

Safety Codes Officer Certification Policy

1. Introduction

Safety codes officers are a significant and required component of the safety codes system in Alberta. Safety codes officers inspect the construction, installation, and maintenance of structures, equipment, and systems to ensure compliance with relevant codes, standards, and regulations. The Safety Codes Council (Council) supports the safety codes system by establishing classifications of certificates of competency for safety codes officers and the qualifications required of a person to hold a certificate of competency.

2. Purpose

The purpose of this policy is to establish discipline specific classifications of certificates of competency for safety codes officers, and describe the requirements for obtaining a certificate of competency, eligibility for applying for and renewing certification, eligibility for applying for **probationary certification**, requirements for maintaining certification, and identifying the actions that may be taken by the Administrator of Certification (Administrator) for non-compliance with the *Safety Codes Act* (Act), the Safety Codes Officers Code of Ethics, and/or other Council policies and procedures.

3. Definitions

accredited organization: means a municipality, regional services commission, corporation, or agency accredited to administer all or part of the Act.

designation of powers: means the authority that a safety codes officer or permit issuer may exercise in administering the Act and the regulations pursuant to the Act.

probationary certification: means a form of certification that is conditional upon an individual completing all program requirements within a specified time period and that individual being employed by an **accredited organization** and, where required, mentored by a safety codes officer.

4. Policy

4.1. The Council shall establish discipline specific classifications of certificates and the qualifications required to hold a certificate of competency for those wishing to become safety codes officers.

Qualification Requirements

4.2. Qualification requirements for obtaining a Safety Codes Officer Certificate of Competency shall be:

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- 4.2.1. aligned to required competencies; and
- 4.2.2. reviewed and updated, as needed, to ensure that program qualifications remain current and relevant.
- 4.3. Qualification requirements for each certificate of competency shall specify:
 - 4.3.1. entry level requirements;
 - 4.3.2. base competency requirements;
 - 4.3.3. technical training requirements; and
 - 4.3.4. any other requirements deemed relevant for the specific certificate of competency.
- 4.4. Qualification requirements to hold a certificate of competency are provided in Schedules 1-9 (see Appendix A).

Eligibility to Apply for a Certificate of Competency

- 4.5. Individuals who complete all qualification requirements, for a specific certificate of competency are eligible to apply for a Safety Codes Officer Certificate of Competency.
- 4.6. Individuals are required to affirm that they will adhere to the Safety Codes Officers Code of Ethics (see Appendix B)
- 4.7. Certificates of competency are granted for a period of three years or less from the date of issue. A certificate of competency issued in the pressure equipment discipline will not have an expiry date.

Eligibility to Apply for a Probationary Certificate of Competency

- 4.8. Individuals are eligible to apply for a Safety Codes Officer Probationary Certificate of Competency where they:
 - 4.8.1. have completed some portion of the required training satisfactory to the Administrator;
 - 4.8.2. are registered in one or more of the remaining required courses;
 - 4.8.3. intend to complete the remaining required courses within a specified period of time established by the Administrator; and
 - 4.8.4. are employed or have an offer of employment from an **accredited organization**.
- 4.9. The Administrator may cancel a Probationary Certificate of Competency where the probationary safety codes officer no longer meets the intent of **probationary**

certification set out in the Administrative Items Regulation or is no longer employed by an **accredited organization**.

Maintaining Certification

- 4.10. In order to maintain their certification, safety codes officers shall:
- 4.10.1. successfully complete required code update training, within one year of the adoption of a new edition of the code for their discipline, or by such other time as required by the Administrator;
 - 4.10.2. successfully complete the requirements of the continuing education program; and
 - 4.10.3. adhere to the Safety Codes Officers Code of Ethics (see Appendix B).

Renewal of a Certificate of Competency

- 4.11. Safety codes officers are eligible to apply for renewal of a certificate of competency where they have:
- 4.11.1. completed required code update training within one year of the adoption of a new edition of the code for their discipline or by such other time as required by the Council;
 - 4.11.2. completed the requirements of the continuing education program; and
 - 4.11.3. affirmed that they will adhere to the Council's Safety Codes Officers Code of Ethics.
- 4.12. Safety codes officers who have allowed their certification to expire are eligible to apply to have their certification reinstated where they have completed required code update training or other requirements established for the applicable discipline.

Corrective Action

- 4.13. A safety codes officer may be subject to corrective action for non-compliance with the Act, violation of the Safety Codes Officers Code of Ethics, non-adherence to Council policies and procedures, or other grounds as determined by the Administrator.
- 4.14. Corrective actions may include, but are not limited to, suspension, cancellation of certification, a letter of reprimand, request for additional training and/or examinations, or demotion to a lower level of certification.
- 4.15. Where a certificate of competency is suspended or cancelled, all **designation of powers** are also suspended or cancelled.

Reinstatement of a Certificate of Competency

4.16. The Administrator may reinstate a certificate of competency that has been suspended or cancelled where:

4.16.1. the holder of the certificate of competency applies for reinstatement; and

4.16.2. any requirements established by the Administrator for reinstatement have been met to the satisfaction of the Administrator.

Fees

4.17. Fees will apply to applications for certificates of competency.

5. Authority

This procedure is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer (CEO) to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

6. Scope

This policy applies to all Council employees and current and prospective safety codes officers.

