



OWNER-USER INTEGRITY MANAGEMENT SYSTEM QUALITY MANUAL CHECKLIST

AB-512(b) 2007-01

Company Name: _____

Quality Manual Title and Revision Status: _____

Person who is responsible for preparing the owner's quality system manual:

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 system manuals, 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 (quality manual) to show where each required AB-512 element is covered in their quality manual.

"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:

Signature and date -----



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.0	Owner-User Integrity Management System Manual	
2.1	Title Page	
	The title page shall identify: <input type="checkbox"/> Title of the document that describes the organization's IMS. <input type="checkbox"/> The name and corporate address of the organization. <input type="checkbox"/> Identify the revision status of the document.	
	<u>Reviewer's Comments:</u> 	
2.2	Scope and Application	
	This section shall: <input type="checkbox"/> Include a Policy Statement that identifies the key purpose of the manual and confirms compliance with the Safety Codes Act. <input type="checkbox"/> Define the scope of the program. <input type="checkbox"/> Provide an overview of the organization and the type of facilities that are operated. <input type="checkbox"/> List of major operating centers (facilities). Identify facilities under the scope of the IMS that are operated on behalf of other owners. <input type="checkbox"/> Define the responsibility for key activities by utilizing Table 1 or equivalent.	
	<u>Reviewer's Comments:</u> 	
2.3	Table of Contents	
	This section shall: <input type="checkbox"/> Show a table of contents that lists the number and title of each section and its location in the manual.	
	<u>Reviewer's Comments:</u> 	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.4	Organization	
	This section shall include: <input type="checkbox"/> A statement that management will ensure that responsibilities and authorities are defined and are communicated within the organization. <input type="checkbox"/> Organization chart(s) that identify key positions and their relationship with the reporting structure for integrity assessment personnel illustrated. <input type="checkbox"/> A statement that job descriptions shall be maintained as required to ensure the IMS is effective.	
	<u>Reviewer's Comments:</u>	
2.5	Definitions of Terms and Acronyms	
	Guide <input type="checkbox"/> All terms and acronyms used with the IMS written quality system should be defined.	
	<u>Reviewer's Comments:</u>	
2.6	Statement of Authority and Responsibility	
	This section shall include: <input type="checkbox"/> A statement that the written quality system covers the information specified in the IMR and accurately describes the IMS used by the company. <input type="checkbox"/> 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.	



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2.6	Statement of Authority and Responsibility – Cont'd	
	<input type="checkbox"/> Title of person designated as the management representative to be responsible for the IMS program; with an explanation that this person, irrespective of other duties, has the defined authority and responsibility for the implementation of the IMS and has direct access to, and support from, top management to resolve any implementation barriers. <input type="checkbox"/> Signature of senior (executive) management.	
	<u>Reviewer's Comments:</u>	
2.7	Management Responsibilities	
	<p>This section shall confirm management's commitment and key responsibilities to the IMS. It shall include:</p> <p>Planning</p> <input type="checkbox"/> A statement that management will ensure that there is an appropriate planning process to assure effective development and maintenance of the IMS. <p>Management Commitment</p> <input type="checkbox"/> A statement and evidence that management is committed to the development and implementation of a successful IMS and to continually improve its effectiveness. <input type="checkbox"/> Establish that top management will review the IMS at appropriate intervals to ensure its continued suitability and effectiveness, and that records of such reviews will be maintained.	



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2.7	Management Responsibilities – Cont’d	
	<input type="checkbox"/> A statement that management shall ensure that appropriate communication processes are established within the organization to assure 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. <input type="checkbox"/> A statement that the organization shall determine and provide adequate competent human resources, and the necessary facilities and equipment to effectively implement the IMS. Also, those written contracts that define responsibilities and scope shall be maintained for contracted IMS services such as design, operation, integrity assessment, and IMS development.	
	<u>Reviewer’s Comments:</u>	
2.8	Quality System Documentation	
	<input type="checkbox"/> This section shall establish that there will be a documented procedure for controlling the IMS quality system manual, referenced procedures, codes and standards, records and other documents relevant to the IMS. <input type="checkbox"/> State that these documents shall be maintained, relevant and current under the responsibility of the management representative. State that there will be documented controls and identify the procedure used to ensure that: <input type="checkbox"/> The current issues of the appropriate documentation are available at all relevant locations and to all relevant persons. <input type="checkbox"/> 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.	



