Company Name: _____

Written Description of QMS Title and Rev. Status:

_____

Person who is responsible for preparing the owner's QMS written description:

Name: _____ Title: _____

Telephone No.: _____ Fax No.: _____

Cell No.: _____ E-Mail: _____

The "*Owner-User Integrity Management Requirements"* (IMR) – AB-512 document, has been issued by the Alberta pressure equipment safety Administrator to specify requirements for owners who are required to hold quality management Certificate of Authorization permit under the PESR Section 11(3).

This checklist - AB-512(b) has been developed to assist in ensuring that the quality management system written descriptions, submitted by owners who apply for Certificates of Authorization permits, are documented in accordance with AB-512.

Owners who apply for a quality management Certificate of Authorization permit shall provide an AB-512(b) with the written description of their quality management system (e.g., pressure equipment integrity management system manual) to show where each required AB-512 element is covered in their written description.

"Application for Registration of Quality Management System" form AB-29 and "*Owner–User Pressure Equipment Integrity Management System"* (IMS) form AB-512(a), shall be submitted with the quality manual and AB-512(b) checklist, per PESR Section 12(1).

ABSA reviewer's comments:

ABSA Reviewer Initials: _____ Date: _____

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.0	**Owner-User Quality Management System Written Description**	
4.1	**Title Page**	
☐	The written description of the owner's QMS and/or title page shall identify: Title of the document that describes the organization's IMS.	
☐	The name and corporate address of the organization.	
☐	Identify the revision status of the document.	
4.2	**Scope and Application**	
☐	This written description of this element shall: Include a Policy statement that identifies the key purpose of the manual and confirms compliance with the Safety Codes Act and, as applicable, AER Directive 077, Section 9, with respect to Steam Pipelines.	
☐	Define the scope of the quality management system for pressure equipment assets that are owned and/or operated, and provide a brief description/identification of activities that will be included within the quality management system.	
☐	Provide an overview of the organization and the type of facilities that are operated.	
☐	List of major operating centers (facilities).	
☐	Identify facilities under the scope of the IMS that are operated on behalf of other owners.	
☐	Include a requirement, with assigned responsibility, to ensure that the AB-512(a) IMS Scope and Responsibility document that is on file with ABSA is kept current.	
4.3	**Table of Contents**	
☐	This section shall: Show a Table of Contents that lists the number and title of each section and its location in the written description of the quality management system.	
4.4	**Organization**	
☐	This written description of this element shall include: A statement that management will ensure that responsibilities and authorities are defined and are communicated within the organization.	
☐	Organization chart(s) that identify positions that are relevant to the pressure equipment integrity management system scope, with the reporting structure illustrated.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	A statement that all job descriptions, with defined roles and responsibilities for IMS activities, shall be maintained as required to ensure the IMS is effective.	
4.5	**Definitions of Terms and Acronyms**	
☐	All terms and acronyms used in the written description of the quality management system shall be defined.	
4.6	**Statement of Authority and Responsibility**	
☐	This section shall include: A statement that the written quality system covers the information specified in the AB-512 and accurately describes the Integrity Management System used by the company.	
☐	A statement that the quality system has the full support of management who will ensure that adequate resources, including competent personnel, are provided to implement the program.	
☐	Title of the person designated as the management representative to have overall responsibility for the Integrity Management System; with an explanation that this person, irrespective of other duties, has the defined authority and responsibility for the implementation of the Integrity Management System and has direct access to, and support from, top management to resolve any implementation barriers.	
☐	Signature and Date of senior (executive) management.	
4.7	**Management Responsibilities**	
☐	The written description of this element shall confirm management's commitment to the IMS and describe key responsibilities pertaining to the IMS. It shall include: <u>Planning</u> A statement that management will ensure that there is an appropriate planning process to assure effective development and maintenance of the IMS.	
☐	<u>Management Commitment</u> A statement and evidence that management is committed to the development and implementation of a successful Integrity Management System and to continually improve its effectiveness.	
☐	Establish that top management will review the Integrity Management System at appropriate intervals to ensure its continued suitability and effectiveness, and that records of such reviews will be maintained.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	A statement that management shall ensure that appropriate communication processes are established within the organization to ensure compliance with the legislation and the effectiveness of the IMS. These processes shall include information on the legislation and issues that may impact the safety of the pressure equipment.	
☐	A statement that the organization shall determine and provide adequate competent human resources and the necessary facilities and equipment to effectively implement the IMS.	
☐	Establish that a documented contract or agreement shall be maintained for subcontracted activities that are key to the success of the IMS, to provide clear direction regarding the scope, responsibilities and requirements.	
