
The Canadian Boiler and Machinery Underwriters' Association

L'Association Canadienne des Assureurs Bris des Machines

To all Engineering Committee Members of the CB&MUA

MINUTES OF THE ENGINEERING COMMITTEE MEETING

An Engineering Committee Members Meeting of The Canadian Boiler & Machinery Underwriters' Association was held on Tuesday September 18, 2018, at Aviva Office, 100 King Street West, Bay Street, Suite 48th floor, Toronto, Ontario, M5L 1E2, to consider the following agenda:

Present:

AVIVA (Ishtiaq Tarar) Chairperson	BI&I Andrew Rerak
Intact (Lawrence Graham)	RSA (Frank Zhang and Yan Huang)
Sovereign (Robert Sylvester)	XL Catlin (GTTonSet-Steve Tillie)
Chubb (Jacques O'Brien)	Zurich (Constantin Tigleanu)

Regrets: FM Global (Allan Zack & Cyril Budhran), CNA (Severio Pacini), Allianz (Ron Irani), (Note: Nordia Brown and Kavita Ramcharan BI&I did showed up only for paused section where Mike Adams, TSSA addressed the committee)

ITEM 1 Welcome & Meeting Call to Order:
The Chairperson (Ishtiaq Tarar) welcomed all the attendees. The Engineering Committee Members' meeting was called to order at 8:56 am. This meeting will be put on hold upon Mike Adams, Director, Boilers & Pressure Vessels and Operating Engineers, joining this meeting for a TSSA Update. Separate Minutes of Mike Adams' presentation will be provided by the Chairperson.

ITEM 2 Attendances, Membership and Confirmation of Attendees:
With nine (8) Engineering Committee Members present, out of eleven (11), the majority of attendees was definitely confirmed.

ITEM 3 Reading and/or Acknowledgement of the Antitrust Statement:
All the attendees, as shown above, were made aware of the CB&MUA Antitrust Statement. The Antitrust Statement wasn't read, but it was however acknowledged and signed by all the attendees



CBMUA Antitrust
Statement Sept 18, 20

ITEM 4 Review & Approval of the "Notice of Meeting/Agenda":
A motion was made by Jack O'Brien and seconded by Lawrence Graham to approve the Notice of Meeting/Agenda, as presented. All in favour, the motion carried unanimously. (See copy attached).



CBMUA Engineering
Committee - NoM-Ag

MINUTES OF MEETING

ITEM 5 Review & Approval of the Minutes of the Engineering Committee Members' Meeting held on May 31, 2018, 2018:

A motion was made by Jack O'Brien, and seconded by Ishtiaq Tarar to approve the Minutes of Meeting, as presented with minor corrections made. All in favour, the motion carried unanimously. (See copy attached).



MoM - May 31 2018
(005).doc

ITEM 6 Jurisdictional updates:

a) TSSA Updates;

- i) ROI submissions
- ii) Expense
- iii) Prepared question in advance of Mike Adams visit.

See Appendix for summary

b) RBQ Updates. – Tabled till next meeting with consideration of assigning someone to liason with BQ

Key items identified for further clarification by Mike Adams, TSSA

Meeting Paused at 10:26am – Motion by Jack O'Brien, and 2nd Andrew Rerak For Presentation by Mike Adams, Director TSSA, Meeting recommenced at 12:08

ITEM 7. Open discussion:

- summary of meeting to be attached to MOM, Motion by Andrew Rerak, 2nd Yan Huang

ITEM 8. Any New Business: - No new business - Tabled as due to time constraints,

ITEM 11 Closing Remarks and Setting the Date for the Next Meeting:

-The Chairperson (Ishtiaq Tarar) thanked all the attendees for their participation and feedbacks.

-The next meeting is scheduled for Friday December 7, 2018 followed by annual festive lunch with the meeting starting at 9:00 am sharp. Please mark your calendar accordingly. A copy of the Notice of Meeting/Agenda will follow in due course.

MINUTES OF MEETING

ITEM 12 Adjournments:

Andrew Rerak, made a motion to adjourn this meeting, seconded by Jack O'Brien.

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Meeting adjourned at 12:28 pm.

-Please note that these "Minutes of Meeting" will be approved at the next Engineering Committee Members' meeting.

Respectfully submitted,

**Ishtiaq Tarar
Chairperson of the Engineering Committee
Canadian Boiler & Machinery Underwriters' Association**

September 18, 2018

Appendix

Presentation by Mike Adams – Key items presented by Mike(Lettered) along with members Questions and Answers received summarized (Numbered).

Item	Key item presented	Response
A	Active ROI's to date	1430 (148 duplications rejected 200 were removed and work on off line and not part of database system now
B	Number of COI's issued	28 42 Awaiting payment 480 ROI's in the systems awaiting customer validation/payment 28 of which validated and customer has not paid.
C	Can the TSSA's system release without payment (conventional invoice system)	Yes – CFO does not want to release COI's unless payment has been received. (other TSSA branches have collection issues – BPV has not has this issue in the past.
D	Teleconference as to status of computer system	To be reinstated
E	Data exchange	Data restrictions tight utilizing a Microsoft 365 system many logic issues. Currently using CSV (Many formatting issues) Mike Adams asked if members could send Excel files – All were in agreement as it is TSSA that set the format for data transference.
F	Information requests taking long time	TSSA protocol to be within 48 hours, actual 1 week due to volume and lack of staff. General inquires, unique identifiers Bpv_inquiries@tssas.org For “Failed” Inspections send failed ROI to below along with immediate safety concerns and data corrections

		BPVcustomerservice@tssa.org
G	Current inspection failure rate	5% with the balance being conditional pass and pass Considering 30 day cert for conditional pass
H	Audit process – Insurance companies	TSSA to 1) audit how conditional passes are followed up on and clearance of recommendations 2) “R” endorsement activities
I	Audit timing	1) COI process is to be up and running first. 2) Conditional pass – Mike to share list
J	COI expiry date	COI is to expire after previous one has expired plus 12, 24 or 36 as prescribed for object Members expressed that this exceeds that act timings for expiry dates ever if insurance companies issued correct expiry date.
Item	Members Questions	Response
1	Indication of status of upload	Currently delay in rejected response Potential update considered
2	No rights levels 1) Inspector 2) Supervisor 3) Manager / administration	Potential update considered
3	Timeline for addressing issues	To restart bi weekly conference calls
4	Potential violation of act with issuance of COI’s	See item “B” Mike unable to have programming changed at this time
5	Postal Code validation issues	
6	CSV file format changes date	Mike proposed to go to

		excel fiel exchange as opposed to CSV
7	National Board Violation code conditional pass	Discussion held
8	Object removal – Not required for reinspection per regulation	Remove object – process through BPVcustomerservice@tssa.org
9	TSSA help desk – Request to no blame isurers	Communication to be improved with owners
10	Unique identifiers – request balance of lists	To be done in short order.