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2.8	Quality System Documentation – Cont'd	
	<p>This shall include ensuring that current versions of the quality manual are provided and accepted by ABSA.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Superseded documents are removed from use throughout the organization or are appropriately identified as superseded documents. <input type="checkbox"/> Other parties, as necessary, are notified of changes. <input type="checkbox"/> The current revision status of documents is identified. <input type="checkbox"/> Documents remain legible, readily identifiable, and retrievable. <input type="checkbox"/> Documents of external origin are identified and their distribution controlled. <input type="checkbox"/> The controls needed for the identification, storage, protection, retrieval, retention time, and disposition of records are addressed. <input type="checkbox"/> That all changes to documents are handled through an appropriate management of change process. 	
	<p><u>Reviewer's Comments:</u></p>	
2.9	Competency and Training	
	<p>This section shall define the system for ensuring the required competence of personnel who perform work that can impact on the effectiveness of the IMS.</p> <p>Key activities that shall be controlled:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identification of experience, qualification and training requirements for individual job positions that are critical to IMS implementation. <input type="checkbox"/> Identification of the training programs or other training resources that are used for training. <input type="checkbox"/> 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. <input type="checkbox"/> Assessment, reassessment and certification of competence. 	



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2.9	Competency and Training – Cont’d	
	<input type="checkbox"/> Continuation training to ensure the required level of competency is maintained, and to reflect any changes in legislation, technology, IMS best practices, etc. <input type="checkbox"/> Records of job functions, training and competency assessment and reassessment. <input type="checkbox"/> Process to ensure that any contract persons who perform IMS tasks meet the required training and competence requirements.	
	<u>Reviewer’s Comments:</u>	
2.10	Design Control	
	<p>This section shall describe the system for ensuring that pressure equipment is designed in accordance with the Safety Codes Act, 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.</p> <p>Key activities that shall be covered:</p> <input type="checkbox"/> Ensuring that there is a design basis memorandum (DBM) 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. <input type="checkbox"/> Verifying that personnel assigned to design engineering activities are competent and meet the applicable code experience and qualification requirements, where such requirements exist. <input type="checkbox"/> Preparation, verification and approval of design documents – (specifications, drawings eg. P&IDs, Process Flow Diagrams, calculations, etc.) from the DBM. <input type="checkbox"/> 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.	



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2.10	Design Control – cont’d	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring that all design documents, including any revisions, have the required approval and that the latest revisions are available and are used. <input type="checkbox"/> Ensuring that there is appropriate management of change processes in place for all design activities. <input type="checkbox"/> Ensuring that the design registration and other Safety Codes Act (SCA) requirements have been met. <input type="checkbox"/> Ensuring that design information and alteration procedures for alterations to boilers, pressure vessels, and thermal fluid heaters, including fitness for purpose evaluations when applicable, are submitted to ABSA Design Survey for acceptance prior to the start of work. <input type="checkbox"/> Verifying that manufacturers and piping contractors are qualified and competent to construct pressure equipment in accordance with the design. Retention of all applicable engineering design documents. <input type="checkbox"/> Confirming that the pressure piping installation is in accordance with the Safety Codes Act. 	
	<u>Reviewer’s Comments:</u>	
2.11	Purchasing and Material Control	
	<p>This section shall establish the system used to ensure that purchased materials and services for IMS activities conform to the Safety Codes Act and meet the specified purchase requirements.</p> <p>Key Activities that shall be covered:</p> <p><u>Evaluation and selection of suppliers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Define the process used for selecting suppliers based on their ability to supply equipment, materials, and services in accordance with the Safety Codes 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. <input type="checkbox"/> Maintain a current approved vendors list that is available to, and used by, all personnel involved with purchasing activities. 	



