Integrity Assessment Organization QMS Written Description Checklist

Company Name: _____

Title of the written description of the management system or manual(s):

_____

Person responsible for the overall management of the Integrity Assessment Organization program:

Name:		Title:	
Telephone No.:		Fax No.:	
Cell No.:		E-Mail:	

The "*Quality Management System Requirements for Integrity Assessment Organizations*" – AB-515 document, has been issued by the Alberta pressure equipment safety Administrator to specify requirements for persons and/or organizations who provide integrity assessment program services to pressure equipment owners, and are required to hold quality management Certificate of Authorization permit under the PESR Section 11(2).

This checklist, AB-515(b), has been developed to assist in ensuring that the Quality Management System (QMS) written description, submitted by an integrity assessment organization who applies for a Certificate of Authorization permit, is documented in accordance with AB-515.

Inspection companies who apply for a quality management Certificate of Authorization permit shall provide an AB-515(b) along with the written description of their quality management system to show where each AB-515 requirement is described/covered in their written description.

"Application for Registration of Quality Management System" form AB-29 and "*Inspection Company Authorized Scope"* form AB-515(a), shall also be submitted with the QMS written description and AB-515(b) checklist, per PESR Section 12(1).

ABSA reviewer's comments:

ABSA Reviewer Initials: _____ Date: _____

Req. Doc. Ref.	Integrity Assessment Organization QMS 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**	
☐	If a stand-alone QMS Manual is used, then the title page shall identify: Title of the document that describes the integrity assessment organizations quality management system.	
☐	The name and corporate address of the organization.	
☐	Identify the revision status of the document.	
4.2	**Scope and Application**	
☐	The written description of this element shall include: A statement that defines the integrity assessment organization's policy to ensure that all services it provides are within the scope of their certificate of authorization permit and meets the requirements defined in the contract, Safety Codes Act and the organization's quality system manual.	
☐	An overview of the organization and the services they provide. The scope of services should be clearly defined and should delineate the integrity assessment organization's capabilities and the services provided.	
☐	A statement that the scope of services that the company is authorized to provide under their certificate of authorization is defined on ABSA Form AB-515(a).	
☐	Include a requirement, with assigned responsibility, to ensure that the AB-515(a) Integrity Assessment Organization Authorized Scope form that is on file with ABSA is kept current.	
☐	Include a requirement, with assigned responsibility, to ensure that the AB-146 Integrity Assessment Organization Client List Form that is on file with ABSA is kept current.	
☐	Include and confirm the limitation that the integrity assessment organization and its staff responsible for carrying out integrity assessments shall not be the manufacturer, supplier, installer, purchaser, owner, user or maintainer of the items which they assess the integrity of, nor the authorized representative of any of these parties.	
☐	Include a statement that any integrity assessment work that is not within the scope listed on ABSA form AB-515(a), will not be undertaken until a revised AB-515(a) form, which covers the new scope of work, has been accepted by ABSA.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.3	**Table of Contents**	
☐	The written description Table of Contents shall: Show a Table of Contents that lists the number and title of each section and its location within the written description of the quality management system.	
4.4	**Organization**	
☐	The written description of this element shall include: A statement describing that the integrity assessment organization is organized so as to enable it to maintain the capability to perform integrity assessment services in accordance with its authorized scope.	
☐	An explanation of how the organization defines the responsibilities and authorities and how they are communicated within the organization.	
☐	A current organization chart that clearly shows the overall organizational structure of the integrity assessment organization. The positions of the Quality Manager (however named) and Technical Manager (however named), positions that supervise as well as positions completing pressure equipment integrity assessments, and other key functions and lines of authority must be clearly shown on the chart.	
☐	A statement that job descriptions shall be maintained as required, to ensure that the quality management system is effective. As a minimum, current job descriptions shall be kept for: the Quality Manager, the Technical Manager and employees who supervise or perform integrity assessments.	
☐	An outline of the main responsibilities and authorities of key staff.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.5	**Definitions of Terms and Acronyms**	
	All terms and acronyms used in the written description of the quality management system shall be defined.	
☐	The written description of this element shall include the following definitions: ***ABSA*** – is the organization delegated by the Government of Alberta to administer the pressure equipment safety legislation under the Safety Codes Act.	
☐	***Act and Regulations*** – means the Alberta Safety Codes Act and the following regulations: Pressure Equipment Exemption Order (Alberta Regulation 56/2006), Pressure Equipment Safety Regulation (Alberta Regulation 49/2006), Power Engineers Regulation (Alberta Regulation 85/2003), Pressure Welders Regulation (Alberta Regulation 169/2002).	
☐	***Administrator*** – means the Administrator in the pressure equipment discipline appointed under the Act. [PESR, 1(1)(b)]	
