



## **FUELS SAFETY PROGRAM**

# **FUELS SAFETY HEATING CONTRACTOR AUDIT PROGRAM**

**3300 Bloor Street West, 14th Floor, Centre Tower, Toronto, Ontario, M8X 2X4**

**Toll Free: 1-877-682-8772 Fax: (416) 231-7366**

**E-mail: [fuels\\_technical\\_services@tssa.org](mailto:fuels_technical_services@tssa.org) Website: [www.tssa.org](http://www.tssa.org)**

**Putting Public Safety First**





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## Technical Standards and Safety Authority Corporate Profile

The Technical Standards and Safety Authority (TSSA) is an organization dedicated to increasing public safety in the home, workplace and at recreational facilities. It was created in 1996 as a not-for-profit, self-funded delegated administrative authority to administer and enforce public safety laws in Ontario in the following designated industry sectors:

- boilers and pressure vessels and their associated Operating Engineers;
- amusement and elevating devices (elevators, escalators, ski lifts);
- hydrocarbon fuels (transportation, storage and distribution, utilization); and,
- upholstered and stuffed articles.

The TSSA's range of safety services in the sectors in which it operates includes:

- public education;
- training and certification;
- licensing and registration;
- engineering design review;
- inspections and investigations; and
- safety management consultation.

While the TSSA has the authority to order changes to, and even shut down unsafe operations when necessary, its focus is on prevention, and it prefers to work co-operatively with its industry partners and other stakeholders, including the general public, to improve public safety. With its headquarters in Toronto, the TSSA has approximately 330 employees across the province of Ontario. Governed by a board of directors with relevant backgrounds, the TSSA is accountable to the Ontario government. Working with partners in industry, government, advisory councils and the public, the TSSA strives for zero serious injuries and fatalities in its regulated sectors.



## **TSSA Fuels Safety Program**

The TSSA provides fuel-related safety services in accordance with the *Technical Standards and Safety Act, 2000* (the “Act”) and its associated regulations, encompassing the safe transportation, storage, handling and use of hydrocarbon fuels such as gasoline, diesel, propane and natural gas. The TSSA delivers programs and services that regulate the safe use of motor fuels, heating fuels and gaseous fuels for private, industrial and commercial uses in Ontario. The TSSA regulates fuel suppliers, storage facilities, transport trucks, pipelines, contractors and their certified employees, and equipment and appliances that use fuels, including residential applications. The TSSA also works to protect the public, the environment and property from fuel-related hazards such as spills, leaks, fires and explosions.

## **TSSA’s Fuels Safety Contractor Audit Process**

### **Purpose:**

A key purpose for conducting contractor audits is to ensure that you are in compliance with and have a thorough understanding of your safety obligations under the *Technical Standards and Safety Act, 2000, Ontario Regulation 211/01, Ontario Regulation 212/01, Ontario Regulation 213/01, Ontario Regulation 215/01*, the CAN/CSA B149 series of Codes, and any other applicable codes and procedures.

### **Method:**

The contractor audit procedure will include external site inspections of ongoing and/or completed projects pertaining to either installation and/or service-related work. In addition, a scheduled visit to the contractor’s office location is also included in order to assess office procedures and review service or work order records as required.

### **Objective of the Fuels Safety Contractor Audit:**

The Fuels Safety Contractor Audit acts as an opportunity to reinforce the need for compliance with applicable legislation, regulation, codes and procedures. This document is intended to be a guideline as to TSSA requirements and Contractor responsibilities. During a Fuels Safety Contractor Audit, you will also have the opportunity to ask a Fuels Safety Inspector any questions concerning your compliance obligations. By working together, we can ensure that people’s lives are being made better by enhancing public safety in the province of Ontario.



## **TSSA's Fuels Safety Contractor Audit Process (cont'd)**

The TSSA conducts contractor audits to examine the work practices and ascertain compliance under the Act and its regulations. TSSA Inspectors are authorized to carry out inspections under section 17 (1) of the Act, which permits Inspectors, at any reasonable time, to carry out an inspection to determine if the Act and the regulations are being complied with. Section 18 (1) of the Act provides that an inspector may, (a) exercise such powers and act in such manner as is set out in this Act and the regulations; and (b) on notice to the appropriate person, remove any thing for the purpose of making any examination, test or inquiry as may be necessary to determine whether this Act, the regulations or a Minister's order are being complied with.

### **What are the reasons for the Contractor audit?**

The Act is consumer protection legislation. For public safety reasons, it is imperative that the requirements of the Act and its regulations are complied with. Contractor audits reinforce that compliance with high safety standards must be maintained. They provide some measure of assurance that Contractors in the field are performing their work in a proper, skilful and thorough manner. They establish consistent standards that all Contractors must operate by. They confirm that Contractors and their employees and sub-Contractors, have obtained all necessary licences, certificates and registrations. Contractor audits also ensure that all industry members are operating on the same playing field.

### **Contractor Participation**

A contractor audit is a mandatory inspection under the Act. The Act imposes a duty upon Contractors, to facilitate an inspection under the Act. Under section 19 (1) of the Act, every person is obliged to facilitate any entry, inspection, examination, test or inquiry by an Inspector in the exercise of his or her powers and duties under the Act, and pay the required fees in connection with an inspection, examination, test or inquiry. In addition, under section 19 (3) of the Act, if an Inspector requires that a record or other thing be produced for inspection, "the person who has custody of it, shall produce it and in the case of a record, provide any assistance that is reasonably necessary to interpret it or produce it in readable form". Under section 20 (1) of the Act, no person shall hinder, obstruct or interfere with an inspector conducting an inspection, refuse to answer questions on matters relevant to the inspection or provide the inspector with information relevant to the inspection that the person knows to be false or misleading". Under section 37 (1) of the Act, a person who contravenes or fails to comply with any provision of the Act or the Regulations or contravenes or fails to comply with an order or requirement of an Inspector or obstructs an Inspector, " is guilty of an offence and on conviction, liable to a fine of not more than \$50,000.00, or to imprisonment for a term of not more than one year, or to both, or if the person is a corporation, to a fine of not more than \$1,000,000.00.



Also under section 37 of the Act, a director or officer of a corporation has a duty to take reasonable care to prevent a corporation from committing such offences. If such director or officer fails to carry out that duty, he or she is guilty of an offence and on conviction, liable to a fine of not more than \$50,000.00 or to imprisonment for a term of not more than one year, or to both.

### **How often will Contractor Audits be done?**

The TSSA currently audits every Contractor in the Province of Ontario on an average frequency of once every three years, under the Contractor audits program. However, other factors may trigger or affect the frequency of an audit. These other factors may include: the findings of a previous audit, a consumer complaint, failure to renew a registration, changes in certificates or registration, or other safety-related matters or issues.

### **Schedule and Fees for Contractor Audits**

Contractor Audits typically, on average, takes approximately 3 to 4 hours to complete. This estimate of time is based on the understanding that the Inspector will not encounter unusual or unexpected difficulties in the completion of the Contractor Audit. In the event that unusual or unexpected difficulties arise, TSSA reserves the right to bill for any additional disbursements or any additional time expended by TSSA's staff in the completion of the Contractor Audit. TSSA will bill the Contractor for the cost of the Inspector's time to complete the audit. The standard hourly rate for the Inspector is currently set at as per TSSA Fee Review Policy. Please note that TSSA reserves the right to change its fees at any time, however, no such changes are contemplated at the time of this writing.

### **Preparing for a Contractor Audit**

The Inspector will request the following information at the time of the audit.

#### **Certificates and Contractor Registrations:**

A list of all names of employees and sub-Contractors that work on equipment related to a hydrocarbon fuel for the Contractor or on the Contractor's behalf and a description of the nature of the work each employee or sub-Contractor does for the Contractor (i.e. installers, service, maintenance, helpers, etc.) together with a photocopy of their registration or certificates, and including any certificate and/or Ontario registration as a Contractor for all sub-Contractors. Having the above items ready for inspection at the time of the audit will assist in keeping time and costs of an audit to a minimum.



## **Confidentiality of Information**

Inspectors who are doing audits are bound by the Act, to keep the information obtained in strict confidence. Section 24 (1) of the Act, requires that an Inspector "shall not disclose to any person any information, record, report or statement obtained under the powers conferred under this Act and the regulations except for the purpose of carrying out his or her duties under this Act and the regulations."

## **Questions or Concerns about the Fuels Safety Contractor Audit Process**

If you have any questions or concerns regarding this process, please direct your inquiries to TSSA's Fuels Safety program at 416-734-3300 or 1-877-682-8772 (outside Toronto).