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2.11	Purchasing and Material Control – Cont'd	
	<u>Purchasing</u> Ensure purchasing information for the product and services to be purchased includes, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Quality System Certification requirements. <input type="checkbox"/> Identification of the applicable issues of the Codes and Standards to which the product must comply. <input type="checkbox"/> Material specifications and other required information. <input type="checkbox"/> The extent and type of service required. <input type="checkbox"/> Owner's specified requirements. 	
	<u>Reviewer's Comments:</u>	
	<u>Contracts</u> Maintain a written contract for inspection, design, NDE, and other services that can impact the effectiveness of the IMS. <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that there are written contracts for all equipment that is operated on behalf of other owners. These contracts shall define who will be responsible for the operation, maintenance, servicing pressure relief valves servicing, inspection, repair, and other IMS activities. 	
	<u>Reviewer's Comments:</u>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.11	Purchasing and Material Control – cont’d	
	<p><u>Control of Pressure Equipment and Materials at Site</u> Ensure that equipment and materials received on site meet specified purchasing requirements and the applicable codes and specifications. This shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> System for ensuring received materials conform to the correct specifications and quantity. <input type="checkbox"/> System for identifying materials with the correct specification and other required information whenever materials identification will not be retained to the point of use. <input type="checkbox"/> System for identifying and disposing of non-conforming items. <input type="checkbox"/> System for ensuring that the equipment or materials issued complies with the Code and the design specifications. 	
	<p><u>Reviewer’s Comments:</u></p>	
2.12	Construction and Installation of Pressure Equipment	
	<p>This section shall establish the methods used to ensure that pressure equipment is constructed and installed in accordance with the Safety Codes Act and the applicable Codes of Construction and meets the design requirements.</p> <p>Key Activities that shall be covered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordination and control of pressure equipment manufacturers and organizations that install pressure equipment (review of design). <input type="checkbox"/> Surveillance of contractors quality control systems. <input type="checkbox"/> Determining need and extent of any source (shop) inspection. <input type="checkbox"/> Verifying that contract organizations have the required capabilities and are approved vendors. <input type="checkbox"/> 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. 	



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2.12	Construction and Installation of Pressure Equipment – Cont'd	
	<ul style="list-style-type: none"> <input type="checkbox"/> Appointment of competent persons to act as the owner's inspectors for code pressure piping construction (refer to Training and Competency section). <input type="checkbox"/> The process for reviewing and retaining completed project packages required for ensuring the manufacturer's data reports are returned and that Alberta Piping Construction data reports (AB-83) are provided and are completed correctly. <input type="checkbox"/> Verifying that the design has been registered in accordance with the Safety Codes Act, when applicable, and that Completion of Construction Declaration forms (AB-81), are provided to ABSA for registered piping designs. <input type="checkbox"/> Notification to ABSA of installation inspections as required. <input type="checkbox"/> Written procedures that meet ABSA requirements are maintained for new construction activities that are completed directly by the owner. 	
	<u>Reviewer's Comments</u>	
2.13	Control of Monitoring and Measuring Devices	
	<p>This section shall define the procedure to control, calibrate, and maintain monitoring and measuring devices.</p> <p>Key activities that shall be covered are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Ensuring that each item of measuring equipment is identified to enable the calibration status to be determined. 	



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2.13	Control of Monitoring and Measuring Devices – Cont’d	
	<input type="checkbox"/> Control of issue of equipment to ensure that it is suitable for intended use, the calibration is current; and that it is examined after use. <input type="checkbox"/> Measures to ensure that verifications accepted based on equipment that is found to be out of calibration remain valid.	
	<u>Reviewer’s Comments:</u> 	
2.14	Operation	
	<p>This section shall define the system used to ensure that pressure equipment is operated safely in accordance with the Safety Codes Act.</p> <p>Key activities that shall be covered are:</p> <input type="checkbox"/> Process for defining the safe operating limits of the equipment and ensuring the equipment is operated within these limits. <input type="checkbox"/> Ensuring there are adequate procedures to document critical tasks. <input type="checkbox"/> Ensuring there are suitable instructions for the safe operation of the equipment. <input type="checkbox"/> 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 items designed to ASME Section VIII, Division 2 or 3 code rules and other cyclic service equipment. <input type="checkbox"/> Ensuring that the personnel operating the equipment are competent. <input type="checkbox"/> Maintenance of appropriate training and competency assessment records. <input type="checkbox"/> Responsibilities of the chief power engineer and role in the IMS.	



