

How to submit "BPV Variance" application



This guide will provide you with step-by-step instructions on how to submit an application for "BPV Variance" in the TSSA Client Portal.

1 From the Client Portal homepage, click the **"Applications"** tab.

A screenshot of the TSSA Client Portal homepage. The top navigation bar is dark blue with the TSSA logo on the left and four menu items: "Home", "Accounts", "Applications", and "Invoices". The "Applications" tab is highlighted with an orange circle. Below the navigation bar is a light blue banner that says "Customer Portal". The main content area has a white background and includes a greeting "Hi Ada Shelby", a welcome message, and sections for "New Customers", "Existing Customers", "Third Party Property Management Companies", and "Third Party Submitters".

Customer Portal

Hi Ada Shelby

Welcome to the TSSA portal, where, customers can view and manage account information, submit applicatio

New Customers

Create an Individual account if you are applying for:

- A personal certificate

For all other requests create an Organization account

- We require the company's legal entity details, i.e., corporation number or business identification number.

Existing Customers

Link to your TSSA account with,

- Invoice or inspection report or
- Valid authorization (licence/certi
- Account Access Key

Third Party Property Management Companies

Third Party Submitters

2

Click the **"Boilers & Pressure Vessels Variance"** link under **"Online Applications"**.

Accounts Applications Invoices

Overview > Applications

Online Applications

- Boilers & Pressure Vessels Design Registration ⓘ
- Boilers & Pressure Vessels Inspection ⓘ
- Boilers & Pressure Vessels Variance**
- Change Of Ownership ⓘ
- Examination Booking ⓘ

Please click [here](#) to access all other applications

My Pending Applications

Following Applications are in progress, either pending documents upload and/or Fees payment.

Application Number	Application Name
AD00001518	Request for Registration in Ontario as a Contractor

3

From the TSSA Customer Account drop-down list, select **"TSSA Customer Account"**.

Application for a Variance

Technical Standards and Safety Authority

Instructions Variance Information Variance Requested Review Document Fees

TSSA Customer Account*
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

Select Account

- Select Account
- CAN
- COS
- Gooq
- IBM

You have logged in to the TSSA

the Ontario's Technical Standard

4

Review the instructions and click the **"Next"** button. The **"Variance Information"** tab will appear.

regulations, Director's Order and Code Adoption Document, where the Director or Chief Officer, as applicable, is satisfied, as permitted in Section 303(2) of the Technical Standards and Safety Act, that the variance would not detrimentally affect the safe use of the thing to which the regulation or Minister's order applies or the health or safety of any person.

The application process involves extensive review and research by the Variance Review Committee. To avoid delays, please provide the following information together with this completed variance application form (see page 1). Note that incomplete applications will not be processed.

- A. Provide the name, address and contact information for the applicant and the location of the proposed variance.
- B. Identify the applicant. When the applicant is not the Plant Owner or Manufacturer, as applicable, follow the instructions for completion of the statement.
- C. Clearly identify the regulation, standard, or code and the rule or clause that cannot be complied with ii) Explain the reason why the regulation, code or standard cannot be complied with
- D. Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
- E. Enter the suggested expiry date for the proposed variance

In addition to this form, the applicant is expected to submit the following documents. Please keep them handy as you fill this form.

1. A letter from the Plant Chief Operating Engineer agreeing with the proposed variance
2. Documented evidence of acknowledgement from the insurer provided
3. If the applicant isn't the Manufacturer or the Plant Owner, an Authorization Document signed by the Manufacturer/ Plant Owner.
4. In Addition, please provide a zip file containing the following:
 - A complete description of, and any installation instructions for, the thing, item or process involved.
 - A full description of the circumstances and reasons that require the variance
 - Assessment of every safety risk associated with the variance, based on safety engineering principles and recognized industry standards.
 - Description of the measures that are proposed to make the installation equivalent in safety to the level of safety intended by the requirements in the regulation, standard, or coded.
 - A qualified individual (e.g. P. Eng.) knowledgeable in the design aspects and specifics of the installation must sign the technical support documents

Cancel

Next

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5

Answer, **"Are you the CRN Owner?"**. Select **"Yes"** or **"No"**.

