



Application for Registration of a Plant (ARP) Guideline Operating Engineers Program

As per section 4 of O. Reg 219/01 (Operating Engineers), all plants in Ontario must be registered in Ontario before operating. In addition, section 5 of O. Reg 219/01 states that in order for plants to be registered, they have to submit an application form acceptable to the Chief Officer and to TSSA.

As of November 2nd, 2020, the application for registration of a plant (ARP) has changed to accommodate the implementation of the alternate rules. Whether your facility is a plant governed under the alternate rules (Path 1 or Path 2) or a plant governed by the regulation (Path 0), **all plants must fill out the ARP as the first step** in the registration and re-registration process.

A PDF file reader is required to complete the application. We recommend using the latest Adobe Acrobat reader, but you can use other compatible PDF reader software to fill out the form.

Function of the ARP

The TSSA requires basic information about a **plant user** (*a person or persons in control of a plant as owner, lessee or otherwise, but does not include the operating engineers or operators who operate, control or maintain the plant*) to issue a certificate of registration as per Section 5 of O. Reg 219/01.

Initial registration applies if you are a plant that had never registered with TSSA before (i.e. you were never assigned your unique plant registration number) and **re-registration** applies if you are a plant with a pre-existing registration, but you have to re-register because:

- You would like to seek acceptance to be governed under alternate rules
- You have made changes to your plant (including any changes made to the Path 2 RSMP) that needs to be reviewed by TSSA. These changes include:
 - Changes to plant equipment (Path 0, 1 & 2)
 - “Significant” changes to RSMP (Please consult P2 guidelines)

The TSSA expects that all information provided is accurate and complete. The TSSA requires plant users to submit and attest that the information is accurate. Providing inaccurate information could lead to delays (and even rejections) in plant registration.

Who should fill out the ARP? The ARP should be filled out by the plant user (i.e. person who is the most responsible for the operation of the plant) or the user’s appropriate delegate. The person filling out the ARP will need to know information about the plant equipment (e.g. existence of guarded controls) and if the plant user is a corporation, the person ultimately signing off on the ARP should be the person most responsible for the safe operation of the plant. For example, a member of the senior management responsible for the operation. .

ARP overview

The ARP is comprised of two separate pages. The first is the main “**application**” page where basic information about the plant user (as a person or a business) will be collected. The second



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page is the “**payment**” page where your pre-payment information (e.g. credit card information) will be collected.

On the “application” page TSSA is looking for information about the plant user (e.g. address, phone number, BIN, fax number and email address), and about the primary contact from your business. As well, the “application” page requires basic information about the plant.

Examples of required information include address, the intended function of the plant (i.e. what purpose will this plant serve), and the classification of your plant based on the equipment inventory on your site (i.e. what types of equipment you have on site). For “plant function” and “plant classification” please select one of the options from the drop-down menu in the PDF document. If you require more information on the plant function options and plant classification options, please consult attached appendices (**Appendix A for plant function** and **Appendix B for plant classification**).

As for the “payment page,” in processing your application, TSSA will accept payment via cheque, credit card (Visa or Mastercard only) and electronic funds transfer (EFT). For smooth processing of your application, please make sure the correct amount of fees are included with your application (see [Operating Engineers fee schedule page](#) for more information about the fees).

General tips about the ARP

- When filling out the ARP, please select applicable options on each row.

The undersigned user of the indicated plant hereby applies for:	<input type="checkbox"/> Registration	<input type="checkbox"/> Re-Registration
Select the Type of Plant Registration	<input type="checkbox"/> No Alternate Rules	<input type="checkbox"/> Alternate Rules Path 1 <input type="checkbox"/> Alternate Rules Path 2

- **1st Row** - Re-registration option will only be applicable for plants that have prior registrations with TSSA and these existing plants must write down their registration number under the “Plant Information” section. If your plant is newly registering for the first time, please select “Registration.”
- **2nd Row** - If you are a plant looking to be governed by the regulation (i.e. without alternate rules), then please select “No alternate rules” on the second row. For plants looking for alternate rules approval, please select applicable path options (Path 1 or Path 2).