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2.14	Operation – Cont’d	
	<input type="checkbox"/> Verifying that the operator’s observations that may impact the integrity of the pressure equipment are communicated to the appropriate integrity assessment personnel. <input type="checkbox"/> Notification to engineering and inspection per MOC processes when equipment is operated outside of design conditions.	
	<u>Reviewer’s Comments:</u>	
2.15	Management of Change (MOC)	
	<p>This section shall include a Management of Change (MOC) system for permanent and temporary physical and operational changes to pressure equipment, 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.</p> <p>The MOC procedure shall be documented and include:</p> <input type="checkbox"/> Identification of what activities are subject to MOC and what are considered replacement in kind. <input type="checkbox"/> The technical information to support the reason for the change. <input type="checkbox"/> Determining any impact the change may have on health and safety. <input type="checkbox"/> Process to ensure the MOC procedure has been correctly applied. <input type="checkbox"/> Duration of the change, (permanent or time if temporary). <input type="checkbox"/> Process to ensure that the required authorization from all relevant disciplines is obtained. <input type="checkbox"/> Training of operating and other personnel, whose job tasks will be affected by the change, prior to implementing change. Updating of process safety information and procedures when the change results in a change in the processes described in the procedure(s).	
	<u>Reviewer’s Comments:</u>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.16	Integrity Assessment Program	
	<p>This section shall describe the system for ensuring that the required inspections and other integrity assessment activities are done, to assure the fitness for purpose of the pressure equipment throughout its full life cycle, and compliance with the Safety Codes Act.</p> <p>Key activities that shall be covered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assigning Resources <input type="checkbox"/> 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. <p>Ensuring that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All personnel and organizations assigned to integrity assessment activities, including contracted services, meet the requirements established by the Administrator. <input type="checkbox"/> A written contract is maintained for all contract inspection and nondestructive examination activities. <input type="checkbox"/> There is effective supervision of inspection personnel by competent individuals. <input type="checkbox"/> Inspection personnel are free of any commercial, financial and other pressures that might affect their judgment. <input type="checkbox"/> That any individuals or organizations cannot influence the results of inspections carried out. <input type="checkbox"/> Confidentiality of information obtained in the course of inspection activities is maintained. 	
	<u>Reviewer's Comments</u>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.16	Integrity Assessment Program – Cont'd	
	<p><u>Planning</u></p> <p><input type="checkbox"/> 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 purpose of the equipment.</p> <p><u>Pressure Equipment Assets and Records</u></p> <p><input type="checkbox"/> Establishing and maintaining an accurate inventory of all pressure equipment.</p> <p><input type="checkbox"/> Maintaining records of: design and manufacturing information, maintenance, inspection, servicing, tests, alteration or repair for each item of pressure equipment or system.</p> <p><input type="checkbox"/> Providing ABSA with required inventory information and other records as required under the Safety Codes Act.</p> <p><input type="checkbox"/> Providing the pressure equipment records to new owners when pressure equipment is sold or otherwise disposed of, as required under the Safety Codes Act.</p> <p><input type="checkbox"/> 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 Safety Codes Act. This shall include equipment that has been decommissioned for later use.</p> <p><input type="checkbox"/> Establishing a suitable system for retaining and displaying Certificates of Inspection.</p>	
	<u>Reviewer's Comments:</u>	
	<p><u>Hazard Assessment</u></p> <p><input type="checkbox"/> 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 purpose and compliance with the Safety Codes Act.</p>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.16	Integrity Assessment Program – Cont'd	
	<input type="checkbox"/> Ensuring that appropriate assessments have been done at facilities that will be operated on behalf of other owners and when existing facilities are acquired. <u>Inspection Procedures</u> <input type="checkbox"/> 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. <u>Inspection Plans</u> <input type="checkbox"/> Ensuring that equipment specific inspection plans and strategies are established for pressure equipment and are approved by the Chief Inspector.	
	<u>Reviewer's Comments:</u>	
	<u>Initial Inspection Prior to entering service</u> <input type="checkbox"/> Verifying that an inspection of each item of pressure equipment is completed after the equipment has been installed and prior to entering service. <input type="checkbox"/> Ensuring that all ABSA inspections for issuance of permits (Certificates of Inspection) required under the Safety Codes Act have been completed prior to the pressure equipment being placed in service. <u>Periodic Integrity Assessment</u> <input type="checkbox"/> Ensuring that periodic assessments are done in accordance with the requirements established by the Administrator and inspection plans and ensures fitness for purpose of the pressure system. These shall include: <input type="checkbox"/> External Inspections. <input type="checkbox"/> Thorough (internal or equivalent) inspections. <input type="checkbox"/> Corrosion surveys (UT Surveys etc.) and other condition monitoring activities needed to assure the continued safe operation of the equipment.	



