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## **Guideline for Organizations Requesting an Ownership Name Change on Existing Welding/Brazing Procedures Currently Registered with TSSA**

### **1. SCOPE:**

This guideline provides the requirements to be followed when notifying the BPV Engineering department at Technical Standards and Safety Authority (TSSA) of welding or brazing procedure ownership name changes.

### **2. ABBREVIATIONS:**

<b>WPS</b>	Welding Procedure Specification
<b>BPS</b>	Brazing Procedure Specification
<b>PQR</b>	Procedure Qualification Record
<b>BPV</b>	Boilers and Pressure Vessels
<b>CRN</b>	Canadian Registration Number

Note: Welding procedures are registered with the prefix “WP” and brazing procedures are registered with the prefix “BP” however some older registrations do not follow this convention.

### **3. REFERENCE DOCUMENTS:**

ASME Section IX (*Welding, Brazing and Fusion Requirements*);  
Note particularly Section QG-107.

### **4. REVISION OF PROCEDURES:**

4.1 The WPS/BPS shall be revised to show the new organization’s name and address if applicable. This could be by revision or by creating a new WPS/BPS based on the original PQR.

4.2 If the PQR is changed to the new company name, the original PQR must be referenced and a copy of the original PQR must be included. If the original PQR is modified with a single line strike-out and the new company name added, a reference to the original PQR and a copy of the original PQR are not required.

### **5. QUALITY MANUAL REQUIREMENTS:**

5.1 Per ASME Section IX Section QG-107

(a) The new organization takes responsibility for the procedure specifications and performance qualification records.

(b) The quality control system or quality assurance program documents the original source of

the PQRs, procedure specifications, and performance qualification records as being from the original qualifying organization.

**Note:** Typically, a statement is added to the quality manual welding section

- (c) The quality manual shall be revised per the revision control requirements in the quality manual and presented to the local TSSA Authorized Inspector or TSSA Quality Assessment Specialist for review and acceptance.

## 6. NOTIFICATION TO TSSA:

6.1 A covering letter needs to be sent to the TSSA BPV Engineering department requesting the name change including the following information:

- (a) Provide the new name information and an explanation for the reason for the changes.
- (b) List the CRN's of the welding and/or brazing procedures affected (e.g. WP-1897.5).  
Note: The CRN is typically included on the stamp on the PQR, but in some cases stamped on the WPS.
- (c) Confirmation that the new owner (where applicable) of the documents is taking responsibility for the procedure specifications and performance qualification records from the original company.  
Note: The original company will no longer be able to use these documents.
- (d) A statement that the quality manual has been revised in accordance with QG-107.

6.2 TSSA may request confirmation of the PQR and WPS numbers, particularly for the older registrations.

## 7. TSSA WELDER/BRAZER OPERATOR CERTIFICATES

The company name shall be revised on the Welder/Brazer Operator Certificates to reflect the new company name. It is NOT required to send in to the TSSA the revised Welder/Brazer Operator Certificates.

## 8. CONFIRMATION AND FEES:

TSSA will issue a letter confirming the name and address change. The fee is \$50/00/hour, with a minimum one-hour charge.