## **Specific Information and Requirements During a Fuels Safety Contractor Audit**

The following requirements will be verified during the Fuels Safety Contractor Audit process:

- TSSA Heating Fuels Contractor Registration and any Sub-Contractor's TSSA Heating Fuels Contractor Registration (if applicable).
- License Certification – required for all employees performing work that falls within the scope of their license certificate (refer to *Ontario Regulation 215/01*).
- Documentation of fuels-related training or record of training (if applicable).
- Documentation of specific jobs in the form of a service/work order or receipt.
- Service Vehicle Requirements – Company name and TSSA registration number must clearly appear on all service vehicles utilized by a contractor.
- External Site Audit Requirement





## Fuels Industry License Certification

The *Technical Standards and Safety Act, 2000* imposes a duty on all Heating Fuels contractors to ensure that any appliance, accessory, component or equipment they service and/or operate are installed, serviced and maintained by qualified and trained personnel. *Ontario Regulation 215/01* (Fuels Industry Certificates) establishes the minimum qualifications that an individual must achieve in order to qualify for a certificate from the director designating that individual as a certificate holder (designations are listed in section 3 of *Ontario Regulation 215/01*).

Every individual at a site performing work that falls within the scope(s) of their certificate designation must be certified accordingly. The objective is to ensure that all personnel are trained and certified to their level of expertise and competency.

For example, a gas technician 3 (a G.3 “certificate”) must have in his or her possession a **TSSA Practical Skills Sign-Off Instrument Document** if they are working under the general supervision of a certificate holder with a higher designation of responsibility (see section 22 (1) of *Ontario Regulation 215/01*).

## Contractor Vehicle Requirements

All service vehicles operated by a registered contractor, whether leased or owned, shall be clearly marked with the registration name and number as recorded on the contractor’s registration certificate (as stated in section 21 (7) of *Ontario Regulation 212/01*).

There are no specific requirements on the format of the sign other than the need for it to be clearly visible. Generally, letters of a minimum of 5/8” in size or greater have been accepted as satisfying the intent.

Contractor registration numbers should be clearly marked on every service vehicle used for direct fieldwork.

NOTE: Under section 21 (7) of *Ontario Regulation 212/01*, there is an exemption for the identification of a vehicle if it is being utilized as a delivery truck only.



# Appendix

- Fuels Safety Heating Contractor Service Vehicle Listing
- Highlights from the *Technical Standards & Safety Act, 2000*
- Highlights of *Ontario Regulation 211/01, Propane Storage & Handling*
- Highlights of *Ontario Regulation 212/01, Gaseous Fuels*
- Highlights of *Ontario Regulation 213/01, Fuel Oil*
- Highlights of *Ontario Regulation 215/01, Fuel Industry Certificate*
- Highlights of TSSA Gaseous Fuels Code Adoption Document FS-144-09, issued February 18, 2009
- TSSA Guideline for Incident Reporting Criteria



## **Fuels Safety Heating Contractor – Service Vehicle List**

A typical service vehicle may contain the following preferred equipment  
(depending upon the nature of the services provided)

### **Safety Equipment**

- Fire extinguisher
- First aid kit
- Personal Protective Equipment such as a vest, hardhat, eyewear, gloves etc.

### **Test Equipment**

- Manometer
- Multimeter
- Purge Hose Assembly
- Pressure Gauge with three inch face
- Approved pipe joint sealant
- Leak Detection Fluid
- Combustion Analyzer (optional)
- Carbon Monoxide Detector (optional)

### **Mechanical Equipment**

- Various hand tools
- Flashlight
- Speciality tools – wrenches, bars, etc.
- Ladders (if required for scope of work)
- Repair manuals

### **TSSA Contractor Registration Number**

- TSSA Contractor Registration Number and Name must be properly displayed.

**Is there a current codebook available (directly or indirectly)?**



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## Highlights from the *Technical Standards & Safety Act, 2000*

### Technical Standards and Safety Act, 2000

#### S.O. 2000, CHAPTER 16

Consolidation Period: From December 15, 2009 to the e-Laws currency date.

Note: May 1, 2010 has been named by proclamation as the day on which the amendments made by 2009, c. 28, ss. 1-15 come into force.

Last amendment: 2009, c. 33, Sched. 10, s. 14.

#### Purpose

1. The purpose of this Act is to enhance public safety in Ontario by providing for the efficient and flexible administration of technical standards with respect to the matters referred to in section 2. 2000, c. 16, s. 1.

#### Requirement for authorization

#### Refusals, suspensions, etc.

6. (7) A director may refuse to grant, suspend, revoke or refuse to renew an authorization where he or she has reason to believe that the applicant or authorization holder,

- (a) will not carry out the activities permitted by the authorization in accordance with law;
- (b) will not carry out the activities permitted by the authorization safely;
- (c) lacks the basic resources necessary for carrying out the activities permitted by the authorization;
- (d) lacks honesty and integrity;
- (e) is not competent or lacks reasonable skill;
- (f) has failed to comply with the Act, the regulations, a Minister's order, the order of a director or an inspector, or a restriction, limitation or condition of an authorization;
- (g) obtained the authorization through misrepresentation or fraud;
- (h) permitted an unauthorized person to carry out the activities permitted under the authorization. 2000, c. 16, s. 6 (7).



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## Highlights from the *Technical Standards & Safety Act, 2000* (cont'd)

### Offences

37. (1) Every person who,

- (a) contravenes or fails to comply with any provision of this Act, the regulations or a Minister's order;
- (b) knowingly makes a false statement or furnishes false information under this Act, the regulations or a Minister's order;
- (c) contravenes or fails to comply with a term or condition of an authorization;
- (d) contravenes or fails to comply with an order or requirement of an inspector or obstructs an inspector,

is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both, or, if the person is a body corporate, to a fine of not more than \$1,000,000. 2000, c. 16, s. 37 (1).

### Duties of employers, contractors

41. Every contractor and employer shall take all reasonable precautions to ensure that they and their agents and employees comply with this Act, the regulations or a Minister's order. 2000, c. 16, s. 41.

## Highlights from *Ontario Regulation 211/01*

### ONTARIO REGULATION 211/01

#### *No Amendments*

### PROPANE STORAGE AND HANDLING

Notice of Currency:\* This document is up to date.

\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations \(Legislative History\)](#).

***This Regulation is made in English only.***



## Highlights from *Ontario Regulation 211/01 (Cont'd)*

### Interpretation

1. (1) In this Regulation,

“approved” means,

- (a) with respect to a standard or a laboratory test report, that it is listed in “Titles of Standards and Laboratory Test Reports Authorized in the Province of Ontario under the Act” as published by the designated administrative authority from time to time,
- (b) with respect to an appliance, equipment, a component or an accessory, that it bears the label or symbol of a designated testing organization or a label or symbol authorized by the director, certifying that it complies with an approved standard or laboratory test report,
- (c) with respect to an installation or work, that it complies with this Regulation or, where the installation or work was installed before this Regulation came into force, that it complies with the predecessor to this Regulation as it existed when the installation or work was carried out;

“contractor” means a person who carries on, in whole or in part, the business of installing, removing, repairing, altering or servicing appliances or equipment, and includes a person or an agent of the person who agrees to install, remove, repair, alter or service appliances or equipment sold or leased by the person;

### Duty of employer

5. (1) Every person who operates, installs, removes, repairs, alters or services appliances or works shall instruct the person’s employees to comply with the Act and this Regulation. O. Reg. 211/01, s. 5 (1).

- (2) Every person who employs a person to carry out any activity referred to in subsection (1) shall take every precaution that is reasonable in the circumstances to ensure that the employee complies with the Act and this Regulation. O. Reg. 211/01, s. 5 (2).

### Distributor to have access

10. A distributor shall have access, at all reasonable times and upon reasonable notice, to all parts of every premises to which the distributor supplies propane for the purpose of,

- (a) examining any appliance or equipment in or on the premises and disconnecting the appliance or equipment if it, its installation or its use does not conform with this Regulation or a predecessor of this Regulation; and



## Highlights from *Ontario Regulation 211/01 (Cont'd)*

### Occurrence or accident

15. (1) Where it appears that carbon monoxide poisoning, asphyxiation, explosion or fire has occurred or an accidental release, vent or spill has occurred because of the use, handling or storage of propane, the registration, licence, certificate or ROT holder shall notify forthwith an inspector of the occurrence by telephone, facsimile or any other form of electronic transmission and a registration or licence holder shall have in place procedures for such notification. O. Reg. 211/01, s. 15 (1).

(2) No person shall interfere with or disturb any wreckage, article or thing at the scene of an occurrence that is connected with it except in the interest of public safety, saving a life, relieving human suffering, continuity of service or preservation of property. O. Reg. 211/01, s. 15 (2).

(3) Where it is permitted to interfere with or disturb wreckage, an article or a thing under subsection (2), no person shall carry away or destroy wreckage, an article or thing unless an inspector gives permission to do so. O. Reg. 211/01, s. 15 (3).

### Safe operating condition

17. (1) An owner and every person responsible for the operation of an appliance, a container, equipment, a work or any other thing employed in the handling or use of propane shall ensure that it is maintained in a safe operating condition. O. Reg. 211/01, s. 17 (1).

(2) No person shall operate or permit to be operated, an appliance or work unless it is maintained in a safe operating condition and it complies with this Regulation or, where it was installed before this Regulation came into force, that it complies with the requirements of the predecessor to this Regulation as it existed when it was installed. O. Reg. 211/01, s. 17 (2).