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2.16	Integrity Assessment Program – Cont'd	
	<input type="checkbox"/> Review and approval of UT and other monitoring results by a competent individual who holds the required in-service inspector certificate (ISI). <input type="checkbox"/> Assigning appropriate inspection intervals in accordance with requirements set by the Administrator.	
	<u>Reviewer's Comments:</u>	
	<u>Close Out of Inspection Findings</u> <input type="checkbox"/> Ensuring that appropriate timely corrective action is taken for inspection findings and for other integrity assessment activities that require follow-up.	
	<u>Reviewer's Comments:</u>	
2.17	Nondestructive Examinations and Testing	
	<p>This section shall establish the system for ensuring that nondestructive examinations, metallurgical tests, and other processes used to assess the integrity of pressure equipment meet their intended purpose.</p> <p>Key activities that shall be covered:</p> <input type="checkbox"/> Approval of special process contractors per requirements in the Purchasing and Material Control section of this IMR document. <input type="checkbox"/> Ensuring written requirements are provided to contractors. <input type="checkbox"/> Ensuring written procedures are developed and followed for special processes. <input type="checkbox"/> Ensuring special procedures are validated. <input type="checkbox"/> Personnel qualification and certification requirements are verified. <input type="checkbox"/> Coordination of contract activities.	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.17	Nondestructive Examinations and Testing – Cont’d	
	<input type="checkbox"/> 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. <input type="checkbox"/> Ensuring that competent personnel assess corrosion monitoring results and that results are verified.	
	<u>Reviewer’s Comments:</u>	
2.18	Repairs and Alterations to Pressure Equipment	
	<p>This section 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 Safety Codes Act and that the safety of the equipment will not be adversely affected.</p> <p>Key activities that shall be covered:</p> <p><u>General requirements</u></p> <input type="checkbox"/> Ensuring that work is done by organizations that have a valid Alberta Quality Program Certificate of Authorization and capabilities for the scope of work. <input type="checkbox"/> Coordination of contract and in-house work. <input type="checkbox"/> 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. <input type="checkbox"/> Ensuring that the repair and alteration procedure covers all required technical and quality standards for the service in which the item will be placed. <input type="checkbox"/> Appropriate inspection and other competent resources are deployed to ensure the repair or alteration work is done safely and in accordance with the Safety Codes Act. <input type="checkbox"/> 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.	



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2.18	Repairs and Alterations to Pressure Equipment – Cont'd	
	<input type="checkbox"/> Ensuring that the equipment inspection plans for the item and system are reassessed and inspection requirements and intervals are revised as required. <input type="checkbox"/> Providing controls to ensure that any hot taps and any temporary enclosures installed to maintain the integrity of the pressure equipment and prevent leakage are suitable and meet the requirements of the Safety Codes Act.	
	<u>Reviewer's Comments</u>	
	<p><u>Specific requirements for Boilers, Pressure vessels, thermal fluid heaters and boiler external piping:</u></p> <input type="checkbox"/> Ensuring that the repair/alteration procedure has prior approval from the Chief Inspector and, as applicable, ABSA. <input type="checkbox"/> Ensuring that proposed alterations are accepted by ABSA Design Survey. <input type="checkbox"/> 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 - as required per requirements established by the Administrator. <input type="checkbox"/> Ensuring that repairs and alterations are inspected and certified by an ABSA SCO or a competent person who holds the appropriate Alberta In-service Inspector Certificate - per the requirements established by the Administrator. <input type="checkbox"/> Making certain that a copy of the Alberta Repair and Alteration Report AB-40 (AB-83 for boiler external piping) is retained on file and the original form is provided to ABSA.	



