**(Name of Corporation)**

**Quality Management System**

|  |
| --- |
| **Insert corporate logo here**  **Delete** **if not used** |

**QMS Version: May 2025 v 1.3**

(Insert Name of Corporation Here)

Quality Management System

This Quality Management Systemhas been accepted

by the Administrator of Accreditation.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Administrator of Accreditation** |  |

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|  | **Date** |  |



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Schedule A - Scope and Administration

# Scope of Accreditation

The ***(insert name of corporation here),*** herein referred to as “The Corporation” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force, as amended from time to time, and Alberta Amendments in the following technical discipline(s) within their jurisdiction:

|  |  |  |
| --- | --- | --- |
| Building | | |
|  |  | All parts of the current:   * National Building Code – Alberta Edition, and   National Energy Code of Canada for Buildings. |
| Electrical | | |
|  |  | All parts of the current:  Canadian Electrical Code Part 1. |
|  |  | All parts of the current:  Alberta Electrical Utility Code. |
| Fire | | |
|  |  | All parts of the current:   * National Fire Code – Alberta Edition, and   Fire Investigation (cause and circumstance). |
|  | | **Or** |
|  |  | All parts of the current:   * National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and   Fire Investigations (cause and circumstance). |
| Gas | | |
|  |  | All parts of the current:   * Natural gas and propane installation code * Propane storage and handling code * Compressed natural gas refuelling stations installation code * Liquefied natural gas refuelling stations installation code * Code for digester gas, landfill gas and biogas generation and utilization * Canadian hydrogen installation code   **Excluding the**   * Natural gas for vehicles installation code * Code for the field approval of fuel related components on appliances and equipment * Installation code for propane fuel systems and containers on motor vehicles. |
| Plumbing | | |
|  |  | All parts of the current:   * National Plumbing Code of Canada (NPC), and   Alberta Private Sewage Systems Standard of Practice. |

# Quality Management System Administration

**(Insert name of Corporation here)**

## Overall Administration

The Corporation is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management System (QMS).

The Corporation will ensure that its employees, contractors, and contracted accredited agencies follow this QMS.

The Corporation recognizes that failure to follow this QMS could result in action being taken by the Administrator of Accreditation to bring it back into compliance. This could include suspension of the Corporation’s accreditation. In the event that these actions do not achieve the intended outcome of compliance with this QMS, the Administrator of Accreditation may consider cancellation of the Corporation’s accreditation.

### Delivery of Safety Codes Services

The Corporation will provide the safety code services prescribed in this QMS through its own staff and accredited agencies. In doing so, it will ensure that sufficient personnel, both administrative and technical, will be available to meet the expectations, obligations, and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMS in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMS, in a timely and professional manner, with impartiality and integrity, while working co-operatively within the Corporation to ensure compliance with the Act.

The Corporation will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Corporation will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

### Contracted Accredited Agency

The Corporation recognizes that should the required services be provided by an accredited agency, the Corporation will ensure that a formal contract for services is in place. The Corporation understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMS. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in an atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

### Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited corporation’s compliance with the terms and conditions of its accreditation as outlined in its QMS, the Act, and the Act’s regulations. In becoming accredited, the Corporation recognizes that the, or its, representative will complete a review and audit of the Corporation’s performance as an accredited organization according to Council policy and procedures. The Corporation will fully cooperate with the Council on matters that relate to the administration of the QMS, and the monitoring and oversight of its accreditation. The Corporation accepts that the Council has full and unfettered access to all records of the Corporation relating to the provision of services under this QMS, which includes the right to enter the Corporation premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Corporation will implement the recommendations made from the review process and the Administrator of Accreditation.

## Personnel

The Corporation will employ, retain, or otherwise engage:

* SCOs who are appropriately certified and designated to carry out the provisions of the QMS; and

persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### Appointment of a QMS Manager

The Corporation will identify a QMS Manager who is responsible for the administration of the QMS. The QMS Manager will be an employee of the Corporation. If the individual fulfilling the role of QMS Manager changes, the Corporation is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMS Manager.

