Pressure Relief Device Requirements 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 Pressure Relief Device program:

Name: _____ Title: _____

Telephone No.: _____ Fax No.: _____

Cell No.: _____ E-Mail: _____

The "*Pressure Relief Devices Requirements"* document, AB-524 has been issued by the Alberta pressure equipment safety Administrator to specify requirements to manufacture, assemble, select & size, inspect, repair, service, set & seal and install Pressure Relief Devices in Alberta.

This checklist, AB-524(b), has been developed to assist in ensuring that the Quality Management System (QMS) written description, submitted by the applicant who applies for a Certificate of Authorization permit, is documented in accordance with AB-524.

Organizations who wish to make an application for obtaining a Certificate of Authorization Permit in accordance with the requirements of the Pressure equipment Safety Regulation Section 11, shall submit the following documents to ABSA:

- an Application Form AB-29,
- an AB-29(b) Form if applying for multiple shop locations to be certified under the same AQP number (all shops must operate under the same name),
- an ***electronic*** copy of the duly endorsed AB-524(b) document showing where each requirement of the AB-518 document has been addressed in the company's QMS, and,
- a draft copy of the written description of the QMS describing the Pressure Relief Device program.

Owner/Users who are also authorized to service pressure relief valves are required to review their pressure equipment integrity management system and ensure that the requirements of AB-524 are addressed. Owner/Users are not required to submit AB-524b.

ABSA reviewer's comments:

ABSA Reviewer Initials: _____ Date: _____

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3.6	**Requirements for the written description of the QMS or Manual(s)**	
3.3	**Title Page** *Note: Section 3.6 does not include requirements for the 'Title Page' of the written description or of a quality manual because it is not a document organizing guide. AB-524 stipulates requirements that must be addressed in a QMS. Inclusion of a Title Page to any credible document is common knowledge, however, guidelines for developing a written description of a QMS including a 'Title Page' are described in ISIO10013:2001 standard).*	
☐	The written description of the management system or manual(s) shall include a title page	
☐	The title page shall identify the name, address of the organization, manual number and revision status	
	Table of Contents ***Note**: Section 3.6 does not include requirements for the 'Table of Contents' of the written description or of a quality manual because it is not a document organizing guide. AB-524 stipulates requirements that must be addressed in a QMS. Inclusion of a 'Table of Contents' to any credible document is common knowledge, however guidelines for developing a written description of a QMS including a 'Table of Contents' are described in ISIO10013:2001 standard).*	
☐	A 'Table of Contents' that lists each quality element and its location in the written description of the management system or manual(s) shall be required	
3.6.1	**Scope of work**	
☐	The organization shall: • describe the scope, types (e.g., gas, liquid and steam), sizes and pressure ranges of PRVs to be serviced or manufactured or assembled, and special processes such as machining, welding, Post Weld Heat Treatment, Non Destructive Examination;	
☐	• list the shop locations and mobile units;	
☐	• describe the scope of work undertaken at each shop location, mobile unit and the address of each shop;	
☐	• indicate whether activities are undertaken at the shop and/or at the field sites; state the title of a person designated to perform QC function at each site and mobile units, and the title of a person who is overall responsible for the maintenance and effective implementation of the QMS at all locations and mobile units.	
3.6.2	**Definitions of Terms and Acronyms**	
☐	The organization shall state that the definitions of ASME PTC-25, Section 2 apply and, as a minimum, include or refer to all of the definitions and acronyms of Section 2.0 of this document without any change in order to benchmark and establish common understanding	