The undersigned user of the indicated plant hereby applies for:	<input type="checkbox"/> Registration	<input checked="" type="checkbox"/> Re-Registration
Select the Type of Plant Registration	<input type="checkbox"/> No Alternate Rules	<input checked="" type="checkbox"/> Alternate Rules Path 1 <input type="checkbox"/> Alternate Rules Path 2

- *For example, if you are an existing plant with a registration from TSSA seeking approval to be governed under alternate rules Path 1, please select “Re-registration” on the first row; select “Alternate Rules Path 1” on the second row (See diagram above for this example).*



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Owner/Licensee Information:

Owner/Licensee Information:	Plant User Name Type	<input type="checkbox"/> Person	<input type="checkbox"/> Business
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- Please select appropriate box (“Person” or “Business” box), and if you are a business, please make sure that you know your the “Corporation/Business Identification Number.” If you are a new business in Ontario and you do not yet have a BIN (Business Identification Number) assigned to you, please contact Central Production and Verification Services Branch (CPVSB) of Ministry of Government and Consumer Services.

Invoicing Option: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Email

- If you wish to go paperless and receive invoices from TSSA via email, please check the box.

Plant Information:

Plant Type Classification:	PLEASE SELECT ONE
PLEASE SELECT ONE	PLEASE SELECT ONE
Date:	Low pressure steam plant
	Low pressure low water volume steam plant
	Low temperature water plant
	High pressure steam plant
	High pressure low water volume steam plant
	High temperature water plant
	Low pressure power plant
	Low pressure low water volume power plant
	Low temperature power plant

- For “Plant Type Classification” section, please select the option that most accurately describes your plant’s type from the drop-down menu. The full description of plant types can be found on [O. Reg 219/01](#) or Appendix B of this guideline.

Plant Function:	PLEASE SELECT ONE
Guarded Control	PLEASE SELECT ONE
	Utilities
	Industrial
	Care or Detention Occupancy Building
or Plant Equipment	Academic
	Assembly Building
ed for Path 2)	Residential
	Agriculture
	Steam Traction

- Similarly, for “Plant Function” section, please select the option that most accurately describes your plant’s intended function.

Guarded Controls: <input type="checkbox"/> Yes <input type="checkbox"/> No	Guarded Control Tested Date: <input style="width: 90%;" type="text"/>
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- If you have equipment installed with guarded controls, please make sure that you are aware of the date that it was last tested and list the dates.



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Declaration/Signatures:

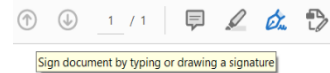
- The person signing off on the ARP should be a plant user or the user's appropriate delegate who is responsible for the safe operation of the plant.

Applicant's Name:	Title:
Applicant's Signature:	Date: (dd-mm-yyyy)

- Similarly, the "primary contact" should ideally also be the same as the person signing off (i.e. person responsible for the safe operation of the plant).
- The plant function should match the plant function on your PEL (Plant Equipment List) ARP.
- Applicant signing should be the "plant user" or a delegate of the "plant user" who is the most accountable to the safe operation of the plant. We encourage that it be a member of senior management.

Reviewing and adding signatures

- Once you are finished filling out the ARP, please review the contents carefully before you add the e-signature to finalize.
- Please note that ARP cannot be altered after you sign the document using Adobe's PDF reader's "Fill & Sign" feature (see highlighted icon) and save the document to be filled out later. The document will still save if you just type your name in the "Applicant's Signature" box**
- Similarly, the yellow "Print Form" and "Clear Form" shortcut buttons at the top (**Print Form** **Clear Form**) of the ARP will also lose functionality if you add the e-signature using "Fill & Sign" feature and save the document.



Payments:

- Please consult the [fee schedule](#) for appropriate fees you will need for your ARP.
- Please ensure that you have accurate credit card payment information to avoid delays in processing your application.
- The cost of your application will vary depend on the purpose of your application. Please consult the chart in the fee schedule to make sure the fees that will be charged to your credit card is accurate.



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APPENDIX A: Plant Function, Definition & Function Codes