### SCO Authority

The Corporation acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

* provide safety codes consultation;
* review plans;
* carry out an inspection for any thing, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
* issue reports and correspondence:
* accept a Verification of Compliance;
* review alternative solution proposals;
* issue variances;
* conduct investigations;
* require professional engagement; and

re-inspect.

### Declaration of Status

The Corporation will ensure that any or all SCOs, staff, or officers, whether employed, retained, or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMS. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### Registry of SCOs

The Corporation is responsible for maintaining in Council Connect the list of SCOs designated under its accreditation to provide safety codes services pursuant to this QMS. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Corporation will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Corporation will submit a request to the Council that they be designated.

### Training and Professional Development

##### SCOs

The Corporation acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain certification and competency including but not limited to changes in:

* the Act;
* regulations under the Act;
* codes and standards mandated by the Act;
* procedures under the Act;
* Council policies and directives;
* directives from an Administrator;
* assigned duties; and

professional development.

##### Other Personnel

The Corporation acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

* the Act;
* regulations under the Act;
* their responsibilities in administering the Corporation’s accreditation; and

the contents of this QMS.

As required and deemed necessary by the Corporation, the Corporation will support those employees involved in the administration of its accreditation in obtain training related to their responsibilities.

## QMS Access

The Corporation will ensure that all staff, SCOs, and contract personnel performing duties under the Act are aware of the content of this QMS and any revisions. It will also provide access to a copy of this QMS, the Act, its regulations, and Council policies.

The Corporation will:

* maintain a list of the individuals that have been provided with a copy of its QMS;
* annually review and update this list to ensure it remains current; and

distribute copies of any approved amendments to this QMS to all individuals on this list in a timely manner.

## Training on the Contents of this QMS

The Corporation will train personnel involved in the administration of its accreditation and the delivery of safety codes services on the contents and requirements of this QMS. It will maintain a record of the personnel who have received this training, which will be reviewed and updated annually.

## Freedom of Information and Confidentiality

The Corporation will ensure that all staff, SCOs, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMS. The *Personal Information Protection Act R.S.A. 2003, c P-6.5* applies to all information and records relating to, created, or collected under this QMS.

## Records

The Corporation will maintain a file system for all records associated with administration of the Act and services provisions within the QMS including:

* work logs;
* plans, specifications, and other related documents;
* plans review reports;
* inspection reports;
* investigation reports including supporting documentation;
* verifications of compliance;
* variances including application and supporting documentation;
* related correspondence;
* a list of contracts that relate to the administration of the QMS including any contracts with accredited agencies;
* non-conformance reports; and

any other information that may be related to the administration of the Act or identified and requested by the Administrator of Accreditation and the Council.

The Corporation will retain the files and records:

* for a period no less than three (3) years;
* for a period prescribed by Council policy; or

in accordance with the Corporation’s records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council’s request.

All records and other material related to the services provided under the administration of this QMS are the property of the Corporation. Any records where an accredited agency (s) was involved will be returned to the Corporation within a reasonable time of completion of the service, or upon request of the Corporation.

## Annual Accreditation Fee

The Corporation will ensure that the accreditation fee it is assessed annually will be paid within the timeframe specified by the Council on the issued invoice. This would include any prorated fees that are required to be paid due to a change in the Corporation’s scope of accreditation.

Should a corporate accreditation be cancelled or suspended, the annual accreditation fee that has been paid is non-refundable.

## QMS Amendments and Revisions

Revisions to the Scope, Administration, or Service Delivery Standards in this QMS must be submitted with the acceptance of the Corporation’s QMS Manager or a “duly authorized” employee of the Corporation. A duly authorized employee of the Corporation is an individual who has been given the authority by the Corporation to sign the QMS on its behalf.

All revisions to this QMS require the approval of the Administrator of Accreditation before they can be implemented.

## Annual Internal Review

The Corporation will conduct an Annual Internal Review (AIR) to evaluate the effectiveness of the Corporation with respect to the administration of its accreditation and compliance to its QMS. The AIR reports on the administration of the Corporation’s accreditation in the previous calendar year.

The AIR will be submitted in accordance with the format and requirements established by the Council. This will include the Corporation providing a summary of all the findings of the review, identified successes, and areas for improvement.

