

Revised Regulations of Québec 1981

VOLUME

5

D-3, r. 1
to
F-3.1, r. 163

Consolidated to 31 December 1981 by
the Commission de refonte des lois et des règlements
and published pursuant to the Act
respecting the consolidation of the statutes and regulations
(R.S.Q., c. R-3; am. S.Q., 1981, c. 23).

Legal deposit — 1st quarter 1982
Bibliothèque nationale du Québec
ISBN (complete set) 2-551-04625-4
ISBN (volume 5) 2-551-04630-0

© Éditeur officiel du Québec, 1982

All rights reserved in all countries. No part of this publication may be translated, used or reproduced for commercial purposes by any means, whether electronic or mechanical, including micro-reproduction, without the written authorization of the Éditeur officiel du Québec.

REVISED REGULATIONS OF QUÉBEC

VOLUME 5

TABLE OF CONTENTS

Title	Reference	Title	Reference
DENTAL ACT		DENTUROLOGISTS ACT	
<i>R.S.Q., c. D-3</i>		<i>R.S.Q., c. D-4</i>	
Regulation respecting admission, practice and recognized specialities in dentistry	D-3, r.1	Regulation respecting the business of the Bureau, the oath of discretion and general meetings of the Ordre des denturologistes du Québec	D-4, r.1
Regulation respecting the business of the Bureau and general meetings of the Ordre des dentistes du Québec	D-3, r.2	Regulation respecting professional liability insurance for denturologists	D-4, r.2
Regulation respecting professional liability insurance for dentists	D-3, r.3	Règlement sur les autres conditions et modalités de délivrance des permis de l'Ordre des denturologistes du Québec	D-4, r.3
Code of ethics of dentists	D-3, r.4	Code of ethics of denturologists	D-4, r.4
Regulation respecting a joint committee on training in dentistry	D-3, r.5	Regulation respecting the records of a denturologist who ceases to practise	D-4, r.5
Regulation respecting conditions and procedures for revoking the registration of a dental student or dentist pursuing specialized studies	D-3, r.6	Regulation respecting terms and conditions for election to the Bureau of the Ordre des denturologistes du Québec	D-4, r.6
Regulation respecting the preservation, use or destruction of the records of a dentist who ceases to practise	D-3, r.7	Règlement sur les normes d'équivalence de formation pour la délivrance d'un permis de l'Ordre des denturologistes du Québec	D-4, r.7
Regulation respecting dental hygienists	D-3, r.8	Regulation respecting the procedure for conciliation and arbitration of accounts of denturologists	D-4, r.8
Regulation respecting terms and conditions for election to the Bureau of the Ordre des dentistes du Québec	D-3, r.9	Regulation respecting the procedure of the professional inspection committee of denturologists	D-4, r.9
Regulation respecting the procedure for conciliation and arbitration of accounts of dentists	D-3, r.10	Regulation respecting advertising by denturologists	D-4, r.10
Regulation respecting the procedure of the professional inspection committee of dentists	D-3, r.11	Regulation respecting the keeping of records and consulting-rooms by denturologists	D-4, r.11
Regulation respecting refresher training periods for dentists	D-3, r.12	Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des denturologistes du Québec	D-4, r.12
Regulation respecting the keeping of dental offices	D-3, r.13	AN ACT RESPECTING MUNICIPAL AND SCHOOL DEBTS AND LOANS	
Regulation respecting the keeping of records by dentists	D-3, r.14	<i>R.S.Q., c. D-7</i>	
Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des dentistes du Québec	D-3, r.15	Règlement fixant le taux maximal de l'intérêt des emprunts municipaux et scolaires	D-7, r.1

Title	Reference	Title	Reference
AN ACT RESPECTING THE DEVELOPMENT OF QUÉBEC FIRMS IN THE BOOK INDUSTRY <i>S.Q., 1979, c. 68 ; after consolidation</i> <i>R.S.Q., c. D-8.1</i>		Order respecting the flag of Québec	D-13, r.2
Regulation respecting the acquisition of books by certain persons from accredited bookstores	D-8.1, r.1	Order respecting the use of the flag and coat of arms of Québec	D-13, r.3
Regulation respecting the accreditation of Québec distributors and the method of calculating sales prices	D-8.1, r.2	SUCCESSION DUTY ACT <i>R.S.Q., c. D-13.2</i>	
Regulation respecting the accreditation of publishers in Québec	D-8.1, r.3	Regulation respecting the application of the Succession Duty Act	D-13.2, r.1
Regulation respecting the accreditation of bookstores	D-8.1, r.4	MINING DUTIES ACT <i>R.S.Q., c. D-15</i>	
Regulation respecting the application of section 2 of the Act respecting the development of Québec firms in the book industry	D-8.1, r.5	Regulation respecting the mining exploration and development expenses and works mentioned in paragraph <i>d</i> of section 18 of the Mining Duties Act	D-15, r.1
GAS DISTRIBUTION ACT <i>R.S.Q., c. D-10</i>		Regulation respecting the interest rate on mining duties	D-15, r.2
Order respecting the certificate of registration of liquefied petroleum gas distributors	D-10, r.1	LAND TRANSFER DUTIES ACT <i>R.S.Q., c. D-17</i>	
Order respecting certificates of competency with respect to gas	D-10, r.2	Regulation respecting land transfer duties	D-17, r.1
Gas transmission and distribution piping systems code	D-10, r.3	ELECTION ACT <i>S.Q., 1979, c. 56 ; after consolidation :</i> <i>R.S.Q., c. E-3.1</i>	
Regulation respecting gas and public safety	D-10, r.4	Regulation respecting the authenticity and the delegation of signatures on documents issued by the Director General of Elections	E-3.1, r.1
Regulation respecting annual reports by distributors of gas piped through distribution networks	D-10, r.5	Regulation respecting notice of a new election in case of a tie-vote	E-3.1, r.2
Order respecting reports by gas distributors on accidents where gas may be present	D-10, r.6	Regulation respecting notice of a new election date following the death of a candidate	E-3.1, r.3
Regulation respecting repayment of the expenses incurred by the Régie de l'électricité et du gaz in carrying out the Gas Distribution Act	D-10, r.7	Regulation respecting selection by the Director General of Elections of the candidates entitled to make recommendations	E-3.1, r.4
TERRITORIAL DIVISION ACT <i>R.S.Q., c. D-11</i>		Regulation respecting the conditions of exercise of the duties of returning officer	E-3.1, r.5
Décret sur la division administrative du Québec	D-11, r.1	Regulation respecting the nomination paper	E-3.1, r.6
AN ACT RESPECTING THE OFFICIAL FLAG <i>R.S.Q., c. D-13</i>		Regulation respecting the paper maker and the printer of the ballot papers	E-3.1, r.7
Décret sur les armoiries du Québec	D-13, r.1	Regulation respecting the oath of secrecy by an agent	E-3.1, r.8

Title	Reference	Title	Reference
Regulation respecting the tariff of remuneration and expenses of election officers	E-3.1, r.9	Règlement de régie interne de l'Office des personnes handicapées du Québec	E-20.1, r.2
Regulation respecting the tariff of costs for a recount	E-3.1, r.10	AN ACT RESPECTING EXPLOSIVES <i>R.S.Q., c. E-22</i>	
Regulation respecting voting	E-3.1, r.11	Regulation respecting the Act respecting explosives	E-22, r.1
Regulation respecting advance polling	E-3.1, r.12	EXPROPRIATION ACT <i>R.S.Q., c. E-24</i>	
FIRE INVESTIGATIONS ACT <i>R.S.Q., c. E-8</i>		Rules of practice and procedure of the Expropriation Tribunal	E-24, r.1
Tariff respecting fire investigations	E-8, r.1	Tariff of court fees of the Expropriation Tribunal	E-24, r.2
AN ACT RESPECTING PRIVATE EDUCATION <i>R.S.Q., c. E-9</i>		AN ACT RESPECTING MUNICIPAL TAXATION AND PROVIDING AMENDMENTS TO CERTAIN LEGISLATION <i>S.Q., 1979, c. 72; after consolidation : An Act respecting municipal taxation</i> <i>R.S.Q., c. F-2.1</i>	
Regulation respecting the application of the Act respecting private education	E-9, r.1	Regulation respecting the minimal content of notices of assessment and accounts for municipal taxes	F-2.1, r.1
Regulation respecting additional tuition fees that a college level private educational institution must charge students from outside Québec	E-9, r.2	Regulation respecting the criteria for the issuance of assessors' permits	F-2.1, r.2
AN ACT RESPECTING COLD STORAGE WAREHOUSES FOR FISH AND BAIT <i>R.S.Q., c. E-12</i>		Regulation requiring the filing and publication of an explanatory document on the municipal budget	F-2.1, r.3
Regulation respecting cold storage warehouses for fish	E-12, r.1	Règlement sur la forme et le contenu du rôle d'évaluation, le procédé administratif de son établissement et les formules propres à cet établissement	F-2.1, r.4
EXECUTIVE POWER ACT <i>R.S.Q., c. E-18</i>		Regulation respecting the kinds of taxes or compensation to be taken into account in establishing the aggregate taxation rate of a municipal corporation	F-2.1, r.5
Décret établissant le Grand Sceau du Québec	E-18, r.1	Regulation respecting the payment of a tax in several instalments	F-2.1, r.6
Règlement sur le paiement d'une allocation pour le déplacement et le remboursement de frais de voyages aux membres du Conseil exécutif	E-18, r.2	Regulation respecting government participation in the financing of municipal corporations	F-2.1, r.7
AN ACT RESPECTING RECIPROCAL ENFORCEMENT OF MAINTENANCE ORDERS <i>R.S.Q., c. E-19</i>		General Order respecting the first annual assessment roll	F-2.1, r.8
Order respecting the application of the Act respecting reciprocal enforcement of maintenance orders	E-19, r.1	Regulation respecting the reduction of the tax imposed on a telecommunications system not confined to Québec	F-2.1, r.9
AN ACT TO SECURE THE HANDICAPPED IN THE EXERCISE OF THEIR RIGHTS <i>R.S.Q., c. E-20.1</i>			
Regulation of the Office des personnes handicapées du Québec	E-20.1, r.1		

Title	Reference	Title	Reference
Rules of practice of the Bureau de révision de l'évaluation foncière du Québec	F-2.1, r.10	Règlement sur la dotation	F-3.1, r.11
Regulation respecting rules to determine the median proportion of the actual real estate value of units of assessment that corresponds to the values entered on the real estate roll	F-2.1, r.11	Règlement sur les emplois occasionnels et leurs titulaires	F-3.1, r.12
Regulation respecting rules to determine the median proportion of the actual rental value of places of business or premises that corresponds to the values entered on the roll of rental values	F-2.1, r.12	Règlement sur la fermeture pour cause de mauvais temps ou autres des bureaux et autres lieux de travail du gouvernement	F-3.1, r.13
Regulation respecting the distribution among municipal corporations of revenue obtained from the application of section 221 of the Act respecting municipal taxation	F-2.1, r.13	Règlement sur les normes de conduite et de discipline dans la fonction publique et au relevé provisoire des fonctions	F-3.1, r.14
Tariff of assessors appointed by the Provincial Court under the Act respecting municipal taxation	F-2.1, r.14	Regulation respecting the granting of experience credit to certain civil servants completing refresher courses	F-3.1, r.15
CIVIL SERVICE ACT		Regulation respecting the proof of status of certain persons	F-3.1, r.16
<i>R.S.Q., c. F-3.1</i>		Règlement sur la procédure d'appel pour les fonctionnaires non régis par une convention collective de travail	F-3.1, r.17
Regulation respecting appeals under the Commission de la fonction publique	F-3.1, r.1	Règlement sur le recrutement, la nomination, la rémunération et les autres conditions de service et de travail du personnel des cabinets	F-3.1, r.18
Regulation respecting certain criteria of eligibility and promotion within the civil service	F-3.1, r.2	Règlement, sur la rémunération, les avantages sociaux et les autres conditions de travail de certains fonctionnaires	F-3.1, r.19
Règlement sur l'avancement accéléré d'échelon à la suite d'études de perfectionnement	F-3.1, r.3	Règlement sur la rémunération, les avantages sociaux et les autres conditions de travail de certains hauts fonctionnaires	F-3.1, r.20
Règlement sur le classement des fonctionnaires	F-3.1, r.4	Règlement sur la rétrogradation ou la révocation du personnel de la fonction publique pour incompétence professionnelle	F-3.1, r.21
Règlement sur les conditions de travail des avocats et notaires	F-3.1 r.5	Règlement sur les secrétaires particuliers et les secrétaires particuliers adjoints	F-3.1, r.22
Règlement sur les conditions de travail des cadres supérieurs et des adjoints aux cadres supérieurs	F-3.1, r.6	Regulation respecting the oaths and solemn affirmations made under section 106 of the Civil Service Act	F-3.1, r.23
Règlement sur les conditions de travail des commissaires du travail	F-3.1, r.7	Regulation respecting the signing of deeds, documents or writings of the Ministère de la Fonction publique	F-3.1, r.24
Règlement sur certaines conditions de travail du personnel de direction des agents de la paix travaillant en établissement de détention	F-3.1, r.8	Règlement sur la tenue de concours en vue de la nomination et de la promotion dans la fonction publique	F-3.1, r.25
Règlement sur les conditions de travail du personnel de maîtrise et de direction	F-3.1, r.9	Règlement sur la tenue des examens de changement de grade du personnel professionnel	F-3.1, r.26
Règlement sur le détachement des fonctionnaires auprès de ministères, d'organismes gouvernementaux ou d'entreprises d'un pays étranger	F-3.1, r.10		

Title	Reference	Title	Reference
Classification regulations		Règlement sur les agents de prévention routière (205)	F-3.1, r.47
Règlement sur les actuaires (129)	F-3.1, r.27	Règlement sur les agents de recherche et de planification socio-économique (105)	F-3.1, r.48
Règlement sur les adjoints aux cadres supérieurs (621)	F-3.1, r.28	Règlement sur les agents de recouvrement fiscal (285)	F-3.1, r.49
Règlement sur les agents agricoles (210)	F-3.1, r.29	Règlement sur les agents de rentes (208)	F-3.1, r.50
Règlement sur les agents culturels (107)	F-3.1, r.30	Règlement sur les agents du vérificateur général (101)	F-3.1, r.51
Règlement sur les agents d'accréditation (295)	F-3.1, r.31	Règlement sur les agents-vérificateurs (209)	F-3.1, r.52
Règlement sur les agents d'évaluation en assurance-maladie (279)	F-3.1, r.32	Règlement sur les agronomes (106)	F-3.1, r.53
Règlement sur les agents d'évaluation immobilière (201)	F-3.1, r.33	Règlement sur les analystes de l'informatique et des procédés administratifs (108)	F-3.1, r.54
Règlement sur les agents d'indemnisation (207)	F-3.1, r.34	Règlement sur les architectes (109)	F-3.1, r.55
Règlement sur les agents d'information (104)	F-3.1, r.35	Règlement sur les arpenteurs-géomètres (110)	F-3.1, r.56
Règlement sur les agents de bureau (200)	F-3.1, r.36	Règlement sur les attachés d'administration (111)	F-3.1, r.57
Règlement sur les agents de conservation de la faune (300)	F-3.1, r.37	Règlement sur les attachés judiciaires (131)	F-3.1, r.58
Règlement sur les agents de développement industriel (102)	F-3.1, r.38	Règlement sur les auxiliaires de bureau ((211)	F-3.1, r.59
Règlement sur les agents de l'aide sociale (202)	F-3.1, r.39	Règlement sur les auxiliaires de laboratoire (212)	F-3.1, r.60
Règlement sur les agents de l'approvisionnement (130)	F-3.1, r.40	Règlement sur les auxiliaires en informatique (213)	F-3.1, r.61
Règlement sur les agents de la gestion financière (103)	F-3.1, r.41	Règlement sur les avocats et notaires (115)	F-3.1, r.62
Règlement sur les agents de la gestion du personnel (100)	F-3.1, r.42	Règlement sur les bibliotechniciens (217)	F-3.1, r.63
Règlement sur les agents de la main-d'oeuvre (203)	F-3.1, r.43	Règlement sur les bibliothécaires (112)	F-3.1, r.64
Règlement sur les agents de maîtrise du personnel de bureau, techniciens et assimilés (030)	F-3.1, r.44	Règlement sur les biologistes (113)	F-3.1, r.65
Règlement sur les agents de pêcheries (301)	F-3.1, r.45	Règlement sur les commissaires du travail (128)	F-3.1, r.66
Règlement sur les agents de prévention des incendies (204)	F-3.1, r.46	Règlement sur les conciliateurs (114)	F-3.1, r.67
		Règlement sur les conseillers d'orientation professionnelle (116)	F-3.1, r.68
		Règlement sur les constables au Tribunal de la jeunesse (302)	F-3.1, r.69

Title	Reference	Title	Reference
Règlement sur les dactylographes (218) . . .	F-3.1, r.70	Règlement sur les inspecteurs de fourrures (229)	F-3.1, r.92
Règlement sur les dentistes (117)	F-3.1, r.71	Règlement sur les inspecteurs de l'électricité (235)	F-3.1, r.93
Règlement sur les dessinateurs (219)	F-3.1, r.72	Règlement sur les inspecteurs de l'hygiène publique (237)	F-3.1, r.94
Règlement sur les diététistes professionnels (127)	F-3.1, r.73	Règlement sur les inspecteurs de produits agricoles et d'aliments (230)	F-3.1, r.95
Règlement sur les employés de la résidence officielle du lieutenant-gouverneur (540)	F-3.1, r.74	Règlement sur les inspecteurs de véhicules automobiles (232)	F-3.1, r.96
Règlement sur les employés de secrétariat (221)	F-3.1, r.75	Règlement sur les inspecteurs de tuyauterie (239)	F-3.1, r.97
Règlement sur les enquêteurs à la curatelle publique (289)	F-3.1, r.76	Règlement sur les inspecteurs des établissements industriels et commerciaux et des édifices publics (234)	F-3.1, r.98
Règlement sur les enquêteurs des loteries et courses (287)	F-3.1, r.77	Règlement sur les inspecteurs des produits pétroliers (280)	F-3.1, r.99
Règlement sur les enquêteurs en relations du travail (277)	F-3.1, r.78	Règlement sur les inspecteurs des transports (305)	F-3.1, r.100
Règlement sur les enquêteurs-évaluateurs (222)	F-3.1, r.79	Règlement sur les inspecteurs du gaz (236)	F-3.1, r.101
Règlement sur les examinateurs de conduite des véhicules automobiles (223)	F-3.1, r.80	Règlement sur les inspecteurs en carburants (281)	F-3.1, r.102
Règlement sur les gardes-forestiers (224)	F-3.1, r.81	Règlement sur les inspecteurs-enquêteurs à la Commission des normes du travail (238)	F-3.1, r.103
Règlement sur les gardiens-constables (303)	F-3.1, r.82	Règlement sur les inspecteurs-enquêteurs à la Commission des normes du travail (216)	F-3.1, r.104
Règlement sur les greffiers-audienciers (225)	F-3.1, r.83	Règlement sur les inspecteurs-enquêteurs de la Loi sur les huissiers (290)	F-3.1, r.105
Règlement sur les infirmières et infirmiers (226)	F-3.1, r.84	Règlement sur les inspecteurs-enquêteurs des permis d'alcool (278)	F-3.1, r.106
Règlement sur les ingénieurs (118)	F-3.1, r.85	Règlement sur les instructeurs au simulateur (291)	F-3.1, r.107
Règlement sur les ingénieurs forestiers (119)	F-3.1, r.86	Règlement sur les instructeurs dans les établissements de détention (306)	F-3.1, r.108
Règlement sur les inspecteurs à la Commission de surveillance de la langue française (215)	F-3.1, r.87	Règlement sur les instructeurs en sauvetage minier (240)	F-3.1, r.109
Règlement sur les inspecteurs d'appareils à pression (233)	F-3.1, r.88	Règlement sur les instructeurs en utilisation d'armes et en balistique (288)	F-3.1, r.110
Règlement sur les inspecteurs d'ascenseurs (227)	F-3.1, r.89	Règlement sur les magasiniers (241)	F-3.1, r.111
Règlement sur les inspecteurs d'établissements hôteliers et touristiques (231)	F-3.1, r.90		
Règlement sur les inspecteurs de cinéma (228)	F-3.1, r.91		

Title	Reference	Title	Reference
Règlement sur les médecins (120)	F-3.1, r.112	Règlement sur les régulateurs de navigation aérienne (220)	F-3.1, r.133
Règlement sur les médecins vétérinaires (121)	F-3.1, r.113	Règlement sur les secrétaires judiciaires (282)	F-3.1, r.134
Règlement sur les opérateurs en informatique (244)	F-3.1, r.114	Règlement sur les spécialistes en sciences de l'éducation (123)	F-3.1, r.135
Règlement sur les péagistes (245)	F-3.1, r.115	Règlement sur les spécialistes en sciences physiques (124)	F-3.1, r.136
Règlement sur le personnel de direction des agents de la paix (011)	F-3.1, r.116	Règlement sur les sténographes judiciaires (255)	F-3.1, r.137
Règlement sur le personnel de direction des bureaux d'enregistrement (581)	F-3.1, r.117	Règlement sur les stewards au service aérien du Gouvernement du Québec (500)	F-3.1, r.138
Règlement sur le personnel de direction des greffes (580)	F-3.1, r.118	Règlement sur les surveillants dans les établissements de détention (307)	F-3.1, r.139
Règlement sur le personnel de maîtrise des ouvriers (350)	F-3.1, r.119	Règlement sur les techniciens agricoles (257)	F-3.1, r.140
Règlement sur le personnel des cadres supérieurs (620)	F-3.1, r.120	Règlement sur les techniciens de laboratoire (258)	F-3.1, r.141
Règlement sur le personnel enseignant (675)	F-3.1, r.121	Règlement sur les techniciens de l'enregistrement des droits réels (283)	F-3.1, r.142
Règlement sur le personnel ouvrier (400)	F-3.1, r.122	Règlement sur les techniciens de l'entretien des aéronefs (261)	F-3.1, r.143
Règlement sur les photographes (246)	F-3.1, r.123	Règlement sur les techniciens de l'équipement motorisé (262)	F-3.1, r.144
Règlement sur les pilotes d'aéronefs (248)	F-3.1, r.124	Règlement sur les techniciens de la faune (259)	F-3.1, r.145
Règlement sur les préposés à l'accueil (249)	F-3.1, r.125	Règlement sur les techniciens des travaux publics (263)	F-3.1, r.146
Règlement sur les préposés aux autopsies (250)	F-3.1, r.126	Règlement sur les techniciens en administration (264)	F-3.1, r.147
Règlement sur les préposés aux empreintes digitales (251)	F-3.1, r.127	Règlement sur les techniciens en arts appliqués et graphiques (265)	F-3.1, r.148
Règlement sur les préposés aux relevés d'arpentage (252)	F-3.1, r.128	Règlement sur les techniciens en criminalistique (292)	F-3.1, r.149
Règlement sur les préposés aux services d'imprimerie (242)	F-3.1, r.129	Règlement sur les techniciens en eau et assainissement (266)	F-3.1, r.150
Règlement sur les préposés aux soins infirmiers dans les établissements de détention (308)	F-3.1, r.130	Règlement sur les techniciens en économie domestique (267)	F-3.1, r.151
Règlement aux préposés aux télécommunications (253)	F-3.1, r.131	Règlement sur les techniciens en électrotechnique (268)	F-3.1, r.152
Règlement sur les psychologues (122)	F-3.1, r.132		

Title	Reference
Règlement sur les techniciens en foresterie (269)F-3.1, r.153
Règlement sur les techniciens en génie industriel (270)F-3.1, r.154
Règlement sur les techniciens en information (271)F-3.1, r.155
Règlement sur les techniciens en informatique (272)F-3.1, r.156
Règlement sur les techniciens en mécanique du bâtiment (273)F-3.1, r.157
Règlement sur les techniciens en radiologie médicale (274)F-3.1, r.158
Règlement sur les techniciens en ressources minérales (275)F-3.1, r.159
Règlement sur les techniciens judiciaires (284)F-3.1, r.160
Règlement sur les téléphonistes-réceptionnistes (276)F-3.1, r.161
Règlement sur les traducteurs (125)F-3.1, r.162
Règlement sur les travailleurs sociaux (126)	F-3.1, r.163



c. D-3, r.1

Regulation respecting admission, practice and recognized specialities in dentistry

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 94)

**DIVISION I
GENERAL PROVISIONS**

1. Admission to study : Any student admitted to the study of dentistry according to the criteria of admission of the faculties of dentistry of the universities of Québec may be considered as admissible to the study of dentistry and receive the permit to practise of the Ordre des dentistes du Québec.

2. Form of a permit to study :

**ORDRE DES
DENTISTES DU QUÉBEC**

Bureau of the Order
By these presents, we declare that

..... having complied with the requirements of the Dental Act (R.S.Q., c. D-3), is duly authorized to commence in Québec,

The study of dentistry

Signed at Montréal, under our hand and the seal of the Order, this day of 19. . .

The secretary :

.....

3. Candidates for admission to the study of dentistry must register at the Order during the month of October of their first year of study at one of the dental faculties of Québec. The registration fee is 25 \$.

When making this payment, the student must bring personally to the secretary a photocopy of his diploma of pre-dental studies, a copy of his birth certificate, a photo portrait, a certificate of good morals and good conduct, and a sworn declaration according to the formula supplied by the Order.

**DIVISION II
PERMIT AND OATH OF OFFICE**

4. Before receiving a permit authorizing him to practise dentistry in Québec, the candidate shall take the oath of office, according to the following form : “I, the undersigned,, holding a degree in dentistry, do solemnly promise and swear to uphold and defend the honor and dignity of the profession, and faithfully to observe the laws and regulations of the Ordre des dentistes du Québec.”

5. Form of a permit to practise :

**ORDRE DES DENTISTES DU QUÉBEC
BUREAU OF THE ORDER**

We, the undersigned, having established that , born the day of 19. . . , having complied with the requirements of the Dental Act (R.S.Q., c. D-3), and having fulfilled the conditions provided by the regulations of the Order grant him the

Right to practise dentistry

in Québec, with the privileges that the law attaches to that right.

Signed at Montréal, under our hand and the seal of the Order, this day of 19. . .

.....
President

.....
Vice-President

.....
Secretary

**DIVISION III
EXAMINATIONS FOR THE PERMIT**

6. (1) The Bureau of the Ordre des dentistes du Québec shall appoint at least 5 examiners, chosen from among the members of the Order, who shall not be professors of one of the faculties giving instruction in dentistry.

(2) The duties of this commission shall be :

(a) to suggest the names of examiners to the Bureau ;

(b) to suggest whatever means are necessary or useful for conducting examinations ;

(c) to keep on file a list of examination marks and keep a record of the questions submitted.

(3) The examiners must satisfy themselves of each candidate's qualifications to receive the permit, by submitting or having others submit to him questions concerning the subjects stipulated in sections 7 and 8, in accordance with the schedule approved of by the Bureau.

(4) The examiners must carefully preserve the marks allotted each candidate ; they shall forward in the form of a report, both to the secretary and to the chairman of the commission of examiners, a copy of these marks together with a list of the questions submitted in the tests.

(5) The examiners shall receive fees determined by the Bureau by resolution.

(6) Candidates for the permit, properly registered in the fourth year of a dentistry faculty of a university of Québec shall undergo practical examinations in the presence of examiners appointed by the Bureau of the Order.

They must notify the secretary of their intention before 15 February and deposit with him a fee of 175 \$.

(7) In the case of supplemental examinations, every candidate will be required to pay a fee of 35 \$ per subject.

(8) In the case of a special examination before the Bureau, in conformity with section 8, the candidate will be charged a fee determined by the Board.

(9) Notwithstanding any other provisions, in the case when a candidate for the permit fails and is entitled to a supplemental, the commission of examiners may fix the date of supplemental examination.

7. In the course of his studies at the university, the student in dentistry shall take the courses and pass the examinations on the following subjects : dental anatomy, general anatomy, physiology, chemistry, histology (medical and dental), bacteriology, operative dentistry (theory and practice), dental prosthesis (theory and practice), radiology, crown and bridge (theory and practice), therapeutics, materia medica, general pathology, dental pathology, orthodontia, oral surgery, anaesthesia, dental hygiene, jurisprudence, dental history, ethics, metallurgy, materials used in dentistry, biological chemistry, oral medicine, diet and nutrition, dermatology and medicine.

8. Special examination for obtaining the permit includes : bacteriology, operative dentistry (theory and prac-

tice), dental prosthesis (theory and practice), radiology, crown and bridge (theory and practice), therapeutics, materia medica, pathology (general and dental), orthodontia, oral surgery, anaesthesia (general and local), dental hygiene, dental jurisprudence, oral medicine, diet and nutrition, dermatology and medicine.

9. Candidates for the permit must obtain at least an average of 65% of the whole of the marks and, in any case, not less than 55% on any subject. Should he succeed in obtaining the required average he may be re-examined in any subject in which he may have failed, either in September or at any other examination session.

DIVISION IV SPECIALTIES

10. Under penalties provided for in section 156 of the Professional Code (R.S.Q., c. C-26), a member of the Order wishing to practise a specialty and advertising himself as a specialist, shall establish his qualifications as a specialist, to the satisfaction of the Bureau, and be registered as such at the secretary's office.

11. (1) The Bureau may recognize as a specialist in a specialty area of dentistry any person holding a degree in dentistry of Québec, who has successfully completed an advanced program of studies offered by a university and approved by the Order.

(2) The Order recognizes specialists in the following branches :

- (a) oral surgery ;
- (b) orthodontics ;
- (c) prosthodontics ;
- (d) periodontics ;
- (e) dental public health ;
- (f) endodontics ;
- (g) pedodontics ;
- (h) oral medicine.

(3) **General qualifications :** Any member of the Order who wishes to be recognized as a specialist will have to fulfil the following requirements :

(a) be a Canadian citizen or have been admitted as a permanent resident and have signed a declaration stating his intention to become a Canadian citizen ;

(b) be a member in good standing of the Ordre des dentistes du Québec ;

- (c) show evidence of good character and morals ;
- (d) make a written application to the secretary's office and produce certified photostatic copies of certificates and other documents establishing his ability in order to conform with the requirements of his particular speciality.
- (4) **Requirements particular to each speciality :**
- (a) **Oral surgery :** The successful completion of full time post-graduate study in a recognized course in oral surgery for at least one academic year, in addition to 2 years full time internship or residency in a recognized hospital.
- (b) **Orthodontics :** The successful completion of full time post-graduate study in a recognized course in orthodontics for at least 16 consecutive months or 2 consecutive academic years.
- Three years in limited practice of orthodontics.
- (c) **Prosthodontics (fixed prosthesis, removable prosthesis or maxillo-facial prosthesis) :** The successful completion of full time post-graduate study in a recognized course in prosthodontics for a minimum of 2 academic years.
- (d) **Periodontics :** The successful completion of full time post-graduate study in a recognized course in periodontics for a minimum of 2 academic years.
- (e) **Dental public health :** The successful completion of full time post-graduate study in a recognized course in dental public health for a minimum of one academic year, and one full year of practice in a public health service.
- (f) **Endodontics :** The successful completion of full time post-graduate study in a recognized course in endodontics for a minimum of 2 academic years.
- (g) **Pedodontics :** The successful completion of full time post-graduate study in a recognized course in pedodontics for a minimum of 2 years.
- (h) **Oral medicine :** The successful completion of post-graduate studies and be the holder of a certificate, a M.S. or M.S.D., or the equivalent, in diagnosis (oral medicine and dental therapeutics), in oral pathology and in oral radiology, issued by a University whose course is recognized by the Order.
- (5) **Recognized course :** Before submitting an application for a course in post-graduate training with the intent of becoming a specialist, a dentist should inquire from the Order if the course offered is recognized.

(6) **Specialists and specialization committee :**

- (a) This committee shall comprise one certified specialist from each recognized specialty and a non-specialist member.
- (b) The chairman of the committee shall be named by the Bureau of the Order.
- (c) The committee shall be entrusted with the examining of all applications by candidates for the certificate of specialist and determining if these applications meet the requirements established by regulation.
- (d) A report on the findings of the committee of these applications shall be made either to the Bureau of the Order or to the executive committee.
- (e) The committee may, in certain circumstances, require candidates to pass an examination which it may deem necessary.
- (f) The committee shall periodically revise the policies of the Order regarding specialization, study all requests to recognize new specialty and submit a report to the Bureau.

(g) The committee shall maintain close relations with the Royal College of Dentists of Canada.

(7) **Certificate :** A certificate signed by the president and the secretary of the Order will be issued for each specialty. The Bureau will have the right at any time to revoke a certificate of specialist for reason it considers valid.

A fee of 20 \$ will be charged for issuing the certificate.

(8) All the above mentioned requirements have to be fulfilled to the satisfaction of the Bureau. Any candidate, recognized as a specialist and wishing to advertise himself as such, must conform to section 10.

**DIVISION V
CANDIDATES OF CANADIAN AND UNITED
STATES UNIVERSITIES**

Foreign graduates

12. (1) Graduates of universities affiliated with the American Association of Dental Schools who wish to practise in Québec must successfully take the examination for the permit provided for candidates from the dentistry faculties of Québec ; if these candidates are not Canadian citizens, notwithstanding any provision of the existing law to the contrary, they must, before taking the examination, fulfil the express requirement of signing their declaration of intention to become a Canadian citizen.

(2) Having successfully passed this examination, a temporary permit will be granted them while awaiting the obtaining of their citizenship papers which, however, must be secured within the minimum delay required by the Department of Employment and Immigration. Otherwise, this licence will be automatically revoked.

13. From 1 October 1967, the Bureau or the executive committee may by special resolution, following a thorough investigation, grant to a dental surgeon having a diploma from a university which is not affiliated with the American Association of Dental Schools the possibility to obtain the right to practise in Québec at the following conditions :

(a) the candidate must have been accepted as a landed immigrant and have signed a declaration of intention to become a Canadian citizen ;

(b) the candidate must prove that he has received a pre-dental education equivalent to the one required to be admitted to study in Québec ;

(c) the candidate must pass successfully a special examination on the subjects mentioned in section 8. This examination will have a written theoretical part and a practical part. The candidate will use either the French language or English language. He must have a good knowledge of one of these two languages. The written theoretical examination is held before the practical examination. This theoretical examination is eliminatory ;

(d) if the candidate obtains at least a general average of 65% but fails in one or 2 subjects at most by obtaining on these subjects less than 55%, he will be granted, once only, a supplemental examination in these subjects at a following session ;

(e) in case of a total failure at the first session or at the session mentioned in paragraph *d*, the candidate must, in order to retake the examination for the permit, obtain the diploma of DDS from an approved Canadian university or from a university affiliated with the American Association of Dental Schools ;

(f) in the case of a special examination, the commission of examiners may ask the assistance of examiners chosen from professors of faculties of dentistry in Québec ;

(g) the cost and the date of this examination are determined by resolution of the Bureau or the executive committee ;

(h) having successfully passed this examination, a temporary permit will be granted them while awaiting the obtaining of their citizenship papers which, however, must be secured within the minimum delay required by the De-

partment of Employment and Immigration. Otherwise, this permit will be automatically revoked ;

(i) applications will not be considered from the following :

i. those who have been asked to withdraw for whatever reason, from the study of dentistry in any approved Canadian or American dental school and who, since that time, have failed to satisfy the requirements of a comparable school ;

ii. those who have not actively practised dentistry or satisfactorily fulfilled a clinical internship or residency program during the 3 years prior to the date of receipt of application ;

iii. those whose most recent dental degree was issued more than 15 years prior to the date of receipt of application ;

(j) the Bureau may grant equivalency of this examination to a foreign dentist holding a certificate attesting that he has successfully passed a N.D.E.B. special examination for dentists holding a diploma other than those granted by a university in Canada or the United States, at the condition that examiners of the commission of examiners of the Order participate at the special examination.

14. The Bureau may, in conformity with section 30 of the Dental Act (R.S.Q., c. D-3), at the written request of the authorities of a dental faculty in Québec, grant a temporary permit to practise dentistry as a full time teacher in one of the dental faculties of Québec, to a foreign dentist duly qualified to teach. This licence has a duration of one year and may be renewed at the written request of the authorities of the concerned faculty.

Should the contract between the dental teacher and the faculty be broken, the permit is automatically cancelled.

Before receiving this temporary permit, the candidate shall take the oath of office and shall pay the annual contribution and the registration fee required by the Regulations.

This temporary permit gives to its holder neither the right to vote in the elections of the Bureau nor the right to be elected to the office of director of the Bureau.

15. This Regulation shall remain in force until 1 January 1984.



c. D-3, r.2

Regulation respecting the business of the Bureau and general meetings of the Ordre des dentistes du Québec

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, ss. 93 and 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

- (a) "Order" : the Ordre des dentistes du Québec ;
- (b) "president" : the president of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II THE BUREAU

2.01. The secretary of the Bureau is the person assigned to that office by the Bureau.

2.02. Subject to section 82 of the Professional Code (R.S.Q., c. C-26), the members of the Bureau shall meet at the hour, date and place designated by the president.

2.03. The secretary of the Bureau shall convene the members of the Bureau by a written notice sent at least 15 clear days before the date of the meeting and indicating the subjects on the agenda.

2.04. In an emergency, the secretary of the Bureau summons the members, by telephone or by telegram, giving no less than 48 hours' notice, and specifying the purpose of the meeting. The meeting may take the form of a telephone conference call.

2.05. Notwithstanding sections 2.03 and 2.04, a meeting of the Bureau shall be deemed to be regularly held if all the members of the Bureau are present and waive the notice of convocation.

2.06. A member of the Bureau may, in writing or by telegram, cablegram or telex addressed to the Order, waive any notice of convocation of a meeting of the members of the Bureau or any absence of a notice or holding of the meeting ; such waiver may be given before or after the meeting concerned. Attendance by a member of the Bureau at a meeting shall constitute a waiver of the notice of convocation to such meeting, except when the said member is present thereat for the express purpose of objecting to the holding of such meeting or to the discussion of a matter.

2.07. A member of the Bureau who is in a situation of conflict of interest shall not participate in the deliberations nor vote. He may however be heard.

The president of the Order shall decide, at a meeting, if a member is in a situation of conflict of interest.

2.08. If at least 2 members of the Bureau so request, voting shall be carried out by secret ballot. The chairman of the meeting thereupon shall designate 2 scrutineers to count the vote.

2.09. The Bureau may authorize any person other than its members to be present at its meetings.

2.10. Decisions shall be taken by majority vote of the members present. In the case of a tie-vote, the president shall have a casting vote.

DIVISION III EXECUTIVE COMMITTEE

3.01. The secretary of the executive committee is the person assigned to that office by the executive committee.

3.02. The secretary of the executive committee shall convene the members of the executive committee by means of a written notice that he shall send at least 8 days before the date of the meeting.

3.03. In an emergency, the president may, by telephone or by telegram, call a meeting of the executive committee provided that all members are given no less than 24 hours' notice. The meeting may take the form of a telephone conference call.

3.04. Notwithstanding sections 3.02 and 3.03, a meeting of the executive committee shall be deemed to be regu-

larly held if all the members are present and waive the notice of convocation.

3.05. Decisions shall be taken by majority vote of the members present. In the case of a tie-vote, the chairman shall have a casting vote.

3.06. When urgent expenditures not provided for in the budget are required between meetings of the Bureau, the executive committee may authorize any expenditure up to 3 000 \$ with a view of ensuring the proper administration of the current affairs of the Order.

3.07. Without incurring any restriction of its powers, the Bureau delegates to the executive committee the following :

(a) the power to prosecute in cases of illegal practice of dentistry ;

(b) the power to order a medical examination in accordance with section 48 and following of the Professional Code ;

(c) the exercise of the powers of the Bureau as stipulated in section 110 of the Professional Code.

DIVISION IV GENERAL MEETINGS AND QUORUM

4.01. The Bureau shall fix the date, place and agenda of the general meetings.

4.02. Upon the written request of at least 75 members, the secretary of the Order must convene a general meeting at a date not later than 30 days after the request. Such request must specify the subjects on the agenda.

4.03. The quorum of a general meeting shall be fixed at 50 members. If a quorum exists at the beginning of a meeting of the members, the members present may deliberate upon the subjects on the agenda, notwithstanding the fact that the quorum is not maintained during the entire meeting.

4.04. Where a quorum is not reached at a general meeting, the secretary of the Order shall draw up minutes to that effect and another general meeting shall be convened.

4.05. Only the members present have the right to vote.

4.06. If at least 25 members with the right to vote so request, voting shall take place by secret ballot. The chairman of the meeting designates 2 scrutineers to count the vote.

4.07. Decisions shall be taken by majority vote. In the case of a tie-vote, the chairman of the meeting shall have a casting vote.

4.08. A general meeting may be adjourned by a resolution supported by a majority of the members present, in which case only matters on the agenda of that meeting may be discussed when the meeting is reconvened.

DIVISION V MISCELLANEOUS PROVISIONS

5.01. The corporate seat of the Order is situated within the judicial of Montréal at a place designated by the Bureau.

5.02. The Bureau must authorize 4 persons to sign cheques issued by the Order which, moreover, must be signed by 2 of them, one of whom being the president or the general manager of the Order.

5.03. The members of the Bureau and the executive committee shall receive the indemnities fixed by resolution of the Bureau for each of the meetings at which they are present.

5.04. The remuneration of the president shall be fixed by resolution of the Bureau.

5.05. Subject to sections 2.03 and 3.03, every notice to a member of the Order shall be mailed at Montréal, stamped and sent to such member at his address in the registers of the Order or, if his address does not appear therein, to his last address known by the secretary. Failure to receive a notice on the part of a member shall not invalidate the acts performed nor the deliberations which took place at a meeting.

5.06. The secretary has custody of the seal of the Order.

5.07. Subject to the Professional Code, any question of procedure not provided for in this Regulation shall be governed *mutatis mutandis* by the rules contained in the most recent French-language edition of *Procédure des assemblées délibérantes* by V. Morin.



c. D-3, r.3

Regulation respecting professional liability insurance for dentists

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “dentist” : every person entered on the roll of the Order ;
- (c) “secretary” : the person appointed for that purpose by the Bureau.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II ADMINISTRATION

2.01. The secretary shall verify, in particular by studying the proofs of insurance provided in section 3.06, if each dentist complies with the obligation prescribed in section 3.01 and shall report thereon to the Bureau.

2.02. The secretary shall send the recommendations he deems appropriate to the Bureau and shall submit to it an annual report on his activities.

DIVISION III LIABILITY INSURANCE

3.01. A dentist must make an insurance contract establishing a guarantee against any liability he may incur by reason of fault, negligence or omission in his practice of the profession.

3.02. The insurance contract must provide that :

(a) the guarantee minimum be 300 000 \$ per claim and 900 000 \$ for the aggregate of the claims covering the period of the guarantee ;

(b) the insurer undertakes to pay on behalf of the insured, within the limits of the guarantee, any amount over and above a deductible of 1 000 \$ that the insured may be legally bound to pay as damages to a third party relating to services rendered, or the omission thereof, by the insured or his staff during the period of the guarantee ;

(c) the guarantee covers claims made subsequent to the expiry of the insurance contract if they concern services rendered, or the omission thereof, during the life of the contract, until the expiration of the prescription period ;

(d) the insurer takes upon himself the facts and cause of the insured and assumes his defense in any suit brought against him ; the costs and expenses incurred in suits brought against the insured, including those of the defense and interest charges upon condemnation, are the responsibility of the insurer in addition to the amounts provided in paragraph *a.*

See French Text D. 1983-81, G.O. II, 1981, p. 3830.

3.03. The guarantee may extend to services rendered, or the omission thereof, before the coming into force of the insurance contract until the expiration of the prescription period.

3.04. The exclusions that may be provided in an insurance contract cannot be held to apply to a third party contemplated in paragraph *b* of section 3.02 to whom the insured is legally bound to pay damages.

3.05. Where the Order has contracted a liability insurance policy for all or part of its members that conforms with this Division, a dentist may, for the purposes of section 3.01, become a participant in that group insurance policy.

An insurance certificate must be issued to each dentist who is a participant in the insurance policy contracted by the Order and a copy of that insurance policy must be sent to him upon written request therefor.

3.06. Unless he is insured pursuant to section 3.05, a dentist must, before 1 July of each year, provide the secre-

tary with proof that he holds an insurance policy in force for a period of 12 months from the said date and that conforms with this Regulation.

However, where a dentist is entered or re-entered on the roll on a date other than 1 July, he must provide the secretary with proof that he holds an insurance policy in force at least until 1 July following, and that it conforms with this Regulation.



c. D-3, r.4

Code of ethics of dentists

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 87)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

(a) “Order” : the Ordre des dentistes du Québec ;

(b) “dentist” : a person who is entered on the roll of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II DUTIES AND OBLIGATIONS TOWARDS THE PUBLIC

2.01. A dentist shall, unless he has sound reasons to the contrary, support every measure likely to improve the quality and availability of professional services in the field in which he practises and shall participate in the improvement of public health.

2.02. In the practice of his profession, a dentist shall bear in mind the general effect which his research and work may have on society.

2.03. A dentist shall promote measures of education and information in the field in which he practises. Unless he has sound reasons to the contrary, he must also, in the practice of his profession, do what is required to ensure such education and information.

2.04. A dentist must keep his theoretical and clinical knowledge up-to-date in accordance with the evolution of the art and science of dentistry.

DIVISION III DUTIES AND OBLIGATIONS TOWARDS PATIENTS

§1. General provisions

3.01.01. Before accepting a mandate, a dentist must bear in mind the extent of his proficiency, knowledge and the means at his disposal. He must not, in particular, undertake work for which he is not sufficiently prepared without obtaining the necessary assistance.

3.01.02. A dentist shall at all times recognize the right of a patient to consult a colleague, a member of another professional corporation or another competent person.

3.01.03. A dentist shall practise his profession in accordance with scientific standards generally recognized in dentistry.

3.01.04. A dentist must provide a service or give prescriptions only when these are necessary from a dental point of view.

3.01.05. A dentist shall avoid performing or multiplying professional acts in the practice of his profession without sufficient reason and shall refrain from performing an act which is not suitable or proportionate to the need of his patient.

3.01.06. A dentist shall observe the generally accepted rules of hygiene and asepsis.

3.01.07. A dentist shall endeavor to establish a relationship of mutual trust between the patient and himself particularly by acting in an amiable and correct manner.

He must not interfere in the personal affairs of his patient on subjects not relevant to the practice of his profession.

§2. Integrity

3.02.01. A dentist shall discharge his professional duties with integrity.

3.02.02. A dentist shall avoid any misrepresentation with respect to his level of competence or the efficacy of his own services and of those generally provided by the members of his profession. If the good of the patient so re-

quires, he must, with the latter's authorization, consult a colleague, a member of another professional corporation or another competent person, or refer him to one of these persons.

The attending dentist must then, with the patient's authorization and at the patient's expense, provide the person consulted, or to whom he has sent the patient, with all pertinent information and copies of any documents deemed useful by that person.

3.02.03. A dentist must set out in a simple, and easily understandable objective manner to his patient or to a person legally responsible for him the nature and scope of the problem which, in his opinion, arises from the patient's condition.

3.02.04. Before undertaking any treatment, a dentist must inform his patient or a person legally responsible for him of the extent and terms and conditions of the treatment the patient's condition warrants and the cost involved, and obtain his agreement thereto.

3.02.05. A dentist shall refrain from performing an act or making a diagnosis without sufficient knowledge of the facts justifying them.

3.02.06. A dentist must inform his patient as soon as possible of any complication or other difficulty occurring during the treatment necessitated by his condition as well as the possible financial implications thereof.

§3. Availability and diligence

3.03.01. In the practice of his profession, a dentist must display reasonable availability and diligence and provide the care the patient's condition requires.

3.03.02. A dentist must be objective and honest when a person likely to become a patient asks him for information.

3.03.03. A dentist may not cease treating a patient unless he has sound and reasonable grounds for doing so.

3.03.04. Before ceasing the treatment of a patient, a dentist must advise him of his intention and ensure that such termination of service is not detrimental to the patient's health.

§4. Liability

3.04.01. A dentist must, in the practice of his profession, fully commit his personal civil liability. He is thus prohibited from inserting in a contract for professional

services a clause excluding such liability, directly or indirectly, in whole or in part.

§5. Independence and impartiality

3.05.01. In the event of conflict of interest, a dentist shall subordinate his personal interest to that of his patient.

3.05.02. A dentist must ignore any intervention by a third party which could influence the performance of his professional duties to the detriment of his patient.

3.05.03. A dentist must safeguard his professional independence and avoid any situation which could put him in conflict of interest. A dentist is in conflict of interest, in particular, when he is in a situation where his judgement might be unfavourably affected to the detriment of his patient or his professional independence could be questioned.

3.05.04. As soon as he ascertains that he is in a situation of conflict of interest, a dentist must either cease treatment or notify his patient thereof and ask for his authorization to continue the treatment.

3.05.05. Except for the remuneration to which he is entitled, a dentist may not receive, pay or undertake to pay any benefit, rebate or commission in connection with the practice of his profession.

§6. Professional secrecy

3.06.01. A dentist must respect the secrecy of all confidential information obtained in the practice of his profession. He must also take reasonable means with regard to his employees to ensure that professional secrecy is respected.

3.06.02. A dentist shall be released from professional secrecy only with the written authorization of his patient or when so ordered by law.

3.06.03. When a dentist asks a patient to give him confidential information or when such information is given him, he must ensure that the patient is fully aware of the various uses which can be made of such information.

3.06.04. A dentist must not disclose the request for his services by a person when such disclosure is likely to be prejudicial to that person, unless the facts of the case so require.

3.06.05. A dentist must avoid indiscreet conversations concerning a patient or the services rendered him.

3.06.06. A dentist must not make use of confidential information which may be prejudicial to a patient or with a view to obtaining, directly or indirectly, a benefit for himself or for another person.

§7. Accessibility of records

3.07.01. A dentist must respect the right of his patient to consult the documents that concern him in any record made in his regard and to obtain, at his own expense, a copy of such documents.

The documents referred to in the first paragraph are those mentioned in the Regulation respecting the keeping of records by dentists (c. D-3, r.14).

§8. Determination and payment of fees

3.08.01. A dentist shall establish and charge fair and reasonable fees.

3.08.02. The fees are fair and reasonable if they correspond to the services rendered and are warranted by the circumstances. In determining his fees, the dentist must in particular take the following factors into account :

(a) the time given to the carrying out of the professional service ;

(b) the complexity and extent of the service ;

(c) the performance of unusual services or services requiring exceptional competence or speed ;

(d) the amount of any disbursements and expenses incurred by him.