### Unacceptable condition – immediate hazard

19. (1) In this section and in section 20,

“unacceptable condition” means,

- (a) with respect to an appliance, container or work, that it is being used for a purpose other than that for which it was authorized,



## Highlights from *Ontario Regulation 211/01 (Cont'd)*

### Unacceptable condition – immediate hazard (cont'd)

#### 19. (1) (cont'd)

- (b) with respect to an appliance, container or work, that an alteration to it, by the addition of a device or attachment or in any other way, or any deterioration of it, is likely to impair its safe operation, or
- (c) with respect to an appliance or work, that the condition of piping, tubing or hoses, the venting of products of combustion, the supply of air for combustion or the clearance from adjacent combustible matter is likely to impair its safe operation or does not meet the requirements of this Regulation or, where it was installed before this Regulation came into force, that it does not meet the requirements of the predecessor to this Regulation as it existed when the appliance or work was installed. O. Reg. 211/01, s. 19 (1).

(3) A user to whom notice has been given under subsection (2) shall not use the appliance or work or permit its use until the condition has been corrected and a distributor or certificate holder has determined on re-inspection that the condition has been corrected. O. Reg. 211/01, s. 19 (3).

(4) A holder of a certificate or ROT who finds that an unacceptable condition of an appliance or work constitutes an immediate hazard shall,

- (a) immediately shut off the supply of propane to the appliance or work;
- (b) promptly give oral notice of the actions taken under clause (a) to the propane distributor;
- (c) promptly give a written notice to the user,
  - (i) describing the condition that constitutes the immediate hazard, and
  - (ii) that contains a statement indicating that the appliance or work shall not be used until the condition is corrected;
- (d) within 14 days of finding the condition, give written notice of the condition to the distributor, including notice that the supply of propane has been shut off; and
- (e) affix a notice containing the information required by clause (c) to the appliance or work. O. Reg. 211/01, s. 19 (4).

(5) No owner or user to whom a notice has been given under this section shall use the appliance or work or permit its use until the condition is corrected. O. Reg. 211/01, s. 19 (5).





## Highlights from *Ontario Regulation 211/01 (Cont'd)*

### Unacceptable condition – no immediate hazard

20. (1) Where a distributor finds that an appliance or work is in an unacceptable condition but that it does not constitute an immediate hazard, the distributor shall,

(a) promptly give the user a written notice describing the condition and indicate in the notice that the distributor will shut off the supply of propane to the appliance or work, unless the contractor notifies the distributor that the condition has been corrected, within the period of time specified in the notice, which shall not be greater than 90 days; and

(b) affix a notice containing the information required under clause (a) to the appliance or work. O. Reg. 211/01, s. 20 (1).

(2) A distributor who gives a notice under subsection (1) shall shut off the supply of propane to the appliance or work if the unacceptable condition described in the notice is not corrected within the period of time specified in the notice, which period shall be within 90 days. O. Reg. 211/01, s. 20 (2).

(3) No user to whom notice has been given under subsection (1) shall use, or permit to be used, the appliance or work after the expiry of the period of time specified in the notice for correcting the condition, unless the condition has been corrected. O. Reg. 211/01, s. 20 (3).

(4) A holder of a certificate or ROT who finds that an appliance or work is in an unacceptable condition but that it does not constitute an immediate hazard shall,

(a) immediately give oral notice of the condition to the distributor of propane regarding the appliance or work;

(b) immediately give written notice to the user of the appliance or work describing the condition and advising that notice of the condition has been given to the distributor;

(c) within 14 days of finding the condition, give written notice of the condition to the distributor; and

(d) affix a notice containing the information required in clause (b) to the appliance or work. O. Reg. 211/01, s. 20 (4).

(5) A distributor who receives a notice under subsection (1) or (4) shall inspect the appliance or work and take the action required under section 19. O. Reg. 211/01, s. 20 (5).



## Highlights from *Ontario Regulation 211/01 (Cont'd)*

### Unacceptable condition – no immediate hazard (cont'd)

20. (6) Where portable containers are connected to an appliance or equipment by a person other than a distributor, the distributor is exempt from section 19. O. Reg. 211/01, s. 20 (6).

(7) Where the holder of a certificate or ROT finds an unacceptable condition in circumstances where subsection 19 (5) applies, the certificate or ROT holder shall notify the owner of the equipment of the unacceptable condition. O. Reg. 211/01, s. 20 (7).

### No transfer of licence or registration

31. (1) A licence or registration is not transferable. O. Reg. 211/01, s. 31 (1).

(2) If a person who holds a licence or registration, as the case requires, changes his, her, or its name, or if a licence or registration is lost or destroyed, the holder shall promptly apply to the director for a licence or registration containing the new name or a duplicate, as the case requires, and such application shall be accompanied by the fee set by the designated administrative authority. O. Reg. 211/01, s. 31 (2).

(3) If the holder of a licence or registration changes the holder's address, the holder shall notify the director of the new address within 30 days of the change. O. Reg. 211/01, s. 31 (3).

(4) A registered contractor shall display the evidence of registration in a conspicuous place at the contractor's business premises and all field vehicles, other than delivery trucks, operated by the contractor, whether leased or owned, shall be clearly marked with the contractor's name and number. O. Reg. 211/01, s. 31 (4).

NOTE: Under *Ontario Regulation 440/08*, effective January 1, 2009, there is a new requirement for persons to produce a certificate or ROT as follows:

#### 6(2)

***“Any person who is required to hold a certificate or ROT under this Regulation shall produce it on demand of the director, an inspector, or any other person”***

**Please refer to TSSA Fuels Safety Advisory FS-155-09 for more information on *Ontario Regulation 440/08 (amending Ontario Regulation 211/01)*.**



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## Highlights from *Ontario Regulation 212/01*

### Technical Standards and Safety Act, 2000

#### ONTARIO REGULATION 212/01

*No Amendments*

#### GASEOUS FUELS

**Notice of Currency:**\* This document is up to date.

\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations \(Legislative History\)](#).

***This Regulation is made in English only.***

### Interpretation

1. (1) In this Regulation,

“approved” means,

- (a) with respect to a standard or a laboratory test report, that it is listed in “Titles of Standards and Laboratory Test Reports Authorized in the Province of Ontario under the Ontario Gas Utilization Code” as published by the designated administrative authority from time to time,
- (b) with respect to an appliance, equipment, a component or an accessory, that it bears the label or symbol of a designated testing organization or a label or symbol authorized by the director certifying that it complies with an approved standard or a laboratory test report, or
- (c) with respect to an installation or work, that it complies with this Regulation;

### Duty of employer

11. (1) Every person who operates, installs, removes, repairs, alters or services appliances or works shall instruct the person’s employees to comply with the Act and this Regulation. O. Reg. 212/01, s. 11 (1).

(2) Every person who employs a person to carry out any activity referred to in subsection (1) shall take every precaution that is reasonable in the circumstances to ensure that the person’s employees comply with the Act and this Regulation. O. Reg. 212/01, s. 11 (2).



## Highlights from *Ontario Regulation 212/01 (Cont'd)*

### Accident or occurrence

12. (1) Where it appears that carbon monoxide poisoning, asphyxiation, explosion or fire has occurred because of the use, storage or handling of gas, a certificate holder, ROT holder, contractor or distributor shall forthwith notify an inspector of the occurrence by telephone, fax or any other form of electronic transmission, and a contractor or distributor shall have in place procedures for such notification. O. Reg. 212/01, s. 12 (1).

(2) No person shall interfere with or disturb any wreckage, article or thing at the scene of an occurrence that is connected with it except in the interest of public safety, saving a life, relieving human suffering, continuity of service or preservation of property. O. Reg. 212/01, s. 12 (2).

(3) Where it is permitted to interfere with or disturb wreckage, an article or a thing under subsection (2), no person shall carry away or destroy any wreckage, article or thing unless an inspector gives permission to do so. O. Reg. 212/01, s. 12 (3).

Unacceptable condition — immediate hazard

13. (1) In this section and in section 14,

“unacceptable condition” means,

- (a) with respect to an appliance, container or work, that it is being used for a purpose other than that for which it was approved,
- (b) with respect to an appliance, container or work, that any alteration to it or any deterioration of it, is likely to impair its safe operation, or
- (c) with respect to an appliance or work, that the condition of piping, tubing or hoses, the venting of products of combustion, the supply of air for combustion or the clearance from adjacent combustible matter is likely to impair its safe operation or that the appliance or work does not meet the requirements of this Regulation or, where it was installed before this Regulation came into force, that it does not meet the requirements of the predecessor to this Regulation as it existed when the appliance or work was installed. O. Reg. 212/01, s. 13 (1).

(2) Where a distributor finds that an appliance or work is in an unacceptable condition and that it constitutes an immediate hazard, the distributor shall,

- (a) immediately shut off the supply of gas to the appliance or work;
- (b) promptly notify the user in writing of the unacceptable condition, including a direction that the appliance or work not be used until the condition is corrected; and



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## Highlights from *Ontario Regulation 212/01 (Cont'd)*

### Unacceptable condition — immediate hazard (cont'd)

13. (cont'd)

(c) affix a notice containing the information referred to in clause (b) to the appliance or work. O. Reg. 212/01, s. 13 (2).

