required documents to apply, detailed procedures, timeline and fees:

G1-1. NOC for Boiler Import

Required Documents	<ol style="list-style-type: none"> 1. Application Form (electronic) through online 2. Cross Sectional Construction Drawing with Scale approved by the recognized/competent/inspecting authority 3. Calculation of Heating Surface of Boiler (Copy) 4. Calculation of Strength of Pressure Parts of Boiler (Copy) 5. Steel Maker's Certificate of Manufacture and Results of Test (Copy) 6. Pro-forma Invoice (Copy, in case of imported boiler) 7. Trade License (Copy) 8. Proof of payment/Applicant fee
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant visits BEZA-OSS website and fills out online application form and submits along with above mentioned required documents. 2. BEZA-OSS Center reviews the submitted documents. 3. BEZA-OSS Center forwards the documents to OCIB 4. Then OCIB issues a NOC and sends it to BEZA OSS 5. BEZA OSS Center will hand over the NOC to the Applicant.
Required Processing Time	3(three) days
Application Fee	Application Fee depends on the heating surface/rating of Boiler to be imported.
Remarks	VAT will be charged at the time of making payments

G1-2. Boiler Registration

Required Documents	<ol style="list-style-type: none"> 1. Application Form (electronic) through online 2. Cross Sectional Construction Drawing with Scale approved by the competent authority 3. Calculation of Heating Surface of Boiler 4. Calculation of Strength of Pressure Parts of Boiler 5. Inspection Authority's Certificate During Manufacturing (Original) 6. Boiler Manufacturer's Certificate of Manufacture and Result of Test (Original) 7. Steel Maker's Certificate of Manufacture and Results of Test (Copy) 8. Steel Maker's Certificate for Steam Pipe over 3-inch diameter (Copy) 9. Maker's stamp (Carbon Copy) 10. L/C (Copy) 11. B/L (Copy) 12. Boiler Attendant's Certificate (copy)
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant visits BEZA-OSS website and fills out online application form with required documents and drawings for receiving boiler registration. 2. BEZA OSS Center forwards the application along with documents to the OCIB 3. OCIB assigns an Inspector who will fix a date for inspection 4. BEZA-OSS Center informs the Applicant about the inspection date, procedure and the name of Inspector with items to be inspected.

	<ol style="list-style-type: none"> 5. The Inspector(s) conducts inspection at the project site and observes various tests on pre-scheduled date. 6. The Inspector prepares Inspection Report and finalizes it and recommends to the Chief Inspector of boilers. 7. If the Inspection Report is satisfactory then the Chief Inspector of boilers issues a letter confirming the registration of boiler along with the Certificate for Use of boiler 8. The OCIB sends the Boiler Registration Letter and Certificate for use of boiler to BEZA OSS Center 9. Finally, BEZA OSS Center handovers the Boiler Registration Letter and the Certificate as well to the Applicant.
Required Processing Time	15 working days (depending on the frequency of inspection as required for different size of boilers and distance as well)
Application Fee	Application fee includes both registration fee and inspection fee (as per Schedule annexed) Standard rate of travel costs for inspector(s) shall be fixed depending on the region.
Remarks	The Applicant shall hire the required number of certified Boiler Attendants and appoint them as full-time staff for operation and maintenance of Boiler.

G1-3. Renewal of Boiler Certificate

Required Documents	<ol style="list-style-type: none"> 1. Application Form (Online) 2. Proof of payment of renewal fee 3. Certificate of Boiler Attendant
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant visits BEZA-OSS web site and fills out online application form at least 30 days prior to the expiry of Boiler Certificate. 2. BEZA OSS Center forwards the application along with documents to the respective inspector/OCIB who will fix a date for inspection. 3. BEZA-OSS Center informs the date of inspection and the name of Inspector to the Applicant within 3 days after receiving the application. 4. The Inspector conducts inspection at the project site. 5. The Inspector prepares the Inspection Report. 6. In case of any comment or observation or instruction by the Inspector on improvement of construction works, the Applicant takes necessary actions and submits the implementation report along with photographs to BEZA-OSS Center and then BEZA-OSS send to OCIB . 7. The OCIB renews the Certificate for use of Boiler Use and sends it to BEZA OSS Center 8. BEZA-OSS Center hands over the renewed Boiler Certificate to the Applicant.
Required Processing Time	30(Thirty) working days
Application Fee	Renewal fee as per the Schedule annexed. Standard rate of travel costs for inspector(s) shall be fixed depending on the region.