3.08.03. A dentist shall provide his patient with the explanations necessary to the understanding of his fees and of the terms and conditions of payment and, upon request, a detailed statement of his fees.

3.08.04. A dentist shall notify his patient of the approximate cost of his services before beginning the treatment and shall refrain from demanding full advance payment for his services.

If projected treatment on which agreement has been reached must be changed, the dentist shall inform the patient without delay of the additional fees that this change will entail.

3.08.05. A dentist may collect interest on outstanding accounts only after having duly notified his patient. The interest thus charged must be at a reasonable rate.

3.08.06. A dentist must refrain from selling his outstanding accounts.

**DIVISION IV
DUTIES AND OBLIGATIONS TOWARDS THE
PROFESSION**

§1. Incompatible office and function

4.01.01. The sale of dental hygiene equipment in consulting rooms is incompatible with the practice of dentistry.

§2. Derogatory acts

4.02.01. In addition to the derogatory acts referred to in sections 57 and 58 of the Professional Code (R.S.Q., c. C-26), the following are derogatory to the dignity of the profession :

(a) pressing or repeated inducement to make use of his professional services ;

(b) communicating with the plaintiff without the prior written permission of the syndic or his assistant where he is informed of an inquiry into his professional conduct or competence or whenever a complaint has been served on him ;

(c) neglecting to inform the Order if he has reason to believe that a dentist is incompetent or departing from the professional code of ethics ;

(d) providing a receipt or any other document falsely indicating that services were rendered ;

(e) claiming fees for professional acts not performed or falsely described ;

(f) claiming a sum of money from a patient for a professional service or part of a professional service whose cost is assumed by a third party ;

(g) contributing to the illegal practice of dentistry or collaborating with a person so engaged ;

(h) giving any person for any reason a false certificate of ill health or any other document containing untrue or unverified information ;

(i) dispensing or claiming to dispense secret remedies or treatments ;

(j) directly or indirectly guaranteeing the effectiveness of a treatment ;

(k) seeking to obtain or obtaining either a commission or a direct or indirect rebate for the prescription of medication, examinations, tests, treatments or the manufacturing of dental equipment ;

(l) requiring, accepting or offering money or any other benefit for contributing or having contributed to the adoption of any proceeding or decision of the Bureau of the Order or one of its agencies or one of their members ;

(m) taking advantage, in the practice of his profession, of the inexperience, ignorance, naïveté or bad state of health of his patient ;

(n) refraining from completing an act of dental surgery and giving this responsibility, either immediately or at a later date, to a person other than a dentist ;

(o) refraining from advising a patient or a person legally responsible for him of an abnormality, deficiency or pathological condition he has discovered ;

(p) making abusive use of narcotics, controlled drugs, psychotropic substances including alcohol or any other product which may affect his faculties during the exercise of his functions ;

(q) giving or prescribing to a patient, without justification, narcotics, controlled drugs, psychotropic substances including alcohol or any other similar product ;

(r) advertising or allowing to advertise in his name the promotion or sale of products or services by any audiovisual means and written or verbal advertisements ;

(s) failing to take the necessary measures to ensure that his patients receive the required or urgent post-operative care ;

(t) practising in states liable to jeopardize the quality of his professional services and the dignity of the profession ;

(u) giving permission or allowing a person other than a dentist to perform acts which must only be performed by a dentist.

§3. Relations with the Order and colleagues

4.03.01. A dentist must promptly answer all correspondence addressed to him by the syndic of the Order, investigators or members of the professional inspection committee.

4.03.02. A dentist must not abuse a colleague's good faith or be guilty of breach of trust or disloyal practices towards him.

4.03.03. A dentist who is consulted by a colleague must give the latter his considered opinion and recommendations, confirmed in writing if requested, as soon as possible.

4.03.04. A dentist who is called upon to collaborate with a colleague must maintain his professional independence.

4.03.05. In an emergency, a dentist must assist a colleague who asks for his collaboration in treating a patient.

§4. Contribution to the advancement of his profession

4.04.01. A dentist shall, as far as he is able, contribute to the development of his profession through the exchange of his knowledge and experience with his colleagues and students, and his participation in courses and continuing training periods.



c. D-3, r.5

Regulation respecting a joint committee on training in dentistry

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 184)

DIVISION I GENERAL PROVISIONS

1.01. This Regulation is made under subparagraph *b* of section 184 of the Professional Code (R.S.Q., c. C-26).

1.02. In this Regulation, the expression "institution representative" means the person appointed by a university to co-ordinate on behalf of such university the setting up and working of the joint committees established by the Government under subparagraph *b* of the first paragraph of section 184 of the Professional Code.

DIVISION II SETTING UP OF COMMITTEE

2.01. A joint committee shall be set up composed as follows :

(a) 3 representatives of the Ordre des dentistes du Québec ;

(b) 1 representative of the *Faculté de médecine dentaire* of the Université de Montréal designated by the latter's institution representative ;

(c) 1 representative of the Faculty of Dentistry of McGill University designated by the latter's institution representative ;

(d) 1 representative of the *École de médecine dentaire* of the Université Laval designated by the latter's institution representative ;

(e) 3 representatives of the dentistry students of Québec, 2 of whom must be in third or fourth year and the other in first or second year.

DIVISION III MANDATE OF THE COMMITTEE

3.01. The mandate of the committee is to submit to the bodies or groups represented in the committee as well as to the Office des professions du Québec, the Conference of rectors and principals of the universities of Québec, the Joint Committee on programmes of the Ministère de l'Éducation and of the Conseil des universités and to the institution representative of each university referred to in section 2.01, its recommendations on the following matters :

(a) the study programmes in dental surgery giving access to a diploma leading to a permit or a specialist's certificate ;

(b) the examinations and other means of evaluation ;

(c) the professional training periods ;

(d) the professional examinations ;

(e) continued training.

DIVISION IV COMMITTEE PROCEDURE

4.01. Each member of the committee is entitled to vote.

4.02. The members of the committee shall choose a chairman from among themselves whose term of office is 2 years.

4.03. The secretariat of the committee shall be the responsibility of the Ordre des dentistes du Québec.

4.04. The chairman shall fix the date and hour of the meetings of the committee, convene the meetings and preside over them.

4.05. The quorum of the committee shall be 5 members.

4.06. The secretary shall draw up the minutes of each meeting of the committee and send a copy thereof to the bodies, groups and persons referred to in section 3.01.

4.07. The recommendations of the committee are made by majority vote ; in the case of a tie-vote, the chairman shall cast an additional vote.

4.08. The recommendations shall not bind the bodies or groups represented in the committee.

4.09. The recommendations that are not accepted by the bodies or group, represented in the committee shall be returned to the latter for review.

4.10. The committee must hold at least one meeting a year.



c. D-3, r.6

Regulation respecting the conditions and procedures for revoking the registration of a dental student or dentist pursuing specialized studies

Dental Act
(R.S.Q., c. D-3, s. 19)

Professional Code
(R.S.Q., c. C-26)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following terms mean :

- (a) "Order" : the Ordre des dentistes du Québec ;
- (b) "dentist" : every person entered on the roll of the Order ;
- (c) "university" : a teaching establishment which issues a diploma in dentistry, recognized by regulation in accordance with subparagraph *a* of the first paragraph of section 184 of the Professional Code (R.S.Q., c. C-26), which gives access to a permit or a specialist's certificate issued by the Order ;
- (d) "registration" : the entry in a register of the Order of the candidates for the study of dentistry or of a recognized specialty in dentistry.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II CONDITIONS FOR REVOCATION

2.01. The registration of a person in the Order may be revoked by the Bureau if that person :

- (a) definitively abandons his dentistry studies, specialized studies or professional training periods for which he is registered ;
- (b) is expelled or suspended by a faculty of dentistry ;

(c) is in a physical condition or mental state incompatible with the practice of dentistry ;

(d) infringes the provisions of the Professional Code, the Dental Act (R.S.Q., c. D-3) or the regulations under their authority which apply to him ;

(e) has obtained his registration or permit by making a false declaration or submitting false documents to the Order or university ;

(f) acts or behaves in such a manner that the safety or health of the patients with whom he is dealing is threatened ;

(g) is the subject of an unsatisfactory evaluation either by the professors under whose authority he has worked or studied, or by the examiners of the Order ;

(h) is found guilty of the illegal practice of dentistry ;

(i) is the subject of an unsatisfactory evaluation either by the professors under whose authority he has worked or studied, or by the examiners of the Order, in the case of a dentist pursuing specialized studies.

DIVISION III FORMALITIES FOR REVOCATION

3.01. Where a case of revocation of registration is referred to the Bureau or, subject to delegation of powers, to the executive committee, the secretary of the Order shall notify the person concerned thereof at least 10 days prior to the date fixed for the study of the case.

3.02. The Bureau must allow the person concerned to be heard and be assisted by counsel.

3.03. The revocation of the registration shall take effect on the same day on which it is rendered by the Bureau and the registration certificate issued to that person shall immediately be null and void.

3.04. The decision to revoke the registration certificate shall be recorded in writing and the grounds therefor stated ; it shall be communicated to the person concerned as soon as possible.



c. D-3, r.7

Regulation respecting the preservation, use or destruction of the records of a dentist who ceases to practise

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 91)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) "Order" : the Ordre des dentistes du Québec ;
- (b) "record" : all the documents respecting a patient ;
- (c) "transferee" : every natural or artificial person to whom are transferred the records of a dentist upon the latter's permanent cessation of practice ;
- (d) "provisional custodian" : every natural or artificial person to whom are entrusted the records of a dentist during the latter's temporary cessation of practice ;
- (e) "secretary" : the secretary of the Order ;
- (f) "temporary cessation" : voluntary cessation of more than 6 months.

1.02. Nothing in this Regulation shall be interpreted as excluding the use of a data processing or any other technical means for the preservation of records.

1.03. In the case of a dentist who is a member or an employee of a partnership of dentist or an employee of a natural or artificial person, this Regulation shall not apply to the records of such partnership or employer used by the dentist in the practice of his profession. This Regulation shall, however, apply when all the members of a partnership of dentists cease to practise.

1.04. Every agreement respecting the transfer or provisional custody of the records of a dentist who ceases to practise must be certified in writing and sent to the secretary.

1.05. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II PERMANENT CESSATION OF PRACTISE

2.01. Subject to sections 2.02 and 2.03, where a dentist ceases permanently to practise his profession, he must, not later than 15 days prior to the date fixed for the cessation of his practice :

(a) if he has found a transferee, notify the secretary by registered or certified mail that he will cease to practise his profession effective from such date, give him a copy of the agreement he concluded with the transferee and give him the name, address and telephone number of the transferee ; or

(b) if he has not found a transferee, inform the secretary thereof by registered or certified mail and notify him that he will give him custody of his records on the date fixed for the cessation of his practice.

2.02. Where a dentist ceases to practise his profession as a result of his being permanently struck off the roll, the secretary must ensure that the dentist who is struck off find a transferee within 60 days of the final decision regarding the striking off.

If a transferee has not been found upon the expiry of that period, the records of the dentist who has been struck off shall be entrusted to the secretary.

2.03. Upon the death of a dentist, the secretary must, as soon as he is notified thereof, ensure that the assigns find a transferee as quickly as possible. Section 2.02 shall apply *mutatis mutandis* if the assigns have not found a transferee.

2.04. The transferee or the secretary, as the case may be, must, within 30 days following the date on which he takes possession of the records of a dentist who ceases permanently to practise :

- (a) notify, in writing, the patients who have consulted that dentist for the 3 years preceding the date of cessation :
 - i. of the fact that he is in possession of the latter's records ;
 - ii. of his address, telephone number and business hours ; and

iii. of their right to consult another dentist ; or

(b) cause to be published twice, at an interval of 10 days, in at least one French language daily newspaper and where applicable, in at least one English language daily newspaper, circulated in the region in which that dentist practised his profession, an advertisement indicating his address, telephone number and business hours and notifying the public that he is in possession of that dentist's records.

The transferee must forward a copy of the advertisement contemplated in subparagraph *b* of the first paragraph to the secretary.

2.05. The transferee or the secretary, as the case may be, must respect the right of a person to consult the documents concerning him in any record made in his regard and to obtain copies of such documents. The fees for obtaining such copies shall be paid by the person who makes the request.

2.06. Where the secretary has custody of the records of a dentist who has ceased permanently to practise his profession, he may at any time, after consulting that dentist, entrust the records to a transferee.

2.07. While he has custody of the records of a dentist who has ceased permanently to practise his profession, the secretary must take the necessary preservation measures in order to safeguard the interests of that dentist's patients.

2.08. Subject to section 2.06, the secretary must retain for a minimum period of 5 years from the date of the last service rendered by the dentist the records he has received pursuant to this Division.

2.09. Where the secretary is the transferee of a dentist's records, he may, at the end of the minimum period of 5 years prescribed in section 2.08, dispose of the records he received or give them to the dentist, his successors or assigns where a request is made to him in this respect, within the 3 months preceding the termination of the said period.

DIVISION III TEMPORARY CESSATION OF PRACTICE

3.01. Subject to section 3.02, where a dentist ceases to practise his profession for more than 6 months, he must, not later than 15 days prior to the date fixed for the cessation of his practice :

(a) if he has found a provisional custodian, notify the secretary by registered or certified mail that he will cease temporarily to practise his profession effective from such

date, give him a copy of the agreement he concluded with the provisional custodian and give him the date on which he intends to resume practising his profession together with the name, address and telephone number of the provisional custodian ;

(b) if he has not found a provisional custodian, inform the secretary thereof by registered or certified mail and notify him that he will give him custody of the records on the date fixed for the cessation of his practise.

3.02. The provisional custodian must communicate to the patients who have consulted that dentist during the 3 years preceding the cessation and whose records he has custody of, the pertinent information respecting the progress of their records, keep such records up to date, and take the other necessary preservation measures in order to safeguard the interest of that dentist's patients.

3.03. Sections 2.05 and 2.07 apply *mutatis mutandis* to this Division.

3.04. The secretary or provisional custodian, as the case may be, must return the records to the dentist immediately upon termination of the period of temporary cessation of practice.

3.05. A dentist who no longer wishes to resume practising his profession during or after the expiry of the period in which he has temporarily ceased to practise, must comply with Division II.

DIVISION IV TEMPORARY STRIKING OFF

4.01. Where a dentist ceases to practise his profession as a result of his being temporarily struck off the roll for more than 6 months, the secretary must ensure that the dentist who is struck off find a provisional custodian within 15 days of the expiry of the time for appeal or final decision regarding the striking off.

4.02. Section 2.04 applies *mutatis mutandis* to this Division except in the case where a dentist ceases to practise as a result of a temporary striking off lasting 6 months or less.

4.03. Sections 3.02 and the following apply *mutatis mutandis*.



c. D-3, r.8

Regulation respecting dental hygienists

Dental Act

(R.S.Q., c. D-3)

Professional Code

(R.S.Q., c. C-26)

1. Any dentist who holds a license to practise in Québec and legally is in good standing with the Ordre des dentistes du Québec may retain the services of a dental hygienist who holds a license and legally is in good standing with the Order.

2. A licensed dental hygienist shall have the right :

(a) to remove surface stains and deposits of tartar of the teeth and, to polish the teeth ;

(b) to give instruction and demonstration on oral hygiene ;

(c) to perform the following dental operations :

i. the taking of radiographs ;

ii. the topical applications of medicaments for the control of dental caries.

3. It shall be lawful for the dental hygienist to perform the kinds of work defined in section 2 only in the office of a licensed dentist or any public or private institution ; but, only under the responsibility and the supervision of a dentist who legally is in good standing with the Order.

4. No dental hygienist shall perform or undertake any operation, work, demonstration which is a part of the Dental Medicine, except those specifically noted in section 2.

5. The Bureau has the power to revoke the license of, or suspend, with the prerogative of reinstatement, any dentist who under his personal jurisdiction has allowed a dental hygienist to perform any professional operation other than those sanctioned by the license.

6. This Regulation shall remain in force until 1 January 1984.

Decision of 26.01.62

O.C. 3484-81, (1981) 113 G.O. II, 4128



c. D-3, r.9

Regulation respecting terms and conditions for election to the Bureau of the Ordre des dentistes du Québec

Dental Act

(R.S.Q., c. D-3)

Professional Code

(R.S.Q., c. C-26, s. 94)

DIVISION I

GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “secretary” : the secretary of the Order ;
- (c) “region” : one of the regions within the meaning of the Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des dentistes du Québec (c. D-3, r.15).

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II

ELECTION PROCEDURE

2.01. The secretary shall notify all the members of the Order practising in the regions where elections are to be held of the election date at least 45 days prior to the date of closing of the poll.

2.02. Any member of the Order wishing to stand for election for the office of director must obtain a nomination form, as provided in Schedule 1, from the secretary and return it to the latter, duly completed, at least 30 days prior to the date fixed for the election.

2.03. Every candidate and at least 5 signatories of the nomination paper must be members in good standing of the Ordre des dentistes du Québec at the time nominations close.

2.04. When the secretary receives a nomination paper duly completed, he shall give an official receipt to the candidate in person or send it to him by registered or certified

mail. The receipt attests the validity of the nomination paper.

2.05. The closing of nominations is fixed at 16 h at least 30 days prior to the date fixed for the closing of the poll.

2.06. The ballot-paper certified by the secretary must contain the following items and information :

- (a) the name and graphic sign of the Order ;
- (b) the year of the election ;
- (c) the identification of the region ;
- (d) the names in alphabetical order of the candidates for the office of director in the region in which the member principally practises his profession ;
- (e) the number of seats to be filled in the region ;
- (f) the date and hour of closing of the poll.

2.07. An elector may obtain a new ballot-paper from the secretary if the first ballot-paper sent to him is lost or is otherwise unusable, provided such elector makes a solemn declaration in writing certifying that his ballot-paper is lost or unusable.

2.08. After casting his vote, the elector places his ballot-paper in the envelope a specimen of which is provided in Schedule 2.

2.09. After sealing the envelope mentioned in section 2.08, the elector places it in the envelope, a specimen of which is provided in Schedule 3.

2.10. On pain of having his vote declared void, an elector must write, very legibly and preferably in block letters, on the left-hand side of the large envelope, the name of his region or the letter by which it is designated, his name and also his address. That envelope must be sent by mail or delivered personally to the secretary. It must also be sealed.

2.11. The closing of the poll is fixed for the last Monday in October at 17 h. The postmark attests the date of voting.

2.12. As and when the election envelopes are received at the secretariat, the secretary shall count them and verify the right to vote of the electors from whom they are re-

ceived. Without opening them, the secretary shall then put their date of receipt and his initials on these envelopes and deposit them in a sealed box.

Every day, at closing-time of the secretariat, the opening in the box provided in this section shall be sealed and the secretary shall put his signature on the seal. The box shall then be deposited in a secure place and the seal shall only be broken in the presence of the secretary.

2.13. Within the 4 months preceding the election, the Bureau shall appoint 3 scrutineers and 2 substitutes from among the members of the Order. A substitute shall replace a scrutineer who is unable to act on the day of counting the votes.

2.14. The secretary, the scrutineers and the persons assisting them shall take the oath to faithfully discharge their duties before any person authorized to administer that oath.

2.15. Before undertaking his work, the printer must take the oath in the form described in Schedule 4.

2.16. The secretary must report to the Bureau the number of ballot-papers and official envelopes he has had printed and received from the printer for each region and how he disposed of them.

2.17. The votes shall be counted at the corporate seat of the Order.

2.18. A ballot-paper shall be void :

- (a) if the outer envelope does not bear the voter's name, address and region ;
- (b) on which the voter cast his vote other than by a cross ;
- (c) which contains more crosses than the number of seats to be filled in the region ;
- (d) which is not certified by the secretary ;
- (e) which is soiled or on which there is an erasure or which bears an identification mark of the voter ;
- (f) which is not returned in the envelopes furnished by the secretary.

2.19. No voter may deliver or send more than one ballot-paper.

2.20. On the date fixed by the secretary and within the time allowed, the votes shall be counted by the 3 scrutineers in the secretary's presence.

2.21. The official envelopes shall first be taken from the ballot-box and sorted according to region.

2.22. Each of the outer envelopes shall be examined by the scrutineers and accepted or rejected. The rejected outer envelopes shall not be opened.

2.23. Each of the outer envelopes considered to be in order shall then be opened and the inner envelope containing the ballot-paper extracted. The outer and inner envelopes shall be placed in separate bundles and when all the outer envelopes have been opened, a check shall be made to see if the number of both categories is the same.

2.24. The inner envelopes containing the ballot-paper shall be opened and the ballot-papers extracted and counted.

2.25. The secretary's decision regarding the validity of a ballot-paper is final.

2.26. When the votes have been counted and the result known, the secretary shall deposit in the ballot-box, by region, the ballots used, those that have not been used, the official envelopes and the discarded envelopes.

The ballot-box shall then be sealed and kept in a secure place until the first meeting of the Bureau after the election.

2.27. The secretary shall declare elected the candidates who have obtained the most votes ; he shall have the result of the vote countersigned by the scrutineers.

2.28. Immediately after the election of the candidates, the secretary shall draw up, over his signature, a general report of the election and the result of the vote, mentioning the number of ballot-papers and official envelopes that the secretary has had printed and the manner in which he disposed of them.

2.29. The secretary must send a copy of the result of the vote to each candidate.

2.30. The secretary must also submit the report mentioned in section 2.28 to the first meeting of the Bureau following the election.

2.31. The secretary acts as returning-officer. If, during the election period, the secretary is unable to act for any reason deemed sufficient, the Bureau shall designate a member of the Order to replace him. The person thus designated shall assume, for election purposes, all the rights and obligations of the secretary whom he replaces.

SCHEDULE 1

(s. 2.02)

NOMINATION FORM

Ordre des dentistes du Québec

Nomination for the post of director of the Ordre des dentistes du Québec.

I, the undersigned, (name and address), member in good standing of the Order, wish to submit my candidacy for the office of director for region at the election to be held on 19...

Signature

Address

We, the undersigned, members in good standing of the Order, support the candidacy of Doctor for the office of director of the Order for region at the election to be held on 19...

Signatures

Addresses

.....
.....
.....
.....
.....

SCHEDULE 2

(s. 2.08)

INNER ENVELOPE

<p>Ordre des dentistes du Québec</p> <p>Region</p> <p>Ballot-paper</p>
--

SCHEDULE 3

(s. 2.09)

OUTER ENVELOPE

<p>Region</p> <p>.....</p> <p>Name in block letters</p> <p>.....</p> <p style="text-align: right;">Address</p> <p style="text-align: right;">Ordre des dentistes du Québec</p> <p style="text-align: right;">Address</p> <p style="text-align: right;">Montréal, Qué. <i>ELECTION</i></p>
--

SCHEDULE 4

(s. 2.15)

PRINTER'S OATH FORM

I, the undersigned, (name of printer), undertake to print and deliver in full only the number of ballot-papers and official envelopes ordered by the secretary of the Ordre des dentistes du Québec for the election of directors to the Bureau of the Ordre des dentistes du Québec to be held on 19...

Sworn to before me,
at Montréal, this
day of 19...

Signature



c. D-3, r.10

Regulation respecting the procedure for conciliation and arbitration of accounts of dentists

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 88)

DIVISION I DEFINITIONS AND INTERPRETATION

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “secretary” : the member of the Order designated by the Bureau ;
- (c) “dentist” : every member of the Order ;
- (d) “council” : the council for the arbitration of accounts constituted under Division III ;
- (e) “syndic” : the syndic, assistant syndic or one of the corresponding syndics of the Order ;
- (f) “patient” : every person who has received or who receives the professional services of a dentist ;
- (g) “Bureau” : the Bureau of directors or its delegate.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II CONCILIATION

2.01. The syndic shall send a copy of this Regulation to any person who so requests and to any person who requests information respecting the fees claimed by the dentist.

2.02. A patient who has a dispute with a dentist with respect to the amount of an account for professional services must, before seeking arbitration, apply for conciliation by the syndic.

The application for conciliation may be made by sending the form in Schedule 1 duly completed to the Order.

A patient is, however, considered to have applied for conciliation when he sends an explanatory letter to the Order in which he contests a part of or the entire amount of the fees claimed from him by the dentist.

2.03. The application for conciliation must be sent before the day on which an action for a claim concerning the account contested is served by the dentist on the patient.

2.04. Within 5 days from the date on which he receives the application for conciliation, the syndic shall send the dentist a copy of such application by registered or certified mail and send the patient an acknowledgment indicating the date of receipt of such application for conciliation.

2.05. The syndic shall proceed with the conciliation in the manner he deems most appropriate. He must, however, take the necessary measures to make sure he knows the reasons for the contestation of the amount of the fees by the patient and communicate those reasons to the dentist.

2.06. The syndic shall send a report, stating the reasons on which it is based, of his conciliation with a copy of this Regulation to both parties within 30 days from the date of receipt of the application for conciliation.

2.07. Where the conciliation does not result in an agreement between the parties, the patient may, within 15 days from the date of receipt of the syndic’s report, have recourse to arbitration in accordance with Division III.

DIVISION III ARBITRATION

§1. Submission to arbitration

3.01.01. A patient applies for arbitration by filing with the secretary 2 copies of a “submission to arbitration” drafted in the form prescribed in Schedule 2, duly completed and bearing his signature.

3.01.02. Within 5 days from the receipt of the application for arbitration, the secretary shall send to the dentist, by registered or certified mail, a copy of the submission to arbitration signed by the patient.

3.01.03. Within 10 days from the receipt of such copy, the dentist must sign it and return it to the secretary.

§2. Formation of council

3.02.01. To rule on any disagreement submitted for arbitration, the Bureau forms an arbitration committee composed of 3 members of the Bureau and 4 substitutes, and designates a chairman and an acting chairman from among them. The Bureau also appoints a clerk to assist the committee in its functions.

3.02.02. The clerk notifies the parties of the formation of the council.

3.02.03. A motion for recusation on the part of any of the parties of the arbitrator shall only be made for one of the causes set forth in article 234 of the Code of Civil Procedure (R.S.Q., c. C-25) and must be communicated in writing to the clerk, the arbitrator and the other party within 10 days from the day on which the party who invokes it becomes aware of the cause for recusation.

The chairman of the Order shall decide on the motion for recusation and, where applicable, shall designate a new arbitrator chosen from among the substitutes appointed by the Bureau.

3.02.04. Before acting, the arbitrators must take the oath or make the affirmation of discretion provided in Schedule II to the Professional Code (R.S.Q., c. C-26).

3.02.05. In the case of the inability to act of one of the arbitrators, a substitute shall be appointed by the chairman of the Order.

§3. Hearing

3.03.01. The chairman of the council shall fix the date, hour and place of the hearing. The clerk shall notify the arbitrators and the parties thereof, by registered or certified mail, at least 10 days prior to that date.

3.03.02. The council may ask each party to submit, within a given time limit, a statement of his pretensions with documents in support thereof.

3.03.03. The council shall convene the parties, hear them, receive their evidence or, if they offer none, record their default.

3.03.04. The council shall proceed to the hearing of the dispute in accordance with the procedure and mode of evidence it deems appropriate.

3.03.05. The evidence shall not be recorded unless the council or one of the parties so requests. Whoever makes the request shall assume the cost thereof.

3.03.06. The clerk shall draw up the minutes of the hearing and have them signed by the arbitrators.

3.03.07. Articles 945 and 947 of the Code of Civil Procedure apply *mutatis mutandis* to the arbitration held pursuant to this Regulation.

§4. Arbitration award

3.04.01. The council must render its decision within 30 days following the end of the hearing, unless the parties agree in writing to extend that time.

3.04.02. The council decides as mediator and renders the decision it considers most appropriate.

3.04.03. The decision is rendered by the majority of the members of the council ; in default of a majority, the decision is rendered by the chairman.

The reasons for the decision must be given and the decision must be signed by the arbitrators who endorsed it. If an arbitrator refuses to sign it, the others must make mention thereof and the decision shall be as valid as if it had been signed by all of them.

The clerk shall communicate the decision to the parties without delay.

3.04.04. The amount of the arbitration fees shall be, for each party, 15% of the total amount which is the subject of the arbitration as set forth in section 4 of the submission to arbitration, but comprising a minimum amount of 15 \$ for each party.

Where an agreement is reached between the parties before the decision of the council is rendered, the latter shall nevertheless adjudge on the arbitration fees in accordance with this section.

3.04.05. The decision of the council is final.

3.04.06. The complete record of arbitration is filed with the secretary who, unless explicitly authorized by the parties, shall issue a copy thereof in whole or in part only to the latter, their attorneys, the syndic and members of the Bureau.

SCHEDULE 1

(s. 2.02)

ORDRE DES DENTISTES DU QUÉBEC

Application for conciliation

I, the undersigned
name and address

in person or (where applicable) representing
..... for the purposes of this application, as attested by the authorization annexed hereto, declare that :

(1) Doctor
name of dentist

claims from me the sum of \$ for professional services rendered between and , as attested by the account a copy of which is annexed hereto ;

(2) I refuse to pay this account for the following reason(s) :

.....
.....
.....

but (where applicable) I acknowledge that I owe the sum of \$ for the professional services referred to in such account ;

(3) I apply for conciliation by the syndic pursuant to Division II of the Regulation respecting the procedure for conciliation and arbitration of accounts of dentists (R.R.Q., c. D-3, r.10), of which I declare having received a copy and taken cognizance.

.....
signature of patient or his duly authorized representative

SCHEDULE 2

(s. 3.01.01)

ORDRE DES DENTISTES DU QUÉBEC

Submission to arbitration

Entered into by :
.....
name and address

in person or (where applicable) representing

for the purposes of this submission, as attested by the authorization annexed hereto, hereinafter referred to as "the party of the first part", and

.....
name and address

member of the Ordre des dentistes du Québec, hereinafter referred to as "the party of the second part", who make the following declarations and agreements :

(1) The party of the second part claims from the party of the first part the sum of

..... \$ for professional services rendered between and as attested by the account a copy of which is annexed hereto ;

(2) The party of the first part refuses to pay this account for the following reason(s) :

.....
.....
.....

but (where applicable) the party of the first part acknowledges that he owes the sum of \$ for the professional services referred to in such account ;

(3) The party of the first part renounces to the benefit of any time elapsed with respect to the prescription ;

(4) The dispute between the parties bears on the entire account or (where applicable) on that part of the account which exceeds that which the party of the first part acknowledges to owe to the party of the second part, namely, the sum of \$;

(5) The dispute between the parties will be settled by arbitration held in accordance with Division III of the Regulation respecting the procedure for conciliation and arbitration of accounts of dentists (R.R.Q., c. D-3, r.10), of which the parties declare having received a copy and taken cognizance ;

(6) The party of the second part undertakes for the duration of the arbitration, not to claim before the civil courts that part of the account which is the object of the dispute ;

(7) The arbitration award is binding upon the parties and the rules set forth in Book VII of the Code of Civil Procedure (R.S.Q., c. C-25) apply to its enforcement ;

(8) This submission may be annulled only with the written consent of the parties.

.....
signature of patient or his duly authorized representative

.....
signature of dentist

Signed at Signed at
the 19... the 19...

O.C. 3308-78, (1979) 111 G.O., 2325
Decision of 13.06.81, (1981) 113 G.O. II, 3193



c. D-3, r.11

Regulation respecting the procedure of the professional inspection committee of dentists

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 90)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

(a) “committee” : the professional inspection committee ;

(b) “Order” : the Ordre des dentistes du Québec ;

(c) “records” : the records, books and registers kept by a dentist in the practice of his profession, including :

i. among the records, books and registers of his employer or colleagues, the documents in which he has in fact collaborated ; and

ii. any property that has been entrusted to him by a client ;

(d) “investigator” : the committee, one of its members or a person authorized to assist the committee in the exercise of its functions.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II COMMITTEE

2.01. The committee is composed of 5 members appointed by the Bureau from among the dentists who have been practising for at least 5 years.

They shall take office after having been sworn in or having made the solemn affirmation prescribed in Schedule II to the Professional Code (R.S.Q., c. C-26) and shall remain in office until their death, resignation or replacement.

2.02. The committee shall hold its sitting on the dates and at the places determined by it or by its chairman.

2.03. The Bureau of the Order shall designate the secretary of the committee.

2.04. The office of the committee is situated at the corporate seat of the Order. All the minutes, reports and other document of the committee are kept at the said office.

2.05. Subject to section 3.03, only the investigators, the secretary of the committee, the office personnel assigned to the committee by the secretary of the Order and the president of the Order shall have access to the records, books and registers of the committee.

Before taking office, these persons must take the oath or make the solemn affirmation prescribed in Schedule II to the Professional Code.

DIVISION III DRAWING UP OF A PROFESSIONAL RECORD

3.01. As its activities progress, the committee shall draw up and keep up-to-date a professional record for each member of the Order who is the object of an inspection under this Regulation.

3.02. The professional record contains a summary of the dentist’s academic qualifications and experience as well as all the records pertaining to an inspection of which he has been the object under this Regulation.

3.03. A dentist is entitled to consult his professional record and to obtain a copy thereof. Such consultation shall be done at the office of the committee in the presence of a person assigned to the committee.

DIVISION IV GENERAL SUPERVISION OF THE PRACTICE OF THE PROFESSION

4.01. The committee shall supervise the practice of the profession by the members of the Order in accordance with the programme established by it.

4.02. Each year the Bureau shall publish in the bulletin of the Order the committee’s general supervision programme.

4.03. At least 14 days before the date fixed for the verification of a dentist's records by an investigator, the committee shall, through its secretary, send the dentist in question, by registered or certified mail, a notice in accordance with the form in Schedule 1.

4.04. If a dentist cannot receive an investigator on the prescribed date, he must, upon receipt of the notice, notify the secretary of the committee and decide on another date with him.

4.05. When an investigator ascertains that the dentist was unable to take cognizance of the notice referred to in section 4.03, he shall inform the committee which shall fix a new date for the verification and notify the dentist thereof in writing.

4.06. An investigator must, if so required to do, produce a certificate attesting to his capacity signed by the secretary of the committee.

4.07. The dentist whose records have been the object of verification may be present or be represented by a mandatory.

4.08. If he has reason to believe that the committee should subject a dentist to a special inquiry, the investigator shall draw up a verification report and transmit it to the committee for study within 15 days following his verification.

DIVISION V SPECIAL INQUIRY INTO THE COMPETENCE OF A DENTIST

5.01. At the request of the Bureau or on its own initiative, the committee or one of its members shall make a special inquiry into the competence of a dentist, or designate an investigator for such purpose.

Where a member of the committee acts on his own initiative with reference to the holding of an inquiry, the reasons which induce him so to act shall be filed in the dentists's professional record.

5.02. At least 5 clear days before the date of the special inquiry, the committee shall, through its secretary, send to the dentist in question, by registered or certified mail, a notice in accordance with the form in Schedule 2.

Where the sending of a notice to the dentist could jeopardize the objects for which a special inquiry is to be held, the committee may authorize an investigator, in writing and giving the reasons therefor, to make the inquiry without the said notice.

5.03. Where records are held by a third party, the dentist must, at the investigator's request, authorize the latter to take cognizance or a copy thereof.

5.04. An investigator may request that a person who makes a declaration to him relative to an inquiry attest such declaration under oath or by solemn affirmation.

5.05. If the dentist refuses to receive an investigator, the latter shall immediately notify the syndic.

5.06. The investigator shall draw up a report and transmit it to the committee for study within 30 days after termination of his inquiry.

5.07. Sections 4.06 and 4.07 shall apply *mutatis mutandis* to an inquiry held under this Division.

DIVISION VI RECOMMENDATIONS OF THE COMMITTEE FOLLOWING A SPECIAL INQUIRY INTO PROFESSIONAL COMPETENCE

6.01. Where the committee, after study of an investigator's report, has reason to believe that it is not expedient to recommend to the Bureau that a dentist be required to serve a period of refresher training and that the right of such dentist to engage in professional activities during such period be limited, it shall notify the Bureau and the dentist in question within 15 days following its decision.

6.02. Where the committee, after study of an investigator's report, has reason to believe that it is expedient to recommend to the Bureau that a dentist be required to serve a period of refresher training and that the right of such dentist to engage in professional activities during such period be limited, it must permit the dentist in question to be heard in respect of the appraisal of his competence.

6.03. In the case prescribed in section 6.02, the committee shall convene the dentist and send him, by registered or certified mail, 21 days before the date fixed for the hearing, the following information and documents :

- (a) a notice giving the date and hour of the hearing ;
- (b) a statement of the facts and reasons for convening him before the committee ; and
- (c) a copy of the report made by the investigator concerning him.

6.04. The committee shall administer the oath or the solemn affirmation of the dentist and the witnesses through a commissioner for oaths.

6.05. The hearing shall be held *in camera* unless the committee, at the request of the dentist, considers that it is in the public interest that it not be held in this manner.

At such hearing, the dentist may be assisted by an advocate.

6.06. The committee may proceed *ex parte* if the dentist does not appear on the date and at the hour prescribed.

6.07. The depositions shall be recorded at the request of the dentist or of the committee and the costs shall be for the account of the person who makes the request.

6.08. The committee and the dentist shall pay their own costs.

6.09. In its recommendations concerning a dentist, the committee shall take into account the type of professional activities in which the dentist is generally engaged.

6.10. The recommendations of the committee are made by the majority of its members within 60 days after the end of the hearing. The reasons shall be given on which they are based, signed by the members of the committee who concurred in them, and transmitted to the Bureau and the dentist in question without delay.

6.11. The committee may also make recommendations to the Bureau concerning the professional competence of the members and the continuing training courses organized by the Order.

**DIVISION VII
MISCELLANEOUS**

7.01. The secretary of the committee shall keep a register in which shall be entered in chronological order the date of each verification or inquiry, the address at which it was carried out, the name of the dentist concerned and the name of the investigator who made the verification or inquiry.

7.02. The annual report of the committee prescribed in section 115 of the Professional Code shall be submitted to the Bureau before 1 April each year.

**SCHEDULE 1
(s. 4.03)**

**ORDRE DES DENTISTES DU QUÉBEC
PROFESSIONAL INSPECTION COMMITTEE**

Notice of verification

Notice is given that, within the framework of the programme for general supervision of the practice of the profession, an investigator from our committee will inspect your office and examine your records on

. 19... at h.

Signed at

on 19...

The professional inspection committee

Per :
secretary of the committee

**SCHEDULE 2
(s. 5.02)**

**ORDRE DES DENTISTES DU QUÉBEC
PROFESSIONAL INSPECTION COMMITTEE**

Notice of special inquiry

Notice is given that, at the request of the Bureau (or on its own initiative), the committee has designated an investigator to make a special inquiry into your professional competence on

19... at h.

Signed at

on 19...

The professional inspection committee

Per
secretary of the committee



c. D-3, r.12

Regulation respecting refresher training periods for dentists

Dental Code
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “dentist” : every person entered on the roll of the Order ;
- (c) “training period” : a period of refresher training contemplated by this Regulation ;
- (d) “trainee” : a dentist who is required to serve a training period ;
- (e) “tutor” : a dentist responsible for verifying whether a training period or a part of it conforms with the objectives, terms and conditions determined by the Bureau ;
- (f) “roll” : the list of members in good standing of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II TRAINING PERIOD

2.01. The Bureau may, if it so deems necessary for the protection of the public, oblige a dentist to serve a training period, particularly in one or more of the following circumstances :

- (a) if a dentist is entered on the roll more than 5 years since he obtained his diploma or more than 5 years from the date on which he was entitled to the issuance of a permit ;
- (b) if a dentist is re-entered on the roll after failing to be entered thereon for more than 5 years ;

(c) if a dentist is re-entered on the roll after being struck off for more than 5 years ;

(d) if a dentist is the subject of a recommendation to that effect by the professional inspection committee or the committee on discipline pursuant to section 113 or 160 of the Professional Code (R.S.Q., c. C-26) ;

(e) if a trainee has served a training period not considered to conform with the objectives, terms and conditions determined by the Bureau ;

(f) if a dentist, although entered on the roll of the Order, has ceased active practice of dental surgery for more than 5 years.

2.02. A training period may not be prescribed more than 90 days after the time during which a dentist may be required to serve such training period.

2.03. A training period may, in particular, consist of one or several of the following activities :

- (a) a period of clinical training ;
- (b) studies ;
- (c) courses.

2.04. A training period may not exceed 1 000 hours nor extend over a period of more than 12 consecutive months.

2.05. The Bureau’s decision to oblige a dentist to serve a training period must specify the objectives, duration and the terms and conditions of that training period.

2.06. The Bureau shall determine the place where and time when the training period must be held and shall designate one or several tutors.

2.07. A tutor must, within 5 days following termination of his duties, submit a documented report to the Bureau stating whether the trainee, while under his charge, complied with the objectives, terms and conditions determined by the Bureau.

2.08. The Bureau may require that supplementary reports be submitted to it by the trainee or his tutor on the dates it determines.

2.09. The tutor must also send the trainee a copy of the report pursuant to section 2.07 or 2.08 at the same time as he sends it to the Bureau.

2.10. After studying each of the reports required pursuant to sections 2.07 and 2.08, the Bureau decides, within 30 days of termination of the training period, whether it was carried out in accordance with the objectives, terms and conditions it determined.

DIVISION III LIMITATION OF PROFESSIONAL ACTIVITIES

3.01. The Bureau may, if it so deems necessary for the protection of the public, limit a dentist's right to practise in one or several of the following ways :

- (a) by determining when and where he is authorized or is not authorized to practise ;
- (b) by determining the professional acts which he is authorized or is not authorized to perform ;
- (c) by requiring that certain professional acts be performed solely under the supervision of a tutor.

3.02. The Bureau's decision to limit a trainee's right to practise must be transmitted to his employer, where applicable.

DIVISION IV DECISIONS OF THE BUREAU

4.01. Before prescribing a training period, limiting a dentist's right to practise or deciding that a completed training period did not conform with the objectives, terms and conditions determined, the Bureau must give the dentist concerned the opportunity to be heard.

4.02. The reasons for a decision prescribing a training period, limiting a dentist's right to practise, or ruling on the validity of a completed training period, must be given in writing and transmitted to the dentist in question by registered or certified mail or in accordance with the Code of Civil Procedure (R.S.Q., c. C-25).

4.03. The Bureau's decision prescribing a training period or limiting a dentist's right to practise shall take effect 30 days after being sent to or served on the latter.

4.04. During the training period, the Bureau may, upon a duly documented request by the tutor, reduce the duration and requirements of the training period and, where applicable, reduce the conditions of limitation of the dentist's right to practise.

4.05. A dentist must comply with every decision of the Bureau rendered in accordance with this Regulation.

4.06. In this Regulation, the powers of the Bureau may validly be exercised by the executive committee.



c. D-3, r.13

Regulation respecting the keeping of dental offices

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “dentist” : a person who is entered on the roll of the Order ;
- (c) “dental office” or “office” : the place where a dentist provides his professional services.

1.02. This Regulation shall only apply to the office of a dentist who practises on his own account, for the account of another dentist, or in partnership.

1.03. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II KEEPING OF OFFICE

2.01. The dentist’s office must be designed so as to ensure confidentiality.

The arrangement of the premises of the office must meet the standards generally recognized for his type of practice.

2.02. The dentist must have a waiting-room in his office for the purpose of receiving his patients.

2.03. The dentist must display his permit to practise in public view.

2.04. The dentist must place in public view in his waiting-room a copy of the Code of ethics of dentists (c. D-3, r.4) and of the Regulation respecting the procedure for conciliation and arbitration of accounts of dentists (c. D-3,

r.10). He must also write the address of the Order on each of these regulations.

2.05. Subject to sections 2.03 and 2.04, in addition to decorative or utilitarian objects, the dentist may display in his office only the diplomas relating to the practice of his profession.

2.06. The dentist must have in his office the equipment necessary to ensure sterilization of his instruments and to respect the hygiene, health and security standards of the premises used to practise his profession.

2.07. The dentist who is absent from his consulting office for more than 5 consecutive working days must take the necessary measures to inform the persons likely to get in touch with him of the duration of his absence.



c. D-3, r.14

Regulation respecting the keeping of records by dentists

Dental Act

(R.S.Q., c. D-3)

Professional Code

(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

- (a) “Order” : the Ordre des dentistes du Québec ;
- (b) “dentist” : every person whose name is entered on the roll of the Order ;
- (c) “record” : all the documents relating to a patient.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

1.03. Nothing in this Regulation shall be interpreted as excluding the use of data processing or any other technical means in constituting and keeping the records of a dentist.

DIVISION II KEEPING OF RECORDS

2.01. Subject to sections 2.07 and 2.08, the dentist must keep a record for each of his patients.

2.02. The dentist must enter the following items and information in each record :

- (a) the date of opening the record and each consultation ;
- (b) the name and given names of the patient, his address, date of birth, sex ;
- (c) the medical and dental history of the patient ;
- (d) the results of examinations, the diagnostic elements and, where applicable, the report of the X-ray examination ;

- (e) the diagnosis ;
- (f) the choice of treatment ;
- (g) the treatment or the part of a treatment administered ;
- (h) the nature and quantity of a medication prescribed, where applicable ;
- (i) the recommendations made to the patient ;
- (j) the notes, correspondence and other documents pertaining to the professional services rendered, in particular a copy of the dental health certificate issued by the dentist.

2.03. A dentist must keep each record up-to-date until he ceases to render professional services to the person concerned in that record.

2.04. A dentist must keep each record for a period of at least 5 years from the date of the last service rendered.

2.05. A dentist must keep his records in a room or cabinet which is not readily accessible to the public or that can be locked by means of a key or otherwise.

When, in accordance with section 1.03, the dentist uses data processing or any other technical means in constituting and keeping his records, he must ensure that their confidentiality is respected.

2.06. Where a patient withdraws a document from the record which concerns him, the dentist must insert a note signed by the patient in that record indicating the nature of the document and the date on which it was taken out.

2.07. Where a dentist is a member of or employed by a partnership, or if he is employed by a natural or artificial person, the records kept by such partnership or employer in respect of the persons to whom services are rendered by that dentist shall be deemed, for the purposes of this Regulation, to be the latter’s records if he may enter therein the items or information referred to in section 2.02 ; if he cannot do so, he must keep a record for each of these persons.

The dentist must sign or initial each entry or report that he puts in a record of his partnership or employer.

2.08. Where a dentist practises in an establishment within the meaning of the Act respecting health services

and social services (R.S.Q., c. S-5), the recipient's record within the meaning of that Act and its regulations shall be considered, for the purposes of this Regulation, as the record of that dentist if he may enter or have entered therein, in report form or otherwise, the information referred to in section 2.02 ; in such case, the dentist need not comply with sections 2.04 to 2.06.



c. D-3, r.15

Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des dentistes du Québec

Dental Act
(R.S.Q., c. D-3)

Professional Code
(R.S.Q., c. C-26, s. 65)

1. In order to ensure adequate regional representation on the Bureau of the Ordre des dentistes du Québec, Québec shall be divided into 11 regions :

- (a) the Lower St. Lawrence — Gaspésie — North Shore region ;
- (b) the Saguenay — Lac-Saint-Jean region ;
- (c) the Québec region ;
- (d) the Trois-Rivières region ;
- (e) the Eastern Townships region ;
- (f) the Montréal region ;
- (g) the Saint-Jean — Beauharnois region ;
- (h) the Richelieu — Saint-Hyacinthe — Granby region ;
- (i) the Laurentian region ;
- (j) the Outaouais region ;
- (k) the Northwest — New Québec region.

2. The territory of the Lower St. Lawrence — Gaspésie — North Shore region is that of regions 1 and 9 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code (c. C-26, r.8).

The territory of the Saguenay — Lac-Saint-Jean region is that of region 2 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Québec region is that of region 3 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Trois-Rivières region is that of region 4 described in the Regulation dividing Québec into

regions for the application of section 65 of the Professional Code.

The territory of the Eastern Townships region is that of region 5 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Montréal region is that of subregion 06 of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Saint-Jean — Beauharnois region is that of subregions 02 and 03 of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Richelieu — Saint-Hyacinthe — Granby region is that of subregions 01, 04 and 07 of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Laurentian region is that of subregions 08 and 09 of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Outaouais region is that of region 7 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Northwest — New Québec region is that of regions 8 and 10 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

3. One director shall be elected to represent the Lower St. Lawrence — Gaspésie — North Shore region, 1 for the Saguenay — Lac-Saint-Jean region, 3 for the Québec region, 1 for the Trois-Rivières region, 1 for the Eastern Townships region, 8 for the Montréal region, 1 for the Saint-Jean — Beauharnois region, 1 for the Richelieu — Saint-Hyacinthe — Granby region, 1 for the Laurentian region, 1 for the Outaouais region and 1 for the Northwest — New Québec region.

4. A dentist shall vote in the region in which he principally practises his profession for the candidates of such region. He shall vote, in addition, for a candidate for the of-

office of president in cases where the latter is elected by a general vote.

5. If the president is elected by a general vote, the Bureau shall consist of 25 persons including the president.

If the president is elected by a vote of the elected directors, the Bureau shall consist of 24 persons including the president.



c. D-4, r.1

Regulation respecting the business of the Bureau, the oath of discretion and general meetings of the Ordre des denturologistes du Québec

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, ss. 93 and 94)

DIVISION I GENERAL PROVISION

1.01. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II BUREAU

2.01. At the first meeting following the election of the members of the Bureau, the latter shall elect from among them a vice-president and a treasurer.

2.02. The Bureau shall be convened by the secretary by means of a notice of convocation sent by registered or certified mail, together with the agenda, at least 10 days prior to the date of the meeting.

2.03. In case of emergency, a meeting of the Bureau may be held at the request of the president of the Order if :

(a) all the directors are notified by telephone or telegram at least 3 days prior to the meeting ; and

(b) all the directors absent at that meeting later acknowledge that they had been convened in accordance with paragraph a.

2.04. Notwithstanding sections 2.02 and 2.03, a meeting of the Bureau shall be deemed to be regularly held if all the directors are present and waive the notice of convocation.

2.05. As soon as there is a quorum, the president, or in his absence, the vice-president, shall call the meeting to order.

2.06. As soon as the meeting has been called to order, the secretary shall read the minutes of the preceding meeting.

At the request of a director, the Bureau may modify the minutes if they contain errors or are inconsistent with the decisions taken. If they are consistent therewith, the minutes shall be adopted as read.

2.07. The vote shall be taken by show of hands. However, a director may request a secret ballot. In such case, the chairman shall act as scrutineer.

