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
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.
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
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.