7. Related Policies and Procedures

- 2.1.1.1 Certificates of Competency Procedure
- 2.1.2 Continuing Education Program Policy
- 2.1.2.1 Continuing Education Program Procedure
- 2.1.4 Designation of Powers Policy
- 2.1.4.1 Designation of Powers Procedure

8. Version History

Date	Notes
January / 01 / 2020	New: replaces Council policies 4.100 General Requirements, 4.10 Certification Levels - Amusement Rides, 4.110 Suspension, Cancellation, Reinstatement, 4.120 Probationary Certification, 4.20 Certification Levels - Pressure Equipment, 4.30 Certification Levels - Building, 4.40 Certification Levels - Electrical, 4.50 Certification Levels - Elevators, 4.60 Certification Levels - Fire, 4.70 Certification Levels - Gas, 4.80 Certification Levels - Passenger Ropeways, and 4.90 Certification Levels - Plumbing

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August / 06 / 2020	Update to Appendix A (Schedule 5) Fire- Certification Qualification Requirements to revise scope of practice for various certification classifications.
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APPENDIX A: SCHEDULES 1 TO 9

SCHEDULE 1

Amusement Rides: Certification Qualification Requirements

The amusement rides technical discipline has one safety codes officer classification. Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in the amusement rides discipline are:

Entry Qualifications

1. A registered professional engineer in mechanical, electrical, civil, or manufacturing industrial discipline with two years of experience in mechanical and electrical equipment design, maintenance, and/or inspection directly related to the amusement rides industry;
2. a registered engineering technician in mechanical, electrical, or manufacturing technology with three years of experience in mechanical and electrical equipment design, maintenance and/or testing directly related to the amusement rides industry;
3. a certificate of proficiency in the trade of elevator constructor, millwright, mechanic, or nondestructive testing with five years of experience in mechanical and electrical equipment design, maintenance and/or inspection directly related to the amusement rides industry;
4. a high school diploma and subsequent classroom instruction of minimum 320 hours with eight (8) years of experience in mechanical and electrical equipment design, maintenance and/or inspection directly related to the amusement rides industry; or
5. an Elevators Group A or Group B Safety Codes Officer Certificate of Competency.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Amusement Rides Code Seminar Exam; and
2. field experience based on the one of the following:*

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- 2.1 training at the National Association of Amusement Ride Safety Officials (NAARSO) Ride Safety Inspection Forum in the U.S.A. (or an equivalent Ride Safety Inspection Forum that is acceptable to the Amusement Ride Technical Council completed locally), or
 - 2.2 a mentoring program that consists of:
 - 2.2.1 assisting an amusement rides safety codes officer with not less than 12 inspections of 6 different types of amusement rides;
 - 2.2.2 under the supervision of an amusement rides safety codes officer, conducting 6 inspections of different amusement rides from those previously inspected under the mentoring program;
 - 2.2.3 the utilization of three or more different operators (companies); and
 - 2.2.4 verification from an amusement rides safety codes officer that the mentoring program has been successfully completed.

*Note: This type of training relies on "Hands-on" experience therefore it is difficult to quantify the actual requirements. The safety codes officer shall document that they have a working knowledge of amusement ride activities in the basic levels of: mechanical principles, blueprint reading, audit/inspection procedures, wire rope inspection, testing equipment, accident investigation, quality assurance programs, non-destructive examination procedures, and electrical theory.

SCHEDULE 2

Building: Certification Qualification Requirements

The building technical discipline has seven safety codes officer classifications. Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in one of the seven classifications in the Building discipline are specified below.

Residential (residential housing except heating, ventilation, and air conditioning [HVAC])

Scope of Practice

1. Houses within the scope of Article 9.10.15.1. in the edition of the Building Code declared in force in Alberta, excluding HVAC systems within the scope of sections 9.32 and 9.33 and Part 6.
2. Garages and accessory buildings located on the same property as a house within the scope of Article 9.10.15.1 in the edition of the Alberta Building Code declared in force in Alberta.

Entry Qualifications

1. Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience* in the building construction industry after receiving that journeyman certification;
2. engineering or architecture degree recognized in Canada and three (3) years of relevant experience* in the building construction industry, at least one (1) of which must be completed after obtaining that degree;
3. a two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience* in the building construction industry after obtaining that diploma;
4. high school diploma or equivalent and seven (7) years of relevant experience* in the building construction industry, plus participation in a one (1) year Council Mentorship Program; or
5. certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta. (The certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction must have a scope of practice substantively equivalent to that of a Building safety codes officer in Alberta.)

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*Note: relevant experience is work: related to the design, construction, commissioning, repair or renovation of buildings and structures regulated by the Alberta Building Code, or the supervision of work or projects regulated by the Alberta Building Code (a code based on the model National Building Code of Canada will be considered an acceptable alternative to the Alberta Building Code) and that may include a combination of onsite and office work but shall, in all cases, include onsite involvement in the construction process.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications Skills for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Introduction to the Alberta Building Code;
2. Administration and Compliance Monitoring;
3. Building Structure and Materials;
4. Residential Protection, Occupant Health and Safety;
5. Energy Conservation and Building Envelope;
6. Alberta Energy Code for Housing and Small Buildings; and
7. Construction Safety Training System.

Part 9 (except HVAC)

Scope of Practice

1. Buildings within the scope of Part 9 (excluding HVAC systems and Part 10 of the edition of the Alberta Building Code declared in force in Alberta).

