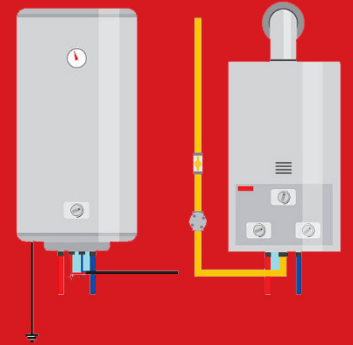


# HOW TO GET A BPV CERTIFICATE OF INSPECTION FROM TSSA



A glimpse into what the new process will look like on July 1, 2018

## STEP 1 SET UP YOUR TSSA ACCOUNT



Every owner requires an account to validate and pay for their Certificate of Inspection (COI). If you do not have an account, contact us via [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) with: the legal company name; the exact address of where the BPV is installed; the mailing address where communications/billing will be directed; and, most importantly, the email contact that you will be using to receive your COI.

## STEP 2 TSSA WILL CONTACT YOU DIRECTLY ON ROI SUBMISSIONS



TSSA will notify owners each time a ROI has been submitted by an inspector on their behalf. The notification will explain what is required to validate your ROI.

## STEP 3 VALIDATE YOUR ROI AND PAY

All owners will be required to validate the details of each ROI submitted on their behalf prior to requesting your COI. Once your records have been validated, TSSA will issue an invoice for each COI requested. Once payment is received, TSSA will then email or mail a COI for each boiler or pressure vessel that has been inspected.



For more information around the new process please contact [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) or visit the TSSA web site at [www.tssa.org/bpvcoichanges](http://www.tssa.org/bpvcoichanges)