☐	***Assessment*** – (of persons) means a process for evaluating a person's competence by one or more means such as written, oral, practical or observation.	
☐	***Competent*** – in relation to a person, means possessing the appropriate qualifications, knowledge, skills and experience to perform the work safely and in accordance with the Act. [PESR 1(1)(i)]	
☐	***In-Service Inspector (ISI)*** – means a person who holds the required Alberta In-Service Inspector Certificate of Competency, has the required competency, and is designated by their employer to perform integrity assessments of pressure equipment under their employer's qualify management system Certificate of Authorization Permit.	
☐	***Integrity Assessment*** – means an examination of an item of pressure equipment, related processes and documentation to determine its conformity to the requirements established by the Safety Codes Act and the regulations. [PESR 1(1)(q)]	
☐	***PESR*** – means Pressure Equipment Safety Regulation, Alberta Regulation 49/2006	
☐	***AB-506*** – Inspection & Servicing Requirements for In-Service Pressure Equipment	
☐	***AB-513*** – Pressure Equipment Repair and Alteration Requirements	
☐	***AB-515*** – Quality Management System Requirements for Integrity Assessment Organizations	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.6	**Control of Documents and Records**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. A description of the document and record control methods used with references to any supporting procedures or other control documents that are used.	
☐	A statement to indicate that all the documents created in the management of the owners or clients pressure equipment are the sole property of the pressure equipment owner and must be returned to the owner at their request. The integrity assessment organization is the custodian of these documents only.	
☐	A description of the process for controlling the written description of the quality system (e.g. quality system manual), referenced procedures, codes and standards, records and other documents relevant to the integrity assessment organization's quality management system.	
☐	Establishing that the Quality Manager is responsible for ensuring that all documents are maintained, relevant and current in accordance with this section of the written description.	
☐	A statement that there are documented controls to ensure: The current issues of the appropriate documentation are readily available, electronically or in hard copy, at all relevant locations and to all relevant personnel.	
☐	All changes of documents or amendments to documents are covered by the correct authorization and processed in a manner that will ensure timely availability at the appropriate location. This shall include ensuring that current versions of the quality system manual are provided to 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 identification, storage, protection, retrieval, retention time, and disposition of records are addressed.	
☐	All changes to documents are handled through an appropriate review and approval and/or change management process.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	A description of the processes the integrity assessment organization has established to control the documents and records (e.g. equipment records and integrity assessment records) that are maintained on behalf of the pressure equipment owner.	
☐	A description of all pressure equipment record keeping processes that are managed on behalf of the owner, by the integrity assessment organization, as applicable.	
4.7	**Management Responsibility, Authority and Commitment**	
	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:	
4.7.1	**Statement of Authority and Responsibility**	
☐	A statement that the quality system written description covers the information specified in AB-515 and accurately describes the quality management system used by the organization, or person.	
☐	A statement that the quality management system has the full support of management who will ensure that adequate resources, including competent personnel, are provided to implement the program.	
☐	A statement that management documents a quality policy and objectives along with a commitment to quality, and shall ensure that this policy is understood, implemented and maintained at all levels in the organization.	
☐	The title of the person, designated by management, to be responsible for the integrity assessment organization's quality management system (e.g. Quality Manager, however named). An explanation that this person, irrespective of other duties, has the defined authority and responsibility to ensure that the processes needed for the quality management system are established, implemented, and maintained, and that this person shall have direct access to, and support from top management to resolve any implementation barriers.	
☐	The title of the person, designated by management, who is qualified and experienced in the operation of the integrity assessment organization and who has overall responsibility for the integrity assessment program activities that are carried out (e.g. Technical Manager, however named).	
☐	Signature of senior (executive) management.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.7.2	**Independence, Impartiality and Integrity**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Identification of the processes used to ensure independence, impartiality and integrity, along with an outline of the control methods used. Reference any supporting procedures or other control documents that are used.	
☐	Describing the controls that the integrity assessment organization implements to enforce the impartiality of its integrity assessment activities and to prevent commercial, financial or other pressures to compromise impartiality. These controls shall focus on assuring the impartiality of pressure equipment integrity assessments.	
