



The Technical Standards and Safety Authority  
Boilers and Pressure Vessels Safety Program  
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***GUIDE FOR MANUFACTURERS, FABRICATORS, INSTALLERS, REPAIRERS,  
ALTERERS AND AUDIT TEAMS***

***FOR THE***

**CERTIFICATION OF OWNER/USER SELF-INSPECTION  
PROGRAM**

***IN ACCORDANCE WITH:***

- **TSSA Guideline – Guideline for the Certification of Owner/User Self-Inspection Organizations**

# INTRODUCTION

This guide is prepared for the use of audit team leaders, members, and applicants for TSSA Certificates of Authorization (C of A). It is not intended to replace or interpret the requirements of the CSA, NBIC, or the ASME Boiler and Pressure Vessel Codes. This guide lists the highlights that the applicant is required to include in the written Quality Program Manual.

To assist the TSSA audit team, this guide is provided to applicants for their use in identifying and verifying the paragraph(s) where their Quality Program Manual addresses all applicable control requirements of the TSSA Guideline – *Guideline for Certifications of Owner/User Self-Inspection Organizations*. The Quality Program Manual must contain the description of the controls necessary for implementing the Quality Program, but it is not required to contain all the programmatic requirements which will be found in the Quality Program, such as written procedures.

The guide is based upon the TSSA Guideline – *Guideline for Certifications of Owner/User Self-Inspection Organizations*. The guide is subject to revision by TSSA based on changes made to requirements.

An audit must cover the Quality Program and its implementation. It is recognized that the scope of work and Quality Program implementation will vary from one applicant to another, therefore, only those activities to be performed under the scope of an applicant's TSSA Certificate of Authorization are required to be addressed in the Quality Program Manual. TSSA audit teams are advised that this guide may not outline all possible aspects of each audit. The Quality Program Manual need not follow the format of this guide but shall described applicable requirements.

Questions of possible need for interpretation raised by the audit team members or the applicant shall be submitted to the TSSA Boiler and Pressure Vessel Chief Inspector for a resolution.

## DEMONSTRATION OF THE QUALITY SYSTEM

The purpose of the demonstration item is to evaluate the applicant's Quality Program and implementation. For evaluation of the Quality Program, the applicant must demonstrate to the current Code rules sufficient administrative controls of the Quality Program to show that they have the knowledge and ability to produce the Code items typical of those covered by the Quality Program.

A repair inspection job package shall be prepared in accordance with the Quality Program. The job package shall demonstrate all elements of the program, including non-destructive examination and heat treatment if required in the program. This may be on work in-progress, or on a demonstration item prepared specifically for the Audit.

## HOW TO USE THIS GUIDE

Review each item in the checklist against the Quality Program Manual and:

- 1) Check the applicable column, "Yes", "No" or "N/A" (Not Applicable)
- 2) Note the paragraph number in the Quality Program Manual which covers the subject addressed in the column labelled "Quality Program Reference".
- 3) Submit one copy of the completed checklist with one uncontrolled copy of the current Quality Program Manual to TSSA Head Office for review, at least one month prior to the scheduled implementation audit date.



