Pressure Fitting Construction QMS Written Description Checklist

AB-541(b)
2026-07

Company Name: _____

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

_____

Person responsible for the overall management of the Pressure Fitting Construction program:

Name: _____ Title: _____

Telephone No.: _____ Fax No.: _____

Cell No.: _____ E-Mail: _____

The *"Pressure Fitting Construction Requirements"* document, AB-541 has been issued by the Alberta pressure equipment safety Administrator to specify requirements for Pressure Fitting Construction. In accordance with the requirements of PESR Section 11(1), anyone who wants to construct pressure fittings in Alberta is required to obtain a Certificate of Authorization Permit from ABSA.

This checklist, AB-541(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-541.

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-541(b) document showing where each requirement of the AB-541 document has been addressed in the company's QMS, and,
- a draft copy of the written description of the QMS describing the Pressure Fitting Construction program.

ABSA reviewer's comments:

ABSA Reviewer Initials: _____ Date: _____

Req. Doc. Ref.	AB-541 Component/Element	Manual Reference (Indicate Section number and paragraph number for all references)
3.0	**Requirements for the written description of the QMS or Manual(s)**	
3.3	**Title Page** *Note: Section 5.1 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).*	
☐	Does the Title Page include: • Title of the document that describes the organization's QMS, • The name and corporate address of the organization and • Identify the revision status of the document.	
	Table of Contents	
☐	'Table of Contents' of the written description of a QMS or a manual lists the number and title of each section and its location in the written description of the QMS.	
3.3.3	**Scope and Application**	
☐	Does this section: • describe the scope of the activities to be undertaken? • the category of fittings to be manufactured? • define if welding or machining applies within the quality program? Or if these functions will be subcontracted to an ABSA-authorized subcontractor?	
☐	• list additional shop locations as applicable? • describe the scope of work undertaken at each shop location, and the address of each shop? • indicate whether activities are undertaken at shop and/or at field sites?	
☐	• state the titles of personnel designated to perform QC functions at each site, and the title of a person who is overall responsible for maintenance and for assuring effective implementation of the QMS at all locations? • Note: If an organization does not have a shop, and undertakes field activities only, the organization shall indicate that the activities undertaken are at field sites in Alberta controlled from an office address of the organization.	

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☐	Does the management system documentation include: • include a statement that the management will ensure that responsibilities and authorities are defined and are communicated within the organization? • describe the organizational structure and identify key positions of personnel who manage and perform work affecting quality?	
☐	If an organization will supply fittings under their brand name or mark, but do not have manufacturing facilities and/or subcontract partial manufacturing activities; does the management system include: • a statement that organization's quality management system shall include appropriate controls of all subcontracted fabrication processes to ensure quality is achieved?	
3.3.4	**Definitions of Terms and Acronyms**	
☐	Are the terms and acronyms used within the Pressure Fitting Construction written quality management system adequately defined?	
3.3.5	**Statement of Authority and Responsibility**	
☐	Does the Statement of Authority include: • a statement that the written description of the QMS meets the requirements of the AB-541 document and accurately describes the pressure fitting construction and repair/alteration processes implemented by the organization? • a statement that the management will uphold the requirements of the SCA and Regulations and resolve any issues regarding quality?	
☐	• a statement that the QMS has the full support of management who will ensure that adequate resources, including competent personnel, are provided to implement and maintain the program?	
☐	• the title of the person responsible for the development and maintenance of the Quality Management System, with an explanation that this person has the defined authority and responsibility for implementation of the program and has direct access to, and support from, the top management to resolve any implementation barriers?	
☐	• signature (with date) of senior management? Note: A new Statement of Authority document signed by senior management, with the current date, is required at the time of renewal of the certification.	

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3.3.6	**Management's Responsibilities**	
☐	Does the management system documentation include statements that the management: • is committed to the development and implementation of a successful fitting construction and repair/alteration program and that it will continually improve its effectiveness?	
☐	• will review the fitting construction program at appropriate intervals to ensure its continued suitability and effectiveness?	
☐	• will ensure the entire fitting fabrication process will be controlled?	
☐	• 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?	
☐	• will ensure that the QMS remains in compliance with the requirements of this AB-541 document, SCA, Regulations and applicable Codes/Standards throughout the term of the certification?	
3.3.7	**Contract Review / Processing Orders**	
☐	Does management ensure that the: • responsibilities for a contract review/ processing orders are defined?	
☐	• fitting construction requirements and the scope of work are defined and documented;	
☐	• responsibilities for the supply of materials and construction drawings are identified;	
☐	• responsibility for the design and design registration with ABSA are identified;	
☐	• responsibility for NDE, heat treatment and pressure testing are identified;	
☐	• requirement of a turnover package and contents thereof are agreed upon;	
☐	• responsibilities for certification of construction is defined;	