Technical Standards and Safety Authority

Instructions

Variance Information

Variance Requested

Review

Document

Fees

Are you the CRN Owner?*

Yes No

Site/Location of the Proposed Variance*

--Please Select--

State the Regulation, Director's Ruling, Standard or Code that cannot be complied*

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with*

6

If you are a CRN Owner, the "TSSA Submitter Account Number" will pre-populate.

Otherwise, you will need to manually select from the drop-down list.

Instructions Variance Information Variance Requested Review Document Fees

Are you the CRN Owner?
 Yes No

TSSA Submitter Account Number*
Select Account
Select Account
Ada
CAN
COE
Goo
IBM
LINC
Niya
Ray
MCI
OCE
SUN
TOR
Trev

Site/Location of the Proposed Variance*
--Please Select--

State the Regulation, Director's Ruling, Standard or Code that cannot be complied with*

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with*

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

Select

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select

Has the insurance company been notified of the proposed variance?*

Select

7

Click the "Site/Location of the Proposed Variance" field and select from the list of options.

Site/Location of the Proposed Variance*
--Please Select--
--Please Select--
Site
MAF
Site
Site

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with*

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

Select

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select

Has the insurance company been notified of the proposed variance?*

Select

8

Enter information in the **"State the Regulation, Director's Ruling, Standard or Code that cannot be complied"** field.

State the Regulation, Director's Ruling, Standard or Code that cannot be complied*

The rule no. 101 cannot be complied.

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with*

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select



Is a letter from the Plant this application?*

Select

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select



Has the insurance com

Select

Is documented evidence of acknowledgement from the insurer provided with this application?*

9

Enter the information in the **"State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with"** field.

ON
M2M 3G1
Canada

State the Regulation, Director's Ruling, Standard or Code that cannot be complied*

The rule no. 101 cannot be complied.

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with*

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select



Is a letter from the Plant this application?*

Select

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select



Has the insurance con

Select

10

Answer, "Is the requested variance for a Plant Registered under the Operating Engineers Regulation?" Select either **Yes**, **No**, or **N/A**.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select

Select

Yes

No

N/A

Is a letter from the Plant Chief Operating Engineer proposed variance included with this application?

Select

Has the insurance company been notified of the proposed variance?

Select

Is documented evidence of acknowledgement from the insurer provided with this application?*

Select

Cancel

Back

Next

11

Answer, "Is a letter from the Plant Chief Operation Engineer agreeing with the proposed variance included with this application?" field. Select either **Yes**, **No**, or **N/A**.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Select

Is the requested variance for installed equipment insured under a boiler and machinery policy?*

Select

Is documented evidence of acknowledgement from the insurer provided with this application?*

Select

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

Select

Select

Yes

No

N/A

Cancel

Back

Next

12

Answer, "Is the proposed variance for installed equipment insured under a boiler and machinery policy?" field. Select either **Yes**, **No**, or **N/A**.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Yes

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

No

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select

Select

Yes

No

N/A

Has the insurance company been notified of the proposed variance?*

Select

Cancel Back Next

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Anywhere you see an information icon **i**, please click it for more details.



13

Answer, "Has the insurance company been notified of the proposed variance?" field. Select either **Yes**, **No**, or **N/A**.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

No

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

Select

Select

Yes

No

N/A

Has the insurance company been notified of the proposed variance?*

Select

Select

Yes

No

N/A

Is there evidence of acknowledgement from the insurer provided with this application?*

Cancel Back Next

14

Answer, "Is documented evidence of acknowledgment from the insurer provided with the application?" field. Select either **Yes**, **No**, or **N/A**.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?*

Yes

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

No

Is the proposed variance for installed equipment insured under a boiler and machinery policy?*

N/A

Has the insurance company been notified of the proposed variance?*

Yes

Is documented evidence of acknowledgement from the insurer provided with this application?*

Select

Select

Yes

No

N/A

Back

Next

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Anywhere you see an information icon **i**, please click it for more details.
If experiencing technical difficulties, please contact TSSA's Customer Contact Centre.