2.08. Subject to the Professional Code (R.S.Q., c. C-26), in particular section 84, the items of procedure which are not covered in this Regulation shall be governed *mutatis mutandis* by the rules contained in *Procédure des assemblées délibérantes*, V. Morin, Montréal, 1969.

DIVISION III GENERAL MEETINGS

3.01. The annual general meeting of the members of the Order shall be held on the date fixed by resolution of the Bureau.

3.02. The quorum for the general meetings of the Order shall be 50 members.

3.03. Where the quorum is not reached at a general meeting, the secretary shall draw up minutes to this effect and convene another general meeting.

3.04. The decisions shall be taken by majority vote. In the case of a tie-vote, the chairman of the meeting shall have the casting vote.

3.05. Subject to the Professional Code and to this Division, the procedure followed during deliberations of the Bureau shall apply *mutatis mutandis* to deliberations at general meetings.

DIVISION IV OATH OF DISCRETION

4.01. Every director shall take the oath or solemn affirmation of discretion prescribed in Schedule 1.

**DIVISION V
MISCELLANEOUS PROVISIONS**

5.01. The corporate seat of the Order is situated at 110 Crémazie Boulevard West, Montréal.

Amended in French D. 3475-80, G.O. II, 1980, p. 6487.

5.02. The seal of the Order is that which is imprinted on the copy of this Regulation which is retained by the secretary of the Order, it consists of the graphic sign of the Order and the following words : L'Ordre des denturologistes du Québec.

5.03. The secretary shall have custody of the seal of the Order.

5.04. A director shall receive for each meeting of the Bureau that he attends the same indemnities as those fixed for members of the committees of the Order.

5.05. The Bureau shall be responsible for the hiring and determining of working conditions of the employees of the Order.

SCHEDULE 1

(s. 4.01)

Oath or affirmation of discretion

I, swear (or solemnly affirm) that I will not reveal or make known, without being authorized therefor by law or by the Bureau, anything whatsoever of which I have taken cognizance in the performance of my duties of director, with the exception of the resolutions or regulations duly passed or made by the Bureau.

..... the

.....
Signature

Oath or affirmation of discretion taken before me on the day, month and year mentioned above.

.....
Commissioner for oaths



c. D-4, r.2

Regulation respecting professional liability insurance for denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. This Regulation is made under paragraph 1 of section 94 of the Professional Code (R.S.Q., c. C-26).

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II LIABILITY INSURANCE

2.01. A denturologist must hold and keep in force an insurance policy against the liability which he may incur owing to fault or negligence committed in the exercise of his profession and whose guarantee limit must not be less than 100 000 \$ for each occurrence. He must, before 1 May of each year, furnish proof to the secretary of the Order that such liability insurance is in force for a 12-month period effective from such date.



c. D-4, r.3

Règlement sur les autres conditions et modalités de délivrance des permis de l'Ordre des denturologistes du Québec

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 94, par. *a* and *i*)

See French Edition



c. D-4, r.4

Code of ethics of denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 87)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

(a) "Order" : the Ordre des denturologistes du Québec ;

(b) "denturologist" : a person who is entered on the roll of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II DUTIES AND OBLIGATIONS TOWARDS THE PUBLIC

2.01. A denturologist must support any measure likely to improve the quality and availability of professional services in denturology, unless it is in the public's interest that he not do so.

2.02. In the practice of his profession, a denturologist must account for all foreseeable consequences which his research and work may have on society.

2.03. A denturologist must promote measures of education and information in the field in which he practises. Unless there are valid reasons to the contrary, he must also, in the practice of his profession, perform the acts required to ensure such education and information.

DIVISION III DUTIES AND OBLIGATIONS TOWARDS CLIENTS

§1. General provisions

3.01.01. A denturologist must, before accepting to render professional services to a client, bear in mind the

extent of his aptitudes, proficiency and also the means at his disposal. He must not, in particular, undertake work for which he is not sufficiently prepared without obtaining the necessary assistance.

3.01.02. A denturologist must at all times acknowledge his client's right to consult another denturologist, a member of another professional corporation or any other competent person.

3.01.03. A denturologist must refrain from practising under conditions or in circumstances which could impair the quality of his services.

3.01.04. A denturologist must render his professional services, that is, the taking of impressions and occlusions and the trying and fitting of removable dental prosthesis either in his consulting-room or, if the client's interest so requires, in another more appropriate place.

3.01.05. A denturologist must, in accordance with proven recognized principles of denturology, ensure his client with all the services within his power and appropriate under the circumstances.

3.01.06. A denturologist must try to establish a relationship of mutual trust between himself and his client and in particular, refrain from practising his profession in an impersonal manner.

3.01.07. A denturologist must refrain from intervening in the personal affairs of his client on subjects not within the competence generally acknowledged as belonging to the profession, in order to not unduly restrict the autonomy of his client.

§2. Integrity

3.02.01. A denturologist must discharge his professional duties with integrity.

3.02.02. A denturologist must avoid any misrepresentation with respect to his level of competence or the efficiency of his own services and of those generally provided by the members of his profession. If it is in the client's interest, he must consult a colleague, a member of another professional corporation or another competent person, or refer him to one of these persons.

3.02.03. A denturologist must, as soon as possible, inform his client of the nature and method of the treatment, in particular the type and quality of the removable dental prosthesis required, and obtain his agreement to that effect.

3.02.04. A denturologist must refrain from giving incomplete or insufficient opinions or advice to his clients.

3.02.05. A denturologist must correct, if possible, of any error that might cause the latter prejudice and which cannot be easily rectified committed by him while rendering his client a professional service.

3.02.06. A denturologist must take reasonable care of the removable dental prosthesis entrusted to him by a client.

§3. Availability and diligence

3.03.01. A denturologist must show reasonable availability and diligence in the practice of his profession.

3.03.02. In addition to opinion and counsel, the denturologist must furnish his client with any explanations necessary to the understanding and evaluation of the services he provides him.

3.03.03. A denturologist must clearly and diligently answer the questions of his client on the progress of the treatment.

3.03.04. A denturologist must avoid unjustifiable delays in the treatment he gives his client.

3.03.05. A denturologist must be objective and impartial when persons likely to become his clients ask him for information.

3.03.06. Unless he has sound and reasonable grounds for so doing, a denturologist may not cease to act for the account of a client. The following shall, in particular, constitute just and reasonable grounds :

- (a) loss of the client's confidence ;
- (b) the fact that the denturologist is in a situation of conflict of interest or a situation where his professional independence could be called in question ;
- (c) inducement by the client to perform illegal, unfair or fraudulent acts.

3.03.07. Before he ceases to exercise his functions for the account of a client, the denturologist must forward him an advance notice of withdrawal within a reasonable time limit and ensure that such termination of service is not prejudicial to his client.

§4. Liability

3.04.01. The denturologist must, in the practice of his profession, completely bind his personal civil liability. He is thus prohibited from inserting in a contract of professional services any clause directly or indirectly excluding, in whole or in part, the said liability.

§5. Independence and impartiality

3.05.01. A denturologist must subordinate his personal interest to that of his client.

3.05.02. A denturologist must ignore any intervention by a third party which could influence the carrying out of his professional duties to the detriment of his client.

3.05.03. A denturologist must safeguard his professional independence at all times and avoid any situation which would put him in conflict of interest.

Without restricting the generality of the foregoing, a denturologist is in conflict of interest when the interests concerned are such that he may be influenced to favour certain of them to those of his client or where his judgment and loyalty towards the latter may be unfavourably affected.

However, the denturologist is not in conflict of interest when he establishes a return visit system for his clients for the purpose of preventing the wear of removable dental prosthesis which could have, upon utilization, become inadequate or badly adapted.

3.05.04. As soon as he ascertains that he is in a situation of conflict of interest, the denturologist must notify his client thereof and ask his authorization to continue his services. This authorization must be in writing.

3.05.05. A denturologist must refrain from sharing his net income, profits or fees with a person who is not a member of the Order or from remitting the total of such fees to him.

3.05.06. A denturologist may share his fees with a colleague only to the extent that such sharing corresponds to a distribution of services and responsibilities.

3.05.07. A denturologist shall refrain from receiving, in addition to the remuneration to which he is entitled, any benefit, rebate or commission related to the practice of his profession. Likewise, he must not pay, offer to pay or agree to pay such benefit, rebate or commission.

3.05.08. For a service given, the denturologist must only accept fees from a single source, unless explicitly agreed otherwise between the client and the denturologist. He shall accept payment of these fees only from his client or the latter's representative.

§6. Professional secrecy

3.06.01. A denturologist must respect the secrecy of all confidential information, in particular any information respecting the state of health of his client, obtained in the practice of his profession.

3.06.02. A denturologist shall be released from professional secrecy only with the authorization of his client or when so ordered by law.

3.06.03. When a denturologist asks a client to give him confidential information or when he allows such information to be given to him, he must ensure that the client is fully aware of the purpose of the interview and of the various uses which can be made of such information.

3.06.04. A denturologist must not disclose a request for his services unless the nature of the case requires it.

3.06.05. A denturologist must avoid indiscreet conversations concerning a client and the services rendered him.

3.06.06. A denturologist shall not make use of confidential information to the prejudice of a client or with a view to obtaining, directly or indirectly, a benefit for himself or for another person.

3.06.07. A denturologist must see to it that his employees do not communicate confidential information which may have come to their knowledge in the performance of their duties.

§7. Accessibility of records

3.07.01. A denturologist must respect the right of his client to consult the documents which concern him in any record respecting him and to obtain a copy of such documents.

§8. Determination and payment of fees

3.08.01. A denturologist must charge and accept fair and reasonable fees.

3.08.02. Fees are fair and reasonable if they are justified by circumstances and are in proportion to the services rendered. In determining his fees, a denturologist must, in particular, take the following factors in account :

(a) the time spent in carrying out the professional service ;

(b) the difficulty and extent of the service ;

(c) the performance of unusual services or services requiring exceptional competence or speed ;

(d) the cost for the denturologist of the products or material required to perform his professional service.

3.08.03. A denturologist must provide his client with all the explanations required for the understanding of his statement of fees and for the terms and conditions of payment.

3.08.04. A denturologist must refrain from demanding advance payment for his services ; however, he may demand such advance in relation to the cost of the products he must use to render his services ; furthermore he must notify his client of the approximate cost of his services.

3.08.05. The denturologist may collect interest on outstanding accounts only after having duly notified his client thereof.

3.08.06. Before having recourse to legal proceedings, a denturologist must have exhausted all other means at his disposal to obtain payment of his fees.

3.08.07. A denturologist must not sell his accounts, except to a colleague.

3.08.08. When a denturologist appoints another person to collect his fees, he must, as far as possible, ensure that the latter will act with tact and moderation.

DIVISION IV DUTIES AND OBLIGATIONS TOWARDS THE PROFESSION

§1. *Incompatible duties and responsibilities*

4.01.01. A denturologist who has an interest in a business dealing in the manufacture, distribution or sale of products used in the manufacture and repair of dental prostheses may not use these products for the dental prostheses which he manufactures or repairs.

§2. *Derogatory acts*

4.02.01. In addition to those referred to in sections 57 and 58 of the Professional Code (R.S.Q., c. C-26), the following acts are derogatory to the dignity of the profession of denturologist :

(a) pressing or repeated inducement to make use of his professional services ;

(b) using the stationery of a client or supplier of allowing a client or supplier to use his stationery ;

(c) soliciting his participation in radio or television programs or public debates in his capacity as denturologist ;

(d) distributing, directly or indirectly, gifts or other bonuses ;

(e) coming to terms in any manner whatsoever with any person in order to procure clients and, in particular, pay, remunerate or otherwise reward agents or door-to-door salesmen or any other person to contact persons likely to require his professional services ;

(f) taking advantage, in the practice of his profession, of the inexperience, ignorance, naïveté or poor state of health of his client ;

(g) participating or contributing to the illegal practice of the profession, in particular by entrusting denturological work to a person who is not legally authorised to do such work ;

(h) associating or being employed, for the purpose of practising denturology, with a person who is not a member of the Order or associating or being employee for the same purposes by an artificial person except, where applicable, by an establishment within the meaning of the Act respecting health services and social services (R.S.Q., c. S-5) ;

(i) manufacturing a removable dental prosthesis without the written prescription of the physician, dentist or denturologist who took the impressions and occlusions,

except if he has himself taken the impression and occlusions ;

(j) guaranteeing or pointing out that the removable dental prosthesis are unbreakable, or lending them characteristics they do not have ;

(k) letting it be believed or understood that he is the only manufacturer of a specific category of removable dental prosthesis ;

(l) using materials of a quality inferior than that promised the client ;

(m) publicly endorsing or lending his name to a technique, product or material used in the manufacture or used to clean a removable dental prosthesis, if he has not participated in the discovery and development of such technique, product or material ;

(n) communicating with the plaintiff without the prior written permission of the syndic or his assistant when he is informed that an inquiry into his professional conduct or competence is to be made or when a complaint has been served against him ;

(o) not bringing to the attention of the Order that he has reason to believe that a denturologist is incompetent or does not respect professional ethics ;

(p) providing a receipt or other document for the purpose of falsely stating that his services have been rendered ;

(q) claiming fees for professional acts that he has not performed or of which he gives a false description ;

(r) billing a client for a professional service or part of a professional service the cost of which is assumed by a third party ;

(s) altering notes previously entered in a client's record or replacing any part thereof with the intention of falsifying them.

§3. *Relations with the Order and colleagues*

4.03.01. A denturologist whose participation in a council for the arbitration of accounts, a committee on discipline or a professional inspection committee is requested by the Order must accept this duty unless he has exceptional grounds for refusing.

4.03.02. A denturologist must, as soon as possible, answer all correspondence addressed to him by the syndic of the Order, investigators or members of the professional inspection committee.

4.03.03. A denturologist must not abuse a colleague's good faith or be guilty of breach of trust or disloyal practices towards him, in particular by any manoeuvre designed to supplant him with respect to a client or to influence the latter's free choice.

4.03.04. A denturologist consulted by a colleague must provide the latter with his opinion and recommendations as soon as possible.

§4. Contribution to the advancement of the profession

4.04.01. A denturologist must, as far as he is able, contribute to the development of his profession by sharing his knowledge and experience with his colleagues and the candidates practising denturology, and by his participation in courses and continuous training periods.

4.04.02. A denturologist must promote co-operation with other professionals, in particular with dentists, physicians, dental hygienists and dental technicians, in the best interest of the client, the public or his profession.



c. D-4, r.5

Regulation respecting the records of a denturologist who ceases to practise

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 91)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) "Order" : the Ordre des denturologistes du Québec ;
- (b) "denturologist" : whoever is entered on the roll of the Order ;
- (c) "secretary" : the secretary of the Order ;
- (d) "records" : the records, books and registers that a denturologist must keep in the practice of his profession ;
- (e) "transferee" : the denturologist to whom the records of another denturologist are transferred upon the latter's permanent cessation of practice ;
- (f) "provisional custodian" : the denturologist to whom the records of another denturologist are entrusted during the latter's temporary cessation of practice.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

1.03. Nothing in this Regulation shall be construed as excluding the use of data processing or any other technique for the preservation of records.

1.04. Where a denturologist is a member or an employee of a partnership of denturologists or an employee of a natural or artificial person, this Regulation does not apply to the records of such partnership or employer that are used by that denturologist in the practice of his profession. This Regulation shall, however, apply when all the members of a partnership of denturologists cease to practise.

1.05. An agreement respecting the transfer or provisional custody of the records of a denturologist who ceases to practise must be certified in writing and sent to the secretary.

DIVISION II PERMANENT CESSATION OF PRACTICE

2.01. Subject to sections 2.02 and 2.03, when a denturologist permanently ceases to practise his profession, he must, not later than 15 days prior to the date set for the cessation of his practice :

- (a) if he has found a transferee, notify the secretary by registered or certified mail of the date on which he will cease to practise his profession and give him the name, address and telephone number of the said transferee ; or
- (b) if he is unable to find a transferee, inform the secretary thereof by registered or certified mail and advise him that he will give him custody of his records on the date set for the cessation of practice.

2.02. Where a denturologist ceases to practise his profession because he has been permanently struck off the roll, the secretary must ensure that the denturologist who is struck off find a transferee within 60 days of the final decision regarding the striking off.

If a transferee has not been found upon the expiry of that period, the records of the denturologist who has been struck off shall be entrusted to the secretary.

2.03. Upon the death of a denturologist, the secretary must, as soon as he is notified thereof, ensure that the assigns of that denturologist find a transferee as quickly as possible.

2.04. Within 30 days following the date on which he takes possession of the records of a denturologist who permanently ceases to practise, the transferee or the secretary, as the case may be, must cause to be published twice, at an interval of 10 days, in at least 1 French language daily newspaper and, where applicable, in at least 1 English language daily newspaper circulated in the region in which that denturologist practised his profession, an advertisement indicating his address, telephone number and office hours and stating that he is in possession of that denturologist's records.

The transferee or the secretary, as the case may be, must notify, in writing, the clients of that denturologist :

- (a) that the latter's records are in his possession ;
 - (b) of his address, telephone number and office hours ;
- and
- (c) of their right to consult another denturologist.

The transferee must send the secretary a copy of the advertisement contemplated in the first paragraph.

2.05. The transferee or the secretary, as the case may be, must respect the right of a person to consult the documents concerning him in any record made in his regard and to obtain copies of such documents. The fees for obtaining such copies shall be paid by the person who makes the request.

2.06. Where the secretary has custody of the records of a denturologist who has permanently ceased to practise his profession, he may at any time, after consulting that denturologist, entrust the records to a transferee.

2.07. While he has custody of the records of a denturologist who has permanently ceased to practise his profession, the secretary must take the necessary steps to ensure that the interests of that denturologist's clients are properly safeguarded.

2.08. Subject to section 2.06, the secretary must retain the records he receives pursuant to this Division for a minimum of 5 years.

DIVISION III TEMPORARY CESSATION OF PRACTICE

3.01. Subject to section 3.02, where a denturologist temporarily ceases to practise his profession, he must, not later than 15 days prior to the date set for the cessation of his practice :

- (a) if he has found a provisional custodian, notify the secretary by registered or certified mail of the date on which he will temporarily cease to practise his profession and the date on which he intends to resume practising his profession, together with the name, address and telephone number of the provisional custodian ; or

- (b) if he has not found a provisional custodian, inform the secretary thereof by registered or certified mail and notify him that he will give him custody of the records on the date set for the cessation of his practice.

3.02. Where a denturologist ceases to practise his profession because of being temporarily struck off the roll, the secretary must ensure that the denturologist who is struck off find a provisional custodian within 15 days of

the expiry of the time allowed for appeal or final decision regarding the striking off.

If a provisional custodian has not been found upon the expiry of that period, the records of the denturologist who is struck off shall be entrusted to the secretary.

3.03. The provisional custodian of a denturologist's records must provide the clients of that denturologist with the pertinent information concerning the progress of their records, keep such records up to date, and take the necessary steps to ensure that the interests of those clients are properly safeguarded.

3.04. Section 2.04 applies *mutatis mutandis* to this Division except in the case where a denturologist ceases to practise as a result of being temporarily struck off for less than 6 months.

3.05. Sections 2.05 to 2.07 apply *mutatis mutandis* to this Division.

3.06. The secretary or provisional custodian, as the case may be, must return the records to the denturologist immediately upon termination of the period of temporary cessation of practice.

3.07. A denturologist who no longer wishes to resume practising his profession during or after the expiry of the period when he has temporarily ceased to practise must comply with Division II.



c. D-4, r.6

Regulation respecting terms and conditions for election to the Bureau of the Ordre des denturologistes du Québec

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words mean :

(a) “region” : one of the regions within the meaning of the Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des denturologistes du Québec (c. D-4, r.12);

(b) “Order” : the Ordre des denturologistes du Québec ;

(c) “denturologist” : whoever is entered on the roll of the Order ;

(d) “secretary” : the secretary of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II ELECTION PROCEDURE

2.01. Between the 45th and 60th day preceding the date of the closing of the poll, the secretary shall send to each denturologist a notice of election containing :

(a) the date of the closing of the poll ;

(b) the deadline for the delivery of nomination papers ;

(c) the names of the elected directors whose terms of office are about to expire in each region ;

(d) a summary of the procedure and the deadlines prescribed for the nomination of candidates for the offices of director and the holding of the elections ;

(e) a nomination paper which a candidate must deliver to the secretary and drafted in accordance with Schedule A ;

(f) a list of the denturologists in the region in which he principally practises his profession.

2.02. The date of the closing of the poll is fixed at the second Monday in May at 18 h.

2.03. Every nomination paper must also be accompanied by an up-to-date curriculum vitae of the person who is nominated.

2.04. The deadline for the receipt of nomination papers on the last day on which they may be received by the secretary is fixed at 18 h.

2.05. A denturologist may not sign more nomination papers than there are offices of director to be filled in the region in which he votes. A signature appearing on a number of nomination papers in excess of the number of offices of director to be filled shall be struck off all papers.

2.06. Upon receipt of the nomination paper duly completed, the secretary shall give an official receipt to the candidate in person or send it to him by mail. Such receipt shall attest the validity of the nomination paper.

2.07. An election shall be held in all the regions in which there are more candidates than elective offices to be filled.

2.08. Where the number of candidates duly proposed is equal to or less than the number of offices to be filled for a region, the secretary shall immediately declare such candidates elected.

2.09. At least 15 days before the date fixed for the closing of the poll, the secretary shall send to each denturologist the following documents together with the documents prescribed in section 69 of the Professional Code (R.S.Q., c. C-26) :

(a) a brief curriculum vitae of each candidate indicating in particular his age, the date of his admission and, where applicable, his principal activities within the Order ;

(b) an envelope on which the words “BALLOT-PAPERS” are written ;

(c) an envelope on which the words "NAME OF DENTUROLOGIST" and "SIGNATURE OF DENTUROLOGIST" are written.

2.10. The ballot-paper certified and sent by the secretary must contain :

- (a) the name and graphic sign of the Order ;
- (b) the year of the election ;
- (c) the identification of the region ;
- (d) the names in alphabetical order of the candidates for the offices of director in the region in which the denturologist principally practises his profession ;
- (e) a blank square opposite each of the candidates' names ;
- (f) the number of seats to be filled in the region ;
- (g) the date and hour of the closing of the poll.

2.11. A denturologist shall place his ballot-paper in the envelope on which the words "BALLOT-PAPERS" are written and shall seal that envelope and insert it in the envelope on which the words "NAME OF DENTUROLOGIST" and "SIGNATURE OF DENTUROLOGIST" are written. He shall write his name on that second envelope, sign it and insert in it the envelope addressed to the secretary and on which the word "ELECTION" is written.

2.12. An elector may obtain a new ballot-paper from the secretary if the first ballot-paper sent to him is lost or otherwise unusable provided such elector makes a solemn declaration in writing certifying that his ballot-paper is lost or unusable.

DIVISION III COUNTING OF THE VOTES

3.01. The counting of the votes is carried out at the corporate seat of the Order.

3.02. The scrutineers, 3 in number, are appointed from among the 25 denturologists most recently entered on the roll of the Order.

3.03. The secretary and the scrutineers shall take the oath to faithfully fulfil their duties before any person authorized to administer oaths.

3.04. The following ballot-papers shall be void : every ballot-paper :

- (a) on which the vote is not clearly marked ;

(b) which is not certified by the secretary ;

(c) which is spoiled, erased or which contains any identification mark of the elector ;

(d) which is not returned in the envelope provided by the secretary in accordance with section 2.11 ;

(e) which contains more crosses than the number of directors to be elected in the region ;

(f) which is not received at the corporate seat of the Order on the date of the closing of the poll.

3.05. The secretary's decision regarding the validity of a ballot-paper is final.

3.06. The secretary shall declare elected the candidates who have obtained the most votes ; he shall have the results of the vote countersigned by the scrutineers.

3.07. Immediately after the election of the candidates, the secretary shall draw up under his signature a general report of the election and the result of the vote.

3.08. The secretary shall send a copy of the report referred to in section 3.07 to each candidate. Such report shall indicate, in particular, the number of ballot-papers and official envelopes that the secretary had printed and the manner in which he disposed of them.

3.09. The secretary must also make a detailed report of the election at the first meeting of the Bureau following the election.

3.10. If, during the election period, the secretary is unable to act for any reason deemed sufficient by the Bureau, the latter shall designate a denturologist to replace the secretary. The person thus designated shall assume, for the purposes of the election, all the rights and obligations of the secretary whom he replaces.

DIVISION IV TERMS OF OFFICE

4.01. The term of office of the directors is 2 years.

4.02. Where the president is elected by a vote of the elected directors, his term of office is one year.

4.03. Where the president is elected by a general vote of the members, his terms of office is 2 years.



c. D-4, r.7

**Règlement sur les normes d'équivalence
de formation pour la délivrance d'un
permis de l'Ordre des denturologistes du
Québec**

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 94, par. g)

See French Edition



c. D-4, r.8

Regulation respecting the procedure for conciliation and arbitration of accounts of denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 88)

DIVISION I GENERAL PROVISIONS

1.01. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) “Order” : the Ordre des denturologistes du Québec ;
- (b) “secretary” : the secretary general of the Order ;
- (c) “denturologist” : the member of the Order whose account is disputed by a client ;
- (d) “arbitrator” : the person designated pursuant to Division III ;
- (e) “syndic” : the syndic, assistant syndic or one of the corresponding syndics of the Order.

1.02. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II CONCILIATION

2.01. The syndic must transmit a copy of this Regulation to any person who requests it.

2.02. A client who disputes the amount of an account for a denturologist’s professional services for which no legal proceedings are instituted may, after having submitted to conciliation by the syndic, request arbitration.

2.03. A client may request conciliation by the syndic either orally or in writing. An oral request must be confirmed in writing.

2.04. The denturologist may not bring a claim for payment of professional services rendered the client from the time the syndic informs him of the application for con-

conciliation with respect to his fees until after expiry of 20 days from the time he receives the syndic’s conciliation report.

2.05. The syndic shall proceed with conciliation in the manner he deems most appropriate.

2.06. The syndic shall send a report of his conciliation to both parties as soon as possible, and not later than 30 days from the date of receipt of the application for conciliation.

2.07. Where the conciliation does not result in an agreement between the parties, the client may, within 15 days from the date of receipt of the syndic’s report or, in the absence of a report, within 45 days from the date of receipt of his application for conciliation, have recourse to arbitration in accordance with Division III.

DIVISION III ARBITRATION

§1. *Submission to arbitration*

3.01.01. A client request arbitration by filling 2 copies of the submission to arbitration with the secretary, drafted in the form prescribed in Schedule 1, duly completed and bearing his signature.

3.01.02. Within 10 days of receipt of the 2 copies of the submission to arbitration completed by the client, the secretary shall transmit a copy to the denturologist by registered or certified mail or bailiff. The denturologist must sign the form for assent provided and return it to the secretary within 10 days of its receipt.

3.01.03. The submission to arbitration may not be withdrawn without written consent of the parties.

§2. *Formation of council*

3.02.01. The Bureau shall, each year, create an arbitration committee of 3 arbitrators and shall designate a chairman from among them.

3.02.02. The office of the clerk is at the corporate seat of the Order. The Bureau shall also appoint a clerk to assist the committee’s operations.

3.02.03. Within 5 days of receipt of the application for arbitration, the clerk shall notify the chairman who shall immediately designate an arbitrator to hear the parties.

3.02.04. A motion for recusation of an arbitrator may only be made for one of the reasons set forth in article 234 of the Code of Civil Procedure (R.S.Q., c. C-25).

3.02.05. A motion for recusation must be forwarded in writing to the clerk, the arbitrator and the other party within 10 days of the day of which the party who invokes it becomes aware of the reason for recusation.

3.02.06. The advocate designated by the Bureau of the Order shall consider the motion and where applicable, order the chairman to designate a different arbitrator.

3.02.07. In the event of death or incapacity of an arbitrator, the chairman shall appoint another arbitrator. In the event of death or incapacity of the chairman, the Bureau shall designate another chairman.

3.02.08. Before acting, the arbitrators must take the oath or make the affirmation of discretion provided in Schedule II to the Professional Code (R.S.Q., c. C-26).

§3. *Hearing*

3.03.01. The arbitrator shall set the date, hour and place of the hearing. The clerk shall notify the parties in writing at least 10 days beforehand.

3.03.02. The arbitrator may request each of the parties to submit, within a specified time, a statement of his claim, with supporting documentation.

3.03.03. The arbitrator shall convene the parties, hear them, and receive their evidence, or if they offer none, record their default.

3.03.04. The arbitrator shall promptly hear the dispute in accordance with the procedure and mode of evidence he deems appropriate.

3.03.05. Statements shall not be recorded by machine or by stenography unless requested by the arbitrator or one of the parties. In the latter case, that party shall assume the cost.

3.03.06. The clerk shall record the minutes of the hearing and ensure the minutes are signed by the arbitrator. The minutes shall constitute *prima facie* evidence of their content.

3.03.07. Articles 945 and 947 of the Code of Civil Procedure shall apply *mutatis mutandis* to the arbitration held pursuant to this Regulation.

3.03.08. Each party may be assisted by an advocate.

§4. *Arbitration award*

3.04.01. The arbitrator shall render his decision within 60 days of the hearing unless the parties agree in writing to extend that time limit.

3.04.02. The arbitrator, ruling as a conciliatory mediator, shall render the decision he deems most appropriate.

3.04.03. The reasons for the decision must be given and signed by the arbitrator. The clerk shall, forward the decision to the parties without delay.

3.04.04. The expenses incurred by the parties for holding arbitration shall be assumed by each of them respectively and may not be recovered by the opposing party.

3.04.05. The decision must allocate arbitration fees, that is the cost actually incurred by the Order for conducting the arbitration. However, the total amount of arbitration costs may not exceed 10% of the amount subject to arbitration as established in section 3 of the submission to arbitration.

Where an agreement is reached between the parties before the arbitrator's decision is rendered, the latter shall nevertheless allocate arbitration costs in accordance with this section.

3.04.06. The decision of the arbitrator is final.

3.04.07. The complete arbitration record shall be filed with the clerk who, unless expressly authorized by the parties, may issue a copy of all or part of the record only to the latter, their advocate, the syndic or members of the Bureau.

3.04.08. The denturologist must submit to the arbitration award.

SCHEDULE 1

(s. 3.01.01)

SUBMISSION TO ARBITRATION

I, the undersigned
name and address

.....
in person or in the capacity of representative declare :

I undertake for the period of arbitration not to claim before civil courts that part of the account in dispute.

(1) The denturologist

.....
signature

name and address

claims from me or, where applicable, from my proxy,

.....
name and address

payment of an account for professional services rendered in the amount of a copy of which is annexed hereto.

(2) I refuse to pay this account for the following reason(s) :

.....
.....

(3) The dispute between the denturologist and myself concerns all the account or, where applicable, only that part of the account exceeding that I recognize as owing to the denturologist, or an amount of

.....

(4) I request arbitration of this account pursuant to the Regulation respecting the procedure for conciliation and arbitration of accounts of denturologists (R.R.Q., c. D-4, r.8).

(5) I declare that I have received a copy of the Regulation respecting the procedure for conciliation and arbitration of accounts of denturologists of which I have taken cognizance.

(6) I attest that this application is true and not made for the purpose of unduly delaying payment.

(7) I undertake to submit to the procedure prescribed in the Regulation and to pay the denturologist mentioned in subsection 1, the amount set in the arbitration award.

(8) I acknowledge that this document constitutes a submission to arbitration and that the arbitration award rendered in accordance with this Regulation shall be enforced in accordance with Book VII of the Code of Civil Procedure (R.S.Q., c. C-25).

(9) I renounce to the benefit of any time elapsed with regard to the prescription.

.....
signature

CONSENT

I declare that I have taken cognizance of the application for arbitration of the said account and I consent that it be considered a submission to arbitration.



c. D-4, r.9

Regulation respecting the procedure of the professional inspection committee of denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 90)

DIVISION I GENERAL PROVISIONS

1.01. This Regulation is made under section 90 of the Professional Code (R.S.Q., c. C-26).

1.02. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

- (a) “committee” : the professional inspection committee ;
- (b) “Order” : the Ordre des denturologistes du Québec ;
- (c) “records” : the records, books and registers which a denturologist keeps in the practice of his profession, and :
 - i. the documents of reports in which he has in fact collaborated in the records, books and registers of his colleagues or his employer, including a laboratory within the meaning of the Public Health Protection Act (R.S.Q., c. P-35) ; and
 - ii. a removable dental prosthesis that has been entrusted to him by a client ;
- (d) “consulting-room” : the place where a denturologist dispenses his professional services ;
- (e) “inspector” : the committee, one of its members or a person authorized to assist the committee in the exercise of its functions in the capacity of investigator.

1.03. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II COMMITTEE

2.01. The committee is composed of 4 members appointed by the Bureau from among the denturologists who have been practising for at least 3 years.

2.02. The committee shall hold its sittings on the dates and at the places determined by it or its chairman.

2.03. The Bureau designates the secretary of the committee.

2.04. The office of the committee is situated at the corporate seat of the Order. All the minutes, reports and other documents of the committee are kept at the said office.

DIVISION III DRAWING UP OF A PROFESSIONAL RECORD

3.01. As its activities progress, the committee shall draw up and keep up-to-date a professional record for each denturologist who is the object of an inspection under this Regulation.

3.02. The professional records contains a summary of the denturologist’s academic qualifications and experience as well as all the records pertaining to any inspection of which he has been the object under this Regulation.

3.03. A denturologist is entitled to consult his record and to obtain a copy thereof.

DIVISION IV GENERAL SUPERVISION OF THE PRACTICE OF THE PROFESSION

4.01. The committee shall supervise the practice of the profession by the denturologists according to the programme established by it.

4.02. Each year, the Bureau shall publish the committee’s general supervision programme in the bulletin of the Order.

4.03. At least 15 days before the date fixed for the inspection of a denturologist’s records and consulting-room by an inspector, the committee shall, through its secretary,

send the denturologist, by registered or certified mail, a notice in accordance with the form in Schedule 1.

4.04. If a denturologist cannot receive an inspector on the prescribed date, he must, upon receipt of the notice, notify the secretary of the committee and decide on another date with him.

4.05. When an inspector ascertains that the denturologist has been unable to take cognizance of the notice referred to in section 4.03, he shall so inform the committee which shall fix a new date for the inspection and notify the denturologist thereof.

4.06. An inspector must, if so required to do, produce a certificate attesting to his capacity, signed by the secretary of the committee.

4.07. The denturologist whose records and consulting-room are the object of an inspection may be present or be represented by a mandatory.

4.08. If he has reason to believe that the committee should subject a denturologist to a special inquiry, the inspector shall draw up an inspection report and forward it to the committee for study within 15 days following his inspection.

DIVISION V SPECIAL INQUIRY INTO THE COMPETENCE OF A DENTUROLOGIST

5.01. At the request of the Bureau or on its own initiative, the committee or one of its members shall make a special inquiry into the competence of a denturologist, or designate an inspector for such purpose.

5.02. At least 5 clear days before the date of the special inquiry, the committee shall, through its secretary, send to the denturologist in question and to the Bureau, by registered or certified mail, a notice in accordance with the form in Schedule 2.

Notwithstanding the first paragraph, where the sending of a notice to the denturologist could jeopardize the objects for which a special inquiry is to be held, the committee may authorize an inspector to make the inquiry without such notice.

5.03. An inspector may give the employer, representative or employee of a denturologist notice of the order to allow him access to the records and consulting-room of that denturologist.

5.04. Where records are held by a third party, the denturologist must, at the inspector's request, authorize the latter to take cognizance or a copy thereof.

5.05. An inspector may request that a person who makes a declaration to him relative to an inquiry attest such declaration under oath or by solemn affirmation.

5.06. If the denturologist refuses to receive an inspector, the latter shall immediately notify the syndic.

5.07. The inspector shall draw up a report and forward it to the committee for study within 30 days after termination of his inquiry.

5.08. Sections 4.06 and 4.07 shall apply *mutatis mutandis* to an inquiry held under this Division.

DIVISION VI RECOMMANDATIONS OF THE COMMITTEE

6.01. Where the committee, after study of an inspector's report, has reason to believe that it is not expedient to recommend to the Bureau that a denturologist be required to serve a period of refresher training and that the right of such denturologist to engage in professional activities during such period be limited, it shall notify the Bureau and the denturologist in question within 15 days following its decision.

6.02. Where the committee, after study of an inspector's report, has reason to believe that it is expedient to recommend to the Bureau that a denturologist be required to serve a period of refresher training and that the right of such denturologist to engage in professional activities during such period be limited, it must permit the denturologist in question to present a full and complete defence relative to the appraisal of his competence.

6.03. For such purpose, the committee shall convene the denturologist and send him, by registered or certified mail, 15 days before the date fixed for the hearing, the following information and documents :

(a) a notice specifying the date and hour of the hearing ;

(b) a statement of the facts and reasons for convening him before the committee ; and

(c) a copy of the report made by the inspector concerning him.

6.04. A denturologist or witness summoned before the committee may be assisted by an advocate.

6.05. The committee shall administer the oath or receive the solemn affirmation of the denturologist and the witnesses through the intermediary of a commissioner for oaths.

6.06. The hearing shall be held *in camera* unless the committee, at the request of the denturologist, considers that it is in the public interest that it not be held in this manner.

6.07. The committee may proceed *ex parte* if the denturologist does not appear on the date and at the hour prescribed.

6.08. The depositions shall be recorded at the request of the denturologist or of the committee.

6.09. The committee and the denturologist shall pay their own costs, with the exception of recording expenses which shall be shared equally between them.

Notwithstanding the first paragraph, where the recording of depositions is made at the request of the committee, the latter shall assume the expenses thereof.

6.10. In its recommendations concerning a denturologist, the committee shall take into account the type of professional activities in which the denturologist is generally engaged.

6.11. The recommendations of the committee are made by the majority of its members within 90 days after the end of the hearing. The reasons shall be given on which they are based, signed by the members of the committee who concurred in them, and forwarded to the Bureau and the denturologist in question without delay.

6.12. The committee may also make recommendations to the Bureau on the continuing training courses organized by the Order for its members.

6.13. When the committee has reason to believe that a complaint within the meaning of section 116 of the Professional Code might be laid against a denturologist, it shall notify the syndic of the Order.

SCHEDULE 1

(s. 4.03)

**ORDRE DES DENTUROLOGISTES DU QUÉBEC
PROFESSIONAL INSPECTION COMMITTEE**

Notice of inspection

Notice is given that, within the framework of the programme for general supervision of the practice of the profession, an inspector from our committee will inspect your records and consulting-room, on 19... at h.

Signed at
on 19...

The professional inspection committee

Per :
secretary of the committee

SCHEDULE 2

(s. 5.02)

**ORDRE DES DENTUROLOGISTES DU QUÉBEC
PROFESSIONAL INSPECTION COMMITTEE**

Notice of special inquiry

Notice is given that, at the request of the Bureau (or on its own initiative), the committee has designated an inspector to make a special inquiry into your professional competence on 19... at h.

Signed at
on 19...

The professional inspection committee

Per :
secretary of the committee



c. D-4, r.10

Regulation respecting advertising by denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 92)

DIVISION I GENERAL PROVISIONS

1.01. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

1.02. The items which a denturologist may include in his public advertisements and the conditions under which he may advertise are those described in this Regulation ; therefore, all advertising which does not comply with this Regulation is prohibited.

DIVISION II PROFESSIONAL CARD AND STATIONERY

2.01. A denturologist shall not enter on his professional card or stationery anything other than :

- (a) his name, and that of his partners where applicable, or that of the denturologists he employs ;
- (b) his profession ;
- (c) his membership in another professional corporation ;
- (d) the address of his consulting-room, his telephone number and his office hours ;
- (e) the graphic sign of the Order.

2.02. The professional card shall not measure more than 6 centimetres in width and 11 centimetres in length.

DIVISION III PUBLICATION AND SIZE OF ADVERTISEMENTS

3.01. A denturologist may publish or allow to be published, solely in newspapers, magazines, periodicals, telephone or business directories, advertisements containing all or part of that which is indicated in section 2.01.

3.02. (1) The advertisement shall not exceed 1 square decimetre except in a magazine or periodical mainly intended for denturologists, where it may be 2 square decimetres.

(2) In a telephone or business directory or in their advertising section, the space required to contain the text allowed in section 2.01 shall be printed at not less than 5 letters to the linear centimetre without spacing or bordering.

3.03. (1) A denturologist may publish, or allow to be published, his photograph or certain biographical data upon the opening of his consulting-room or upon his admission into a denturologist association or upon his appointment to an office.

(2) The photograph authorized in subsection 1 shall not exceed 64 square centimetres.

3.04. A denturologist may use a public information medium to publish his studies in the field of denturology or to air his opinion on questions of public interest and make known his qualifications as denturologist.

DIVISION IV CONSULTING-OFFICE

4.01. On one of the outer walls of the immovable in which his consulting-room is located, a denturologist may post up a non-luminous sign containing all or part of that indicated in section 2.01.

4.02. Inside the consulting-room a denturologist may post up in public view a non-luminous sign containing all or part of that which is indicated in section 2.01.

4.03. The signs authorized under this Division shall not exceed 25 square decimetres.

DIVISION V GRAPHIC SIGN OF THE ORDER

5.01. The Order is represented by a graphic sign in conformity with the original held by the secretary of the Order and contains the following elements : the letters ODQ in pale green, conjoined within a rectangle of the same colour, on a white background.

5.02. The use of the graphic sign of the Order must conform with the original retained by the secretary of the Order and must not exceed 25 square decimetres.



c. D-4, r.11

Regulation respecting the keeping of records and consulting-rooms by denturologists

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 94)

DIVISION I GENERAL PROVISIONS

1.01. This Regulation is made pursuant to paragraphs *c* and *d* of section 94 of the Professional Code (R.S.Q., c. C-26).

1.02. In this Regulation, unless the context indicates otherwise, the following words and expressions mean :

(a) “Order” : the Ordre des denturologistes du Québec ;

(b) “denturologist” : every person entered on the roll of the Order ;

(c) “consulting-room” : the place where a denturologist provides professional services, excluding in particular the place mentioned in section 3.02 and the workroom of the employees of that denturologist.

1.03. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

1.04. Nothing in this Regulation shall be interpreted as excluding the use of data processing or any other technical means in constituting and keeping the records of a denturologist.

1.05. Division III shall apply only to the consulting-room in which a denturologist practises on his own account or for the account of a denturologist or a partnership of denturologists.

DIVISION II KEEPING OF RECORDS

2.01. Subject to section 2.07, the denturologist must keep in the premises where he practises his profession a record for each of his clients.

2.02. The denturologist must enter the following items and information in each record :

(a) the date of opening the record ;

(b) the name and given names of the client, his address, telephone number, date of birth and sex ;

(c) a summary description of the reasons for the consultation ;

(d) a description of the professional services rendered and the date ;

(e) a description of the removable dental prosthesis furnished or sold, where applicable ;

(f) the recommendations made to the client ;

(g) the notes, correspondence and other documents relating to the professional services rendered ; and

(h) the signature of the denturologist who rendered the professional services.

2.03. A denturologist must keep each record up-to-date until he ceases to render professional services to the person concerned by that record.

2.04. A denturologist must keep each record for a period of at least 5 years from the date of the last service rendered.

2.05. A denturologist must keep his records in a room or cabinet which is not readily accessible to the public and which may be locked by means of a key or otherwise.

2.06. When a client takes a document out of the record which concerns him, the denturologist must insert a note in that record signed by the client indicating the nature of the document and the date on which it was taken out.

2.07. Where the denturologist is a member of or employed by a partnership, or if he is employed by another denturologist or a moral person, he may use the records kept by that partnership or that employer and enter therein the items or information referred to in section 2.02 relative to the persons concerned by the services he has rendered.

If he cannot do so, he must, for the purposes of this Regulation, keep a record for each of these persons.

The denturologist must sign or initial each entry or report that he inserts in a record in accordance with the first paragraph.

DIVISION III KEEPING OF CONSULTING-ROOMS

3.01. The denturologist's consulting-room must be so designed that the identity and conversations of the persons therein cannot be learned outside the room.

3.02. The denturologist must have a waiting room near his consulting-room for the purpose of receiving the persons to whom he renders professional services. This room must in particular have chairs or seats and provide easy access to toilets.

3.03. The consulting-room must include a room for the taking of impressions and occlusions, and for trying, fitting and adjusting removable dental prostheses.

This room must also contain a dental chair suitable for the practice of his profession, a directional lamp, a sanitary cuspidor, a wash-basin for the denturologist's personal hygiene, and a sterilizer.

3.04. The denturologist must, when rendering professional services to a client, change or sterilize the towels and cups after their use by a client.

3.05. The denturologist's consulting-room and waiting room must be kept in a good state of cleanliness.

3.06. The denturologist must post his permit in public view.

3.07. The denturologist must place in public view in the place referred to in section 3.02 a copy of the Code of ethics of denturologists (c. D-4, r.4) and of the Regulation respecting the procedure for conciliation and arbitration of accounts of denturologists (c. D-4, r.8). He must also write the address of the Order on each of these regulations.

3.08. Subject to sections 3.06 and 3.07, the denturologist, in addition to decorative or utilitarian objects, may display in his consulting-room and in the other premises connected with the practice of his profession only the diplomas relating to the practice of his profession.

3.09. The denturologist may not keep in his consulting-room and in the other premises related to the practice of his profession anything other than the products necessary for the manufacture, maintenance, repair, trial, fitting, adjustment, replacement or sale of removable dental prostheses.

3.10. The denturologist who is absent from his consulting-room for more than 5 consecutive working days must take the necessary measures to inform the persons likely to get in touch with him of the duration of his absence.



c. D-4, r.12

Regulation dividing Québec into regions for the purposes of elections to the Bureau of the Ordre des denturologistes du Québec

Denturologists Act
(R.S.Q., c. D-4)

Professional Code
(R.S.Q., c. C-26, s. 65)

1. In order to ensure adequate regional representation on the Bureau of the Ordre des denturologistes du Québec, the territory of Québec is divided into 8 regions :

- (a) the North Shore — Saguenay — Lac-Saint-Jean region ;
- (b) the Lower St.Lawrence — Gaspésie — Québec region ;
- (c) the Trois-Rivières region ;
- (d) the Eastern Townships region ;
- (e) the Outaouais — North-Western — New Québec region ;
- (f) the Montréal region ;
- (g) the Montréal-South Shore region ;
- (h) the Montréal-North Shore region.

2. The territory of the North Shore — Saguenay — Lac-Saint-Jean region is that of regions 2 and 9 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code (c. C-26, r.8).

The territory of the Lower St.Lawrence — Gaspésie — Québec region is that of regions 1 and 3 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Trois-Rivières region is that of region 4 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Eastern Townships region is that of region 5 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Outaouais — North-Western — New Québec region is that of regions 7, 8 and 10 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Montréal region is that of the municipality of Montréal described in subregion 06 of the region 6 of the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Montréal-South Shore region is that of the municipalities situated to the south of the St.Lawrence River of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code.

The territory of the Montréal-North Shore region is that of region 6 described in the Regulation dividing Québec into regions for the application of section 65 of the Professional Code with the exception of the municipality of Montréal and of the municipalities of Montréal-South Shore region.

3. One director shall be elected to represent the North Shore — Saguenay — Lac-Saint-Jean region, 2 for the Lower St.Lawrence — Gaspésie — Québec region, 1 for the Trois-Rivières region, 1 for the Eastern Townships region, 1 for the Outaouais — North-Western — New Québec region, 3 for the Montréal region, 2 for the Montréal-South Shore region, 2 for the Montréal-North Shore region.

4. A denturologist shall vote in the region in which he principally practises his profession for the candidates of that region. He shall vote, in addition, for a candidate for the office of president where the latter is elected by a general vote.

5. If the president is elected by a general vote, the Bureau shall consist of 17 persons including the president.

If the president is elected by a vote of the elected directors, the Bureau shall consist of 16 persons including the president.



c. D-7, r.1

Règlement fixant le taux maximal de l'intérêt des emprunts municipaux et scolaires

An Act respecting municipal and school debts and loans

(R.S.Q., c. D-7, s. 50)

See French Edition



c. D-8.1, r.1

Regulation respecting the acquisition of books by certain persons from accredited bookstores

An Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68, ss. 3, 15, 17, 20 and 38 ; after consolidation : R.S.Q., c. D-8.1)

DIVISION I INTERPRETATION AND APPLICATION

§1. Definitions

1. For the purpose of the Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68 ; after consolidation : R.S.Q., c. D-8.1) and the regulations made for its application, the following terms mean :

“basic discount” : the percentage a publisher or his distributor allows to be deducted in favour of an accredited bookstore from the list price or net price of a book at the time of sale ; a basic discount does not include cash discounts according to quantity or for early payment, special conditions, additional discounts or special net prices granted to an accredited bookstore for exceptional service rendered by the bookstore to the publisher ;

“tabulated statement” : the factor by which an accredited bookstore must multiply the list price or net price of a book in foreign currency to determine the Canadian sales price to be paid by the institution.

2. In this Regulation, unless the context indicates otherwise, the following terms mean :

“institution” : a mandatory, department, body or person referred to in section 3 and the Schedule to the Act respecting the development of Québec firms in the book industry ;

“accredited bookstore” : an accredited bookstore pursuant to the Regulation respecting the accreditation of bookstores (c. D-8.1, r.4) ;

“Canadian book” : a book published in Québec or Canada under Canadian copyright for which an accredited bookstore is billed at the publisher’s or his distributor’s list price minus a discount or at the net price, minus all discounts ;

“secondhand book” : a more or less soiled, previously used publication that a merchant has repurchased from individuals or institutions ;

“a foreign book not under exclusive distributing rights in Québec or Canada” : a book published abroad for which the accredited bookstore is billed in foreign currency at the publisher’s or his distributor’s list price minus a discount or at the net price, minus all discounts ;

“a foreign book under exclusive distributing rights in Québec or Canada” : a book published abroad under foreign copyright and whose exclusive distribution in Québec and Canada was given to an exclusive distributor and for which the accredited bookstore is billed in Canadian currency at the list price minus a discount or a Canadian net price minus all discounts, in accordance with the current discounts and tabulated statements ;

“list price” : the retail price suggested by publishers or distributors used as a fixed price in making invoices for accredited bookstores and which is established in Canadian currency in accordance with current discounts and tabulated statements ; the list price in foreign currency sometimes includes all taxes ;

“net price” : the price a book costs an accredited bookstore ; this price includes any discount that may be granted by or negotiated with a publisher or his distributor at the time of sale but excludes any transportation expenses, and is determined in Canadian currency in accordance with the current tabulated statements ;

“region” : the administrative regions of Québec corresponding to the regions established by the *Décret sur la division administrative du Québec* (c. D-11, r.1), inside the boundaries of which institutions must acquire their books.