4.8	**Quality System Documentation**	
☐	The written description of this element shall establish that there will be a documented procedure for controlling the IMS written description (e.g. quality system manual), referenced procedures, codes and standards, records and other documents relevant to the IMS and state that the aforementioned documents and records shall be maintained, relevant and current.	
☐	There will be documented controls to ensure that: The current issues of the appropriate documentation are available at all relevant locations and to all relevant persons.	
☐	All changes of documents or amendments to documents are covered by the correct authorization and processed in a manner which will ensure timely availability at the appropriate location. This shall include ensuring that current versions of the quality manual are provided and accepted by ABSA.	
☐	Superseded documents are removed from use throughout the organization or are appropriately identified as superseded documents.	
☐	Other parties, as necessary, are notified of changes.	
☐	The current revision status of documents is identified.	
☐	Documents remain legible, readily identifiable and retrievable.	
☐	Documents of external origin are identified and their distribution controlled.	
☐	The controls needed for the identification, storage, protection, retrieval, retention time, and disposition of records are addressed.	
☐	That all changes to documents are handled through an appropriate management of changes process.	
☐	Documents and records may be in hard copy or electronic format. Electronic systems must be able to readily reproduce a written copy, show the required authentication, and be protected from unauthorized alteration.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	When documents are issued in electronic format, the system used to control these documents will be described and include the provision for documenting that key personnel have read and understand the contents of the documents issued.	
☐	The person who is responsible for approving and maintaining each essential document must be identified. If applicable, it will be established that the electronic version is the controlled copy and that any hard copy versions are uncontrolled documents.	
☐	Access to all necessary Codes is established. Identify hard copy or electronic.	
4.9	**Competency and Training**	
☐	The written description of this element shall define the system for ensuring the required competence of personnel who perform work that can impact the effectiveness of the IMS. Key activities that shall be controlled: Identification of experience, qualification and training requirements for individual jobs or positions that are critical to IMS implementation.	
☐	Identification of the training programs or other training resources that are used for training.	
☐	Process for ensuring that personnel, who operate pressure equipment, assess the integrity of in-service equipment or perform pressure welding, hold the appropriate Certificates of Competency as required under the Safety Codes Act and regulations.	
☐	For all personnel who perform work that can impact upon the effectiveness of the IMS, there shall be documented evidence of assessment, re-assessment as applicable, and verification of competence.	
☐	Ensuring that all persons operating pressure equipment are competent, and also qualified in accordance with the Power Engineers Regulation when supervision of boilers or thermal liquid heating systems is required by the Alberta Power Engineers Regulation.	
☐	Ensuring that all of the requirements in the Power Engineers Regulation pertaining to reduced supervision are met, when reduced supervision is permitted by the regulation and adopted by the owner.	
☐	Continuation of training to ensure the required level of competency is maintained, and to reflect any changes in legislation, technology, IMS best practices, etc.	
☐	Records of job functions and training.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.10	**Design Control**	
☐	The written description of this element shall describe the system for ensuring that Pressure Equipment and Steam Pipelines are designed in accordance with the requirements, and that the design addresses the service conditions and other process related requirements needed to prevent unintentional release of fluid contained in the pressure system. Key activities that shall be covered: Ensuring that there is a design basis memorandum (DBM) or equivalent design scope documentation that identifies the design and operating conditions, the service requirements and other information needed to facilitate the safe design, construction, and inspection of the equipment.	
☐	Verifying that personnel assigned to design engineering activities are competent and meet the applicable code experience and qualification requirements, where such requirements exist.	
☐	Ensuring that an appropriate Process Hazard Analysis (PHA) is completed for new process facilities.	
☐	Establishing and defining Safe Operating Limits for the pressure equipment.	
☐	Identifying pressure relief devices, pressure gauges and regulating and controlling devices that are utilized to ensure pressure equipment is operated within established Safe Operating Limits as Safety Critical Equipment.	
☐	Preparation, verification and approval of design documents and process safety information such as specifications, drawings, Piping and Instrumentation Diagrams (P & IDs), Process Flow Diagrams (PFDs), line lists or line designation tables, calculations, shutdown keys or control logic documentation, from the DBM.	
☐	Ensuring that the latest code edition and addenda of the applicable construction codes and standards and other related documents are available to design personnel and are used for pressure equipment design.	
☐	Ensuring that all design documents, including any revisions, have the required approval and that the latest revisions are available and are used.	