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☐	• a list of the subcontracted suppliers that will perform manufacturing activities will be maintained;	
☐	• all revised process and/or procedures must be accepted prior to implementation;	
☐	• other responsibilities associated with the order are defined.	
3.38	**Document and Data Control**	
☐	Does management ensure that: • the controls needed for the development, identification, storage, revision, protection, retrieval, retention time, and disposition of records are addressed?	
☐	• a document revision control process is implemented, amendments to the documents are authorized by the Certificate of Authorization Permit holder and processed in a manner to ensure timely availability of the documents at the appropriate location?	
☐	• no changes are permitted to the QMS documentation that may render a document to be in non compliance with the requirements of this AB-541 document, SCA, Regulations and applicable codes and standards throughout the certification period?	
☐	• a current version of the written description of the QMS is provided and accepted by ABSA?	
☐	• all changes to the documents are managed appropriately, including notification to the affected parties?	
☐	• the current issues of the appropriate documentation are available at all relevant locations and to all relevant parties?	
☐	• the superseded documents are removed from use throughout the organization or are appropriately identified as superseded documents?	
☐	• the current revision status of documents is identified?	
☐	• documents will remain legible, readily identifiable and retrievable?	
☐	• documents of external origin are identified, and their distribution controlled?	

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3.3.9	**Fitting Design**	
☐	Does the fitting manufacturer ensure that: • the design requirements are identified and documented?	
☐	• the Statutory Declaration (AB-41) or Declaration of Conformity (AB-351) for all fittings is complete and submitted with the applicable drawings, specifications, catalogues, supporting calculations? and/or • proof test documentation and a Design Registration Application (AB-31) to ABSA Design Survey?	
☐	• the Statutory Declaration (AB-41) or Declaration of Conformity (AB-351) for all fittings will be maintained current and submitted for registration prior to making change?	
☐	• the design documents prepared, shall be verified and approved by the designated personnel prior to release for construction?	
☐	• the design documents shall contain all information necessary to construct the fitting and include the code (and edition) of construction, material specifications, design pressure, maximum and minimum design temperatures, WPS and dimensions, joint design details, type and extent of NDE required, Pre Heat and PWHT treatment requirements, test pressure and medium and marking requirements?	
☐	• records for each type of fitting manufactured are maintained, and define the size, rating, type and Canadian Registration Number that applies in Alberta or other Provinces where applicable?	
☐	• the design code of the applicable ASME code of construction, ASTM/ANSI standards and other related documents are available to design personnel. If extracts are used, they will be identified with the edition, be dated and maintained current?	
☐	• the latest approved design documents are made available at the point of use?	
☐	• an appropriate management of change process will be utilized to manage changes to the designs. The revision of design calculation and drawings shall be controlled. The existing design shall be reviewed and approved for compliance with the latest mandatory Codes and standards as applicable? • and this review and approval is documented?	

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☐	• all changes affecting the fitting design will be re-submitted to ABSA design Survey for registration prior to use?	
☐	• ABSA Design Survey may require that unusual designs be proof tested in accordance with applicable ASME Codes. The fitting manufacturers shall arrange to have these tests witnessed by an SCO. The test will be documented on a Proof Test Report, which will be signed by the fitting manufacturers and the SCO attesting to the results of the testing	
3.3.10	**Purchasing and Material Control**	
	Purchasing	
☐	Does the pressure fitting manufacturer: • specify purchasing responsibilities?	
☐	• specify the process for purchasing the materials and ensure conformance to the material requirements of the engineering design and requirements of the owner?	
☐	• specify the process for controlling purchasing documents?	
	Receiving of Materials	
☐	Does the pressure fitting manufacturer ensure that: • received materials conform to the correct specifications and quantity, and are not damaged?	
☐	• a process is established for identifying and disposing of non-conforming items?	
	Material Identification and Traceability	
☐	Does the pressure fitting manufacturer establish a process for identification of materials used for fitting construction while in storage and during the construction phases?	
	Purchasing of Subcontracted Services	
☐	Does the pressure fitting manufacturer have a process to verify subcontractor qualifications/certifications and establish a process for the qualification/re-qualification of approved vendors for product processing activities if the manufacturer will subcontract certain processing operations such as material procurement, welding, heat treatment, nondestructive examinations, etc.?	