§2. Application

3. This Regulation does not apply to universities including the University of Québec and its schools, colleges and branches.

4. This Regulation has effect whatever the mode of acquisition or sale of books, where the latter is in return for payment.

DIVISION II PROCEDURES AND CONDITIONS RESPECTING THE ACQUISITION OF BOOKS

5. Subject to the following provisions, any acquisition of books on behalf of an institution must be made in the accredited bookstores in the region where the institution is located.

The books may be acquired by any means, except for calls for public tenders, calls for tenders by invitation and call for bids.

6. No institution may acquire books from an accredited bookstore in which the institution or one of its shareholders, directors, executive officers or representatives participates or holds, alone or with others, a direct or indirect interest.

7. A central organization for acquiring books grouping together libraries from several regions participating in a central purchase policy and recognized by the Minister of Cultural Affairs may acquire books from one of the participating regions if, during the year, the central organization for acquiring books fairly divides its acquisitions among the regions in which the participating libraries are located.

8. A general and vocational college or a medical library in an establishment referred to in paragraph *f* of the Schedule to the Act may acquire books from an accredited bookstore in any region if the acquisitions are divided up in accordance with this Regulation.

9. English-language books may be acquired from an accredited bookstore in any region where such service is not offered by any accredited bookstore in the region where the institution is located ; the latter must divide its acquisitions up in accordance with this Regulation.

10. Subject to sections 7 and 8, the institution must divide the books it acquires among at least 3 accredited bookstores not belonging to the same person and located in the region of the institution.

The dividing of books acquired is based on the quality of service provided.

11. If there are less than 3 accredited bookstores in a region, the institution in that region may acquire part of its books from an accredited bookstore in a bordering region.

12. The institution must report to the present Minister or the Minister to whom it is responsible during the last 3 months of each fiscal period on the subsidies received or allotted for the acquisition of books, the number of books

bought, the various suppliers and the dividing of the acquisitions among suppliers.

The Minister mentioned in the first paragraph must report each year to the Minister of Cultural Affairs on the application and carrying out of the Act and this Regulation by the institutions under his responsibility or supervision.

The institution must, in addition, keep the documents, papers or evidence that list the acquisition of books from accredited bookstores as well as the origin and acquisition price of those books.

13. An institution is not obliged to comply with the first paragraph of section 5 and with section 10 if it is proven, after verification by the Minister, that the institution must acquire its books outside of the region in which it is located because the quality of service in its region is not adequate or if the accredited bookstores in its region no longer comply with this Regulation or the Regulation respecting the accreditation of bookstores (c. D-8.1, r.4).

DIVISION III CONDITIONS, NORMS AND SCALES RESPECTING ACQUISITION PRICES

14. An institution must purchase its books from an accredited bookstore only if the latter complies with the tabulated statements appearing in Schedule A and the provisions concerning the price the institution must pay :

(1) the sales price of a foreign book not under exclusive distributing rights in Québec or Canada must be billed using the current tabulated statement, in Canadian currency by using the list price or the net price established by the publisher or his distributor ;

(2) the sales price of a foreign book under exclusive distributing rights in Canada must be billed in Canadian currency using the list price or the Canadian net price set by the exclusive distributor in accordance with the tabulated statement determined by the Regulation respecting the accreditation of Québec distributors and the method of calculating sales prices (c. D-8.1, r.2) ;

(3) the sales price of a Canadian book must be billed by using the publisher's list price or net price.

The price the institution must pay established in virtue of the first paragraph includes any cash discounts, quantity discounts, discounts for early payment, discounts, special discounts and special net prices.

Where, in setting the price of a book, the net price is used, an accredited bookstore must add the markup determined in Schedule B to the net price.

15. The price of a book, where the computation of the tabulated statements gives a fraction, is rounded off to the next higher unit if the fraction is 0,005 \$ or over or to the next lower unit if the fraction is less than 0,005 \$.

16. An institution may acquire books at lower prices than those established in section 14 at discount sales at accredited bookstores if prices are lower than 40% of the list price or lower than 20% of the net price, and are also offered to private individuals, unless there is an agreement to the contrary with the Minister.

An institution may also acquire secondhand books from a merchant selling similar items even if the merchant is not accredited or eligible for accreditation.

17. The cost of bindings or technical adjustments to books including the marking of catalogue numbers, supplying of index cards and pockets, the gluing on of original covers over bindings, and the supplying of dust covers upon request of an institution is not included in the price established in section 14.

18. An institution in the same region as the accredited bookstore where books are acquired or an institution that must acquire its books outside its own region because it has been proven after verification by the Minister, that a service of adequate quality is not available to the institution in its region, may not be billed for delivery, transportation or handling expenses.

19. Where an accredited bookstore supplies itself with or acquires, from a Québec or Canadian distributor other than an exclusive Québec or Canadian book distributor, books that it may acquire directly from the exclusive distributor, the institution is not obliged to pay more for those books than it would have had to pay if the accredited bookstore had received its supplies from an exclusive Québec or Canadian publisher or his distributor.

20. No changes may be made in section 14 by concealed benefits or discounts other than those provided for in this Regulation.

DIVISION IV **INFORMATION REQUIRED FROM** **ACCREDITED BOOKSTORES UPON BILLING**

21. When a book mentioned in subparagraph 1 of section 14 is acquired, an institution may require that the accredited bookstore, obliged to do so, include on the bill for each title or the name of a collection sold at a standard price, the following information :

- (1) the foreign list price of the book or collection upon ordering or the net price ;
- (2) the margin added to the net price and tabulated statement used ;
- (3) the net unit price in Canadian currency as calculated in subparagraph 2 ;
- (4) the list price or the Canadian net price and the reduced price at discount sales prescribed in section 16.

22. When a book mention in subparagraph 2 of section 14 is acquired, the institution may request the accredited bookstore, which is obliged to do so, to include the following information on the bill :

- (1) the list price of the book or collection in Canadian currency or the net Canadian price established by the exclusive distributor ;
- (2) the margin added to the net price ;
- (3) the list price or the Canadian net price and the reduced price at discount sales prescribed in section 16.

23. When a book mentioned in subparagraph 3 of section 14 is acquired, the institution may request the accredited bookstore, obliged to do so, to include the following information on the bill :

- (1) the list price or net price of the Canadian publisher ;
- (2) the margin added to the net price ;
- (3) the list price or net price and the reduced price at discount sales prescribed in section 16.

24. The cost of bindings or technical adjustments requested by an institution and delivery and transportation expenses authorized pursuant to section 18 must be clearly listed at the end of the invoice.

DIVISION V EXEMPTIONS

25. Institutions may acquire the following books elsewhere than from accredited bookstores, provided that in so doing the Act or this Regulation is not contravened :

(1) books chosen by a publisher or his exclusive distributor to be distributed in Québec solely by foreign channels to bookstores similar to those in the country or origin of the books, if the inscription of these books is authorized by the Minister and the titles are listed in the register kept for such purposes at the Ministère des Affaires culturelles for consultation by institutions and accredited bookstores ;

(2) books other than English or French-language books ;

(3) books obtained by subscription if they are also available to private individuals and are not sold at the same price as in a bookstore ;

(4) works that have been brought up-to-date ;

(5) a series if it is also available to private individuals ;

(6) the reprinting and publication of works by specialized publishing houses that do not go through bookstores to sell their books ;

(7) books or research papers published by a private organization or a learned society, that must be acquired directly from a publisher ;

(8) old and rare books that the publisher or distributor has stopped supplying to accredited bookstores, whose reprinting has not yet been announced ;

(9) bibliophiles' editions, or books in limited and numbered editions distinguished by the quality of the binding, paper, typography or on occasion, the illustrations, the sale of which is not entrusted to a bookstore ;

(10) the official documents of a government, one of its departments, agencies or mandataries or of an international organization ;

(11) audiovisual, film or sound equipment and other equipment of the same nature.

SCHEDULE A (s. 14)

TABULATED STATEMENTS

The foreign currency conversion rates used in these tabulated statements are those made public by the Bank of Montréal

TABLE 1

Value of French franc (Fr.) in Canadian dollars(\$)	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the retail price in foreign currency in the publisher's trade list is used	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the "net price in France" is used, in accordance with the regulations currently in force in that country*
0,1800	0,2304	0,3000
0,1900	0,2432	0,3200
0,2000	0,2560	0,3400
0,2100	0,2688	0,3500
0,2200	0,2816	0,3700
0,2300	0,2944	0,3900
0,2400	0,3072	0,4000
0,2500	0,3200	0,4200
0,2600	0,3328	0,4400
0,2700	0,3456	0,4500
0,2800	0,3584	0,4700
0,2900	0,3712	0,4900
0,3000	0,3840	0,5100
0,3100	0,3968	0,5200
0,3200	0,4096	0,5400
0,3300	0,4224	0,5600
0,3400	0,4352	0,5700
0,3500	0,4480	0,5900
0,3600	0,4608	0,6000
0,3700	0,4736	0,6200
0,3800	0,4864	0,6400
0,3900	0,4992	0,6600
0,4000	0,5120	0,6700

*Where, in the country of origin, the net price is used, the retail price referred to above may be the export price or the price generally applicable in all French-speaking countries.

TABLE 2

Value of Belgian franc (FB) in Canadian dollars (\$)	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the retail price in foreign currency in the publisher's trade list is used		
		0,6600	0,8448
		0,6700	0,8576
		0,6800	0,8704
		0,6900	0,8832
		0,7000	0,8960
		0,7100	0,9088
		0,7200	0,9216
		0,7300	0,9344
		0,7400	0,9472
		0,7500	0,9600
0,028000	0,035840	0,7600	0,9728
0,029000	0,037210	0,7700	0,9856
0,030000	0,038400	0,7800	0,9984
0,031000	0,039680	0,7900	1,0112
0,032000	0,040960	0,8000	1,0240
0,033000	0,042240		
0,034000	0,043520		
0,035000	0,044800		
0,036000	0,046080		
0,037000	0,047360		
0,038000	0,048640		
0,039000	0,049920		
0,040000	0,051200		
0,041000	0,052480		
0,042000	0,053760		
0,043000	0,055040		
0,044000	0,056320		
0,045000	0,057600		
0,046000	0,058880		
0,047000	0,060160		
0,048000	0,061440		
0,049000	0,062720		
0,050000	0,064000		

TABLE 3

Value of Swiss franc (SwF) in Canadian dollars (\$)	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the retail price in foreign currency in the publisher's trade list is used
0,5700	0,7296
0,5800	0,7424
0,5900	0,7552
0,6000	0,7680
0,6100	0,7808
0,6200	0,7936
0,6300	0,8064
0,6400	0,8192
0,6500	0,8320

TABLE 4

Value of pound sterling (£S) in Canadian dollars (\$)	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the retail price in foreign currency in the publisher's trade list is used
2,3500	3,0080
2,3600	3,0208
2,3700	3,0336
2,3800	3,0464
2,3900	3,0592
2,4000	3,0720
2,4100	3,0848
2,4200	3,0976
2,4300	3,1104
2,4400	3,1232
2,4500	3,1360
2,4600	3,1488
2,4700	3,1616
2,4800	3,1744
2,4900	3,1872
2,5000	3,2000
2,5100	3,2128
2,5200	3,2256
2,5300	3,2384
2,5400	3,2512
2,5500	3,2640
2,5600	3,2768
2,5700	3,2896
2,5800	3,3024
2,5900	3,3152

2,6000	3,3280	1,2000	1,5360
2,6100	3,3408	1,2100	1,5488
2,6200	3,3536	1,2200	1,5616
2,6300	3,3664	1,2300	1,5744
2,6400	3,3792	1,2400	1,5872
2,6500	3,3920	1,2500	1,6000
2,6600	3,4048		
2,6700	3,4176		
2,6800	3,4304		
2,6900	3,4432		
2,7000	3,4560		
2,7100	3,4688		
2,7200	3,4816		
2,7300	3,4944		
2,7400	3,5072		
2,7500	3,5200		

TABLE 5

Value of American dollar (\$US) in Canadian dollars (\$)	Tabulated statement to be used for setting the sales price of a book in Canadian dollars, where the retail price in foreign currency in the publisher's trade list is used
0,9500	1,2160
0,9600	1,2288
0,9700	1,2416
0,9800	1,2544
0,9900	1,2672
1,0000	1,2800
1,0100	1,2928
1,0200	1,3056
1,0300	1,3184
1,0400	1,3312
1,0500	1,3440
1,0600	1,3568
1,0700	1,3696
1,0800	1,3824
1,0900	1,3952
1,1000	1,4080
1,1100	1,4208
1,1200	1,4336
1,1300	1,4464
1,1400	1,4592
1,1500	1,4720
1,1600	1,4848
1,1700	1,4976
1,1800	1,5104
1,1900	1,5232

SCHEDULE B

(s. 14)

MARKUPS ADDED TO NET PRICE

Markup to be added by bookstore in setting the sales price of a book where, in setting the retail price in Canadian dollars, a Canadian net price is used

Book categories

- (1) Art, paperback, general, children's, religious, human sciences, practical, any other category not specified in category 2, except school manuals. 66 2/3%
- (2) Dictionaries, law, encyclopedias, scholarly, medicine, scientific and technical, except school manuals. 43%



c. D-8.1, r.2

Regulation respecting the accreditation of Québec distributors and the method of calculating sales prices

An Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68, ss. 5, 15, 17, 20 and 38 ; after consolidation : R.S.Q., c. D-8.1)

DIVISION I INTERPRETATION AND APPLICATION

§1. Definitions

1. For the purposes of the Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68 ; after consolidation : R.S.Q., c. D-8.1) and the regulations made for its application, the following terms mean :

“discount” : the percentage of the Canadian list price of a book that a distributor grants to an accredited bookstore or sales outlet and deducts from the list price in order to establish the price that must be paid by the accredited bookstore or the sales outlet ;

“basic discount” : the percentage of the list price or net price of a book in its country of origin that a distributor receives from his supplier ;

“tabulated statement” : the factor by which the list price or net price of a book in its country of origin is multiplied to establish the maximum price of the book in Canadian currency.

2. In this Regulation, unless the context indicates otherwise, the following terms mean :

“accredited bookstore” : an accredited bookstore pursuant to the Regulation respecting the accreditation of bookstores (c. D-8.1, r.4) ;

“median” : middle value between the minimum and maximum value of a currency in a given bracket ;

“sales outlet” : a place or an establishment other than an accredited bookstore where books are sold to the public.

§2. Application

3. This Regulation does not apply, with respect to accreditation, to government departments, agencies or mandataries nor to a publisher described in the Regulation re-

specting the accreditation of publishers in Québec (c. D-8.1, r.3) who distribute their goods themselves, if the accredited publisher undertakes to fully and at all times comply with this Regulation and the Regulation respecting the acquisition of books by certain persons from accredited bookstores (c. D-8.1, r.1).

However, this Regulation applies to a publisher if he also distributes another publisher’s goods.

DIVISION II ELIGIBILITY FOR ACCREDITATION

4. In addition to the stipulations set forth in sections 15 and 16 of the Act respecting the development of Québec firms in the book industry, a person who carries on distribution activities in Québec, on his own behalf, must, if he wishes to become accredited, comply with the following norms and conditions :

(1) have his head office or principal place of business in Québec ;

(2) if a partnership, be registered at the Superior Court or the Ministère des Institutions financières et Coopératives ;

(3) if a corporation, a company, a cooperative association, a savings and credit union, or a *caisse d’entraide économique*, be incorporated either under the Statutes of Canada or the Statutes of Québec ;

(4) prove and certify that the persons who control or own preferred shares, debentures, bonds or any other debt allowing the distributing firm to be truly controlled are the persons eligible for accreditation in accordance with sections 15 and 16 of the Act, with the exception of a debt consisting of a financial commitment to a Canadian chartered bank or a financial institution registered at the Ministère des Institutions financières et Coopératives, that is neither endorsed nor guaranteed by a person not provided for in sections 15 and 16 of the Act ;

(5) produce the financial statements of the establishment and, where required, the consolidated financial statements.

5. The person described in section 4 must also prove that he :

(1) supplies accredited bookstores ;

(2) takes steps to distribute or endeavours to distribute books by Québec authors ;

(3) provides accredited bookstores and sales outlets in each region with, where possible, sales representation and stock turnover.

6. A person described in section 4 automatically undertakes to comply with and meet the following norms and conditions at all times :

(1) follow up within a reasonable time period all book orders for which he ensures exclusive distribution, whatever the origin of the books, subject to the Act and the Regulation respecting the acquisition of books by certain persons from accredited bookstores (c. D-8.1, r.1) ;

(2) notify customers as soon as possible of any delay in filling the order or of the impossibility of following it up completely or partially ;

(3) provide for storage and provide information on the stocks and titles he distributes ;

(4) guarantee efficient and rapid means of distribution ;

(5) not be a party to collusion, nor exercise any undue influence, nor be involved in trading of favours and avoid any conflict of interest in his relations with an institution or agency mentioned in the Act, or with its directors, mandataries or representatives ; for an accredited distributor to also be a bookstore owner does not constitute a conflict of interest.

7. A person who requests a certificate of accreditation must provide, with his application and annually thereafter, a sworn or solemn declaration in which he undertakes to fully and at all times comply with the Act and regulations and must certify that he complies with this Regulation.

DIVISION III ISSUE OF THE CERTIFICATE OF ACCREDITATION

8. A holder of a certificate of accreditation must keep the statistics and data on his sales as well as his overall book sales to accredited bookstores up to date.

9. The holder of a certificate of accreditation is not obliged to comply with subparagraph 1 of section 5 and with subparagraphs 1 and 2 of section 6 respecting an accredited bookstore if the holder can prove with supporting vouchers that the bookstore has not respected the normal deadline for the payment of its purchases.

DIVISION IV RENEWAL OR EXTENSION OF ACCREDITATION

10. Accreditation is non-transferable and may not be transferred without authorization from the Minister of Cultural Affairs.

If a holder of a certificate of accreditation goes bankrupt and if the bankruptcy trustee decides to continue the activities of the holder and notifies the Minister thereof, the accreditation is extended and the trustee is required to fulfill all the obligations imposed by the Act and regulations.

11. A certificate of accreditation issued for a set period or on a temporary basis and which has expired remains in force if an application for extension or renewal or an application for permanent accreditation is sent to the Minister on the form provided by the latter, at least 1 month before the certificate of accreditation expires.

12. A holder of a certificate of accreditation must immediately notify the Minister in writing of the winding-up, closing or bankruptcy of the distributing firm.

13. A holder of a certificate of accreditation must immediately notify the Minister in writing of any major contractual, financial, material, physical or territorial change within the distributing firm ; failing to do so may cause the certificate of accreditation to be cancelled or suspended by the Minister.

14. In addition to complying with the Act and this Regulation, a holder of a certificate of accreditation must, each year, no later than 6 months after the end of each fiscal period, without a notice or request to that effect, prepare, certify and give to the Minister a detailed report on the activities of the last fiscal period containing the following information and details correctly set forth :

(1) the corporate name and address of the head office or principal place of business of the distributing firm ;

(2) the names, addresses or citizenship of the owner or persons who own or control the distributing firm together with their shares of the rights of ownership or the extent of their control ;

(3) the names, addresses and citizenship of the persons described in subparagraph 4 of section 4 and the nature and value of their titles to property and evidences of indebtedness in the distributing firm ;

(4) the names, addresses, and citizenship of the persons described in subparagraph *b* of the second paragraph of section 16 of the Act and of the directors and executive officers of the distributing firm ;

- (5) the number of stocks and shares and their description and the paid-up capital ;
- (6) a list of shareholders and their addresses ;
- (7) the financial statements of the distributing firm and, where required, the consolidated financial statements ;
- (8) the number of accredited bookstores and sales outlets served by region ;
- (9) the list of publishers for which distribution is provided ;
- (10) the total number of sales of books produced by Québec publishers.

This annual report must be certified by the signature of the owner or 2 directors of the distributing firm.

The Minister must be immediately notified in writing of any major change in the annual report or in any of the requirements mentioned in section 4 made during the fiscal period.

DIVISION V DETERMINATION OF SALES PRICES AT ACCREDITED BOOKSTORES AND SALES OUTLETS

15. This Division applies to any person provided for in section 5 of the Act, despite section 3.

16. The discounts and tabulated statements applicable to the mode of computation of the sales price of books distributed in Québec by the persons described in section 15 are determined in Schedules A and B and apply to books from a country outside Canada, and to books produced under Canadian copyright but published outside Canada by the copyright holder in Canada.

However, where the value of a non-Canadian currency is less than that of Canadian currency, the person referred to in section 15 is not required to comply with the tabulated statement for the preceding bracket unless the value of the non-Canadian currency reaches the median of that bracket.

DIVISION VI FINAL PROVISIONS

17. A document, report or piece of information required pursuant to subparagraph 5 of section 4 and sections 8 and 14 may be replaced by another official document certified in conformity and that includes at least the information required by this Regulation.

18. The person referred to in section 15 who does not comply with Schedule B has until 1 March 1982 to do so.

SCHEDULE A

(s. 16)

TABULATED STATEMENTS

The foreign currency conversion rates used in these tabulated statements are those made public by the Bank of Montréal.

TABLE 1

Value of French franc (Fr.) in Canadian dollars (\$) per bracket	Median	Tabulated statement to be used for setting the sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the retail price in the publisher's trade list is used	Tabulated statement to be used for setting the sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the "net price in France" is used, in accordance with the regulations currently in force in that country*
0,1800 — 0,1999	0,19	0,2631	0,3686
0,2000 — 0,2199	0,21	0,2908	0,4074
0,2200 — 0,2399	0,23	0,3185	0,4462
0,2400 — 0,2599	0,25	0,3462	0,4850
0,2600 — 0,2799	0,27	0,3739	0,5238
0,2800 — 0,2999	0,29	0,4016	0,5626
0,3000 — 0,3199	0,31	0,4293	0,6014
0,3200 — 0,3399	0,33	0,4570	0,6402
0,3400 — 0,3599	0,35	0,4847	0,6790
0,3600 — 0,3799	0,37	0,5124	0,7178
0,3800 — 0,3999	0,39	0,5401	0,7566

* Where, in the country of origin, the net price is used, the retail price referred to above may be the export price or the price generally applicable in all French-speaking countries.

TABLE 2

Value of Belgian franc (BF) in Canadian dollars (\$) per bracket	Median	Tabulated statement to be used for setting the maximum sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the retail price in the publisher's trade list is used
0,029000 — 0,030990	0,030	0,041550
0,031000 — 0,032990	0,032	0,044320
0,033000 — 0,034990	0,034	0,047090
0,035000 — 0,036990	0,036	0,049860
0,037000 — 0,038990	0,038	0,052630
0,039000 — 0,040990	0,040	0,055400
0,041000 — 0,042990	0,042	0,058170
0,043000 — 0,044990	0,044	0,060940
0,045000 — 0,046990	0,046	0,063710
0,047000 — 0,048990	0,048	0,066480
0,049000 — 0,050990	0,050	0,069250

TABLE 3

Value of Swiss franc (SwF) in Canadian dollars (\$ per bracket)	Median	Tabulated statement to be used for setting the maximum sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the retail price in the publisher's trade list is used
0,5400 — 0,5699	0,555	0,7686
0,5700 — 0,5999	0,585	0,8102
0,6000 — 0,6299	0,615	0,8517
0,6300 — 0,6599	0,645	0,8933
0,6600 — 0,6899	0,675	0,9348
0,6900 — 0,7199	0,705	0,9764
0,7200 — 0,7499	0,735	1,0179
0,7500 — 0,7799	0,765	1,0595
0,7800 — 0,8099	0,795	1,1010
0,8100 — 0,8399	0,825	1,1426

TABLE 4

Value of pound sterling (£) in Canadian dollars (\$ per bracket)	Median	Tabulated statement to be used for setting the maximum sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the retail price in the publisher's trade list is used
2,2700 — 2,3099	2,29	3,1716
2,3100 — 2,3499	2,33	3,2270
2,3500 — 2,3899	2,37	3,2824
2,3900 — 2,4299	2,41	3,3378
2,4300 — 2,4699	2,45	3,3932
2,4700 — 2,5099	2,49	3,4486
2,5100 — 2,5499	2,53	3,5040
2,5500 — 2,5899	2,57	3,5594
2,5900 — 2,6299	2,61	3,6148
2,6300 — 2,6699	2,65	3,6702
2,6700 — 2,7099	2,69	3,7256
2,7100 — 2,7499	2,73	3,7810

TABLE 5

Value of American dollar (\$US) in Canadian dollars (\$ per bracket)	Median	Tabulated statement to be used for setting the maximum sales price of a book distributed in Québec where, in setting the retail price in Canadian dollars, the retail price in the publisher's trade list is used
0,9500 — 0,9799	0,965	1,3365
0,9800 — 1,0099	0,995	1,3843
1,0100 — 1,0399	1,025	1,4196
1,0400 — 1,0699	1,055	1,4611
1,0700 — 1,0999	1,085	1,5027
1,1000 — 1,1299	1,115	1,5442
1,1300 — 1,1599	1,145	1,5858
1,1600 — 1,1899	1,175	1,6273
1,1900 — 1,2199	1,205	1,6689
1,2200 — 1,2499	1,235	1,7104
1,2500 — 1,2799	1,265	1,7520
1,2800 — 1,3099	1,295	1,7935
1,3100 — 1,3399	1,325	1,8351
1,3400 — 1,3699	1,355	1,8766

SCHEDULE B

(s. 16)

DISCOUNTS

Book categories	Minimum discount to the accredited bookstore through the distributor
1. Art, paperback, children's, religious, human sciences, practical, any other category not specified in Category 2, except school manuals	40%
2. Dictionaries, law, encyclopedias, scholarly, medicine, scientific and technical, except school manuals	30%



c. D-8.1, r.3

Regulation respecting the accreditation of publishers in Québec

An Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68, ss. 15, 17, 20 and 38 ; after consolidation : R.S.Q., c. D-8.1)

DIVISION I APPLICATION

1. This Regulation does not apply to government departments, agencies or mandataries nor to publishers of periodicals who remain eligible for financial aid from the Government without being holders of certificates of accreditation or eligible therefor.

DIVISION II ELIGIBILITY FOR ACCREDITATION

2. In addition to the stipulations set forth in sections 15 and 16 of the Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68 ; after consolidation : R.S.Q., c. D-8.1), a person who carries on publishing activities in Québec on his own behalf must, if he wishes to become accredited, comply with the following norms and conditions :

(1) have his head office or principal place of business in Québec ;

(2) if a partnership, be registered at the Superior Court of Québec or the Ministère des Institutions financières et Coopératives ;

(3) if a corporation, a company, a cooperative association, a savings and credit union, or a *caisse d'entraide économique*, be incorporated either under the Statutes of Canada or the Statutes of Québec ;

(4) prove and certify that the persons who control or own preferred shares, debentures, bonds or any other debt allowing the publishing house to be truly controlled, are persons eligible for accreditation in accordance with sections 15 and 16 of the Act, with the exception of a debt consisting of a financial commitment to a Canadian chartered bank or a financial institution registered at the Ministère des Institutions financières et Coopératives that is neither endorsed nor guaranteed by a person not provided for in sections 15 and 16 of the Act ;

(5) during the fiscal period preceding the application for accreditation, except for titles printed privately and for official documents of a government or international organization in all cases :

(a) have published at least 5 titles by Québec authors or possess an inventory of at least 15 titles by Québec authors, or

(b) for a publishing house specializing in art books, have published at least 3 titles by Québec authors or possess an inventory of at least 5 titles by Québec authors, or

(c) for a publishing house that has been in operation for less than 3 years, have published at least 5 titles by Québec authors or possess an inventory of at least 8 titles by Québec authors ;

(6) be up-to-date in the payment of royalties owing to each of the authors of books already published, in accordance with the contract that binds the author to the publisher and subject to section 5 ;

(7) produce financial statements for the last fiscal period ;

(8) name the publishing houses for which he personally ensures exclusive distribution.

3. A person described in section 2 who personally distributes his goods must supply accredited bookstores in accordance with the Act, regulations and standard business practices.

4. A person described in section 2 must furnish with his application and annually thereafter, a sworn or solemn declaration in which he undertakes to fully comply with the Act and regulations at all times, and must certify that he complies with the provisions of this Regulation.

DIVISION III ISSUE OF THE CERTIFICATE OF ACCREDITATION

5. A person who applies for accreditation or a holder of a certificate of accreditation who is not up-to-date in paying royalties to authors does not as a result of that fact become ineligible for accreditation or financial aid from the Government if he undertakes, upon his application for accreditation or financial aid, to immediately pay as a first priority, using his own money or available funds, royalties owing to authors, unless there exists an agreement with

the Minister of Cultural Affairs, on the terms and conditions of payment of the royalties.

DIVISION IV RENEWAL OR EXCLUSION OF ACCREDITATION

6. A holder of a certificate of accreditation must take no part in any collusion, nor exercise any undue influence, nor be involved in trading of favours and must avoid any conflict of interest in his relations with an institution or agency mentioned in section 3 and in the Schedule to the Act, or with its directors, mandataries or representatives.

7. Accreditation is non-transferable and may not be transferred without authorization from the Minister.

If the holder of a certificate of accreditation goes bankrupt and if the bankruptcy trustee decides to continue the activities of the holder and notifies the Minister thereof, the accreditation is extended and the trustee is then required to fulfill all the obligations imposed by the Act and regulations.

8. A certificate of accreditation issued for a set period or on a temporary basis and which has expired remains in force if an application for extension or renewal or an application for permanent accreditation is sent to the Minister on the form provided by the latter, at least 1 month before the certificate of accreditation expires.

9. A holder of a certificate of accreditation must immediately notify the Minister in writing of the winding-up, closing or bankruptcy of the publishing house.

10. In addition to complying with the Act and this Regulation at all times, a holder of a certificate of accreditation must each year, no later than 6 months after the end of each fiscal period, without a notice or a request to that effect, prepare, certify and give to the Minister a detailed report on the activities of the last fiscal period and containing the following information and details correctly set forth :

(1) the corporate name and address of the head office or of the principal place of business of the publishing house ;

(2) the names, addresses and citizenship of the owner of persons who own or control the publishing house together with their share of the rights of ownership or the extent of their control ;

(3) the names, addresses and citizenship of the persons described in paragraph 4 of section 2 and the nature and

value of their titles to property and evidences of indebtedness in the publishing house ;

(4) the names, addresses and citizenship of the persons described in subparagraph *b* of the second paragraph of section 16 of the Act and of directors and executive officers of the publishing house ;

(5) the number of stocks and shares and their description and the paid-up capital ;

(6) a list of shareholders and their addresses ;

(7) the financial statements of the publishing house ;

(8) the state of sales ;

(9) the titles published, republished and reprinted and the number of copies printed per title ;

(10) the total amount of royalties owing to authors and the total amount of royalties paid to authors since the last report on all the titles listed in the publisher's trade list.

The annual report must be certified by the signature of the owner or 2 directors of the publishing house.

The Minister must be immediately notified in writing of any major change in the annual report or in any of the conditions or requirements mentioned in section 2 made during the fiscal period.

DIVISION V FINAL PROVISION

11. A document, report, or piece of information required pursuant to paragraph 7 of section 2 and section 10 may be replaced by another official document certified in conformity and that includes at least the information required by this Regulation.



c. D-8.1, r.4

Regulation respecting the accreditation of bookstores

An Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68, ss. 3, 15, 17, 20 and 38 ; after consolidation : R.S.Q., c. D-8.1)

DIVISION I INTERPRETATION AND APPLICATION

§1. Definitions

1. For the purposes of the Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68 ; after consolidation : R.S.Q., c. D-8.1) and the regulations made for its application, the following term means :

“school manual” : a pedagogical document presenting the essential notions of an art, a science or any other area for knowledge approved by the Ministère de l'Éducation as complying with certain prescriptive elements of a current programme that are essential for elementary or secondary school students throughout the year, including the document (teacher's manual) corresponding to the student's and regular dictionaries, but excluding other dictionaries, encyclopedias, library books and readers used for study ; these documents appear in the list of school manuals published by the Ministère de l'Éducation.

2. In this Regulation, unless the context indicates otherwise, the following terms mean :

“institution” : a body or person mentioned in section 3 and in the Schedule to the Act ;

“specialized bookstore” : a bookstore where books in only one field are sold, including children's books ;

“title on display” : a title easily accessible to individuals due to this methodical and visual presentation as well as its positioning in the sales or display area.

§2. Application

3. A certificate of accreditation issued by the Minister of Cultural Affairs to a person applying therefor is valid only for the establishment for which it is requested.

DIVISION II ELIGIBILITY FOR ACCREDITATION

4. In addition to the stipulations set forth in sections 15 and 16 of the Act respecting the development of Québec firms in the book industry and subject to sections 7 to 10, a person who carries on bookselling activities on his own behalf in Québec must, if he wishes to become accredited, comply with the following norms and conditions in the case of a general bookstore :

(1) have his head office or principal place of business in Québec ;

(2) if a partnership, be registered at the Superior Court of Québec or the Ministère des Institutions financières et Coopératives ;

(3) if a corporation, a company, a cooperative association, a savings and credit union, or a *caisse d'entraide économique*, be incorporated either under Statutes of Canada or the Statutes of Québec ;

(4) prove and certify that the persons who control or own the preferred shares, debentures, bonds or any other debt allowing the establishment to be truly controlled are the persons eligible for accreditation in accordance with sections 15 and 16 of the Act, with the exception of a debt consisting of a financial commitment to a Canadian chartered bank or a financial institution registered at the Ministère des Institutions financières et Coopératives, and that is neither endorsed nor guaranteed by a person not provided for in sections 15 and 16 of the Act ;

(5) have sold to private individuals, during the fiscal period preceding the application and upon certification of audited documents, 100 000 \$ worth of books or 33 1/3% of its overall book sales, the lesser of the 2 being retained ;

(6) have sold, during the fiscal period preceding the application and upon certification of audited documents, books for not less than 200 000 \$ or not less than 30% of its total sales figure, whichever is less, for a bookstore in a municipality with more than 10 000 inhabitants ;

(7) have sold, during the fiscal period preceding the application and upon certification of audited documents, books for not less than 100 000 \$ or not less than 30% of its total sales figure, whichever is less, for a bookstore in a municipality with 10 000 inhabitants or less ;

(8) prove that he receives standing orders from 25 publishers who are accredited or have proven and certified their eligibility for accreditation, prove that he keeps the orders for at least 4 months or for any other time period agreed upon between the publisher and the bookseller, and prove that the orders are titles on display ;

(9) operate an establishment that is easily accessible to private individuals from the street or a mall, sufficiently identified and that has a sufficient sales and display area reserved for books including those required in accordance with subparagraph 6 or 7 ;

(10) keep an establishment open all year round in accordance with the local municipal by-laws and business practices ;

(11) always have bibliographical material in the establishment, including the latest publications as well as subscriptions to the material listed in Schedule A.

5. For the purposes of subparagraph 5 of section 4, a certificate of accreditation may not be issued to a person who has not operated a bookstore in Québec for at least the last 3 consecutive months.

That person must submit to the Minister with his application a list of his total book sales to private individuals during those 3 months of operation and a list of sponsors as well as his financial statements ; he must prove that his establishment can be operated in conformity with subparagraph 5 of section 4.

6. A person described in section 4 automatically undertakes to comply with and meet the following norms and conditions :

(1) follow up all book orders within a reasonable time period ;

(2) notify customers as soon as possible of any delay in filling the order or of the impossibility of following it up completely or partially ;

(3) sell or order any book intended for institutions in accordance with the Regulation respecting the acquisition of books by certain persons from accredited bookstores (c. D-8.1, r.1) ;

(4) furnish the Minister with any document or piece of information requested during the application of this Regulation or the Regulation respecting the acquisition of books by certain persons from accredited bookstores ;

(5) accept to sell the books and publications for which he holds the exclusive rights of sale to any other accredited

bookstore and on conditions corresponding to those usually obtained by accredited bookstores from a book publisher in the same category ;

(6) increase and improve service, according to the clientele's needs, including bibliographical material and technical equipment, a sufficiently large and qualified staff and stock variety ;

(7) in the case of books for which he has exclusive distribution rights, receive his supplies from an exclusive accredited distributor, or a distributor who has proved or certified his eligibility for accreditation, provided that the distributor complies with the mode of computation of sales price prescribed in sections 15 and 16 of the Regulation respecting the accreditation of Québec distributors and the method of calculating sales prices (c. D-8.1, r.2).

7. A person who applies for a certificate of accreditation for an English-language general bookstore must comply with the norms and conditions set forth in the Act and sections 4 to 6 with the exception of subparagraph 8 of section 4.

The person provided for in the first paragraph must prove, however, that he receives standing orders from all publishers who are accredited or have proven and certified their eligibility for accreditation in the language in which the bookstore is accredited, prove that he keeps the orders for at least 4 months or for any other time period agreed upon between the publisher and the bookseller, and prove that the orders are titles on display.

8. A person who applies for a certificate of accreditation for a specialized bookstore must comply with the norms and conditions determined in the Act and in sections 4 to 6 in the field in which accreditation is applied for, with the exception of subparagraphs 6, 7, 8 and 11 of section 4.

Furthermore, the person provided for in the first paragraph must specify the field in which he is applying for accreditation and meet the following requirements :

(1) always have a sufficient number of titles in the field in which accreditation is applied for ;

(2) always have adequate biographical material for that field in the establishment ;

(3) prove that he receives standing orders from all publishers who are accredited or have proven or certified their eligibility for accreditation in the field in which the bookstore is accredited, prove that he keeps the orders for at least 4 months or for any other period agreed upon between the publisher and the bookseller, and prove that the orders are titles on display.

9. A person who applies for a certificate of accreditation or a holder of a certificate of accreditation who cannot comply with subparagraph 8 of section 4, the second paragraph of section 7 or subparagraph 3 of the second paragraph of section 8 remains eligible for accreditation if he proves that he does not receive the standing orders required because of a refusal of service from a publisher or his distributor and not through his own refusal, fault or negligence.

10. A person who applies for a certificate of accreditation must, at the time of his application and annually thereafter, furnish the Minister with a sworn or solemn declaration in which he has certified that he meets the requirements of this Regulation and undertakes to fully comply with the Act and regulations at all times.

DIVISION III ISSUE OF CERTIFICATE OF ACCREDITATION

11. A holder of a certificate of accreditation must keep up-to-date separate statistics or data on the sales of books to private individuals and institutions as well as his other activities in the accredited establishment.

12. A holder of a certificate of accreditation must not take part in any collusion, nor exercise any undue influence, nor be involved in trading of favours, and must avoid any conflict of interest in his relations with an institution, its directors, mandataries or representatives.

13. A holder of a certificate of accreditation must post up the certificate in public view in each accredited establishment or, if the original is destroyed, altered or lost, post up a copy thereof that the Minister may issue him upon request.

14. A holder of a certificate of accreditation is not obliged to comply with subparagraphs 1 and 2 of section 6 respecting an institution if the holder can prove with supporting vouchers that the institution has not respected the normal deadline for the payment of its purchases from the accredited bookstore.

However, a prior notice of 30 days must be sent to the institution by the accredited bookstore before interrupting or permanently terminating available services.

DIVISION IV RENEWAL OF EXTENSION OF ACCREDITATION

15. Accreditation is non-transferable and may not be transferred without authorization from the Minister.

If a holder of a certificate of accreditation goes bankrupt and if the bankruptcy trustee decides to continue the activities of the holder and notifies the Minister thereof, the accreditation is extended and the trustee is required to fulfill all the obligations imposed by the Act and regulations.

16. A certificate of accreditation issued for a set period or on a temporary basis and which has expired remains in force if an application for extension or renewal or an application for permanent accreditation is sent to the Minister on the form provided by the latter, at least 1 month before the certificate of accreditation expires.

17. The holder of a certificate of accreditation must notify the Minister in writing within 8 days of any major renovation or any moving of the establishment.

A new certificate of accreditation must be applied for within the same period.

18. A holder of a certificate of accreditation must immediately notify the Minister in writing of the winding-up, closing or bankruptcy of his establishment.

19. In addition to complying with the Act and this Regulation, the holder of a certificate of accreditation must each year, no later than 6 months after the end of each fiscal period, without a notice or a request to that effect, prepare, certify, and give to the Minister, for each accredited establishment, a detailed report on the activities of the last fiscal period that contains the following information and details correctly set forth :

(1) the name and address of the head office or the principal place of business of the establishment ;

(2) the names, addresses and citizenship of the owner or persons who own or control the establishment together with their share of the rights of ownership or the extent of their control ;

(3) the names, addresses and citizenship of the persons described in subparagraph 4 of section 4 and the nature and value of their titles to property or evidences of indebtedness ;

(4) the names, addresses and citizenship of the persons described in subparagraph *b* of the second paragraph of section 16 of the Act and of the directors and executive officers of the establishment ;

(5) the number of shares and stocks and their description and the paid-up capital ;

(6) a list of shareholders and their addresses ;

(7) the establishment's financial statements and, where applicable, its consolidated financial statements ;

(8) the respective totals of booksales to private individuals and institutions.

The annual report must be certified by the signature of the owner or of 2 directors of the establishment.

The Minister must be immediately notified in writing of any major change in the annual report or in any of the conditions or requirements mentioned in section 4 made during the fiscal period.

DIVISION V TRANSITIONAL, MISCELLANEOUS AND FINAL PROVISIONS

20. A document, report, or piece of information required pursuant to sections 4, 5, 11, and 19 may be replaced by another official document certified in conformity that includes at least the information required by this Regulation.

21. An application for a certificate of accreditation or an application for renewal of the latter received by the Ministère des Affaires Culturelles before 29 August 1981 must be filled out in accordance with section 45 of the Act.

22. A holder of a certificate of accreditation who does not comply with sections 15 and 16 of the Act and with subparagraphs 4 and 5 of section 4 has until 29 August 1983 to comply therewith.

A holder of a certificate of accreditation who does not comply with subparagraph 6 or 7 of section 4 has until 29 August 1982 to do so.

SCHEDULE A

(s. 4)

BIBLIOGRAPHIC MATERIAL

(1) French-language accredited bookstores must have the following bibliographic material :

(1) *La Bibliographie du Québec*, Bibliothèque nationale du Québec ;

(2) *Livres de France* or *Livres Hebdo* ;

(3) *Les livres disponibles (Cercle de la Librairie)* volume *Auteurs* et volume *Titres* ;

(4) *Le Répertoire des livres au format de poche* and its supplements.

(2) English-language accredited bookstores must have the following bibliographic material :

(1) *Books in Print (United States)* ;

(2) *British Books in Print (United Kingdom)* ;

(3) *Canadian Books in Print* ;

(4) *Paperbound Books in Print (United States)*.

(3) The following bibliographic material is recommended :

(1) *Biblio-Contact* ;

(2) *Bulletin de la Bibliothèque nationale du Québec* ;

(3) *Catalogue des livres d'étrennes (Cercle de la Librairie)* with a list of export prices ;

(4) *Choix : documentation imprimée* ;

(5) *Choix jeunesse : documentation imprimée* ;

(6) *Des Livres et des Jeunes* ;

(7) *Guide pédagogique sur la littérature de jeunesse* ;

(8) *Lettres québécoises* ;

(9) *Les livres disponibles, volume Sujets* ;

(10) *Livres et auteurs québécois* ;

(11) *Lurelu* ;

(12) *Matériel didactique agréé par le Ministère de l'Éducation pour les écoles primaires de langue française* ;

(13) *Matériel didactique agréé par le Ministère de l'Éducation pour les écoles secondaires de langue française* ;

(14) *Le Répertoire des éditeurs et de leurs distributeurs à l'usage des librairies du Québec* ;

(15) *The Bookseller (United Kingdom)* ;

(16) *The Canadian Bookseller* ;

(17) *Children's Books in Print (United States)* ;

(18) Educational materials approved by the Ministère de l'Éducation for use in English language elementary and secondary schools ;

(19) *Quill and Quire*.



c. D-8.1, r.5

Regulation respecting the application of section 2 of the Act respecting the development of Québec firms in the book industry

An Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68, s. 38 ; after consolidation : R.S.Q., c. D-8.1)

1. Financial aid programs listed in Schedule A and financial aid granted by government departments, agencies or mandataries mentioned therein are not subject to section 2 of the Act respecting the development of Québec firms in the book industry (S.Q., 1979, c. 68 ; after consolidation : R.S.Q., c. D-8.1).

2. The following categories of persons are eligible for the financial aid prescribed in section 2 of the Act in spite of the fact that they do not hold a certificate of accreditation and are not eligible therefore.

These categories of persons are :

(1) a cooperative association in the publishing, distribution or bookselling industry in which at least 80% of the members are persons eligible for accreditation according to the Act ;

(2) an association or a group of businesses in the book industry that comply with paragraph 1 or in which only one person, not eligible for accreditation, is a director or a manager ;

(3) a bookseller that sells secondhand books or books in languages other than French and English if he complies with section 16 of the Act.

3. The following categories of activities are not subject to section 2 of the Act :

(1) book publishing by one of the communities referred to in chapters V-6.1, V-5.1, A-6.1, C-59.1, S-18.1, R-13.1, A-33.1, C-67.1 (R.S.Q.) or by a group or an ethnic or foreign federation ;

(2) book publishing done accessorially by, for example, an historical society ;

(3) book publishing of local or regional monographs by persons working within the scope of a specific project.

SCHEDULE A

(s. 1)

1. Financial aid programs referred to in section 1 are as follows :

(1) financial aid granted by the Société québécoise de développement des industries culturelles to import/export businesses in accordance with section 17 of the *Règlement sur l'aide financière de la Société aux entreprises québécoises dans le domaine des industries culturelles* (c. S-18.3, r.2) ;

(2) financial aid that has been granted or may be granted by the Ministère de l'Éducation for the publishing of a French school manual within the scope of agreements with a government, a department or agency, or with a national or international body ;

(3) financial aid from the Ministère de l'Éducation to non profitmaking bodies, the majority control of which is Québec owned, that play or could play a publisher's role and that have influence with French-speaking minorities outside Québec ;

(4) financial aid from the Ministère de l'Éducation to a Canadian publisher that does not hold a certificate of accreditation or that is not eligible for a certificate of accreditation for the publication of a school manual pertinent to Québec.



c. D-10, r.1

Order respecting the certificate of registration of liquefied petroleum gas distributors

Gas Distribution Act
(R.S.Q., c. D-10)

- 1.** The application forms and information sheets in Schedule I for a certificate of registration, to be completed by the person mentioned in section 32 of the Regulation respecting gas and public safety (c. D-10, r.4) are approved.
- 2.** The model for a certificate of registration in Schedule II, to be issued by the Régie de l'électricité et du gaz (Board), is approved.
- 3.** The certificate of registration is displayed in a conspicuous place in the main office of the distributor.
- 4.** An additional certificate of registration is issued for each and every business place if the distributor operates in many places and that the distributor is responsible to display in a conspicuous place in each of his business places the said additional certificate or registration.
- 5.** In the case of a person who transports, sells or distributes gas in Québec but does not have a business place in Québec, an additional certificate of registration is issued for each vehicle used for the transportation of gas and that the distributor is responsible to display in a conspicuous place in the vehicle the said additional certificate of registration.

SCHEDULE I

(s. 1)

Page 1 of 3



Gouvernement du Québec
Régie de l'électricité et du gaz
 2100, rue Drummond.
 Montréal, QC H3G 1X1

LIQUEFIED PETROLEUM GAS DISTRIBUTOR

APPLICATION FOR A CERTIFICATE OF REGISTRATION FOR THE 12 MONTHS BEGINNING:

Name of distributor	
Address of main office	Telephone No
City or Town	Postal code

IS THIS YOUR FIRST APPLICATION FOR A CERTIFICATE OF REGISTRATION:		YES	NO
Address of your last application		City or Town	
Comté	Date of beginning of business operations		

PLACE OF BUSINESS	
BRANCHES	ADDRESS

ATTESTATION	
<p>In accordance with the requirements of section 32 of the Regulation respecting gas and public safety (R.R.Q., c. D-10, r. 4), I hereby apply for a certificate of registration for the places of business mentioned above, and I declare that the information submitted with this application is true, accurate and complete in all respects.</p>	
SIGNATURE: _____	
TITLE OF AUTHORIZED OFFICER :	DATE: _____



Gouvernement du Québec
Régie de l'électricité et du gaz
 2100 rue Drummond,
 Montréal, QC H3G 1X1

INFORMATION SUBMITTED WITH THE APPLICATION FOR A CERTIFICATE OF REGISTRATION DATED :

Name of distributor	
Address of main office	Telephone
City or Town	Postal code
ATTACH COPY OF THE LETTERS PATENT OF THE CERTIFICATE OF THE FIRM NAME, AS THE CASE MAY BE	

PLACE OF BUSINESS	
BRANCHES	ADDRESS
1	
2	
3	
4	
5	
6	
7	

SUBSIDIARIES	ADDRESS

USE EXTRA SHEETS IF NECESSARY

NAMES OF OFFICERS AND DIRECTORS

NAMES OF EMPLOYEES HOLDING CERTIFICATES OF COMPETENCY FROM THE RÉGIE DE L'ÉLECTRICITÉ ET DU GAZ	
NAME	NUMBER OF CERTIFICATE

USE EXTRA SHEETS IF NECESSARY

DO YOU DELIVER LIQUEFIED PETROLEUM GAS FOR USE AS FUEL : YES NO



Gouvernement du Québec
Régie de l'électricité et du gaz
 2100, rue Drummond,
 Montréal, QC H3G 1X1

INFORMATION SUBMITTED WITH THE APPLICATION FOR A CERTIFICATE OF REGISTRATION DATED _____

A PLACE OF BUSINESS N°	B NUMBER OF CUSTOMERS AS DECEMBER 31, 19...				C QUANTITY OF GAS SOLD FROM 1/1 to 31/12 (IN IMPERIAL GALLONS)	D STORAGE TANK CAPACITY IN U.S.W.G.										
	Industriels	Commerciaux	Domestiques	TOTAL		500	1 000	1 750	2 500	6 000	10 000	18 000	24 000	30 000	42 000	Other*
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
TOTAL																

A PLACE OF BUSINESS N°	E TYPE OF BUSINESS			F TANKS													G NUMBER OF TRUCKS FOR THE TRANSPORTATION OF GAS CYLINDERS			
	Producer	Wholesaler	Retailer	TANK TRUCKS U.S. W.G.							TRAILERS AND SEMI-TRAILERS U.S. W.G.									
				500	1 000	2 000	2 550	3 000	3 600	4 500	5 000	6 000	Other*	6 000	8 000	10 500	11 500	12 000	Other*	
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				

* See guide

APPLICATION FOR A CERTIFICATE OF REGISTRATION**INFORMATION TO BE SUBMITTED BY APPLICANT****GUIDE FOR COMPLETING THE FORMS****Definitions**

Distributor : Any person who as owner, lessee, trustee, liquidator or assignee stores, transports, sells or distributes gas.