15

Click the "**Next**" button. The "**Variance Requested**" tab will appear.

ling, Standard or Code that cannot be complied*

plied.

ion, Director's Ruling, Standard or Code cannot be complied with*

is and regulations of Canada.

nt Registered under the Operating Engineers Regulation?*

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?*

Yes

led equipment insured under a boiler and machinery policy?*

Has the insurance company been notified of the proposed variance?*

Yes

wledgement from the insurer provided with this application?*

Cancel

Back

Next

16 Enter the "**Plant Registration Number**". This field is optional.

Important. You must complete all fields marked with asterisk (*). Otherwise, other fields are optional.

Overview > Applications > Customer Portal - BPV Variance & Fees Page For Exams

Application for a Variance

Technical Standards and Safety Authority

Instructions Variance Information **Variance Requested** Review Document Fees

Description of Installation

Plant Registration Number

Existing CRN Number

Boiler/Vessel OIN or Serial Number

Max. Allowable Working Pressure*

Design Temperature*

Variance
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*

17 Select the "**Existing CRN Number**". This field is optional.

Application for a Variance

Technical Standards and Safety Authority

Instructions Variance Information **Variance Requested** Review Document Fees

Description of Installation

Plant Registration Number

Existing CRN Number

Boiler/Vessel OIN or Serial Number

Max. Allowable Working Pressure*

Variance
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*

18 Enter the "Boiler/Vessel OIN or Serial Number".

Overview > Applications > Customer Portal - BPV Variance & Fees Page For Exams

Application for a Variance

Technical Standards and Safety Authority

Instructions Variance Information **Variance Requested** Review Document Fees

Description of Installation

Plant Registration Number: F4 Existing CRN Number: P45

Boiler/Vessel OIN or Serial Number:

Max. Allowable Working Pressure*: Design Temperature*:

Variance
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*:

Cancel Back **Next**

19 Enter the "Max. Allowable Working Pressure".

Technical Standards and Safety Authority

Instructions Variance Information **Variance Requested** Review Document Fees

Description of Installation

Plant Registration Number: F4 Existing CRN Number: P45

Boiler/Vessel OIN or Serial Number:

Max. Allowable Working Pressure*: Design Temperature*:

Variance
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*:

Cancel Back **Next**

20 Enter the "Design Temperature".

ance Information **Variance Requested** Review Document Fees

Installation Number

Existing CRN Number

Boiler/Vessel Serial Number

Working Pressure*

Design Temperature*

Proposed variance from the Regulation, Director's Ruling, Standard, or Code*
to increase the durability and resistance of the product.

21 Enter the information under "Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code".

Description of Installation

Plant Registration Number

Existing CRN Number

Boiler/Vessel OIN or Serial Number

Max. Allowable Working Pressure*

Design Temperature*

Variance
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*

22

Click **"Next"** to review the summary of information you entered.

Technical Standards and Safety Authority

Instructions Variance Information **Variance Requested** Review Document Fees

Description of Installation

Plant Registration Number

F4

Existing CRN Number

P45

Boiler/Vessel OIN or Serial Number

Max. Allowable Working Pressure*

4

Design Temperature*

250F

Variance

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code*

It is to increase the durability and resistance of the product.

Cancel

Back

Next

23 Review the entered information:

- Variance Information
- Variance Requested

Click "**Print Form**" to print a copy.

Applications > Customer Portal - BPV Variance & Fees Page For Exams

Application for a Variance

Standards and Safety Authority

Application Information | Variance Information | Variance Requested | **Review** | Document | Fees

Application Information

Submitter Account
TORONTO DISTRICT

Site/Location of the Proposed Variance
LILLIAN ST TORONTO ON

State the Regulation, Director's Ruling, Standard or Code that cannot be complied with
The rule no. 101 cannot be complied.

