



# BPV Owner/Operator viewing and validating Records of Inspection (ROI)

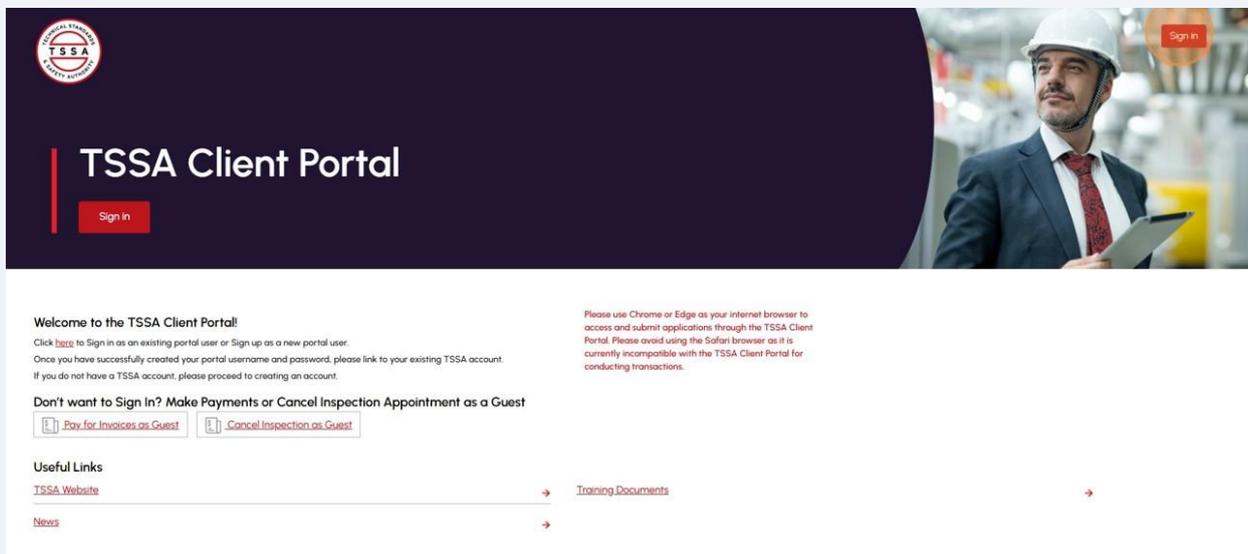
This guide offers BPV Owners/Operators essential instructions for efficiently viewing and validating Records of Inspection (ROI) through the Client Portal.

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## How to view Records of Inspections (ROI)

### 1 Sign into the Client Portal <https://clientportal.tssa.org>



## 2 Click "BPV Owner" tab

The screenshot shows the TSSA Owner Portal interface. The top navigation bar includes the TSSA logo, navigation links for Home, Accounts, Applications, and Invoices, and user options for Profile and Sign out. The BPV Owner tab is highlighted in the top right corner. The left sidebar contains a menu with options: Inventory (highlighted), Records Of Inspection, Pay For Certificate Of Inspection, Certificates, and Cancellation Of Insurer. The main content area is titled "Inventory" and contains a search bar, a filter dropdown set to "Active Inventories", and a "Download" button. Below this is a table of inventory items.

Inventory #	Legacy Inventory Numbers	Account	Account Number	Account Site	Site	Assess
<a href="#">65087043</a>		Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000410</a>	65023813, 65023826	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000412</a>	65023824, 65023811	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000413</a>	65023825, 65023812	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000414</a>	65023827, 65023814	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000418</a>	65023831, 65023818	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press

## 3 Click "Records of Inspection"

The screenshot shows the TSSA Owner Portal interface with the "Records Of Inspection" tab selected in the left sidebar. The main content area is titled "Inventory" and contains a search bar, a filter dropdown set to "Active Inventories", and a "Download" button. Below this is a table of inventory items.