☐	The integrity assessment organization and its personnel shall not engage in any activities that may conflict with their independence of judgement and impartiality in relation to their integrity assessment activities (e.g., specifying integrity assessments or non-destructive examination activities in excess of that required by AB-506, and of those that are necessary to ensure the safety and fitness for service of the pressure equipment) and shall ensure that all personnel engaged in integrity assessment services on behalf of the integrity assessment organization are aware of and commit to abide by an independence of judgement and impartiality policy adopted by the organization.	
☐	Describe the implemented controls to ensure personnel of the integrity assessment organization are free from any commercial, financial and other pressures which might affect their judgment.	
☐	Describe the implemented controls to ensure that personnel or organizations, external to the integrity assessment organization, cannot influence the results of inspections carried out.	
☐	Contracts for all employees, and sub-contractors completing pressure equipment integrity assessments, shall incorporate measures to prevent conflict of interest and assure the impartiality of pressure equipment integrity assessments.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.7.3	**Confidentiality**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Describe the implemented controls to ensure confidentiality of information obtained in the course of its inspection activities and that proprietary rights are protected.	
☐	Describe the implemented controls concerning the observance of the confidentiality requirements of the client and any sub-contractors engaged by the integrity assessment organization, taking into account the legal requirements under the Safety Codes Act and other relevant legislation.	
4.7.4	**Management Review**	
☐	Establish that top management will review the quality management system at appropriate intervals to ensure its continued suitability and effectiveness, and that records of such reviews will be maintained.	
4.7.5	**Communication**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Describe the communication processes that are established within the organization to ensure compliance with the legislation and the effectiveness of the integrity assessment organization's quality management system.	
☐	Describe how communication is maintained with the clients and ABSA to ensure effective delivery of the contracted services in accordance with the Safety Codes Act and to ensure that the owner is made aware of their responsibilities under the Safety Codes Act regarding integrity assessment program requirements, provision of reports and other relevant requirements of the Act.	
☐	Describe the implemented controls to ensure there are effective communication processes in place for reporting accidents, incidents, unsafe conditions, pressure equipment nonconformity, and other information to the pressure equipment owner, and ABSA when applicable.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.8	**Resource Management**	
4.8.1	**Personnel**	
	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used.	
☐	The integrity assessment organization has a Technical Manager (however named); who is qualified and experienced in the operation of the integrity assessment organization and who has overall responsibility that the inspection activities are carried out in accordance with the Safety Codes Act. This position shall be part of the permanent personnel within the integrity assessment organization.	
☐	The integrity assessment organization provides effective supervision by competent personnel familiar with the integrity assessment methods and procedures, the objectives of the integrity assessment and the assessment of the examination results.	
☐	The Technical Manager, persons who supervise the organization's staff performing integrity assessments, and persons who certify pressure equipment shall hold the required Alberta In-Service Inspection Certificate of Competency for the scope of integrity assessment work and meet all the qualification requirements established by the Administrator.	
☐	The qualifications, training and competency level of all persons supervising and assessing pressure equipment integrity is defined.	
☐	The integrity assessment organization has named individuals who will be delegated in the absence of any manager (e.g. Technical Manager, however named) responsible for integrity assessment services.	
☐	Descriptions for each position and category affecting the quality of the integrity assessment services. These job descriptions shall include the requirements for education, training, technical knowledge and experience.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.8.2	**Competence, Awareness and Training**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has established a documented training and competence verification system to ensure that the training of its personnel in the technical and administrative aspects of the work in which they will be involved is kept up-to-date in accordance with its policy, and that personnel are competent for their work scope and have the qualifications required under the PESR, including any required Alberta In-Service Inspector Certificates of Competency. The training required depends upon the scope of the organization's program and upon the ability, qualifications and experience of persons involved. The organization shall establish the necessary stages of training for each of its personnel. These may include:	
☐	An induction period.	
☐	A supervised working period with experienced inspectors, and	
☐	Continuous training throughout employment to keep pace with developing technology.	
☐	A documented competency assessment process shall be available for all personnel who may be involved in the integrity assessment activities or whose activities may impact the integrity of pressure equipment.	
☐	Records of academic or other qualifications, training and experience of each member of its personnel are maintained by the organization. This shall include records relating to any Certificates of Competency under the Safety Codes Act and records of job functions, training and competency assessment and reassessment.	
