



Heritage Boiler Association (Alberta)

PROGRAM MANUAL

for

PRACTICAL TESTING

for

SPECIAL STEAM – POWERED TRACTION ENGINE OPERATOR'S  
CERTIFICATE OF COMPETENCY RENEWALS

## Heritage Boiler Association (Alberta)

### 1. Statement of Authority & Responsibility:

This quality control manual accurately describes the quality control system that is in place by Heritage Boiler Association (Alberta) to ensure:

- a) The competencies of those who observe the practical testing of Special Steam-powered Traction Engine Operators, is in compliance with the Program requirements contained within this manual.
- b) The step-by-step procedure in performing the practical test is in compliance with the approved practical test.

An appointed HBAA Director, or Contracted Program Manager will be responsible for the management of the Program and has support from the HBA(A) Board of Directors to administer and implement the quality system described in this manual. This quality control system has the full support and endorsement of HBA(A) Directors who will ensure adequate resources, including qualified personnel are provided to effectively implement the program.

### 1. Definitions:

**HBA(A)** – Heritage Boiler Association (Alberta).

**ABSA** – the Alberta Pressure Equipment Safety Authority.

**PT** – Practical Test of an Applicant’s competency to operate a steam-powered traction engine.

**PTA** – Practical Test Assessment of an Applicant’s competency to operate a steam-powered traction engine, as completed by the Qualified Observer Program.

– All details enclosed within this document including approved revisions, for the purpose of completing Practical Testing of Applicants and reporting to ABSA.

**Applicant** – a person making application to undertake a Practical Test Assessment or undergoing a Practical Test Assessment.

**Program Director/Manager** – an individual appointed by the Board of Directors, responsible for the overall management of the Program.

**Competency** - in relation to a person, means possessing the appropriate qualifications, knowledge, skills and experience to perform the work safely and in accordance with the Safety Codes Act.

**Qualified Observer** – person whose application for Qualified Observer status has been accepted by the HBA(A) Board of Directors.

**STEO**- Special Steam-powered Traction Engine Operator.

**STEOCC** – Special Steam-powered Traction Engine Operator Certificate of Competency.

**PSV** – Pressure Safety Valve.

### 3. Scope/Forward:

This Program Manual defines the procedures in place to administer a Practical Test for the purpose of making recommendation to ABSA of skills and knowledge demonstrated by an Applicant who wishes to renew their STEOCC. Practical Testing will be available to HBA(A) members in good standing. Once testing has been completed, HBA(A) will forward the completed PTA to ABSA for their consideration in renewing an Applicants STEOCC.

#### 4. Responsibilities:

##### HBA(A) Board of Directors is responsible to:

- a) Appoint an individual (either a Director of the Board, or an independent Manager) to be responsible for the overall management of the Program.
- b) Generate a list of Qualified Observers to be used in the Program.
- c) Provide full support and endorse the management of the program with adequate resources.

##### Program Director/Manager is responsible to:

- a) Maintain accurate and confidential records and correspondence relating to all areas of the Program.
- b) Provide ABSA with up-to-date information of Qualified Observers and their accepted Qualified Observer Applications.
- c) Accept Applications for PT.
- d) Notify ABSA of recommendations for renewal within 5 business days of receiving the results of an Applicant's PT results from the Qualified Observer.
- e) Notify Applicants of their recommendation status within 5 business days of receiving the results of an Applicant's PT from the Qualified Observer.
- f) Provide a Reporting Summary of the Program at HBA(A) Annual General Meeting. Reporting shall be provided to HBA(A) Board of Directors at their request at any time.
- g) Maintain their status as a member in good standing of the HBA(A).

##### Qualified Observer is responsible to:

- a) Maintain a thorough and current understanding of Special Steam-powered Traction Engine Operation in the province of Alberta in accordance with ABSA and the Safety Codes Act.
- b) Attend scheduled appointments for PT, and observe skills of participating Applicants.
- c) Complete the Applicant's PTA and submit it to the Program Director/Manager within 5 business days of an Applicant completion of the PT.
- d) Maintain confidentiality of information between them self and the Program Director/Manager. Under no circumstance shall Applicant or PT information be shared with anyone other than the HBA(A) Board of Directors.
- e) Maintain their status as a member in good standing of the HBA(A).

## 5. Confidentiality, Disputes & Conflict of Interest:

All Applicant personal information, records and correspondence are considered confidential and will be used solely for the purpose of administering a quality Practical Test Program.

Disputes: Any disputes relating to an Applicants PT shall be directed to and handled by, the HBA(A) Board of Directors collectively.

If an Applicant is found to be within arm's length of their Qualified Observer, or in an employment relationship to their Qualified Observer, an alternate Qualified Observer must be arranged.

- a) In the event that an alternate Qualified Observer cannot be arranged, the Applicant will be directed to take the PT from ABSA for the purpose of STEOCC renewal.
- b) If a PT has already been completed and it is determined that the Applicant and Qualified Observer are within arm's length, or the Applicant and Qualified Observer share an employee/employer relationship, the PTA may be deemed inconclusive, and the Program Director/Manager will notify ABSA immediately.
- c) The Qualified Observer for the PT for the renewal of the STEOCC of the Program Director/Manager must not be a member of the HBAA Executive Committee.
- d) The Program Director/Manager's PTA recommendation to ABSA must be made by a Member of the HBA(A) Executive Committee, in place of the Program Director/Manager.

## 6. Document Control & Reporting:

Documents included in this manual are approved by HBA(A) and ABSA for use in administering the Program. No documents shall be altered and used without first being signed off by HBA(A) Board of Directors and ABSA.

- a) Revisions can be made to the Program and documents within this Manual, by completing a Revision Summary.

For the purpose of quality control, Practical Test Program forms including PTA's and Qualified Observer Applications shall be accessible to ABSA by special request to the Program Director/Manager or HBA(A) Board of Directors.

Program records shall be filed by calendar year. Past Program records shall be stored with the Association's membership records.

## 7. Qualified Observer Qualifications & Competency:

In order for a Qualified Observer Application to be accepted, it must receive approval by HBA(A) Board of Directors.

Approved Qualified Observer Applications will be forwarded to ABSA, who will enable them as Qualified Observers, and provide documentation that validates his/her ability to conduct PT's.

### Qualified Observer Qualifications:

- a) Hold a valid STEOCC
- b) Provide documentation and demonstrate practical experience and competency in operating steam-powered traction engines.
- c) Be a member in good standing of the HBA(A).

## 8. Practical Test & Assessment Procedure:

### The Qualified Observer will:

- a) Confirm Applicants personal information and good standing as a member of the HBA(A).
- b) Locate and verify the "A" number of traction engine to be used and confirm it has a valid Certificate of Inspection Permit issued within the 12 months and confirm that the PSV setting matches the maximum allowable working pressure of the boiler.
- c) Assess the Applicant on areas of observation as outlined in the Observation Guide of this manual.
- d) Complete a PTA and submit it to Program Director/Manager within 5 business days of the completion of the PT.

Applicants with a PTA mark of 75/100 or higher will be eligible for recommendation to ABSA for a SSTEIO Certificate renewal.

## 9. Appeal Procedure:

In the event that an Applicant is not recommended to ABSA for the renewal of the SSTEIO Certificate, and the Applicant wishes to challenge the assessment of the Qualified Observer and/or the recommendation of the Practical Test Program Manager, the Applicant can appeal directly to ABSA, using the ABSA appeal process.