(3) Where a holder of a certificate or ROT finds that an appliance or work is in an unacceptable condition and that it constitutes an immediate hazard, the holder shall,

- (a) immediately shut off the supply of gas to the appliance or work;
- (b) promptly give oral notice of the shutting off of the gas to the distributor;
- (c) promptly give a written notice to the user,
  - (i) describing the condition that constitutes the immediate hazard, and
  - (ii) directing that the appliance or work not be used until the condition is corrected;

(d) within 14 days of finding the condition, give written notice of the condition to the distributor, including notice that the supply of gas has been shut off; and

(e) affix a notice containing the information required in clause (c) to the appliance or work. O. Reg. 212/01, s. 13 (3).

(4) An owner or user of an appliance or work to whom notice is given that there is an unacceptable condition that constitutes an immediate hazard shall not use the appliance or work or cause or permit the appliance or work to be used until the condition is corrected. O. Reg. 212/01, s. 13 (4).

(5) Where the unacceptable condition is corrected, the owner or user shall notify the distributor of the correction within 14 days of the condition being corrected. O. Reg. 212/01, s. 13 (5).

(6) Where a notice is affixed to an appliance or work under clause (2) (c) or (3) (e), no person shall remove the notice unless the person holds a certificate for that purpose and on removing the notice the person shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 212/01, s. 13 (6).



## Highlights from *Ontario Regulation 212/01 (Cont'd)*

### Unacceptable condition — no immediate hazard

14. (1) Where a distributor finds that an appliance or work is in an unacceptable condition but that it does not constitute an immediate hazard, the distributor shall,

(a) promptly notify the user, in writing, describing the condition and indicate in the notice that the distributor will shut off the supply of gas to the appliance or work if the contractor does not notify the distributor that the condition has been corrected within the period of time specified in the notice, which shall not be greater than 90 days;

(b) affix a notice containing the information required under clause (a) to the appliance or work. O. Reg. 212/01, s. 14 (1).

(2) A distributor who gives a notice under subsection (1) shall shut off the supply of gas to the appliance or work if the unacceptable condition described in the notice is not corrected within the period of time specified in the notice. O. Reg. 212/01, s. 14 (2).

(3) Where a holder of a certificate or ROT finds that an appliance or work is in an unacceptable condition but that it does not constitute an immediate hazard, he or she shall,

(a) immediately give oral notice of the condition to the distributor who supplies gas to the appliance or work;

(b) immediately give written notice to the user of the appliance or work describing the condition and advising that notice of the condition has been given to the distributor;

(c) give written notice of the condition to the distributor within 14 days of finding it; and

(d) affix a notice containing the information required in clause (b) to the appliance or work. O. Reg. 212/01, s. 14 (3).

(4) An owner or user of an appliance or work to whom notice has been given that there is an unacceptable condition that does not constitute an immediate hazard shall not use the appliance or work, or cause or permit its use, after the expiry of time specified in the notice for correcting the condition until the condition has been corrected. O. Reg. 212/01, s. 14 (4).

(5) Where a notice is affixed to an appliance or work under clause (1) (b) or (3) (d), no person shall remove the notice unless the person holds a certificate for that purpose and on removing the notice the person shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 212/01, s. 14 (5).



## Highlights from *Ontario Regulation 212/01 (Cont'd)*

### Duty to maintain in safe operating condition

15. An owner or user of an appliance, equipment, a work or any other thing employed in the handling or use of gas shall ensure that the appliance, equipment, work or thing employed in the handling or use of gas is maintained in a safe operating condition. O. Reg. 212/01, s. 15.

### Registration of contractors

21. (1) No person shall act as a contractor unless the person is registered for the purpose. O. Reg. 212/01, s. 21 (1).

(2) An application for registration as a contractor shall be made in the form published by the designated administrative authority to the director and shall be accompanied by the fee set by the designated authority. O. Reg. 212/01, s. 21 (2).

(3) A registration as a contractor expires one year after its date of issue. O. Reg. 212/01, s. 21 (3).

(4) An application to renew a registration made after the registration has expired shall be treated as a new application for registration. O. Reg. 212/01, s. 21 (4).

(5) The director shall issue evidence of registration to an applicant who is registered as a contractor or renews a registration as a contractor. O. Reg. 212/01, s. 21 (5).

(6) The director shall issue a registration or a renewal of a registration as a contractor if the applicant pays the fee set by the designated administrative authority and is not in arrears of any such fees owed to the designated administrative authority. O. Reg. 212/01, s. 21 (6).

(7) A registered contractor shall display the evidence of registration in a conspicuous place at the contractor's business premises and shall notify the director within 30 days of any change of business address, and all field vehicles, other than delivery trucks, operated by the contractor, whether leased or owned, shall be clearly marked with the contractor's name and registration number. O. Reg. 212/01, s. 21 (7).

(8) A registration is not transferable. O. Reg. 212/01, s. 21 (8).



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## Highlights from *Ontario Regulation 212/01 (Cont'd)*

### Registration of contractors (cont'd)

21. (9) If the name on the registration changes, the holder shall promptly apply to the director for a registration containing the new name and pay the fee set by the designated administrative authority. O. Reg. 212/01, s. 21 (9).

(10) If the evidence of registration is lost, stolen or destroyed, the contractor shall promptly apply to the director for a duplicate and pay the fee set by the designated administrative authority, whereupon the director shall issue duplicate evidence of a valid registration. O. Reg. 212/01, s. 21 (10).

## Highlights from *Ontario Regulation 213/01*

### Technical Standards and Safety Act, 2000

#### ONTARIO REGULATION 213/01

*No Amendments*

#### FUEL OIL

**Notice of Currency:**\* This document is up to date.

\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations \(Legislative History\)](#).

***This Regulation is made in English only.***

### Interpretation

1. (1) In this Regulation,

“approved” means,

- (a) with respect to a standard or a laboratory test report, that it is listed in “Titles of Standards and Laboratory Test Reports Authorized in the Province of Ontario” as published by the designated administrative authority from time to time,
- (b) with respect to an appliance, tank, equipment, component or accessory, that it bears the label or symbol of a designated testing organization or a label or symbol authorized by the director, certifying that it complies with an approved standard or laboratory test report, or
- (c) with respect to an installation, that it complies with this Regulation;





## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Supply to containers and tank systems

7. (1) No distributor shall supply fuel oil to a container or tank system that is connected to an appliance or work unless the distributor is satisfied that the installation and use of the appliance or work comply with this Regulation and,

(a) unless the distributor has inspected the appliance or work at least once within the previous 10 years; or

(b) unless the distributor has inspected the appliance or work in accordance with a quality assurance inspection program. O. Reg. 213/01, s. 7 (1).

(2) A distributor shall prepare a report on each inspection made under subsection (1) and shall retain the report until the next inspection and report are completed. O. Reg. 213/01, s. 7 (2).

(3) An inspection shall be carried out by a person who is the holder of a certificate for that purpose. O. Reg. 213/01, s. 7 (3).

\* (4) No person shall supply fuel oil to an underground tank unless the underground tank is registered. O. Reg. 213/01, s. 7 (4).

### Access by distributor

10. A distributor shall have access, at all reasonable times and upon reasonable notice, to all parts of every premises to which the distributor supplies fuel oil for the purpose of,

(a) examining any appliance in or on the premises and disconnecting the appliance if it, its installation or its use does not conform with this Regulation; and

(b) placing, protecting, setting, shutting off, removing, repairing or altering any meter or regulator owned by the distributor in or on the premises. O. Reg. 213/01, s. 10.

### Duty of distributor re underground tanks

14. Every distributor shall, before the day that is 180 days after the day this Regulation is filed, provide to the director the address of every underground tank that the distributor is aware of to which the distributor is supplying fuel at the time of providing the notice. O. Reg. 213/01, s. 14.



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## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Installation

18. Every certificate holder and every contractor who installs an appliance or tank system shall record on the appliance or system in a conspicuous place the installation performed and the date, as well as the name of the certificate holder and the certificate number. O. Reg. 213/01, s. 18.

### Dangerous occurrences

21. (1) Where it appears that carbon monoxide poisoning, asphyxiation, accidental release, leak, explosion or fire has occurred because of the use, storage or handling of fuel oil, a certificate holder, licence holder, operator, contractor or distributor shall forthwith notify an inspector of the occurrence by telephone, fax or any other form of electronic transmission, and a registered contractor or licence holder shall have in place procedures for such notification. O. Reg. 213/01, s. 21 (1).

(2) No person shall interfere with or disturb any wreckage, article or thing at the scene of an occurrence that is connected with it except in the interest of public safety, saving life, relieving human suffering, continuity of service or preservation of property. O. Reg. 213/01, s. 21 (2).

(3) Where it is permitted to interfere with or disturb wreckage, an article or a thing under subsection (2), no person shall carry away or destroy any wreckage, article or thing unless an inspector gives permission to do so. O. Reg. 213/01, s. 21 (3).