Main office : The place where the distributor administers his business.

Branch : Any place, other than the main office, where the distributor stores, transports, sells or distributes gas.

Subsidiary : A corporation or a company whose shares are held in majority by another corporation or company.

Each subsidiary must be considered a distinct distributor.

Instructions for completing the forms

Name of distributor : The name of the owner or operator, as shown in the letters patent or on the certificate of the firm name, as the case may be.

Date of beginning of business operations : The date on which the owner began operating the business.

Place of business : Any place, other than the main office, where the distributor stores, transports, sells or distributes gas.

Column A : The numbers in this column correspond to those on page 2.

Column D : Give the number of storage tanks of each capacity ; the capacity in US gallons is shown on the identification plate on each tank.

In the column "other", enter the number of tanks having capacities other than those shown on the form. In "remarks", give the breakdown (number and capacity) for the figure entered under "other".

Column E : Check the appropriate column(s) according to whether the distributor is a producer, a wholesaler, a retailer, any two of these, or all three at the same time.

Column F : Give the number of tanks of each capacity ; the capacity in US gallons is shown on the identification plate of each tank. On a separate sheet, give the number of the registration certificate issued by the Régie de l'assurance automobile du Québec for each truck, trailer and semi-trailer.

In the column "other", enter the number of tanks having capacities other than those shown on the form. In "remarks" give the breakdown (number and capacity) for the figure entered under "other".

Column G : Give the number of trucks used for the transportation of ICC and BTC cylinders. On a separate sheet, give the numbers of the registration certificates issued for these trucks by the Régie de l'assurance automobile du Québec.

For further information, please contact the office of the Régie de l'électricité et du gaz.

Telephone : 873-2452.

SCHEDULE II
(s. 2)

Order G-84 of 19.03.73
Order G-106 of 01.10.74

5-106



GOUVERNEMENT DU QUÉBEC
RÉGIE DE L'ÉLECTRICITÉ ET DU GAZ

2100, rue Drummond, Montréal
 H3G 1X1

CERTIFICAT D'ENREGISTREMENT
GAZ DE PÉTROLE LIQUÉFIÉS

No

LA RÉGIE DE L'ÉLECTRICITÉ ET DU GAZ
Atteste que

.....

est enregistré comme distributeur de gaz de pétrole liquéfiés :

Ce certificat est valable pour
 un an à compter de la date
 d'émission et n'est pas trans-
 férable.

.....
Date d'émission

.....
Secrétaire



c. D-10, r.2

Order respecting certificates of competency with respect to gas

Gas Distribution Act
(R.S.Q., c. D-10)

1. The following certificates of competency are established as defined in Schedule A :

100 — Utilization

Series 110 — Gas distributed through piping systems

Category 111 : Pipe fitter.

Series 120 — Liquefied petroleum gas

Category 121 : Pipe fitter.

Category 122 : General tank installer.

Series 130 — Gas distributed through piping systems and liquefied petroleum gas

Category 131 : Appliance serviceman.

Category 132 : General appliance serviceman.

Category 133 : General exhaust system installer.

200 — Handling

Series 220 — Liquefied petroleum gas

Category 221 : Cylinder handler.

Category 222 : Cylinder filler.

Category 223 : Bulk carrier and handler.

Category 224 : Bulk carrier.

300 — Distribution

Series 310 — Gas distributed through piping systems

Category 311 : Distributor.

Category 312 : Supervisor.

2. The application and renewal forms for certificates of competency, shown in Schedules B and C, to be completed by the person contemplated in sections 17 and 32 of the

Regulation respecting gas and public safety (c. D-10, r.4), are approved.

3. The certificate of competency must include the following information : number of the certificate of competency, name and address of holder, category number(s), expiry date.

4. A certificate of competency issued under this Order, to any new candidate without recognized experience, for any of categories 111, 121, 122, 131, 132, 133, 221, 222, 223 and 224 is marked **RESTRICTION**. Holders of these certificates of competency must work on gas installations under the supervision of a holder of a certificate of competency which does not bear such restriction and pertaining to the category to which admission is sought by the candidate.

5. A certificate of competency marked **RESTRICTION** may not be issued unless the candidate's file is studied.

6. A minimum period of apprenticeship, depending on the category, must be completed before the restriction is lifted, as follows :

<i>Category</i>	<i>Period In months</i>	<i>Category</i>	<i>Period In months</i>
111	3	133	3
121	3	221	¼
122	3	222	½
131	6	223	1
132	12	224	¼.

7. The apprenticeship periods for categories 111,121 and 122 may be concurrent, as may the periods for categories 122 and 131, or categories 122 and 132.

8. Any holder of a certificate for categories 111 and 121 who applies for a certificate for category 131 or 132 may be recognized as having 3 months' experience.

9. (1) Any holder of a certificate for category 131 who applies for a certificate for category 132 may be recognized as having 6 months' experience.

(2) Any holder of a certificate for categories 131 and 132 who applies for a certificate for category 111 or 121 may be recognized as having 2 months' experience.

10. At the end of the apprenticeship period, any holder who presents an attestation from his employer, to the ef-

fect that he has completed a period of training under the supervision of any holder of an unrestricted certificate, may be admitted to an examination leading to lifting of the restriction, unless the Régie de l'électricité et du gaz decides otherwise for serious reasons.

11. In the case of a holder who is self-employed, the attestation referred to in section 10 must be signed by a certificate holder with whom the applicant has acquired the necessary experience.

12. No certificate of competency marked **RESTRICTION** is renewable unless the person who holds it has passed the examination provided for in section 10 or has submitted another application.

13. The holders of certificates must advise the Board in writing if there is a change in their domicile or their employer, giving the following information :

Name and number of certificate,
Former address,
New address,
New employer,
Former employer.

14. Any person who has not renewed his certificate for 2 consecutive years is obliged to take new examinations.

SCHEDULE A

(s. 1)

DEFINITION OF NEW CATEGORIES OF CERTIFICATES OF COMPETENCY WITH RESPECT TO GAS

100 — Utilization

Series 110 — Gas distributed through piping systems

Category 111 : Pipe fitter : A holder of a certificate in this category may install, connect, remove, maintain and put into initial operation any gas appliance whose capacity does not exceed 400 000 Btu/h, including accessories and exhaust system. He may not start up initially any industrial appliance. He may install any piping, including its accessories, whatever the capacity and type of the appliances supplied.

Series 120 — Liquefied petroleum gas

Category 121 : Pipe fitter : A holder of a certificate in this category may install, connect, remove, maintain and put into initial operation any gas appliance whose capacity does not exceed 400 000 Btu/h, including accessories and exhaust system. He may not start up initially any industrial appliance. He may install any piping, including its ac-

cessories, whatever the capacity and type of the appliances supplied.

Category 122 : General tank installer : A holder of a certificate in this category may install, clean, put into initial operation, replace, repair, maintain and remove any tank installation and its accessories, including the vaporizer, pump, compressor and piping.

Series 130 — Gas distributed through piping systems and liquefied petroleum gas

Category 131 : Appliance serviceman : A holder of a certificate in this category may install, connect, remove and start up initially any appliance, including its accessories and exhaust system, except industrial appliances not approved by an organisation recognized by the Board.

Category 132 : General appliance serviceman : A holder of a certificate in this category may install, connect, remove, repair, maintain and start up initially any type of appliance, including its accessories and exhaust system.

Category 133 : General exhaust system installer : A holder of a certificate in this category may install, maintain, replace and remove any exhaust flue, chimney and connecting pipe, and any kind of draught control.

200 — Handling

Series 220 — Liquefied petroleum gas

Category 221 : Cylinder handler : A certificate holder may carry, store, install and connect cylinders of more than 75 lbs of gas.

Category 222 : Cylinder filler : A certificate holder may carry, store, install and connect cylinders of more than 75 lbs of gas, and may fill all cylinders.

Category 223 : Bulk carrier and handler : A certificate holder may carry, store, install and connect cylinders of more than 75 lbs of gas, fill all cylinders, and carry, store and transfer gas.

Category 224 : Bulk gas carrier : A certificate holder may carry gas in bulk, may fill and empty his tank.

300 — Distribution**Series 310 — Gas distributed through piping systems**

Category 311 : Distributor : This category of certificate applies to every distributor within the meaning of the Act respecting the Régie de l'électricité et du gaz (R.S.Q., c. R-6).

Category 312 : Supervisor : This category of certificate applies to every supervisor (group leader, foreman, inspector) and to every other employee on the work site who is responsible for the quality of work in the construction, maintenance, repair, alteration, replacement and removal of installations related to any conveyance system, distribution network and service pipe.

SCHEDULE B

(s. 2)

APPLICATION FOR CERTIFICATE OF COMPETENCY IN GAS MATTERS

ORDER RESPECTING CERTIFICATES OF COMPETENCY WITH RESPECT TO GAS (R.R.Q., c. D-10, r. 2)



Gouvernement du Québec
Régie de l'électricité et du gaz
 2100, rue Drummond,
 Montréal, QC H3G 1X1

Dossier: _____

Write in block letters

Name of applicant	Age
Address	Postal Code
Locality	Telephone

I request a certificate for the following category(ies) — Check below

- | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 111 <input type="checkbox"/> | 121 <input type="checkbox"/> | 131 <input type="checkbox"/> | 221 <input type="checkbox"/> | 311 <input type="checkbox"/> |
| | 122 <input type="checkbox"/> | 132 <input type="checkbox"/> | 222 <input type="checkbox"/> | 312 <input type="checkbox"/> |
| | | 133 <input type="checkbox"/> | 223 <input type="checkbox"/> | |
| | | | 224 <input type="checkbox"/> | |

For definition, see Order
 respecting certificates of competency
 with respect to gas
 (R.R.Q., c. D-10, r. 2)

Courses followed with respect to the gas industry (include certificates)		
School — Institution — Others	Length	Subject

Other certificates of competency in force			
Title of the certificate	Class or category	From	To

Experience in the gas industry or related fields				
Employer	Address	Since	Job description	

Previous employers	Address	From	To	Job description

Comments from the applicant: _____

I solemnly affirm that the above information is complete and precise.

Date _____ Signature of applicant _____

Any false statement annuls the certificate

For Board use only			
Examens	Examens réussis (catégories)	Examens non réussis (catégories)	
Écrits <input type="checkbox"/> Oraux <input type="checkbox"/>			
Examineur	Date	Correcteur	
Commentaire de l'examineur _____			
Certificat No :	Émis le :	Par :	Région :

SCHEDULE C

(s. 2)

FORM FOR RENEWAL-CERTIFICATE OF COMPETENCY

ORDER RESPECTING CERTIFICATES OF COMPETENCY WITH RESPECT TO GAS (R.R.Q., c. D-10, r. 2)



Gouvernement du Québec
Régie de l'électricité et du gaz
 2100 rue Drummond,
 Montréal, QC H3G 1X1

The certificate you are now holding is due to expire shortly. Any application for renewal must be made on this form and returned to the Board promptly.

I wish to obtain other categories **For definition, see Order respecting certificates of competency with respect to gas (R.R.Q., c. D-10, r. 2)**

Address if different	Locality	Telephone
		Postal Code

Courses followed with respect of the gas industry in the past year (Include certificates)		
School — Institution — Others	Length	Subject

Other certificates of competency in your possession acquired in the past year			
Title of certificate	Class or category	From	To

Experience in the gas industry or related fields		
Employer	Address	Since
As previously <input type="checkbox"/> or	Job description	
As previously <input type="checkbox"/> or		

I solemnly affirm that the above information is complete and precise.

Date _____ Signature of applicant _____

Any false statement annuls the certificate

For Board use only		
Renouvellement recommandé Oui <input type="checkbox"/> Non <input type="checkbox"/>	Par: _____	Categorie(s) _____
Commentaires: _____		
Certificat N°: _____	Émis le _____	Par: _____



c. D-10, r.3

Gas transmission and distribution piping systems code

Gas Distribution Act
(R.S.Q., c. D-10)

PREFACE

This Code is based on the first edition of a Gas Pipe Line Code to be published in Canada by Canadian Standards Association (CSA).

This Standard was adopted, excluding clause 8.2.1, under Order in Council 2721 dated 21 August 1968 (Order No. G.54) up to the recommendation of the Régie de l'électricité et du gaz (Board). It has been in force since 7 October 1968 in Québec. It has been maintained in force by Order in Council 3357-72. The Standard is intended to establish essential requirements and minimum standards for the design, installation and operation of gas pipe lines and equipment. It is not intended to be applied retroactively to existing installations insofar as design, fabrication, installation, established operating and testing procedures are concerned.

It is intended, however, that this Standard applies to the operation, maintenance, and up-rating of existing installations.

The requirements of this Standard are adequate for safety under conditions normally encountered in the gas industry. Requirements for abnormal or unusual conditions are not specifically provided for, nor are all details of engineering and construction prescribed. It is intended that all work performed within the scope of this Standard shall meet or exceed the safety standards expressed or implied herein.

In the preparation of Code CSA Z184-1968, Gas Transmission and Distribution Piping Systems, extensive use was made of the material published in U.S.A. Standard B 31.8-1963, Gas Transmission and Distribution Piping Systems, and excerpts were also used from the following publications: Specification 150 and the Report of the Unit Committee T-1B of the National Association of Corrosion Engineers, 980 M & M Building, Houston 2, Texas, U.S.A.

This Standard, CSA Z184-1968, was prepared by the CSA Committee on Gas Pipeline Codes under the jurisdiction of the Sectional Committee on Gas and Oil Pipe-

line Codes and was formerly approved by these Committees and the CSA Technical Council.

N.B. In order to keep the standards and specifications in this Standard up to date, it is subject to periodic review. The Board will give careful study to all suggestions for its improvement.

Also, requests for interpretation will be accepted by the Board. They should be worded in such a manner as to permit a simple "yes" or "no" answer based on the literal text of the requirement concerned.

All enquiries regarding this Standard should be addressed to the Régie de l'électricité et du gaz, c/o The Chief Engineer, 2100 Drummond Street, Montréal H3G 1X1.

DIVISION I SCOPE

1.1. Scope

1.1.1. This Standard covers the design, fabrication, installation, inspection, testing, and the safety aspects of operation and maintenance of gas transmission and distribution systems, including gas pipe lines, gas compressor stations, gas metering and regulating stations, gas mains, and gas services up to the outlet of the customer's meter set assembly. Also included within the scope of this Standard are gas storage equipment of the closed pipe type fabricated or forged from pipe or fabricated from pipe and fittings, and gas storage lines. (See Appendix A).

1.1.2. The requirements of this Standard also cover the conditions of use of the elements of the piping systems described in clause 1.1.1, including, but not limited to, pipes, valves, fittings, flanges, bolting, gaskets, regulators, pressure vessels, pulsation dampeners, and relief valves, etc.

1.1.3. This Standard does not apply to :

- (a) design and fabrication of pressure vessels covered by appropriate pressure vessel codes ;
- (b) piping with metal temperatures above 450°F or below — 100°F ;
- (c) piping beyond the termination of the utility installation ;
- (d) piping in oil refineries or natural gasoline extraction plants, gas treating plant piping other than the main gas stream piping in dehydration and all other processing plants installed as part of a gas transmission system, gas manufacturing plants, industrial plants, or mines ;

- (e) vent piping to operate at substantially atmospheric pressures for waste gases of any kind ;
- (f) wellhead assemblies, including control valves, and flow lines between wellhead and trap or separator, or casing and tubing in gas or oil wells ;
- (g) proprietary items of equipment, apparatus, or instruments ;
- (h) heat exchangers ;
- (i) oil or liquid products pipe lines ; and
- (j) prefabricated units which employ plate and longitudinal welds as contrasted to pipe.

1.2. Reference publications : This Standard makes reference to the publications listed in Table 1 and where reference is made it shall be to that edition of such publication as shown in Table 1. Under some conditions, the application of these standards, codes and specifications is limited by this Standard.

TABLE 1
REFERENCE PUBLICATIONS

Standard, Specification, or Code	Title
CSA Standards	
B1.1-1949	Unified and American Screw Threads
B63-1966	Welded and Seamless Steel Pipe
B131.1-1958	Manual for the Computation of Strength and Thickness of Cast Iron Pipe
B131.3-1956	Cast Iron Pit Cast Pipe for Gas
B131.6-1967	Cast-Iron Pipe Centrifugally Cast in Metal Molds for Gas
B131.8-1967	Cast-Iron Pipe Centrifugally Cast in Sand-Lined Molds for Gas
B131.9-1967	Cast-Iron Fittings, 2 Inches Through 48 Inches for Water and Other Liquids
B131.10-1967	Rubber Gasket Joints for Cast-Iron Pressure Pipe and Pipe Fittings
B149-1966	Installation Code for Gas Burning Appliances and Equipment
C22.1-1966	Canadian Electrical Code, Part I — Inside Wiring Rules
C22.3 No. 4-1958	Electrochemical Corrosion of Underground Metallic Structures
HC66-1956	Seamless Copper Water Tube and Drainage Tube
W48.1-1962	Mild Steel Arc-Welding Electrodes
W48.3-1968	Low-Alloy Steel Arc-Welding Electrodes
USA Standards	
B2.1-1960	Pipe Threads (Except Dryseal)
B16b1-1931	Cast-Iron Pipe Flanges and Flanged Fittings (for 800-lb Hydraulic Pressure) (Reaffirmed 1952)
B16b2-1931	Cast-Iron Pipe Flanges and Flanged Fittings (for Maximum WSP or 25 lb) (Reaffirmed 1952)
B16.1-1967	Cast-Iron Pipe Flanges and Flanged Fittings, Class 125
B16.2-1960	Cast-Iron Pipe Flanges and Flanged Fittings, Class 250
B16.3-1963	Malleable-Iron Screwed Fittings, 150 and 300 lb. (Reaffirmed 1958)
B16.4-1963	Cast-Iron Screwed Fittings, 125 and 250 lb. (Reaffirmed 1953)
B16.5-1961*	Steel Pipe Flanges and Flanged Fittings
B16.9-1964	Wrought Steel Buttwelding Fittings
B16.11-1966	Forged Steel Fittings, Socket-Welding and Threaded
B16.18-1963	Cast Bronze Solder-Joint Pressure Fittings
B16.20-1963	Ring-Joint Gaskets and Grooves for Steel Pipe Flanges
B16.21-1962	Nonmetallic Gaskets for Pipe Flanges
B16.24-1962	Bronze Flanges and Flanged Fittings, 150 and 300 lb.
B16.25-1964	Buttwelding Ends for Pipe, Valves, Flanges, and Fittings
B18.2.1-1965	Square and Hex Bolts and Screws, Including Hex Cap Screws and Lag Screws
B18.2.2-1965	Square and Hex Nuts
B31.1-1955	Pressure Piping
B36.10-1959	Wrought-Steel and Wrought-Iron Pipe

*Excluding the 1960 Addendum (on nonferrous flanges); formerly known as B16.5b-1960 and B16.5c-1960 which form an attachment to B16.5-1961.

Standard, Specification, or Code	Title
ASTM Standards	
A36-67	Structural Steel
A42-66	Wrought Iron Plates
A47-66T	Malleable Iron Castings
A48-64	Gray Iron Castings
A53-67	Welded and Seamless Steel Pipe
A56-63	Wrought Iron Crane Chain
A72-66	Welded Wrought-Iron Pipe
A84-63	Staybolt Wrought Iron, Solid
A105-65	Forged or Rolled Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service
A106-67	Seamless Carbon Steel Pipe for High-Temperature Service
A107-61T	Hot Rolled Carbon Steel Bars
A120-66	Black and Hot-Dipped Zinc-Coated (Galvanized) Welded and Seamless Steel Pipe for Ordinary Uses
A125-65	Heat-Treated Steel Helical Springs
A126-66	Gray Iron Castings for Valves, Flanges, and Pipe Fittings
A134-64	Electric-Fusion (Arc)-Welded Steel Plate Pipe (Sizes 16 Inch and Over)
A135-66T	Electric-Resistance-Welded Steel Pipe
A139-64	Electric-Fusion (Arc)-Welded Steel Pipe (Sizes 4 Inch and Over)
A148-65	High-Strength Steel Castings for Structural Purposes
A155-66	Electric-Fusion-Welded Steel Pipe for High Temperature Service
A181-65	Forged or Rolled Steel Pipe Flanges, Forged Fittings, and Valves and Parts for General Service
A182-65	Forged or Rolled Alloy-Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service
A193-66	Alloy-Steel Bolting Materials for High-Temperature Service
A194-67	Carbon and Alloy Steel Nuts for Bolts for High- Pressure and High-Temperature Service
A197-47	Cupola Malleable Iron
A211-63	Spiral-Welded Steel or Iron Pipe
A216-66	Carbon-Steel Castings Suitable for Fusion Welding for High-Temperature Service
A217-65	Alloy Steel Castings for Pressure Containing Parts Suitable for High-Temperature Service
A225-66	Manganese-Vanadium Alloy Steel Plates for Pressure Vessels
A234-65	Factory-Made Wrought Carbon Steel and Ferritic Alloy Steel Welding Fittings
A251-66T	Iron and Steel Gas-Welding Rods
A242-66	High Strength Low Alloy Structural Steel
A283-67	Low and Intermediate Tensile Strength Carbon-Steel Plates of Structural Quality
A285-66	Low and Intermediate Tensile Strength Carbon-Steel Plates of Flange and Firebox Qualities for Pressure Vessels (Plates 2 Inch and Under in Thickness)
A307-67	Low-Carbon Steel Externally and Internally Threaded Standard Fasteners
A320-65	Alloy-Steel Bolting Materials for Low-Temperature Service
A333-64	Seamless and Welded Steel Pipe for Low-Temperature Service
A334-65	Seamless and Welded Carbon and Alloy-Steel Tubes for Low-Temperature Service

Standard, Specification, or Code	Title
A350-65	Forged or Rolled Carbon and Alloy Steel Flanges, Forged Fittings, and Valves and Parts for Low-Temperature Service
A352-66	Ferritic Steel Castings for Pressure Containing Parts Suitable for Low-Temperature Service
A354-66	Quenched and Tempered Alloy Steel Bolts and Studs with Suitable Nuts
A372-67	Carbon and Alloy Steel Forgings for Pressure Vessel Shells
A377-66	Cast Iron Pressure Pipe
A381-66	Metal-Arc Welded Steel Pipe for High-Pressure Transmission Service
A395-66T	Cast Ductile Iron for Pressure Containing Parts for Use at Elevated Temperatures
A420-64	Factory-Made Wrought Carbon Steel and Alloy Steel Welding Fittings of Seamless or Welded Construction for Low-Temperature Service
A441-66	High-Strength Low Alloy Structural Manganese Vanadium Steel
A442-66	Carbon Steel Plates with Improved Transition Properties for Pressure Vessels
A445-66	Ferritic Ductile Iron Castings for Valves, Flanges, Pipe Fittings, and Other Piping Components
A502-65	Steel Structural Rivets
A516-66	Carbon Steel Plates of Intermediate Tensile Strength for Pressure Vessels for Atmospheric and Lower Temperature Service
B21-66	Naval Brass Rod, Bar, and Shapes
B42-66	Seamless Copper Pipe, Standard Sizes
B43-66	Seamless Red Brass Pipe, Standard Sizes
B61-63	Steam or Valve Bronze Castings
B62-63	Composition Bronze or Ounce Metal Castings
B68-66	Seamless Copper Tube, Bright Annealed
B75-66	Seamless Copper Tube
B132-52	Leaded High-Strength Yellow Brass (Manganese Bronze) Sand Castings
E140-67	Standard Hardness Conversion Tables for Metals
API Standards	
5A-1967	Casing, Tubing and Drill Pipe (28th Edition)
5L-1967	Line Pipe (22nd Edition)
5LS-1967	Spiral-Weld Line Pipe
5LX-1967	High-Test Line Pipe (14th Edition)
6A-1966†	Wellhead Equipment (Production Valves, Flanges, Blowout Preventers, and Wellhead Fittings)
6D-1964	Steel Gate, Plug, Ball, and Check Valves for Pipeline Service.
†This publication, a consolidation of former Standards 6A, 6B, 6BX, 6C, 6CM, and 6E, covers wellhead valves, fittings, and flanges. Only that portion of this standard which covers the material formerly in Standard 6A (i.e., threads in valves, fittings, and flanges) is applicable to this Standard.	
MSS Standard Practices	
SP-6-63	Finishes for Contact Faces of Connecting End Flanges of Ferrous Valves and Fittings
SP-25-64	Standard Marking System for Valves, Fittings, Flanges and Unions
SP-44-55	Steel Pipe Line Flanges
SP-48-56	Steel Butt-Welding Fittings (26 Inches and Larger)
SP-52-57	Cast Iron Pipe Line Valves
SP-63-67	High Strength Wrought Welding Fittings

Standard, Specification, or Code	Title
AWS Standards A3.0-1961 A5.2-66T	Definitions — Welding and Cutting Iron and Steel Gas-Welding Rods
AWWA Standards C100-1955 C207-1955	Cast Iron Pressure Fittings Steel Pipe Flanges
NFPA Standards No. 10-1966	Installation of Portable Fire Extinguishers

General Codes

ASME Boiler and Pressure Vessel Code — Section VIII, Unfired Pressure Vessels—1965
 Climatic Data Sheet No. 7-1966, Temperature Extremes, Meteorological Branch, Canada Department of Transport
 National Building Code of Canada, 1965
 National Fire Code of Canada, 1963

N.B. A list of the organizations which have published the standards, specifications, codes, etc., listed in Table 1 is shown in Appendix F.

DIVISION II DEFINITIONS

2.1. The following definitions apply in this Standard :

(a) **pressure terms** : pressure unless otherwise stated is expressed in pounds per square inch above atmospheric pressure, i.e., gauge pressure (abbreviation — psig) ;

i. “design pressure” : the maximum theoretical operating pressure permitted by this Standard, as determined by the design procedures applicable to the materials and locations involved ;

ii. “maximum allowable test pressure” : the maximum internal fluid pressure permitted by this Standard for testing for the materials and locations involved ;

iii. “maximum actual operating pressure” : the maximum operating pressure existing in a piping system during a normal annual operating cycle ;

iv. “maximum allowable operating pressure” : the maximum pressure at which a gas system may be operated in accordance with the provisions of this Standard ;

v. “standard service pressure” : the gas pressure which a utility undertakes to maintain on its domestic customers' meters. This is sometimes called the normal utilization pressure ;

(b) **pressure control terms** :

i. “overpressure protection” : provision of devices or equipment for the purpose of preventing the pressure in a pressure vessel, a pipe line, or distribution system from exceeding a predetermined value. This protection may be obtained by installing a pressure relief station or a pressure limiting station ;

ii. “pressure relief station” : equipment installed to vent gas from a system being protected in order to prevent

the gas pressure from exceeding a predetermined limit. The gas may be vented into the atmosphere or into a lower pressure system capable of safely absorbing the gas being discharged. Included in the stations are piping and auxiliary devices, such as valves, control instruments, control lines, the enclosure and ventilating equipment installed in accordance with the pertinent requirements of this Standard ;

iii. “pressure limiting station” : equipment which under abnormal conditions will act to reduce, restrict, or shut off the supply of gas flowing into a system in order to prevent the gas pressure from exceeding a predetermined value. While normal pressure conditions prevail, the pressure limiting station may exercise some degree of control of the flow of the gas or may remain in the wide open position. Included in the station are piping and auxiliary devices such as valves, control instruments, control lines, the enclosure and ventilating equipment installed in accordance with the pertinent requirements of this Standard ;

iv. “pressure regulating station” : equipment installed for the purpose of automatically reducing and regulating the pressure in the downstream pipe line or main to which it is connected. Included are piping and auxiliary devices such as valves, control instruments, control lines, the enclosure and ventilating equipment ;

v. “service regulator” : regulator installed on a gas service to control the pressure of the gas delivered to the customer ;

vi. “monitoring regulator” : pressure regulator set in series with another pressure regulator for the purpose of automatically taking over in an emergency the control of the pressure downstream of the station in case that pressure tends to exceed a set maximum ;

(c) **stress** : the internal force per unit area that resists change in the size or shape of a body acted on by a force or forces external to the body. In this Standard, “stress” is often used as being synonymous with “unit stress” which is the stress per unit area (psig) ;

i. “operating stress” : the stress in a pipe or structural member under normal operating conditions ;

ii. “hoop stress” : the stress in a pipe wall, acting circumferentially in a plane perpendicular to the longitudinal axis of the pipe and produced by the pressure of the fluid in the pipe ;

iii. “maximum allowable hoop stress” : the maximum hoop stress permitted by this Standard for the design of a piping system. It depends upon the material used, the location of the pipe, and the operating conditions ;

iv. “secondary stress” : stress created in the pipe wall by loads other than internal fluid pressure. For example, backfill loads, traffic loads, beam action in a span, loads at supports and at connections to the pipe ;

(d) **pipe dimension terms** :

i. “nominal wall thickness (t)” : the wall thickness computed by the design equation in clause 6.4.5. Under this Standard, pipes may be ordered to this computed wall thickness without adding an allowance to compensate for the underthickness tolerances permitted in approved specifications. Alternatively, where the design pressure is determined for a given piping system, the nominal wall thickness (t) means the thickness as listed in the applicable pipe specifications or dimensional standards included in this Standard by reference ;

ii. “nominal diameter” : the nominal size of pipes as given in USA Standard B36.10, Wrought-Steel and Wrought-Iron Pipe ;

iii. “nominal outside diameter” : the tabulated outside diameter of the pipe excluding the manufacturing tolerance provided in the specification under which the pipe was manufactured ;

N.B. The relation between nominal diameter (pipe size) and nominal outside diameter for sizes ½ inch to 36 inches is shown in Table 20.

(e) **temperatures** : are expressed in degrees Fahrenheit (F) unless otherwise stated ;

i. “ambient temperature” : the temperature of the surrounding medium, usually used to refer to the temperature of the air in which a structure is situated or a device operates ;

ii. “ground temperature” : the temperature of the earth at pipe depth ;

iii. “cold-springing” : the fabrication of piping to an actual length shorter than its nominal length ; and forcing it into position, so that it is stressed in the erected condition ; thus compensating partially for the effects produced by the expansion due to an increase in temperature. Cold spring factor is the ratio of the amount of cold spring provided, to the total computed temperature expansion ;

(f) **welding, strength of materials, and metallurgical terms** : welding nomenclature includes types of welds and names of welded joints used herein according to their common usage as defined in the American Welding Society Standard A3.0, Definitions — Welding and Cutting, or as specifically defined as follows :

i. “electric-resistance-welded pipe” : pipe produced in individual lengths, or in continuous lengths from coiled skelp and subsequently cut into individual lengths, having a longitudinal butt joint wherein coalescence is produced by the heat obtained from resistance of the pipe to the flow of electric current in a circuit of which the pipe is a part, and by the application of pressure. Typical Specifications are :

ASTM Standard A53	Welded and Seamless Steel Pipe ;
-------------------	----------------------------------

ASTM Standard A135	Electric-Resistance-Welded Steel Pipe ;
--------------------	---

API Standard 5L	Line Pipe ; and
-----------------	-----------------

API Standard 5LX	High-Test Line Pipe ;
------------------	-----------------------

ii. “furnace butt-welded pipe” :

“bell-welded” : furnace-welded pipe produced in individual lengths from cut-length skelp, having its longitudinal butt joint forge welded by the mechanical pressure developed in drawing the furnace-heated skelp through a cone-shaped die (commonly known as a “welding bell”) which serves as a combined forming and welding die. Typical specifications are : ASTM Standard A53 and API Standard 5L ;

“continuous-welded” : furnace-welded pipe produced in continuous lengths from coiled skelp and subsequently cut into individual lengths, having its longitudinal butt joint forge welded by the mechanical pressure developed in rolling the hot-formed skelp through a set of round pass welding rolls. Typical specifications are : ASTM Standard A53 and API Standard 5L ;

iii. “electric-fusion-welded pipe” : pipe having a longitudinal butt joint wherein coalescence is produced in the preformed tube by manual or automatic electric-arc welding. The weld may be single or double and may be made with or without the use of filler metal.

Typical specifications are :

ASTM Standard A134* — Electric-Fusion (Arc)-Welded Steel Pipe (Sizes 16 Inch and Over) ;

ASTM Standard A139* — Electric-Fusion (Arc)-Welded Steel Pipe (Sizes 4 Inch and Over) ; and

ASTM Standard A155† — Electric Fusion Welded Steel Pipe for High Temperature Service.

**Single or double weld is permitted with or without the use of filler metal.*

†Requires both inside and outside welds and the use of filler metal.

Spiral welded pipe is also made by the electric-fusion-welded process with either a butt joint, a lap joint or a lock-seam joint. Typical specifications are :

ASTM Standard A134* ;

ASTM Standard A139* ; and

ASTM Standard A211† — Spiral Welded Steel or Iron Pipe.

**Butt joint.*

†Butt joint or lap joint or lock-seam joint.

iv. “electric-flash-welded pipe” : pipe having a longitudinal butt joint wherein coalescence is produced, simultaneously over the entire area of abutting surfaces, by the heat obtained from resistance to the flow of electric current between the 2 surfaces, and by the application of pressure after heating is substantially completed. Flashing and upsetting are accompanied by expulsion of metal from the joint. Typical specifications are : API Standard 5L and API Standard 5LX ;

v. “double submerged-arc-welded pipe” : pipe having a longitudinal butt joint produced by at least 2 passes, one of which is on the inside of the pipe. Coalescence is produced by heating with an electric arc or arcs between the bare metal electrodes or electrodes and the work. The welding is shielded by a blanket of granular, fusible material on the work. Pressure is not used and filler metal for the inside and outside welds is obtained from the electrode or electrodes. Typical specifications are : ASTM Standard A381, Metal-Arc Welded Steel Pipe for High-Pressure Transmission Service and API Standard 5LX ;

vi. “yield strength” : the stress at which a material exhibits the specified limiting set or produces the specified total elongation under load. The limiting set or elongation is specified in the various material specifications acceptable under this Standard ;

vii. “tensile strength” : the maximum load obtained in a conventional tensile test divided by the original cross-sectional test area of the sample ;

viii. “specified minimum yield strength” : the minimum yield strength prescribed by the specification under which pipe is purchased from the manufacturer (psig) ;

ix. “specified minimum tensile strength” : the minimum tensile strength prescribed by the specification under which pipe is purchased from the manufacturer (psig) ;

x. “specified minimum elongation” : the minimum elongation (expressed in % of the gauge length) in the tensile test specimen, prescribed by the specifications under which the material is purchased from the manufacturer ;

xi. “alloy steel” : by common custom steel is considered to be alloy steel when the maximum of the range given for the content of alloying elements exceeds one or more of the following limits :

manganese	1,65%
silicon	0,60%
copper	0,60%

or in which a definite range or a definite minimum quantity of any of the following elements is specified or required within the limits of the recognized field of constructional alloy steels :

aluminum	molybdenum
boron	nickel
chromium up to 3,99%	
titanium	cobalt
tungsten	columbium
vanadium	zirconium

or any other alloying element added to obtain a desired alloying effect ;

xii. “carbon steel” : by common custom steel is considered to be carbon steel when no minimum content is specified or required for aluminum, boron, chromium, cobalt, columbium, molybdenum, nickel, titanium, tungsten,

vanadium or zirconium, or any other element added to obtain a desired alloying effect ; when the specified minimum for copper does not exceed 0,40% or when the maximum content specified for any of the following elements does not exceed the percentages noted :

manganese — 1,65 ; silicon — 0,60 ; copper — 0,60.

N.B. In all carbon steels small quantities of certain residual elements, unavoidably retained from raw materials, are sometimes found which are not specified or required, such as copper, nickel, molybdenum, chromium, etc. These elements are considered as incidental and are not normally determined or reported.

xiii. “nodular cast iron (sometimes called ductile cast iron)” : cast ferrous material in which the free graphite present is in a spheroidal form rather than a flake form. The desirable properties of nodular cast iron are achieved by means of chemistry and a ferritizing heat treatment of the castings ;

(g) pipe and piping terms :

i. “pipe” : tubular product made as a production item for sale as such. Cylinders formed from plate in the course of the fabrication of auxiliary equipment are not pipe as defined here ;

ii. “pipe line or transmission line” : pipe installed for the purpose of transmitting gas from a source or sources of supply to one or more distribution centres or to one or more large volume customers or a pipe installed to interconnect sources of supply. In typical cases pipe lines differ from gas mains in that they operate at higher pressures, they are longer, and the distance between connections is greater ;

iii. “gas main or distribution main” : pipe installed in a community to convey gas to individual services or other mains ;

iv. “gas service” : the pipe that runs between a main or a pipe line and a customer’s meter ;

v. “low-pressure distribution system” : gas distribution piping system in which the gas pressure in the mains and services is substantially the same as that delivered to the customer’s appliances. In such a system a service regulator is not required on the individual services ;

vi. “high-pressure distribution system” : gas distribution piping system which operates at a pressure higher than the standard service pressure delivered to the customer. In such a system pressure regulation is required on each service to control the pressure delivered to the customer ;

vii. “length” : piece of pipe of the length delivered from the mill. Each piece is called a length regardless of its actual dimension. (The alternative term “joint” commonly used in the gas industry is not used in this sense in this Standard) ;

viii. “cold expanded pipe” : pipe which has received a permanent increase in circumference while at ambient mill temperature, such as by internal hydraulic pressure in closed dies, or by internal expanding mechanical dies ;

ix. “gas storage line” : pipe line used for conveying gas between a source of supply and a point of storage ;

x. “instrument piping” : all piping, valves, and fittings used to connect instruments to main piping, to other instruments and apparatus, or to measuring equipment ;

xi. “control piping” : all piping, valves, and fittings used to interconnect air, gas, or hydraulically operated control apparatus or instrument transmitters and receivers ;

xii. “sample piping” : all piping, valves, and fittings used for the collection of samples of gas, steam, water, or oil ;

(h) miscellaneous terms :

i. “authority having jurisdiction : Board” : the Régie de l’électricité et du gaz responsible for the application of this Code in Québec ;

ii. “private rights-of-way” : rights-of-way that are not located on roads, streets or highways used by the public, or on railroad right-of-way ;

iii. “operating company” : individual, partnership, corporation, public agency, or other entity that operates a gas transmission or distribution facilities ;

iv. “proprietary items” : items made and marketed by a company having the exclusive right to manufacture and sell them ;

v. “location class” : geographic area classified according to its approximate population density and its other characteristics that are considered when prescribing types of construction and methods of testing pipe lines and mains to be located in the area ;

vi. “construction type” : construction specification for pipe lines and mains that fixes the stress levels (see Table 12) ;

vii. “one mile population density index” : number roughly proportional to population density, applicable to a specific 1-mile length of pipe line or main and used in

some cases to determine design and test requirements (see clause 6.2);

viii. “10-mile population density index” : number roughly proportional to population density, applicable to a specific 10-mile length of pipe line or main and used in some cases to determine design and test requirements (see clause 6.2);

ix. “gas” : any gas or mixture of gases suitable for domestic or industrial fuel, or sour gas, which is transmitted or distributed to the user through a piping system. The common types are natural gas, manufactured gas, and liquefied petroleum gas distributed as a vapour with or without the admixture of air ;

x. “sour gas” : natural gas containing hydrogen sulphide in such proportions as to require treating in order to meet domestic sales gas specifications ;

(i) miscellaneous facilities :

i. “customer’s meter” : meter which measures gas delivered to a customer for consumption on his premises ;

ii. “service shut-off” : valve or cock readily accessible and operable by the customer, located in a service pipe between the gas main and the meter ;

iii. “curb shut-off” : buried valve or cock installed in a service pipe at or near the property line and accessible through a valve box and cover and operable by a removable key ;

iv. “pipe container” : gas-tight structure assembled in a shop or in the field from pipe and end closures ;

v. “pipe-type holder” : any pipe-container or group of interconnected pipe-containers installed at one location, and used for the sole purpose of storing gas ;

vi. “bottle” : gas-tight structure completely fabricated from pipe with integral drawn, forged, or spun end closures and tested in the manufacturer’s plant ;

vii. “bottle-type holder” : any bottle or group of interconnected bottles installed in one location, and used for the sole purpose of storing gas ;

viii. “stop valve” : valve installed for the purpose of stopping the flow of fluid in a pipe ;

ix. “hot taps” : branch piping connections made to operating pipe lines or mains or other facilities while they

are in operation. The connection of the branch piping to the operating line and the tapping of the operating line is done while it is under gas pressure ;

(j) leakage investigation terms :

i. “leakage surveys” : systematic surveys made for the purpose of locating leaks in a gas piping system. Three types* of surveys are referred to in this Standard and defined as follows :

**the significant difference between the 3 is the manner in which the presence of a leak is first detected. They all involve verification of the presence of a leak and its location, as for example, by the driving or boring of test holes in the vicinity of the leak and testing the atmosphere in these holes with a combustible gas detector or other suitable device ;*

ii. “vegetation surveys” : leakage surveys made for the purpose of finding leaks in underground gas piping by observing vegetation ;

iii. “gas detector surveys” : leakage surveys made by testing with a combustible gas detector the atmosphere in water meter boxes, street vaults of all types, cracks in pavements and other available locations where access to the soil under pavement is provided ;

iv. “bar test surveys” : leakage surveys made by driving or boring holes at regular intervals along the route of an underground gas pipe and testing the atmosphere in the holes with a combustible gas detector or other suitable device.

TABLE 2

LIST OF MATERIAL SPECIFICATIONS INCORPORATED IN THIS STANDARD BY REFERENCE (SEE TABLE 1 FOR DATES)

Structural materials :

Brass (rods and bars for structural use) . . .	ASTM B21
Bronze (manganese bronze castings)	ASTM B132
Carbon-steel plates	ASTM A285
Cast iron (ordinary gray-iron castings) . . .	ASTM A48
Chains	ASTM A56
High-strength low-alloy structural manganese-vanadium steel	ASTM A441
High-tensile carbon-silicon steel plates . .	ASTM A516

Low-alloy structural steelASTM A242
 Manganese-vanadium steel platesASTM A225
 Malleable-iron castingsASTM A47
 Plates (carbon-steel with improved transition properties)
ASTM A442
 Springs, helical (for use on spring hangers)
ASTM A125
 Steel, structuralASTM A36
 Steel, structural (plates)ASTM A283
 Steel, structural (rivets)ASTM A502
 Wrought iron (plates)ASTM A42
 Wrought iron (extra-refined bars)ASTM A84

Fittings, valves, and flanges :

Brass castingsASTM B62
 Bronze castingsASTM B61
 Cast-iron castingsASTM A126
CSA B131.9
CSA B131.10
AWWA C100
 Cast nodular iron for pressure-containing parts for use at
 elevated temperaturesASTM A395
 Ferritic nodular iron castings for valves, flanges, pipe fit-
 tings and other piping componentsASTM A445
 Malleable iron for castingsASTM A197
 Steel (alloy castings) for high-temperature service
ASTM A217
 Steel (cast-carbon) for fusion welding for high-
 temperature serviceASTM A216
 Steel (forged or rolled) for high temperature service . .
ASTM A105
 Steel (forged or rolled) for general service
ASTM A181
 Steel (forged or rolled alloy) for high-temperature service
ASTM A182
 Steel (factory-made) wrought carbon steel and ferritic-
 alloy steel welding fittingsASTM A234
 Steel pipe flangesAWWA C207

Bolting :

Steel (alloy) for high-temperature service
ASTM A193
 Steel (alloy) bolting materials for low-temperature service
ASTM A320
 Steel (carbon and alloy) for nutsASTM A194
 Steel (carbon) barsASTM A107
 Steel machine bolts and nuts (Grade B)
ASTM A307
 Steel (quenched-and-tempered alloy) bolts and studs with
 suitable nutsASTM A354

Pipe and tubing :

Brass (seamless) pipeASTM B43
 Carbon and alloy steel forgings for pressure vessel shells
ASTM A372

Cast-iron pressure pipeASTM A377
 Cast-iron (centrifugally-cast) pipeCSA B131.6
CSA B131.8
 Cast-iron (pit-case) pipeCSA B131.3
 Copper (seamless) pipeASTM B42
 Copper (seamless) tubingASTM B75
 Copper (seamless) bright-annealed tubing
ASTM B68
 Copper (seamless) water tubingCSA HC66
 Steel (electric-fusion-welded) 18 inches and larger pipe for
 high-temperature and high-pressure service
ASTM A155
 Steel (electric-resistance-welded) pipeASTM A135
 Steel (electric-fusion-welded) pipeASTM A139
 Steel (electric-fusion-welded) large-size pipe
ASTM A134
 Steel (metal-arc-welded) pipe for high-pressure transmis-
 sion serviceASTM A381
 Steel (seamless and welded) line pipeAPI 5L
 Steel (seamless and welded) high-test line pipe
API 5LX
 Steel (seamless and welded) casing, tubing and drill pipe
API 5A
 Steel (seamless) pipe for high-temperature service
ASTM A106
 Steel (seamless and welded) spiral-weld line pipe
API 5LS
 Steel (welded and seamless) pipe for ordinary uses
ASTM A120
 Steel (welded and seamless) pipe for coiling and bending
CSA B63
ASTM A53
 Wrought-iron (welded) pipeASTM A72

DIVISION III

MATERIALS AND EQUIPMENT

3.1. General

3.1.1. It is intended that all materials and equipment that will become a permanent part of any piping system constructed under this Standard shall be suitable and safe for the conditions under which they are used. All such materials and equipment shall be qualified for the conditions of their use by compliance with certain specifica-

tions, standards, and special requirements of this Standard or otherwise as provided herein.

3.1.2. Materials used on buried pipe lines having a diameter of 16 inches or larger and having a strength level of API 5LX52 or higher, or on exposed piping having a diameter of 2 inches or more and designed at a stress level of over 30% of the minimum specified yield strength, shall exhibit adequate notch toughness at the lowest expected temperature :

(a) for buried pipe lines this temperature shall be taken as the lowest expected operating pipe or metal temperature having due regard to past recorded temperature data and the possibility of lower temperatures occurring ;

(b) for exposed piping this temperature shall be taken at the lowest air temperature for the locality as contained in the latest edition of Climatic Data Sheet No 7-1966, Temperature Extremes, Meteorological Branch, Canada Department of Transport.

3.1.3. Materials for buried pipe lines, having a diameter of 16 inches or larger and having a strength level of API 5LX52 or higher, for use in type A construction shall exhibit an average shear area of 75% or greater and a minimum shear area of 35% when subjected to a high acuity notch type impact test at the temperature specified in clause 3.1.2.

3.1.4. Materials for buried pipe lines having a diameter of 16 inches or larger and having a strength level of API 5LX52 or higher, for use in types B, C and D construction shall exhibit a minimum shear area of 50% when subjected to a high acuity notch type impact test at the temperature specified in clause 3.1.2.

3.1.5. Materials for exposed pipe lines having a diameter of 2 inches or larger and a design stress of over 30% of the specified minimum yield strength shall exhibit a minimum shear area of 50% when subjected to a high acuity notch type impact test at the temperature specified in clause 3.1.2.

3.1.6. The type of high acuity notch impact test, the frequency of testing and retesting provisions shall be as established by agreement among the authority having jurisdiction, the purchaser, and the manufacturer.

3.1.7. Wherever technically applicable the type of test specimen in clause 3.1.6 for line pipe used in types B, C and D construction shall be the Battelle drop weight tear test with a minimum testing frequency of one test per 50 lengths of finished pipe per heat.

3.1.8. Regardless of the type of specimen specified in clause 3.1.6, where technically applicable for line pipe, the Battelle drop weight tear test shall be performed for information purposes with a minimum testing frequency of one test per 100 lengths of finished pipe.

N.B. 1. A Battelle drop weight tear test consists of the average of a minimum of 2 specimens.

2. A Charpy V notch impact test consists of the average of a minimum of 3 specimens.

3.1.9. By agreement among the authority having jurisdiction, the purchaser, and the manufacturer, impact energy values may be substituted for the shear area values specified in clauses 3.1.3, 3.1.4 and 3.1.5.

3.2. Standard dimensions : Clauses or notations specifying USA, CSA, or other dimensional standards in this Standard shall not be mandatory, providing that other designs of at least equal strength and tightness and capable of withstanding the same test requirements are substituted.

N.B. Adherence to CSA and USA Standard dimensions is strongly recommended wherever practicable.

3.3. Qualification of materials and equipment

3.3.1. Materials and equipment fall into 5 categories insofar as methods of qualification for use under this Standard are concerned :

(a) items which conform to standards or specifications listed in this Standard (see Tables 1 and 2) ;

(b) items that are important from a safety standpoint, of a type for which standards or specifications are listed in this Standard, but the specific item in question does not conform to a listed standard. Example : Pipe manufactured to a specification not listed in the Standard ;

(c) items of a type for which standards or specifications are listed in this Standard but which do not conform to the standards and are relatively unimportant from a safety standpoint because of their small size or because of the conditions under which they are to be used ;

(d) items of a type for which no standard or specification is listed in this Standard. Example : gas compressor ; and

(e) unidentified or used pipe.

The prescribed procedures for qualifying each of these 5 categories are given in clauses 3.3.2 to 3.3.7.

3.3.2. Items which conform to standards or specifications listed in this Standard (subparagraph *a* of the first paragraph of clause 3.3.1) may be used for appropriate applications, as prescribed and limited by this Standard, without further qualification.

3.3.3. Important items of a type for which standards or specifications are listed in this Standard, such as pipe, valves and flanges, but which do not conform to standards or specifications listed in this Standard (subparagraph *b* of the first paragraph of clause 3.3.1), shall be qualified as follows :

(a) by petitioning the specification committee for inclusion of the material in the Standard established procedures ;

(b) materials conforming to specifications which do not vary materially from a listed specification and which meet the minimum requirements of this Standard with respect to quality of materials and workmanship may be used. This clause shall not be construed to permit deviations which would tend to affect adversely weldability or ductility. If the deviations tend to reduce strength, full allowance for the reduction shall be provided for in the design.

