

July 1, 2010

INSURANCE INFORMATION NOTICE NO. 2011-3

BOILER AND MACHINERY INSPECTIONS AND CLAIMS REPORTING

INSPECTIONS

As of July 1, 2010, Travelers will be handling all boiler and machinery inspections on behalf of the state. Agencies must notify Travelers directly to request boiler and pressure vessel inspections or renewal of jurisdictional operating certificates. Travelers has established a toll-free 24 hour inspection hotline for such requests. Please provide the contact name and phone number, address, and the policy number (see below). Phone calls will generally be returned within 24 hours. Agencies are **not** to contact the State Fire Marshal's Office for routine inspections. Agencies are responsible for any costs incurred from the State Fire Marshal's Office.

Travelers Inspection Hotline: 1-800-425-4119

Insured Name: State of Louisiana, Office of Risk Management

Policy No.: BME1-3043P494-10

CLAIMS REPORTING

The claims reporting procedure has not changed. When a boiler loss occurs, a 1st Party Claims Form (http://doa.louisiana.gov/orm/pdf/Prop_reporting.pdf) must be submitted to our office immediately via email to the address on the form.

If you have any questions concerning boiler inspections, please contact Henry Rayborn at (225) 342-8480. If you have any questions concerning claims reporting, please contact Patricia Barron at (225) 342-8467.