Inventory #	Legacy Inventory Numbers	Account	Account Number	Account Site	Site	Assess
<a href="#">65087043</a>		Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000410</a>	65023813, 65023826	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press
<a href="#">10000412</a>	65023824, 65023811	Hogwarts School of Magic	<a href="#">485003</a>	Site	1 ELGN ST. OTTAWA, ON, KIP-SWI, Canada	Press

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This view displays records of inspections submitted by Insurer's and requires your review for Approval or Rejection

Records Of Inspection

Search For Something

Filter by: Submitted By Insurer

Download

<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type	CRN
<input type="checkbox"/>	<a href="#">ROI-51909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	C9249.1
<input type="checkbox"/>	<a href="#">ROI-51910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	L7188.5

Show 10 entries

Company Need Help? TECHNICAL STANDARDS

## How to view details of a Record of Inspections

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Click on the ROI record.

Records Of Inspection

Search For Something

Filter by: Submitted By Insurer

<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type
<input type="checkbox"/>	<a href="#">ROI-51909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional
<input type="checkbox"/>	<a href="#">ROI-51910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional

Show 10 entries

Learn Company Need Help? TECHNICAL STANDARDS

## 6 Review details of the information submitted.

Home > Dashboard > Record Of Inspection > Record Of Inspection Details

 Owner Portal  
Owner Portal

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Inventory

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**Records Of Inspection**

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Pay For Certificate Of Inspection

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Certificates

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Cancellation Of Insurer

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### View Details

<b>General Information</b>	<b>ROI #</b> ROI-51909	<b>Date Of Validation</b> 	<b>Status</b> Submitted by Ins
	<b>Authorization</b>	<b>ROI Submission Date</b> Jun 06 2025	<b>Payment Manag</b>
<b>Customer Details</b>	<b>ROI Submitter</b> FACTORY MUTUAL INSURANCE COMPANY	<b>Contact Name</b> Khadija Fadhlouli	<b>Account Name (Owner/Operato</b> Hogwarts School
	<b>Contact Phone</b> (416) 389-7765	<b>Contact Email</b> kfadhlaoui@tssa.org	
<b>Inspection Information</b>	<b>Insurer</b> AVIVA CANADA INC.	<b>Inspecting Agency</b> AVIVA CANADA INC.	<b>Inspector Name</b> DAVOS KNIGHT
	<b>Inspection Type</b> Internal	<b>Inspection Date</b> May 10 2025	<b>TSSA Issued Insp Certificate Num</b> BPV500163
<b>Inventory Details</b>	<b>TSSA ID</b>	<b>Asset Class</b>	<b>Serial #</b>

# How to Validate ROI(s)



BPV Owner/Operators can validate ROIs in Single or Bulk format.

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Single Validation: you can select one record and click on Approve button from the main page.

Home Accounts Applications Invoices BPV Owner

Records Of Inspection

Search For Something

Filter by: Submitted By Insurer Download

Select All	ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type	CRN
<input checked="" type="checkbox"/>	<a href="#">ROI-S1909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	C9249...
<input type="checkbox"/>	<a href="#">ROI-S1910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	L7168.5

Show 10 entries

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You can also approve an ROI within the record located at the bottom of the page

Inventory Details

TSSA ID	18393988	Asset Class	Pressure Vessel	Serial #	3345
CRN #	C5448.65	OIN	5.993301	Installed Address	1001 BISHOP ST N, CAMBRIDGE, ON, N3H 4V8, Canada
MAWP "PSI"		National Board Number		Equipment Tag	

Filter by Violation Type: New Violations (Open After Inspection)

Name	Violation Number	Program	Standard Order	Status
The pressure control is inoperable.	BPV-31	Boilers and Pressure Vessels	The pressure control is inoperable. It shall be made operational either by servicing or replacement.	Active

Reject ROI Approve ROI

## 9 Multiple Validation: Select the Records and click on Approved button

Owner Portal  
Owner Portal

Inventory

**Records Of Inspection**

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Records Of Inspection

Search For Something

Filter by: Submitted By Insurer

<input checked="" type="checkbox"/> Select All	ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Ec
<input checked="" type="checkbox"/>	<a href="#">ROI-51909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pre Cc
<input checked="" type="checkbox"/>	<a href="#">ROI-51910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pre Cc

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## 10 Click "Confirm"

Profile Sign out

BPV Owner

Approve ROI

Please allow 5-10 minutes of processing time for your approved ROIs to be ready for payment. Please note you must pay for your COIs in the same session that the ROI was approved. Invoices will automatically be issued for all COIs not paid via this portal.