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3.6.3	**Quality Management system**	
☐	**Documentation requirements:** The QMS documentation shall include: • a written description of the QMS;	
☐	• documented procedures identified by the organization's written description of the QMS;	
☐	• records determined by the organization to be necessary to ensure effective planning, operations and control of the processes.	
☐	**A written description of the QMS:** The organization shall establish and maintain a written description of the QMS that defines the business needs of an organization and addresses the requirements of the AB-524 document.	
☐	**Document Control:** A documented procedure shall be established to define the controls needed to: • approve documents to assure accuracy and adequacy prior to issue.	
☐	• Changes to the documents shall be reviewed and approved by the same functions that performed the original review and approval;	
☐	• Does the document control procedure require that the changes to the documents be reviewed and approved by the same functions that performed the original review and approval?	
☐	• review, update as necessary and re-approve documents;	
☐	• ensure that no changes are permitted to QMS documentation that may render a document to be in non compliance with the requirements of AB-524 document, SCA, Regulations and applicable codes and standards;	
☐	• ensure that changes and the current revision status of documents are identified;	
☐	• ensure that relevant versions of applicable documents are available at the point of use;	
☐	• ensure that documents remain legible and readily identifiable;	
☐	• ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the quality management system are identified and their distribution controlled;	

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☐	• prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose;	
☐	• ensure that a master list or equivalent controls are in place to identify the documents that are required to be controlled and their revision status.	
☐	**Records management:** • Records identified to provide evidence of conformity to the requirements and effective implementation of the QMS shall be controlled;	
☐	• The organization shall establish a documented procedure to define the controls needed for the identification, storage, protection, retrieval and disposition of records;	
☐	• Records shall remain legible, readily identifiable and retrievable;	
☐	• The procedure shall identify the functions responsible for the collection and maintenance of records and the records that shall be maintained;	
☐	• Records shall be retained for a period of 5 years or longer.	
3.6.4	**Management Responsibilities**	
☐	This QMS shall include statements that the management: • is committed to the development and implementation of a successful Pressure Relief Device construction and/or assembling and/or a servicing program as applicable and that it will continually improve its effectiveness;	
☐	• will review the Pressure Relief Device construction and/or assembling and/or a servicing program at least yearly to ensure it's continued suitability and effectiveness;	
☐	• will determine and provide adequate & competent resources, necessary facilities and equipment to effectively implement the Pressure Relief Device construction and/or assembling and/or a servicing program;	
☐	• will appoint a member of the organization's management who, irrespective of other responsibilities, shall have responsibility and authority to ensure that QMS processes are established, implemented and maintained, and shall report performance of the QMS to the top management on a periodic basis;	
☐	• will ensure that the responsibilities and authorities are defined and communicated within the organization;	
☐	• will resolve disagreements concerning the implementation of the QMS;	

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☐	• will ensure that the QMS remains in compliance with the requirements of this document, SCA, Regulations and applicable codes throughout the term of the certification;	
☐	• conduct a management review of the program at least yearly	
3.6.5	**Resource Management**	
☐	**Provision of resources:** The organization shall: • Provide an organization chart(s) that identify positions that are relevant to the QMS with the reporting structure illustrated.	
☐	• determine and provide the resources needed to implement and maintain the QMS, and, continually improve its effectiveness;	
☐	• provide and maintain PRVs performance test equipment in accordance with the requirements of Sections 3.3 and 3.8 of this document.	
☐	**Competency and training** Personnel performing work affecting conformity to product/service requirements ***shall be competent*** on the basis of appropriate education, training, skills and experience.	
☐	The organization shall: • determine the necessary competence for personnel performing work affecting conformity to product/service requirements;	
☐	• provide training to achieve the necessary competence;	
☐	• evaluate the effectiveness of the training provided;	
☐	• ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives;	
☐	• maintain appropriate records of education, training, skills and experience;	
☐	• meet the PRV Technician Training requirements of Appendix C of AB-524 document	
3.6.6	**Purchasing and Material Control**	
☐	**Purchasing** The organization shall document methods for purchasing PRVs and parts thereof to achieve conformity to specified requirements.	