☐	For all personnel who assess the integrity of in-service pressure equipment, inspect and certify pressure equipment repairs, inspect and certify pressure piping construction or whose work activities may impact on the integrity of pressure equipment, the integrity assessment organization shall implement a process for and maintain records of assessment, reassessment as applicable, and certification of competence for the associated activities that is consistent with the integrity assessment organization's authorized scope of activities.	
☐	The organization has controls to ensure that contract personnel who perform integrity assessment tasks meet the same training and competence requirements as employees.	
☐	The organization provides guidance for the conduct of its staff.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	The remuneration of personnel engaged in integrity assessment activities shall not directly depend on the number of integrity assessments carried out and, in no case, on the results of such integrity assessments.	
4.8.3	**Facilities and Equipment**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has available to it, suitable and adequate facilities and equipment to permit all activities associated with the integrity assessment services to be carried out.	
☐	Establishing clear rules for the access to, and the use of, the owner's and the integrity assessment organization's facilities and equipment.	
☐	The integrity assessment organization ensures the continued suitability of its facilities and the equipment for the intended use.	
☐	The integrity assessment organization ensures that all such equipment is properly identified and maintained, in accordance with documented procedures and instructions.	
☐	Describing how the integrity assessment organization deals with defective equipment. Defective equipment shall be removed from service by segregation, prominent labeling or marking. The integrity assessment organization shall examine the effect of defects on previous integrity assessments.	
☐	Relevant information on the equipment is recorded. This will normally include identification, calibration and maintenance.	
4.9	**Planning and Controls for Services**	
4.9.1	**Planning**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization ensures it has appropriate planning processes to assure the services provided are effective, meet the client's needs and the quality management system, and outlines this planning process in the written description of the QMS.	
☐	The integrity assessment organization shall implement a suitable work planning process to ensure that pressure equipment integrity assessment activities (i.e. pressure equipment integrity assessments and servicing of safety critical equipment) are completed in accordance with requirements established by the Administrator and are appropriate to ensure the safety and fitness for service of the pressure equipment.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	The integrity assessment organization shall ensure all overdue pressure equipment is supported with an acceptable deferral process. Any pressure equipment that is overdue beyond established deferral limitations will be reported to the SCO. This reporting shall include the plan to complete integrity assessments and a justification as to why the equipment remains safe to operate.	
☐	Personnel who perform integrity assessments and certify installed pressure vessels, boilers, fired equipment and similar equipment, and those who supervise in-service integrity assessment staff, hold the required Alberta in-service pressure equipment inspector certification and are certified as competent by the integrity assessment organization to perform the specific types of integrity assessments, and meet the requirements established by the Administrator.	
4.9.2	**Contracts for Services**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has a written contract or work order control system that ensures: The scope of integrity assessment activities that are to be completed by the integrity assessment organization are defined.	
☐	Work to be undertaken is within its expertise and that the organization has adequate resources to meet the requirements	
☐	The requirements of the pressure equipment owner (i.e. client) are adequately defined and that special conditions are understood so that clear instructions can be issued to staff performing the duties that are required.	
☐	Work being undertaken is controlled by regular review and corrective action.	
☐	Completed work is reviewed to confirm that requirements have been met.	
☐	There is a written contract, between the pressure equipment owner and the contracted integrity assessment organization, which defines the scope of integrity assessment activities that are to be completed by the integrity assessment organization.	
☐	All employees, and sub-contractors to the integrity assessment organization, that complete pressure equipment integrity assessments must have an employment agreement or contract in place for the services they provide.	
☐	A conflict resolution process is included to identify and provide the means for escalating integrity assessments issues.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.9.3	**Purchasing and Material Control**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Where relevant to the quality of integrity assessment services, the integrity assessment organization shall have suitable controls to ensure that purchased materials and services meet the specified requirements. These shall cover: How suppliers are qualified as approved vendors, including organizations that provide NDE and contract integrity assessments for the integrity assessment organization.	
☐	Issuing appropriate purchasing documents.	
☐	Examination, identification and issue of received materials.	
☐	Ensuring appropriate storage facilities. Where applicable, the condition of stored items shall be assessed at appropriate intervals to detect deterioration.	