The Annual Internal Review will include a validation of facilities and sites to which the accreditation designation applies; as well as confirmation of facility size and number of staff. The number of staff includes contractors, the number of sites, and the size of the largest site.

The AIR will be submitted to the Council no later than March 31 following the year reported in the AIR.

## Cancellation of Accreditation

The Corporation, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for the safety codes services provided under the Act while accredited. The Corporation agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent and co-operative manner.

The Corporation accepts that it is obligated to work proactively with the Safety Codes Council, Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Corporation’s accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Corporation will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Corporation will resolve to complete the inspection and plan reviews of any outstanding project or maintenance-based activities prior to the effective date of the cancellation. In the event that there are any that have not been completed, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Corporation to work with the Authority Assuming Jurisdiction to resolve and complete these activities after the effective date.

## Organizational Chart

**Note:**

* **Add or delete position boxes as required.**
* **Insert organization’s own org chart if more appropriate and easier.**
* **Delete this box before submitting by to the Council.**

The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMS

## Map of Corporate Industrial Facility Locations

**(Insert Map Here)**

## List of Corporate Industrial Facility Locations

**(Insert Facility List Here)**

## Corporate Agreement

**Use this signature page if the QMS is part of a New Corporate Accreditation or Scope Change application. Delete otherwise.**

The Corporation hereby acknowledges agreement, commitment, and adherence to this QMS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  |  |
| **Signature – Senior Executive Officer** | | |  | **Date** |
|  | | |  | |
| **Name** | | |  | |
|  | | |  | |
| **Job Title** | | |  | |
|  |  |  | | |
| **Phone Number** |  | **Email Address** | | |

## QMS Manager Information

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **QMS Manager Name** |  | **Title** |
|  |  |  |
| **Business Address** |  | **Phone Number** |
|  | |  |
| **Email Address** | |  |

## Notices

Any correspondence with regard to this QMS will be forwarded to the QMS Manager. They may also be forwarded to the Senior Executive Officer, or other secondary QMS contacts as required.

## Corporate Agreement

**Use this signature page if the QMS is part of an Update Accreditation application.**

**Delete otherwise.**

The Corporation hereby acknowledges agreement, commitment, and adherence to this QMS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  |  |
| **Signature Corporate Employee Duly Authorized**  **to Enter Into this Agreement** | | |  | **Date** |
|  | | |  | |
| **Name** | | |  | |
|  | | |  | |
| **Job Title** | | |  | |
|  |  |  | | |
| **Phone Number** |  | **Email Address** | | |

## QMS Manager Information

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **QMS Manager Name** |  | **Title** |
|  |  |  |
| **Business Address** |  | **Phone Number** |
|  | |  |
| **Email Address** | |  |

## Notices

Any correspondence with regard to this QMS will be forwarded to the QMS Manager. They may also be forwarded to the Duly Authorized Corporate Employee, or other secondary QMS contacts as required.

Schedule B - Operational Requirements

# Operational Requirements

## Definitions

The following definitions apply.

### Deficiency

A deficiency means any condition where the work does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

### Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

### Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that a structure can be safely occupied or utilized as intended.

### Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

## Scope of Services

The operational requirements establish responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including but not limited to:

* code advice:
* construction;
* building upgrade programs;
* development and implementation of fire safety plans; and

storage of dangerous goods.

* plans examinations:
* new construction;
* building upgrade programs; and

fire safety plans with emphasis on addressing all new construction, alterations, renovations, demolition, and removal of structures.

* compliance inspections of work and occupancy:
* construction;
* renovations/alterations/reconstruction/additions;
* occupancy loads and changes in occupancy;
* fire safety plan practices with emphasis on addressing the risk to occupied buildings;
* follow-up inspections of deficiencies and unsafe conditions; and

post-occupancy of facilities identified.

* alternative solutions and variances;
* identification of deficiencies and unsafe conditions and follow up corrective action;
* Verification of Compliance;
* investigations; and

maintenance of files and records.

## Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines. Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

* inspection;
* plans reviews;
* occupancy load certificates;
* investigations;
* closure of files; and

areas of mutual interest.

## Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

* any thing, process, or activity to which the Act applies; or
* a fire hazard, or
* risk of explosion.