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☐	The purchasing information provided to the supplier shall be documented and shall describe the product to be purchased including, when applicable, the part and/or model number, type, class, grade or other precise information necessary to ensure conformity to the specified requirements.	
☐	**Verification of the purchased product** The organization shall: • document the methods for the verification of the purchased product; • maintain records of verification activities; • establish a process for identifying and disposing of non conforming product.	
☐	**Identification, traceability and preservation** The organization shall establish methods for identification, traceability and preservation of the PRVs and parts thereof from receipt and during all stages of manufacturing, servicing and testing of PRVs up to the point of delivery.	
☐	**Handling PRVs** The organization shall exercise controls to ensure that PRVs are transported to and from owner's premises and handled at the shop in a manner that preserves the integrity of the PRVs.	
3.6.7	**Manufacturing and/or Assembly of new PRDs** *Organizations not engaged in the manufacturing or assembly of the new PRDs are not required to complete this section.*	
☐	The PRV manufacturers and/or assemblers of new PRV's **located in Alberta** shall: • implement a documented QMS that meets the requirements of applicable ASME code(s) and the AB-524 document;	
☐	• meet the requirements of the SCA, Regulations, CSA B51 Code and applicable ASME codes to their entirety for the construction and assembly of PRVs;	
☐	• obtain a Certificate of Authorization Permit from ABSA in accordance with the requirements of PESR Section 11(1)(c);	
☐	• obtain a Certificate of Authorization from ASME in accordance with the requirements of applicable ASME Codes.	

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3.6.8	**Servicing and Testing of PRVs**	
☐	**Servicing of PRVs** When servicing of a PRV is specified by an owner, the service organization shall ensure that the: • PRV is inspected upon receipt to determine it's as-received condition	
☐	• Pre-test is conducted (unless the pre-test was performed in-situ) in accordance with the requirements of 'Inspection and Servicing Requirements of In-Service Pressure Equipment' document, AB-506;	
☐	• PRV is disassembled, parts inspected and/or measured;	
☐	• disassembled parts and accompanying documentation are controlled and safeguarded until the PRV is re-assembled	
☐	• PRV is serviced and blowdown set in accordance with the limits specified by the applicable ASME Codes and to the manufacturer's specifications.	
☐	• PRV is set and tested in accordance with the requirements of Section 3.3 of AB-524, 'Scope of Alberta's Bench Testing Program'	
☐	• PRV ***performance test*** is done in accordance with the requirements of Section 3.3 of AB-524, 'Scope of Alberta's Bench Testing Program'	
☐	• size of a PRV is such that the test equipment is not capable of accurately testing the PRV to the set pressure definition of that PRV, it shall not be tested	
☐	• performance test is done to confirm that the PRV attains sufficient lift within the accumulation tolerances specified by the applicable ASME Code of construction?	
☐	• Back pressure test of the secondary pressure zone of each closed bonnet pressure relief valve exceeding NPS 1 (DN25) shall be tested with air or other gas at a pressure of at least 30psi or manufacturer's specifications.	
☐	• pressure gages used to measure the set pressure are calibrated and the pressure ranges are suitable for the pressure under measurement	
☐	• PRV is tested for seat tightness in accordance with the requirements of the manufacturer and applicable ASME Code(s)	
☐	• PRV is tagged in accordance with the applicable requirements of Section 3.6.10 Name Plates of AB-524	
☐	• points of adjustment are sealed using seals registered with ABSA	

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☐	• service report is prepared to record the PRV identification, owner's address, static PRV information, ASME code symbol, original name plate information, scope of work, set pressure definition, as-received condition, pre test results, the condition of the body and parts after disassembly, repair/replacement of parts, dimensions, set pressure test results and seat tightness test results	
☐	• A copy of the report shall be provided to the owner.	
☐	**Testing only of PRVs** When only testing of a PRV is specified by an owner, the service organization shall ensure that the: • PRV is tested to the prescribed set pressure definition and seat tightness;	
☐	• points of adjustment are sealed using seals registered with ABSA	
☐	• PRV is tagged in accordance with the applicable requirements of Section 3.6.10 Name Plates of AB-524	
☐	• service report is prepared to record the test results, the PRV identification, owner's address and static PRV information, ASME code symbol, original name plate information, scope of work, set pressure definition and any other information required by the owner or service organization's procedures.	
☐	• copy of the test report is provided to the owner.	
3.6.9	**Conversions and Changes** *Organizations not engaged in the conversions or changes to the PRVs are not required to complete this section.*	
☐	Conversions or changes to the set pressure, change of fluid service, installation of bellows, soft seats, CDTP and other changes that may affect the type/model number, shall be done in accordance with the PRV manufacturer's requirements;	
☐	A conversion or a change request from an owner shall be documented;	
☐	When a conversion or a change that effects the model number is done, a metal 'Repair Name Plate' shall be installed in accordance with the requirements of Section 3.6.10 'Name Plates'	
☐	A Repair name plate shall be securely attached to the PRV adjacent to the original PRV manufacturer's name plate or stamping.	

