



## BPV Certificate Holders Procedure to Request Name Change

### Procedure to Request Name Change on BPV TSSA Certificates

The following is necessary for Certificate Holders to change the name on their current Certificate of Authorization.

Correspondence must be sent by the company requesting the name 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 original name of the Certificate of Authorization Holder.

**The Certificate of Authorization must still be valid at the time of name 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 already been 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, Boilers and Pressure Vessels Safety Program  
Technical Standards & Safety Authority  
345 Carlingview Drive  
Toronto, Ontario  
M9W 6N9

The following requirement shall be met before TSSA can issue Certificate of Authorization under the new name.

1. A letter with the request for the name change shall be submitted to TSSA, which shall include the original name, the new name and certificates issued under the original name. The letter shall also include information regarding which certificates are to be transferred under the new name. 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 shall be signed between TSSA and the company under the new name. 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 name and any other minor changes related to the new name.
4. For non-nuclear certificate holders, the Quality Control Manual shall be reviewed and accepted by the Authorized Inspector assigned to the Certificate Holder. Applicable hourly fees apply.
5. The Quality Assurance Manual for nuclear certificate holders shall be reviewed and accepted by the Authorized Nuclear Inspector Supervisor assigned to the Certificate Holder. 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, TSSA can issue the Certificate of Authorization under the new name of the Certificate Holder. A flat fee applies to each certificate issued under the new name.



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**Note:** Name changes are only available for companies which change ownership but have a continuing program meeting TSSA Quality Control Requirements. A name change is not available to a company that only buys the physical assets of a Certificate Holder. Certificates and stamps may not be transferred from one corporate entity to another. A new full review is required in order for a different corporate entity to obtain a Certificate of Authorization. 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 results to ASME.