

GUIDE FOR PREPARING STATUTORY DECLARATIONS

The instructions for the statutory declarations are identified by bracketed numbers corresponding to the numbers on the sample declaration.

1. Show the logo or trade mark, which will be on the fittings to identify the manufacturer.
2. Name and position of the person completing the declaration. This person must be in a position of authority, who can commit the manufacturer to a legally binding contract.
3. Name of the fitting manufacturer. The form must not be completed by a sales agent, distributor or outside division which does not exercise control over the manufacturing process.
4. The address must be the physical location of the manufacturing facility where the certified quality control program applies. If there is more than one manufacturing location, a separate declaration is required for each location.

Complete 5 or 6 but not both.

5. List the recognized North American standard, which the fitting conforms to. A recognized North American standard is one of the standards listed in ASME Section VIII Div. 1 UG-44 or ASME/ANSI B31 series Pressure Piping Codes Standard Piping Components.
6. List standards, other than recognized North American standards, which the fitting conforms to. Such other standards may be proprietary standards or published standards, which as a minimum, must have requirements for materials, dimensions, pressure/temperature ratings, markings and testing. The declaration shall be supported by a copy of the standard and if necessary, design calculations or proof test results verified by an authorized inspection authority.
7. Standard to which the manufacturers quality control program has been certified. The minimum standard is CSA B51 Annex F. Other acceptable standards are ISO 9001 or 9002.
8. Authorized inspection authority which has certified the manufacturer's quality control program. Acceptable authorities are Provincial boiler regulatory authority, ASME Authorized Inspection Agency or an agency, which issues ISO 9000 certifications. The declaration must be supported by written documentation from the inspection authority verifying that the manufacturer's quality control program is satisfactory.
9. List the category and fitting which is to be registered. Where a series of fittings are to be registered collectively in the same category, a complete list of all fittings by make, model and size range shall be provided. A separate sheet may be used if necessary.

Category	Type of fitting
A	Pipe fittings, including couplings, tees, elbows, Y's unions, nipples, pipe caps or reducers
B	Flanges
C	Valves
D	Expansion joints, flexible connections, and hose assemblies
E	Strainers, filters, separators, steam traps
F	Measuring devices, including pressure gauges, level gauges, sight glasses, levels, pressure transmitters
G	Certified capacity-rated pressure relief devices acceptable as primary overpressure protection on boilers, pressure vessels and pressure piping, and fusible plugs
H	Pressure retaining components that do not fall into one of the above categories

Note: Category "H" may include a series of components (including piping components) joined together to form a single fitting, provided that the inside diameter of any component does not exceed 152 mm (6 in and the total volume of the fitting does not exceed 42.5 L. (1.5 cu. Ft.).

10. List the supporting documents including drawing numbers, catalogue numbers, calculation sheets, bulletins and proof test results.
11. The declaration must be countersigned by a Commissioner of Oaths or Notary Public.