Code	Plant Function	Definition	Examples in this category
1	Utilities	Plants which are used to produce electric power or perform water and waste treatment	Public & private electric generation, district heating & cooling, waste Treatment etc.
2	Industrial	Plants used in the production and processing of commodities including manufacture of food, construction materials, and chemicals.	Refineries, gas compression facilities, sawmills, smelters & foundries, pulp & paper mills, abattoirs, bakeries, meat production plants, cement, asphalt facilities, mines, pharmaceutical, appliances, automotive, breweries, distillery, paint, electronic & electrical, warehouses, logistics facilities, wood kilns, rubber, packaging, furniture etc.
3	Care or detention occupancy building	Plants used in buildings where primary occupants of the building are restrained from or are incapable of evacuating to a safe location without the assistance of another person because of security measures or mobility restrictions	Police stations with detention quarters, childcare facilities, detention facilities, health centres, hospitals, retirement homes and long-term care homes etc.
4	Academic	Plants which are located in educational institutions	Libraries, elementary schools, secondary schools, colleges and universities etc.
5	Assembly building	Plants located in buildings used for the mass gathering of persons for a specific purpose (e.g. entertainment or awaiting transportation)	Ice rinks, theaters, community centre, convention centre, entertainment facilities, house of worship, mass transportation, museum, open air assembly etc.
6	Commercial	Plants located in facilities where the services are provided to the public for profit.	Offices, shopping centres, retail, laundry, dry cleaners, data centres, hotels
7	Residential	Plants in locations used for living and sleeping	Apartments, condominiums, townhouse complex, dormitories
8	Agriculture	Plants used in conjunction with growing operations and animal husbandry	Green houses, mushroom farms, grain storage on farms, feed & seed,
9	Steam Traction	Steam engines being used to provide motive power	Locomotives, traction engines, road engines, rollers, road vehicles, hoisting

APPENDIX B: Plant Classification & Definition



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Plant Classification	Definition (as per O. Reg 219/01)
Low pressure steam (15 psi / 103 kpa or less)	
Low pressure steam plant	A low-pressure installation that is comprised of one or more boilers that are not low water volume boilers, associated pressure vessels, air compressors, equipment and piping
Low pressure low water volume steam plant	A low-pressure installation that is comprised of one or more water tube low water volume boilers, associated pressure vessels, air compressors, equipment and piping
Low temperature water plant	A low-pressure installation that is comprised of one or more low temperature hot water boilers, associated pressure vessels, air compressors, equipment and piping
High pressure steam (Greater than 15 psi / 103 kpa)	
High pressure steam plant	A high-pressure installation that is comprised of one or more boilers that are not low water volume boilers, associated pressure vessels, air compressors, equipment and piping
High pressure low water volume steam plant	A high-pressure installation that is comprised of one or more water tube low water volume boilers, associated pressure vessels, and air compressors, equipment and piping
High temperature water plant	A high-pressure installation that is comprised of a high temperature water plant (over 250°F (121°C)) and one or more compressors, refrigeration compressors, equipment and piping
Low pressure power (15 psi / 103 kpa or less)	
Low pressure power plant	A low-pressure installation that is comprised of a low-pressure steam plant and one or more compressors, refrigeration compressors, equipment and piping
Low pressure low water volume power plant	A low-pressure installation that is comprised of a low-pressure water tube low water volume steam plant and one or more compressors, refrigeration compressors, equipment and piping
Low temperature power plant	A low-pressure installation that is comprised of a low temperature water plant and one or more compressors, refrigeration compressors equipment and piping
High pressure power (Greater than 15 psi / 103 kpa)	
High pressure power plant	An installation that is comprised of a high-pressure steam plant and one or more steam prime movers, compressors, refrigeration compressors, equipment and piping;
High pressure low water volume power plant	An installation that is comprised of a high-pressure water tube low water volume steam plant and one or more steam prime movers, compressors, or refrigeration compressors, equipment and piping
High temperature power plant	An installation that is comprised of a high-temperature water plant and one or more compressors, refrigeration compressors, equipment and piping
Other regulated technologies	



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Steam prime mover plant	A steam engine or turbine including any pressure vessels, associated equipment and piping that has a rating of more than 7 kW (10 BHP, .26TH) and that is driven by steam
Compressor plant	An installation that is comprised of one or more compressors with prime movers and the equipment, pressure vessels and piping used in connection with it for compressing air or any other gas, but does not include a refrigeration plant
Refrigeration plant	An installation comprised of one or more refrigeration compressors, prime movers, equipment, pressure vessels and any associated piping
Traction plant	A self propelled or portable stationary steam powered railway locomotive, road vehicle, traction engine, roller, hoisting plant or portable engine with a mechanical horse power rating greater than 3.73 kW (5 BHP, .13TH);
Portable compressor plant	A compressor plant (as defined above) that can be carried or moved.
Temporary heating plant	One or more boilers, with or without compressors, including the associated equipment, pressure vessels and piping that supply heat to a project within the meaning of the Occupational Health and Safety Act or to a shaft, tunnel, caisson or coffer dam to which the regulations made under that act apply and that operates at a pressure, <ul style="list-style-type: none"> a) of not more than 15 psi (103 kpa) and has a total kilowatt rating of more than 1471 kW (150 BHP, 50TH), b) (b) of more than 15 psi (103 kpa) and has a total kilowatt rating of more than 490 kW (50 BHP, 17TH);