4.10	**Measuring and Test Equipment**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Define the methods used to ensure that, where applicable, equipment used for integrity assessments is calibrated before being put into service and, thereafter, according to an established program.	
☐	Each measuring device is calibrated or verified, at specified intervals or prior to use, against measurement standards traceable to international or national measurement standards, and where no such standards exist, the basis used for calibration or verification shall be recorded.	
☐	Each item of measuring equipment is identified to enable the calibration status to be determined.	
☐	Prior to the issuance of equipment, it is examined to ensure that it is suitable for intended use, the calibration is current, and it is inspected after use.	
☐	Measures are taken to ensure that reported integrity assessment data, based on equipment that is subsequently identified to be out of calibration, remains valid.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.11	**Integrity Assessment Program**	
	The written description of this element shall establish the methods used to ensure that pressure equipment integrity assessment is completed in accordance with the requirements of the PESR and the requirements defined by the Administrator. Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used.	
4.11.1	**Pressure Equipment Asset and Integrity Assessment Documents/Records**	
☐	Appropriate integrity assessment documents and pressure equipment records must be maintained by the owner and/or integrity assessment organization, as applicable, and include: Integrity assessment services contract.	
☐	Integrity assessment procedures.	
☐	Equipment specific integrity assessment plans and strategies.	
☐	Analysis of corrosion rates etc.	
☐	Detailed integrity assessment reports.	
☐	ABSA Electronic Summary Reports, used to report thorough integrity assessments to ABSA.	
☐	Facility mechanical integrity hazard survey report, or facility Process Hazard Assessments (e.g. HAZOP) or similar documentation.	
☐	Integrity assessment and overpressure protection servicing work implementations plans.	
☐	Certificate of Inspection permit(s).	
☐	NDE reports, (UT thickness surveys, etc.).	
☐	Mechanical and process design information.	
☐	Records of repairs and alterations and pressure equipment installations.	
☐	Maintaining an accurate inventory of all the owner’s pressure equipment.	
☐	Maintaining equipment records for each item of pressure equipment (as defined in PESR Section 1(1)(k) and as required by PESR Section 41).	
☐	Maintaining accurate records of maintenance, service and tests for safety critical equipment (e.g. pressure relief devices and other protective devices).	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.11.2	**Integrity Assessment Procedures**	
☐	Integrity assessment procedures, consistent with the integrity assessment organization's authorized scope, are developed and maintained in accordance with requirements established by the Administrator, and ensuring that these are available, understood and used by personnel performing the integrity assessments.	
☐	The integrity assessment organization shall ensure that personnel are provided with documented instructions for carrying out integrity assessments safely.	
4.11.3	**Integrity Assessment Plans and Strategies**	
☐	Equipment specific integrity assessment plans and strategies, as specified within AB-506, are established for pressure equipment and are approved by a competent person (e.g. Technical Manager, however named), who meets the qualification and certification requirements established by the Administrator.	
4.11.4	**Integrity Assessment Work Plans**	
☐	Work plans encompassing integrity assessments activities and servicing of safety critical devices are developed and communicated to pressure equipment owners.	
4.11.6	**Periodic Integrity Assessments**	
☐	Periodic assessments are done in accordance with the requirements established by the Administrator and integrity assessment plans to ensure fitness-for-purpose of the pressure system. These shall include: External integrity assessments.	
☐	Thorough (internal or equivalent) integrity assessments.	
☐	Corrosion surveys (Ultrasonic Thickness (UT) surveys, etc.) and other condition monitoring activities needed to assure the continued safe operation of the equipment.	
☐	NDE and other monitoring results, which are reviewed by a competent individual who holds the required In-Service Inspector (ISI) Certificate.	
☐	Appropriate integrity assessment intervals are assigned in accordance with requirements set by the Administrator.	
4.11.5	**Integrity Assessment Prior to Entering Service**	
☐	An integrity assessment of each item of pressure equipment is completed after the equipment has been installed and prior to entering service.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	The integrity assessment shall include confirmation all ABSA inspections for issuance of permits (i.e. Certificates of Inspection Permits) required under the Safety Codes Act have been completed prior to the pressure equipment being placed into service.	
☐	For pressure piping systems: that all of the inspections and reports are completed and on file prior to initial operation (e.g. AB-83 pressure piping construction and test data report and, if applicable, AB-81 completion of construction declaration).	
4.11.7	**Reports**	
☐	Detailed integrity assessment reports for each item identified in the integrity assessment plan are prepared and maintained. Observations and data obtained in the course of integrity assessments are recorded in a timely manner to prevent loss of relevant information.	
☐	Reports are certified by an In-Service Inspector that meets the requirements established by the Administrator, and by the Technical Manager or their designate.	
☐	Summary reports of integrity assessment and other reports as required by an Alberta Safety Codes Officer, authenticated by the Technical Manager or his designee are submitted to ABSA within a time period acceptable to ABSA.	
