



# **Sample; Quality Control Program manual for Boiler Pressure Vessel & Refrigeration contractor licence**

For more information, see our [BPVR licence webpage](#).

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## Overview

In this template, you'll find an example quality control program to assist you as you create the manual for your own class of Boiler, Pressure Vessel & Refrigeration (BPVR) contractor licence.

The template is not comprehensive and doesn't give examples of requirements for a quality control program but can be used for layout and sample content of primary requirements. This template may be used as a starting point to build your own manual that is relevant to your licence. You are required to submit your manual to [Technical Safety BC for acceptance](#) as part of obtaining or maintaining your class of BPVR licence.

## Why Develop Your Own Manual?

Your manual should provide:

- clear direction for licenced contractor staff to efficiently implement and run the quality control program, including any procedures and forms used.
- insight for Technical Safety BC's safety officers during an inspection of regulated work performed.
- Involve all staff members, from management & supervisors to certified individuals, quality control inspectors, and welding / brazing technicians.
- A basis for an internal audit (performed by a licensed contractor organization on its own systems), as well as for external audits, for example by Technical Safety BC.

## Tips for Developing a Manual

Here are tips to keep in mind when you develop your own manual:

- Include details specific to your licence (type of operations, procedures, and forms used) & describe your specific scope of work to be conducted under the class of BPVR licence.
- Give a clear understanding of the quality control program governing the installation, construction, maintenance, alteration or repair of regulated equipment and associated components.
- Include an overview of what administrative controls are needed for implementing the program.
- State the job title(s) of those responsible for each function or procedure in the program. These titles must match the organizational chart and be consistent throughout the manual.
- Divide the manual into separate sections for each item or topic in the quality control program.
- The detailed standard operating procedures can be a part of the quality control manual body, or these can be out of the main body of quality control manual. However, if these are not a part of the main body of the quality control manual, then these should be referenced with the quality control program manual.

### **Tip:**

*Including information like the edition, revision and control numbers along with the person responsible for the controlled copy helps keep track of different document versions being circulated.*

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
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# Quality Control Program manual for class (x) BPVR contractor licence:

**[Full Company Name]**

**[Full Company Address]**

*\*Include preview of scope of work per section 1 of Appendices A & B in the associated [licence class guidelines](#)\**

Controlled Manual Copy # \_\_\_\_\_

Assigned To: Name

Edition # \_\_\_\_ Revision # \_\_\_\_ [Da

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## Table of Contents

1	Approval and Revision History.....	3
2	Definitions and Abbreviations .....	4
3	Scope of Licence.....	5
4	Statement of Authority & Responsibility .....	6
5	Manual Control.....	7
6	Organization.....	8
7	Drawings, Design, Calculations & Specifications .....	9
8	Material Control .....	10
9	Installation, Repair, Alteration or Construction .....	11
10	Welding & Brazing Control .....	12
11	Non-destructive Examination.....	13
12	Heat Treatment .....	14
13	Examination & Inspection .....	15
14	Calibration .....	16
15	Correction of Non-compliances .....	17
16	Record Retention .....	18
17	Exhibits .....	19

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## Revision Tracking

Section	Title	Rev. #
	Cover page	00
	Table of contents	00
1	Approval and revision history	00
2	Definitions and abbreviations	00
3	Scope of licence	00
4	Statement of authority & responsibility	00
5	Manual control	00
6	Organization	00
7	Drawings, Design, Calculations & Specifications	00
8	Material control	00
9	Installation, Repair, Alteration or Construction	00
10	Welding & Brazing Control	00
11	Non-destructive Examination	00
12	Heat Treatment	00
13	Examination & Inspection	00
14	Calibration	00
15	Correction of Non-compliances	00
16	Record Retention	00
17	Exhibits	00

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
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# 1 Approval and Revision History

**Tip:**

*Record any revisions made to the manual. For clarity, include the revision number, date of revision, description of the revisions made, and who made / approved the last revision.*

Ed. #	Rev. #	Date	Description of Revision
01	00	June 5, 2025	Initial Issue

## Manual Approval & Revisions

Approved by:

\_\_\_\_\_

Name Signature Position/Title

Date: \_\_\_\_\_

## TSBC Manual Approval & Revisions

Accepted by:

\_\_\_\_\_

Name Signature Position/Title

Date: \_\_\_\_\_

<p>Company</p> <p>Logo</p>	<p><u>Full Company Name</u> Quality Control Program Manual</p>	<p>Edition 01</p> <p>Revision 00</p> <p>Date:</p>
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## 2 Definitions and Abbreviations