3.3.4. Relatively unimportant items which do not conform to listed standards or specifications (subparagraph *c* of the first paragraph of clause 3.3.1) may be used provided that :

(a) they are tested or investigated and found suitable for the proposed service ;

(b) they are used at unit stresses not greater than 50% of those allowed by this Standard for comparable materials ;

(c) their use is not specifically prohibited by the Standard.

3.3.5. Items of a type for which no standards or specifications are listed in this Standard (subparagraph *d* of the first paragraph of clause 3.3.1) may be qualified by the user by investigation and tests (if needed) that demonstrate that the item of material or equipment is suitable and safe for the proposed service, and provided further that the item is recommended for that service from the standpoint of safety by the manufacturer. Example : gas compressors, pressure relief devices.

3.3.6. Used steel pipe, unidentified steel pipe and steel pipe made to ASTM Standard A120, Black and Hot-Dipped Zinc-Coated (Galvanized) Welded and Seamless Steel Pipe for Ordinary Use

3.3.6.1. Removal of a portion of an existing steel line, and reuse of the pipe in the same line, or in a line operating at the same or lower pressure is permitted, subject only to the restrictions of paragraphs *a*, *f* and *i* of clause 3.3.6.3.

3.3.6.2. Used steel pipe, unidentified new steel pipe, and steel pipe purchased under ASTM Standard A120 may be used for low-stress level service (hoop stress less than 6 000 psig) where no close coiling or bending is to be done, provided careful visual examination indicates that it is in good condition, free from split seams or other defects that would cause leakage, and provided further that, if the pipe is to be welded and is of unknown specification or in accordance with ASTM Standard A120, it shall satisfactorily pass weldability tests prescribed in paragraph *e* of clause 3.3.6.3.

3.3.6.3. Used steel pipe, unidentified new steel pipe, and steel pipe purchased under ASTM Standard A120 may be qualified for use at stress levels above 6 000 psig or for service involving close coiling or bending by the procedures and within the limits outlined in Table 3.

TABLE 3
QUALIFICATION OF PIPE

	New or Used Pipe Unknown or ASTM 120 Specification	Used pipe known specifica- tion (ASTM 120 excluded)
	*	*
Inspection	(a)	(a)
Bending Proper- ties	(b)	(b)†
Thickness	(c)	(c)
Joint Efficiency	(d)	(d)
Weldability	(e)	
Defects	(f)	(f)
Yield Strength	(g)	
S Value (Clause 6.4.5)	(h)	
Test	(i)	(i)

*The letters refer to the following paragraphs.

†*Test of bending properties of used pipe of known specification (ASTM A120 excluded) are required only when the pipe has been used in sour gas service.*

(a) **Inspection** : All pipe shall be cleaned inside and outside, if necessary, to permit good inspection, and shall be visually inspected to ensure that it is reasonably round, and to discover any defects which might impair its strength or tightness.

(b) **Bending properties** :

i. for pipe 2 inches and under in nominal diameter, a sufficient length of pipe shall be bent cold through 90 degrees around a cylindrical mandrel the diameter of which is 12 times the nominal diameter of the pipe, without developing cracks at any portion and without opening the weld ;

ii. for pipe larger than 2 inches in diameter, flattening tests as prescribed in CSA Standard B63, Welded and Seamless Steel Pipe, shall be made. The pipe shall meet the requirements in this test except that the number of tests required to determine flattening properties shall be the same as required in paragraph g of clause 3.3.6.3 to determine yield strength (see clause 3.3.6.4).

(c) **Determination of wall thickness** : Unless the nominal wall thickness is known with certainty, it shall be determined by measuring the thickness at quarter points on one end of each piece of pipe. If the lot of pipe is known to be of uniform grade, size and nominal thickness measurements shall be made on not less than 10% of the individual lengths, but not less than 10 lengths ; thickness of the other lengths may be verified by applying a gauge set to the minimum thickness. Following such measurement, the nominal wall thickness shall be taken as the next commercial wall thickness below the average of all the measurements taken, but in no case greater than 1,14 times the least measured thickness for all pipe under 20 inches OD, and no greater than 1,11 times the least measured thickness for all pipe 20 inches OD and larger.

(d) **Joint efficiency** : If the type of longitudinal joint can be determined with certainty, the corresponding longitudinal joint factor "E" (Table 18) may be used. Otherwise, the factor "E" shall be taken as 0,60 for pipe 4 inches and smaller, or 0,80 for pipe over 4 inches.

(e) **Weldability** : Weldability shall be determined as follows : a qualified welder shall make a girth weld in the pipe. The weld shall then be tested in accordance with requirements of Division IV. The qualifying weld shall be made under the most severe conditions under which welding will be permitted in the field and using the same procedure as to be used in the field. The pipe shall be considered weldable if the requirements set forth in Division IV are met. At least one such test weld shall be made for each 100 lengths of pipe in sizes over 4 inches in diameter. On sizes 4 inches and under one test will be required for each 400 lengths of pipe. If in testing the weld, the requirements of Division IV cannot be met, the weldability may be established by making chemical tests for carbon and manganese and proceeding in accordance with the provisions of USA Standard B31.1, Code for Pressure Piping, Section 6, Chapter IV. The number of chemical tests shall be the same as required for circumferential weld tests, stated above.

(f) **Surface defects** : All pipe shall be examined for gouges, grooves and dents, and shall be qualified in accordance with clause 6.4.6.4.

(g) **Determination of yield strength** : When the manufacturer's specified minimum yield strength, tensile strength or elongation for the pipe is unknown, and no physical tests are made, the minimum yield strength for purposes of design shall be taken as not more than 24 000 psig. Alternately, the tensile properties may be established by performing the tensile tests prescribed by API Standard 5LX, High-Test Line Pipe, except that the number of such tests shall be as follows :

Number of tensile tests — All sizes

Lot of :

10 lengths or less — 1 set of tests from each length ;
 11 to 100 lengths — 1 set of tests for each 5 lengths, but not less than 10 ;
 over 100 lengths — 1 set of tests for each 10 lengths, but not less than 20.

All test specimens shall be selected at random. If the yield-tensile ratio exceeds 0,85, the pipe shall not be used except as provided in clause 3.3.6.2.

(h) **S Value** : For pipe of unknown specification, the yield strength, to be used as S in the formula of clause 6.4.5, in lieu of the specified minimum yield strength shall be 24 000 psig, or determined by calculating the average value of all yield strength tests for a uniform lot. The value of S shall then be taken as the lesser of the following :

- i. 80% of the average value of the yield strength tests ;
- ii. the minimum value of any yield strength test, provided, however, that in no case shall S be taken as greater than 52 000 psig.

(i) **Hydrostatic test** : New or used pipe of unknown specification and all used pipe the strength of which is impaired by corrosion or other deterioration, shall be re-tested hydrostatically either length by length in a mill type test or in the field after installation before being placed in service, and the test pressure used shall establish the maximum allowable operating pressure subject to limitations described in clauses 6.4.5.2.1 and 6.4.5.2.2.

3.3.6.4. Flattening test for pipe : The flattening test for pipe shall be in accordance with the following procedure as taken from CSA Standard B63, Welded and Seamless Steel Pipe :

(a) the flattening test shall be made on standard weight and extra strong pipe over 2 inches in nominal diameter. It shall not be required for double extra strong pipe ;

(b) for lap-welded and butt-welded pipe the test section shall be 4 to 6 inches in length and the weld shall be located 45 degrees from the line of direction of the applied force ;

(c) for electric-resistance-welded pipe, both crop ends from each length of the pipe shall be flattened between parallel plates, with the weld at the point of maximum bending, until the opposite walls of the pipe meet. No opening in the weld shall take place until the distance between the plates is less than 2/3 of the original outside diameter of the pipe. No cracks or breaks in the metal elsewhere than in the weld shall occur until the distance between the plates is less than 1/3 of the original outside diameter of the pipe, but in no case less than 5 times the thickness of the pipe wall. Evidence of lamination or burnt material shall not develop during the entire flattening process, and the weld shall not show injurious defects ;

(d) for seamless pipe the test section shall be not less than 2½ inches in length ;

(e) the test shall consist in flattening a section of pipe between parallel plates until the opposite walls meet. For welded pipe, no opening in the weld shall take place until the distance between the plates is less than ¾ of the original outside diameter for butt-welded, or 2/3 the outside diameter for lap-weld and electric-resistance-weld, and no cracks or breaks in the metal elsewhere than in the weld shall occur until the distance between the plates is less than shown below. For seamless pipe no breaks or cracks in the metal shall occur until the distance between the plates is less than shown as follows :

Kind of pipe	Distance between plates "H"
For butt-welded pipe	60% of outside diameter
For lap-welded pipe	1/3 the outside diameter
For electric-resistance-welded pipe, Grades A and B	1/3 the outside diameter
For seamless pipe, Grades A and B	to the distance "H" developed by the following formula :

$$H = \frac{(1 + e) t}{e + t/D}$$

where H = distance between flattening plates in inches,
t = nominal wall thickness of pipe in inches,
D = actual outside diameter of pipe in inches, and
e = deformation per unit length (constant for a given grade of steel, 0,09 for Grade A and 0,07 for Grade B).

3.3.7. Reuse of cast iron pipe

3.3.7.1. The removal of a portion of an existing line of unknown specifications and the reuse of the pipe in the same line or in a line operating at the same or lower pressure is permitted provided careful inspection indicates that the pipe is sound, permits the makeup of tight joints, and has an actual net wall thickness equal to or exceeding the requirements of clause 6.5.1.4. The pipe shall be leak tested in accordance with clause 6.4.8.4.

3.3.7.2. Used pipe of known specifications may be reused in accordance with clause 6.5 provided a careful inspection indicates the pipe is sound and permits the make-

up of tight joints. Particular care is necessary in inspecting cast iron pipe for evidence of graphitic corrosion where pipe has been removed from areas in which this type of failure is prevalent. Unless carefully inspected, cast iron pipe affected by graphitic corrosion may appear sound to casual inspection, only to fail subsequently upon reinstallation due to progression of the attack.

3.4. Marking

3.4.1. All valves, fittings, bolting, flanges, pipe and tubing, shall be marked in accordance with the marking sections of the standards and specifications to which reference is made in this Standard, or in accordance with the requirements of MSS SP-25, Standard Marking System for Valves, Fittings, Flanges and Unions.

3.4.2. Die stamping : Die stamping, if used, shall be done with dies having blunt or rounded edges to minimize stress concentration. No die stamping of any sort shall be permitted on line pipe and marking of the pipe shall be carried out with a suitable paint or material which will not be adversely affected by weather while the pipe is held in stock.

3.5. Material specifications

3.5.1. Standard specifications for various materials are listed in Tables 1 and 2.

3.5.2. Cold expanded pipe shall meet the requirements of API Standard 5LX, High-Test Line Pipe, except that :

(a) the amount of cold expansion shall be maintained at the minimum percentage consistent with good manufacturing practices for the production of round pipe and shall be consistent with the ultimate end use of the pipe ; and

(b) the provisions of clause 3.4.2 regarding die stamping shall be observed.

3.6. Material for use in cold climates : Some of the materials conforming to specifications approved for use under this Standard may not have properties suitable for the lower portion of the temperature band covered by this Standard. Engineers are cautioned to give attention to the low-temperature properties of the materials used for facilities to be exposed to unusually low ground temperatures or low atmospheric temperatures. Information regarding minimum atmospheric temperatures may be found in Supplement No. 1, National Building Code of Canada, or in publications of the Meteorological Division of the Canada Department of Transport.

3.7. Equipment specifications : Except for the piping components and structural materials listed in Tables 1 and 2, it is not intended to include complete specifications for equipment in this Standard. However, certain details of design and fabrication necessarily refer to equipment such as pipe hangers, vibration dampeners, electrical facilities, engines, compressors, etc. Partial specifications for such equipment items are given herein, particularly if they affect the safety of the piping system in which they are to be installed. In other cases where the Standard gives no specifications for the particular equipment item, the intent is that the safety provisions of the Standard shall govern insofar as they are applicable, and in any case the safety of equipment installed in a piping system shall be commensurate with that of other parts of the same system.

3.8. Supplementary requirements

3.8.1. Transmission pipe shall meet the supplementary requirements of clauses 3.8.2 and 3.8.3 not presently called for in the various specifications listed in Tables 1 and 2.

3.8.2. For grade API 5LX line pipe, the process of manufacture shall be by the open-hearth, electric-furnace or the basic-oxygen processes.

N.B. The term "basic-oxygen" is used to describe the process in which molten iron is refined to steel under a basic slag in a cylindrical furnace lined with basic refractories by directing a jet of gaseous oxygen of 99% minimum purity on the surface of the hot metal bath.

3.8.3. Pipe made from rimmed steel skelp which has been slit in the centre shall not be used.

3.9. New materials : It is not the intention of this Standard to prevent the development and use of new materials ; however, such materials shall be qualified as provided for in clauses 3.3.3 and 3.3.5.

3.10. Materials and equipment for use in sour gas systems

N.B. Engineers are cautioned that under some circumstances, pipe, valves, fittings and equipment used in sour gas systems may be susceptible to hydrogen embrittlement, stress corrosion cracking, corrosion fatigue, and hydrogen blistering. Minimum requirements for materials and equipment for sour gas systems are set out in clauses 3.10.1 and 3.10.2.

3.10.1. Pipe and fittings

3.10.1.1. General : Pipe employed shall be plain carbon steel seamless pipe or longitudinal seam welded pipe, conforming to API 5L Grade A or B, API 5LX all grades, ASTM A53 Grade A or B, ASTM A106 Grade A or B, or ASTM A381 all grades. The pipe shall also meet the following requirements :

(a) the carbon content shall not exceed 0,30% and the manganese content shall not exceed 1,35% on check analysis ;

(b) the % carbon plus $\frac{1}{4}$ of the % manganese shall not exceed 0,55%, i.e. :

$$\% C + \% \frac{\text{Mn}}{4} = 0,55\% \text{ maximum ;}$$

(c) the percent carbon divided into the % manganese shall not be less than 2,5, i.e. :

$$\% \frac{\text{Mn}}{\% C} = 2,5 \text{ minimum ;}$$

(d) the sulphur content shall not exceed 0,06% and the phosphorus content shall not exceed 0,05% by check analysis ;

(e) the hardness of the finished pipe shall not exceed Rockwell C22 ; and

(f) the amount of cold work shall be maintained at the minimum percentage consistent with good manufacturing practices for the production of round pipe and shall be consistent with the ultimate end use of the pipe.

3.10.1.2. Seam welded pipe

3.10.1.2.1. Seam welded pipe shall be manufactured in such a manner as to alleviate potential stress cracking structures in the weld and heat transition zone.

3.10.1.2.2. Seam welded pipe shall have the longitudinal seam inspected by means of a non-destructive test carried out in accordance with the requirements of API Standards 5L, Line Pipe, and 5LX, High-Test Line Pipe.

N.B. Special consideration may be necessary for the joint preparation of seamless pipe 3/8-inch or larger in wall thickness.

3.10.1.3. Flanges : All flanges shall conform to ASTM Standard A105, Forged or Rolled Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service, grade 1 or 2, and to paragraphs *a*, *b*, *c*, *d* and *e* of clause 3.10.1.1. Cold die stamping may be used provided it is done on the outside circumference of

the flanges with rounded die impressions, otherwise only hot stamping shall be employed.

3.10.1.4. Bolting materials : Bolting materials shall conform to clause 3.10.2.1.

3.10.1.5. Welding fittings : The fittings employed shall meet the following minimum requirements :

(a) all fittings shall be manufactured in accordance with ASTM Standard A234, Factory-Made Wrought Carbon Steel and Ferritic Alloy Steel Welding Fittings, Grade WPA or B, or MSS SP-63, High Strength Wrought Welding Fittings. All welded fittings shall be suitably heat treated as provided for under clause 3.10.2. Die stamping shall be with round die impressions and any die stamping after forming shall be followed with a suitable heat treatment as in paragraph *d* of clause 3.10.1.5 ;

(b) the hardness of fittings shall not exceed Rockwell C22 ;

(c) welding fittings shall be limited to the same chemistry as pipe specified in clause 3.10.1.1 ;

(d) fittings, cold expanded or otherwise cold worked shall be heat treated following the cold working operation by normalizing or tempering at a minimum temperature of 1 150°F.

3.10.1.6. Other facilities : Materials used in fabricating other facilities shall conform to the requirements of clauses 3.10.1 and 3.10.2.

3.10.2. Valves, meters, control equipment and other facilities

3.10.2.1. Materials

3.10.2.1.1. Plain carbon steels : Plain carbon steels shall conform to the following :

(a) **Wrought carbon steels :** Hot rolled and forged plain carbon steels such as AISI* 1010 to 1045 inclusive and ASTM A350 grade LF1 and LF2 are satisfactory as processed at hardness levels below Rockwell C22. If cold worked or cold rolled materials are employed, the items shall be tempered at 1 150°F minimum.

(b) **Cast carbon steels :** ASTM A216, grade WCB, ASTM A148, class 80-40, and ASTM A352, grade LCB, steels shall be fully annealed, quenched or normalized, followed by tempering at 1 150°F minimum, to a hardness

level below Rockwell C22, when used for valve bodies, bonnets, covers or internal valve parts. Subsequent to any welding the whole part shall be reheat treated by tempering at 1 150°F minimum, to a hardness level below Rockwell C22.

3.10.2.1.2. Alloy steels : Alloy steels shall conform to the following :

(a) **Wrought low alloy steels :** Low and medium alloy steels similar to AISI* 40xx, 41xx and 43xx, when used for valve bodies, bonnets, covers or internal valve parts shall be heat treated by normalizing or quenching, followed by tempering at 1 150°F minimum, to a hardness level below Rockwell C22. Subsequent to any cold working or welding the parts shall be reheat treated by tempering at 1 150°F minimum, to a hardness level below Rockwell C22.

(b) **Cast alloy steels :** ASTM A148, grade 90-60, and API 6A type 2 steels shall be quenched or normalized, followed by tempering at 1 150°F minimum, to a hardness level below Rockwell C22 when used for valve bodies, bonnets, covers or internal parts. Subsequent to any welding the whole part shall be reheat treated by tempering at 1 150°F minimum, to a hardness level below Rockwell C22.

3.10.2.1.3. Stainless steels : Stainless steels shall conform to the following :

(a) **AISI* 300 series austenitic steels, wrought or cast,** shall be in the annealed condition, free of cold work. The hardness level shall be below Rockwell C22 ;

(b) **AISI* 400 series steels (410, 416, 420, etc.)** shall be heat treated by quenching and double tempering at 1 150°F minimum to a hardness level below Rockwell C22.

**American Iron and Steel Institute, 150 East Forty-Second Street, New York, N. Y.*

3.10.2.1.4. Precipitation hardened steels : Steels or stainless steels, precipitation hardened, shall not be employed unless qualified as provided under clause 3.9.

3.10.2.1.5. Special materials : The following shall apply for special materials :

(a) **Monels :** The monels are considered satisfactory as processed by the manufacturer.

(b) **Cold drawn inconel :** Cold drawn inconel is satisfactory for springs and other valve parts as processed by the manufacturer.

(c) **Inconel X :** Inconel X at hardness levels below Rockwell C35 is satisfactory for springs and other valve parts as processed by the manufacturer.

(d) **Hastelloy B :** Hastelloy B is considered satisfactory for springs and other valve parts as processed by the manufacturer.

(e) **Stellites or colmonoys :** Stellites or colmonoys are considered satisfactory as trim materials. After the trim application to plain carbon steels the part shall be furnace cooled from above 1 200°F immediately following application or the part shall be reheat treated by tempering at 1 150°F minimum, to maintain the hardness of the part being trimmed below Rockwell C22. After trim application to alloy steels the part shall be reheat treated by tempering at 1 150°F minimum to maintain the hardness of the part being trimmed below Rockwell C22.

(f) **Cemented carbides :** For valve parts, cemented carbides are considered satisfactory as processed by the manufacturer. When employed as trim materials and applied by the fusion or welding process, the part trimmed shall be subsequently tempered at 1 150°F minimum. The hardness of the base material shall be limited to levels outlined herein.

3.10.2.1.6. Copper base materials : Bronze and other copper base materials shall not be employed in sour service.

3.10.2.1.7. Natural, synthetic, plastic and/or fabric materials : The packings, bonnet seals, seat rings, and seals, and/or any other synthetic or fabric materials and parts, shall be those regularly supplied and deemed suitable for this service, such as fluorocarbon materials, buna N, nylon, viton A or as otherwise specified.

3.10.2.2. Valve parts : Any material substitutions suggested by the supplier for the parts referred to in clauses 3.10.2.2 to 3.10.2.7, shall be specified as to type, hardness level, and heat treatment ; their acceptance shall be at the option of the purchaser, but the item shall not be marked as provided in clause 3.10.2.11.

3.10.2.3. Valve bodies and bonnets : Valve bodies and bonnets shall conform to the following :

(a) the valve body and bonnet castings shall be made in accordance with paragraph *b* of clause 3.10.2.1.1 and paragraph *b* of clause 3.10.2.1.2. For low temperature service the castings shall be made in accordance with ASTM Standard A352, Ferritic Steel Castings for Pressure Containing Parts Suitable for Low Temperature Service, grade LCB ;

(b) forgings made from plain carbon steel or low alloy steel shall be made in accordance with paragraph *a* of clause 3.10.2.1.1 and paragraph *a* of clause 3.10.2.1.2. For low temperature service the forgings shall be made in accordance with ASTM Standard A350, Forged or Rolled Carbon and Alloy Steel Flanges, Forged Fittings, and Valves and Parts for Low-Temperature Service, grade LF1 and LF2.

3.10.2.4. Flanges : The flanges shall be integrally cast or forged with the body.

3.10.2.5. Internal valve parts : Internal valve parts shall conform to the following :

(a) **Stems :** The valve stems shall be manufactured from K-Monel, AISI 4140, AISI 410 or any other material outlined herein. The stem shall be metallurgically conditioned in accordance with clause 3.10.2.1.

(b) **Gates, discs, plugs, clappers and seats :** Sealing surfaces of these valve components shall be fabricated from any of the corrosion resistant materials outlined in clause 3.10.2, processed in accordance with the provisions outlined therein.

(c) **Springs :** Springs shall be made of Inconel, Inconel X, Hastelloy B or K-Monel materials in accordance with clause 3.10.2.1.

(d) **Glands and bushings :** Glands and bushings, which have close tolerances with moving parts and where build-up of corrosion products could cause faulty operation by seizure, etc., shall be made of K-Monel precipitation hardened to maximum hardness or plain carbon steels with stellite facing.

(e) **Thrust balls and ball seats :** Balls and seats shall be made of the special materials in clause 3.10.2.1.5 or a combination of materials such as AISI 4140 with a stellite overlay processed in accordance with clause 3.10.2.1.

(f) **Bonnet seal rings :** Seal rings shall be made from Armco iron, plain carbon steels, AISI austenitic stainless steels with hardness levels below 180 Brinell Hardness Number, or materials referred to in clause 3.10.2.1.7.

(g) **Thrust bearings and ball bearings :** Valves with bearings located above the packing on valve stems, etc., to assist operation, may be made of standard bearing materials but shall have vent holes located below the bearing to prevent sour gas escaping through the bearing, thereby causing malfunctioning through corrosion and bearing seizure.

3.10.2.6. Bolts and bolting materials : Bolting materials shall comply with clause 3.10.2.1.

3.10.2.7. Accessory items : Component parts not outlined in clauses 3.10.2.2 to 3.10.2.6 shall be fabricated from materials detailed in clause 3.10.2.1 in accordance with the provisions of clauses 3.10.1 and 3.10.2.

3.10.2.8. Welding : The following welding requirements shall apply :

(a) repair welding to the valve body, where permitted, shall be in accordance with the requirements of ASTM Standard A216, Carbon-Steel Castings Suitable for Fusion Welding for High-Temperature Service and shall be limited to minor defects as defined therein. All welds shall be done under closely controlled conditions to alleviate porosity, inclusions, undercutting, lack of uniformity, and improper fusing. Preheat shall be employed in accordance with sound engineering practices ;

(b) only parts of similar chemical composition, except for hard-facing materials, shall be bounded together by welding ;

(c) the composition of welding electrodes shall approximate that of the material being welded ;

(d) subsequent to any welding, repair or otherwise, or cold working, the whole part shall be heat treated by tempering at 1 150°F minimum to produce uniform structures, relieve internal stresses and limit the hardness to levels outlined herein.

3.10.2.9. Non-destructive tests : Where X-ray of welds and other non-destructive tests are required, they shall be subject to the provisions of the ASME Boiler and Pressure Vessel Code, section VIII, Unfired Pressure Vessels.

3.10.2.10. Hardness Tests : The average hardness level measurements shall be approximately Rockwell C20 or Brinell Hardness Number 225 ; any one hardness measurement shall not exceed Rockwell C22 or Brinell Hardness Number 237.

N.B. The Rockwell C hardness levels given in clauses 3.10.1 and 3.10.2 are convertible to Brinell Hardness Number by use of the conversion table in ASTM Standard E140, Standard Hardness Conversion Tables for Metals.

3.10.2.11. Markings : Valves manufactured in accordance with the sour gas section of this Standard shall be suitably identified with a permanent marking.

DIVISION IV WELDING

4.1. General

4.1.1. Division IV concerns the arc and gas welding of pipe joints in both wrought and cast steel materials and covers butt, fillet, and socket welds in piping and connections to apparatus or equipment used in gas transmission and distribution piping systems. The welding may be done by a shielded metal-arc welding, submerged arc welding, gas tungsten-arc welding, gas metal-arc welding, or oxyacetylene welding process using a manual, semi-automatic, or automatic welding technique or combination of these techniques. The welds may be produced by position welding or roll welding or by a combination of position and roll welding. When valves or equipment are furnished with welding ends suitable for welding directly into a pipe line, the design, composition, welding, and stress relief procedures shall be such that no significant damage will result from the welding or stress relieving operation.

4.1.2. A welding procedure shall be established and qualified for sound and ductile welds. The welder shall qualify under the procedure employed. Groupings have been established of materials that can be welded under a procedure which has been qualified with any one of the materials included in the group.

4.1.3. Division IV also covers the standards of acceptability to be applied to production welds tested to destruction or inspected by radiography, and includes the procedure for radiographic inspection.

4.1.4. Division IV does not apply to the welding of longitudinal joints in the manufacture of pipe.

4.2. Definitions of terms : The standard definitions established by the American Welding Society and contained

in its publication AWS 3.0, Definitions-Welding and Cutting, shall apply to welding terms used in this Standard with the following addition and modifications :

(a) “company” : the owner company or the engineering agency in charge of construction. The company may act through an inspector or other authorized representative ;

(b) “contractor” : the prime contractor and any sub-contractors engaged in work covered by this Standard ;

(c) “position welding” : welding wherein the pipe or assembly is held stationary ;

(d) “qualified welder” : a welder who has demonstrated his ability to produce welds meeting the requirements of clause 4.7 or 4.8 using the detailed methods established in the qualified welding procedure ;

(e) “qualified welding procedure” : a tested and proved detailed method by which sound welds having suitable mechanical properties can be produced under the most adverse conditions to be permitted during production welding ;

(f) “root welding” : welding wherein the pipe or assembly is rotated while the weld metal is deposited at or near the top centre ;

(g) “root bead” : the first or stringer bead which initially joins 2 sections of pipe, a section of pipe to a fitting, or 2 fittings ;

(h) “weld” : the completed weld joining 2 sections of pipe, a section of pipe to a fitting, or 2 fittings ;

(i) “welder” : the person making the weld.

4.3. Types of welds

4.3.1. Butt welds : Butt joints may be of the single Vee, double Vee, or other suitable type of groove.

N.B. 1. Joint designs shown in Figure 1 or applicable combinations of these joint design details are recommended.

2. See Figure 2 for recommended preparation for butt welding of pieces of unequal thickness.

4.3.2. Fillet welds : Fillet welds may be flat to slightly convex. The size of a fillet weld is stated as the leg length of the largest inscribed right isosceles triangle as shown in Figure 3. Minimum dimensions for fillet welds used in the attachment of slip-on flanges, for socket welded joints, are shown in Figure 3. Similar minimum dimensions for fillet

welds used in branch connections are shown in Figures 4 and 5.

4.3.3. Seal welds : Seal welding shall be done by qualified welders. Seal welding of threaded joints is permitted but the seal welds shall not be considered as contributing to the strength of joints.

4.3.4. Tack welds : Tack welds shall be done by qualified welders, and shall be preheated as required in clause 4.12.2.

4.4. Equipment : Welding equipment both gas and arc, shall be of a size and type suitable for the work, and shall be maintained in such condition as to ensure acceptable welds, continuity of operation and safety of personnel. Arc welding equipment shall be operated within the amperage and voltage ranges given in the qualified welding procedure. Gas welding equipment shall be operated with the flame characteristics and tip sizes given in the qualified welding procedure. Any equipment which does not meet the requirements shall be repaired or replaced.

FIGURE 1
ACCEPTABLE COMBINATIONS OF PIPE END PREPARATIONS

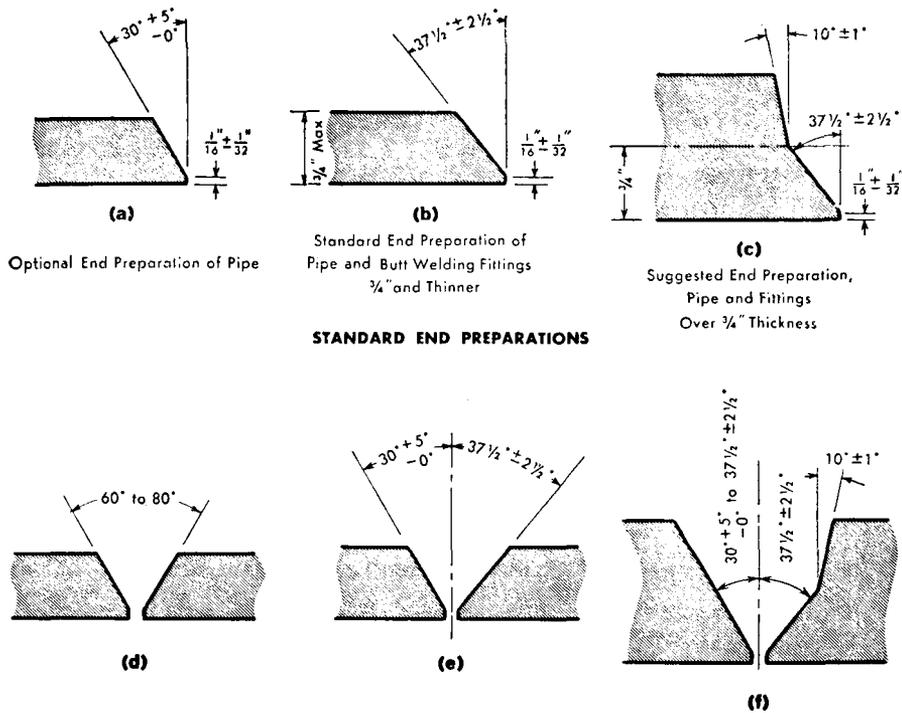
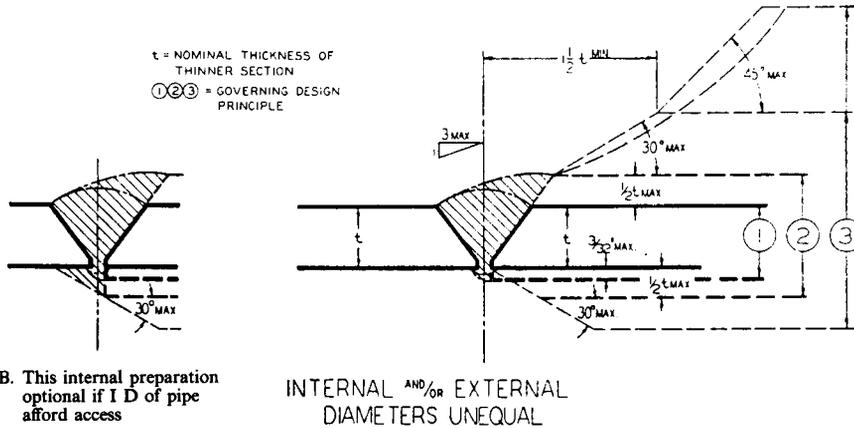


FIGURE 2
PREPARATION FOR BUTT-WELDING OF PIECES OF UNEQUAL THICKNESS



N.B. This internal preparation optional if I D of pipe afford access

EXPLANATORY NOTES:

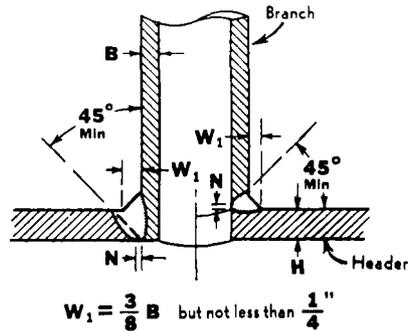
The sketch in Figure 2 designed to illustrate some acceptable preparations of ends having unequal thickness providing the following basic precepts are complied with:

1. Where materials of unequal unit strengths (specified minimum yield) are joined together, and the full strength of the higher unit strength material is required, design conditions require that the thickness of the end having the lower physical property be such that its strength be at least equal to that of the adjoining part.
2. The transition between ends of unequal thickness may be accomplished by taper or welding as illustrated or by means of a prefabricated transition ring.
3. The transition weld shall have a slope not greater than 1:3 (approximately 18 degrees). Excess metal thickness of the heavier section may be tapered for a smooth transition by an angle not exceeding 30 degrees with reference to the pipe surface.
4. Physical properties of the deposited weld metal shall be at least equal to those of the higher strength pipe material.

The design principles governing the preparation of ends having unequal thickness should comply with the following:

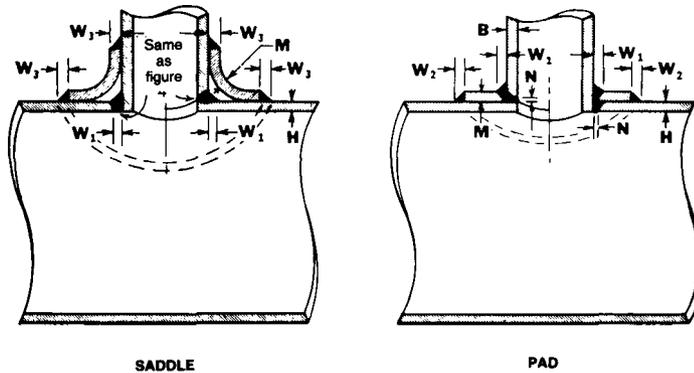
1. If the nominal wall thickness of adjoining ends are equal in thickness or do not vary more than $\frac{3}{32}$ inch, no special treatment is necessary provided full penetration and bond is accomplished in welding.
2. Where the nominal internal or external offset does not exceed $\frac{1}{2}$ the thinner wall section, the transition may be made by welding or taper, provided full penetration and bond is accomplished and the basic precepts are adhered to.
3. Where the nominal wall section of valves, fittings, etc., is greater than required for the design strength of the joint, such additional metal may be tapered to the accepted re-entrant angle as illustrated.
4. For piping to operate at hoop stresses of less than 20% of specified minimum yield strength, if the nominal wall thicknesses do not vary more than $\frac{1}{8}$ inch no special treatment is necessary provided adequate penetration and bond is accomplished in welding.

FIGURE 4
WELDING DETAILS FOR OPENINGS WITHOUT REINFORCEMENT OTHER THAN THAT IN HEADER AND BRANCH WALLS



$$N = \frac{1}{16}" \text{ (minimum), } \frac{1}{8}" \text{ (maximum),}$$

FIGURE 5
WELDING DETAILS FOR OPENINGS WITH LOCALIZED TYPE REINFORCEMENT



$$W_1 \text{ (minimum) } = \frac{3}{8} B \text{ but not less than } \frac{1}{4}"$$

$$W_2 \text{ (minimum) } = \frac{1}{2} M \text{ but not less than } \frac{1}{4}"$$

$$W_3 \text{ (minimum) } = M \text{ but not greater than } H$$

$$N = \frac{1}{16}" \text{ (minimum), } \frac{1}{8}" \text{ (maximum), (Unless Back Welded or Backing Strip is used)}$$

- N.B. (1) All welds to have equal leg dimensions and a minimum throat = 70° X leg dimension.
 (2) If M is thicker than H the reinforcing member shall be tapered down to the header wall thickness.
 (3) Provide hole in reinforcement to reveal leakage in buried welds and to provide venting during welding and heat treatment (paragraph *h* of clause 5.2.6.1).

4.5. Materials

4.5.1. Pipe and fittings: This clause shall apply to the welding of pipes and fittings conforming to :

- (a) API Standard 5L, Line Pipe ;
- (b) API Standard 5LX, High-Test Line Pipe ;
- (c) applicable CSA or ASTM Standards ; and

(d) materials with chemical and mechanical properties which comply with *a*, *b*, or *c*, even though they are not manufactured in conformance with them.

4.5.2. Filler metal

4.5.2.1. Type and size : All filler metals shall be approved by the Canadian Welding Bureau as conforming to one of the following standards :

(a) CSA Standard W48.1, Mild Steel Arc-Welding Electrodes ;

(b) CSA Standard W48.3, Low-Alloy Steel Arc-Welding Electrodes ;

(c) ASTM Standard A251, Iron and Steel Gas-Welding Rods, AWS Standard A5.2, Iron and Steel Gas-Welding Rods ; or

(d) filler metals with chemical and mechanical properties which comply with one of the above standards even though not manufactured in accordance with it.

4.5.2.2. Storage and handling of filler metals and fluxes

4.5.2.2.1. Filler metals and fluxes shall be stored and handled so as to avoid damage to them and to the containers in which they are shipped. Those in opened containers shall be protected from deterioration and filler metals which are coated shall be protected from excessive moisture changes. Filler metals and fluxes which show signs of damage or deterioration shall not be used.

4.5.2.2.2. EXX15, EXX16, EXX18 and EXX28 electrodes when removed from sealed containers shall be stored in cabinets at temperatures in the 250-300°F range. Any electrode in low-hydrogen classifications which has been exposed to atmospheric conditions for more than one hour shall be re-dried as recommended by the manufacturer.

4.5.3. Shielding gases

4.5.3.1. Types : Atmospheres for shielding an arc are of several types and may consist of inert gases, active gases or mixtures of inert and active gases. The purity and dryness of these atmospheres has great influence on the welding and shall be of values suitable for the process and the base metals. The shielding atmosphere to be used shall be qualified for the material and the welding process.

4.5.3.2. Storage and handling : Shielding gases shall be kept in the containers in which they are supplied and these shall be stored away from extremes of temperature. Gases shall not be field intermixed in their containers. Gases which are of questionable purity and those in containers which show signs of damage shall not be used.

4.6. Qualification of welding procedures

4.6.1. Procedure qualification : Prior to the start of production welding a detailed procedure specification shall be established and qualified as further stipulated in this Standard to demonstrate that welds having suitable mechanical properties and soundness can be made by this procedure. The quality of the welds shall be determined by destructive testing as stipulated in this Standard.

4.6.2. Records

4.6.2.1. General : The details of each qualified procedure shall be recorded.* This record shall show complete results of the procedure qualification test. Copies of this record shall be available for reference at the place where production welding is to occur. These procedures shall be adhered to during construction except where a change is specifically authorized by the company as provided for in clause 4.6.2.3.

* *Forms similar to Figures B1 and C1 should be used.*

4.6.2.2. Procedure specification : The procedure specification shall include the following :

(a) **Process :** The specific arc welding process or gas welding process using a manual, semi-automatic or automatic process or a combination of these processes.

(b) **Pipe and fitting material :** Material standard and nominal yield strength shall be specified. API Standard 5L Pipe, API Standard 5LX grade X42 pipe, and materials conforming to applicable ASTM specifications may be grouped. Separate qualification is required for each grade of API Standard 5LX pipe in excess of grade X42. For each grade of API Standard 5LX pipe of plain carbon steel with a specified minimum yield strength numerically higher than that of grade X42, the metal in the pipe to be used to qualify the procedure shall conform to the API specification and shall contain by ladle analysis a carbon equivalent ($\%C + \%Mn/4$) as high as available, but not less than 0,42% for grade X46 and not less than 0,52% for grade X52.

Separate procedures are required for materials not conforming to the above specifications. Alloy steels having weldability characteristics demonstrated to be similar to these carbon steels shall be welded, preheated and stress relieved as prescribed herein for such carbon steels. Other alloy steels shall be welded, preheated, and stress relieved as prescribed in USA Standard B31.1, Code for Pressure Piping, Section 6, Chapter IV.

(c) Diameter group-wall thickness group combination :

- i. The diameter groups are :
2 $\frac{3}{8}$ inches and smaller in OD ;
over 2 $\frac{3}{8}$ inches to 12 $\frac{3}{4}$ inches inclusive ;
over 12 $\frac{3}{4}$ inches.
- ii. The nominal wall thickness groups are :
less than 3/16 inches ;
3/16 inches to $\frac{3}{8}$ inches inclusive ;
over $\frac{3}{8}$ inches.

Within each wall thickness group, a qualified procedure may be used on thinner walls than that for which qualified, but may not be used on a thicker wall than that for which qualified.

(d) Joint design : Shape of groove or angle of bevel, size of root face and root opening or spacing between abutting members. Shape, size and position of fillet welds. Details of backup, if used.

(e) Filler metal and number of beads : Size, classification numbers and other relative data of filler metal for each bead ; minimum number and sequence of beads.

(f) Electrical characteristics : Type of current and polarity, voltage and amperage, and filler metal burn-off rate, for each bead and for each size filler metal.

Flame characteristics : Neutral, carburizing, oxidizing, gas pressures used, size of orifice in torch tip for each size rod or wire.

- (g) Position :** Roll or position welding.
- (h) Direction of welding :** Vertical up or down.
- (i) Numbers of welders :** Minimum number of root bead welders, minimum number of second bead welders.

(j) Time lapse between passes : Maximum time between completion of root bead and start of second bead, maximum time between completion of second bead and start of other beads.

(k) Type of line-up clamp if used : Internal, external, or none required.

(l) Removal of line-up clamp : After root bead welding is 50% completed ; after root bead is 100% completed.

(m) Cleaning : Description of cleaning requirements.

(n) Preheat ; stress relief : Methods, temperature, and temperature control methods.

(o) Shielding gas and flow rate : Composition, purity and moisture content of gas and flow rate.

(p) Shielding flux : Type and size.

(q) Speed of travel : Inches per minute for each bead.

(r) Sketches and tabulations : Sketches on separate sheets showing the joint design and weld bead sequence, together with tabulations of the data required under items *c*, *d*, *e* and *f*.

(s) Ambient temperature : Air temperature at time qualified weld was made.

4.6.2.3. Essential variables : A welding procedure shall be reestablished as a new procedure specification and shall be completely requalified when any of the changes listed below are made in the procedure. Changes other than those given below may be made in the procedure without the necessity for requalification, provided the specification is revised to show these changes :

(a) Change in welding process : From gas to shielded arc welding or *vice versa*, from one gas or one arc welding process to another gas or another arc welding process, from manual to semi-automatic, to automatic.

(b) Change in pipe material : From ASTM or API Standard 5L and 5LX grade X42 Groups to API Standard 5LX Groups in excess of grade X42 and *vice versa*. For API 5LX pipe in excess of grade X42, each grade change is an essential variable.

(c) Joint design : From V-groove to U-groove, etc. Change in dimension of the welding groove.

(d) **Change in welding position (for butt welds) :** A change from vertical to horizontal or *vice versa*.

(e) **Change in pipe size and wall thickness :** For groove welds, a change from one diameter group-wall thickness group combination to another (refer to paragraph *c* of clause 4.6.2.2.). For fillet welds, a change from one wall thickness group to another. A change to a greater wall thickness than that for which the procedure was qualified is an essential variable.

(f) **Changes in filler metal :** From one classification number to another.

(g) **Change in filler metal size.**

(h) **Decrease in number of root bead welders.**

(i) **Increase in time lapse between root and second bead.**

(j) **Change in direction :** Vertical-down to vertical-up or *vice versa*.

(k) **Change in shielding gas :** From one gas to another, from one mixture of gases to a different mixture of the same gases.

(l) **Change in flow rate :** Decrease in flow rate.

(m) **Change in shielding flux :** Change in type or size of flux particles.

(n) **Change in speed of travel.**

(o) **Change in filler metal burn-off rate.**

(p) **Ambient temperature changes :** When the ambient temperature falls below 32°F no welding procedure may be used at any ambient temperature below the lowest ambient temperature for which it was qualified unless pre-heating methods established in the procedure specification and accordingly qualified are used. Refer to clause 4.9.5.

(q) **Increase in total time for making joint :** From start of root pass to completion of finish pass.

(r) **Change in number of passes.**

4.6.3. Welding of test joint : Two pipe nipples shall be joined by following all of the details of the procedure specification.

4.6.4. Testing of welded joints — Butt welds

4.6.4.1. Preparation : Test specimens shall be cut from the joint at the locations shown in Figure 6. The minimum number of specimens and the tests to which they are to be subjected are given in Table 4. The specimens shall be prepared as shown in Figures 7, 8, 9, or 10. For pipe under 2 $\frac{3}{8}$ inches in diameter, 2 test welds shall be made to obtain the required number of test specimens. The specimens shall be air cooled to ambient temperature before being tested. For pipe 1 $\frac{5}{16}$ inches in diameter and smaller, one full section specimen may be substituted for the 4 reduced section nick break and root bend specimens. The full section specimen shall be tested in accordance with clause 4.6.4.2.2 and it shall meet the requirements of clause 4.6.4.2.3.

TABLE 4
TYPE AND NUMBER OF TEST SPECIMENS FOR PROCEDURE
QUALIFICATION TEST—BUTT WELDS

Pipe Size, Outside Diameter—Inches	Number of Specimens					Total
	Tensile	Nick Break	Root Bend	Face Bend	Side Bend	
Wall Thickness—$\frac{1}{2}$ Inch and Under						
Under 2 $\frac{3}{8}$ 2 $\frac{3}{8}$ to 4 $\frac{1}{2}$, inclusive	0	2	2	0	0	4*
	0	2	2	0	0	4
Over 4 $\frac{1}{2}$ to 12 $\frac{3}{4}$, inclusive Over 12 $\frac{3}{4}$	2	2	2	2	0	8
	4	4	4	4	0	16
Wall Thickness—Over $\frac{1}{2}$ Inch						
4 $\frac{1}{2}$ and smaller Over 4 $\frac{1}{2}$ to 12 $\frac{3}{4}$, inclusive Over 12 $\frac{3}{4}$	0	2	0	0	2	4
	2	2	0	0	4	8
	4	4	0	0	8	16

*One nick break and one root bend specimen from each of two test welds or for pipe 1 $\frac{5}{16}$ inches and smaller, one full section tensile specimen.

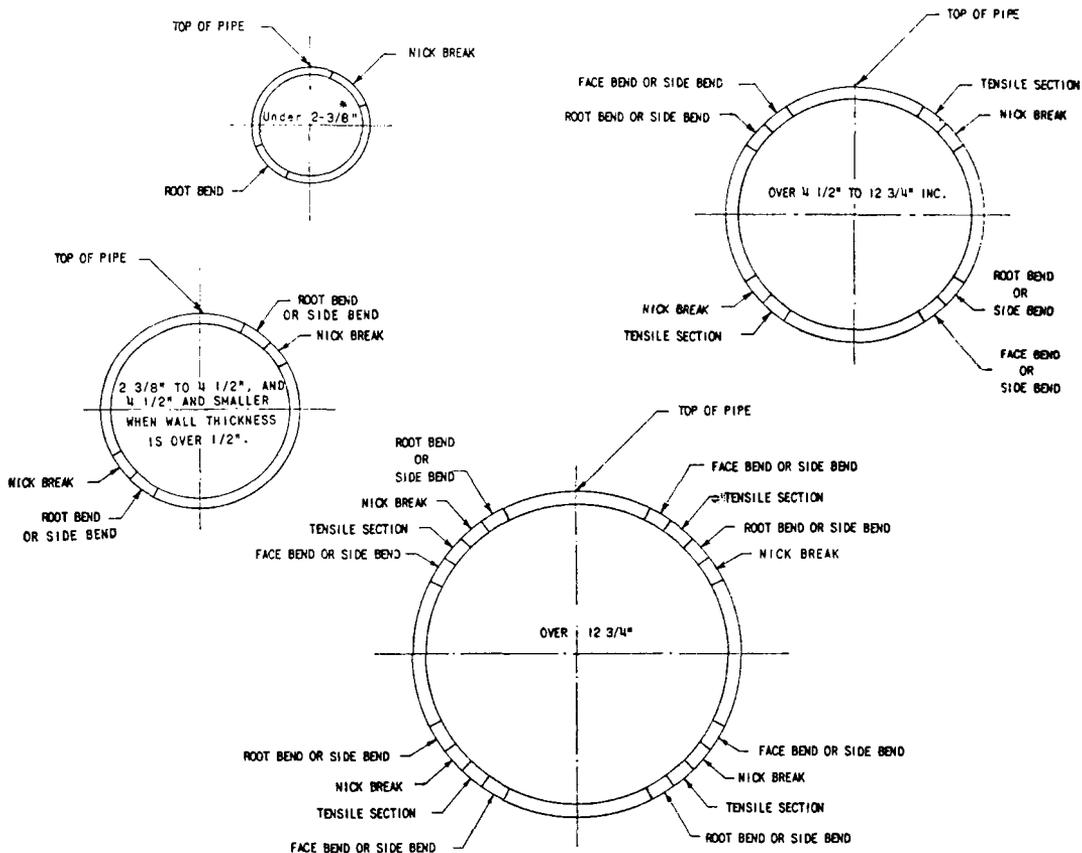
4.6.4.2. Tensile strength

4.6.4.2.1. Preparation : The specimens (Figure 7) shall be approximately 9 inches long and 1 inch wide. They may be machine-cut or oxygen-cut. All oxygen-cut surfaces shall be machined by a non-thermal process to remove a minimum of $\frac{1}{4}$ inch. If necessary the specimens shall be machined so that the sides are smooth and parallel.

4.6.4.2.2. Method : Tensile test specimens shall be ruptured under tensile load. The tensile strength shall be computed by dividing the maximum load at failure by the least cross-sectional area of the specimen as measured before load is applied.

