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Boilers and Pressure Vessels Safety Program
April 6, 2020 Rev.4

Guidelines for Electronic Application for Design and Welding/Brazing Procedure Registration

Instructions on paperless submissions

Required electronic documents

1. For boilers and pressure vessels:

Drawings, calculations, other related technical documents as applicable and registration application form:

<https://www.tssa.org/en/Boilers-Pressure-Vessels/resources/Documents/2017-PV-09558.pdf>

Note the following:

- a. Boilers and pressure vessel drawings must be stamped by a professional engineer registered with the Professional Engineers of Ontario (PEO). For digitally stamped drawings, please refer to the PEO guideline, "Use of Professional Engineer Seal", clause 7.3.
- b. If drawings are stamped by a professional engineer not employed by the submitting company, TSSA may require contact information of the professional engineer to confirm authenticity of the stamp.

2. For fittings:

Statutory Declaration form (see notes a. and b. below), drawings, catalogues, calculations, proof test reports, other technical documents as applicable and registration application form:

<https://www.tssa.org/en/Boilers-Pressure-Vessels/resources/Documents/2017-PV-09558.pdf>

Note the following:

- a. **Scanned Statutory Declaration form** (signed and notarized prior to scanning).
<https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/2017-PV-09553.pdf>
can be included with the electronic application.
- b. Hard copies* of the signed and notarized Statutory Declarations alongside a copy of the application form with proper reference to the emailed submission (for traceability)

purposes) must be sent to TSSA offices. Note that TSSA requires one original signed and notarized* Statutory Declaration form for its records. If you wish an original stamped Statutory Declaration bearing the Canadian Registration Number (CRN) be returned to you, please submit two (2) Statutory Declaration forms and advise TSSA that you require a stamped hard copy to be returned to you.

*During Covid-19 restrictions: If it is unsafe to obtain a notarized copy, submit electronic copy with manufacturer's signature. Once safe to get a notarized copy, please forward hard copy for TSSA's records.

3. For welding/brazing:

This application shall be submitted as individual PDF documents. Please do NOT combine one document with another into one PDF file:

a. Registration application form:

<https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/2017-PV-09556.pdf>

b. WPS/BPS

c. PQR + lab test reports

d. Welders/Brazers Performance Qualification Card

4. For piping:

Drawings (flow diagrams, P&ID's), piping system specifications, design calculation/stress analysis if applicable and registration application form:

<https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/2017-PV-09556.pdf>

Note the following:

a. For submissions that include many drawings or systems, a line list and drawing or line list must be included with the submission.

b. For piping systems which contain multiple services where some are subject to registration and others are not, those subject to registration need to be clearly marked

e.g. highlighted.

5. For national design service applications:

Electronic submissions for pressure vessels and fittings follow the instructions above under items 1. and 2. Refer to the national registration instructions:

<https://www.tssa.org/en/boilers-pressure-vessels/nationalservice.aspx>

General Instructions

1. Email all your documents to bpv_registrations@tssa.org. Submissions for registration should only be sent once. Do not e-mail and then courier or mail the documents unless otherwise requested by TSSA.
2. Send separate emails for separate submissions that is one email per CRN request. If all documents can NOT be attached to a single email (size limitations), the submission package may be broken into more than one email. The email subject shall clarify how many emails are being sent e.g., email 1/3, email 2/3,
3. Files shall be attached to the email; web links are not acceptable.
4. Files shall be directly attached to the email being sent. Do not include emails as attachments (see images 1 and 2 below).
5. When expedited services are need, please include a signed Expedited Service Request form:

