



Operational Policy

Renewal, Reinstatement, and Requalification Policy V1.0

Requirements for Renewal, Reinstatement, and Requalification for Expired Authorizations

1.0 Introduction

This policy applies to licences and registrations that authorize devices, facilities, equipment, and businesses to operate as required by the TSS Act and the regulations. Specifically, this policy informs the process for obtaining a current authorization after an authorization has lapsed and is no longer valid. Expired authorizations pose a significant threat to public safety. TSSA has adopted this policy in order to ensure that businesses, facilities, and equipment that are subject to reinstatement or requalification operate safely.

2.0 General Principles

The following are general principles for the role of authorizations in TSSA's safety system:

- Authorizations are a key regulatory tool and must remain current and valid;
- Regulated entities are responsible for maintaining an active authorization; and
- Where authorizations are required, operation without a valid authorization is prohibited.

3.0 TSSA Renewal Period

TSSA will allow an authorization, subject to the exceptions outlined in section 5, to be renewed so long as it is not expired for more than 365 days. Renewal typically involves payment of the invoiced fee and the submission of any applicable prerequisites.

4.0 Requalification & Reinstatement Process

For authorizations that have been expired for more than 365 days, the following conditions apply:

All authorizations, with the exception of Elevating Device Licenses and Boilers & Pressure Vessels (BPV) Certificates of Inspection (COIs), require full requalification once an authorization has expired for more than 365 days. These authorizations will be treated as new and require the submission of an application form, engineering drawings, successful completion of an engineering review, full inspection, and payment of applicable back fees for every year of illegal operation without a valid authorization.

Elevating device authorizations may be reinstated once expired for more than 365 days. Reinstatement will require an application submission, successful completion of an inspection which requires full compliance with the applicable code at the time of original installation), proof that the device maintenance is up-to-date, proof of compliance with any retroactive safety requirements, and payment of applicable back fees for every year of illegal operation without a valid authorization.

Boilers & Pressure Vessel COIs require full requalification upon expiry.



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5.0 Exceptions

This policy does not apply to the following authorizations:

- Expired COIs where no ROI has been submitted on TSSA's system (to be introduced at a later date)
- Certificate Holders
- Amusement devices permits
- Operating engineering plants
- Tanker trucks
- Fuel oil distributors
- Accredited training providers
- Any federal or non-regulatory devices or facilities
- Boilers and Pressure vessels that are periodic exempt, rentals; and
- Boiler and Pressure Vessels certificates of competency and certificates of authorization

It also does not apply to those who were never authorized.

6.0 Fees

6.1 Lapsed Authorizations (Initiated May 1, 2021)

The authorization holder is expected to pay the fee that was due at the time of renewal. Inspection fees will be applicable in the event the authorization holder receives a call and/or inspection from an inspector.

6.2 Historical Lapsed Authorizations (Initiated May 1, 2022)

Back Fees will be charged to reinstate all facilities, devices, businesses/contractors. It will be the current authorization fee for every year operating without an authorization plus the current year fee.

6.3 Late Payment Fee

Effective November 4, 2024, authorization holders who allow their authorizations to lapse will be charged a late payment fee for renewing late and entering the historical lapsed or lapsed authorization process. This fee will be automatically applied by TSSA for each late renewal/reinstatement. More information about the fee can be found in the fee schedule.

7.0 Shutdown Status

When a device, facility, or business is in a shutdown status, back fees will not be applied.

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