☐	Ensuring that there is appropriate management of change processes in place for all design activities.	
☐	Ensuring that overpressure protection is provided in accordance with the Pressure Equipment Safety Regulation and the requirements of AB-525.	
☐	Ensuring that the design registration and other Safety Codes Act (SCA) requirements have been met.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Ensuring that design information and alteration procedures for alterations to Steam Pipelines, boilers, pressure vessels, and thermal liquid heaters, including fitness for service evaluations when applicable, are submitted to ABSA Design Survey for acceptance prior to the start of work.	
☐	Verifying that manufacturers and piping contractors are qualified and competent to construct pressure equipment in accordance with the design.	
☐	Retaining all of the applicable engineering design documents and ensuring that drawings, such as PFDs and P & IDs, and other process safety information reflects the as built condition and is kept current.	
4.11	**Purchasing and Material Control**	
☐	The written description of this element shall establish the system used to ensure that purchased materials and services, including rental equipment, for IMS activities conform to the Act and meet the specified purchase requirements. Key Activities that shall be covered: <u>Evaluation and selection of suppliers</u> Define the process used for selecting suppliers based on their ability to supply equipment, materials, and services in accordance with the Act and owner's requirements. Criteria for selection, evaluation and re-evaluation of suppliers shall be established. Records of evaluation results and any necessary changes to vendor approval arising from the evaluation shall be maintained.	
☐	Maintain a current approved vendors list that is available to, and used by, all personnel involved with purchasing activities.	
☐	<u>Purchasing</u> Ensure purchasing information for the product and services to be purchased includes, as applicable: Quality System Certification requirements.	
☐	Identification of the applicable issues of the Codes and Standards to which the product must comply.	
☐	Material specifications and other required information.	
☐	Design registration (i.e., CRN) requirements for pressure equipment.	
☐	The extent and type of service required.	
☐	Owner's specified requirements.	
☐	<u>Contracts</u> Maintain a written contract or agreement that clearly define the scope of services for inspection, design, NDE, and other services that can impact the effectiveness of the IMS.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Ensure that there are written contracts for all equipment that is operated on behalf of other owners and for rental equipment at site. These contracts shall define who will be responsible for the operation, maintenance, servicing pressure relief valves, inspection, repair, and other IMS activities.	
☐	Control of Pressure Equipment and Materials at Site Ensure that pressure equipment and materials received on site meet specified purchasing requirements and the applicable codes and specifications. The control features shall include: System for ensuring received equipment or materials conform to the correct specifications and quantity.	
☐	System for identifying materials with the correct specification and other required information whenever material identification will not be retained to the point of use.	
☐	System for identifying and disposing of non-conforming items.	
☐	System for ensuring that the equipment or materials issued complies with the Code and the design specifications.	
☐	Rental Equipment Ensure that all rental pressure equipment operated on owner sites meets the requirements of the applicable regulations.	
4.12	**Construction and Installation**	
☐	The written description of this element shall establish the methods used to ensure that pressure equipment and Steam Pipelines are constructed and installed in accordance with the regulatory requirements and the applicable Codes of Construction and meets the design requirements. Key Activities that shall be covered: Coordination and control of pressure equipment manufacturers and organizations that install pressure equipment.	
☐	Surveillance of contractor's quality control systems.	
☐	Determining need and extent of any source (shop) inspection.	
☐	Verifying that contract organizations have the required capabilities and are approved vendors.	
☐	Ensuring that the supplier is provided with the current versions of required specifications and drawings and the information is clearly defined and is understood by the supplier.	
☐	Appointment of competent persons to act as the owner's Inspector for code pressure piping construction (refer to Training and Competency section).	
☐	The process for reviewing and retaining completed project packages and the required data reports, and that Alberta Piping Construction data reports (AB-83) are provided and are completed correctly.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Confirming that the pressure piping installation is in accordance with the Safety Codes Act.	
☐	Verifying that the design has been registered in accordance with the Safety Codes Act and AER Directive 077, when applicable, and that Completion of Construction Declaration forms (AB-81), are provided to ABSA for registered piping designs.	
☐	Notification to ABSA in order for ABSA to complete initial inspections and installation inspections, as applicable.	
☐	Written procedures that meet ABSA requirements are maintained for new construction, repair and alteration of pressure equipment activities that are completed directly by the owner e.g. AB-518 Pressure piping Construction or AB-523 Procedure Guidelines for the Replacement of Mechanically Assembled Piping Components.	
4.13	**Control of Monitoring and Measuring Devices**	