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☐	For smaller PRVs if the repair name plate could not be mounted directly on the valve, it shall be securely attached so as not to interfere with the valve operation;	
☐	The set pressure, capacity, blowdown and model number (if applicable) on the original name plate shall be marked out with a 'line' stamp but left legible;	
☐	A service report shall be prepared to record the conversion or change (new set pressure, capacity and any other information).	
☐	A copy of the report shall be provided to the owner.	
3.6.10	**Name Plates**	
☐	Name plate or stamping provides critical information regarding a PRV's identification, technical data and the last service/repair date. Whenever activities such as manufacturing/assembly, conversion, servicing or testing are performed, an appropriate name plate shall be installed.	
☐	Unless specified below, the name plate material selected shall be sufficiently durable and suitable for the intended service.	
☐	An effective marking system shall be established to ensure proper marking of each PRV.	
☐	The markings on the name plate or on the body of the PRV may be produced by casting, stamping, etching, printing, embossing, debossing or engraving.	
☐	**Service Name Plate:** When a PRV is serviced, a name plate (also called a Tag) printed or marked with one of the methods specified above with the information required below shall be securely attached to the valve body. • The name or logo of the service organization preceded by the words "Serviced By"; • Date of service; • Type/Model No.	
☐	Prior to attaching the service name plate, the previous service name plate if any shall be removed by the service shop.	
	Note: *'VR' certificate holders who use 'Repair Name Plate' both for repairs and servicing, do not require a special 'Service Name Plate' and may continue with the practice in place.*	

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☐	**Repair Name Plate:** When a PRV is converted or changed in accordance with the requirements of Section 3.6.9 of this document (changes to the set pressure, change of fluid service, installation of bellows, soft seats and other changes that may affect the type/model number), a metal Repair Name Plate shall be installed.	
☐	The Repair Name Plate installed shall include the following information: ○ Repair Name Plate ○ The name or logo of the service organization preceded by the words 'Repaired By', ○ Date of service ○ Type/Model No. ○ New Set Pressure ○ New Capacity ○ CRN (if not on the original name plate) ○ ASVS Number	
☐	If CDTP is applied due to in-service changes, it shall be included in the repair name plate markings.	
☐	The original name plate shall remain. The set pressure and capacity on the original name plate shall be line stamped out but left legible.	
☐	The new name plate shall be securely attached adjacent to the original name plate or stamping.	
☐	For smaller PRVs if a new name plate could not be mounted directly on the PRV, it shall be securely attached to the valve body.	
☐	**Test only Name Plate:** Where a PRV is adjusted and tested only and is not serviced, a "Test Only" name plate (also called a Tag) shall be attached to the PRV body.	
☐	The "Test Only" name plate (also called a Tag) shall include the following information: ○ Test Only; ○ The name or logo of the service organization preceded by the words "Tested By"; ○ Date of test; ○ Set Pressure.	

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☐	**Duplicate Name Plate** A duplicate metal name plate shall be installed in accordance with the requirements specified below if and when an existing name plate is illegible or missing:	
☐	**Illegible Name Plate** When an original PRV manufacturer's or assembler's name plate or stamping is illegible, but is traceable, a replacement metal name plate shall be prepared and securely installed in place of the original name plate.	
☐	Replacement name plates shall include the following information: ○ Duplicate; ○ All the information that appeared in the original name plate except for the ASME Code and NB stamps; ○ The name of the service company that furnished the duplicate name plate; ○ Date (when the duplicate name plate was installed); ○ ASVS Number; ○ CRN; ○ ASME Sec. I or ASME Sec. IV or ASME Sec. VIII as applicable.	
☐	When an original name plate is illegible and is not traceable, no duplicate name plate shall be installed.	
☐	**Missing Name Plate** When the original name plate is missing, and the PRV is **not** traceable, the service organization is not authorized to service the PRV. A PRV that can be positively identified shall be fitted with a duplicate metal name plate that includes the same information as required for an 'Illegible Name Plate' above.	
☐	A PRV that can be positively identified shall be fitted with a duplicate metal name plate that includes the same information as required for an 'Illegible Name Plate' above.	
3.6.11	**Assist Lift Testing** *Organizations whose scope of work does not include the application of an Assist Lift Testing device, are not required to complete this section.*	
☐	An assist lift device shall be calibrated in accordance with the requirements of the PRVOEM manufacturer and valve servicing organization;	
☐	A documented procedure that meets the requirements of the PRV manufacturer and the one that has proven to produce accurate results shall be implemented;	