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	Evidence the Subcontracted Organization has a Quality Control Program	
☐	Is there evidence the subcontracted organization has a quality control program in place (when applicable) certified by ABSA (for organizations within Alberta), or an equivalent certificate for an organization outside of Alberta?	
3.3.11	**Process Control and Manufacturing Control**	
	General Requirements	
☐	Does the pressure fitting manufacturer have: • a fabrication plan that is developed and reviewed with the personnel?	
☐	• an ITP (and/or a Construction Travel Sheet) and a job file that are initiated prior to the start of the job and maintained?	
☐	• up to date and approved drawing(s) that are available for construction?	
☐	• the materials are available, issued for construction and checked for conformance with the engineering design prior to the start of fabrication?	
	Examination, Testing, & Documentation Control – Product Completion Control	
☐	Does the pressure fitting manufacturer ensure that: • inspection and examination stages are identified, carried out in accordance with the acceptance criteria established by the design documents, documented, verified and records maintained?	
☐	• pressure testing is accomplished in accordance with requirements of the engineering design and codes, and documented?	
☐	• the completed job is certified using proper documentation?	
☐	• the final product is properly marked in accordance with applicable codes and standards?	
	Welding Control	
☐	Does the pressure fitting manufacturer ensure: • welding and other fabrication activities are monitored and documented during production?	
☐	• the WPS and dimensions specified in the engineering design are suitable for the job?	
☐	• copies of the registered WPS are available to the welders, reviewed with them and implemented effectively?	

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☐	• welders are qualified for the job and records of the welders qualification are maintained, including evidence the welder has maintained qualification (i.e. continuity records) as applicable?	
	Non-Destructive Examination Control	
☐	Does the pressure fitting manufacturer ensure that: • the process for defining the extent of NDE, identification of NDE location, supply of NDE instructions to the NDE subcontractors, review of radiographs and NDE reports and acceptance are defined and documentation maintained?	
	Heat Treatment Control	
☐	Does the pressure fitting manufacturer ensure that: • PWHT is completed in accordance with requirements of the engineering design, verified and documented?	
☐	**Pressure testing**	
☐	• pressure testing is accomplished in accordance with requirements of the engineering design and codes, and documented?	
☐	**Certification and marking**	
☐	• the completed job is certified using proper documentation?	
☐	• the final product is properly marked in accordance with applicable codes and standards?	
	Control of External Resources & Contractors	
☐	• if the design is the property of the customer, is a copy of the registered Statutory Declaration (or Conformity Assessment) for the item obtained and confirmed that it meets the specifications indicated? • does the fittings manufacturer shall confirm that a valid CRN is available in accordance with the requirements of CSA B51	
☐	• when manufacturing activities are subcontracted, is the manner in which the organization controls the entire fitting production described?	
3.3.12	**Examination and Testing**	
☐	Does the pressure fitting manufacturer ensure that: • the responsibilities for the examination activities and qualifications of an examiner are defined?	
☐	• visual examination procedures and personnel qualifications for visual examination, as required by the applicable Codes and Standards are established and documented?	

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☐	• the type of examination is specified for various stages of construction and that it is performed?	
☐	• QMS examination requirements and related procedures are available and understood by the personnel responsible for the examination activities?	
☐	• the materials received from the owner(s) and supplier(s) are examined prior to use to assure conformance with the requirements of the engineering design?	
☐	• the final examination is carried out in accordance with the documented procedures to complete the evidence of conformance of the finished product to the specified requirements?	
☐	• the examination records, which provide evidence that the product has been examined, are maintained?	
☐	• NDE required is determined from the design documents?	
☐	• procedures used for performing NDE are documented and meet requirements of the current Regulations, ASME Section V and the applicable Code of construction?	
☐	• the NDE interpretations are performed by Level II or III technicians?	
☐	• written instructions for performing NDE are provided to the NDE subcontractors performing NDE	
☐	• the process for identifying the welding joints requiring NDE is documented?	
☐	• radiographic films and reports are reviewed and accepted by the pressure fitting manufacturer?	
☐	• NDE documents are kept on file for a specified period of time?	
☐	• a documented procedure is implemented to safely conduct the pressure tests, and the procedure is effective and meets the requirements of the engineering design and of the Code of construction?	
☐	• When any examination and inspection activities are subcontracted, all procedures will be reviewed and approved?	