☐	The written description of this element shall define the procedure used to control, calibrate, and maintain monitoring and measuring devices that are used for pressure equipment testing, condition assessment, and for verifying or calibrating Safety Critical Equipment. Key controls that shall be covered in the documented procedure include: Ensuring that each measuring device is calibrated or verified, at specified intervals or prior to use, against measurement standards traceable to international or national measurement standards. Where no such standards exist, the basis used for calibration or verification shall be recorded.	
☐	Ensuring that each item of measuring equipment is identified to enable the calibration status to be determined.	
☐	Control the issue of equipment to ensure that it is suitable for intended use, the calibration is current; and that it is examined for damage after use.	
☐	Measures to ensure that verifications accepted based on equipment that is found to be out of calibration shall be assessed and re-verified as required using calibrated equipment.	
☐	Ensuring that monitoring and measuring devices, which are owned or rented by subcontractors, meet calibration requirements.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.14	**Operation**	
☐	The written description of this element shall define the system used to ensure that pressure equipment is operated safely in accordance with the Act. Key activities that shall be covered are: Process for confirming that Safe Operating Limits have been defined for all pressure equipment, for updating Safe Operating Limits, and for ensuring the pressure equipment is operated within these limits.	
☐	Ensuring there are adequate procedures to document critical tasks.	
☐	Ensuring there are suitable instructions for the safe operation of the equipment.	
☐	Ensuring that the required operating history for equipment is recorded and controlled to ensure the design limitations of the equipment are not exceeded. This shall include the means for recording the service cycles of items designed to ASME Section VIII, Division 2 or 3 code rules and other pressure equipment where service cycles are included in the equipment Safe Operating Limits.	
☐	Maintaining a list of Safety Critical Equipment along with procedures to assure Safety Critical Equipment is maintained in good working order (refer to Overpressure Protection and Protective Devices section).	
☐	Defining the responsibilities and role in the Integrity Management System of the chief power engineer whenever power plants, heating plants or thermal liquid heating systems are operated by the owner.	
☐	Verifying that the operator’s observations that may impact the integrity of the pressure equipment are communicated to the appropriate personnel and, when applicable, that the log book requirements of the Power Engineers Regulation are addressed.	
☐	Notification to engineering and inspection personnel in accordance with incident reporting or MOC processes when equipment is operated outside of Safe Operating Limits.	
☐	Ensuring that an appropriate documented operational readiness review or pre-start-up safety review is completed prior to start-up of new processes, and on existing processes that were shut down for any reason.	
☐	Ensuring pressure hoses are designed for the intended service and examined and tested at regular intervals and processes to manage temporary engineered enclosures or composite wrap alterations are established.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.15	**Management of Change (MOC)**	
☐	The written description of this element shall include a Management of Change (MOC) system for permanent and temporary physical and operational changes to pressure equipment, Steam Pipelines, changes to procedures, standards and other IMS documentation and organizational changes to assure that the integrity of the pressure system is not adversely affected by such changes. The MOC procedure shall be documented and include: Identification of what activities are subject to MOC and what are considered replacement in kind.	
☐	The technical information to support the reason for the change.	
☐	Completing an appropriate Process Hazard Analysis as part of the MOC procedure.	
☐	Determining any impact the change may have on health and safety.	
☐	A process to ensure the MOC procedure has been correctly applied.	
☐	Duration of the change (e.g., permanent, or time limitations if temporary).	
☐	A process to ensure that the required authorization for the change is obtained from all relevant disciplines.	
☐	Training of operating and other personnel, whose job tasks will be affected by the change, prior to implementing the change.	
☐	Updating of process safety information and procedures when the change results in a change in the processes described in the procedure(s).	
☐	Updating of Safe Operating Limits.	
4.16	**Integrity Assessment Program**	
☐	The written description of this element shall explain the system for ensuring that the required inspections and other integrity assessment activities are done, to assure the fitness-for-service of the pressure equipment and Steam Pipelines throughout its full life cycle and compliance with regulatory requirements. Key activities that shall be covered: <u>Assigning Resources</u> Appointing the person who is responsible for the integrity assessment program and designating the individuals who will assume these responsibilities in this person's absence.	
☐	Ensuring that: All personnel and organizations assigned to integrity assessment activities, including contracted services, meet the requirements established by the Administrator.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	A written contract is maintained for all contract inspection and nondestructive examination activities.	
☐	There is effective supervision of inspection personnel by Owner designated competent individuals.	
☐	Inspection personnel are free of any commercial, financial and other pressures that might affect their judgment or influence the results of inspections carried out (e.g., conflict of interest).	