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☐	Personnel designated to use the Assist Lift Device shall be trained and assessed to be competent.	
3.6.12	**Measuring Devices**	
☐	The organization shall determine the measurements to be undertaken and the measuring equipment needed to provide evidence of conformity to the requirements.	
☐	The measuring equipment shall: • be calibrated and verified at specified intervals against certified equipment having known and valid relationship to nationally recognized standards, prior to use or whenever error is suspected;	
☐	• be adjusted or readjusted as necessary;	
☐	• have identification in order to determine its calibration status.	
☐	• The identification shall include equipment type and a unique identification;	
☐	• be safeguarded from adjustments;	
☐	• be protected from damage and deterioration during handling, maintenance and storage.	
☐	The organization shall: • establish and implement a measurement acceptance criteria;	
☐	• maintain calibration and verifications records;	
☐	• ensure that the environmental conditions are suitable for the calibration and measurement activities;	
☐	• assess the impact of wrongly set PRVs due to the use of faulty measuring equipment and notify customers if suspect PRVs were shipped.	
3.6.13	**Control of nonconforming product**	
☐	The organization shall: • ensure that a documented procedure is established to define the method of identification, documentation, evaluation, segregation, disposition, description of the related responsibilities and authority for dealing with the nonconforming product;	
☐	• ensure that PRVs or parts that do not conform to the specified requirements are identified and controlled to prevent unintended use;	

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☐	• take action to eliminate the nonconformity in a timely manner;	
☐	• verify conformance when a nonconforming product is corrected and released for use.	
3.6.14	**Internal Audits**	
☐	The organization shall conduct internal audits at least once/year to determine whether the QMS: • conforms to the planned arrangements, the organization's requirements and the requirements of this document; • is being effectively implemented and maintained.	
☐	The audit program shall be planned and take into account the status of the processes and the results of the previous audits.	
☐	The audit criteria, scope, frequency, selection of auditors and audit methods shall be defined.	
☐	An internal audit procedure shall be documented to define the responsibilities, requirement for planning, conducting audits, and records that should be maintained. The results of the internal audit shall be recorded.	
☐	Records and results of the internal audits shall be maintained.	
☐	Auditors shall not audit their own work area.	
☐	The management shall ensure that necessary corrections and corrective actions are taken without delay to eliminate the nonconformities and their causes.	
☐	A follow up action shall include validation of the corrective actions taken and recording the results.	
3.6.15	**Corrective Action**	
☐	The organization shall take action to eliminate the causes of nonconformities in order to prevent recurrence.	

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☐	A documented procedure shall be established to define responsibilities and requirements for: ○ initiating the nonconformities? ○ determining the root cause of nonconformities? ○ evaluating the need for action to prevent recurrence? ○ determining and implementing needed action? ○ identifying the response time? ○ recording the results of action taken? ○ reviewing the effectiveness of action taken? ○ reviewing nonconformities?	
3.6.16	**Preventive Action**	
☐	The organization shall determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence.	
☐	A documented procedure shall be established to define responsibilities and requirements for ○ initiating a preventive action; ○ determining the potential nonconformities and their causes; ○ evaluating the need for action to prevent occurrence of nonconformities; ○ determining and implementing needed action; ○ recording the results of action taken; ○ reviewing the effectiveness of action taken.	