



Procedure to Request Location Change on BPV TSSA Certificates

The following is necessary for Certificate Holders regarding a complete re-location of the manufacturing facility on their current Certificate of Authorization from the Technical Standards and Safety Authority (TSSA).

Correspondence must be sent by the company requesting the location change to TSSA's Director of the Boilers and Pressure Vessels (BPV) Safety Program, indicating that the company agrees to accept responsibility for all code activities previously performed under the Certificate of Authorization at the previous location.

The Certificate of Authorization must be valid at the time of location change request and the company making the request shall perform the work under the current scope of their certificate. This procedure does not apply to the companies where:

- **an audit of the Certificate of Authorization holder has been already scheduled and will be done within a month at the new location; or**
- **an extension letter for expiry date has been issued.**

All requests should be sent to:

TSSA Director, BPV Safety Program
Technical Standards & Safety Authority
345 Carlingview Drive
Toronto, Ontario
M9W 6N9

The following requirements shall be met before TSSA can issue a Certificate of Authorization for the new location.

1. A letter with the request for relocation shall be submitted to TSSA, which must include the original street location address and the new street address of the relocated shop location. The letter shall also include information regarding which certificates will be transferred to the new location. If the company has more than one Certificate of Authorization, the letter must also contain a statement that no changes in management or Quality Control personnel affecting the company's Quality Program have occurred.
2. A new inspection service agreement for the new location between TSSA and the company shall be signed. This agreement is only required for companies where an Authorized Inspection by an Authorized Inspection Agency (TSSA) is required by the Code.
3. The Quality Control Manual shall be revised and updated to reflect the new location and any other minor changes related to the new location.
4. For non-nuclear certificate holders, the Quality Control Manual shall be reviewed and accepted by the Authorized Inspector assigned to the Certificate Holder for the new location. Applicable hourly fees apply.
5. The Quality Assurance Manual for nuclear certificate holders shall be reviewed and accepted by Authorized Nuclear Inspector Supervisor assigned to the Certificate Holder for the new location. Applicable hourly fees apply.
6. If there is no Authorized Inspector assigned to the Certificate Holder (piping contractors, fitting manufacturers, etc.), a revised Quality Control Manual shall be submitted to TSSA for review. The fee for such a review is calculated at a minimum of four hours.
7. If all changes are acceptable and implementation of the program has been verified, TSSA can issue a Certificate of Authorization with the new location to the Certificate Holder. A flat fee applies to each certificate issued for the new location.



BPV Certificate Holders

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Until the revised Certificate of Authorization is issued showing the new shop address, **no** code stamping or signing of the Manufacturer's Data Report Form can occur at the new shop location.

Note: Location changes are only available for companies which move all of the shop facilities to a new location and have a continuing program meeting TSSA Quality Control Requirements. A location change is not available to a company that is relocating only a portion of the company where code activities are performed or if the company opens another new facility where code activities will be performed. In both cases, a new survey is required with demonstration of the program at each location. Any change in the scope of Certification also requires a new review.

If a company has only ASME Certificate of Authorization, ASME shall be contacted and verification will be done by an Authorized Inspection Agency of Record (TSSA) as required by ASME. After verification, the Authorized Inspection Agency will forward the results to ASME.