## Alternative Solutions and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations owned or under the care and control of the Corporation for a thing, process, or activity with the same conditions. However, an SCO **cannot** issue a variance that:

* removes or relaxes an existing code, standard, or rule; and
* is outside the scope of their designation of powers.

A variance will be issued in writing in accordance with the Act and in a format consistent with the template published by the Council.

A request for a variance must:

* be made in writing;
* be signed by the employee of the Corporation requesting the variance; and

include supporting documentation that demonstrates that the variance requested provides equivalent or greater level of safety than is identified by the code, standard or regulation.

In making a decision on an alternative solution proposal/variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to:

* the employee of the Corporation that requested the variance, if appropriate;
* the contractor, if applicable; and

the Council.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the issued variance will be placed on the project or maintenance activity file.

Where an alternative solution and variance is requested by a person other than the employees of the corporation, such as a contractor, the request will include a signature of approval from the Corporation’s QMS manager.

## Compliance Monitoring

The Corporation will monitor compliance through:

* a work log;
* plans examination (where applicable);
* site inspection and follow-up inspections; and
* Verification of Compliance.

A work log will be kept by each business unit undertaking the work and will contain the following information:

* project description;
* date completed;
* contact person;
* notification of any infractions or deficiencies that may have existed when the inspection was conducted;
* notification that any infractions or deficiencies were corrected; and

the DOP number of the SCO conducting the compliance monitoring.

## Site Inspections and Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

* be conducted by an SCO;
* determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
* be conducted in a timely fashion noted in the discipline-specific sections of this QMS;
* be conducted the at the stage(s) indicated in the discipline-specific sections of this QMS; and

address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

* corporation file number (if applicable);
* discipline;
* corporate name;
* date of the inspection;
* the stage(s) of work being inspected;
* a description of the work in place at the time of inspection;
* all observed deficiencies, including any condition where the work is incomplete or does not comply with the Act or an associated code or regulation and, in the opinion of the SCO, is not an unsafe condition;
* all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger; and

all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

* include name, signature, and designation number of the SCO conducting the inspection;
* be provided either electronically or by hard copy to the contractor, and corporate file and, if requested, to the owner, project consultant, architect, or consulting engineers; and

document the corrected unsafe conditions through re-inspection(s) or a VOC.

An SCO may, in addition to the mandatory inspections stipulated in this QMS, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

## Verification of Compliance (VOC)

An SCO, at their discretion, may accept a Verification of Compliance in place of an inspection for an identified deficiency or noncompliance. The VOC may be used:

* as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or

in lieu of a site inspection when permitted in this QMS.

A VOC will include the:

* identification of the document as a VOC;
* work log, if applicable, and technical discipline;
* name and title of the person who provided the VOC
* detail on how the VOC was provided;
* i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.;
* date the VOC was accepted by the SCO; and

signature and designation number of the SCO.

## Non-Conformance and Corrective Actions

The Corporation will address all deficiencies and unsafe conditions in a timely fashion. All non-compliant items will be documented on the inspection file. All deficiencies that result in an unsafe condition will be resolved by the Corporation.

It is the responsibility of the Corporation to resolve any differences of opinion on the appropriate corrective action to be taken to address deficiencies and unsafe conditions. Where the SCO and the work supervisor cannot agree on a corrective action, the SCO should escalate the issue with the QMS Manager. Where consensus cannot be achieved, the Corporation must document this dispute and lack of consensus on the inspection file. This documentation will include a description of:

* the non-conformance;
* the potential solutions discussed;
* any mitigating actions that may have been taken; and

the rationale as to why the SCO and the QMS Manager could not find consensus.

At such time as the Corporation’s accreditation is reviewed by the Council, a record will be produced of all instances where agreement on appropriate corrective action to address a non-conformance with the Act could not be achieved.

## Investigation of an Unsafe Condition, Accident, or Fire

As required by the Act and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO unless it is necessary in order to:

* prevent death or injury;
* protect property or evidence, or;

restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

## Module Offsite Fabrication

The Corporation will implement and adhere to an internal plan to manage compliance monitoring of offsite fabrication at various identified locations, as allowed for under the Act. The plan will include work or product approval through the Standards Council of Canada certification processes, local municipal permitting processes, manufacturing programs administered by the province of Alberta, international government agreement, or the Corporation’s compliance monitoring process under this QMS.

