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January 9, 2013

## **SAFETY INFORMATION BULLETIN: SB13-01**

### **Ontario Certificate of Competency for Insurers**

#### **1. Purpose**

This document defines the requirements for the examination, issuance, renewal, reinstatement and transfer of an Ontario Certificate of Competency (Ontario C of C) by the Technical Standards and Safety Authority to Insurers under Ontario Boiler and Pressure Vessel Regulation 220/01 (O.Reg. 220/01).

#### **2. Referenced Documents**

Technical Standards and Safety Act, 2000

Ontario Boiler and Pressure Vessel Regulation 220/01

NB-263 Rules for National Board Inservice and New Construction Commissioned Inspectors published by the National Board

NB-369 Qualifications and Duties for Authorized Inspection Agencies (AIAs) Performing Inservice Inspection Activities and Qualifications for Inspectors of Boilers and Pressure Vessels published by the National Board

#### **3. Definitions**

- a. AIA – Authorized Inspection Agency
- b. Insurer
  - i. an Organization licensed under the Insurance Act of Ontario to undertake boiler and machinery insurance as defined by that Act, or
  - ii. an Organization that is engaged under contract by the Insurer to perform inspection of boilers and pressure vessels for that Insurer.
  - iii. In either case, the Insurer and the Organization shall be in possession of a valid and current Certificate of Authorization as an AIA issued by the National Board in accordance with NB-369
- c. National Board – National Board of Boiler and Pressure Vessel Inspectors, 1055 Crupper Ave, Columbus, Ohio, USA



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- d. Ontario C of C – Ontario Certificate of Competency
- e. TSSA – Technical Standards and Safety Authority

#### 4. Application for the Ontario C of C Examination

The application for an Ontario C of C examination shall meet the following requirements:

- a) The applicant shall submit an application to TSSA on the forms prescribed by the Director and pay the applicable fees prior to taking the examination, and
- b) The applicant shall have taken and received a passing grade on the National Board Inservice Commission Examination administered by the National Board, prior to taking the Ontario C of C examination. An applicant that does not meet this requirement will not be permitted to take the examination.

#### 5. Administration of the Ontario C of C Examination

- a) The Ontario C of C examination shall be administered by TSSA
- b) Applicants must provide valid Photo Identification prior to taking the examination (e.g. Drivers Licence or Passport)
- c) The format and content of the Ontario C of C examination will be as prescribed by the Director
- d) A passing grade for the Ontario C of C examination is a score of 70% or more
- e) A person that engages in any of the following conduct during the examination is cause for dismissal, examination resulted voided and examination fees will not be refunded:
  - i. Provide false identification
  - ii. Create a disturbance, being abusive or otherwise uncooperative
  - iii. Display and / or use electronic devices of any kind, including, but not limited to: cameras, tape recorders, calculators, pagers, cell phones, Personal Digital Assistants (PDA's), etc
  - iv. Giving or receiving help, or being suspect of doing so
  - v. Talk or participate in conversation with other candidates
  - vi. Attempt to record examination questions
  - vii. Observed with notes, books or other aids
  - viii. Fail to follow the instructions of TSSA staff during the examination
  - ix. Attempt to take the examination for someone else
- f) An applicant that fails to report for an examination or arrives late for an examination will not be permitted to take the examination and forfeits the examination fee
- g) An applicant that does not receive a passing grade on the Ontario C of C examination may be eligible to re-take the examination.



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- h) An applicant who fails the examination three (3) times in a twelve month period is not eligible to re-take the examination for at least one (1) year following the last attempt.

#### **6. Issuance of an Initial, Renewal, Reinstatement or Transfer of an Ontario C of C**

The Director may issue an Initial, Renewal, Reinstatement or Transfer of an Ontario C of C to a person to carry out inspections under O.Reg. 220/01 under the following conditions:

- a) The Insurer employing the applicant submits the application on behalf of the applicant for an Ontario C of C to TSSA on the forms prescribed by the Director and pays the applicable fees, and
- b) The applicant shall have taken the Ontario C of C examination and received a passing grade, and
- c) The applicant shall meet the Qualification for Inspectors as described in Ontario Regulation 220 / 01 section 12 , and
- d) The applicant shall be in possession of a valid and current National Board Inservice Commission card in the name of the Insurer that is submitting the application, and
- e) The applicant shall be in the regular employment of and exclusively engaged by an Insurer that is in possession of a valid and current Certificate of Authorization as an Inservice Inspection Agency issued by the National Board in accordance with NB-369, and
- f) The applicant, and the applicant's employer, shall not have any commercial interest in boilers or pressure vessels.

#### **7. Issuance of an Ontario C of C Without a valid and current National Board Inservice Commission Card**

The Director may issue a Renewal, Reinstatement or Transfer of an Ontario C of C to a person who previously held a valid Ontario C of C issued by the Ministry of Consumer and Commercial Relations (MCCR) and who is not in possession of a valid and current National Board Inservice Commission Card, provided all of the following conditions are complied with:

- a) The Insurer submits the application on behalf of the applicant for an Ontario C of C to TSSA on the forms prescribed by the Director and pays the applicable fees,
- b) The applicant shall be in the regular employment of and exclusively engaged by an Insurer that is in possession of a valid and current Certificate of Authorization as an Inservice Inspection Agency issued by the National Board in accordance with NB-369, and
- c) The applicant, and the applicant's employer, shall not have any commercial interest in boilers or pressure vessels, and



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- d) The Insurer provides objective evidence that the applicant has completed the continuing education requirements equivalent to those prescribed in National Board NB-263 for the Inservice Commission
- e) The provisions of this section are not applicable for the Initial issuance of an Ontario C of C.

#### **8. Time Restrictions**

- a) Applications for the Initial Issuance of an Ontario C of C received by TSSA more than one (1) year after passing the Ontario C of C examination will not be processed by TSSA and the applicant will be required to re-take the examination, and
- b) Applications for the Renewal, Reinstatement or Transfer of an Ontario C of C received by TSSA more than five (5) years after the expiry date of a valid Ontario C of C will not be processed by TSSA and the applicant will be required to re-take the examination

#### **9. Validity of the Ontario C of C**

An Ontario C of C remains valid until:

- a) the expiry date stated on it, or
- b) the holder ceases to be employed by the Insurer named on it, or
- c) the Insurer ceases to hold a valid and current Certificate of Authorization as an Inservice Inspection Agency issued by the National Board in accordance with NB-369

#### **10. Authority of the Director**

The Director may refuse to issue an Ontario C of C, or may suspend, revoke or refuse to renew an Ontario C of C under the authority of the Technical Standards and Safety Act.

#### **11. Conditions**

- a) An Ontario C of C may be restricted in scope and subject to conditions
- b) An Ontario C of C issued to a person employed by an Insurer is restricted in scope to performing periodic and repair inspections of boilers and pressure vessels that are covered by a valid Boiler and Machinery Policy issued by that Insurer.
- c) A person may possess only one valid Ontario C of C

#### **12. Falsification of an application**

Falsification of an Application – A Ontario C of C may be suspended or revoked by the Director for falsification of any statement contained in any application or document submitted to TSSA.