### Procedures on discovery of unacceptable condition

22. (1) In sections 23, 24, 25 and 26,

“unacceptable condition” means,

- (a) with respect to an appliance, container or work, that it is being used for a purpose other than that for which it was approved,
- (b) with respect to an appliance or work, that a device, attachment, alteration or deterioration of it is likely to impair its safe operation,
- (c) with respect to an appliance or work, that the conditions of the tank, piping, tubing or hoses, the venting of products of combustion, the supply of air for combustion or the clearance from adjacent, combustible matter is likely, in the director’s opinion, to impair its safe operation, or does not conform to this Regulation, or
- (d) with respect to equipment, that the condition of its state of repair, its mode of operation or its operating environment is likely to impair its safe operation or does not meet the requirements of this Regulation. O. Reg. 213/01, s. 22 (1).



## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Procedures on discovery of unacceptable condition (cont'd)

22. (1) (Cont'd)

(2) No person shall remove a notice that has been affixed to an appliance or system under section 23, 24, 25 or 26 unless the person is a holder of a certificate for that purpose. O. Reg. 213/01, s. 22 (2).

### Unacceptable condition — immediate hazard

23. (1) A distributor who is informed or who finds, during delivery operations or during an inspection, that the condition of a facility, appliance or tank system constitutes an immediate hazard shall,

- (a) immediately cease supplying fuel oil to the facility, appliance or tank system;
- (b) immediately take such steps as are reasonable in the circumstances to shut off the supply of fuel oil to the facility, appliance or tank system;
- (c) promptly give written notice of the condition to its operator stating that it is not to be used until the condition is corrected and a distributor has determined on reinspection that the condition has been corrected;
- (d) affix the notice under clause (c) to the facility, appliance or tank system; and
- (e) forward a copy of the notice to the designated administrative authority. O. Reg. 213/01, s. 23 (1).

(2) If the notice affixed under clause (1) (d) is subsequently removed, the person removing it shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 213/01, s. 23 (2).

(3) No operator to whom a notice has been given under subsection (1) shall use or permit the use of the appliance or tank system referred to in the notice until the condition set out in the notice has been corrected and a person holding a certificate for that purpose has determined on reinspection that the hazardous condition no longer exists. O. Reg. 213/01, s. 23 (3).



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## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Unacceptable condition — immediate hazard (cont'd)

23. (4) A distributor to whom a notice has been given under subsection (1) shall not supply fuel oil to the appliance or tank system referred to in the notice unless written evidence, containing the date the hazardous condition was corrected, together with the name and certificate number of the person who corrected the condition, is received by the distributor. O. Reg. 213/01, s. 23 (4).

### Unacceptable condition — no immediate hazard

24. (1) A distributor who is informed or who finds, during delivery operations or during an inspection, that an appliance or tank system is, in the opinion of the distributor, in an unacceptable condition but that an immediate hazard does not exist, shall,

- (a) give to the operator a description of the condition;
- (b) promptly provide a notice to the operator indicating that the distributor will cease supplying fuel oil to the appliance or tank system if the condition is not corrected within the period of time specified in the notice;
- (c) affix the notice under clause (b) to the appliance or tank system; and
- (d) forward a copy of the notice to the designated administrative authority. O. Reg. 213/01, s. 24 (1).

(2) The period of time set out in the notice under clause (1) (b) shall not exceed 90 days. O. Reg. 213/01, s. 24 (2).

(3) If the notice affixed under clause (1) (b) is subsequently removed, the person removing it shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 213/01, s. 24 (3).

(4) No operator to whom a statement has been given under subsection (1) shall use or permit the use of the appliance or tank system after the expiry of the period of time specified in the notice for correcting the condition unless the condition has been corrected. O. Reg. 213/01, s. 24 (4).

(5) A distributor who gives a notice under subsection (1) shall cease supplying fuel oil to the appliance or tank system if the unacceptable condition described in the notice is not corrected within the period of time specified in the notice. O. Reg. 213/01, s. 24 (5).



## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Unacceptable condition — no immediate hazard (cont'd)

24. (6) A distributor to whom a notice is given under subsection (1) shall not supply fuel oil to the appliance or tank system after the period of time referred to in the notice, unless written evidence, containing the date the hazardous condition was corrected, together with the name and certificate number of the person who corrected the condition, is received by the distributor. O. Reg. 213/01, s. 24 (6).

### Unacceptable condition — immediate hazard

25. (1) Where a certificate holder or a contractor finds that an appliance or tank system is, in the opinion of the certificate holder or contractor, in an unacceptable condition and that it constitutes an immediate hazard, the certificate holder or contractor shall,

- (a) immediately shut off the supply of fuel oil or used oil to the appliance;
- (b) immediately give the user oral notice of the unacceptable condition and of the immediate hazard, and of the holder's or contractor's intention to shut off the supply of fuel oil or used oil;
- (c) promptly give oral notice of the actions taken under clauses (a) and (b) to the distributor, if known;
- (d) after giving the oral notice under clause (b), promptly give written notice to the user that sets out,
  - (i) a description of the unacceptable condition and the immediate hazard, and
  - (ii) a statement indicating that the appliance or tank system not be used until the condition is corrected;
- (e) within 14 days of finding the unacceptable condition, give to the distributor, if known, written notice of the unacceptable condition and indicate that the supply of fuel oil to the appliance or tank system has been shut off;
- (f) affix the notice under clause (e) to the appliance or tank system; and
- (g) forward a copy of the notice to the designated administrative authority. O. Reg. 213/01, s. 25 (1).



## Highlights from *Ontario Regulation 213/01 (Cont'd)*

### Unacceptable condition — immediate hazard (cont'd)

25. (2) If the notice affixed under clause (1) (f) is subsequently removed from the appliance or tank system, the person removing it shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 213/01, s. 25 (2).

(3) A user to whom notice has been given under subsection (1) shall not use or permit the use of the appliance or tank system until the condition has been corrected and confirmation of the correction has been forwarded to the designated administrative authority. O. Reg. 213/01, s. 25 (3).

### Unacceptable condition — no immediate hazard

26. (1) Where a certificate holder or a contractor finds that an appliance or tank system is, in the opinion of the certificate holder or contractor, in an unacceptable condition but that it does not constitute an immediate hazard, the certificate holder or contractor shall,

- (a) immediately give oral notice of the unacceptable condition to the distributor, if known;
- (b) immediately give written notice to the user, setting out a description of the unacceptable condition and advising that notice of the condition has been given to the distributor;
- (c) within 14 days of finding the unacceptable condition, give written notice of the condition to the distributor, if known;
- (d) affix the notice under clause (b) to the appliance or tank system; and
- (e) forward a copy of the notice required under clause (b) to the designated administrative authority. O. Reg. 213/01, s. 26 (1).

(2) If the notice affixed under clause (1) (d) is subsequently removed, the person removing it shall endorse his or her certificate number, name and address on the notice and send it by prepaid registered mail or deliver it to the distributor. O. Reg. 213/01, s. 26 (2).

**\* NOTE: Section 7(4) of *Ontario Regulation 213/01* has been further amended under TSSA Fuels Safety Advisory FS-167-09 issued December 21, 2009.**



## Highlights from *Ontario Regulation 215/01*

### Technical Standards and Safety Act, 2000

#### ONTARIO REGULATION 215/01

*Amended to O. Reg. 184/03*

#### FUEL INDUSTRY CERTIFICATES

**Notice of Currency:**\* This document is up to date.

\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations \(Legislative History\)](#).

***This Regulation is made in English only.***

### Interpretation

1. (1) In this Regulation,

“approved appliance” means a device that uses a hydrocarbon, including all valves, fittings, controls and components attached to the device, that bears a label indicating that it meets an approved standard under any of the regulations mentioned in subsection 2 (1);

“direct supervision” means the supervision of a supervising certificate holder who is on site in close proximity to a trainee and is available to assist and supervise the trainee;

“general supervision” means the supervision of a supervising certificate holder who may or may not be on site but who is readily available to assist a trainee;

“record of training” means a record issued by an approved training provider that indicates training received by a person;

“supervising certificate holder” means a person who holds a certificate under this Regulation and provides supervision to a trainee. O. Reg. 215/01, s. 1 (1).

### Certificates

3. (1) No person shall perform the functions of a certificate holder without first having obtained a certificate from the director designating the person as one or more of the following:

1. A gas technician 1 (a “G.1 certificate”).
2. A gas technician 2 (a “G.2 certificate”).
3. A gas technician 3 (a “G.3 certificate”).
4. A gas piping fitter (a “GP certificate”).