**Tip:**

*Using acronyms or terms that may be unfamiliar to new staff members? List them in the manual for clarity. Use the same abbreviations for processes or procedures implemented by the quality control program. Below are some examples of some abbreviations for reference.*

- **ASME** – American Society of Mechanical Engineers
- **BC Act & Regulations**
  - Safety Standards Act
  - Safety Standards General Regulation
  - Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation
- **BPS** – brazing procedure specification
- **Brazer** – individual qualified as a Brazer under CSA B51
- **CSA** means Canadian Standards Association
- **CoC** – certificate of conformance
- **Code**
  - CSA B51 Boiler, Pressure Vessel & Pressure Piping Code
  - CSA B52 Mechanical Refrigeration Code
  - NBIC – National Board Inspection Code NB-23
  - Applicable ASME construction code
- **ITP** – inspection test plan
- **MTR** – Material Test Report
- **NDE** – non-destructive examination
- **OR** – owner representative
- **OI** – owner's inspector
- **PO** – Purchase Order
- **PM** – project manager
- **PQR** – procedure qualification record
- **QCI** – quality control inspector
- **QCM** – quality control manager
- **QCP** – quality control program
- **SO** - Technical Safety BC Safety Officer
- **TSBC** – Technical Safety BC
- **WPQ** – welding performance qualification
- **WPS** – welding procedure specification

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

### 3 Scope of Licence

**Tip:**

Identify the facilities, field locations, procedures, and processes included in your quality control program. State the types of installation, construction, maintenance, alterations & repairs included in the program including:

- Scope of regulated activities to be undertaken (e.g., installation, construction, maintenance, alteration & repair).
- The adopted code(s) or standard(s) that the regulated work will conform to.
- Locations where the regulated work is administered from and where records are kept by the contractor.

*\*Include scope of work per section 2 of Appendices A & B in the associated [licence class guidelines](#)\**



Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 4 Statement of Authority

**Tip:**

*Make a statement about the purpose of the manual, who has the authority and responsibility to uphold its contents, and how to resolve problems, including:*

- *the owner's commitment to provide resources for implementing and continually improving the program.*
- *that all regulated work carried out must meet the requirements of the Safety Standards Act, Safety Standards General Regulation, Power Engineers, Boiler, Pressure Vessel, and Refrigeration Safety Regulation, CSA B51, CSA B52, and any other adopted codes or standards.*
- *what to do if there is a disagreement in the implementation of the program.*
- *who is responsible for the management of the program and that the position has the authority to carry out the responsibility.*

This manual is used to implement the quality control program by [company name]. This manual covers the operations, inspection, maintenance, and repairs of regulated equipment in accordance with the *Safety Standards Act*, *Safety Standards General Regulation*, *Power Engineer, Boiler, Pressure Vessel, and Refrigeration Safety Regulation*, *CSA B51*, *CSA B52* and [list any other applicable codes].

The [position or title (e.g., Quality Control Manager)] is responsible for the implementation of the quality control program and is authorized to ensure compliance with its requirements including identification of non-compliances, taking any corrective actions including stopping work with the full support of [position or title (e.g., Director or President)].

Personnel and technical resources will be provided to [position or title (e.g., Maintenance Supervisor)] to develop, implement, and continually improve the quality control program.

Any unresolved problems regarding compliance with this program, jurisdictional, or code requirements must be brought to the attention of [position or title (e.g., Director or President)] for resolution.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (highest position in org  
chart)

Date: \_\_\_\_\_

<p>Company</p> <p>Logo</p>	<p><u>Full Company Name</u> Quality Control Program Manual</p>	<p>Edition 01</p> <p>Revision 00</p> <p>Date:</p>
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## 5 Manual Control

### **Tip:**

*Detail the policies for revising and issuing documents to keep the manual current when there are regulatory or code updates, organizational changes, and additions or alterations to the equipment. Identify who will be authorized to make and approve revisions.*