This plan will be available for review or audit by the Council or their representative.

Schedule C - Technical Discipline Service Delivery Standards

# Technical Discipline Service Delivery Standards

## Building

A building SCO will inspect work in accordance with the following category classifications. The SCO will have discretion in determining the stage, type, and frequency of inspection.

The building SCO will:

* obtain any letters or schedules as required by the current *National Building Code – Alberta Edition;*
* conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
* obtain documents with the seal and signature of a registered architect or professional engineer(s) when required by the current *National Building Code – Alberta Edition;*
* complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition;*
* prepare a Plans Review Report;
* provide the Plans Review Report to the QMS Manager, contractor, Corporation’s file and, if requested, to the project consultant, professionals involved, or consulting engineers; and

provide one set of construction documents to the contractor for retention and review at the project site, and retain one set on the Corporation’s file.

### Project and Maintenance-Based Activities

##### Category 1

Day-to-day maintenance, alterations, and new installations not normally requiring drawings or equipment installed in accordance with existing or typical drawings.

##### Category 2

Projects managed by the Corporation’s personnel in accordance with a unique set of plans. This includes installation of equipment or facilities.

##### Category 3

Large pre-engineered projects which will be managed by either the Corporation or a professional consultant in accordance with a unique set of plans.

### Plans Review

##### Category 1

Plans review will not normally apply. Work will be done in accordance with the Corporation’s approved drawings and standards. Existing or typical drawings will be updated to reflect any major changes.

##### Category 2 and 3

A complete set of plans will be issued to the SCO to review for compliance with the current *National Building Code – Alberta Edition*. All non-compliance items identified will be resolved prior to construction.

### Inspections

##### Category 1

A log detailing day-to-day maintenance, alterations, and new installations will be maintained at a central location in each Area. Work in this category will be reviewed by the Corporation’s staff or designated contractors. An SCO will be retained on an annual basis to carry out a general inspection of facilities and a sampling of a minimum of 30 % of the work completed throughout the year. The Safety Codes Officer will issue a report to the QMS Manager, including any non-compliance items.

Non-compliance items will be corrected and documented in the appropriate Area logbook. Work not inspected by an SCO will be reviewed by the Corporation’s staff or designated contractors, for similar deficiencies, the corporation will identify, correct, and note any deficiencies. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved, plus 10% of work not previously inspected. The work to be re-inspected will be at the discretion of the SCO, who may re-inspect at any time. An SCO may, at their discretion, accept a Verification of Compliance with respect to re-inspections.

In the event the SCO feels there is a critical safety issue associated with a non-compliance item, a re-inspection will be conducted. The SCO will inform the QMS Manager prior to proceeding.

##### Category 2

A record of all Category 2 work performed in each area, plus all required drawings and documentation, will be readily available. An SCO will be retained on an annual basis to carry out inspections on a minimum of 50% of all Category 2 work performed throughout the year. The SCO will issue a report to the QMS Manager, including any non-compliance items. Non-compliance items will be addressed using the same process as outlined in Category 1.

##### Category 3

All Category 3 work will be inspected. The SCO will determine the frequency or number of inspections and type of inspection. Inspections required by the SCO will be determined in discussions between the Corporation, or its agent, and the SCO at the point of plans review based on:

* the type of installation;
* the SCOs knowledge of the personnel involved in the work; and

the level of project inspection by the Corporation or designated representatives.

The Safety Codes Officer will issue reports to the project QMS coordinator or the QMS Manager detailing any non-compliance items. All non-compliance items will be resolved and re-inspected.

When a facility has been completed and all outstanding non-compliance items have been resolved, it will commence to be administered under Category 1.

## Electrical

An electrical SCO will inspect work in accordance with the following category classifications.

### Project and Maintenance-Based Activities

##### Category 1

Day-to-day maintenance, alterations, and new installations not normally requiring drawings or equipment installed in accordance with existing or typical drawings.

##### Category 2

Projects managed by the Corporation’s personnel in accordance with a unique set of plans. This includes installation of equipment or facilities.