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### Certificates (cont'd)

#### 3. (1)

5. A liquid propane fitter (an "LP certificate").
6. An internal combustion alternate fuel technician (an "ICE certificate").
7. An internal combustion alternate fuel technician-industrial vehicles (an "ICE-IV certificate").
8. A domestic appliance technician (a "DA certificate").
9. A recreational vehicles technician 1 (an "RV.1 certificate").
10. A recreational vehicles technician 2 (an "RV.2 certificate").
11. An industrial maintenance technician (an "IMT certificate").
12. A gas pipeline inspector (a "GPI certificate").
13. A refuelling station installer-natural gas (a "RSI-NG certificate").
14. A refuelling station service technician-natural gas (a "RST-NG certificate").
15. A propane plant operator 1 (a "PPO-1 certificate").
16. A propane plant operator 2 (a "PPO-2 certificate").
17. A propane plant operator 3 (a "PPO-3 certificate").
18. A propane cylinder inspector (a "PCI-1 certificate").
19. A propane truck inspector (a "PTO-1 certificate").
20. An oil burner technician 1 (an "OBT-1 certificate").
21. An oil burner technician 2 (an "OBT-2 certificate").
22. An oil burner technician 3 (an "OBT-3 certificate").
23. A fuel oil pipeline inspector (an "OPI certificate").
24. A special effects fuel technician 1 (an "FXFT-1 certificate").
25. A special effects fuel technician 2 (an "FXFT- 2 certificate").
26. An oil pipe fitter (an "OP certificate").
27. A crop dryer technician (a "CDT certificate").
28. An oil burner activation technician (an "OBAT certificate").
29. A construction heater operator 1 (a "CH-01 certificate").
30. A construction heater operator 2 (a "CH-02 certificate").
31. A construction heater service and maintenance technician 1 (a "CH-SM1 certificate").





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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### Certificates (cont'd)

3. (1) 32. A construction heater service and maintenance technician 2 (a “CH-SM2 certificate”).  
33. A roofing equipment operator (an “RE-O certificate”). O. Reg. 215/01, s. 3 (1).

(2) A person may apply to the director to add one or more designations to his or her certificate. O. Reg. 215/01, s. 3 (2).

(3) An application for a certificate or a renewal thereof shall be in the form published by the designated administrative authority and be accompanied by the fee set by the authority. O. Reg. 215/01, s. 3 (3).

(4) A professional engineer within the meaning of the *Professional Engineers Act* shall be deemed,

- (a) to hold a GPI certificate if he or she works in the field of natural gas distribution;
- (b) to hold an OPI certificate if he or she works in the field of fuel oil distribution. O. Reg. 215/01, s. 3 (4).

### Additional requirements for G.1 certificate

6. In addition to the requirements set out in section 5, an applicant for a G.1 certificate shall meet the following requirements:

1. The applicant shall be the holder of a G.2 certificate when he or she applies.
2. The applicant shall have worked as a gas technician 2 within the scope of a G.2 certificate for at least two years or 4,000 hours of which at least 500 hours must have been on systems with an input greater than 400,000 Btuh, under the direct supervision of a person holding a G.1 certificate.
3. The applicant shall submit a completed declaration of work experience in a form acceptable to the director that sets out the nature of the experience the applicant acquired as the holder of a G.2 certificate during the period described in paragraph 2. O. Reg. 215/01, s. 6.

### Additional requirements for G.2 and DA certificates

7. In addition to the requirements set out in section 5, an applicant for a G.2 or DA certificate shall meet the following requirement:



## **Highlights from *Ontario Regulation 215/01 (cont'd)***

### **Additional requirements for G.2 and DA certificates (cont'd)**

7. 1. The applicant shall be the holder of a G.3 certificate or of a valid certificate of qualification as an operating engineer under Ontario Regulation 219/01 (Operating Engineers) when he or she applies. O. Reg. 215/01, s. 7.

### **Additional requirements for OBT-1 certificates**

14. In addition to the requirements set out in section 5, an applicant for an OBT-1 certificate shall meet the following requirements:

1. The applicant shall be the holder of an OBT-2 or an IMT certificate when he or she applies.
2. The applicant shall have worked for at least 4,000 hours either as an OBT-2 or as an IMT of which at least 500 hours must have been on oil-fired systems with an input greater than 7 U.S. gallons per hour, under the direct supervision of a person holding an OBT-1 certificate.
3. The applicant shall submit a completed declaration of work experience in a form acceptable to the director that sets out the nature of the experience the applicant acquired as an OBT-2 certificate holder during the period described in paragraph 2. O. Reg. 215/01, s. 14.

### **Additional requirements for OBT-2 certificate**

15. In addition to the requirements set out in section 5, an applicant for an OBT-2 certificate shall meet the following requirement:

1. The applicant shall be the holder of an OBT-3 certificate or a valid certificate of qualification as a first, second or third class stationary engineer under Ontario Regulation 219/01 (Operating Engineers) when he or she applies. O. Reg. 215/01, s. 15.

### **Expiry of certificates**

18. (1) A certificate or renewal of a certificate remains in force for the period of time set out in it. O. Reg. 215/01, s. 18 (1).

(2) The addition of a designation to a certificate after the certificate is issued does not change the expiry date of the certificate. O. Reg. 215/01, s. 18 (2).



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### Notice of change of address

19. (1) A person who holds a certificate shall notify the director within 30 days after any change in his or her address. O. Reg. 215/01, s. 19 (1).

(2) The director is not responsible for misdirected notices or renewals resulting from the certificate holder's failure to comply with subsection (1). O. Reg. 215/01, s. 19 (2).

### G.1 certificate

20. (1) A person who is the holder of a G.1 certificate may install, inspect, alter, purge, activate, repair, service or remove a natural gas or propane appliance of any BTU input and the equipment and accessories essential to its operation. O. Reg. 215/01, s. 20 (1).

(2) A person who is certified to carry out the functions described in subsection (1), may also do the following:

1. Install, inspect, test, alter, purge, activate, repair, service or remove any piping or tubing, or component in a piping or tubing system, to an appliance downstream of the natural gas meter or propane vapour service valve.
2. Install, inspect, alter, repair, service or remove any vent, vent connector, draft control device or other component in an appliance venting system.
3. Disconnect and reconnect water piping in order to exchange, service or install an approved appliance and carry out the replacement of water pipe necessary to complete the reconnection or installation of controls, control systems, components and accessories that are essential to the operation of the appliance, but the person shall not perform any additional plumbing unless he or she is also the holder of a valid certificate of qualification as a plumber or steamfitter issued under the *Trades Qualification and Apprenticeship Act*.
4. Maintain, service or replace a mechanical or electrical component or accessory that forms part of an appliance or that is essential to the operation of the appliance.
5. Perform such tasks as are necessary to replace controls and components that form part of an appliance.
6. Install, service, remove or replace components and accessories that form part of the gas-side of a refrigerating or air-conditioning unit, but the person shall not perform any work beyond the gas-side unless he or she is the holder of a certificate of qualification as a refrigeration and air-conditioning mechanic issued under the *Trades Qualification and Apprenticeship Act*.



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### G.1 certificate (cont'd)

#### 20. (cont'd)

7. Install, repair, service and maintain electrical wiring from an existing branch circuit containing overcurrent protection to appliances in order to exchange, service, repair or install an approved appliance and carry out the replacement of electrical wiring necessary to complete the reconnection or installation of controls, control systems, components and accessories that are essential to the operation of the appliance, but the person shall not run wiring back to the electrical supply panel or perform any additional wiring unless he or she is also the holder of a valid certificate of qualification as an electrician issued under the *Trades Qualification and Apprenticeship Act*.
8. Install, repair, service, remove or replace the plenum connection or components forming part of the plenum connection in order to complete the installation of a natural gas or propane appliance, but the person shall not perform any sheet metal work beyond the plenum connection unless he or she is the holder of a certificate of qualification as a sheet metal worker issued under the *Trades Qualification and Apprenticeship Act*.
9. Service a flue where an oil appliance is vented through the same flue as a gas appliance.
10. Remove a fuel oil appliance, and the equipment and accessories, but not the aboveground storage tanks associated with the fuel oil appliance during a conversion of the fuel oil appliance from fuel oil to natural gas or propane gas. O. Reg. 215/01, s. 20 (2).

### G.2 certificate

21. (1) A person who is the holder of a G.2 certificate may install, inspect, alter, purge, activate, repair, service or remove a natural gas or propane appliance that has an input of 400,000 Btuh or less and the equipment and accessories essential to its operation. O. Reg. 215/01, s. 21 (1).

(2) When performing a function described in subsection (1), the person may do the following:

1. Perform the functions described in paragraphs 1 to 10 of subsection 20 (2) that the holder of a G.1 certificate may perform.
2. Under the direct supervision of a person who is the holder of a G.1 certificate, perform all of the functions that fall within the scope of the supervising certificate holder's certificate. O. Reg. 215/01, s. 21 (2).



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### G.3 certificate

22. (1) A person who is the holder of a G.3 certificate may, under the general supervision of a person who is the holder of a G.1, G.2 or DA certificate, carry out the following functions on a propane or natural gas appliance that falls within the scope of the supervising certificate holder's certificate, but only if the person has demonstrated the essential skills required to perform such work and has had that experience documented and signed-off by the supervising certificate holder in a form as set out and published by the director:

1. Install, test, activate or purge gas piping or tubing that is less than two and one-half inches in diameter or a component in a piping or tubing system to an appliance downstream of a natural gas meter or propane service valve up to an appliance control valve.
2. Reactivate a previously installed or converted appliance.
3. Clean and lubricate an appliance.
4. Clean, remove or replace a vent connector, venting or a draft control device. O. Reg. 215/01, s. 22 (1).