- 5.1** This section describes the policy for preparing, revising, and controlling the distribution of this quality control program manual. The [position or title (e.g., Quality Control Manager)] is responsible for implementing the program and is authorized to revise this manual. The [position or title (e.g., Quality Control Manager)] is authorized to approve manual revisions by signing and dating the “Approval and Revision History” page.
- 5.2** The [position or title (e.g., Quality Control Manager)] will:
- approve all changes to the manual, by signature and date on the “Revision Summary” page.
  - ensure that the revision number, date, and page number are shown on each page of the manual, and that revised paragraphs are indicated by a vertical line in each margin alongside the changed paragraph(s)
  - issue manual revisions to all who are assigned to controlled manuals.
- 5.3** Revisions to the manual can be made by:
- issuing a completely revised manual.
  - revising only applicable pages and then issuing those pages with instructions to replace and destroy the outdated pages.
- 5.4** Printed manuals will be controlled and issued by the [position or title (e.g., Quality Control Manager)]. Who will keep a record of all controlled manuals, including either the manual’s edition and revision number (preferred) or revision date, and to whom they are assigned. If additional controlled manuals are issued, the [position or title (e.g., Quality Control Manager)] will issue the manuals and update the record.
- 5.5** Manuals that are issued for information only and not used to guide installation, maintenance, or repair work, do not need to be controlled. This type of communication will be marked “Uncontrolled” on the front page to distinguish it from controlled manuals.
- 5.6** A controlled copy of this manual must always be available on sites where regulated work under this program is being done. This copy must be shared with the Technical Safety BC safety officer upon request.
- 5.7** When applicable, a controlled electronic copy can be made available in an accessible space provided by the [name of company]. This controlled electronic copy will be restricted so that it can be read and printed by anyone but modified only by an authorized person. The electronic copy will be protected by a password so that only the [position or title (e.g., Quality Control Manager)].

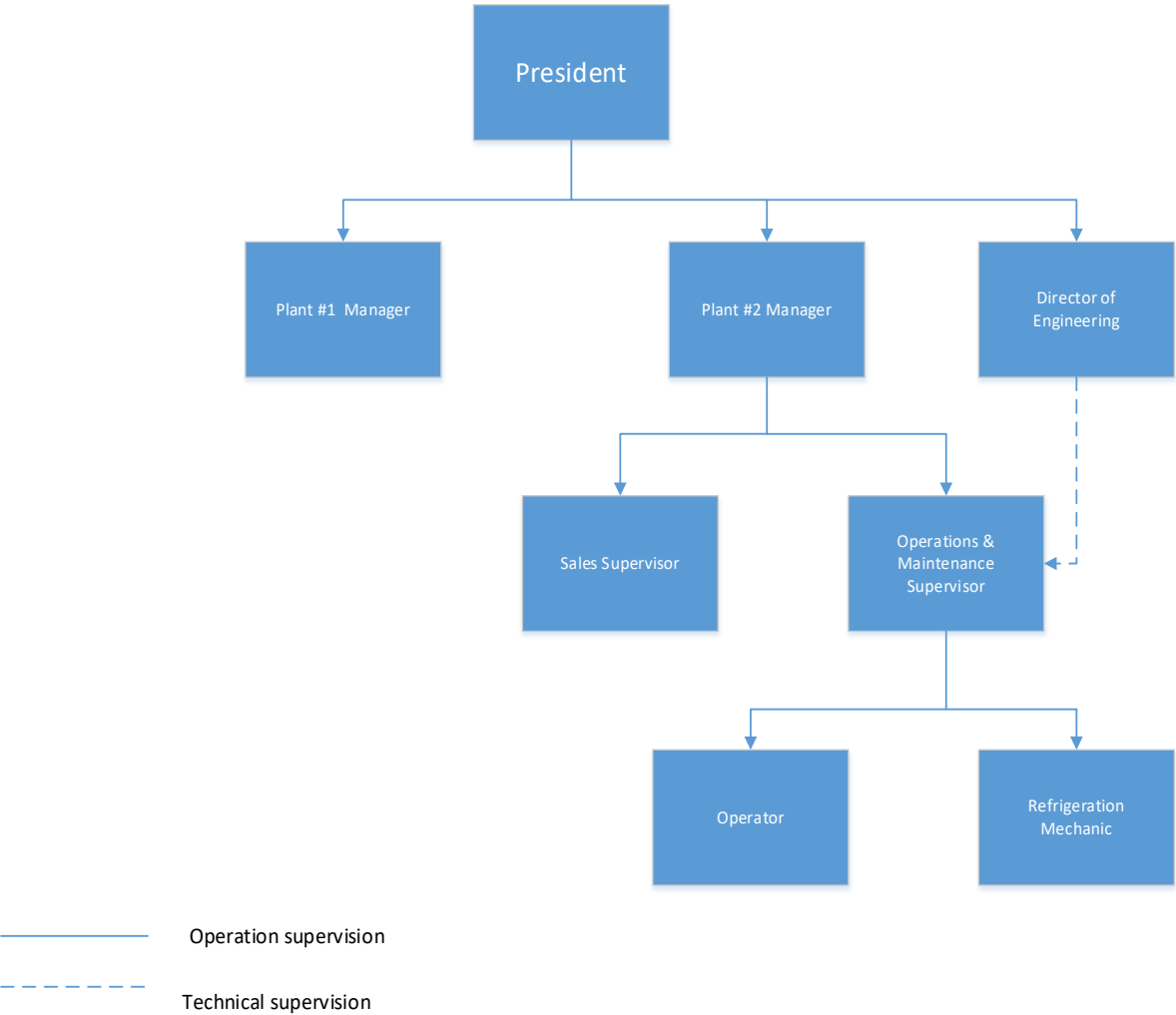
<div>Company</div> <div>Logo</div>	<div><u>Full Company Name</u> Quality Control Program</div> <div>Manual</div>	<div>Edition 01</div> <div>Revision 00</div> <div>Date:</div>
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## 6 Organization