State the reason why the Regulation, Director's Ruling, Standard or Code cannot be complied with
It doesn't come under the rules and regulations of Canada.

Is the requested variance for a Plant Registered under the Operating Engineers Regulation?
Yes

Is a letter from the Plant Chief Operating Engineer agreeing with the proposed variance included with this application?
Yes

Is the proposed variance for installed equipment insured under a boiler and machinery policy?
Yes

Has the insurance company been notified of the proposed variance?
Yes

[Print Form](#)

24

Click on the **"Disclaimer"**. The Disclaimer will appear.

-	P45
Boiler/Vessel OIN or Serial Number	Max. Allowable Work
-	4
Design Temperature	
250F	
Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code. It is to increase the durability and resistance of the product.	

I have read the [Disclaimer](#) and I agree to it.
(Click on link to review the disclaimer)

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 11, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

25

Click the **"Accept"** button after reviewing the disclaimer. A check mark will be placed beside **"I have read the Disclaimer and I agree to it"**.

ant information. Please note that permission in writing must be received by the applicant from the Director, Chief
an authorized representative of TSSAs Boilers and Pressure Vessels Safety Program or Operating Engineers
as applicable, and the appropriate fees paid by the applicant to TSSA, prior to any work commencing on the
l.

ation prepayment per location is required in advance and is non refundable. The will be applied to the charges for
g review and variance committee time. An invoice will be issued for any balance over the deposit amount. In the
ld inspection is required as part of the variance deliberation; such time will be charged and invoiced separately at
tion rates provided by the fee schedule

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

o it.

26

Click on the **"Terms of the Application Declaration"**. The Terms of the Application will appear.

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

I have read the Disclaimer and I agree to it.
(Click on link to review the disclaimer)

I agree to Terms of the Application Declaration
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 11, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

27

Acknowledge the Terms by clicking the **"Accept"** button.

I, the applicant submitting, I certify that the information I have provided on this application is true and correct. I understand that making a false statement may result in the revocation of the authorization and failure to provide the required information will result in delayed processing and/or approval of the requested service.

I hereby declare that as the owner/licensee of the device/facility/business I am responsible for the operation and for ensuring that any device/facility is properly serviced and maintained as required under the Technical Standards and Safety Act.

Information provided in this application may be releasable to third parties upon request pursuant to TSSA's Access Privacy Code

Decline

Accept

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

28

A checkmark will be placed beside "**I agree to the Terms of the Application Declaration**".

Enter your full name to sign electronically.

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

I have read the [Disclaimer](#) and I agree to it.
(Click on link to review the disclaimer)

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 11, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

29

Click the "**Next**" button to upload any required documentation.

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

I have read the [Disclaimer](#) and I agree to it.
(Click on link to review the disclaimer)

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 11, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

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30 Click **"Browse"** to upload the required documents.

Important: Acceptable file formats include JPEG, PNG, ZIP, and PDF. Otherwise, an error will be displayed.

Application for a Variance

Technical Standards and Safety Authority

Instructions Variance Information Variance Requested Review **Document** Fees

For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.

Upload letter from the Plant Chief Operating Engineer agreeing with the proposed variance*