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3.3.13	**Identification and Certification**	
☐	Does the pressure fitting manufacturer ensure that: • The completed pressure fittings are identified/marked in accordance with the manufacturing standard (e.g., ASME B16.5) and the registered design?	
☐	• If the quality system includes provision for modifying fittings, the original markings be altered as described in the QMS?	
☐	• When required by the manufacturing standard, registered design or the quality system, applicable documents certifying the product (e.g., material test report, certificate of conformance or construction data report) be completed?	
☐	• When fitting manufacturing activities are contracted, the process of applying the marking shall be described?	
☐	• A copy of the Company Logo or Mark to be included in the AB-41 or AB-351 and applied to fittings shall be provided?	
3.3.14	**Control of Non-Conforming Product**	
☐	Does the pressure fitting manufacturer: • 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?	
☐	• take action to eliminate the nonconformity in a timely manner?	
☐	• verify conformance when a nonconforming product is corrected and released for use?	
☐	• describe the process to disposition non-conformances initiated in subcontracted activities?	
3.3.15	**Quality Records Retention**	
☐	Does the pressure fitting manufacturer ensure: • all product quality records and associated documents are traceable to the individual item, maintained and retrievable as described in the QMS?	
☐	• all non-product-item-specific records are retained as specified in the QMS (e.g., sales orders, work orders, NDE reports, material test reports, purchase orders)?	
☐	• all quality records are retained for the length of time specified by applicable Codes or Standards of construction or the QMS?	

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☐	• a list of records to be provided by a contracted organization is established?	
3.3.16	**Control of Monitoring and Measuring Devices**	
☐	Does the pressure fitting manufacturer ensure that: • a process is developed for determining which measurements are required to be taken during the construction, examination and testing of pressure fittings, and, for selecting the appropriate equipment that is capable of providing the necessary accuracy and precision?	
☐	• measuring and testing equipment are identified, calibrated and adjusted at prescribed intervals, and that the equipment is verified to be in good condition prior to use?	
☐	• the equipment is calibrated against internationally or nationally recognized standards?	
☐	• the process employed for calibration, and for keeping details of equipment, unique identification, location, frequency of calibrations and checks, calibration method, acceptance criteria and actions required to be taken when the calibration results are unsatisfactory, is defined?	
☐	• calibration records of the equipment are maintained?	
☐	• the handling, preservation and storage of the equipment is such that the accuracy and fitness for purpose is assured?	
☐	• the method for safeguarding the equipment from unauthorized adjustments is defined?	
☐	• the process for ensuring subcontracted services for the control of Monitoring and Measuring Devices is established?	
3.3.17	**Competency and Training**	
☐	Has the pressure fitting manufacturer established and is continuing to maintain a documented plan for the training of personnel responsible for the manufacturing of pressure fittings?	
☐	Does the training plan include requirement for identifying training needs, providing training, making assessment to assure competency and maintenance of records?	
☐	Are the records of training that are available for review consistent with the established requirements?	
☐	Has the pressure fitting manufacturer established a process to verify the training, competency and verification requirements of subcontracted services?	

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3.3.18	**Corrective and Preventative Action**	
☐	Does the pressure fitting manufacturer: • ensure that documented procedures for Corrective and Preventive Action activities are implemented?	
☐	• ensure that the procedures include steps to identify a non-conformity, immediate action to dispose off a non-conformity, root cause analysis to determine the action to prevent it from happening again, verification of the effectiveness of the corrective action taken and a reference to the quality document to be utilized?	
☐	• ensure that appropriate training is provided to effectively implement the Corrective and Preventive Action program?	
☐	• review the Corrective Action and Preventive Action Reports/Forms and logs on a periodic basis, evaluate, establish trends and initiate improvement measures as necessary?	
☐	• maintain the Corrective and Preventive Action program records?	
3.3.19	**Internal Audits**	
☐	Does the pressure fitting manufacturer: • have an internal audit process and implemented it?	
☐	• prepare a schedule for conducting an internal audit?	
☐	• carry out an internal audit?	
☐	• document the audit results?	
☐	• communicate the audit results to the appropriate personnel and management?	
☐	• ensure that timely action is taken as a result of the audit findings?	
☐	• assure that follow-up action to verify the success of the corrective action taken is defined?	
☐	• maintain internal audit records?	
☐	• conduct a periodic review of the audit system and report the results to the management?	
☐	• develop an audit process and schedule for monitoring subcontracted services	