Entry Qualifications

1. Eligible for certification as a Residential building safety codes officer.

Base Competency Training

n/a

Technical Training

Successful completion of the following technical training:

1. Fire Protection, Health, and Safety Requirements;
2. Accessibility, Energy Conservation, and Building Envelope for Part 9 SCOs; and
3. Part 10 Relocatable Industrial Accommodation.

Part 3 (all buildings except HVAC)

Scope of Practice

1. All buildings within the scope of the edition of the Alberta Building Code declared in force in Alberta (except HVAC systems).
2. Medical gas piping systems within the scope of the edition of the Alberta Building Code declared in force in Alberta.
3. HVAC systems excluded are those within the scope of sections 9.32 and 9.33 and Part 6 of the edition of the Alberta building code declared in force in Alberta.

Entry Qualifications

1. Eligible for certification as a Part 9 building safety codes officer.

Base Competency Training

n/a

Technical Training

Successful completion of the following technical training:

1. Building Classification;
2. Fire Protection, Finishes, Plumbing, and Health Services;
3. Egress and Vertical Transportation;
4. Fire Alarm and Fire Suppression Systems;

5. Building Envelope for Part 3 Buildings;
6. HVAC and Requirements for Part 3; and
7. National Energy Code for Buildings.

HVAC Residential (HVAC for residential housing)

Scope of Practice

1. HVAC systems for residential dwellings within the scope of sections 9.32 and 9.33 in the edition of the Alberta Building Code declared in force in Alberta.
2. Hydronic heating systems within the scope of Part 6 of the edition of the Alberta Building Code declared in force in Alberta.

Entry Qualifications

1. Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience* in the building construction industry after receiving that journeyman certification;
2. engineering or architecture degree recognized in Canada and three (3) years of relevant experience* in the building construction industry, at least one (1) of which must be completed after obtaining that degree;
3. a two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience* in the building construction industry after obtaining that diploma;
4. high school diploma or equivalent and seven (7) years of relevant experience* in the building construction industry, plus participation in a one (1) year Council Mentorship Program; or
5. certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta. (The certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction must have a scope of practice substantively equivalent to that of a building safety codes officer in Alberta.)

*Note: relevant experience is work: related to the design, construction, commissioning, repair or renovation of buildings and structures regulated by the Alberta Building Code, or the supervision of work or projects regulated by the Alberta Building Code (a code based on the model National Building Code of Canada will be considered an acceptable alternative to

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the Alberta Building Code) and that may include a combination of onsite and office work but shall, in all cases, include onsite involvement in the construction process.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications Skills for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Introduction to the Alberta Building Code;
2. Administration and Compliance Monitoring;
3. Heating, Ventilation, and Air-Conditioning;
4. Alberta Energy Code for Housing and Small Buildings; and
5. Construction Safety Training System.

HVAC (all)

Scope of Practice

1. All HVAC systems within the scope of sections 9.32 and 9.33, and Part 6 of the edition of the Alberta Building Code declared in force in Alberta.
2. Medical gas piping systems within the scope of the edition of the Alberta Building Code declared in force in Alberta.

Entry Qualifications

1. Eligible for certification as an HVAC Residential building safety codes officer.

Base Competency Training

n/a

Technical Training

Successful completion of the following technical training:

1. Advanced HVAC Systems;
2. HVAC Requirements for Part 3; and
3. National Energy Code for Buildings.

Medical Gas (medical gas piping)

Scope of Practice

1. Medical gas piping systems within the scope of the edition of the Alberta Building Code declared in force in Alberta.

Entry Qualifications

1. Certification as a plumbing Group A and gas Group A safety codes officer

Base Competency Training

n/a

Technical Training

Successful completion of the following technical training:

1. Introduction to the Alberta Building Code;
2. Administration and Compliance Monitoring;
3. Medical Gas Piping Systems; and
4. Construction Safety Training System.

Hydronics (hydronic heating systems)

Scope of Practice

1. Hydronic heating systems within the scope of Part 6 of the edition of the Alberta Building Code declared in force in Alberta.

Entry Requirements

1. Certification as a plumbing Group A safety codes officer.

Base Competency Training

n/a

Technical Training

Successful completion of the following technical training:

1. Introduction to the Alberta Building Code;
2. Administration and Compliance Monitoring; and
3. Construction Safety Training System.

SCHEDULE 3

Electrical: Certification Qualification Requirements

The electrical technical discipline has two safety codes officer classifications. The two classifications are:

- Group A (Installations); and
- Group B (Utilities).

Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in these classifications are specified below.

Group A (Installations)

Scope of Practice

1. Electrical installations governed by the editions of the Canadian Electrical Code, Part 1, and Code for Electrical Installations at Oil and Gas Facilities declared in force in Alberta.

Entry Qualifications

1. Journeyman electrician certification recognized in Alberta and six (6) years of relevant work experience after receiving the journeyman electrician certificate;
2. electrical engineering technologist diploma recognized in Canada and eight (8) years of relevant work experience after receiving that diploma; or
3. electrical engineering degree recognized in Canada and eight (8) years of relevant experience after receiving that degree.

Note: The “relevant work experience” must include onsite field work related to wiring methods and installations.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Electrical Basics 2015, CEC;
2. Electrical Group A, CEC 2016 or Master Electrician certificate; and
3. Construction Safety Training System.