4.11.8	**Close-Out of Integrity Assessment Findings**	
☐	Appropriate timely corrective action is taken for integrity assessment findings and for other integrity assessment activities that require follow-up. This may require interface with the controls pertaining to the non-conformities and corrective action element of the quality management system.	
4.11.8	**Overpressure Protection and Protective Devices**	
☐	Assuring that the pressure equipment owner services pressure relief devices and safety critical equipment in accordance with the requirements established by the Administrator, and at appropriate intervals to ensure operation in accordance with their design.	
☐	Assigning appropriate in-service intervals based on the testing, servicing condition reports and other operating information (refer to AB-506 Section 15.4 and Appendix D) and providing documented evidence of the AB-506 required work process, including provisions to verify that the documented online external visual examinations of pressure-relief devices have been completed by competent personnel as required by AB-506.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
☐	Describe the pressure relief device assessment process (e.g. how pressure relief device in-service interval decisions are made) implemented by the integrity assessment organization.	
4.12	**Repairs and Alterations**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. Describe the processes and controls used to ensure the inspection and certification of repairs and alterations services provided by the integrity assessment organization are completed in accordance with the Safety Codes Act and AB-513 Alberta Requirements for Repairs and Alterations.	
☐	All pressure equipment repair/alteration work is done by an organization that has a valid Alberta Quality Program Certificate of Authorization Permit for the scope of work.	
☐	The repair or alteration procedure covers all the required technical and quality standards for the service in which the item will be placed.	
☐	An ABSA Safety Codes Officer is notified prior to the repair or alteration of boilers, pressure vessels, fired-heater pressure coils, indirect fired heater coils, boiler external piping and thermal fluid heating systems.	
☐	The repair is approved by the owner's authorized person, and as applicable by ABSA, in accordance with AB-513.	
☐	All alterations are accepted by ABSA Design Survey except as specifically exempted from this requirement within AB-513.	
☐	The Integrity Assessment Organization will only certify those repairs as documented on their AB-515a but will not exceed the scope of repairs as documented on the owners AB-512a.	
☐	Repairs that are inspected and certified by the integrity assessment organization are inspected in accordance with AB-513 and certified by persons who hold the appropriate Alberta In-Service Inspector Certificate and have the required competence for the scope of work.	
☐	Required inspections are completed and documented in accordance with AB-513.	
☐	The repair and alteration report, AB-40 (or AB-83 for boiler external piping) is retained on file by the owner and the original form is provided to ABSA.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.13	**Audits**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has a system of planned and documented internal quality system audits to verify compliance with the criteria within this AB-515 document, and the effectiveness of the quality management system.	
☐	Describing that the personnel performing the audits are suitably qualified and independent from the functions being audited.	
4.14	**Nondestructive Examination and Testing**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has suitable controls for ensuring that all required non-destructive examinations that are done directly, or outsourced by the integrity assessment organization, are effective and meet the requirements under the Safety Codes Act (also refer to Purchasing and Material Control element).	
☐	Special process contractors are approved in accordance with requirements defined within the integrity assessment organization's quality management system.	
☐	Written requirements are provided to special process contractors.	
☐	Written procedures are developed and followed for special processes.	
☐	Special process procedures are validated (e.g. NDE technologies are verified as being capable of producing acceptable results prior to their use).	
☐	NDE personnel qualification and certification requirements are verified.	
☐	Contract activities are coordinated.	
☐	Corrosion monitoring plans are developed by competent personnel, and approved by the Technical Manager or designee, and that results are reported and are on file.	
☐	Competent personnel assess corrosion monitoring results and the results are verified promptly.	

Req. Doc. Ref.	Integrity Assessment Organization QMS Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
4.15	**Non-Conformities and Corrective Action**	
☐	Identify the following requirements within the written description and outline the control methods used. Reference any supporting procedures or other control documents that are used. The integrity assessment organization has suitable processes and controls for handling non-conformities relating to; pressure equipment, the service contract, the integrity assessment organization's quality management system, and any accidents and unsafe conditions that must be reported under the Safety Codes Act. These processes and controls shall include:	
☐	Reviewing non-conformities, including customer and jurisdiction complaints, determining the cause of non-conformities and evaluating the need for action to ensure that non-conformities do not recur.	
☐	Determining the remedial, corrective and preventative action(s) needed.	
☐	Method(s) for controlling and tracking the completion of any remedial, corrective and/or preventative actions.	
☐	Records of the results of actions taken.	
☐	Reviewing the effectiveness of actions taken.	