Asset Corrective Actions

The Asset Corrective Actions form has been in Origami, and has been recently updated! Users with login credentials may access the form.

We are doing this to reassure insurers of timely responses to issues found during boiler inspections.

Key Considerations

- Jurisdictional inspections are statutorily required
- New construction inspections are required for compliance with construction codes
- Loss prevention inspections of industrial mechanical and electrical systems
- Monitoring exposure to reduce identified risks
- Analyzing production, processes, and utility systems for risks and exposures
- Making recommendations to avert equipment failures

Instructions

Notifications will be sent to the facilities person who oversees the boiler maintenance at your institution. The Risk Manager and Risk Management Liaison will also be copied on the Asset Corrective Action notification. This is intended to provide accountability and awareness of the inspection being conducted on their premises.

1. Once an inspection is done, findings are sent to System Risk Management
2. Asset Corrective Actions (if necessary) are entered into Origami
3. Asset Corrective Actions are Assigned to the appropriate facilities contact, or to the Risk Manager, in the absence of the same
4. Notifications are sent from Origami to the Assignee, Risk Manager and RM Liaison
5. Notifications contain a hyperlink allowing for the primary contact to reassign the Asset Corrective Action, or to complete
6. Asset Corrective Actions require updates to the Action Taken, Status and Completion Date fields
7. Due dates are defaulted to thirty (30) days from entry and assignment of the Asset Corrective Action
8. Therefore, the link to the Asset Corrective Action remains open for thirty (30) days
9. Reminders of outstanding Asset Corrective Actions are sent seven (7), and then five (5) day from the Due Date
10. If no corrective action is entered within thirty (30) days, System Risk Management is notified, and will follow-up with Risk Managers
11. Tasks are assigned to the Risk Manager for each Asset Corrective Action entered, with the RM Liaison serving as the task backup
12. The task assigned on the date of entry of the action will be due, consistent with the Asset Corrective Action, thirty (30) days from entry
   o This initial task requests assignees to review action material, and to acknowledge the same by updating the Status to “In Process”
13. The follow-up task is assigned seven (7) days from the Due Date
   o This subsequent task requires assignees to update the Status, outline the Action Taken, and to provide the Complete Date