Please upload a file
File Formats: JPEG, PNG, ZIP, PDF Browse

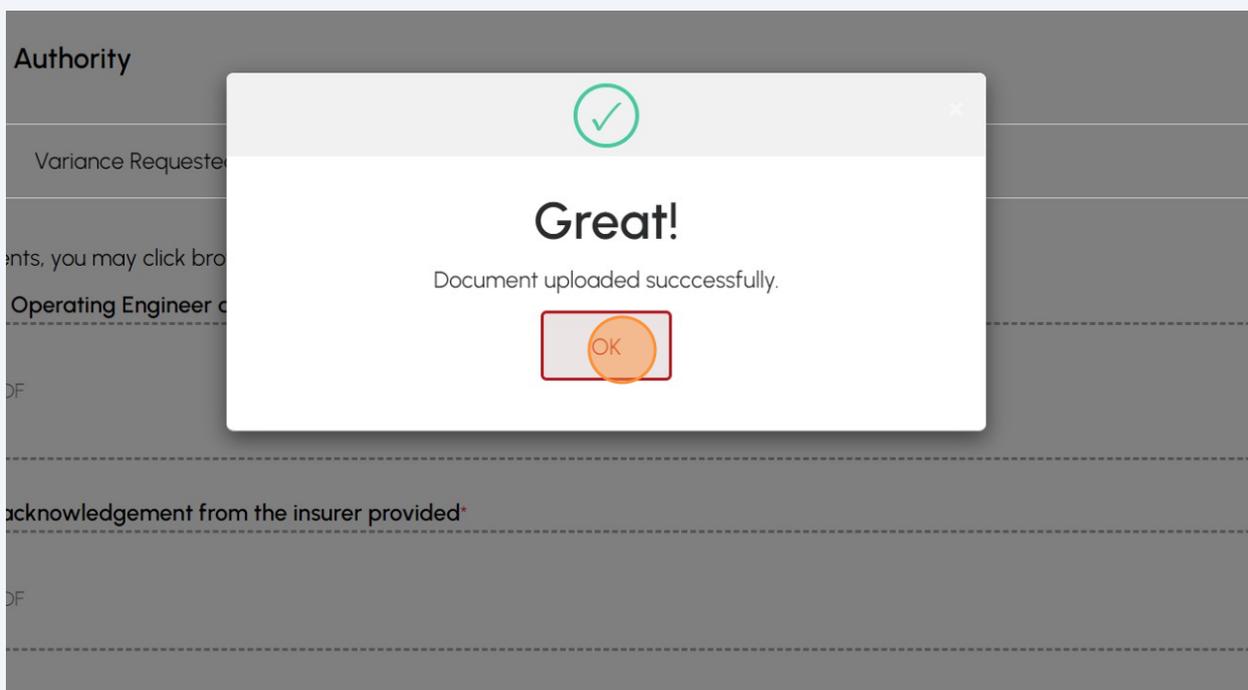
Upload documented evidence of acknowledgement from the insurer provided*

Please upload a file
File Formats: JPEG, PNG, ZIP, PDF Browse

Please Upload a Zip File Containing the following:*

1. A complete description of, and any installation instructions for, the thing, item or process involved.
2. A full description of the circumstances and reasons that require the variance.
3. Assessment of every safety risk associated with the variance, based on safety engineering principles and recognized industry standards.
4. Description of the measures that are proposed to make the installation equivalent in safety to the level of safety intended by the requirements in the regulation, standard, or code.

31 A notification will appear the document has been uploaded successfully. Click **"OK"** to close the window.



32 Click the **"Next"** button to move to begin making payment.

and any installation instructions for, the thing, item or process involved.

umstances and reasons that require the variance.

risk associated with the variance, based on safety engineering principles and recognized industry standards.

s that are proposed to make the installation equivalent in safety to the level of safety intended by the requirements in the regulation,

. Eng.) knowledgeable in the design aspects and specifics of the installation must sign the technical support documents.

ZIP, PDF



Company

33

The detailed **prepayment fees** for the application will appear. **Review** the details and select a method of payment:

- Credit Card
- Cheque
- EFT
- Wire

	Sub Total:
	Taxes:
	Total Amount
	Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Select

- Select
- Credit Card
- Cheque
- EFT
- Wire

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Anywhere you see an information icon , please click it for more details.



34

If you selected "**Cheque**", then click the "**Payment Details**" hyperlink to view how to make payment by cheque.

Sub Total:
Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Cheque

Click to see [Payment Details](#)

Submit

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Anywhere you see an information icon **i**, please click it for more details.

If experiencing technical difficulties, please contact TSSA's Customer Contact Centre.



35

Gather the "**Payment Details**" for "**Cheque or Money Order**".