4.6.4.2.3. Requirements : The tensile strength of the weld including the fusion zone of each specimen shall be equal to or greater than the specified minimum tensile strength of the pipe material. If the specimen breaks outside the weld or fusion zone and the observed strength is not less than 95% of the specified minimum tensile strength of the pipe material, then the test shall be accepted as meeting the requirements. If any of the specimens break outside the weld or fusion zone and the observed strength is less than 95% of the specified minimum tensile strength of the pipe material, then these specimens shall be put aside and an equal number of additional specimens shall be cut from the weld and subjected to the tensile test. If any of the additional specimens break outside of the weld or fusion zone and the observed strength is also below the limit indicated above then the weld shall be set aside and a new test weld shall be made.

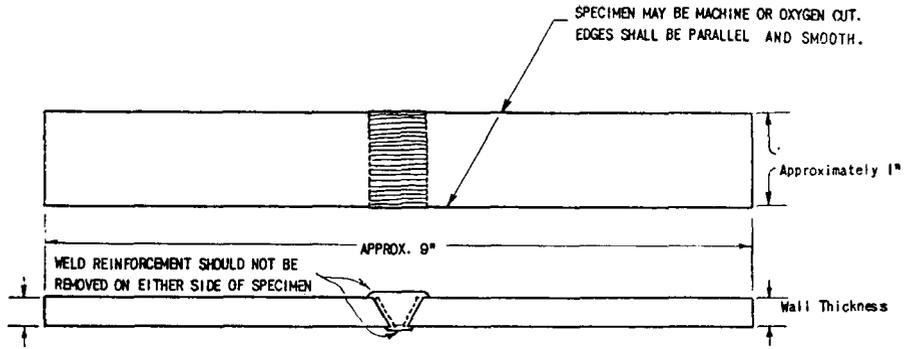
FIGURE 6
LOCATION OF TEST SPECIMENS—BUTT WELD PROCEDURE
QUALIFICATION TEST WELD



*One full section tensile test specimen may be used for pipe $1\frac{5}{16}$ inch and smaller.

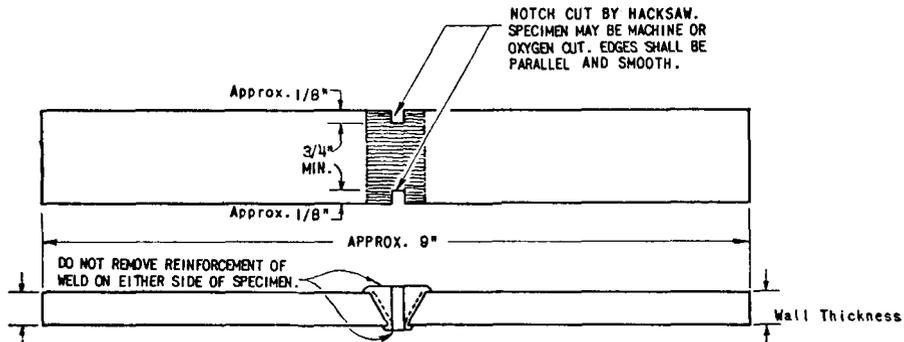
N.B. At the Company's option the locations may be rotated 45 degrees counter clockwise and/or additional specimens may be taken.

FIGURE 7
TENSILE TEST SPECIMEN



N.B. If the specimen is flame cut it should be oversized and then cut back to proper dimensions by machining.

FIGURE 8
NICK-BREAK TEST SPECIMEN



N.B. If the specimen is flame cut it should be oversized and then cut back to proper dimensions by machining.

FIGURE 9
ROOT BEND AND FACE BEND TEST SPECIMEN

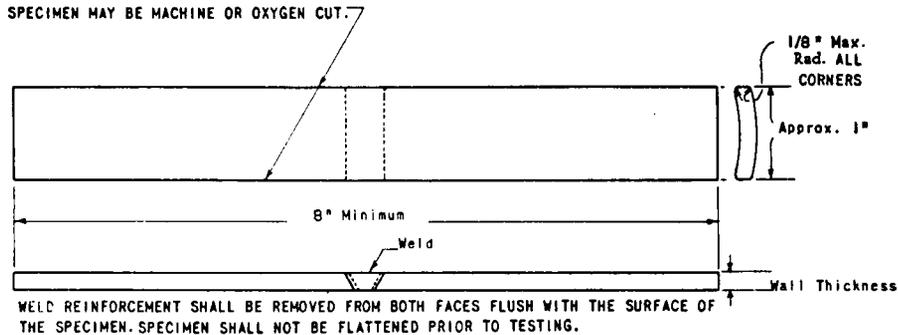
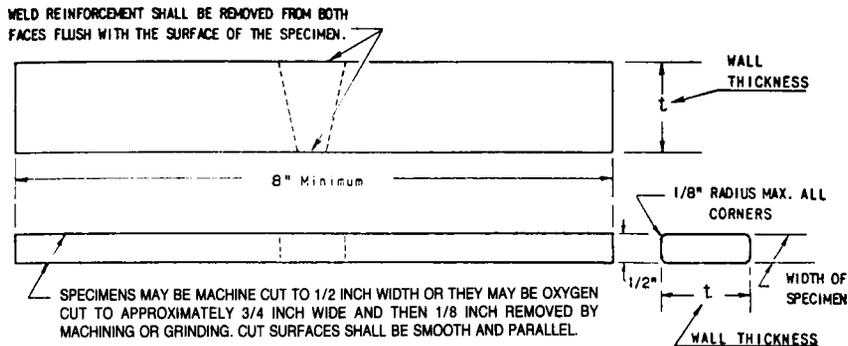


FIGURE 10
SIDE BEND TEST SPECIMEN



4.6.4.3. Nick-break test

4.6.4.3.1. Preparation : The specimens (Figure 8) shall be approximately 9 inches long and 1 inch wide and they may be machine-cut or oxygen-cut. They shall be notched with a hacksaw on each side at the centre of the weld and each notch shall be approximately $\frac{1}{8}$ inch deep.

4.6.4.3.2. Method : The specimens shall be broken by pulling in a tensile machine, by supporting the ends and striking the centre or by supporting one end and striking the other end with a hammer. The exposed area of the fracture shall be at least $\frac{3}{4}$ inch wide.

4.6.4.3.3. Requirements : The exposed surfaces of each specimen shall show complete penetration and fusion ; and

(a) there shall be no more than 6 gas pockets per square inch of surface area with the greatest dimension not to exceed $\frac{1}{16}$ inch ;

(b) slag inclusions shall be not more than $\frac{1}{32}$ inch in depth nor $\frac{1}{8}$ inch or one-half the nominal wall thickness in length, whichever is shorter, and there shall be at least $\frac{1}{2}$ inch of sound weld metal between adjacent inclusions.

N.B. The dimensions should be measured as shown in Figure 11.

4.6.4.4. Root and face bend test

4.6.4.4.1. Preparation : The specimens (Figure 9) shall be at least 8 inches long by 1 inch wide and the long edges shall be rounded. They may be machine-cut or oxygen-cut. The cover and root bead reinforcement shall be removed flush with the surface of the specimen. These surfaces shall be smooth and any scratches which exist shall be light and transverse to the weld.

4.6.4.4.2. Method : The specimens shall be bent in a guided bend test jig similar to that shown in Figure 12. Each specimen shall be placed on the die with the weld at mid-span. Face-bend specimens shall be placed with the face of the weld directed toward the gap and root-bend

specimens shall be placed with the root of the weld directed toward the gap. The plunger shall be forced into the gap until the curvature of the specimen is approximately U-shaped.

4.6.4.4.3. Requirements : The bend test shall be considered acceptable if no crack or other defect exceeding $\frac{1}{8}$ inch or $\frac{1}{2}$ the nominal wall thickness, whichever is smaller, in any direction is present in the weld or between the weld and the fusion zone after bending. Cracks which originate along the edges of the specimen during testing and which are less than $\frac{1}{4}$ inch measured in any direction shall not be considered unless obvious defects are observed. Each specimen subjected to the bend test shall meet these requirements.

FIGURE 11
DIMENSIONS OF DISCONTINUITIES IN WELD SPECIMENS

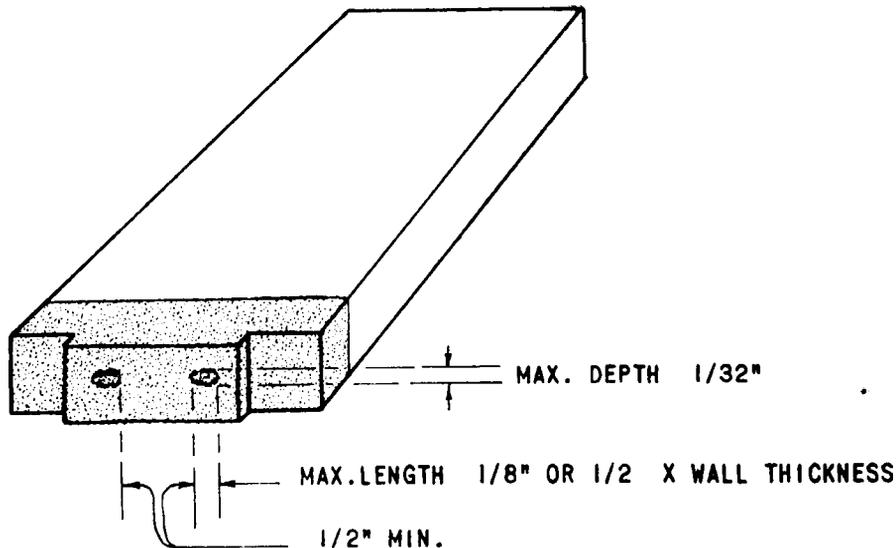
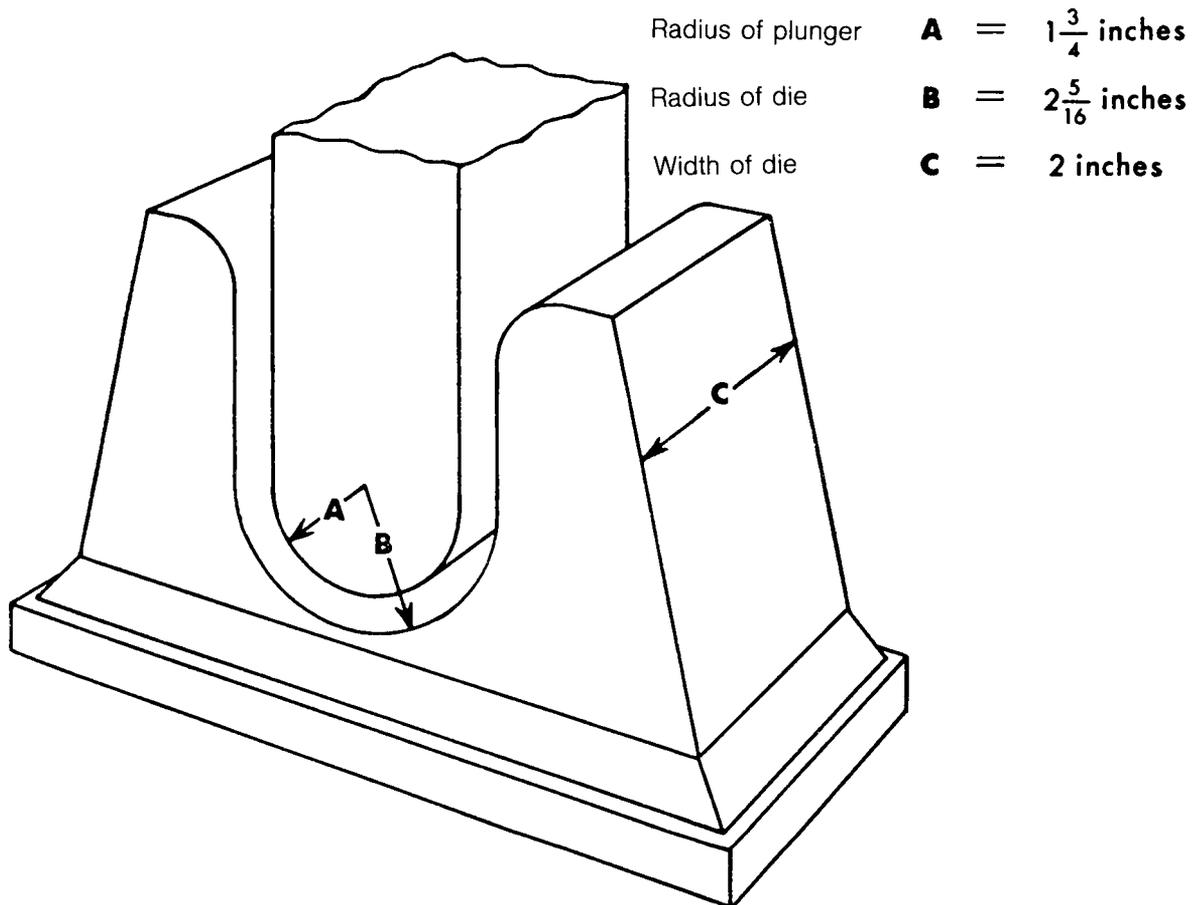


FIGURE 12
JIG FOR GUIDED BEND TESTS



4.6.4.5. Side bend test

4.6.4.5.1. Preparation : The specimens (Figure 10) shall be at least 8 inches long by $\frac{1}{2}$ inch wide and the long edges shall be rounded. They shall be machine-cut or they may be oxygen-cut to approximately a $\frac{3}{4}$ -inch width and then machined or ground to the $\frac{1}{2}$ -inch width. The sides shall be smooth and parallel. The cover and root bead reinforcements shall be removed flush with the surfaces of the specimen.

4.6.4.5.2. Method : The specimens shall be bent in a guided bend test jig similar to that shown in Figure 12. Each specimen shall be placed on the die with the weld at midspan and with the face of the weld at 90 degrees to the gap. The plunger shall be forced into the gap until the curvature of the specimen is approximately U-shaped.

4.6.4.5.3. Requirements : Each specimen shall meet the requirements of clause 4.6.4.4.3.

4.6.5. Testing of welded joint — Fillet welds

4.6.5.1. Preparation : Test specimens shall be cut from the joint at the locations shown in Figure 13. The minimum number of specimens and the test to which they are to be subjected are given in Table 5. The specimens shall be prepared as shown in Figure 14. They may be machine-cut or oxygen-cut and the sides shall be smooth and parallel. There shall be at least 2 inches of pipe material on each side of the test weld. For pipe under $2\frac{3}{8}$ inches in diameter, 2 test welds shall be made to obtain the required

number of test specimens. The specimens shall be air cooled to ambient temperature prior to testing.

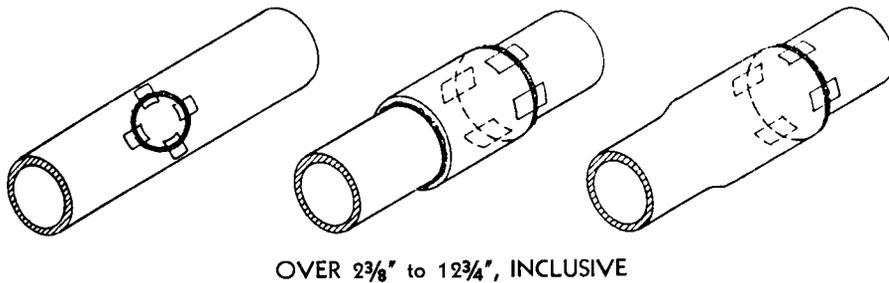
N.B. The test specimens should be at least 1 inch wide and sufficiently long so that they can be broken.

TABLE 5

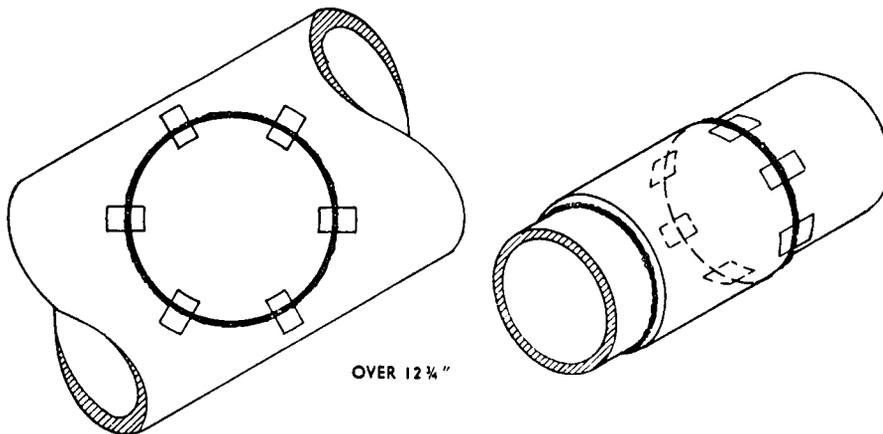
TYPE AND NUMBER OF TEST SPECIMENS FOR PROCEDURE QUALIFICATION TEST – FILLET WELDS

Pipe Size, OD, – Inches	Number of Root Bend Specimens
Under 2 $\frac{3}{8}$	4 (obtain from 2 welds)
2 $\frac{3}{8}$ to 12 $\frac{3}{4}$, inclusive	4
Over 12 $\frac{3}{4}$	6

FIGURE 13
LOCATION OF ROOT BEND TEST SPECIMENS—FILLET WELDS
PROCEDURE AND WELDER QUALIFICATION TEST WELDS

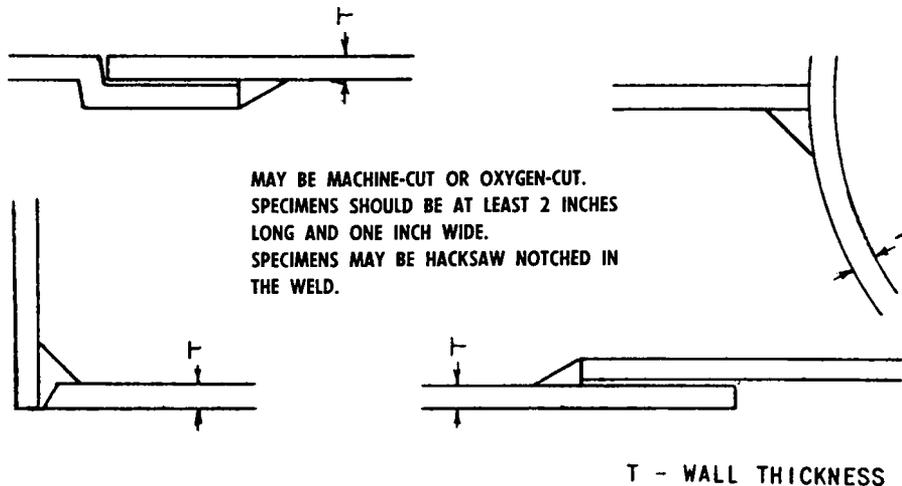


FOR JOINTS UNDER 2 $\frac{3}{8}$ " CUT ROOT BEND SPECIMENS FROM THE SAME GENERAL LOCATION BUT REMOVE TWO SPECIMENS FROM EACH OF TWO TEST WELDS.



N.B. At the option of the Company additional specimens may be taken.

FIGURE 14
PREPARATION OF FILLET WELD SPECIMENS



4.6.5.2. Method : The specimens shall be broken by supporting both ends of the specimen and striking the centre or by supporting one end and striking the other. The specimens shall be bent so that the root of the weld is subjected to the greater strain.

4.6.5.3. Requirements : The exposed surfaces of the specimen shall show complete penetration and no more than 6 gas pockets per square inch of surface area with the greatest dimension not to exceed 1/16 inch. Slag inclusions shall be not greater than 1/32 inch in depth, or 1/8 inch or 1/2 the nominal wall thickness of the thinner member in length, whichever is the smaller, and shall be separated by at least 1/2 inch of sound metal (see Figure 11). Each specimen shall meet these requirements.

4.7. Qualifications of welders for work on piping systems operating at hoop stresses or less than 20% of the specified minimum yield strength

4.7.1. Welders whose work is limited to the application of the oxy-acetylene or manual arc welding processes on piping operating at hoop stresses or less than 20% of the specified minimum yield strength shall be qualified in accordance with the requirements of either clause 4.7 or clause 4.8.

4.7.2. An initial test shall qualify a man for work and thereafter his work shall be checked either by requalification at one year intervals or by cutting out and testing production work at least every 6 months.

4.7.3. The test may be made on pipe of any diameter 12 inches or smaller. The test weld shall be made with the pipe in a horizontal fixed position so that the test weld includes at least one section of overhead position welding.

4.7.4. The beveling, root opening and other details shall conform to the procedure specification under which the welder is qualified.

4.7.5. The test weld shall be cut into 4 coupons and subjected to the root bend test. If, as a result of this test, a crack develops in the weld material or between the weld and base metal more than 1/8 inch long in any direction, this shall be cause for rejection. Cracks occurring on the corner of the specimen during testing shall not be considered. If no more than one coupon is rejected, the weld is to be considered as acceptable.

4.7.6. Welders who are to make welded service connections to mains shall be required to pass satisfactorily the following tests :

(a) weld a service connection fitting to a pipe section having the same diameter as a typical main ;

N.B.

(1) This weld should be made in the same position as this type of weld is made in the field.

(2) The weld should be rejected if it shows a serious undercutting or it if has rolled edges.

(b) the weld shall be tested by attempting to break the fitting off the run pipe by any available means (knocking off). A sample shall be rejected if the broken weld at the junction of the fitting and run pipe shows incomplete fusion, overlap, or poor penetration.

4.7.7. Special field test

4.7.7.1. For the periodic checking of welders who work on small services only (2 inches or smaller in diameter), the special field test described in clause 4.7.7.2 may be employed.

N.B. This test should not be used as a substitute for the original qualifying test.

4.7.7.2. Two sample welds made by the welder under test shall be taken from steel service pipe. Each sample shall be cut 8 inches long with the weld located approximately in the centre. One sample shall have the ends flattened and the entire joint subjected to the tensile strength test. Failure must be in the parent metal and not adjacent to or in the weld metal to be acceptable. The second sample shall be centred in the guided bend testing machine and bent to the contour of the die for a distance of 2 inches on each side of the weld. The sample to be acceptable must show no breaks or cracks after removal from the bending machine. When a tensile strength testing machine is not available, 2 bend test samples will be acceptable in lieu of one tension and one bending test.

4.7.8. Tests for copper joints

4.7.8.1. Personnel who are to work on copper piping shall satisfactorily pass the tests described in clause 4.7.8.2.

4.7.8.2. A brazed or soldered copper bell joint shall be made on any size of copper pipe used, with the axis of the pipe stationary in the horizontal position. The joint so welded is to be sawed open, longitudinally at the top of the pipe. (The top being the uppermost point on the circumference at time joint is brazed). The joint shall be spread apart for examination. The bell end of the joint must be completely bonded. The spigot end of the joint must give evidence that the brazing alloy has reached at least 75% of the total area of the telescoped surfaces. At least 50% of the length at the top of the joint must be joined.

4.7.9. Records : Records shall be kept of the original tests and all subsequent tests conducted on the work of each welder.

4.8. Qualification of welders for work on piping systems operating at hoop stresses of 20% or more of the specified minimum yield strength

4.8.1. Single qualification**4.8.1.1. Butt welds**

4.8.1.1.1. A welder shall qualify by demonstrating his ability to produce acceptable welds using a specified company qualified welding procedure to join pipe nipples or segments of pipe nipples. When segments of pipe nipples are used these shall be supported so that typical flat, vertical, and overhead welds are produced. Segments shall be arranged so that the end of a segment does not occur at either 12 h or at 6 h. If the welder is only required to make segments of welds for qualification purposes at least one of these segments shall contain the typical button which is produced when the end of a bead joins its beginning in a circumferential weld. At least one of these buttons shall be examined during the qualification testing.

4.8.1.1.2. Before starting the test, the welder shall be allowed a reasonable time to adjust the welding machine used in the test. The welder shall perform the qualification test in accordance with the qualified welding procedure. If so required by the company, qualification of welders shall be conducted in the presence of a company representative.

4.8.1.1.3. The welds shall be acceptable if they meet the requirements of clause 4.8.4.

4.8.1.2. Fillet welds

4.8.1.2.1. A welder shall qualify by demonstrating his ability to produce acceptable welds, using a specified company qualified welding procedure, in patches, sleeves and lap joints as shown in Figure 13.

4.8.1.2.2. Before starting the test, the welder shall be allowed a reasonable time to adjust the welding ma-

chine used in the test. The welder shall perform the qualification test in accordance with the qualified welding procedure. If so required by the company, qualification of welders shall be conducted in the presence of a company representative.

4.8.1.2.3. The welds shall be acceptable if they meet the requirements of clauses 4.8.4.5 and 4.8.4.6.

4.8.2. Multiple qualification

4.8.2.1. A welder who has qualified with a high-strength material such as the API Standard 5LX group in excess of grade X42 may be considered qualified to weld pipe in the lower strength groups.

4.8.2.2. A welder qualified to weld pipe in one diameter group may be considered qualified to weld all of the other sizes of pipe in that same diameter group (paragraph c of clause 4.6.2.2).

4.8.2.3. A welder qualified to weld material of a specified thickness may be considered qualified to weld material of any thickness in the same wall thickness group (paragraph c of clause 4.6.2.2).

4.8.2.4. A welder qualified to fillet weld an outlet whose nominal diameter is at least 50% of the nominal diameter of the run may be considered qualified to make any fillet welds by the same process in which he qualified and may be considered qualified to weld branch connections in the following positions :

(a) all positions, if the qualifying weld was made with the branch connection on the bottom of the run ;

(b) top and side, if the qualifying weld was made with the branch connection on the side of the run ;

(c) top, if the qualifying weld was made with the branch connection on the top of the run.

4.8.2.5. A welder who had made a successful procedure qualification test is automatically qualified in that procedure.

4.8.3. Visual examination : The weld shall be free of cracks, inadequate penetration (clause 4.11.3), unrepaired burn-through (clause 4.11.4) and other defects (clause 4.11) and it shall present a neat workmanlike appearance. Undercutting adjacent to the final bead on the outside of the pipe shall not exceed 1/32 inch in depth, and there shall be not more than 2 inches of undercutting in a 12-inch length of weld.

4.8.4. Welder qualification by destructive testing

4.8.4.1. Sample of test welds — butt welds : Specimens shall be cut from each test weld. If the test weld is a complete circumferential weld then the locations from which the specimens shall be removed are shown in Figure 15. If the test weld consists of segments of pipe nipples, an approximately equal number of specimens shall be removed from each segment. The total number of specimens and the tests to which each shall be submitted are shown in Table 6. The specimens shall be air cooled to ambient temperature before testing. For pipe 1 5/16 inches and smaller, one full section specimen may be substituted for the 4 root bend — nick-break reduced section specimens. This full section specimen shall be tested in accordance with clause 4.6.4.2.2, and it shall meet the requirements of clause 4.6.4.2.3.

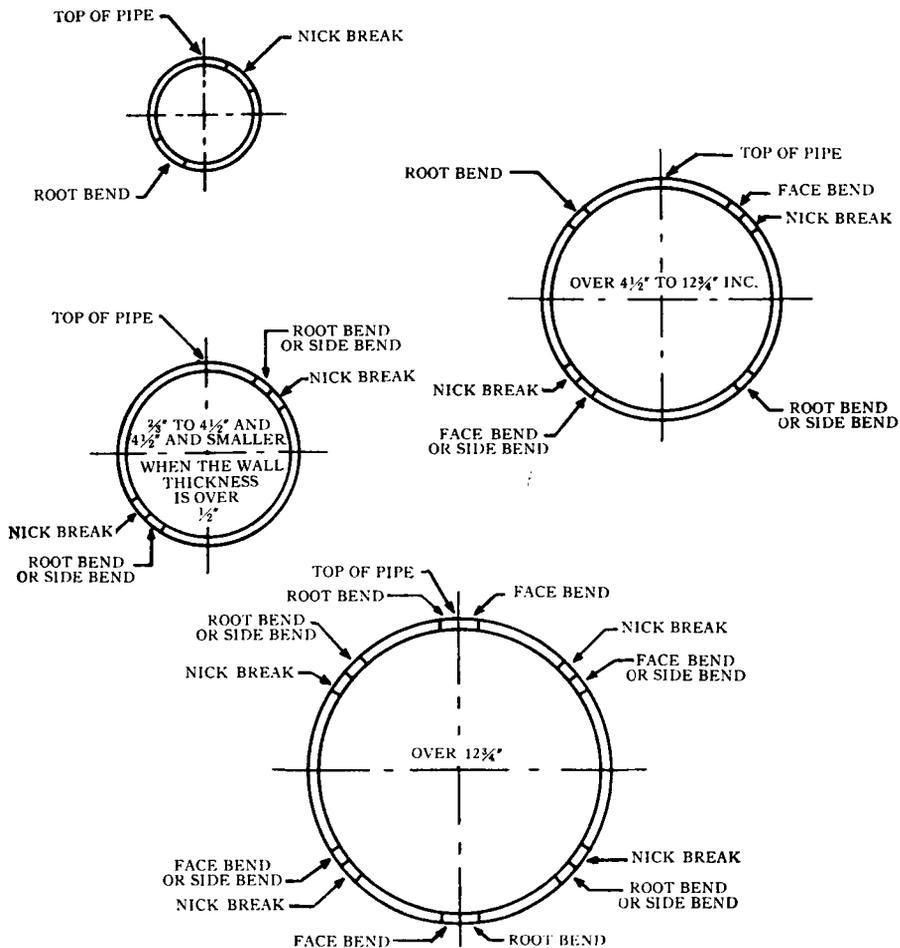
TABLE 6
TYPE AND NUMBER OF TEST SPECIMENS FOR WELDER QUALIFICATION TEST AND FOR DESTRUCTIVE TESTING OF PRODUCTION WELDS—BUTT WELDS

Pipe Size, Outside Diameter Inches	Number of Specimens				Total
	Nick Break	Root Bend	Face Bend	Side Bend	
	Wall Thickness— $\frac{1}{2}$ Inch and Under				
Under $2\frac{3}{8}$	2	2	0	0	4*
$2\frac{3}{8}$ to $4\frac{1}{2}$	2	2	0	0	4
Over $4\frac{1}{2}$ to $12\frac{3}{4}$ inclusive	2	2	2	0	6
Over $12\frac{3}{4}$	4	4	4	0	12
	Wall Thickness—Over $\frac{1}{2}$ Inch				
$4\frac{1}{2}$ and Smaller	2	0	0	2	4
Over $4\frac{1}{2}$ to $12\frac{3}{4}$ inclusive	2	0	0	2	4
Over $12\frac{3}{4}$	4	0	0	4	8

*Obtain from 2 welds or one full section tensile specimen for pipe 1 5/16 inches and smaller.

N.B. See also Figure 15.

FIGURE 15
LOCATION OF TEST SPECIMENS-BUTT WELD —
WELDER QUALIFICATION TEST WELD



**One full section tensile test specimen may be used for pipe 1 5/8 inches and smaller.*

N.B. At the Company's option the locations may be rotated 45 degrees counter clockwise and/or additional specimens may be taken.

4.8.4.2. Nick-break and bend test procedures — butt welds : The specimens shall be prepared and the tests made as described for the procedure qualification test (clause 4.6.4).

4.8.4.3. Nick-break test requirements — butt welds : If any specimen shows defects exceeding those allowed by the nick-break test requirements of the procedure qualification test (clause 4.6.4.3.3), the welder shall be disqualified.

4.8.4.4. Bend test requirements — butt welds

4.8.4.4.1. If any specimen shows defects exceeding those allowed by the root and face bend test requirements (clause 4.6.4.4.3) or the side bend test requirements (clause 4.6.4.5.3) of the procedure qualification test, the welder shall be disqualified. Welds in high test pipe (API Standard 5LX) may not bend the full U-shape. These shall be considered acceptable if the specimens which crack are broken apart and their exposed surfaces meet the requirements of the nick-break test (clause 4.6.4.3.3).

4.8.4.4.2. Should one of the bend test specimens fail to meet these requirements and in the opinion of the company representative the lack of penetration occurring is not representative of the weld, the test specimen may be replaced by an additional specimen cut adjacent to the one that failed. The welder shall be disqualified if the additional specimen also shows defects exceeding the specified limits.

4.8.4.5. Sampling of test welds — Fillet welds : Specimens shall be cut from each test weld. If the test weld is a complete circumferential weld, then the locations from which the specimens shall be removed are shown in Figure 13. If the test weld consists of segments of pipe nipples, an approximately equal number of specimens shall be removed from each segment. The total number of specimens and the tests to which each shall be submitted are shown in Table 5. The specimens shall be air-cooled to ambient temperature before testing.

4.8.4.6. Method and requirements — Fillet welds : The specimens shall be prepared, and the test made as described for the procedure qualification (clause 4.6.5).

4.8.5. Retest : If, in the mutual opinion of the company and the contractor representatives, failure of a welder to pass the test was because of unavoidable conditions or conditions beyond his control, such a welder may be given a second opportunity to qualify. No further retests, beyond the second opportunity, shall be given until the welder has submitted proof of subsequent welder training acceptable to the company.

4.8.6. Records of qualified welders : A record shall be made of the tests given to each welder and of the detailed results of each test.* A list of qualified welders and the procedures in which they are qualified shall be maintained. A welder may be required to requalify if there is a question about his ability.

**A form similar to Figure C1 should be used.*

4.9. Production welding

4.9.1. General : The welding of piping in accordance with this Standard shall be performed by qualified welders using qualified procedures. Production welding shall not be performed when conditions encountered exceed the limits stated in the procedure specification. The surfaces to be welded shall be smooth, uniform, free of fins, laminations, tears, scale, slag, grease, paint and other deleterious material which might adversely affect the welding. The joint design and spacing between abutting ends shall be in accordance with the welding procedure specification to be used.

4.9.2. Alignment : The alignment of the abutting ends shall be such as to minimize the offset between surfaces.

For pipe of the same nominal wall thickness, the offset shall not exceed 1/16 inch. Any greater offset, provided it is caused by dimensional variations, shall be equally distributed around the circumference of the pipe. Once welding of the root bead is commenced, hammering of the pipe at that joint is prohibited.

N.B. Hammering of the pipe to obtain proper line-up should be held to a minimum.

4.9.3. Use of line-up clamp — Butt welds : Line-up clamps shall be used in accordance with the requirements of the procedure specification. Internal line-up clamps shall be used whenever practicable and when used shall not be removed until the root bead is complete. External line-up clamps may be used when use of internal line-up clamps is not practicable. Root bead segments used in connection with external line-up clamps shall be uniformly spaced around the circumference of the pipe and shall have an accumulative length of not less than 50% of the pipe circumference before the clamp may be removed.

4.9.4. Bevel

4.9.4.1. Mill bevel : Pipe ends shall be provided with mill bevels conforming to the joint design used in the welding procedure specification.

4.9.4.2. Field bevel : Field bevelled ends shall be reasonably smooth and uniform, and dimensions shall be in accordance with the qualified welding procedure.

N.B. Pipe ends should be field beveled by machine tool or machine oxygen cutting. Manual oxygen cutting may also be used if so authorized by the company.

4.9.5. Weather conditions : Welding shall not be done when the quality of the completed weld would be impaired by the prevailing weather conditions, including but not limited to moisture, blowing sands, high winds or low temperatures. The use of windshields may make the conditions for welding satisfactory. The metal surfaces in and adjacent to the welding groove shall be dry before welding commences and while welding is in progress. When the ambient temperature falls below 32°F no welding procedure may be used at any ambient temperature below the lowest ambient temperature for which it was qualified unless preheating methods established in the procedure specification and accordingly qualified are used. The company representative shall decide if weather conditions are suitable for welding.

4.9.6. Clearance : When the pipe is welded in the trench, the bell hole shall be of sufficient size to provide the welder or welders ready access to the joint so that their skill is not impaired.

N.B. When the pipe is welded above ground, the working clearance around the pipe at the weld should be not less than 16 inches.

4.9.7. Root bead : When performing manual arc welding, whether roll or position, the entire root bead shall be deposited with the pipe in a stationary position. When performing other than manual arc welding, the first bead may be deposited while the pipe is being rolled. Care shall be taken that the pipe is not stressed nor the line-up of the joint changed while the root bead is being deposited.

4.9.8. Cleaning between beads : Scale and slag shall be removed from each bead and groove. Cleaning may be done with either hand or power tools. Cleaning shall not effect the geometry of the joint.

4.9.9. Position welding

4.9.9.1. Welding procedure : All position welds shall be made with the parts to be joined secured against movement and with adequate clearance around the joint to allow the welders space in which to work.

4.9.9.2. Filler and finish beads

4.9.9.2.1. Unless the welding procedure otherwise provides and has been qualified accordingly, no bead shall be commenced until the preceding bead has been completed. The number of beads shall be such that the completed weld shall have substantially uniform cross-section around the entire circumference of the pipe and shall be uniformly convex. At no point shall the crown surface be below the outside surface of the pipe, nor shall it be raised above the parent metal by more than 1/16 inch. When the pipe material being welded is in an API Standard 5LX group in excess of grade X42, the second bead shall be commenced as soon as possible after completion of the root bead and in any case within 5 minutes after completion of the root bead.

N.B. When the pipe material being welded is in an ASTM or API Standard 5L or 5LX grade X42 group, it is recommended and may be made mandatory by the company to add the second bead immediately after the root bead has been completed.

4.9.9.2.2. Two beads shall not be started at the same location. The completed weld shall be thoroughly brushed and cleaned.

N.B. The face of the completed weld should be approximately $\frac{1}{8}$ inch greater than the width of the original groove.

4.9.10. Roll welding

4.9.10.1. Maintaining alignment : At the option of the company, roll welding will be permitted, provided alignment is maintained by the use of skids or structural framework to accommodate 2 or more full lengths of pipe and having an adequate number of roller dollies to prevent sag in the supported lengths of pipe.

4.9.10.2. Filler and finish beads

4.9.10.2.1. Unless the welding procedure otherwise provides and has been qualified accordingly, no bead shall be commenced until the preceding bead has been completed. The number of beads shall be such that the completed weld shall have substantially uniform cross-section around the entire circumference of the pipe and shall be uniformly convex. At no point shall the crown surface be below the outside surface of the pipe, nor shall it be raised above the parent metal by more than $\frac{1}{16}$ inch. When the pipe material being welded is in an API Standard 5LX group in excess of grade X42, the second bead shall be commenced as soon as possible after completion of the root bead and in any case within 5 minutes after completion of the root bead.

N.B. When the pipe material being welded is in an ASTM or API Standard 5L or 5XL grade X42 group, it is recommended and may be made mandatory by the company to add the second bead immediately after the root bead has been completed.

4.9.10.2.2. Two beads shall not be started at the same location. As the welding progresses, the pipe shall be rolled to maintain welding at or near the top of the pipe. The completed weld shall be thoroughly brushed and cleaned.

N.B. The face of the completed weld should be approximately $\frac{1}{8}$ inch greater than the width of the original groove.

4.9.11. Identification of welds : Each welder shall identify his work in the manner prescribed by the company. Steel-die stamping of the pipe for this purpose is prohibited.

4.9.12. Fillet welds : All fillet welds shall be made with E7015, E7016, or E7018 class electrodes.

4.9.13. Preheat and stress relief

4.9.13.1. General : The qualified welding procedure shall specify the preheating and stress relieving practices which are to be followed when materials or weather conditions make either or both of them necessary.

4.9.13.2. Preheating

4.9.13.2.1. Carbon steels having a carbon content in excess of 0,32% (ladle analysis) or a carbon equivalent (C + $\frac{1}{4}$ Mn) in excess of 0,65% (ladle analysis) shall be preheated as prescribed in USA Standard B31.1, Code for Pressure Piping, Section 6, Chapter IV. Preheating may also be advisable for steels having lower carbon or carbon equivalent, when conditions exist that either limit the welding technique that can be used, or that tend to affect adversely the quality of the weld. Preheating requirements shall be specified in the welding procedure and qualified accordingly.

4.9.13.2.2. When welding dissimilar materials having different preheating requirements, the material requiring the higher preheat shall govern.

4.9.13.2.3. Preheating may be accomplished by any suitable method, provided that it is uniform and that the temperature does not fall below the prescribed minimum during the actual welding operations.

4.9.13.2.4. The preheating temperature shall be checked by the use of temperature indicating crayons, thermocouple pyrometers or other suitable method to assure that the required preheat temperature is obtained prior to and maintained during the welding operation.

4.9.13.3. Stress relieving

4.9.13.3.1. Carbon steels having a carbon content in excess of 0,32% (ladle analysis) or a carbon equivalent (C + $\frac{1}{4}$ Mn) in excess of 0,65% (ladle analysis) shall be stress relieved as prescribed in USA Standard B31.1, Code for Pressure Piping, Section 6, Chapter IV. Stress relieving may also be advisable for steels having lower carbon or carbon equivalent when adverse conditions exist which too rapidly cool the weld.

4.9.13.3.2. Welds in all carbon steels shall be stress relieved when the wall thickness exceeds 1/4 inch.

4.9.13.3.3. When the welded joint connects parts that are of different thicknesses but of similar materials, the thickness to be used in applying the rules in clauses 4.9.13.3.1 and 4.9.13.3.2 shall be the thicker of the two parts joined.

4.9.13.3.4. In welds between dissimilar materials, if either material requires stress relieving, the joint shall require stress relieving.

4.9.13.3.5. Stress relieving temperatures : The following shall apply :

(a) stress relieving shall be performed at a temperature of 1 100°F or over for carbon steels, and 1 200°F or over for ferritic alloy steels. The exact temperature range shall be stated in the procedure specification ;

(b) when stress relieving a joint between dissimilar metals having different stress relieving requirements, the material requiring the higher stress relieving temperature shall govern ; and

(c) the parts heated shall be brought slowly to the required temperature and held at that temperature for a period of time proportioned on the basis of at least 1 hour per inch of pipe wall thickness, but in no case less than 1/2 hour, and shall be allowed to cool slowly and uniformly.

4.9.13.3.6. Methods of stress relieving : The following methods of stress relieving shall apply :

(a) heating the complete structure as a unit ;

(b) heating a complete section containing the weld or welds to be stress relieved before attachment to other sections of work ;

(c) heating a part of the work by heating slowly a circumferential band containing the weld at the centre. The width of the band which is heated to the required temperature shall be at least 2 inches greater than the width of the weld reinforcement. The temperature shall diminish gradually outward from the ends of this band ;

N.B. Care should be used to obtain a uniform temperature around the entire circumference of the pipe.

(d) branches, or other welded attachments for which stress relief is required, may be locally stress relieved by heating a circumferential band around the pipe on which the branch or attachment is welded with the attachment at the middle of the band. The width of the band shall be at least 2 inches greater than the diameter of the weld joining the branch or attachment to the header. The entire band shall be brought up to the required temperature and held for the time specified.

4.9.13.3.7. Equipment for local stress relieving : The equipment for local stress relieving shall be as follows :

(a) stress relieving may be accomplished by : electric induction, electric resistance, fuel-fired ring burners, fuel-fired torch or other suitable means of heating provided that a uniform temperature is obtained and maintained during the stress relieving ;

(b) the stress relieving temperature shall be checked by the use of thermocouple pyrometers or other suitable equipment to be assured that the proper stress relieving cycle has been accomplished.

4.10. Inspection and testing of production welds

4.10.1. Inspection and tests of welds on piping systems intended to operate at hoop stresses of less than 20% of the specified minimum yield strength : The quality of welding shall be checked visually on a sampling basis, and if there is any reason to believe that the weld is defective, it shall be removed from the line and tested in accordance with the specification or it may be subjected to a non-destructive test as outlined in clause 4.10.2.

4.10.2. Inspection and tests of welds on piping systems intended to operate at hoop stresses of 20% or more of the specified minimum yield strength

4.10.2.1. Rights of inspection

4.10.2.1.1. The company shall have the right to inspect all welds by non-destructive means or by removing welds and subjecting them to mechanical tests. The inspection may be made during the welding or after the welding has been completed. The frequency of inspection shall be as specified by the company, except as provided in clauses 4.10.2.1.2 and 4.10.2.1.3.

4.10.2.1.2. When the pipe material being welded is in an API Standard 5LX group in excess of grade X42, all tie-in welds shall be radiographically inspected and a minimum of 15% of all field welds shall be radiographically inspected, such field and tie-in welds so inspected to be radiographed for 100% of the circumference.

4.10.2.1.3. Where the material is of grade X42 or lower and the system* is intended to operate at hoop stresses of less than 30% of the specified minimum yield strength of the pipe, all tie-in welds shall at least be inspected visually, and, if possible, be subjected to a leak test. If there is any reason to believe that the weld is defective, it shall be removed from the line and tested in accordance with the specification or it may be subjected to a non-destructive test conforming to the requirements of clause 4.10.2.2.1. Where the material is of grade X42 or lower and the system* is intended to operate at hoop stresses of 30% or more of the specified minimum yield strength of the pipe, all tie-in welds shall be radiographically inspected in accordance with clause 4.10.2.1.2.

**In the case of tie-in welds on branch pipe lines, main or service lines supplied from a larger facility, the term "system" in this context refers to the branch piping.*

4.10.2.2. Methods of inspection

4.10.2.2.1. Non-destructive testing : The method used shall produce indications of defects which can be accurately interpreted and evaluated. The welds inspected by non-destructive testing shall be evaluated on the basis of clause 4.11. Non-destructive testing inspection personnel may be required to demonstrate :

- (a) the capability of the procedure to detect defects ; and
- (b) the ability of the personnel to interpret properly the indications given.

4.10.2.2.2. Destructive testing : Destructive testing shall consist of the removal of completed welds, the sectioning of them into specimens and the examination of the specimens. The specimens shall be prepared in accordance with and meet the requirements of clause 4.6.4 or clause 4.6.5. The company shall reject any weld not meeting these requirements. The welder or welders who make a weld which fails to comply with the requirements may be disqualified from further work.

4.10.2.2.3. Trepanning methods of testing : Trepanning methods of testing shall not be used.

4.11. Standards of acceptability — Non-destructive testing

4.11.1. Introduction : These standards of acceptability are applicable to the determination of the size and type of defects located by radiography and other non-destructive test methods. They may also be applied to visual inspection. All irregularities which are detected during the test shall be recorded.

4.11.2. Rights of rejection : Since non-destructive test methods give 2 dimensional results only, the company may reject welds which appear to meet these standards of acceptability if in its opinion the depth of the defect may be detrimental to the strength of the weld.

4.11.3. Inadequate penetration and incomplete fusion

4.11.3.1. Inadequate penetration is defined as the incomplete filling of the bottom of the weld groove with weld metal. Incomplete fusion is defined as the lack of bond between beads or between the weld metal and the pipe metal.

4.11.3.2. Any individual defect due to inadequate penetration or incomplete fusion shall not exceed 1 inch in length. The total length of such defects in any 12-inch length of weld shall not exceed 1 inch. Individual defects shall be separated by at least 6 inches of sound weld metal. If the weld is less than 12 inches long, then the total length of such defects shall not exceed 8% of the weld length.

4.11.4. Burn-through areas

4.11.4.1. General : A burn-through area is that portion in the root bead where excessive penetration has caused the weld puddle to be blown into the pipe.

4.11.4.2. For welds 2½ inches OD and larger : Any unrepaired burn-through area shall not exceed ¼ inch or the thickness of the plate, whichever is the smaller, in any dimension. The sum of the maximum dimensions of separate unrepaired burn-through areas in any 12-inch length of weld shall not exceed ½ inch. Individual defects shall be separated by at least 6 inches of sound weld metal. Radiographs of repaired burn-throughs shall show that these have been properly repaired.

4.11.4.3. For welds less than $2\frac{3}{8}$ inches OD : No more than one unrepaired burn-through area is acceptable and it shall not exceed $\frac{1}{4}$ inch or the thickness of the plate, whichever is the smaller, in any dimension. Radiographs of repaired burn-throughs shall show that these have been properly repaired.

4.11.5. Slag inclusions

4.11.5.1. General : A slag inclusion is a non-metallic solid entrapped in the weld metal, or between the weld metal and the pipe metal. Elongated slag inclusions are usually found at the fusion zone. Isolated slag inclusions are irregularly shaped inclusions and may be located anywhere in the weld.

4.11.5.2. Elongated slag inclusions (wagon tracks)

4.11.5.2.1. For welds $2\frac{3}{8}$ inches OD and larger : Any elongated slag inclusions shall not exceed 2 inches in length or $\frac{1}{16}$ inch in width. The total length of elongated slag inclusions in any 12-inch length of weld shall not exceed 2 inches. Adjacent elongated slag inclusions shall be separated by at least 6 inches of sound weld metal. Parallel slag lines shall be considered as separate defects if the width of either of them exceeds $\frac{1}{32}$ inches.

4.11.5.2.2. For welds less than $2\frac{3}{8}$ inches in OD : Individual elongated slag inclusions shall not exceed $\frac{1}{16}$ inch in width or 3 times the nominal wall thickness in length and only one such inclusion shall be permitted in any weld. Parallel slag lines shall be considered as separate defects if the width of either one of them exceeds $\frac{1}{32}$ inches.

4.11.5.3. Isolated slag inclusions

4.11.5.3.1. For welds $2\frac{3}{8}$ inches OD and larger : The maximum dimensions of any isolated slag inclusions shall not exceed $\frac{3}{32}$ inches or $\frac{1}{3}$ the nominal wall thickness of the pipe, whichever is less. The total accumulated length of isolated slag inclusions in any 12-inch length of the weld shall not exceed $\frac{3}{8}$ inches, nor shall there be more than 4 isolated slag inclusions of this maximum dimension in this length. Adjacent isolated slag inclusions shall be separated by 2 inches of sound weld metal.

4.11.5.3.2. For welds less than $2\frac{3}{8}$ inches in OD : The maximum width of any isolated slag inclusion shall not exceed $\frac{3}{32}$ inches or $\frac{1}{3}$ the nominal wall thickness of the pipe, whichever is less, and the total lengths of such inclusions shall not exceed twice the nominal wall thickness of the pipe.

4.11.6. Porosity or gas pockets : Porosity or gas pockets are voids occurring in the weld metal and are usually spherically shaped. The maximum dimension of any individual gas pocket shall not exceed $\frac{1}{16}$ inch except that when the nominal wall thickness of the pipe is less than $\frac{1}{4}$ inch, the maximum dimension of any individual gas pocket shall not exceed $\frac{1}{4}$ of the nominal wall thickness. Maximum distribution of the gas pockets shall not exceed that shown in Figures 16 and 17.

4.11.7. Cracks : No weld containing cracks either in the weld or in the heat-affected zone of the parent metal, regardless of size or location, shall be acceptable.