**Tip:**

*Include an organizational chart showing everyone responsible for performing functions detailed in the program and the relationships between their positions.*

**6.1**
 This organizational chart shows the organizational structure, functional responsibilities, levels of authority, and lines of responsibility for each position that is assigned responsibilities under this program.



Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 7 Drawings, Design, Calculations, and Specifications

**Tip:**

*Establish provisions that will be used in the quality control program to identify the minimum information necessary, in the form of drawings, specifications, or other means, to comply with the applicable code*

*\*Include requirements per section 7 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 8 Material Control

**Tip:**

*Detail the process that will be used for ordering, receiving, and controlling material. This quality control program element helps to ensure that the correct material (including welding or brazing consumables) is procured, inspected after receipt, properly stored, and released for regulated work*

*\*Include requirements per section 8 of Appendices A & B in the associated [licence class guidelines](#)\**

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## 9 Installation, Repair, Alteration, or Construction

**Tip:**

*Detail the processes for scope and type of installation, repair, alteration, or construction work the organization is capable of and intends to conduct, including the identification of the applicable codes and required installation [permit\(s\)](#)*

*\*Include requirements per section 9 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 10 Welding & Brazing Control

**Tip:**

*Detail the process to ensure that pressure welding and brazing work that will be performed will conform to the requirements of the Act and Regulations, adopted codes, directives, and safety orders*

*\*Include requirements per section 10 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 11 Non-Destructive Examination

**Tip:**

*In this section specify and describe the controls and measures that will be used to ensure performed or subcontracted non-destructive examination occurs according to the applicable code requirements.*

*\*Include requirements per section 11 of Appendices A & B in the associated [licence class guidelines](#)\**



Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## 12 Heat Treatment

**Tip:**

*In this section include provisions in the manual for the control of the heat treatment performed or subcontracted by the organization, specify measures to ensure that it will comply with the applicable codes and standards.*

*\*Include requirements per section 12 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 13 Examination & Inspection Program

**Tip:**

*In this section include provisions in the manual to ensure that the inspections and tests required by the Act, Regulations and the applicable codes are undertaken and recorded accordingly.*

*\*Include requirements per section 13 of Appendices A & B in the associated [licence class guidelines](#)\**

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## 14 Calibration

**Tip:**

*In this section include provisions in the manual for the calibration of measuring and test equipment.*

*\*Include requirements per section 14 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 15 Correction of non-compliances

**Tip:**

*In this section specify and describe the system that will be used for correcting non-compliances and any other condition that does not comply with the requirements of the Act & Regulations, design, specifications, and applicable codes.*

*\*Include requirements per section 15 of Appendices A & B in the associated [licence class guidelines](#)\**

Company Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01 Revision 00 Date:
-----------------	--	------------------------------------

## 16 Record Retention

**Tip:**

*In this section describe the measures that will be enacted as part of the quality control program to ensure that records related to the project are maintained as required by the Act and Regulations and the applicable codes.*

*\*Include requirements per section 16 of Appendices A & B in the associated [licence class guidelines](#)\**

Company  Logo	<u>Full Company Name</u> Quality Control Program Manual	Edition 01  Revision 00  Date:
---------------------	--	--

## 17 Exhibits

**Tip:**

*In this section include a table listing all exhibits (see below example) and include samples or screenshots of any form referenced within the manual with exhibit #, that include the company name / logo & contractor licence number.*

Exhibits (example)		
01	Manual Distribution Record	00
02	Material Receiving Report	00
03	Purchase Order	00
04	Welder / Brazier Continuity Record	00
05	Pressure Test Report	
06	Non-conformance Report	00

*\*Include requirements per section 17 of Appendices A & B in the associated [licence class guidelines](#)\**

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