Follow the same steps for EFT and Wire payments.

AD Renewal	1	\$646.00	\$646.00	\$0.00	\$646.00
------------	---	----------	----------	--------	----------

Payment Details

Cheque or Money Order

Payable To: Technical Standards and Safety Authority

Mail to: 345 Carlingview Drive
Toronto, ON
M9W 6N9

Please include **application number** on cheque remittance

Ok

Click to see [Payment Details](#)

Submit

36

If you select "**Credit Card**" as the method of payment, click the "**Pay by Credit Card**" button.

Sub Total:
Taxes:
Total Amount Owning:

Payment is required for application to be processed. Application will not be processed if you select cancel.

Select Payment Method Type*

Credit Card

Cancel Pay by Credit Card

37

Click the "**Click to proceed to Secure Page**" button to enter your credit card details.

Amount to Pay: 905.13

Payment Id : PortalTxn_2178

Application Number AP00001558

Click to proceed to Secure Page

38

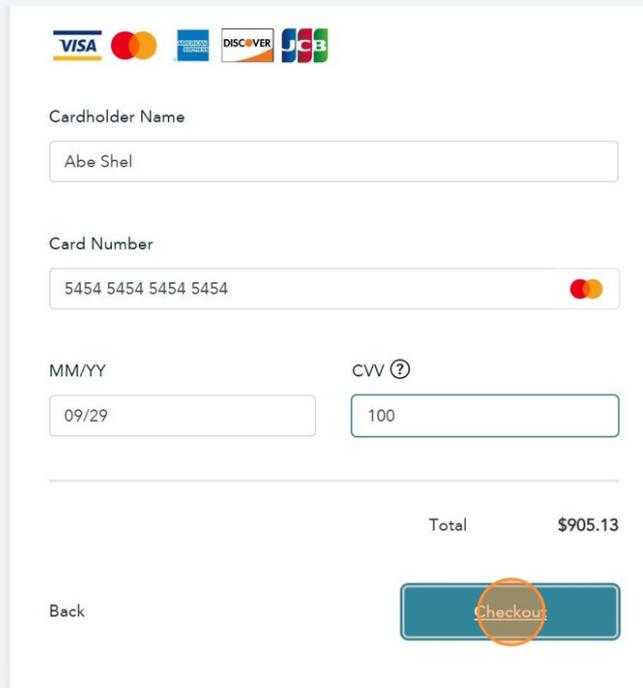
Enter the **Credit Card details:**

- Cardholder Name
- Card Number
- MM/YY (Month and Year)
- CVV (3-digit number on card)

The screenshot shows a payment form with the following fields and elements:

- Payment logos: VISA, Mastercard, American Express, DISCOVER, JCB.
- Cardholder Name: Abe Shel
- Card Number: 5454 5454 5454 5454 (with a Mastercard logo icon)
- MM/YY: 09/29
- CVV: 100 (with a red circle highlighting the field)
- Total: \$905.13
- Buttons: Back, Checkout

39 Click "**Checkout**" to process the payment.



The image shows a payment form with the following fields and elements:

- Logos for VISA, Mastercard, American Express, DISCOVER, and JCB.
- Cardholder Name: Abe Shel
- Card Number: 5454 5454 5454 5454 (with a Mastercard logo icon)
- MM/YY: 09/29
- CW (?): 100
- Total: \$905.13
- Buttons: Back and Checkout (the Checkout button is highlighted with an orange circle).

40 The **Transaction receipt** will appear. "**Print**" a copy of the **Transaction Receipt** for your records.

You will receive an email confirmation and an official receipt once the payment has been completed.

Transaction Approved



Transaction Approved

Order Number : PortalTxn_2178

Application_Number : AP0000

Amount:

First6 and Last4 Digit of Card Number: 5454545454

Transaction Type:200

Approval Code : KN

Reference Number : 6601885400

Transaction Number : 2220



Congratulations! You have successfully reviewed how to submit an application for "BPV Variance" in the TSSA Client Portal.

41

Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.