## QUALITY PROGRAM CHECKLIST OWNER/USER SELF-INSPECTION

Company Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

No.	Quality Element and Sub-Elements	Yes	No	N/A	Quality Program Reference
<b>1</b>	<b>GENERAL QUALITY CONTROL SYSTEM REQUIREMENTS</b>				
	(a) The Quality Program is documented in detail in a Quality Program Manual that addresses all requirements of the applicable Code Section and includes: (i) a cover page that contains the company name, physical address, and a brief description of the program scope(s) as it will appear on the requested Certificate(s) of Authorization.  <small>(NOTE: The cover sheet may also contain the effective date of the Quality Program Manual, mailing address, phone number or other information desired by the certificate holder or applicant.)</small> (ii) a Scope page detailing the type and extent of repair inspections the Company wishes to accomplish under the program and locations. (iii) a Table of Contents page which includes each section by subject, number, and revision number (as applicable).				
<b>2</b>	<b>STATEMENT OF AUTHORITY AND RESPONSIBILITY</b>				
	(a) The Statement of Authority and Responsibility shall include the following: (i) A statement that all work carried out by the applicant meets all applicable Code and Jurisdictional requirements. (ii) The authority and responsibility of those in charge of the Quality Program are clearly established and documented. (iii) Persons supervising and performing inspection functions have sufficient and well-defined responsibility, with no responsibility for production, the authority and the organizational freedom to identify quality problems and to initiate, recommend, and provide solutions, including stop work orders. (iv) A statement that all disagreements in the implementation of the Quality Program is referred for resolution to a higher authority in the company, which will not conflict with Code, jurisdictional, or Quality Program requirements. (v) The Statement of Authority and Responsibility is signed and dated by a senior company official responsible for Code activities (i.e. President, Vice President, Plant Manager, etc.)				
<b>3</b>	<b>MANUAL CONTROL</b>				
	(a) Manual revision control system (i.e. is the Quality Program Manual revised by page or by section, are the controls clearly described?)  <small>(NOTE: A glossary of terms is desirable from the standpoint of clarity and if abbreviated titles of personnel and control documents are used throughout the Quality Program Manual.)</small> (b) The title of the individual responsible for preparing and revising the Quality Program Manual. (c) The title of the individual responsible for reviewing current TSSA Code Adoption Document, NBIC, CSA Code Editions, and/or Jurisdictional requirements and making any required changes to the Quality Program Manual within six months from the new Edition issue date. (d) Provision for review and approval of the Quality Program Manual to maintain it is current. (e) Provision for submittal of the Quality Program Manual revisions to the TSSA Representative for acceptance prior to implementation including timely update of all copies to reflect approved revisions. (f) Provision for distribution of the revised Quality Program Manual (controlled or uncontrolled), including hard copy and/or electronic controls.				



## QUALITY CONTROL SYSTEM CHECKLIST OWNER/USER SELF-INSPECTION

No.	Quality Element and Sub-Elements	Yes	No	N/A	Quality Program Reference
<b>4</b>	<b>ORGANIZATION</b>				
	(a) An organization chart showing the relationship between management, supervision, inspection, inspection supervision, subcontracted services, and quality control (as applicable) exists and reflects the actual organization.  <small>(NOTE: The purpose of this chart is to identify and associate the various organizational groups with the particular function for which they are responsible. The Code does not intend to encroach on the right to establish or alter whatever form of organization is considered to be appropriate for Code work.)</small>				
<b>5</b>	<b>EXAMINATION AND INSPECTION</b>				
	(a) Fabrication operations, including examinations and test procedures are described in sufficient detail to permit the Owner/User Inspector to determine at what stages specific inspections are to be performed.				
	(b) Provisions exist that describes the interaction between the repair organization and the Owner/User Inspector, including approvals to start work, signoffs of the repair, and additional organization documents.				
	(c) Measures have been established to ensure:				
	(i) The title of the individual responsible for reviewing the subcontracted repair organizations certifications prior to initiating the repair.				
	(ii) The Owner/User Inspector is notified prior to the repair and given the opportunity to add hold points to the repair organizations traveller/checklist or ITP.				
	(iii) Materials and material certifications, as applicable, are made available to the Owner/User Inspector for review prior to completing the repair.				
	(iv) All required Non-Destructive Examination procedures and personnel certifications are made available for review by the Owner/User Inspector prior to completing the work.				
	(v) All required welding procedures and welder certifications are made available for review for adequacy and registration by the Owner/User Inspector prior to completing the work.				
	(vi) All required Post Weld Heat Treatment procedures are made available for review by the Owner/User Inspector prior to completing the work.				
	(vii) The Owner/User Inspector shall witness all required pressure testing performed by the repair organization.				
	(viii) The Owner/User Inspector shall be notified of all non-conformances that have been raised by the repair organization.				
	(d) Provisions exist for the Owner/User Inspector to request the repair organization to raise non-conformances detected during inspections and to review and accept any dispositions.				
	(e) The title of the individual responsible for reviewing and signing the applicable Owner/User Data Report completed by the repair organization.				
<b>6</b>	<b>CORRECTIVE ACTION</b>				
	(a) A procedure exists for identification, resolution and disposition of conditions adversely affecting quality in relation to the Quality Program.				
	(b) Measures shall include:				
	(i) Identification and documentation of the adverse condition.				
	(ii) Personnel involved with the resolution and disposition of the adverse condition.				
	(iii) Measures taken to preclude repetition of the adverse condition.				
	(iv) Measures shall include reporting adverse conditions to management.				



