

Inspection and Technical Services

Electronic Submission Guideline

Date Issued: May 28, 2020
ITS 20-003

Inspection and Technical Services is accepting submissions for review and registration electronically, rather than requiring hard copies to be sent to our office. This guideline is provided to aid in the submission of the following:

- New CRN applications for Boilers, Pressure Vessels, Piping, Weld Procedures and Fittings
- Reciprocal Registration of CRN's issued by another Canadian Jurisdiction
- Manufacturers Data Reports
- Certificate of Authority Quality Programs

Although we've attempted to provide guidelines here, some submission types are not suited for electronic submission and this may be difficult to predict. We reserve the right to not accept certain documents or submissions electronically.

Effective **January 1, 2021**, Inspection and Technical Service will only accept electronic submissions by email at: QASupport@gov.mb.ca. Paper submissions will no longer be accepted, unless specifically requested by the Design Surveyor.

Please note, if any of these guidelines are not followed, the submission will not be accepted and will need to be re-sent in its entirety, either electronically or in duplicate hard copy.

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Electronic Submission Requirements for New CRN

A Canadian Registration Number (CRN) is a registration number, allotted by a provincial regulatory authority that allows a boiler, pressure vessel, pressure piping, weld procedure or fitting to be used in the province. Inspection and Technical Services is now accepting design submissions electronically.

Boilers, pressure vessels and fittings shall be registered initially by the regulatory authority in the province where the item is intended to be used first.

Mandatory Requirements for all New Design Review submissions:

A new design review is one that has not been submitted to any other jurisdiction for review and does not currently have an assigned CRN.

- Submit the required documents by email to QASupport@gov.mb.ca with the subject line:
“New Design Review – *Equipment Type *(Boiler, Pressure Vessel, Heat Exchanger, Piping, Weld Procedure or Fitting) – 1 of 1”:
- One email per application. If all documents cannot be attached to a single email due to size limitations, the submission may be broken into more than one email. However, the subject line must clearly indicate there are multiple emails by using the format mentioned above along with the extension ***“1 of 2, 2 of 2”***.
- Files shall be directly attached to the email; web links or file sharing sites are not acceptable.
- Files shall be **PDF files** (20MB max) and separated by content type (Drawings only, calculations only, etc.)
- **Each PDF must be clearly labeled to indicate contents.**
- All pages shall have the same orientation, i.e. all portrait or all landscape.
- PDF files cannot be locked to prevent signing or stamping.

Upon successful review, applicants will receive an invoice which shall be paid prior to receiving stamped approval documents by email.

No hard copies will be mailed.

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Documentation Requirements for Boilers, Pressure Vessels and Fittings:

- Completed *ITS ES Form 02 – CRN Registration Application*
- A copy of the design drawing(s), which shall show as a minimum:
 - ASME Code of construction and edition year
 - Maximum allowable working pressure
 - Design Temperature
 - Minimum design metal temperature (MDMT)
 - ASME Material specifications
 - Material Thicknesses
 - Corrosion allowance
 - Welding details (symbols)
 - Non-destructive examination requirements
 - Post weld heat treat requirements
 - Material impact test requirements
 - Contents of pressure vessels
 - Test pressures and temperatures
 - Special service conditions (i.e. cyclic service, etc.).
- A copy of the supporting engineering calculations
- A copy of the Certificate of Authorization issued by ASME or another Canadian Jurisdiction.
- In the case of fittings (in addition to the requirements above):
 - Completed *Statutory Declaration form* as found in CSA B51
 - Scope of registration
 - Proof test reports
 - List of all manufacturing sites
 - Proof of valid quality control program for each manufacturing site
 - Bulletin *ITS 20-009 Exemption from Registration Requirements for Fittings Category A, B, C and G* remains in effect. Owners and installers shall provide documented proof that fittings exempted from registration meet the requirements of the bulletin.

Documentation Requirements for Weld Procedures:

All weld procedures need to be submitted to Inspection and Technical Services for a New CRN, regardless if they have been registered in another jurisdiction.

- Copy of your MB certificate of authorization.
- Copy of the WPS
- Copy of Each PQR
- All supporting lab test results

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Documentation Requirements for Piping Systems:

- Completed *ITS ES Form 02 – CRN Registration Application* form for each system type (i.e. separate application for Steam, Condensate, and Air systems)
- Line List
 - Shall consist of a listing of every pipe size used with noting the ASME material, thickness, design pressure, temperature, and class of fittings used.
- List of Pressure Safety Valves
 - Listing manufacturer, NBIC or ASME certified, and setting.
- Start up testing procedures (hydro/pneumatic)
- Listing of all CRN registered boilers, pressure vessels and non-standard fittings being installed.
- Completed *ITS ES Form 04 - General Engineering Requirements for Design and Field Construction of Pressure Plant Piping*
- Copy of Flow or Line Drawings of the general arrangement for the pressure piping system only.
 - Drawings Requirements at a minimum:
 - i. Stamped and Reviewed by a professional engineer.
 - ii. Drawings shall state code built to i.e. ASME B31.9, B31.5, B31.3, etc.
 - iii. Include the symbol and line legends
 - iv. Markups on drawings will not be accepted

Documentation Requirements for Reciprocal CRN's

Submit the required documents by email to QASupport@gov.mb.ca with the subject line: “**Reciprocal CRN Registration – (insert CRN here)**”:

- Completed *ITS ES Form 02 – CRN Registration Application* form
- The acceptance letter from the originating jurisdiction showing the CRN.
- The drawing(s) noted in the acceptance letter (stamped by the originating jurisdiction showing the CRN), or scope of registration in the case of fittings.
- Send all documents as **1 PDF file** (20MB max).
- For more information regarding Reciprocal CRN's see Bulletin *ITS 20-011 Mutual Recognition of Design Review*.

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Documentation Requirements for Manufacturers Data Report

Submit the required documents by email to QASupport@gov.mb.ca with the subject line: “**Manufacturers Data Report – (insert CRN here)**”:

- The specific data report for the product entering Manitoba in PDF
- The file number to which was assigned for the CRN
- For more information regarding Manufacturers Data Reports see bulletin *ITS 20-011 Mutual Recognition of Design Review*

Certificate of Authority Submission Requirements

Submit the required documents by email to QASupport@gov.mb.ca with the subject line: “**Certificate of Authority – (insert Company Name here) *New or Renewal**”

- Completed *ITS ES Form 03 – Certificate of Authorization Application* form
- PDF of the Quality Assurance Manual
 - Note - Our department shall be referred to as Inspection and Technical Services (ITS).
- Include a list of Manual Holders.
 - Designate only **one** manual to ITS
- A current copy of your Certificate of Authorization
 - This includes submissions from outside Manitoba

Please send all documents as **PDF files** (20MB max). If all documents cannot be attached to a single email (size limitations), the submission may be broken into more than one email. The subject line should be clear there are multiple emails – **Email 1/2 etc.**

- Files shall be directly attached to the email: web links or file sharing sites are not acceptable.
- Files shall be **PDF files** (20MB max) and separated by content type (Application form, manual, etc.)
- **Each PDF clearly labeled to indicate contents**
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