Remarks	The processing time may be extended if any rectification or improvement needs to be made as instructed by the Inspector during his inspection.
---------	--

G1-4. Permission for Ownership (Name / Location) Change of Boiler

Required Documents	<ol style="list-style-type: none"> 1. Application in the letterhead 2. Purchase Deed of Agreement in non-judicial stamp 3. Trade License of the Applicant (Buyer) 4. Copy of the Boiler Certificate and Letter of Boiler Registration
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant applies in its letterhead requesting BEZA-OSS Center for change of name and/or location of boiler along with required documents 2. BEZA OSS Center forwards the application along with documents to the OCIB 3. OCIB assigns an Inspector who will assess the documents and fix a date for inspection and visit the site. 4. If inspection is found satisfactory OCIB issues letter of permission confirming the change of ownership/location and sends it to BEZA OSS Center 5. Finally, BEZA OSS Center handovers the letter of permission confirming the change of ownership/location.
Required Processing Time	15 (Fifteen) days
Application Fee	Application fee similar to the schedule of fees for renewal
Remarks	

List of Forms

Form Number	Name
FORM-ME-01	Application of NOC for Import/Local Purchase of Boiler
FORM-ME-02	Application for Boiler Registration and Certificate for use of Boiler
FORM-ME-03	Application for Renewal of Boiler
Annex-1	Fee Chart
Annex-2	Inspection Checklist

FORM-ME-01 Application of NOC for Import/Local Purchase of Boiler

Date: ___/___/20..._

Applicant Information			
Name of Applicant:			
Present Address:			
Contact number:	Phone No.:	E-Mail:	
Location of Installation:	Plot No.:	Name of EZ:	
Information of Boiler			
Type of Boiler:			
Name and Address of the Manufacturer:			
Place and Year of Manufacture:			
Boiler Rating (square feet):			
Maximum Evaporation Capacity:			
Maximum allowable working pressure:			
Attached Documents and Drawings			
<input type="checkbox"/>	Cross Sectional Construction Drawings with Scale approved by the competent Authority		
<input type="checkbox"/>	Calculation of Heating Surface of Boiler		
<input type="checkbox"/>	Calculation of Strength of Pressure Parts of Boiler		
<input type="checkbox"/>	Boiler Manufacturer’s Certificate of Manufacture and Test Result		
<input type="checkbox"/>	Steel Maker’s Certificate of Manufacturer and Test Results		
<input type="checkbox"/>	Maker’s Stamp (Carbon copy/photo)		
<input type="checkbox"/>			
<input type="checkbox"/>	Pro-forma Invoice		
<input type="checkbox"/>	Others, if any (_____)		

We hereby certify that the above information is true and correct. The Authority may cancel the NOC for Import or purchase of Boiler in future due to giving incorrect information or discrepancy.

Applicant;

Signature:

Company Name:

Name:

.....
(BEZA-OSS record)

Date of Receipt of Application:

We have no objections that the Applicant imports or locally purchases the above-mentioned Boiler.

Inspector’s Signature and date:

Chief Inspector’s Signature and date:.....

FORM-ME-02

Application for Boiler Registration and Certificate for use of Boiler Use

To,
The Chief Inspector of Boilers
Office of the Chief Inspector of Boilers (OCIB)
91, Motijheel Commercial Area
Dhaka

Subject: Application for Registration of boiler and certificate for use of boiler.