## QUALITY CONTROL SYSTEM CHECKLIST OWNER/USER SELF-INSPECTION

No.	Quality Element and Sub-Elements	Yes	No	N/A	Quality Program Reference
<b>7</b>	<b>RECORDS RETENTION</b>				
	(a) The title of the individual responsible for maintaining documents from the repair organization outlined below for life of the system or boiler/pressure vessel: (i) Owner/User Data Reports (ii) Other or Original Manufacturer's Data Reports (iii) Design drawings/registration documents (iv) Checklists, process sheets, travelers, etc., (v) Material test reports and/or material certifications (vi) Pressure parts documentation and certifications (vii) Welding/Brazing Procedure Specifications and Procedure Qualification Records (viii) Welder/Brazer Qualification Records (ix) Calibration records (x) Non-Destructive Examination reports (xi) Repair procedures, as applicable, and records (xii) Post Weld Heat Treatment reports (xiii) Non-conformances and dispositions (xiv) Pressure test records (xv) Inspector's Log Book (xvi) Any other applicable documentation				
	(b) The title of the individual responsible for maintaining a numbered log with no skips or gaps of all regulated repairs and the status of each repair.				
	(c) The title of the individual responsible for making records available to the TSSA representative as requested.				
	(d) Provisions exist for the Owner/User Inspector to maintain an Inspector Diary per NB-263.				
<b>8</b>	<b>TRAINING AND QUALIFICATION OF OWNER/USER INSPECTION PERSONNEL</b>				
	(NOTE: Owner/User Inspectors may be under contract by the company, provided the following is complied with, and the company assumes all responsibility for the Owner/User Inspector and addresses the controls for contracted inspection personnel in the Quality Program Manual)				
	(a) The title of the individual responsible to ensure the Owner/User Inspector Supervisor and Owner/User Inspector engaged in the inspection of repairs are certified by the Owner/User Organization.				
	(b) The title of the individual responsible for providing each Owner/User Inspector with a unique identification number.				
	(c) The title of the individual responsible for ensuring the Owner/User Inspector engaged in the inspection of repairs are knowledgeable and qualified within the scope of the repairs to be conducted.				
	(d) The Owner/User Organization has established a documented in-house training program to control the certification and continued proficiency of Owner/User Inspectors.				
	(e) At a minimum, Owner/User Inspectors shall be trained in the following: (i) The requirements and responsibilities of the Quality Program Manual and the applicable ASME, CSA, and NBIC Codes, (ii) Technical aspects and skills for the position held.				
	(f) Documented annual review of qualified personnel shall include: (i) Training records, (ii) Evidence of work performed, (iii) Monitoring job performance.				
<b>9</b>	<b>CONTROL OF CONTRACTED SERVICE (INSPECTORS), IF APPLICABLE</b>				
	(a) The use of contracted Owner/User Inspectors have been described in the Quality Program Manual.				
	(b) The title of the person responsible to ensure contracted Owner/User Inspectors are qualified, appointed, and maintained per Section 8 of this checklist.				



## QUALITY CONTROL SYSTEM CHECKLIST OWNER/USER SELF-INSPECTION

No.	Quality Element and Sub-Elements	Yes	No	N/A	Quality Program Reference
<b>10</b>	<b>AUDITS</b>				
	(a) A procedure exists that describes the process for completing annual audits of the Owner/User Self-Inspection Program.				
	(b) The title of the person responsible to appoint auditors to audit the Quality Program.				
	(c) The Quality Program Manual describes the requirement for auditors to have no conflict of interest in the areas being audited.				
	(d) The Quality Program Manual describes the audit reporting requirements with management.				
	(e) The Quality Program Manual describes the resolution of corrective actions that are a result of the annual audit.				
<b>11</b>	<b>SAMPLE FORMS</b>				
	(a) Forms used to control functions relative to quality are included within the Quality Program Manual and their use explained in the text of the Quality Program Manual.				