



MECHANICAL
CONTRACTORS
ASSOCIATION
ONTARIO

October 23, 2009

S. Coleman

Executive Vice-President

**New MCAO Welding Test “Continuity Record/Log Book Program”
(Effective November 1, 2009)**

We are very pleased to advise that, in cooperation with TSSA, MCA Ontario has obtained approval to implement (initially on a two year trial basis), a **Welding Test Continuity Record/Log Book Program**.

What This Means To You/Your Company:

- A savings (every two years) of approximately \$300.00 (\$100.00 Test Facilities & Materials Fee plus approx. \$200.00 in pay) for every Welder in your employ that works to any of MCAO’s (currently 14) Standard Provincial Welding Procedures. This savings arises directly out of the removal of the need to have Welders tested “annually”. Testing will only be required “every two years” (should the Welder’s Log Book show that he/she has actively welded to that procedure within the immediately previous twelve month period). Note: the TSSA Test Fee (of \$109.00 per test) will still be charged by TSSA annually – due to their continuing requirement to issue an annual “Welder Ticket/Certification”.

What All Participating Companies are to do “Initially” to ensure the success of this Program:

- Immediately advise MCAO (via forwarding us the attached form) of the number of Log Books you require at this time (ie one for each of the active welders you currently employ/expect to employ over the next year. (A “contents sample” copy of the Log Book has been enclosed for your information.
- Once you receive your bulk order of Log Books from MCAO, immediately:
 - issue one to each of your Welders.
 - have them note their name on the front cover; and complete the first “Log Sheet” of the Book (ie: name/stamp#/year/and date tested to each procedure/ as relevant). Note: The Log Book remains the personal property of the Welder.
 - have the “Authorized Employer Representative” (from your Company) fully verify the information provided by the Welder; and thereafter complete the “sign off” section of the Log Sheet.
 - email (mcao@mcao.org) or fax (905 856-0385) to the MCA Ontario Office, a copy of the completed first “Log Sheet”.
 - hold the Log Books (of all your Welders) in your offices (for safe keeping throughout the term of their employment with your company; return them to the Welder upon completion of their Employment.

What all Participating Companies are to do “on an on-going basis”/after initial implementation of the Program:

- Have their Authorized Representative “regularly review/sign off” the most recent updated “Log Sheet” found in each Welder’s Log Book.
- “Send” (every four months) a copy of the most recently updated “Log Sheet” to the MCA Ontario office (via email: mcao@mcao.org; or fax 905 856-0385); on each Welder.
- Issue Log Books to all new/future hired Welders (if one was never previously issued to them); and have the first “Log Sheet” information fully completed (as described earlier in this memo); and a copy of it immediately forwarded to MCAO.

We cannot emphasize more the importance that “all Participants in MCAO’s Standard Provincial Welding Procedures Program strictly adhere to these responsibilities”in order to ensure this valuable program continues to be supported by TSSA/available to the industry.

(Note: also enclosed for your information/reference, is a one page overview of the Continuity Record/Log “Program/Policy”)