Dear Sir,

I, the undersigned most respectfully to state that I am submitting the following information for your kind consideration.

1. Name of the Applicant:.....
2. Designation of the Applicant: :.....
3. Mobile no: :.....
4. Email: :.....
5. Name of the company: :.....
6. Address of the company:

District:

Upazilla/Thana:

7. Information related Treasury Challan:

a) Deposited Treasury Challan no. for registration fee

Challan date:

Name of respective Bank and Branch of Treasury challan:

b) Deposited Treasury Challan no. for VAT:

Date of challan:

Name of respective Bank and Branch of Treasury challan:

I hereby certify that, the information and the attached documents provided are authentic from my knowledge and belief and will be submitted during inspection of boiler. I will conform the Law, Rules which already enacted or will be enacted by the government regarding boiler use and I also conform any legal action taken by the concerned Authority in case of violation of any rule or conditions.

Attachment: (maximum size 5 mb)

- | | |
|---|-----------------|
| 1.Photo of the Boiler | Pls select file |
| 2. Deposited Treasury Challan for registration fee | Pls select file |
| 3. Deposited Treasury Challan for VAT | Pls select file |
| 4. Copy of Trade License | Pls select file |
| 5. Approval copy of Cross-Sectional Construction Drawing (determined scale) | Pls select file |
| 6. Calculation of Heating Surface | Pls select file |
| 7. Calculation of Strength of Pressure Parts of Boiler | Pls select file |
| 8. Inspection Authority's Certificate During Manufacturing | Pls select file |
| 9. Certificate of Boiler Manufacturing and Test Result from the Boiler Manufacturer | Pls select file |
| 10. Certificate of Steel Manufacturing and Steel Test during steel manufacturer | Pls select file |
| 11. Copy of Article of Memorandum (if applicable) | Pls select file |
| 12. LC copy of Boiler Import (if applicable) | Pls select file |
| 13. Invoice copy of Boiler Import (if applicable) | Pls select file |
| 14. Bill of lading of boiler import (if applicable) | Pls select file |
| 15. Certificate of Steam Pipe (if applicable) | Pls select file |

I, the undersigned, hereby submit all required information.

Date:

Sincerely yours,
Signature of the Applicant

Information of the Applicant

Date of Birth:	<input type="text"/>	Mobile number:	<input type="text"/>
Email:	<input type="text"/>	NID no.	<input type="text"/>

FORM-ME-03

Application for Renewal of Boiler Certificate for Use of boiler

To,
The Chief Inspector of Boilers
Office of the Chief Inspector of Boilers (OCIB)
91, Motijheel Commercial Area,
Dhaka

Subject: Application for Renewal of Boiler Certificate for Use of boiler

Dear Sir,

I, the undersigned most respectfully to state that, I am submitting the following information for your kind consideration:

1. Name of the Applicant:

2. Designation of the Applicant:

3. Mobile no:

4. Email:

5. Boiler Registration no:

6. Name of the company:

7. Address of the company:

District:

Upazilla/Thana:

8. Information related Treasury Challan:

a) Deposited Treasury Challan no. for boiler inspection fee:

b) Challan date:

c) Name of respective Bank and Branch of Treasury challan:

d) Deposited Treasury Challan no. for VAT:

e) Date of challan:

f) Name of respective Bank and Branch of Treasury challan:

I hereby certify that, the information and the attached documents provided are authentic from my knowledge and belief and will be submitted during inspection of boiler. I will conform the Law, Rules which already enacted or will be enacted by the government regarding boiler use and I also conform any legal action taken by the concerned Authority in case of violation of any rule or conditions.

Attachment: (maximum size 5 mb)

1. Deposited Treasury Challan for boiler inspection fee

Pls select file

2. Deposited Treasury Challan for

Pls select file

3. Copy of the Boiler Attendant's Certificate

Pls select file

4. Copy of the Boiler Certificate of the previous year

Pls select file

I, the undersigned hereby submit all required information.