Group B (Utilities)

Scope of Practice

1. Electrical utility installations governed by the edition of the Alberta Electrical Utility Code declared in-force in Alberta.

Entry Qualifications

1. Journeyman electrician, power line technician, or power system electrician certification recognized in Alberta and six (6) years of relevant work experience after receiving the journeyman certificate;
2. electrical engineering technologist diploma recognized in Canada and eight (8) years of relevant work experience after receiving that diploma; or
3. electrical engineering degree recognized in Canada and eight (8) years of relevant work experience after receiving that degree.

Note: The “relevant work experience” must be comprised of work with high voltage generation, transmission, or distribution systems regulated and defined by the Alberta Electrical Utility Code and include onsite field work.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communication for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Electrical Basics 2015, CEC ;

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2. Electrical Group B Alberta Utility Code 2016; and
3. Construction Safety Training Association.

SCHEDULE 4

Elevators: Certification Qualification Requirements

The elevators technical discipline has 10 certification classifications. There are five groups and within each group there are two levels:

- The groups are:
 - Group A: Escalators and Moving Walks
 - Group B: Elevators and Dumbwaiters
 - Group C: Vertical Lifts for Persons with Physical Disabilities and Stair Lifts for Persons with Physical Disabilities
 - Group D: Power type Manlift Hoists, Power Beltlifts
 - Group E: Personnel Hoists
- The levels are:
 - Level One: conducts periodic in-service inspections
 - Level Two: conducts plans reviews, acceptance inspections, and accident investigations

Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in each of these classifications are specified below.

Level 1

Entry Qualifications

Group A and B

1. Holds an Alberta Journeyman Elevator Constructor certificate, or recognized equivalent;
2. is a registered professional engineer in the province of Alberta with four (4) years relevant experience; or
3. meets the requirements of the Standard Qualifications of Elevator Inspectors (ASME-QEI-1).

Group C and D

1. Holds an Alberta Journeyman Elevator Constructor certificate, or recognized equivalent;

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2. has two (2) years of relevant work experience in maintenance and repair of devices in the Groups(s) applied for;
3. has Group A and Group B certification; or
4. meets the requirements of the Standard Qualifications of Elevator Inspectors (ASME QEI-1).

Group E

1. Holds an Alberta Journeyman Elevator Constructor certificate, or recognized equivalent; and
2. has two (2) years of relevant work experience in maintenance, repair or construction of devices in the Group applied for; or
3. holds Group A and Group B certification.

Base Competency Requirements: All Groups

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communication for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Requirements: All Groups

Successful completion of the following technical training:

1. a recognized seminar on safe work practices;
2. a recognized seminar on non-destructive testing;
3. receives mentoring for in-service inspections in the Group(s) being applied for, under the supervision of a Level 1 or Level 2 safety codes officer as set out in Attachment A; and
4. passes the group specific exam as follows:

Group A and B

- 4.1. exam on CSA B44 Code;

Group C

- 4.2. exam on CSA B355 Code;

Note: If an applicant for Group C, Level 1 certification is already certified in Group A or B, or possesses and Alberta Elevator Constructor certificate (or recognized equivalent), no additional training is required. If the applicant does not possess this certification, the applicant will require recognized additional training in the following:

- 4.2.1. electrical theory;
- 4.2.2. blueprint reading/interpretation;
- 4.2.3. wire ropes; and
- 4.2.4. testing equipment;

Group D

- 4.3. exam on CSA B311 Code;

Group E

- 4.4. exam on CSA Z185 Code.

Level 2

Entry Qualifications: All Groups

- 1. Certification as an Elevators safety codes officer Level 1 in the Group(s) applied for.

Technical Requirements:

All Groups

- 1. Complete mentoring in plans review and acceptance inspections in the Group(s) applied for under the supervision of a Level 2 safety codes officer as set out in Attachment B; and
- 2. successful completion of a recognized course on:
 - 2.1. auditing principals; and
 - 2.2. accident investigation.

Groups A, B, and E

- 1. Completes ASME QE-1 certification within 18 months of certification.

Elevators - Certification Qualification Requirements

SCHEDULE 4 - ATTACHMENT A

Minimum Requirements for Mentoring Level One Elevator Safety Codes Officers

Minimum requirements for mentoring of Level One safety codes officers will involve:

Observe and Assist

1. observing and assisting a Level 1 or Level 2 safety codes officer with in-service inspections according to the following schedule, and

Perform In-service Inspections

2. performing in-service inspections under the supervision and mentorship of a Level 1 or Level 2 safety codes officer, according to the following schedule:

Elevator Group Applied for:	Number of Inspections
A - Escalators and Moving Walks	6 escalators
	1 moving walk
B - Elevators and Dumbwaiters	6 Hydraulic
	6 traction pass
	2 freight elevators
	2 dumbwaiters
C - Vertical Lifts for Persons with Physical Disabilities	6
C - Stair Lifts for Persons with Physical Disabilities	2
D - Power Type Manlift Hoists and Power Beltlifts	2
E - Personnel Hoists	2

SCHEDULE 4 - ATTACHMENT B

Minimum Requirements for Mentoring Level Two Elevator Safety Codes Officers

Minimum requirements for mentoring of Level 2 safety codes officers will involve:

Assist

1. assisting a Level 2 safety codes officer with plans reviews and acceptance inspections according to the following schedule, and

Perform Plans Reviews and Acceptance Inspections

2. performing plans reviews and acceptance inspections under the supervision of a Level 2 safety codes officer according to the following schedule:

Elevator Group Applied for:	Number of Inspections
A - Escalators and Moving Walks	2 escalators
	1 moving walk
B - Elevators and Dumbwaiters	3 hydraulic
	3 traction pass
	1 freight elevator
	1 dumbwaiter
C - Vertical Lifts for Persons with Physical Disabilities	3
C - Stair Lifts for Persons with Physical Disabilities	2
D - Power Type Manlift Hoists and Power Beltilifts	1
E - Personnel Hoists	1

SCHEDULE 5

Fire: Certification Qualification Requirements

The fire technical discipline has five certification classifications. The five classifications are:

- Group A
- Group B (Fire Inspector)
 - Level 1
 - Level 2
- Group C (Fire Investigator)
 - Level 1
 - Level 2
- Group D (Restricted Inspector, Restricted Investigator)
 - This group has been discontinued. No new certificates of competency will be issued but individuals currently certified in Group D may retain their certification.
- Group E (Petroleum Storage Tanks)

Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in each of these classifications are specified below.

Group A

Scope of Practice

1. Inspect major occupancy buildings identified as small assembly, residential, business and personal services, mercantile, and low hazard industrial buildings (less than 600 m²). These buildings:
 - 1.1. may not have fire alarm systems, standpipe systems, sprinkler systems or other automatic fire suppression systems with the exception that they may have a commercial wet chemical kitchen fire suppression system;
 - 1.2. cannot be an assembly occupancy with an occupant load greater than 150 people;
 - 1.3. cannot be a group B1, B2, or B3 occupancy (detention, treatment, or care facility), such as a penitentiary, or hospital; and
 - 1.4. cannot be a group F1 or F2 occupancy (high and medium hazard industrial) such as

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chemical warehouse or spray-paint operations.

2. Establish occupant loads for any building identified as the scope of practice of Group A where the occupant load is less than 150 persons.
3. Conduct investigations where:
 - 3.1. fire loss is estimated to be less than \$1 million;
 - 3.2. there is no death or injury requiring medical attention; and/or
 - 3.3. the fire is not suspected to be arson.
4. If during the investigation, arson becomes a reasonable suspicion, or a fire death is discovered, the investigation must be handed to a Group C Fire Investigator Level 2 safety codes officer. The safety codes officer who began the investigation may assist.
5. Investigate unsafe conditions in all classifications of buildings identified in the Alberta Building Code.
6. Cannot issue orders, variances, permits, or enforce an order.

Entry Qualifications

1. Grade 12 diploma or General Educational Development certification.

Technical Training

Successful completion of the following technical training:

1. Basics of the Safety Codes Act in Alberta;
2. Introduction to Alberta Fire Code and Alberta Building Code;
3. Introduction to Fire Inspection;
4. Introduction to Fire Investigation;
5. Introduction to Written Communications for Fire SCOs; and
6. Professional Communications Skills for SCOs.

Technical Training equivalency

Successful completion of:

1. Basic Fire SCO Course (Lakeland College).

Group B (Fire Inspector) Level 1

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Scope of Practice

1. Inspect any building classified in the Alberta Building Code, other than those:
 - 1.1. identified as group F1, high hazard industrial buildings; and
 - 1.2. “high buildings” as referenced in 3.2.6.1.(1).
2. Conduct investigations according to the scope of Group A Fire SCOs.
3. Establish occupant loads for any building with an occupant load of less than 300 persons.
4. Investigate unsafe conditions in all classifications of buildings identified in the Alberta Building Code.
5. Issue and enforce orders for any building identified in the scope of practice.
6. Cannot issue permits.
7. Cannot issue variances.

Entry Qualifications

1. Certification as a Group A Fire SCO.

Technical Training

Successful completion of the following technical training:

1. Introduction to the Safety Codes system In Alberta;
2. Building Construction and Protection Systems;
3. Properties of Materials;
4. Effective Writing Techniques for Fire SCO's;
5. Inspection Procedures; and
6. Practical Evaluation for Inspector Practicum.

Technical training equivalency

Successful completion of:

1. IFSAC or Proboard Certified Training to NFPA 1031 Level 1;
2. Introduction to the Safety Codes System in Alberta; and
3. Introduction to the Alberta Fire Codes and Alberta Building Codes.

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Group B (Fire Inspector) Level 2

Scope of Practice

1. Inspect all classifications of buildings identified in the Alberta Building Code.
2. Conduct investigations according to the scope of practice of Group A SCOs.
3. Establish occupant loads for any classification of building identified in the Alberta Building Code.
4. Issue orders, variances, and enforce orders.
5. Cannot issue permits.
6. Investigate unsafe conditions in all classifications of buildings identified in the Alberta Building Code.

Entry Qualification

1. Certification as a Group B Level 1 Fire SCO.

Technical Training

Successful completion of the following technical training:

1. Courtroom and Legal Procedures;
2. Building Evaluation and Plans Review (Council or Lakeland College);
3. Evaluating Alternative Solutions; and
4. Applied Inspection (Practical).