##### Category 3

Large pre-engineered projects that will be managed by either the Corporation or an engineering consultant, in accordance with a unique set of plans. These projects generally cover construction facilities designed by professional engineers.

### Plans Review

##### Category 1

Plans review will not normally apply. Work will be done in accordance with the Corporation’s approved drawings and standards. Existing or typical drawings will be updated to reflect any major changes.

##### Category 2

Plans review will normally apply. Work will be done in accordance with the Corporation’s approved drawings and standards. Existing or typical drawings will be updated to reflect any major changes. Examples include: Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, and temporary services.

##### Category 3

A complete set of plans will be issued to the SCO for review. The purpose of issuing plans to the SCO is primarily to prepare for inspection, however, concerns or comments the SCO may have resulting from the plans review will be resolved.

### Inspections

##### Category 1

A log detailing day-to-day maintenance, alterations, and new installations will be maintained at a central location in each Area. Work in this category will be reviewed by the Corporation’s staff or designated contractors. An SCO will be retained on an annual basis to carry out a general inspection of facilities and a sampling of a minimum of 30% of work completed throughout the year. The SCO will issue a report to the QMS Manager, including any non-compliance items.

Non-compliance items will be corrected and documented in the appropriate Area logbook. Work not inspected by an SCO will be reviewed by the Corporation’s staff or designated contractors for similar deficiencies. The corporation will identify, correct, and note any deficiencies. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved, plus 10% of work not previously inspected. The work to be re-inspected will be at the discretion of the SCO, who may re-inspect at any time. An SCO may at their discretion, accept a Verification of Compliance with respect to re-inspections.

##### Category 2

A record of all Category 2 work performed in each Area, plus all required drawings and documentation, will be readily available. An SCO will be retained on an annual basis to carry out inspection on a minimum of 50% of all Category 2 work performed throughout the year. The SCO will issue a report to the QMS Manager including any non-compliance items. Non-compliance items will be addressed using the same process as outlined in Category 1.

##### Category 3

All Category 3 work will be inspected. The SCO will determine the frequency or number of inspections and type of inspections. The level of inspection required by the SCO will be determined in discussions between the Corporation, or its agent, and the SCO at the point of plans review based on the:

* type of installation;
* SCO knowledge of the personnel involved; and

level of project inspection by the Corporation or designated representatives.

The SCO will issue reports to the project coordinator or QMS Manager detailing any non-compliance items. All non-compliance items will be resolved and re-inspected where necessary.

When a facility has been completed and all outstanding non-compliance items have been resolved, it will commence to be administered under Category 1.

## Electrical Utility

An electrical SCO, with required utility knowledge, will inspect work in accordance with the following category classifications. Only an SCO holding a Group B certification level may conduct inspections on electrical utility systems.

### Project and Maintenance-Based Activities

##### Category 1

Day-to-day maintenance, alterations, and new installations not normally requiring drawings or equipment installed in accordance with existing or typical drawings. Maintenance of utility systems includes but is not limited to poles, substations, and overhead and underground systems.

##### Category 2

Projects managed by the Corporation’s personnel in accordance with a unique set of plans. This includes installation of equipment or facilities.

##### Category 3

Large pre-engineered projects that will be managed by either the Corporation, or an engineering consultant, in accordance with a unique set of plans. These projects generally cover construction facilities designed by professional engineers.

### Plans Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for a minor alteration or renovation of utility systems.

An SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

### Electrical Utility System Inspections

An SCO will conduct inspections in accordance with the following table:

Site Inspections for Electrical Utility Systems

|  |  |  |
| --- | --- | --- |
| **Distribution**  **(Dollar values based on project cost)** | **Minimum percentage of completed projects to be inspected** | **Project category association** |
| Less than $75K | 30% | 1 |
| Greater than $75K, less than $500K | 50% | 2 |
| Greater than $500K | 100% | 3 |
| **Transmission and Substations** |  |  |
| Less than $200K | 50% | 2 |
| Greater than $200K | 100% | 3 |

For construction that is based on a custom design, not repetitive in nature, not based on standard designs and that has been signed by a professional engineer, the frequency of inspections will be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

* urban verses rural construction;
* customer type, i.e. industrial, commercial, farm, residential;
* system upgrades;
* geographic location and terrain, i.e. service area, forest, prairie;
* construction crews involved; and

facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the corporation.