Cancel **Confirm**

Approved

Download

Filter by: Submitted By Insurer

<input checked="" type="checkbox"/> Select All	ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type	CRN
<input checked="" type="checkbox"/>	<a href="#">ROI-51909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	C9249.1
<input checked="" type="checkbox"/>	<a href="#">ROI-51910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	L7168.5

1

Show 10 entries

# How to view previously submitted records.

**11** Click on the dropdown menu

The screenshot shows a web interface for 'Records Of Inspection'. At the top, there are navigation tabs for 'Accounts', 'Applications', and 'Invoices', and a user profile 'BPV Owner'. Below the navigation is a search bar labeled 'Search For Something' and a filter dropdown menu currently set to 'Submitted By Insurer'. A 'Download' button is located to the right of the filter. Below the filter is a table header with columns: 'Select All', 'ROI #', 'Inventory #', 'Account Name (Owner/Operator)', 'Site Address', 'Equipment Type', and 'CRN'. The table body is empty, displaying 'No matching records'. At the bottom right, there is a 'Show 10 entries' dropdown. The footer contains 'Company', 'Need Help?', and a 'TECHNICAL STANDARDS' logo.

**12** Select from the list of views to see records currently in that status.

This screenshot is similar to the previous one, but the filter dropdown menu is expanded. The options visible in the dropdown are: 'Submitted by Insurer', 'Validated', 'Rejected', 'Pending Invoice Payment', and 'Paid'. The 'Validated' option is highlighted with a blue background. The rest of the page layout, including the search bar, table header, and footer, remains the same as in the previous screenshot.

### 13 View will display applicable records.

#### Records Of Inspection

Search For Something

Filter by: Validated



Download

ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type	CRN	Equipment Tag	Status
<a href="#">ROI-51797</a>	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	M4518.5		Validated
<a href="#">ROI-51798</a>	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	M0298.5		Validated
<a href="#">ROI-51799</a>	100000427	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	M0298.5		Validated
<a href="#">ROI-51909</a>	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	C9249.5		Validated
<a href="#">ROI-51910</a>	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	L7168.5		Validated

1

Show 10 entries

## How to Reject a Record of Inspection

### 14 Open the Record of inspection

#### Records Of Inspection

Search For Something

Filter by:

ROI #	Inventory #	Account Name (Owner/Operator)	Site Address	Equipment Type	CRN
<a href="#">ROI-51797</a>	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	M4518.5
<a href="#">ROI-51798</a>	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	Pressure Vessel - Conventional	M0298.5

**15** Scroll to the bottom of the screen and click on Reject button

<b>Inventory Details</b>	<b>TSSA ID</b> 18393988	<b>Asset Class</b> Pressure Vessel	<b>Serial #</b> 3345
	<b>CRN #</b> C5448.65	<b>OIN</b> 5.993301	<b>Installed Address</b> 1001 BISHOP ST N, CAMBRIDGE, ON, N3H 4V8, Canada
	<b>MAWP "PSI"</b>	<b>National Board Number</b>	<b>Equipment Tag</b>

Filter by Violation Type: **New Violations (Open After Inspection)** ▾

Name	Violation Number	Program	Standard Order	Status
The pressure control is inoperable	BPV-3.1	Boilers and Pressure Vessels	The pressure control is inoperable. It shall be made operational either by servicing or replacement.	Active

Reject ROI

Approve ROI

**16** Click on Continue button

**Reject ROI**

Are you sure you want to reject?