Date:

Sincerely yours,
Signature of the Applicant

Information of the Applicant

Date of Birth:

Mobile number:

Email:

NID no.

Boiler Registration (Issued by the Chief Inspector of Boilers)

Government of the People's Republic of Bangladesh
Office of the Chief Inspector of Boilers

Ministry of Industries
Shilpa Bhaban, Annex Building
91, Motijheel C/A, Dhaka-1000
www.boiler.gov.bd

No: Boiler/Reg-.....

From : Chief Inspector of Boilers
To : Name of the Company
Address:

Subject: Boiler Registration

Type of Boiler:
Manufacturer of Boiler:
Manufacture Place and Year of manufacture:
Makers Number:
Heating Surfaces
Maximum Allowable Working Pressure:

Hereby the stated boiler has been issued registration from the date.....under the Boiler Act 1923. The Government Registration number of this boiler is.....

Maximum allowable working pressure:kg/sq.cm

Chief Inspector of Boilers

.....
N.B:

- (1) Registration no. has to be embossed at the front side of the boiler shell or attached the embossed Reg. no on a sheet at front side of boiler by welding and that information has to be informed Boiler Office within one month.
- (2) Water Softening Plant has to be installed
- (3) The boiler has to be operated by the certified Boiler Attendant

Form VI

Government of the People's Republic of Bangladesh
Office of the Chief Inspector of Boilers

Date.....

Certificate for use of Boiler

Regulation-369

Boiler Registration no:	Type of Boiler:	
Boiler Rating:	Place of Manufacture and year:	
Maximum evaporation capacity		
Name of the Owner:		
Location of Boiler:		
Maintenance-		
Remarks-	Date-	Hydraulic test

I certify that, I am Chief Boiler Inspector under Section 7/8 of Boiler Act 1923 the Boiler stated above highest:

Pressure- from permit to operate

The pressure of safety Valve will not be above.....

I also certify that the main Steam Tube-

Pressure- hydraulic tested

Fee taka paid dated on....

Date- place

Inspector of Boilers

Chief Inspector of Boilers

The conditions are stated on next page

Conditions
(Opposite page of Form VI)

- (1) No structural alteration, addition or renewal shall be made to the boiler otherwise than in accordance with Section 12 of the Boiler Act.
- (2) Under the provision of section 8 of the Boiler Act this certificate shall cease to be in force: -
 - (a) On the expiry of the period for which it was granted; or
 - (b) When any accident occurs to the Boiler; or
 - (c) When the boiler is moved, the boiler not being a vertical boiler the heating surface of which is less than two hundred square feet (200 sq.ft.) , of a portable or vehicular boiler; or
 - (d) When any structural alteration, addition or renewal is made in or to boiler; or
 - (e) If the Chief Inspector in any particular case so directs when any structural alteration, addition or renewal is made in or to any steam pipe attached to the boiler; or
 - (f) On the communication to the owner of the boiler of an order of the Chief Inspector or Inspector prohibiting its use on the ground that it or any steam pipe attached thereto is in a dangerous condition.

Under section 10 of the Boiler Act, a boiler may continue to worked beyond the period of the certificate issued for it provided the owner has applied for a renewal of the certificate before the expiry date and none of the cases specified clauses (b), (c), (d) and (e), apply to the boiler.

- (3) The boiler shall not be used at a pressure greater than the pressure entered in the certificate as the maximum pressure not with the safety valve set to a pressure exceeding such maximum pressure.
- (4) The boiler shall not be used otherwise than in a condition which the owner reasonably believes to be compile with safe working.

N.B.:- details regarding this boiler are recorded in Registration Book No. _____ of which a copy may be obtained on payment on application to the chief Inspector.