## 

## Fire

### Fire Code Compliance Inspections

For the purpose of ensuring compliance with the Act, an SCO may, at their discretion, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections for the Fire Discipline will be conducted in accordance with the following schedule.

**The table is customizable to the corporation’s accreditation**

|  |  |  |
| --- | --- | --- |
| **Activity / Project** | **Type of use, occupancy, sites, or work** | **Inspection Frequency Range**  **(May be by occupancy or individual unit)** |
| New construction | Storage Tank Systems for Flammable and Combustible Liquids | * 1 site inspection of all work or acceptance of Verification of Compliance,   **AND**   * 1 final inspection within 365 days of commencement of project |
| Alteration, addition, renovation, reconstruction, or removal | Storage Tank Systems for Flammable and Combustible Liquids | * 1 final inspection within 365 days of commencement of project,   **OR**   * A Verification of Compliance within 365 days of commencement of project |
| Fire Safety Plan implementation and practices | All new construction, alteration, addition, renovation, reconstruction, demolition or removal | * 1 site inspection at work commencement,   **AND**   * 1 site inspection midway through the project |
| Code compliance inspections | Accommodation facilities,  Buildings used for the storage of flammable, combustible, and hazardous materials, | * Once every 6 months * Once every 12 months * Once every 24 months |
| Code compliance inspections | Office complexes, Control rooms, Relocatable office buildings, Mechanical buildings. | * Once every 6 months * Once every 12 months * Once every 24 months |
| Compliance monitoring and enforcement including:   * fire suppression systems, * fire detection systems, * fire hydrants and monitors, * emergency lighting, * emergency simulations and evacuation, and * drill evacuation. | As required by the National Fire Code – Alberta Edition | * Once every 6 months * Once every 12 months * Once every 24 months |
| Storage Tank Systems |  | * Once every 6 months * Once every 12 months * Once every 24 months |
| Fire Safety Plan | Post-construction | * Once every 6 months * Once every 12 months * Once every 24 months |
| Fire Prevention Program | Post-construction | * Once every 6 months * Once every 12 months * Once every 24 months |

### Inspection Frequency Definitions

1. **Once every 12 months** - means a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.
2. **Once every 24 months -** means a specific day is set that will apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.

### Storage Tank Systems for Flammable and Combustible Liquids

**(Include only if the corporation has responsibility for Part 4 of the current National Fire Code – Alberta Edition)**

The Corporation will obtain construction documents signed and sealed by a professional engineer as outlined in the current *National Fire Code – Alberta Edition*.

An SCO will complete a review of the construction documents to assess compliance with the requirements of the current *National Fire Code – Alberta Edition*.

### Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

* a person dies or suffers injury that requires professional medical attention; or
* property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner’s Office.

A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required providing assistance in an investigation, including representatives from the Fire Commissioner’s Office. Fire investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

* dispatch or run sheets;
* fire incident field notes;
* casualty field notes (if applicable);
* wildfire notes (if applicable);
* evidence form;
* vehicle fire field notes (if applicable);
* photographs and a photograph log;
* structure fire notes; and

firefighter statements.

Fire Investigations will include the following information:

* location of fire;
* date of fire;
* date of investigation;
* building/property use;
* cause of fire;
* origin of fire;
* value of loss;
* name and designation number of SCO conducting the investigation;
* comments; and
* date of completion/sign off.

### Fire Prevention and Pre-Planning Programs

The Corporation will ensure that a fire safety plan, an emergency pre-plan including fire preparedness and response, and a fire prevention program are in place. The Corporation may include the responding Corporation’s fire department in the development of these programs.

## Gas

A gas SCO will inspect work in accordance with the following category classifications;

### Project and Maintenance-Based Activities

##### Category 1

Minor repairs, additions, alterations, or modifications to existing facilities, in which the work consists of replacement in kind or minor changes.

##### Category 2

This includes new facilities and additions or modifications to facilities.