Cancel **Continue**

<b>Inventory Details</b>	<b>TSSA ID</b> 18393988	<b>Asset Class</b> Pressure Vessel	<b>Serial #</b> 3345
	<b>CRN #</b>	<b>OIN</b>	<b>Installed Address</b>

**17** Click on the drop-down menu and select Reason for Rejection



Reason for Rejection\*

Select

Select

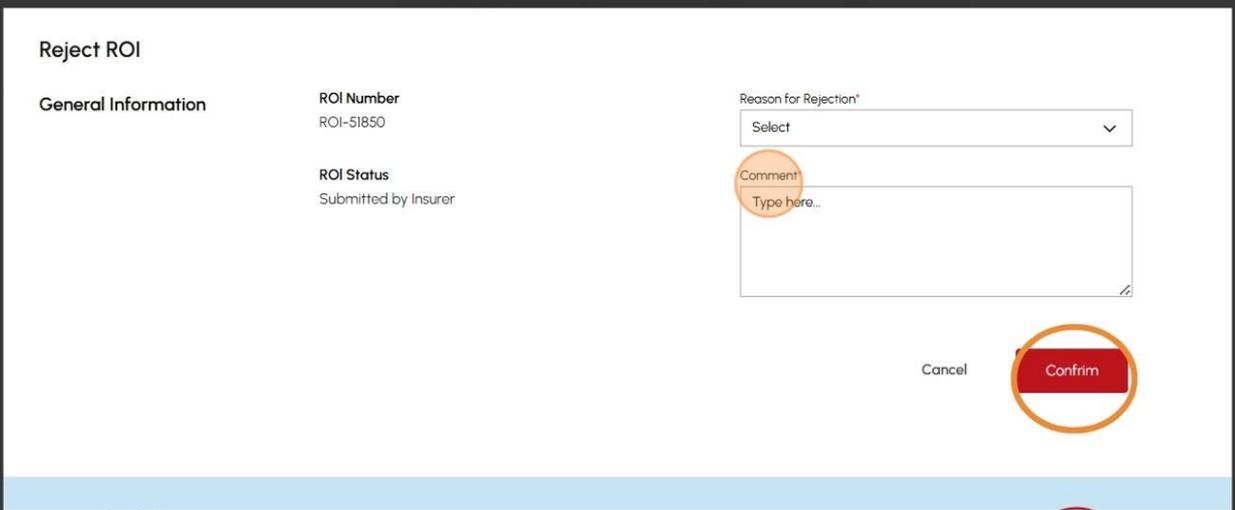
Incorrect Customer/Ownership Information

Incorrect Inspection Information

Incorrect Inventory Information

This screenshot shows a web form with a dropdown menu. The label 'Reason for Rejection\*' is positioned above the dropdown. The dropdown is currently open, showing a list of options. The top option is 'Select', which is highlighted in a dark grey bar. Below it are three other options: 'Incorrect Customer/Ownership Information', 'Incorrect Inspection Information', and 'Incorrect Inventory Information'. A small downward arrow is visible on the right side of the dropdown box.

**18** Provide additional information in the Comments Section and click on Confirm button



Reject ROI

General Information

ROI Number  
ROI-51850

ROI Status  
Submitted by Insurer

Reason for Rejection\*

Select

Comment  
Type here...

Cancel

Confirm

This screenshot shows a 'Reject ROI' form. On the left, under 'General Information', there are two fields: 'ROI Number' with the value 'ROI-51850' and 'ROI Status' with the value 'Submitted by Insurer'. On the right, there is a 'Reason for Rejection\*' dropdown menu with 'Select' as the current selection. Below the dropdown is a 'Comment' text area with the placeholder text 'Type here...'. At the bottom right, there are two buttons: a 'Cancel' button and a red 'Confirm' button. The 'Confirm' button is circled in orange.