(2) A person referred to in subsection (1) shall not perform the initial activation of a new appliance or a newly converted appliance. O. Reg. 215/01, s. 22 (2).

(3) A person who is the holder of a G.1, G.2, DA, DA-RV, GP or IMT certificate is responsible for any work carried out by a person who is the holder of a G.3 certificate who is under his or her supervision. O. Reg. 215/01, s. 22 (3).

(4) A person who is the holder of a G.3 certificate may, under the direct supervision of a person who is the holder of a G.1, G.2 or DA certificate, carry out any of the functions that fall within the scope of the supervising certificate holder's certificate. O. Reg. 215/01, s. 22 (4).

### GP certificate

29. (1) A person who is the holder of a GP certificate may,

- (a) install and repair pipe and tubing that supplies gas in a vapour state to an appliance; and
- (b) alter, purge, test, repair, service or remove gas piping or tubing systems for natural gas and propane gas in the vapour state. O. Reg. 215/01, s. 29 (1).

(2) When performing a function described in subsection (1), the person may do the following:



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### G.P certificate, sec. 29 (cont'd)

1. Install, alter, purge and test valves or regulators that are connected to an appliance downstream of the natural gas meter or propane vapour service valve.
2. Disconnect and reconnect appliances at the gas piping or tubing in order to carry out plumbing or steam repairs.
3. Connect gas piping or tubing to newly-installed or replacement natural gas or propane gas appliances. O. Reg. 215/01, s. 29 (2).
4. Install venting. O. Reg. 215/01, s. 29 (2); O. Reg. 253/08, s. 16 (1).

(3) The person shall not weld piping or tubing unless he or she is qualified to do so under Ontario Regulation 220/01 (Boilers and Pressure Vessels) and does so in accordance with the procedures required by that regulation. O. Reg. 215/01, s. 29 (3).

### OBT-1 certificate

**39.** (1) A person who is the holder of an OBT-1 certificate may install, inspect, alter, purge, activate, repair, service or remove an oil-fired appliance and the accessories that form a part of the appliance assembly and that are essential to the operation of the appliance whether they are attached to the appliance directly or remotely. O. Reg. 215/01, s. 39 (1).

(2) When performing a function described in subsection (1), the person may perform all the functions that the holder of an OBT-2 certificate may perform. O. Reg. 215/01, s. 39 (2).

### OBT-2 certificate

**40.** (1) A person who is the holder of an OBT-2 certificate may install, alter, purge, repair, activate, service or remove an oil-fired appliance that has an input not greater than 7 U.S. gallons per hour and the accessories that form a part of the appliance assembly and that are essential to the operation of the appliance whether they are attached to it directly or remotely. O. Reg. 215/01, s. 40 (1).

(2) When performing a function described in subsection (1), the person may do the following:

1. Install, repair, service, activate, remove or alter the piping or tubing supply system of an appliance or a component in the system.
2. Install, repair, service, activate, remove or alter any vent, vent connector, draft control device or other component in an appliance venting system.



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### OBT-2 certificate

#### 40. (2) (cont'd)

3. Disconnect and reconnect water piping in order to exchange, service or install an approved appliance and to carry out the replacement of water pipe necessary to complete the reconnection or installation of controls, control systems, components and accessories that are essential to the operation of the appliance but the person shall not perform any additional plumbing unless he or she is also the holder of a valid certificate of qualification as a plumber or steamfitter issued under the *Trades Qualification and Apprenticeship Act*.
4. Install, service, remove or replace components and accessories that form part of the fire-side of a refrigerating or air-conditioning unit but the person shall not perform any work beyond the fire-side unless he or she is also the holder of a certificate of qualification as a refrigeration and air-conditioning mechanic under the *Trades Qualification and Apprenticeship Act*.
5. Maintain, service or replace a mechanical or electrical component or accessory that forms part of an appliance or system or that is essential to the operation whether the components or accessories are attached to the appliance or system directly or remotely.
6. Perform the tasks that are necessary to replace controls and components that form part of an appliance or system and that are essential to the operation of the appliance or system, whether they are attached to it directly or remotely.
7. Install, repair, service and maintain electrical wiring from an existing branch circuit containing overcurrent protection to appliances in order to exchange, service, repair or install an approved appliance and carry out the replacement of electrical wiring necessary to complete the reconnection or installation of controls, control systems, components and accessories that are essential to the operation of the appliance but the person shall not run wiring back to the electrical supply panel or perform any additional wiring unless he or she is also the holder of a valid certificate of qualification as an electrician issued under the *Trades Qualification and Apprenticeship Act*.
8. Install, repair, service, remove or replace the plenum connection or components that form part of the plenum connection in order to complete the installation of an oil-fired appliance but the person shall not perform any sheet metal work beyond the plenum connection unless he or she is the holder of a certificate of qualification as a sheet metal worker issued under the *Trades Qualification and Apprenticeship Act*.
9. Install, repair, alter, purge, service or remove aboveground tanks that have a capacity not greater than 5,000 litres.
10. Service a flue where an oil appliance is vented through the same flue as a gas appliance. O. Reg. 215/01, s. 40 (2).



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## Highlights from *Ontario Regulation 215/01 (cont'd)*

### **OBT-2 certificate (cont'd)**

#### **40. (2) (cont'd)**

(3) The holder of an OBT-2 certificate may also, under the direct supervision of a person who is the holder of an OBT-1 certificate, carry out any of the functions that fall within the scope of the supervising certificate holder's certificate. O. Reg. 215/01, s. 40 (3).

### **OBT-3 certificate**

**41. (1)** A person who is the holder of an OBT-3 certificate may, under the general supervision of a person who is the holder of an OBT-2 or OBT-1 certificate, carry out the following functions on an oil-fired appliance that has an input rate not greater than 2 U.S. gallons per hour:

1. Clean, remove and adjust a flue pipe or a barometric damper.
2. Clean, lubricate or perform maintenance on an appliance.
3. Conduct tests and adjustments necessary for the annual maintenance of the oil burner, controls or accessories that form part of the appliance assembly, whether attached to it directly or remotely, but shall not install, service, repair or remove an oil-fired appliance and the accessories that form part of the appliance assembly and that are essential to the operation of the appliance beyond that necessary for annual maintenance.
4. Install, activate or bleed oil piping or tubing that is less than two and one-half inches in diameter.
5. Reactivate a previously installed appliance. O. Reg. 215/01, s. 40 (1).

(2) The person may also perform any of the functions of an OBT-2 certificate under the direct supervision of a holder of an OBT-2 or OBT-1 certificate. O. Reg. 215/01, s. 40 (2).

### **Supervising certificate holder**

**53.** A supervising certificate holder providing direct supervision to a person is responsible for the work of the supervised person. O. Reg. 215/01, s. 53.

### **Record of training**

**54.** A person holding a record of training shall be required to undergo either full retraining or skills retesting at three year intervals or, in the event the competence of the person is in question, at shorter intervals as set by the director, unless the record of training is for the purpose of subsection 52 (2). O. Reg. 215/01, s. 54.





## Highlights from *Ontario Regulation 215/01 (cont'd)*

### Exemptions

- 55.** (1) A person is exempt from subsection 3 (1) with respect to the following activities:
1. Installing or servicing an appliance in a detached dwelling that is owned and occupied by the person but the person shall not activate a newly installed appliance until a person who is the holder of an appropriate certificate referred to in subsection 3 (1) determines that the appliance and its installation comply with the requirements of Ontario Regulation 212/01 (Gaseous Fuels) and Ontario Regulation 213/01 (Fuel Oil).
  2. Installing, activating or servicing a portable appliance for his or her own personal use provided that the appliance does not serve the public.
  3. Activating an appliance in accordance with the certified lighting instructions of its manufacturer if it is done by the owner of the dwelling or building in which the appliance is located and,
    - i. if the appliance was initially installed and activated by a person who is the holder of an appropriate certificate referred to in subsection 3 (1), and
    - ii. if the appliance is maintained in a safe working condition.
  4. If the person is the holder of a record of training, performing any work that is within the scope of work as set out in a PPO-1, PPO-2, PPO-3, PCI-1, PTO-1, CH-01, CH-02, CH-SM1, CH-SM2 or an RE-O certificate.
  5. Constructing new propane or natural gas vehicles for an original equipment manufacturer of propane or natural gas vehicles on the manufacturer's premises.
  6. Servicing, repairing or replacing any part of a propane or natural gas fuelled vehicle other than its propane or natural gas fuel system. O. Reg. 215/01, s. 55 (1).
- (2) An employee of a natural gas or propane distributor is exempt from subsection 3 (1) when shutting off the gas supply to or relighting appliances in a dwelling unit, and relighting appliances installed in a dwelling unit is exempt from subsection 3 (1) if the employee is under the general supervision of a holder of a G.1 or G.2 certificate and has received a training course approved by the director from his or her employer within the previous three years. O. Reg. 215/01, s. 55 (2).
- (3) A person who performs duct cleaning is exempt from subsection 3 (1) if, in doing so, the person does not work on any other part of the appliance except for the purpose of cleaning the fan. O. Reg. 215/01, s. 55 (3).
- (4) A person who holds a certificate as an operating engineer is exempt from subsection 3 (1) when performing work that is within the scope of the person's certificate on equipment that is located at a registered plant at which the person is employed. O. Reg. 215/01, s. 55 (4).