<https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/2017-PV-09552.pdf>

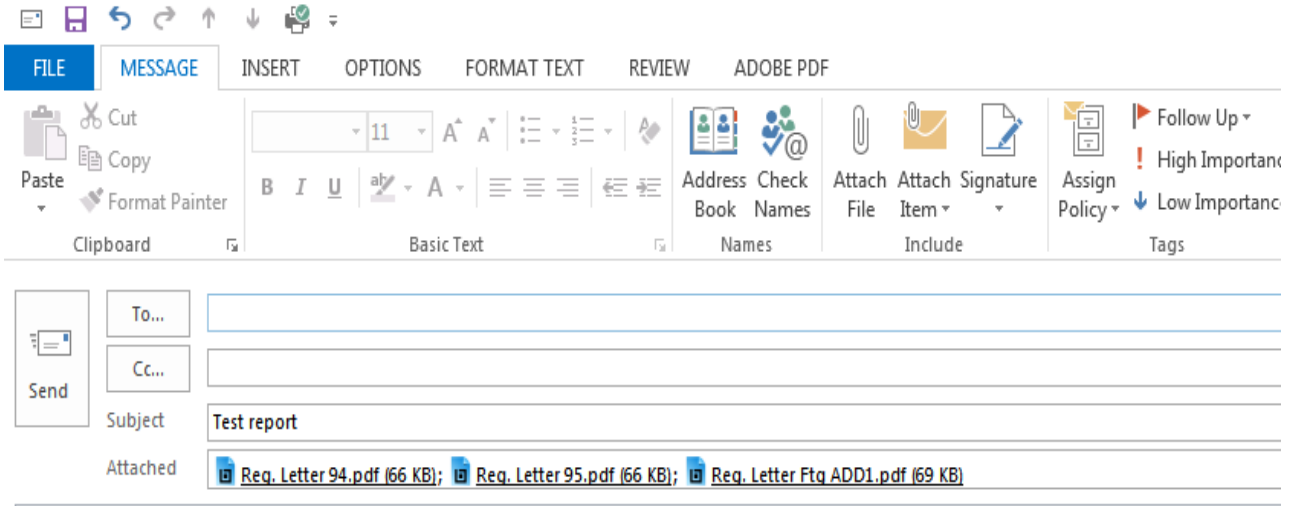
Document Instructions

1. Files shall be in PDF format only with no PDF security features enabled.
2. 'ZIP' or 'RAR' files are acceptable provided they contain individual and separate files.
3. Files shall be separated by content type; a single file shall contain only drawings or only calculations.
4. Each file should be clearly labelled to indicate contents (e.g. application, dwg 123).
5. All pages of the calculations must have the same orientation (all pages either in portrait or landscape).

General Notes

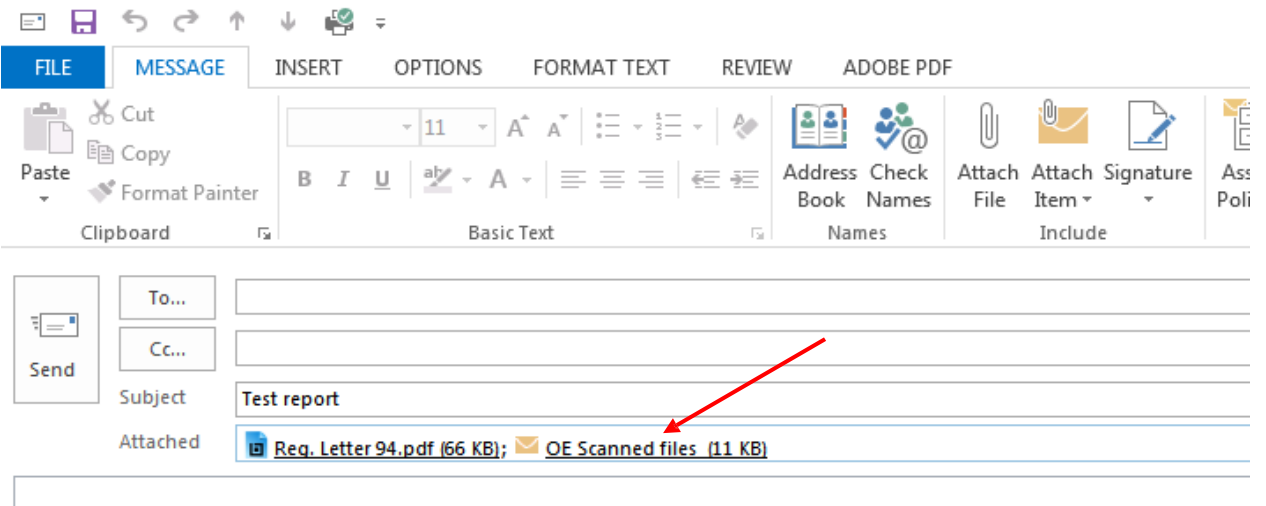
1. Upon successful review: TSSA will email you electronically stamped and signed documents. No hard copies will be mailed. (*We are trying to be paperless!*)
2. If the application is too complex to be reviewed electronically, TSSA may ask for a printed copy of the documents.

Correct – files directly attached:



[Image 1](#)

Incorrect – email attachment:



[Image 2](#)