☐	Planning Maintaining a suitable planning process to ensure that integrity assessment activities are done in accordance with requirements established by the Administrator, and are appropriate to ensure the safety and fitness for service of the equipment.	
☐	Pressure Equipment Assets and Records Establishing and maintaining an accurate inventory of all pressure equipment.	
☐	Maintaining records of; design and manufacturing information, maintenance, inspection, servicing, tests, alteration or repair of each item of pressure equipment or system.	
☐	Providing ABSA with required inventory information and other records as required under the Act.	
☐	Providing the pressure equipment records to new owners when pressure equipment is sold or otherwise disposed of, as required under the Act.	
☐	Notifying ABSA in writing when a boiler, pressure vessel, fired heater or thermal liquid heater is bought, sold, rented, relocated or otherwise disposed of, as required by the PESR. This shall include equipment that has been decommissioned for later use.	
☐	Establishing a suitable system for retaining Certificate of Inspection Permits.	
☐	Integrity Assessment – Hazard Assessment Establishing suitable processes for identifying and controlling hazards at their facilities. This shall include visual assessment of the pressure system at each facility to identify mechanical integrity threats, the fluid service and other basic information needed to prepare appropriate inspection plans for the pressure equipment and ensure safety, fitness for service and compliance with the Act.	
☐	Ensuring that appropriate assessments have been done at facilities that will be operated on behalf of other owners and when existing facilities are acquired.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Inspection Procedures Developing and maintaining appropriate inspection procedures in accordance with requirements established by the Administrator, and ensuring these are available, understood, and used by personnel performing the applicable inspections.	
☐	Inspection Plans and Strategies Ensuring that equipment specific inspection plans and strategies are established for pressure equipment and are approved by the Chief Inspector.	
☐	Initial Inspection Prior to Entering Service Verifying that an inspection of each item of pressure equipment is completed after the equipment has been installed and prior to entering service.	
☐	Ensuring that all ABSA inspections for issuance of Certificate of Inspection Permits required under the Safety Codes Act have been completed prior to the pressure equipment being placed in service.	
☐	Periodic Integrity Assessment Ensuring that periodic assessments are completed in accordance with the requirements established by the Administrator and inspection plans, and ensure fitness for purpose of the pressure system. These shall include: External Inspections.	
☐	Thorough (internal or equivalent) inspections.	
☐	Corrosion surveys (UT Surveys etc.) and other condition monitoring activities needed to assure the continued safe operation of the equipment.	
☐	Review and approval of UT and other monitoring results by a competent individual who holds the required in-service Presssure Equipment inspector certificate of Competency. (ISI Inspector).	
☐	Assigning appropriate inspection intervals in accordance with requirements set by the Administrator.	
☐	Preparation and maintenance of detailed inspection reports for each item identified in the inspection plan.	
☐	Certification of the report by an Alberta In-service Pressure Equipment Inspector and the Chief Inspector.	
☐	Submission to ABSA of the inspection status summary reports, authenticated by the Chief Inspector. The submission shall be in a format and provided within a time period acceptable to the Administrator.	
☐	Close Out of Inspection Findings Ensuring that appropriate timely corrective action is taken for inspection findings and for other issues identified by integrity assessment activities that require follow-up.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.17	**Nondestructive Examinations and Testing**	
☐	The written description of this element shall establish the system for ensuring that nondestructive examinations, metallurgical tests and other special processes affecting pressure equipment or used to assess the integrity of pressure equipment meet their intended purpose. Key activities that shall be covered: Approval of special process contractors per requirements in the Purchasing and Material Control section of this AB-512 document.	
☐	Ensuring written requirements are provided to contractors.	
☐	Ensuring written procedures are developed and followed for special processes.	
☐	Ensuring special NDE procedures are validated.	
☐	Personnel qualification and certification requirements are verified.	
☐	Coordination of contract activities.	
☐	Ensuring that corrosion monitoring plans are developed by competent personnel and approved by the Chief Inspector, and that results are reported and are on file.	
☐	Ensuring that competent personnel assess corrosion monitoring results and that results are verified promptly.	
4.18	**Repairs and Alterations to Pressure Equipment**	
☐	The written description of this element shall define the system used to ensure that repairs and alterations to items of pressure equipment, both of a temporary and permanent nature, are done in accordance with the Act and that the safety of the equipment will not be adversely affected. Key activities that shall be covered: <u>General Requirements</u> Ensuring that work is done by organizations that have a valid Alberta Quality Program Certificate of Authorization and capabilities for the scope of work.	
☐	Coordination of contract and in-house work.	
☐	Ensuring that the repair/alteration organization is provided with all the technical and quality standards needed to develop the work procedure and complete the work in accordance with specified requirements and the Safety Codes Act.	
☐	Ensuring that the repair and alteration procedure covers all required technical and quality standards for the service in which the item will be placed.	