Technical Training Equivalency

Successful completion of:

1. IFSAC or Proboard Certified Training to NFPA 1031 Level 2;
2. Introduction to the Safety Codes System in Alberta; and
3. Introduction to the Alberta Fire Codes and Alberta Building Codes.

Group C (Fire Investigator) Level 1

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Scope of Practice

1. Investigate the origin and cause of fires where:
 - 1.1. fire loss is estimated to be less than \$2 million;
 - 1.2. no death has occurred; and
 - 1.3. the fire is not suspected to be arson.
2. If during the investigation arson becomes a reasonable suspicion, or a fire death is discovered, the investigation will be handed to a Group C Level 2 Fire SCO. The SCO who began the investigation may assist.
3. Investigate unsafe conditions in all classifications of buildings identified in the Alberta Building Code.
4. Establish occupant loads according to the scope of practice for a Group A Fire SCO;
5. Cannot issue orders or variances, enforce orders, or issue permits.
6. Inspect small, assembly, residential, business and personal services, mercantile and low hazard industrial buildings (less than 600 m²). These buildings:
 - 6.1. may not have fire alarm systems, standpipe systems, sprinkler systems or other automatic fire suppression systems with the exception that they may have a commercial wet chemical kitchen fire suppression system;
 - 6.2. are not an assembly occupancy with an occupational load greater than 150;
 - 6.3. cannot be a group B1, B2, or B3 occupancy (detention, treatment, or care facility) such as a penitentiary, or hospital; and
 - 6.4. cannot be a group F1, or, F2 occupancy (high and medium hazard industrial), such as chemical warehouse or spray-paint operations.

Entry Qualifications

1. Certification as a Group A Fire SCO.

Technical Training

Successful completion of technical training in the following areas:

1. Introduction to the Safety Codes System in Alberta;
2. Building Construction and Protection Systems;
3. Properties of Materials;

4. Effective Writing Techniques for Fire SCO's;
5. Cause Determination; and
6. Investigation Procedures.

Technical Training Equivalency

Successful completion of:

1. IFSAC or Proboard Certified Training to NFPA 1033; and
2. Introduction to the Safety Codes System in Alberta.

Group C (Fire Investigator) Level 2

Scope of Practice

1. Investigate the origin and cause of fires in all classifications of buildings identified in the Alberta Building Code.
2. Investigate unsafe conditions in all buildings identified in the Alberta Building Code.
3. Establish occupant loads according to the scope of practice for a Group A Fire SCO.
4. Inspect small assembly, residential, business and personal services, mercantile, and low hazard industrial buildings (less than 600 m²). These buildings:
 - 4.1. may not have fire alarm systems, standpipe systems, sprinkler systems or other automatic fire suppression systems with the exception that they may have a commercial wet chemical kitchen fire suppression system;
 - 4.2. cannot be an assembly occupancy with an occupational load greater than 150 persons;
 - 4.3. cannot be a group B1, B2, or B3 occupancy (detention, treatment, or care facility) such as a penitentiary, or hospital; and
 - 4.4. cannot be a group F1, or, F2 occupancy (high and medium hazard industrial), such as chemical warehouse or spray-paint operations.
5. Cannot issue orders or variances, enforce orders, or issue permits.

Entry Qualifications

1. Certification as a Group C Level 1 Fire SCO.

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Technical Training

Successful completion of the following technical training:

1. Courtroom and Legal Procedures;
2. Building Evaluation and Plans Review;
3. Advanced Investigation Procedures; and
4. Applied Investigation (Practicum).

Technical Training Equivalency

Successful completion of:

1. IFSAC or Proboard Certified Training to NFPA 1033; and
2. Introduction to the Safety Codes System in Alberta.

Group D (Restricted) Level 1 and 2

New certificates of competency as Group D (Restricted) Level 1 and 2 Fire SCO will not be issued.

Renewals of Group D Fire SCO certificates of competency issued prior to the approval and issuance of this policy may be granted at the discretion of Administrator.

Group E (Petroleum Storage Tanks)

Scope of Practice

1. The scope of practice is limited to petroleum storage tank and petroleum storage tank systems within part 4 of the Alberta Fire Code.
2. Inspection of new and existing above ground tank, piping and dispensing installations and removals.
3. Inspection of new and existing underground storage tank, piping and dispensing installations and removals.
4. Investigate unsafe conditions only related to petroleum storage tanks.
5. Issue permits and variances for petroleum storage tanks.
6. Cannot investigate the origin and cause of fires.

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Entry Qualifications

1. Petroleum Mechanic 1 or Petroleum Mechanic 2 certification from Canadian Petroleum Contractors Association (CPCA).

Technical Training

Successful Completion of technical training in the following areas:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCO's;
3. Professional Communication Skills for SCO's;
4. Petroleum Tanks;
5. Inspection Procedures; and
6. Evaluating Alternative Solutions.

Technical Training Equivalency

Successful completion of:

1. Group B Level 2 certification; and
2. Petroleum Tanks.

SCHEDULE 6

Gas: Certification Qualification Requirements

The gas technical discipline has one safety codes officer classification. Qualification requirements to obtain a Safety Codes Officer Certificate of Competency for this classification are specified below.

Group A (Natural Gas and Propane Installations)

Scope of Practice

1. Natural gas and propane installations governed by the editions of the CSA B149.1 Natural Gas and Propane Installation Code and B149.2 Propane Storage and Handling Code declared in force in Alberta.