### Plans Review

##### Category 1

For this type of project, design reviews will not normally apply. Site drawings will be updated to reflect the modification or addition and made available to the SCO upon request.

##### Category 2

A complete set of plans will be issued to the SCO for review. The purpose of issuing plans to the SCO is primarily to prepare for inspection, however, concerns or comments the SCO may have resulting from the plans review will be resolved.

### Inspections

##### Category 1

A log detailing day to day maintenance, alterations, and new installations will be made available. Work in this category will be reviewed by the Corporation’s staff or designated contractors. An SCO will be retained on an annual basis to carry out a general inspection of facilities and a sampling of a minimum of 30 percent of work completed throughout the year. The SCO will issue a report to the QMS Manager, including any non-compliance items.

Non-compliance items will be corrected and documented in the appropriate Area logbook. Work not inspected by an SCO will be reviewed by the Corporation’s staff or designated contractors, for similar deficiencies; the corporation will identify, correct and note any deficiencies. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved, plus 10% of work not previously inspected. The work to be re-inspected will be at the discretion of the SCO, who may re-inspect at any time. An SCO may, at their discretion, accept a Verification of Compliance with respect to re-inspections.

##### Category 2

All Category 2 projects will be inspected.

The SCO will report non-compliances and deficiencies to the Corporation’s QMS Manager, project coordinator and the contractor (if applicable). Any deficiencies and infractions will be corrected by the responsible party and a notice of correction will be issued to the QMS Manager. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved. An SCO may, at their discretion, accept a Verification of Compliance with respect to re-inspections.

## Plumbing

A plumbing SCO will inspect work in accordance with the following category classifications.

### Project and Maintenance-Based Activities

##### Category 1

Minor repairs, additions, alterations, or modifications to existing facilities in which the work consists of replacement in kind or minor changes.

##### Category 2

This includes new facilities and additions or modifications to facilities.

### Plans Review

##### Category 1

For this type of project, design reviews will not typically apply. Site drawings will be updated to reflect the modification or addition and made available to the SCO upon request.

##### Category 2

A complete set of plans will be issued to the SCO for review. The purpose of issuing plans to the SCO is primarily to prepare for inspection. However, the SCO’s concerns or comments resulting from the plans review will be resolved.

### Inspections

##### Category 1

A log detailing day-to-day maintenance, alterations, and new installations will be maintained at a central location in each Area. Work in this category will be reviewed by the Corporation’s staff or designated contractors. An SCO will be retained on an annual basis to carry out a general inspection of facilities and a sampling of a minimum of 30% of work completed throughout the year. The SCO will issue a report to the QMS Manager, including any non-compliance items.

Non-compliance items will be corrected and documented in the appropriate Area logbook. Work not inspected by an SCO will be reviewed by the Corporation’s staff or designated contractors, for similar deficiencies; the corporation will identify, correct and note any deficiencies. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved, plus 10% of work not previously inspected. The work to be re-inspected will be at the discretion of the SCO, who may re-inspect at any time. An SCO may at their discretion, accept a Verification of Compliance with respect to re-inspections.

##### Category 2

All Category 2 projects will be inspected.

The SCO will report non-compliances and deficiencies to the Corporation’s QMS Manager, project coordinator and the contractor (if applicable). Any deficiencies and infractions will be corrected by the responsible party and a notice of correction will be issued to the QMS Manager. An SCO will re-inspect all previously noted deficiencies to ensure compliance is achieved. An SCO may, at their discretion, accept a Verification of Compliance with respect to re-inspections.

### Private Sewage Disposal System Installation

A Plumbing Group B SCO will complete a review of the relevant installation details for compliance with the *Private Sewage Disposal System Standard of Practice* including:

* a site plan;
* the expected volume of sewage per day;
* the criteria used to determine the expected volume of sewage per day;
* a description and details of all sewage system treatment and effluent disposal component(s); and

details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

### Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

# QMS Template Version History (Delete from draft version submitted)

|  |  |  |
| --- | --- | --- |
| Date | Version | Notes |
| January 2020 | 1.0 | Template approved and implemented. |
| August 2022 | 1.1 | Changes to Organization chart |
| August 2024 | 1.2 | Remove reference to specific code books and added current to scope of accreditation. |
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