IMR Ref#	Integrity Management Component/Element	**Manual Reference** (Indicate Section number and paragraph number for all references)
☐	Appropriate inspection and other competent resources are deployed to ensure the repair or alteration work is done safely and in accordance with the Act.	
☐	Provision for documentation of the repair or alteration, including any design changes, repair and alteration procedures, reports and quality system records, to be retained on file.	
☐	Ensuring that the equipment inspection plans for the item and system are reassessed and inspection requirements and intervals are revised as required.	
☐	Providing controls to ensure that any hot taps and any engineered pressure enclosures or devices installed to maintain the integrity of the pressure equipment and prevent leakage are suitable and meet the requirements of the Safety Codes Act.	
☐	<u>Specific requirements for boilers, pressure vessels, fired heater pressure coils, indirect fired heater coils, thermal liquid heating systems, boiler external piping and Steam Pipelines as applicable:</u> Ensuring that the repair/alteration procedure has prior approval from the company's Chief Inspector and, as applicable, ABSA.	
☐	Ensuring that proposed alterations to pressure equipment and changes to Steam Pipeline designs are accepted by ABSA Design Survey.	
☐	Provisions to ensure that an ABSA Safety Codes Officer (SCO) is notified of the work and that the SCO's prior acceptance of the procedure is obtained in accordance with the requirements established by the Administrator (refer to AB-513).	
☐	Ensuring that repairs and alterations are inspected and certified by an ABSA SCO or a competent person who holds the appropriate Alberta In-service Pressure Equipment Inspector Certificate of Competency in accordance with the requirements established by the Administrator (refer to AB-513).	
☐	Making certain that a copy of the Alberta Repair and Alteration Report AB-40 (or AB-83 when applicable) is retained on file and the original form is provided to ABSA in accordance with the requirements established by the Administrator (refer to AB-513).	
☐	<u>Specific requirements for pressure piping</u> Ensuring that the inspections required under the applicable ASME B31 piping code are done by a competent owner's Inspector who meets the qualification and experience requirements of the code. "Unless the alterations were otherwise accepted as provided for in the AB-513 document, Para. 8.6.3. and documented"	
☐	Ensuring that pressure piping AB-83 form, certified by the owner's Inspector, is kept on file.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Ensuring that the design for alterations and additions to piping systems and AB-81 forms are submitted to ABSA in accordance with Section 4.10 of AB-512 when required by the Act.	
4.19	**Overpressure Protection and Protective Devices**	
☐	The written description of this element shall define the key activities needed to ensure that pressure relief devices, other protective devices and Safety Critical Equipment are designed, installed, maintained in good working order and kept in service to ensure that the design and Safe Operating Limits of the pressure equipment system are not exceeded. Key activities that shall be covered: Maintenance of the applicable design specifications for the relief devices.	
☐	Ensuring that the over pressure protection for the pressure equipment and system is adequate.	
☐	Ensuring that pressure relief devices are serviced in accordance with the requirements established by the Administrator and at intervals that are appropriate to ensure they will operate as designed.	
☐	Establish the pretest tolerances to determine the pass/fail criteria to be used when servicing a PRV	
☐	When the pressure system incorporates overpressure protection by system design the IMS shall document the equipment protected by OPPSD and shall specify the responsibilities and provisions the owner will implement to maintain and control OPPSD systems in accordance with AB-525.	
☐	Ensuring that pressure relief devices are protected from damage during their removal, servicing and re-installation and that they are re-installed in their correct location.	
☐	Ensuring that online external visual examinations of pressure-relief devices are carried out by competent personnel as required by AB-506.	
☐	That servicing of pressure relief valves is done by an organization that has a valid Alberta Quality Program Certificate of Authorization for the scope of work and is an approved vendor. Refer to Section 4.11 of this document for purchasing control and AB-524 for Pressure Relief Device requirements.	
☐	As applicable to the organization, the process to document compliance with IB22-012.	
☐	Ensuring that pressure relief system designs that have isolating valves in the path of pressure relief devices are approved by the Administrator prior to their installation.	
☐	Maintaining a written implemented procedure, that has been accepted by ABSA, which meets ASME Section XIII, Appendix B requirements for controlling isolating valves installed in the path of pressure relief devices.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Maintaining records of the servicing and replacement of pressure relief devices.	
☐	Assigning appropriate servicing intervals based on the servicing condition reports and other operating information.	
☐	Establishing an appropriate preventative maintenance program for Safety Critical Equipment.	
☐	Maintaining testing records for other protective devices and Safety Critical Equipment.	
4.20	**Internal Audits**	
☐	The written description of this element shall describe the audit process used to determine the effectiveness of the IMS and to identify areas where the Integrity Management System can be improved. An internal audit procedure shall be developed which shall include: Establishing an internal audit schedule.	
☐	Defining and documenting the audit criteria, scope, and frequency of the audits.	
☐	Defining the methods and responsibilities for planning and conducting the audits.	
☐	Producing documents used for conducting and reporting the audit findings and maintaining audit reports and other related documents.	
☐	Ensuring timely action is taken for the audit findings.	
☐	Defining the follow-up action to verify the success of the action taken with respect to audit findings.	
☐	The manager responsible for the area being audited shall ensure that actions are being taken without undue delay to eliminate detected non-conformities and their causes. Follow-up activities include the verification of the actions taken and documentation of the verification results.	
4.21	**Corrective and Preventative Actions**	
☐	The written description of this element shall define the system used to ensure that issues that may negatively impact on the safety of the pressure equipment, result in non-compliance to the Safety Codes Act, or jeopardize Integrity Management System requirements, are investigated, corrected, and reported and suitable action is taken to prevent their recurrence. Key Activities that shall be covered: To ensure that non-compliance with the Safety Codes Act or Integrity Management System requirements are reported to the appropriate authorities within the organization and ABSA when required.	