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2.18	Repairs and Alterations to Pressure Equipment – Cont'd	
	<p><u>Specific requirements for pressure piping</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Ensuring that pressure piping AB-83 form, certified by the owner's inspector, is kept on file. <input type="checkbox"/> Ensuring that the design for alterations and additions to piping systems and AB-81 forms are submitted to ABSA in accordance with Section 2.10 of this document when required by the Safety Codes Act. 	
	<p><u>Reviewer's Comments</u></p>	
2.19	Overpressure Protection and Protective Devices	
	<p>This section shall define the key activities needed to ensure that pressure relief valves, rupture discs and other protective devices, are designed, installed, maintained and kept in service (in accordance with the Safety Codes Act) to ensure that the design and safe operating limits of the pressure equipment system are not exceeded.</p> <p>Key activities that shall be covered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance of the applicable design specifications for the relief devices. <input type="checkbox"/> Ensuring that the over pressure protection for the pressure equipment and system is adequate. <input type="checkbox"/> 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. <input type="checkbox"/> 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. 	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.19	Overpressure Protection and Protective Devices –Cont’d	
	<ul style="list-style-type: none"> <input type="checkbox"/> 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 2.11 of this manual. <input type="checkbox"/> 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. <input type="checkbox"/> Maintaining a written implemented procedure that meets ASME Section VIII Division I Appendix M requirements, for controlling isolating valves installed in the path of pressure relief devices. <input type="checkbox"/> Maintaining records of the servicing and replacement of pressure relief devices. <input type="checkbox"/> Assigning appropriate servicing intervals based on the servicing condition reports and other operating information. <input type="checkbox"/> Maintaining testing records for other protective devices, such as emergency shutdown (ESD) and over pressure and critical temperature shut down controls. 	
	<u>Reviewer’s Comments</u>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.20	Internal Audits	
	<p>This section shall describe the audit process used to determine the effectiveness of the IMS and to identify areas where the IMS can be improved.</p> <p>Key activities that shall be covered: An audit procedure shall be developed which shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establishing an audit schedule. <input type="checkbox"/> The audit criteria scope and frequency of the audits. <input type="checkbox"/> Methods and responsibilities for planning and conducting the audits. <input type="checkbox"/> Documents used for conducting and reporting the audit findings and maintaining audit reports and other related documents. <input type="checkbox"/> Ensuring timely action is taken for the audit findings. <input type="checkbox"/> Follow-up action to verify the success of that action taken, is defined. <input type="checkbox"/> 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. 	
	<p><u>Reviewer's Comments:</u></p>	



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IMR Section Ref#	INTEGRITY MANAGEMENT ELEMENT	Ref.# Where Element is Covered in Manual
2.21	Corrective and Preventative Actions, Accidents and Incidents	
	<p>This section 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 IMS requirements, are investigated, corrected, and reported, and suitable action is taken to prevent their recurrence.</p> <p>Key Activities that shall be covered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring that accidents and unsafe conditions are reported to ABSA, as required by the Safety Codes Act. <input type="checkbox"/> To establish a formalized process for determining the root cause of an incident, near miss, or non-compliance issue and taking appropriate action to prevent its recurrence. <input type="checkbox"/> To ensure that activities are reported to the appropriate authorities within the organization. <input type="checkbox"/> Provide for reports and other documents used to record the situations, the corrective action and preventative actions taken. Documents shall include the required approvals of the Chief Inspector, other relevant personnel and, when applicable, ABSA. <input type="checkbox"/> Tracking and controlling the completion of the corrective and preventative action and verifying its effectiveness. Review of an incident, near miss, non-compliance and other relevant information, to determine and implement the action needed to prevent a recurrence and improve effectiveness of the IMS. 	
	<p><u>Reviewer's Comments</u></p>	