Annex -1 FEE CHART

1. Boiler Certificate Renewal Fee:

Boiler rating (sq feet)	Rate of renewal fee (BDT)
From 1 to 100 sq feet	2,500
From 101 to 300 sq feet	3,500
From 301 to 500 sq feet	4,500
From 501 to 700 sq feet	5,000
From 701 to 900 sq feet	5,500
From 901 to 1100 sq feet	6,000
From 1101 to 2000 sq feet	6,500
From 2001 to 4000 sq feet	7,000
From 4001 to 6000 sq feet	7,500
From 6001 to 8000 sq feet	8,000
From 8001 to 10000 sq feet	8,500
Above 10000	9,000

2. New Boiler Registration Fee:

Boiler rating (sq feet)	Drawing Checking Fee (BDT)	Registration Fee (BDT)	Inspection Fee (BDT)	Total amount (BDT)
From 1 to 100 sq feet	2,500	2,500	2,500	7,500
From 101 to 300 sq feet	3,500	3,500	3,500	10,500
From 301 to 500 sq feet	4,500	4,500	4,500	13,500
From 501 to 700 sq feet	5,000	5,000	5,000	15,000
From 701 to 900 sq feet	5,500	5,500	5,500	16,500
From 901 to 1100 sq feet	6,000	6,000	6,000	18,000
From 1101 to 2000 sq feet	6,500	6,500	6,500	19,500
From 2001 to 4000 sq feet	7,000	7,000	7,000	21,000
From 4001 to 6000 sq feet	7,500	7,500	7,500	22,500
From 6001 to 8000 sq feet	8,000	8,000	8,000	24,000
From 8001 to 10000 sq feet	8,500	8,500	8,500	25,500
Above 10000 sq feet	9,000	9,000	9,000	27,000

3. Fee for Duplicate Certificate (renewal):

Description	Existing fee (BDT)
Fee for Duplicate Certificate	500/-

4. Fee for Registration Book:

Description	Existing fee (BDT)
Fee for registration book	1,000/-

5. Additional Inspection Fee for Inspecting on Weekend or any other Government Holiday:

Description	Existing fee (BDT)
Additional inspection fee for inspecting on weekend or any other government holiday	2,000

6. Examination Fee for Boiler Attendant Qualification Certificate:

Description	Existing fee (BDT)
<u>Examination for Boiler Attendant Qualification Certificate:</u>	
Examination fee for first class	800/-
Examination fee for 2nd class	500/-

7. Fee of the Duplicate Certificate (Boiler Attendant):

Description	Existing Fee (BDT)
Fee of the Duplicate Certificate:	300/-

Annex-2

INSPECTION CHECKLIST

1. Verify necessary documents along with drawing and design of the boiler
2. Examine having any type of scale, crack and bulging in boiler shell or not
3. Examine having any scale, crack and bulging in boiler tube plate/base plate
4. Examine having any crack and bulging in fire dram or not
5. Examine of the boiler tube
6. Examine having any leak proof in manhole, mud hole, front door, gasket of back door of the boiler
7. Calibration of Pressure Limit Switch and pressure gauges
8. Examine deformation of Burner Diffuser, burning/cracking
9. Examine the insulation materials having or not
10. Examine having any crack in refractory materials or not
11. Conducting Hydraulic Test
12. Check the following water parameters using in boiler along with log book
 - (a) Examine PH of water having at the certain level or not
 - (b) Examine hardness of water having at appropriate level or not
 - (c) Examine TDS of water having at appropriate level or not
 - (d) Examine the activities of Feed Water Receiver, Deaerator and Chemical Feed Line
 - (e) Examine Blowdown, Feed Pump whether running or not
13. Examine whether Fuel Supply Valve is active or not
14. Examine the Settings Pressure of the Safety Valve
15. Examine the Automatic Firing Control
16. Examine the color of flame
17. Examine water level indicator/low water cutoff of gauge glass
18. Examine free movement of the Air Damper
19. Conduct steam test
20. Examine the Steam circuit (Steam Header, Steam Stop Valve, Steam Line having more than 3 inches diameter, Steam Trap etc.
21. Examine water softener (chemical, resin, dodging pump etc.)