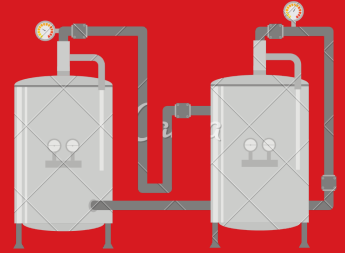


HOW TO GET A BPV CERTIFICATE OF INSPECTION FROM TSSA



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



STEP 1 INSPECTOR SUBMITS A RECORD OF INSPECTION (ROI)

Inspector informs owner of requirement for owner to contact TSSA for COI. Inspector uploads ROI information onto TSSA's portal. This can be done through single ROIs by populating a form on the portal or through bulk uploads for multiple ROIs.

STEP 2 OWNER REQUESTS CERTIFICATE OF INSPECTION (COI) FROM TSSA



Owner logs on to the TSSA portal and makes payment for their COI. Each owner will have an account created for them on the TSSA portal. Payment options include online and invoice payments.

STEP 3 TSSA ISSUES CERTIFICATE OF INSPECTION TO OWNER

TSSA collects COI fee and issues COI to owner. Downloadable COIs will be available to owners online through their accounts on the portal.



For more information around the new process please contact consultations@tssa.org or visit the TSSA web site at www.tssa.org/bpvcoichanges