IMR Ref#	Integrity Management Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Provide for reports and other documents used to record issues that may negatively impact on the safety of pressure equipment and the remedial, corrective and preventative actions taken with respect to the identified issues. Documents shall include the required approvals of the Chief Inspector, other relevant personnel and, when applicable, ABSA.	
☐	Tracking and controlling the completion of the remedial, corrective and preventative action.	
☐	Review of non-compliance remedial actions, and corrective and/or preventative actions, to verify effectiveness and to determine any action needed to prevent a recurrence and improve effectiveness of the Integrity Management System.	
☐	The owner shall establish performance metrics to support IMS objectives. The established IMS performance metrics shall be part of management review input.	
4.22	**Accidents and Incidents**	
☐	The written description of this element shall define the system used to ensure that pressure equipment accidents and unsafe conditions and Steam Pipeline failures are reported to ABSA, as required by regulatory requirements and establish a formalized process for internal reporting of accidents, incidents and near-miss events, determining the root cause, and taking appropriate action to prevent its recurrence. Key Activities that shall be covered: To ensure that accidents, incidents, failures and near-miss events are reported to the appropriate authorities within the organization and to ABSA, as required.	
☐	Provide for reports and other documents used to record the events, and for the investigation of reported events to determine the root cause.	
☐	Review of the accident, incident or near-miss events to determine, implement and track through completion, the action needed to prevent a recurrence.	