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## Highlights from Highlights of TSSA Gaseous Fuels Code Adoption Document FS-144-09, issued February 18, 2009

### 1.5 Section 4.1.3 is revoked and the following is substituted for it:

4.1.3 Subject to clause 4.1.4, an appliance, accessory, component, equipment or any other item shall be installed in accordance with the manufacturer's certified instructions and this Code (amended under TSSA *Gaseous Fuels Code Adoption Document* FS-160-09, dated February 26, 2010).

### 1.6 Section 4.1.4 is revoked and the following substituted for it:

4.1.4 Where a conflict exists between the manufacturer's **certified** installation instructions and this Code, the most stringent of the two shall prevail unless otherwise approved. This does not apply to clauses of this Code that permit a less stringent requirement ((amended under TSSA *Gaseous Fuels Code Adoption Document* FS-160-09, dated February 26, 2010).

### 1.17 Section 6.22 is amended by adding following sub-clauses to it:

6.22.6 When the pressure test in 6.22.2 or the leak test in 6.22.4 is completed, a tag stating the following information shall be attached to the piping, tubing system or an appliance in a readily accessible location protected from the environment:

- (i) Address of test;
- (ii) Contractor's name
- (iii) Contractor's registration number
- (iv) Date of test
- (v) Test pressure
- (vi) Test duration
- (vii) Total pipe length
- (viii) Pipe size
- (ix) Gas Technician name
- (x) Gas Technician certificate number and classification
- (xi) Statement: "DO NOT REMOVE"

### 1.21 Section 7.26.1 is revoked and the following substituted for it:

7.26.1 A water heater, unless of the direct vent type, shall not be installed in a bathroom, bedroom, or any enclosure where sleeping accommodation is provided. An enclosure containing the water heater shall not be accessed by a pedestrian door which can be opened from the bathroom or bedroom.



May, 2002

## **GUIDELINE FOR INCIDENT REPORTING CRITERIA FOR HYDROCARBON FUELS INDUSTRY TECHNICAL STANDARDS AND SAFETY ACT**

### **Introduction**

Many incidents every year involving hydrocarbons fit into the reporting requirements provided in the Ontario Regulations. Reporting every situation to TSSA, however, would provide little value to the public safety. There is some confusion surrounding how to “notify forthwith an inspector” as required by the regulations. In order to assist our clients with these issues, TSSA has clarified below the circumstances and procedures for reporting.

Ontario Regulations require that where it appears that:

- i. Carbon Monoxide poisoning,
- ii. Asphyxiation,
- iii. Explosion or fire, or
- iv. An accidental release, vent, leak or spill

has occurred because of the use, handling or storage of hydrocarbons covered under the Technical Standards and Safety Act, the certificate or ROT or license holder, operator, contractor or distributor shall notify forthwith an inspector of the occurrence by telephone, facsimile or any other form of electronic transmission and a registration or license holder shall have in place procedures for such notification.

The Regulations further require that no person shall interfere with or disturb any wreckage, article or thing at the scene of an occurrence that is connected with it (except in the interest of public safety) until such time as an inspector has given permission to do so.

### **Who to Call?**

TSSA has an agreement in place with the Ministry of Environment and Energy -Spills Action Center (SAC) to receive notifications under the Act.



May, 2002 (cont'd)

## **GUIDELINE FOR INCIDENT REPORTING CRITERIA FOR HYDROCARBON FUELS INDUSTRY TECHNICAL STANDARDS AND SAFETY ACT**

**All reporting of incidents involving hydrocarbon fuels or their utilization equipment is done through the SAC. They can be reached at 1-800-268-6060 or 1-416-325-3000, 24 hrs per day, seven days per week. Reporting an incident to SAC meets the regulatory requirement of reporting to TSSA. If there is an immediate need to disturb any article at the site and you wish to speak to a TSSA representative, you must inform the Spills Action Center operator that you want the TSSA Fuels Safety Program on-call person to contact you.**

### **Carbon (CO) Monoxide Poisoning**

When you attend a scene where a CO exposure has been reported, you must make an assessment as to whether the exposure requires notification. The following provides the criteria when TSSA must be notified:

- If it is determined that work was performed on the equipment in the past six months by a technician, the incident must be reported to the Fuels Safety Program,
- If equipment failure resulting in CO production occurs in a rental occupancy where someone other than the occupant has responsibility for the maintenance of the equipment, the incident must be reported to the Fuels Safety Program,
- If an 'abnormal condition' which may represent a product defect or installation related error is found during investigation of a possible CO exposure, the condition must be reported to the Fuels Safety Program,
- If a CO related injury has occurred as a result of problems with the equipment, the incident must be reported to the Fuels Safety Program.

A report of a CO detector alarm is not sufficient reason to report a CO incident, and reporting is only required where a hydrocarbon fuel appliance may have been involved (not solid fuel appliances, automobiles, etc).



May, 2002 (cont'd)

## **GUIDELINE FOR INCIDENT REPORTING CRITERIA FOR HYDROCARBON FUELS INDUSTRY TECHNICAL STANDARDS AND SAFETY ACT**

### **Carbon (CO) Monoxide Poisoning (cont'd)**

Where a building has been ventilated at the scene of a CO exposure, the following procedure may be applied to determine the nature of the CO problem.

Workers are cautioned that exposure to Carbon Monoxide may be harmful and consideration should be given to the wearing of self-contained breathing apparatus or supplied air-breathing systems.

- a) Remove all occupants from the building.
- b) Close all ventilation openings, doors and windows and any interior doors between the space in which the appliance is located and other spaces of the building,
- c) Turn on all fuel fired appliances and check for spillage at the draft hood relief openings. Any spillage after the appliance has achieved steady state operation must be investigated for source. To check for building depressurization, repeat steps A and B above, and
- d) Turn on all exhaust fans, range hoods, clothes dryer, etc. If a solid fueled appliance was in operation at the time of the incident, operate it again. Operate all fuel fired appliances and test for spillage and CO.

### **Explosions**

Explosions must be reported where they have caused injury, damage to the equipment, or a fire. **Minor 'delayed ignitions' would not normally be considered to be reportable.**



May, 2002 (cont'd)

## **GUIDELINE FOR INCIDENT REPORTING CRITERIA FOR HYDROCARBON FUELS INDUSTRY TECHNICAL STANDARDS AND SAFETY ACT**

### **Liquid Petroleum Spills**

Spills are product escapes that result from operating errors. Any spill of a petroleum product in excess of:

- 100 litres at sites restricted from public access (i.e. bulk facility, private fuel outlet, private residence, etc).
- 25 litres at sites with public access (i.e. retail service station, marina, etc) must be immediately reported to the SAC. Spills of lesser quantities need not be reported to TSSA fuels safety, unless the spill would:
  - create a hazard to public health or safety,
  - contaminate any fresh water source or waterway, or
  - interfere with the rights of any person, or
  - allow entry of product into a sewer system or underground stream or drainage system, or
  - spills caused by Fuels delivery personnel MUST be reported regardless of quantity.

### **Leaks:**

Leaks are product escapes that result from equipment failures. All confirmed leaks, regardless of quantity released, must be immediately reported to the SAC.

### **Discover of a Petroleum Product that has escaped to the Environment or Inside a Building**

The discovery of a petroleum product that has escaped to the environment or inside a building must be reported as noted in the TSSA Environmental Management Protocol for Fuel Handling Sites in Ontario, May 2007 which is TSSA's protocol for remediation of contamination.



May, 2002 (cont'd)

**GUIDELINE FOR INCIDENT REPORTING CRITERIA FOR  
HYDROCARBON FUELS INDUSTRY  
TECHNICAL STANDARDS AND SAFETY ACT**

**Discover of a Petroleum Product that has escaped to the Environment or Inside a Building (cont'd)**

A copy of the TSSA Environmental Management Protocol for Fuel Handling Sites in Ontario, May 2007, is available on TSSA's web site at [www.tssa.org](http://www.tssa.org).

**Pipeline Strikes**

Pipeline strikes must be reported immediately through SAC where the strike has caused evacuation, injuries, or media attention. All other pipeline strikes must be reported to TSSA within two weeks of the occurrence following a protocol acceptable to TSSA. Homeowner strikes are the only exception, and do not need to be reported.

**Any technical or Code related questions on the above criteria should be directed to the following e-mail address: [Fuels\\_Technical\\_Services@tssa.org](mailto:Fuels_Technical_Services@tssa.org)**