Entry Qualifications:

1. Journeyman gasfitter certification recognized in Alberta; and
2. five (5) years of relevant work experience as a journeyman gasfitter.

Base Competency Training:

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training:

Successful completion of the following technical training:

1. Natural Gas and Propane Installation Code;
2. Propane and Storage Handling Code;
3. Plumbing and Gas 2-day Seminar; and
4. Construction Safety Training System.

Mentoring Requirements

1. Participation in the Safety Codes Council Mentorship Program under the supervision of a

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certified Gas Group A safety codes officer for six months.

2. An individual may be eligible for probationary certification as a Gas Group A safety codes officer before beginning their mentoring. The six month period is a guideline only and may be reduced or increased at the discretion of the Administrator.

SCHEDULE 7

Passenger Ropeways: Certification Qualification Requirements

The passenger ropeways technical discipline has 12 certification classifications. There are six groups and within each group there are two levels:

- The groups are:
 - Group A: Rope Tows, including Rope Tows for Secondary Carriers
 - Group B: Surface Passenger Ropeways, including ropeways for Secondary Carriers
 - Group C: Above-Surface Passenger Ropeways - Fixed Grip Type
 - Group D: Above-Surface Passenger Ropeways - Detachable Grip Type
 - Group E: Reversible Passenger Ropeways
 - Group F: Conveyors
- The levels are:
 - Level One: conducts periodic/regular in-service inspections
 - Level Two: issues permits, conducts plans reviews, acceptance inspections, audits and accident investigations

Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in each of these classifications are specified below.

Level 1

Entry Qualifications: All Groups

1. A person performing maintenance, repairs and trouble-shooting, with at least 8,000 hours of experience consisting of not less than the hours specified in section 4;
2. a recognized tradesperson such as millwright, electrician, or elevator mechanic; a technologist/technician (certified through a recognized post-secondary institution); or a professional engineer with at least 3000 hours experience performing maintenance, repairs, or trouble-shooting consisting of not less than the hours specified in Level 1, section 4; or
3. an Elevator safety codes officer, Group A and B, with no additional hours of experience.
4. Experience hours for each Group are:

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- 4.1. Group A: 250 hours with rope tows/rope tows for secondary carriers;
 - 4.2. Group B: 300 hours with surface passenger ropeways/surface passenger ropeways for secondary carriers;
 - 4.3. Group C: 500 hours with fixed grip above surface lifts;
 - 4.4. Group D: 500 hours with detachable-grip above surface lifts;
 - 4.5. Group E: 500 hours with reversible ropeways; and
 - 4.6. Group F: 200 hours with conveyors.
5. Experience hours may be granted for entry qualification equivalency where mentoring has taken place. A Level Two safety codes officer, certified in the Group that the individual is applying for, must be the mentor.

Base Competency Training: All Groups

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training: All Groups

Successful completion of the following technical training:

1. Passenger Ropeways and Passenger Conveyors CSA-Z98;
2. a recognized seminar on non-destructive testing;
3. a recognized seminar on safe work practices;
4. a course offered by a recognized technical institution in:
 - 4.1. mechanical blueprint reading;
 - 4.2. electrical blueprint reading; and
 - 4.3. electrical theory or basic electricity; and
5. mentoring for in-service inspections in the Group(s) being applied for, under the supervision of a Level 1 or Level 2 Safety Codes Officer as set out in Attachment A.

Level 2

Entry Qualifications: All Groups

1. Level One certification in the Passenger Ropeways Discipline with one year relevant experience after certification in the group(s) applied for.

Technical Training: All Groups

1. Successful completion of a recognized course on:
 - 1.1. auditing principles; and
 - 1.2. accident investigation.
2. Complete mentoring in in-service inspections in the Group(s) being applied for, under the supervision of a Level 2 Safety Codes Officer as set out in Attachment B.

Passenger Ropeways - Certification Qualification Requirements

SCHEDULE 7 - ATTACHMENT A

Minimum Requirements for Mentoring Level One Safety Codes Officers

Assist with In-Service Inspections

1. Assisting a Level One or Level Two Safety Codes Officer with in-service inspections according to the following schedule:

Group Applied for:	Number of Inspections
A - Rope Tows/Rope Tows for Secondary Carriers	4
B - Surface Passenger Ropeways/Surface Passenger Ropeways for Secondary Carriers	4
C - Above-Surface Passenger Ropeways Fixed Grip Type	4
D - Above-Surface Passenger Ropeways Detachable Grip Type	4
E - Reversible Passenger Ropeways	2
F - Conveyors	1

Perform In-Service Inspections

2. Performing in-service inspections under the supervision and mentorship of a Level One or Level Two Safety Codes Officer according to the following schedule:

Group Applied for:	Number of Inspections
A - Rope Tows/Rope Tows for Secondary Carriers	4
B - Surface Passenger Ropeways/Surface Passenger Ropeways for Secondary Carriers	4
C - Above-Surface Passenger Ropeways Fixed Grip Type	4
D - Above-Surface Passenger Ropeways Detachable Grip Type	4
E - Reversible Passenger Ropeways	2
F - Conveyors	1

SCHEDULE 7 - ATTACHMENT B

Minimum Requirements for Mentoring Level Two Safety Codes Officers

Assist with Plans Review and Inspections

1. Assisting a Level 2 Safety Codes Officer with plans reviews and acceptance inspections according to the following schedule:

Group Applied for:	Number of Inspections
A - Rope Tows/Rope Tows for Secondary Carriers	4
B - Surface Passenger Ropeways/Surface Passenger Ropeways for Secondary Carriers	4
C - Above-Surface Passenger Ropeways Fixed Grip Type	4
D - Above-Surface Passenger Ropeways Detachable Grip Type	4
E - Reversible Passenger Ropeways	2
F - Conveyors	1

Perform Plans Review and Acceptance Inspections

2. Performing plans reviews and acceptance inspections under the supervision of a Level 2 Safety Codes Officer according to the following schedule:

Group Applied for:	Number of Inspections
A - Rope Tows/Rope Tows for Secondary Carriers	4
B - Surface Passenger Ropeways/Surface Passenger Ropeways for Secondary Carriers	4
C - Above-Surface Passenger Ropeways Fixed Grip Type	4
D - Above-Surface Passenger Ropeways Detachable Grip Type	4
E - Reversible Passenger Ropeways	2
F - Conveyors	1

SCHEDULE 8

Plumbing: Certification Qualification Requirements

The plumbing technical discipline has two safety codes officer certification classifications. These are:

- Group A (Plumbing Installation) and
- Group B (Private Sewage Disposal Systems)

Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in these classifications are specified below.

Group A (Plumbing Installation)

Scope of Practice

1. Plumbing installations governed by the edition of the National Plumbing Code of Canada declared in force in Alberta.

Entry Qualifications

1. Journeyman plumber certification recognized in Alberta; and
2. Five (5) years of relevant work experience as a journeyman plumber [may be reduced to three years if the individual participates in a Safety Codes Council Mentorship Program for one year].

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Requirements

Successful completion of the following technical training:

1. Plumbing, NPC;
2. Evaluating Alternative Solutions, NPC;

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3. Plumbing and Gas 2-Day Seminar; and
4. Construction Safety Training System.

Group B (Private Sewage Disposal Systems)

Scope of Practice

1. Private sewage disposal systems governed by the edition of the Alberta Private Sewage Systems Standard of Practice declared in force in Alberta.

Entry Qualifications

1. Journeyman plumber certification recognized in Alberta;
2. Environmental or Public Health Officer certification;
3. Technologist diploma in a related field that is recognized in Canada;
4. Engineering degree in a related field that is recognized in Canada;
5. Bachelor of science degree in a related field that is recognized in Canada; or
6. Alberta Private Sewage Disposal System Installer certification.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. PSTS, Alberta Private Sewage Systems SOP;
2. Alberta Onsite Wastewater Treatment Systems installer training within the last 5 years: Modules 100-118; and
3. Construction Safety Training Program.

SCHEDULE 9

Pressure Equipment: Certification Qualification Requirements

The pressure equipment technical discipline has one safety codes officer classification. Qualification requirements to obtain a Safety Codes Officer Certificate of Competency in the pressure equipment discipline are:

Entry Qualifications

1. Bachelor's degree in a related engineering discipline;
2. a First or Second Class Power Engineer's Certificate of Competency; or
3. a two-year technical diploma in a related discipline.

Base Competency Training

Successful completion of the following base competency training:

1. Introduction to the Safety Codes System in Alberta;
2. Written Communications for SCOs; and
3. Professional Communication Skills for SCOs.

Technical Training

Successful completion of the following technical training:

1. Alberta Pressure Equipment Safety Authority's safety codes officer technical training;
2. Alberta Pressure Equipment Safety Authority's Inspector Certification Examination; and
3. valid In-Service Commission or New Construction Commission issued by the National Board of Boiler and Pressure Vessel Inspectors.

APPENDIX B: SAFETY CODES OFFICER CODE OF ETHICS

Preamble

Safety codes officers monitor compliance with and enforce the *Safety Codes Act*, safety codes and standards, and permits.

Safety codes officers are expected to behave in a way that aligns with this Code of Ethics (Code). The Code does not cover every scenario that safety codes officers may encounter, but every safety codes officer is expected to guide one's action by the spirit and intent of this Code.

It is recognized that safety codes officers may be subject to more than one code of ethics, through professional association or employment. This Code is not intended to conflict with any other code of ethics, and safety codes officers shall discuss any potential conflicts with the Administrator of Certification.

Safety Codes Officers Code of Ethics

Safety codes officers shall:

1. conduct themselves in an ethical, professional, and responsible manner.
2. carry out their duties in accordance with the *Safety Codes Act* and other applicable legislation, regulations, bylaws, and policies.
3. promote and uphold the overriding value of safety in regard to themselves, public well-being, and property.
4. perform their duties with integrity, independence and objectivity.
5. only conduct work in areas in which they are deemed to be competent through the achievement of certification and designation of powers.
6. maintain competence and endeavour to extend their technical and professional knowledge through required training, continuing education and self-directed learning.
7. model a positive regard for the profession and a commitment to the safety codes system in Alberta.
8. preserve confidentiality with respect to all information and documents that come to their knowledge from employment in the administration of the Act unless the law requires or authorizes disclosure.
9. not use their status or position as safety codes officers to influence or gain an undue or unfair benefit or advantage for themselves or others.
10. avoid any real or reasonably perceived conflicts of interest in carrying out their duties as safety codes officers.

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