4.11.8. Undercutting

4.11.8.1. Undercutting is the burning away of the side walls of the welding groove at the edge of a layer of weld metal, or the reduction in the thickness of the pipe wall adjacent to the weld and where it is fused to the surface of the pipe.

4.11.8.2. Undercutting adjacent to the cover bead on the outside of the pipe shall be eliminated by repair.

4.11.8.3. Undercutting adjacent to the root bead on the inside of the pipe shall not exceed 2 inches in length, or $\frac{1}{16}$ of the length of the weld, whichever is smaller.

4.11.9. Accumulation of discontinuities : Any accumulation of discontinuities shall not have a total length of more than 2 inches in a weld length of 12 inches or more than 8% of the weld length if it is less than 12 inches long. Any accumulation of discontinuities shall not total more than 8% of the weld length of a joint.

4.11.10. Radiographic interpretation : Any condition of the weld which prohibits proper radiographic interpretation shall be reason for rejection of the weld.

4.12. Repair or removal of weld defects

4.12.1. Authorization for repairs : Defects, except cracks, in the root and filler beads may be repaired with prior company authorization. Defects, except cracks, in the cover pass may be repaired without prior company authorization. Cracks shall not be repaired. All repairs shall meet the requirements of clause 4.11.

4.12.2. Removal and repair of defects : Before repairs are made, injurious defects shall be entirely removed to clean metal. All slag and scale shall be removed by wire brushing. When the pipe metal is in an API Standard 5LX group in excess of grade X42, preheating at 250°F shall be used when effecting a repair. Preheating of other grades of pipe metal may be required by the company. The preheat-

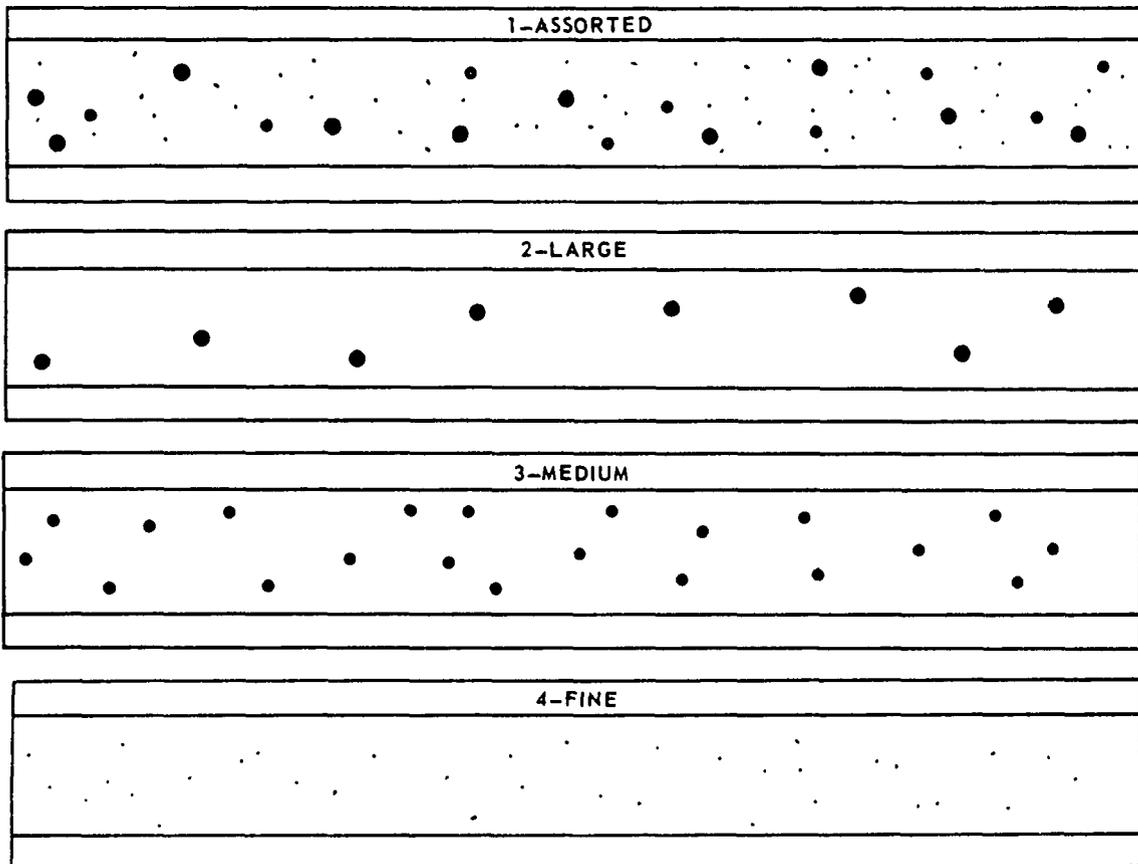
ing shall be over a distance of at least 6 inches from any point of the repair. Care shall be taken to prevent overheating, and no part of the areas shall be heated in excess of 400°F.

4.12.3. Testing of repairs

4.12.3.1. Such repaired areas (see clause 4.12.1) shall be re-radiographed, or inspected by the same means previously used. No further repairs shall be allowed in these areas.

4.12.3.2. The company may if it chooses, reinspect all of a weld containing a repair in the same manner as it is allowed to inspect a production weld under clause 4.10.2.

FIGURE 16
MAXIMUM DISTRIBUTION OF GAS POCKETS



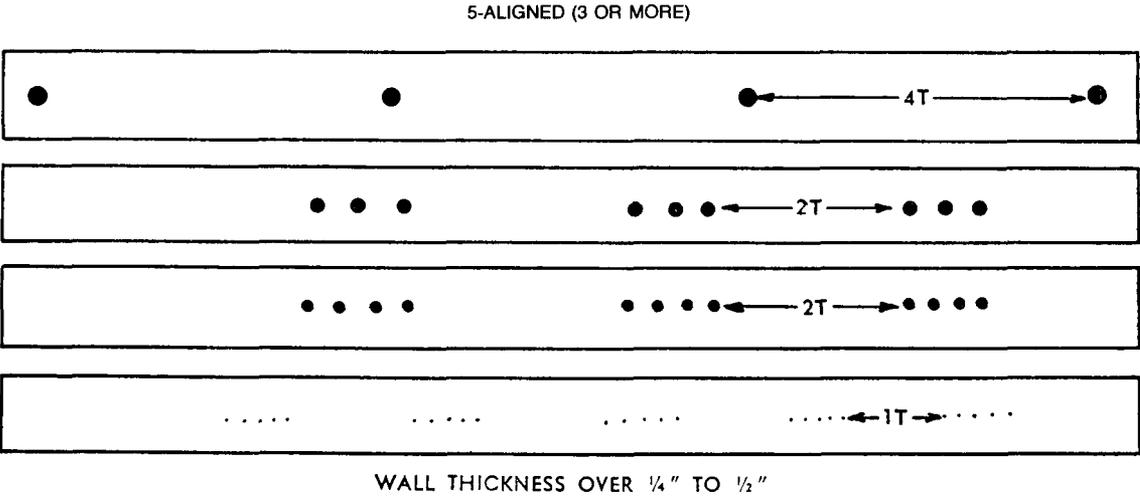
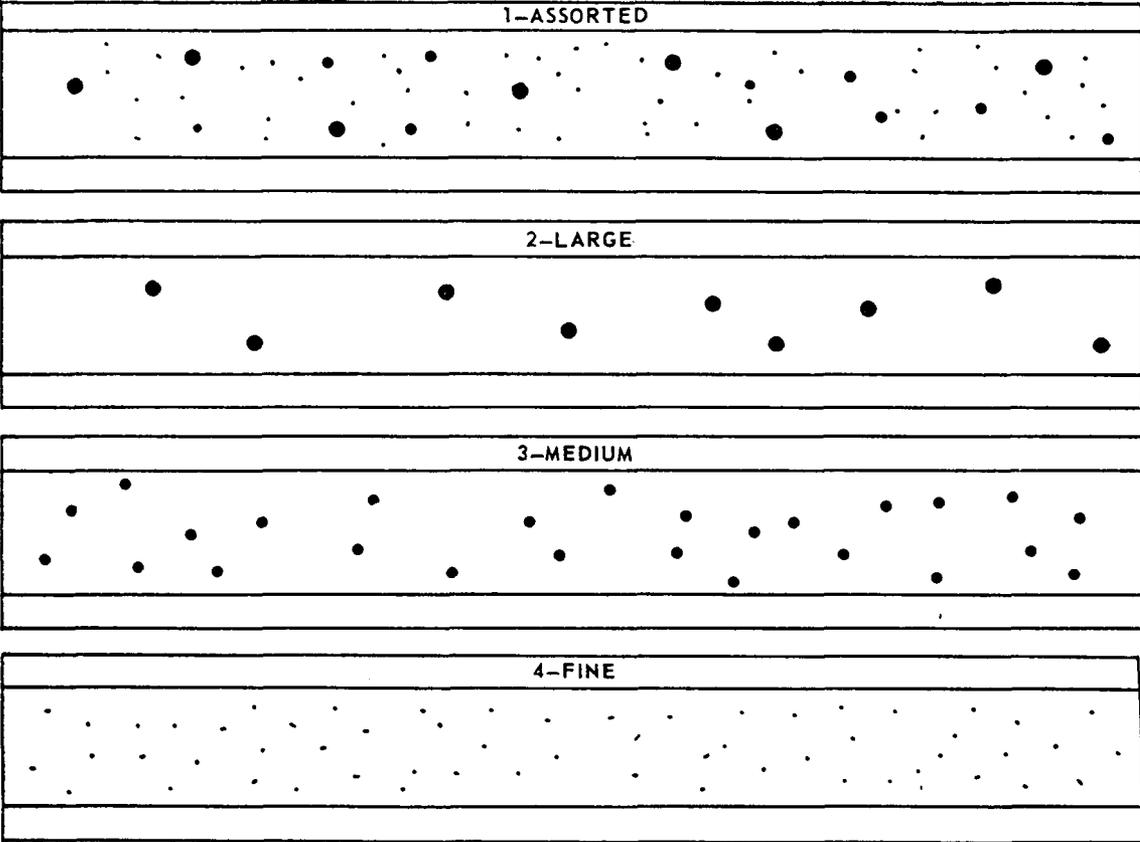
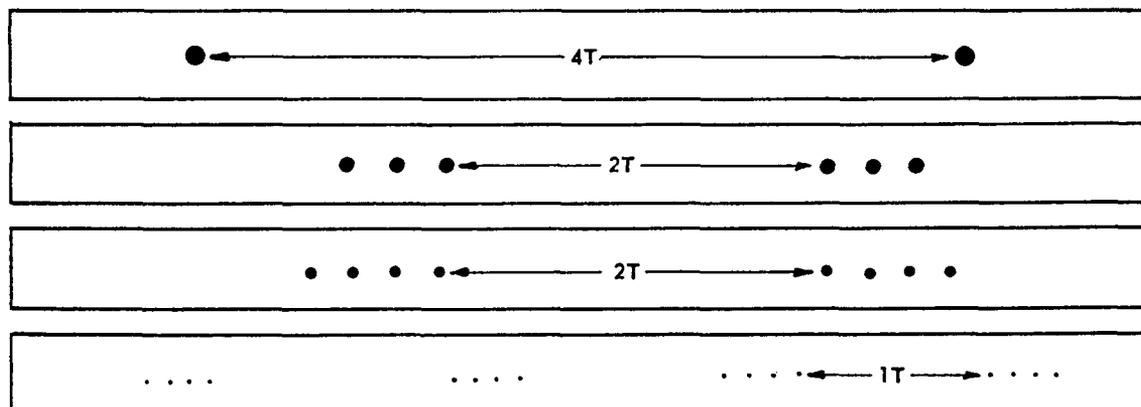


FIGURE 17
MAXIMUM DISTRIBUTION OF GAS POCKETS



5-ALIGNED (3 OR MORE)

WALL THICKNESS OVER $\frac{1}{2}$ " TO $1\frac{1}{4}$ "**4.13. Radiographic procedure****4.13.1. Production of radiographs****4.13.1.1. Introduction**

4.13.1.1.1. This Standard covers radiography of pipe welds using X-rays or gamma-rays as sources of radiation. It is the purpose of this Standard to ensure radiographic quality adequate for the inspection of welding in piping within the practical limits of the equipment, procedures, and the materials available.

4.13.1.1.2. The following points shall be used to evaluate radiographs :

- (a) an acceptable film quality (free of fog and processing irregularities, and of approved density and contrast) ;
- (b) contractual sensitivity level achieved ;
- (c) satisfactory identification system used ;
- (d) acceptable technique and set-up used ;
- (e) compatibility with acceptance standards ; all requirements referring to the quality of the resulting radiographs shall apply equally to X-rays and gamma-rays.

4.13.1.1.3. The use of radiographic inspection and the frequency of its use shall meet the minimum requirements of clause 4.10.2, with further use and frequency to be at the option of the company.

4.13.1.2. Radiographic sources : X-ray machines and radioactive materials may be used as sources of radiation. The source of radiation may be located either inside or outside of the pipe. When located on the outside of the

pipe, the image of either one or both walls may be acceptable for interpretation provided the radiographic geometry and resolution complies with the requirements of clauses 4.13.2.1 and 4.13.2.2.

4.13.1.3. Equipment and materials

4.13.1.3.1. X-ray machines : The radiation generated, the effective source, size, and position, size of field, and filter screen combinations governing the use of these machines shall be as specified in clauses 4.13.2.1, 4.13.2.2, and 4.13.2.3, respectively.

4.13.1.3.2. Radioactive sources (gamma-ray) : The effective source, size, and position, size of field, and filter screen combinations governing the use of radioactive sources shall be as specified in clauses 4.13.2.1, 4.13.2.2, and 4.13.2.3, respectively.

N.B. The equivalent effective voltage of radioisotopes should determine the selection of the radioactive material.

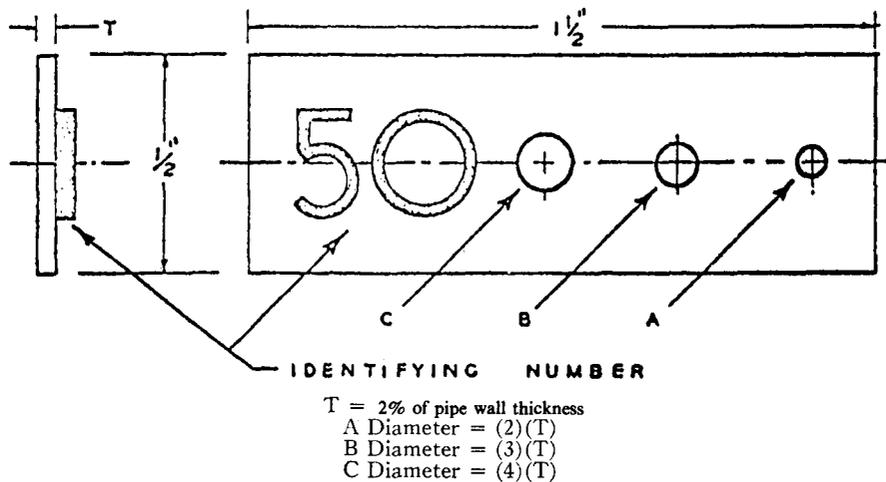
4.13.1.4. ASME penetrameters : ASME type penetrameters (Figure 18) shall be used on each radiographic area. The thickness of the penetrameters shall be 2% of the nominal wall thickness. When the weld reinforcement is not removed, a shim shall be placed under the penetrameter so that the total thickness being radiographed under the penetrameter equals the total weld thickness. The penetrameter shall be used on the source side of the pipe within one inch of the acceptable limits of the film coverage as specified in clause 4.13.2.2. The image of the smallest hole shall be clearly defined. When the radiation source is placed on the axis of the joint and the complete circumference radiographed with a single exposure, 3 penetrameters uniformly spaced shall be employed.

4.13.1.5. Standard test radiograph : Whenever it is impractical to place the penetrameter on the source side, the radiographer shall make a test radiograph under substantially identical conditions as will be used on production radiography. Penetrameters shall be placed on both the source side and the film side, sufficiently staggered to obtain separate images. Each penetrameter shall be identified with a marker which will show clearly on the film and which will indicate the side of the joint on which it is located (F for the film side and S for the source side). The small hole shall be clearly distinguishable for both the F and S penetrameters. The resultant radiograph shall be considered the standard test radiograph. This test shall be repeated at the option of the company representative whenever any change has been made in the operating technique, or whenever production films vary appreciably in detail, contrast, or density from the standard test radiograph.

4.13.1.6. Film identification markers : All films shall be clearly identified by lead numbers, letters, and/or markers so that location of the weld and any discontinuity in the weld can be quickly and accurately located. The company may specify the identification procedure desired. Whenever more than one film is used to inspect a complete circumferential weld, the identification markers shall appear on each film, and each weld section reference marker location shall be common to 2 successive films so as to establish that the entire weld has been examined. The markers shall be placed on the pipe on the downstream side of the weld so that the numbers will be read clockwise when viewed from the upstream side.

4.13.1.7. Film-viewing illuminators : Viewing illuminators shall be used which will produce sufficient light intensity so that all portions of the radiograph of the weld and base metal will transmit sufficient light to reveal the pertinent details of the radiograph.

FIGURE 18
STANDARD PENETRATOR



The diameter need not be less than $\frac{1}{16}$ inch.

Holes shall be round and drilled perpendicular to the surface.

Holes shall be free of burrs but edges shall not be chamfered.

Each penetrameter shall carry a lead identification number representing, to 2 significant figures, the minimum thickness of the plate for which it may be used.

4.13.2. Radiographic technique**4.13.2.1. X-ray voltage and isotope sources****4.13.2.1.1. X-ray voltages**

**X-ray voltage for total parent metal thickness should not exceed the values shown in Table 7.*

TABLE 7**MAXIMUM X-RAY VOLTAGE**

Total parent metal thickness inches	Maximum X-ray voltage kilovolts
¼ and under	110
9/32 to ⅜ inclusive	130
13/32 to ⅝ inclusive	160
21/32 to ⅞ inclusive	200
29/32 to 1½ inclusive	300

4.13.2.1.2. Isotope sources : Radioactive isotopes may be used as sources of radiation within the following limits of nominal wall thickness :

Iridium —	¼ to 2 inches
Cobalt —	over 1 inch
Radium —	over 1 inch
Cesium —	½ to 3 inches

4.13.2.2. Radiation source size, position and minimum source film distance

4.13.2.2.1. X-ray or gamma-ray source shall not have an effective size greater than specified in Table 8 for the indicated source to film distance.

TABLE 8**MAXIMUM EFFECTIVE X-RAY OR GAMMA RAY SOURCE SIZE**

Source – film distance inches	Effective source size millimetres
6	2,5
10	3,5
18 and over	6,0

4.13.2.2.2. The film during exposure shall be as close to the surface of the weld as practicable.

4.13.2.2.3. The distance between the source of radiation and the film shall be not less than 7 times the distance between the weld surface farthest removed from the film and film surface.

N.B. When practical this distance should be at least 10 times greater.

4.13.2.2.4. The source of radiation shall not be off-set more than 5 degrees from the plane of the girth weld seam except where necessary for elliptical projection. In this case the angle may be increased the minimum amount required to separate the images so that there is no superimposition within the limits of clause 4.13.2.3.

4.13.2.3. Size of radiation field : When a pipe weld inspection is made with source and film both outside the pipe and located diametrically opposite each other, a minimum of 3 equally spaced exposures shall be required to constitute 100% radiographic coverage of the weld. When 100% coverage is required using elliptical projection technique, 2 exposures shall be required taken 90 degrees apart.

N.B. **Lead screen applications :** Film holders should be backed with sheet lead whenever secondary or scattered radiation detrimentally influences radiographic results. It is recommended that 1/16-inch thick lead be applied to the back of X-ray cassettes, and ⅛-inch thick lead be applied to the back of gamma-ray cassettes.

4.13.3. Radiographic film

4.13.3.1. Type of film : Radiographic films of high contrast and relatively fine grain shall be used.

4.13.3.2. Density of film : The film shall be exposed so as to obtain a density between 1,3 and 1,8 within the weld. The unexposed base density of the film shall not exceed 0,30.

4.13.3.3. Processing defects : Radiographs shall be free from mechanical and processing defects. Any films containing artifacts interfering with the interpretation of the radiograph shall be discarded and the welds shall again be radiographed.

4.13.4. Processing chemicals

4.13.4.1. Developers : Commercial powders, concentrated liquids, or dry chemicals shall be mixed, maintained at proper strength and temperature, used, and discarded in accordance with manufacturer's recommendations.

4.13.4.2. Fixer :* The total fixing time should be at least twice the clearing time. When clearing time exceeds 5 minutes, the solution shall be discarded.

**An acid stop bath should be used between the developer and the fixer.*

4.13.4.3. Washing

4.13.4.3.1. Radiographs shall be processed to allow storage of films without discolouration for at least 3 years.

4.13.4.3.2. All films shall be washed in clean running water equivalent to 3 complete changes of fresh water. The temperature of the wash water should not exceed 80°F. The wash water shall be changed at least once each day.

4.13.4.4. Dark room : The film processing room and all accessories shall be kept clean and dust free at all times.

4.13.5. Radiation protection

4.13.5.1. The radiographer shall be responsible for the protection and personal monitoring of every person working with or near X or gamma-radiation. This protection and monitoring shall comply with the requirements of the Department of Health and Welfare, Radiation Protection Division.

4.13.5.2. Where radioactive materials are used, the area affected by radiation shall be surveyed and the limits of hazard posted.

4.13.6. Radiographers : The company shall have the option of examining the qualifications of all radiographers to ensure that all radiographs shall be taken, processed, and interpreted only by experienced technicians.

DIVISION V PIPING SYSTEM COMPONENTS AND FABRICATION DETAILS

5.1. General

5.1.1. Division V provides requirements for piping systems covering :

(a) specifications for, and selections of, all items and accessories entering into the piping system, other than the pipe itself ;

(b) acceptable methods of making branch connections ;

(c) provisions to be made to care for the effects of temperature changes ;

(d) approved methods for support and anchorage of piping systems, both exposed and buried.

5.1.2. Division V does not include :

(a) pipe materials (see Division III) ;

(b) welding procedures (see Division IV) ;

(c) design of pipe (see Division VI) ;

(d) installation and testing of piping systems (see division VI).

5.2. Piping system components

5.2.1. General : All components of piping systems, including valves, flanges, fittings, headers, special assemblies, etc. shall be designed to withstand operating pressures, and other specified loadings, with unit stresses not in excess of those permitted for comparable material in pipe in the same location and type of service. Components shall be selected that are designed to withstand the field test pressure to which they will be subjected, without failure or leakage, and without impairment to the serviceability.

5.2.2. Exposure to low temperatures : Where piping systems may be exposed to low temperatures, the cautionary notes in clause 3.6 are applicable to the selection of materials used in piping system components.

5.2.3. Valves

5.2.3.1. Valves shall conform to CSA or USA standards governing minimum wall thickness and dimensions, and shall be used only in accordance with the service recommendation of the manufacturer.

5.2.3.2. Valves manufactured in accordance with the following standards may be used in accordance with pressure-temperature ratings contained in these standards :

USA Standard B16.5, Steel Pipe Flanges and Flanged Fittings ;

USA Standard B16.24, Bronze Flanges and Flanged Fittings, 150 and 300 lb ;

API 6D, Steel Gate, Plug, Ball and Check Valves for Pipeline Service ;

MSS SP-44, Steel Pipe Line Flanges ; and

MSS SP-52, Cast Iron Pipe Line Valves.

5.2.3.3. Valves having parts made of nodular cast iron in compliance with ASTM Standards A395, Cast Ductile Iron for Pressure Containing Parts for Use at Elevated Temperatures, or A445, Ferritic Ductile Iron Casting for Valves, Flanges, Pipe Fittings and Other Piping Components, and having dimensions conforming to USA Standards B16.1, Cast-Iron Pipe Flanges and Flanged Fittings, Class 125 ; B16.2 Cast-Iron Pipe Flanges and Flanged Fittings, Class 250 ; B16.5, Steel Pipe Flanges and Flanged Fittings ; or API Standard 6D, may be used at pressures not exceeding 80% of the pressure ratings for comparable carbon steel valves at their listed temperature provided the adjusted service pressure does not exceed 1 000 psig and welding is not employed either in fabrication of the valves or in their assembly as a part of the piping system. Valves having parts constructed of nodular cast iron shall not be used in the gas piping components of compressor stations.

5.2.3.4. Screw-end valves shall be threaded in accordance with USA Standard B2.1, Pipe Threads, or API Standard 5L, Line Pipe, or API Standard 6A, Threads in Valves, Fittings and Flanges.

5.2.3.5. Pressure-reducing devices shall conform to the requirements of this Standard for valves in comparable service conditions.

5.2.4. Flanges

5.2.4.1. Flange types and facings

5.2.4.1.1. The dimensions and drilling for all line or end flanges shall conform to the following :

USA B16 Series, (for Iron and Steel) ;

MSS SP-44, Steel Pipe Line Flanges ;

Table 9 (Z184), Light-Weight Flanges ; and

USA Standard B16.24, Bronze Flanges and Flanged Fittings, 150 and 300 lb.

Flanges cast or forged integral with pipe, fittings or valves will be permitted in sizes and for the maximum service rating covered by the Standards listed above, subject to the facing, bolting and gasketing requirements of clauses 5.2.4.1, 5.2.4.2, and 5.2.4.3.

5.2.4.1.2. Screw companion flanges which comply with the B16 Series of USA Standards will be permitted in sizes and for maximum service ratings covered by these Standards.

5.2.4.1.3. Lapped flanges will be permitted in sizes and pressure standards established in USA Standard B16.5, Steel Pipe Flanges and Flanged Fittings.

5.2.4.1.4. Slip-on welding flanges will be permitted in sizes and pressure standards established in USA Standard B16.5, Steel Pipe Flanges and Flanged Fittings, and MSS SP-44 Steel Pipe Line Flanges. Slip-on flanges of rectangular section may be substituted for hubbed slip-on flanges provided the thickness is increased as required to produce equivalent strength as determined by calculations made in accordance with the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels.

5.2.4.1.5. Welding neck flanges will be permitted in sizes and pressure standards established in USA Standard B16.5 and MSS SP-44. Special welding neck flanges of equivalent strength may be used provided they are designed in accordance with the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels. The bore of the flange shall correspond to the inside diameter of the pipe used, or the weld ends shall be prepared by one of the means described in Figure 2. Weld end designs for these flanges are suitable for welding on pipe having a minimum yield strength up to and including that specified in API Standard 5LX, High-Test Line Pipe, for grade

X52. For higher grades re-design of the flanges and/or different materials may be required.

5.2.4.1.6. Cast iron and steel flanges shall have contact faces finished in accordance with MSS SP-6, Finishes for Contact Faces of Connecting End Flanges of Ferrous Valves and Fittings.

5.2.4.1.7. Non-ferrous flanges shall have contact faces finished in accordance with USA Standard B16.24, Bronze Flanges and Flanged Fittings.

5.2.4.1.8. Twenty-five psig and class 125 cast iron integral or screwed companion flanges may be used with a full face gasket or with a flat ring gasket extending to the inner edge of the bolt holes. When using a full-face gasket, the bolting may be of alloy steel (ASTM Standard A193, Alloy-Steel Bolting Materials for High-Temperature Service). When using a ring gasket, the bolting shall be of carbon steel equivalent to grade B of ASTM Standard A307, Low-Carbon Steel Externally and Internally Threaded Standard Fasteners, without heat treatment other than stress relief.

5.2.4.1.9. When bolting together 2 class 250 integral or screwed companion cast iron flanges, having 1/16 inch raised faces, the bolting shall be of carbon steel equivalent to ASTM Standard A307, grade B, without heat treatment other than stress relief.

5.2.4.1.10. One hundred and fifty psig steel flanges may be bolted to class 125 cast iron flanges. When such construction is used, the 1/16-inch raised face on the steel flange shall be removed. When bolting such flanges together using a flat ring gasket extending to the inner edge of the bolt holes, the bolting shall be of carbon steel equivalent to ASTM Standard A307, grade B, without heat treatment other than stress relief. When bolting such flanges together using a full face gasket, the bolting may be alloy steel (ASTM Standard A193).

5.2.4.1.11. Three hundred psig steel flanges may be bolted to class 250 cast-iron flanges. Bolting shall be of carbon steel equivalent to ASTM Standard A307, grade B, without heat treatment other than stress relief.

N.B. Good practice indicates that the raised face on the steel flange should be removed.

5.2.4.1.12. Forged steel welding neck flanges having an outside diameter and drilling the same as USA Standard B16.1, Cast-Iron Pipe Flanges and Flanged Fittings, Class 125, but with modified flange thicknesses, hub dimensions, and special facing details, may be used to bolt against flat faced cast iron flanges and operate at the pressure-temperature ratings given in USA Standard B16.1, provided :

(a) the minimum flange thickness T is not less than that specified in Table 9 for sizes 6 inches and larger ;

(b) flanges are used with non-metallic full-face gaskets extending to the periphery of the flange ;

(c) the design has been proved by test to be suitable for the ratings.

5.2.4.1.13. Flanges made of nodular cast-iron shall conform to material specifications and dimensional standards listed in clause 5.2.3.3 and shall be subject to all service restrictions as outlined for valves in that clause. The bolting requirements for nodular cast-iron flanges shall be the same as for carbon and low-alloy steel flanges as listed in clause 5.2.4.2.

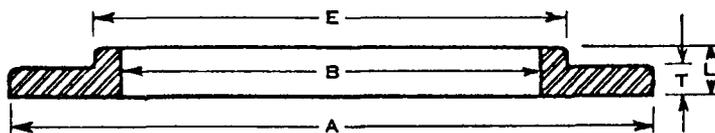
5.2.4.2. Bolting

5.2.4.2.1. For all flange joints, the bolts or stud-bolts used shall extend completely through the nuts.

5.2.4.2.2. For all flange joints other than those described in clauses 5.2.4.1.8 to 5.2.4.1.11, the bolting shall be made of alloy steel conforming to ASTM Standards A193, Alloy-Steel Bolting Materials for High-Temperature Service ; A320, Alloy-Steel Bolting Materials for Low-Temperature Service ; or A354, Quenched and Tempered Alloy-Steel Bolts and Studs with Suitable Nuts, except that bolting for USA 150 and USA 300 flanges at temperatures between minus 20°F and 450°F may be made of grade B of ASTM Standard A307, Low-Carbon Steel Externally and Internally Threaded Standard Fasteners.

TABLE 9
LIGHT WEIGHT FLANGES*

Maximum Pressure—25 psig
Drilling same as 125 lb Std.



Forged and Rolled Steel

Material ASTM A181†

Pipe Size Inches	Outside Diameter A	Thick-ness T	Inside Diameter B	Length of Hub L	Outside Diameter of Hub E	Drilling Template			Approx. Weight Each Pounds
						Number of Bolts	Diameter and Length of Bolts	Diameter of Bolt Circle	
6	11	9/16	6,72	1 1/4	7 9/16	8	3/4 × 2 1/4	9 1/2	13
8	13 1/2	9/16	8,72	1 1/4	9 11/16	8	3/4 × 2 1/4	11 3/4	18
10	16	1 1/16	10,88	1 1/4	12	12	7/8 × 2 1/2	14 1/4	26
12	19	1 1/16	12,88	1 1/4	14 3/8	12	7/8 × 2 1/2	17	42
14	21	3/4	14,14	1 1/4	15 3/4	12	1 × 2 3/4	18 3/4	44
16	23 1/2	3/4	16,16	1 1/4	18	16	1 × 2 3/4	21 1/4	58
18	25	3/4	18,18	1 1/4	19 7/8	16	1 1/8 × 3	22 3/4	59
20	27 1/2	3/4	20,20	1 1/4	22	20	1 1/8 × 3	25	69
22	29 1/2	1	22,22	1 3/4	24 1/4	20	1 1/4 × 3 1/2	27 1/4	76
24	32	1	24,25	1 3/4	26 1/8	20	1 1/4 × 3 1/2	29 1/2	113
26	34 1/4	1	26,25	1 3/4	28 1/2	24	1 1/4 × 3 1/2	31 3/4	126
28	36 1/2	1	28,25	1 3/4	30 1/2	28	1 1/4 × 3 1/2	34	139
30	38 3/4	1	30,25	1 3/4	32 1/2	28	1 1/4 × 3 1/2	36	152
32	41 3/4	1 1/8	32,25	1 3/4	34 3/4	28	1 1/2 × 4	38 1/2	206
34	43 3/4	1 1/8	34,25	1 3/4	36 3/4	32	1 1/2 × 4	40 1/2	217
36	46	1 1/8	As	1 3/4	38 3/4	32	1 1/2 × 4	42 3/4	234
38	48 3/4	1 1/8		1 3/4	40 3/4	32	1 1/2 × 4	45 1/4	264
40	50 3/4	1 1/8		1 3/4	43	36	1 1/2 × 4	47 1/4	280
42	53	1 1/4		1 3/4	45	36	1 1/2 × 4 1/4	49 1/2	328
44	55 1/4	1 1/4		2 1/4	47	40	1 1/2 × 4 1/4	51 3/4	349
46	57 1/4	1 1/4	Specified	2 1/4	49	40	1 1/2 × 4 1/4	53 3/4	363
48	59 1/2	1 3/8		2 1/2	51	44	1 1/2 × 4 1/2	56	426
50	61 3/4	1 3/8		2 1/2	53	44	1 3/4 × 4 3/4	58 1/4	451
52	64	1 3/8	by	2 1/2	55	44	1 3/4 × 4 3/4	60 1/2	477
54	66 1/4	1 3/8		2 1/2	57	44	1 3/4 × 4 3/4	62 3/4	504
60	73	1 1/2		2 3/4	63	52	1 3/4 × 5	69 1/4	643
66	80	1 1/2		2 3/4	69	52	1 3/4 × 5	76	754
72	86 1/2	1 1/2	Purchaser	2 3/4	75	60	1 3/4 × 5	82 1/2	846

* Flat faced—designed for use with full face gasket or asbestos sheet gasket extending to the bolt holes.

† ASTM Standard A181, Forged or Rolled Steel Pipe Flanges, Forged Fittings and Valves and Parts for General Service.

5.2.4.2.3. Alloy-steel bolting material conforming to ASTM Standards A193 or A354 shall be used for insulating flanges if such bolting is made 1/8 inch undersized.

5.2.4.2.4. The materials used for nuts shall conform with ASTM Standards A194, Carbon and Alloy Steel Nuts for Bolts for High-Pressure and High-Temperature Service, and A307, Low-Carbon Steel Externally and Internally Threaded Standard Fasteners. ASTM A307 nuts may be used only with ASTM A307 bolting.

5.2.4.2.5. All carbon and alloy steel bolts, stud-bolts and their nuts shall be threaded in accordance with the following thread series and dimension class as required by CSA Standard B1.1, Unified and American Screw Threads :

(a) **Carbon steel :** All carbon steel bolts and stud-bolts shall have coarse threads, class 2A dimensions and their nuts, class 2B dimensions.

(b) **Alloy steel :** All alloy steel bolts and stud-bolts of one inch and smaller nominal diameter shall be of the coarse thread series ; nominal diameter 1 1/8 inches and larger shall be of the 8-thread series. Bolts and stud-bolts shall have a class 2A dimension and their nuts shall have class 2B dimension.

5.2.4.2.6. Bolts shall have USA Standard regular square heads or heavy hexagonal heads and shall have USA Standard heavy hexagonal nuts conforming to the dimensions of USA Standard B18.2.2, Square and Hex Nuts.

5.2.4.2.7. Nuts cut from bar stock in such a manner that the axis will be parallel to the direction of rolling of the bar may be used in all sizes for joints in which one or both flanges are cast iron and for joints with steel flanges where the pressure does not exceed 250 psig. Such nuts, in size larger than 1/2 inch, shall not be used for joints in which both flanges are steel and the pressure exceeds 250 psig.

5.2.4.3. Gaskets

5.2.4.3.1. Material for gaskets shall be capable of withstanding the maximum pressure and of maintaining its physical and chemical properties, at any temperature to which it might reasonably be subjected in service. Non-metallic gaskets shall comply with USA Standard B16.21, Nonmetallic Gaskets for Pipe Flanges.

5.2.4.3.2. Gaskets used under pressure and at temperatures above 250°F shall be of non-combustible material. Metallic gaskets shall not be used with 150-pound standard or lighter flanges.

5.2.4.3.3. Asbestos composition gaskets may be used as permitted in USA Standard B16.5, Steel Pipe Flanges and Flanged Fittings. This type of gasket may be used with any of the various flange facings except small male and female, or small tongue and groove.

5.2.4.3.4. The use of metal or metal-jacketed asbestos gaskets (either plain or corrugated) is not limited as to pressure, provided that the gasket material is suitable for the service temperature.

N.B. These types of gaskets are recommended for use with the small male and female or the small tongue and groove facings. They may also be used with steel flanges with any of the following facings : lapped, large male and female, large tongue and groove, or raised face.

5.2.4.3.5. Full-face gaskets shall be used with all bronze flanges, and may be used with 25 psig or class 125 cast iron flanges. Flat ring gaskets with an outside diameter extending to the inside of the bolt holes may be used with cast-iron flanges, with raised face steel flanges, or with lapped steel flanges.

5.2.4.3.6. In order to secure higher unit compression on the gasket, metallic gaskets of a width less than the full male face of the flange may be used with raised face, lapped or large male and female facings. Width of gasket for small male and female or for tongue and groove joints shall be equal to the width of the male face or tongue.

5.2.4.3.7. Rings for ring joints shall be of dimensions established in USA Standard B16.20, Ring-Joint Gaskets and Grooves for Steel Pipe Flanges. The material for these rings shall be suitable for the service conditions encountered and shall be softer than the flanges.

5.2.4.3.8. The insulating material shall be suitable for the temperature, moisture and other conditions where it will be used.

5.2.5. Fittings other than valves and flanges

5.2.5.1. Standard fittings

5.2.5.1.1. The minimum metal thickness of flanged or screwed fittings shall be not less than specified for the pressures and temperatures in the applicable CSA or USA Standard, or the MSS Standard Practice.

5.2.5.1.2. Steel butt-welding fittings (not flanged) shall comply with the requirements of USA Standard B16.9, Wrought Steel Buttwelding Fittings, or MSS SP-48, Steel Butt-Welding Fittings, or MSS SP-63, High Strength Wrought Welding Fittings, and shall have pressure and temperature ratings based on stresses for pipe of the same or equivalent material. To ensure adequacy of fitting design, the actual bursting strength of fittings shall at least equal the computed bursting strength of pipe of the designated material and wall thickness. Mill hydrostatic testing of factory made steel butt-welding fittings is not required, but all such fittings shall be capable of withstanding a field test pressure equal to the test pressure established by the manufacturer, without failure or leakage, and without impairment of their serviceability.

5.2.5.1.3. Steel socket-welding fittings shall comply with USA Standard B16.11, Forged Steel Fittings, Socket-Welding and Threaded.

5.2.5.2. Special fittings : When special cast, forged, wrought, or welded fittings are required to dimensions differing from those of regular shapes specified in the applicable CSA, USA and MSS Standards, the provisions of clause 3.2 shall apply.

5.2.5.3. Branch connections

5.2.5.3.1. Welded branch connections on steel pipe shall meet the design requirements of clauses 5.2.6 and 5.2.7.

5.2.5.3.2. Threaded taps in cast iron pipe are permitted, without reinforcement, to a size not more than 25% of the nominal diameter of the pipe, except that 1¼-inch taps are permitted in 4-inch pipe. Larger taps shall be covered by a reinforcing sleeve.

5.2.5.3.3. Mechanical fittings may be used for making hot taps on pipe lines and mains ; provided they are designated for the operating pressure of the pipe line or main, and are suitable for the purpose.

5.2.5.4. Special components fabricated by welding

5.2.5.4.1. Clause 5.2.5.4 covers piping system components other than assemblies consisting of standard pipe and fittings joined by circumferential welds.

5.2.5.4.2. All welding shall be performed using procedures and operators that are qualified in accordance with the requirements of Division IV.

5.2.5.4.3. Branch connections shall meet the design requirements of clauses 5.2.6 and 5.2.7.

5.2.5.4.4. The design of other components shall be in accordance with recognized engineering practice and applicable requirements of this Standard. When the strength of such components cannot be computed or determined with reasonable accuracy under the provisions of this Standard, the allowable working pressure shall be established as prescribed by the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels.

5.2.5.4.5. Prefabricated units, other than regularly manufactured butt-welding fittings, which employ plate and longitudinal seams as contrasted with pipe that has been produced and tested under one of the specifications listed in this Standard, shall be designed, constructed and tested under requirements of the ASME Boiler and Pressure Vessel Code.

N.B. It is not intended to apply ASME Code requirements to such partial assemblies as split rings or collars or other field welded details.

5.2.5.4.6. Orange-peel bull plugs and orange-peel swages are prohibited on systems operating at stress levels of 20% or more of the specified minimum yield strength of the pipe material. Fish tails and flat closures are permitted for 3-inch diameter pipe and smaller, operating at less than 100 psig. Fish tails on pipe larger than 3-inch diameter are prohibited. Flat closures shall be designed according to the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels.

5.2.5.4.7. Every prefabricated unit produced under clause 5.2.5.4 shall successfully withstand a pressure test without failure, leakage, distress or distortion other than elastic distortion, at a pressure equal to the test pressure of the system in which it is installed, either before installation

When the pipe wall thickness includes an allowance for corrosion or erosion, all dimensions used shall be those that will result after the anticipated corrosion or erosion has taken place ;

(d) the area available for reinforcement shall be the sum of :

i. the cross-sectional area resulting from any excess thickness available in the header thickness over the minimum required for the header as defined in paragraph *c* of clause 5.2.6.1 and which lies within the reinforcement area as defined in paragraph *e* of clause 5.2.6.1 ;

ii. the cross-sectional area resulting from any excess thickness available in the branch wall thickness over the minimum thickness required for the branch and which lies within the reinforcement area as defined in paragraph *e* of clause 5.2.6.1 ; and

iii. the cross-sectional area of all added reinforcing metal which lies within the reinforcement area, as defined in paragraph *e* of clause 5.2.6.1, including that of solid weld metal which is conventionally attached to the header and/or branch ;

(e) the area of reinforcement is shown in Figure 19 and is defined as a rectangle whose length shall extend a distance “d” on each side of the transverse centreline of the finished opening and whose width shall extend a distance of $2\frac{1}{2}$ times the header wall thickness on each side of the surface of the header wall, except that in no case shall it extend more than $2\frac{1}{2}$ times the thickness of the branch wall from the outside surface of the header or of the reinforcement, if any ;

(f) the material of any added reinforcement shall have an allowable working stress at least equal to that of the header wall, except that material of lower allowable stress may be used if the area is increased in direct ratio of the allowable stresses for header and reinforcement material respectively ;

(g) the material used for ring or saddle reinforcement may be of specifications differing from those of the pipe, provided the cross-sectional area is made in correct proportion to the relative strength of the pipe and reinforcement materials at the operating temperatures and provided it has welding qualities comparable to those of the pipe. No credit shall be taken for the additional strength of material having a higher strength than that of the part to be reinforced ;

(h) when rings or saddles are used which cover the weld between branch and header, a vent hole shall be provided in the ring or saddle to reveal leakage in the weld between branch and header and to provide venting during welding and heat treating operations ;

N.B. Vent holes should be plugged during service to prevent crevice corrosion between pipe and reinforcing member, but no plugging material should be used that would be capable of sustaining pressure within the crevice.

(i) the use of ribs or gussets shall not be considered as contributing to reinforcement of the branch connection. This does not prohibit the use of ribs or gussets for purposes other than reinforcement, such as stiffening ;

(j) the branch shall be attached by weld for the full thickness of the branch or header wall plus a fillet weld “W”, as shown in Figures 4 and 5. The use of concave fillet welds is to be preferred to further minimize corner stress concentration. Ring or saddle reinforcement (Figure 5) shall be attached as shown by the Figure ;

N.B. When a full fillet is not used it is recommended that the edge of the reinforcement be relieved or chamfered at approximately 45 degrees to merge with the edge of the fillet.

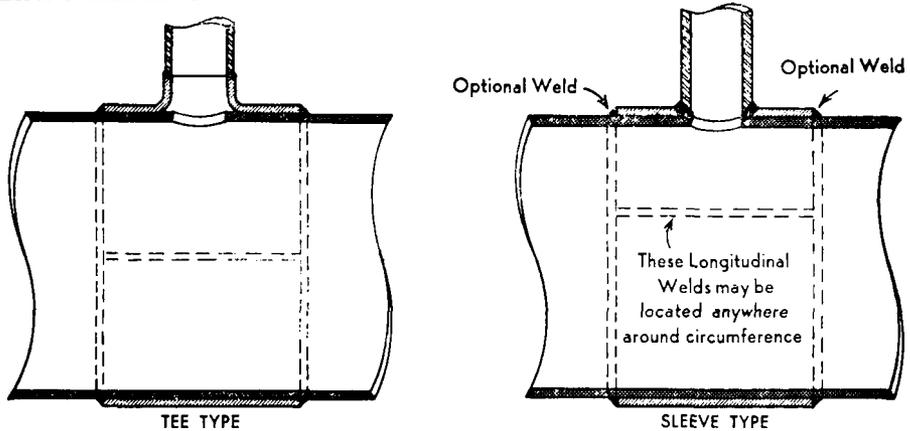
(k) reinforcement rings and saddles shall be accurately fitted to the parts to which they are attached. Figures 5 and 20 illustrate some acceptable forms of reinforcement ; and

(l) branch connections attached at an angle less than 85 degrees to the run become progressively weaker as the angle becomes less. Any such design must be given individual study and sufficient reinforcement shall be provided to compensate for the inherent weakness of such construction.

N.B. For example, reference can be made to Chapter 5 of USA Standard B31.1, Code for Pressure Piping. The use of encircling ribs to support the flat or re-entering surfaces is permissible, and may be included in the strength calculations. The designer is cautioned that stress concentrations near the ends of partial ribs, straps or gussets may defeat their reinforcing value.

5.2.6.2. Special requirements : In addition to the requirements of clause 5.2.6.1, branch connections shall meet the special requirements given in Table 10.

FIGURE 20
WELDING DETAILS FOR OPENINGS WITH COMPLETE ENCIRCLEMENT
TYPES OF REINFORCEMENT



TEE TYPE
 N.B. Since fluid pressure is exerted on both sides of pipe metal under tee, the pipe metal does not provide reinforcement

SLEEVE TYPE
 N.B. Provide hole in reinforcement to reveal leakage in buried welds and to provide venting during welding and heat treatment. (Clause 5.2.6.1(h)). Not required for Tee Type.

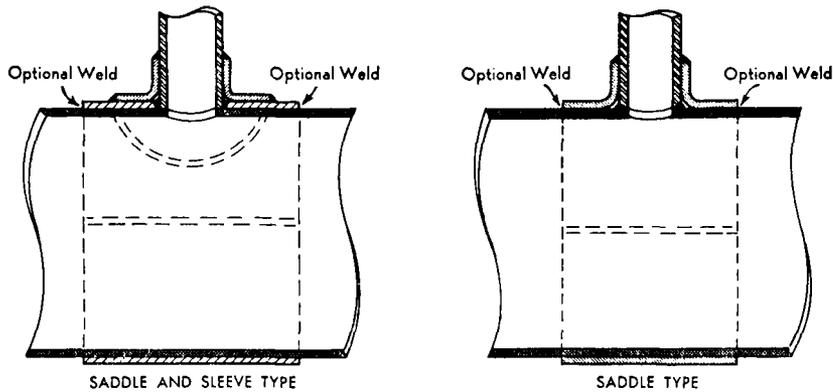


TABLE 10
REINFORCEMENTS OF WELDED BRANCH CONNECTIONS — SPECIAL REQUIREMENTS

Ratio of Design Hoop Stress to Minimum Specified Yield Strength in the Header	Ratio of Nominal Branch Diameter to Nominal Header Diameter		
	Less Than 25%	25 to 50%	50% and more
Less than 20%		(g)	(h)
20 to 50%	(i) (d)	(i)	(i) (h)
50% and more	(c) (d) (e)	(b) (e)	(a) (e) (f)

N.B. The following notes refer to Table 10:

(a) smoothly contoured wrought steel tees of proven design are preferred. When tees cannot be used, the reinforcing member shall extend around the circumference of the header. Pads, partial saddles, or other types of localized reinforcement are prohibited;

(b) smoothly contoured tees of proven design are preferred;

N.B. When tees are not used, the reinforcing member should be of the complete encirclement type but may be of the pad type, saddle type, or a welding outlet fitting.

(c) the reinforcement member may be of the complete encirclement type, pad type, saddle type, or welding outlet fitting type;

N.B. The edges of reinforcement members should be tapered to the header thickness. It is recommended that legs of fillet welds joining the reinforcing member and header do not exceed the thickness of the header.

(d) reinforcement calculations are not required for openings 2 inches and smaller in diameter;

N.B. Care should be taken to provide suitable protection against vibrations and other external forces to which these small openings are frequently subjected.

(e) all welds joining the header, branch and reinforcing member shall be equivalent to those shown in Figures 4 and 5;

(f) the inside edges of the finished opening shall whenever possible, be rounded to a $\frac{1}{8}$ -inch radius. If the encircling member is thicker than the header and is welded to the header, the ends shall be tapered down to the header thickness and continuous fillet welds made;

(g) reinforcement of openings is not mandatory, however, reinforcement may be required for special cases involving pressures over 100 psig, thin wall pipe or severe external loads;

(h) if a reinforcement member is required, and the branch diameter is such that a localized type of reinforcement member would extend around more than half the circumference of the header, then a complete encirclement type of reinforcement member shall be used, regardless of the design hoop stress; or a smoothly contoured wrought steel tee of proven design may be used;

(i) the reinforcement may be of any type meeting the requirements of clause 5.2.6.1.

5.2.7. Reinforcement of multiple openings

5.2.7.1. When 2 or more adjacent branches are spaced at less than 2 times their average diameter (so that their effective areas of reinforcement overlap) the group of openings shall be reinforced in accordance with clause 5.2.6. The reinforcing metal shall be added as a combined reinforcement, the strength of which shall equal the combined strengths of the reinforcements that would be required for the separate openings. In no case shall any portion of a cross-section be considered to apply to more than one opening or be evaluated more than once in a combined area.

5.2.7.2. When more than 2 adjacent openings are to be provided with a combined reinforcement the area of reinforcement between them shall be at least equal to 50% of the total required for these 2 openings on the cross-section being considered.

N.B. The minimum distance between centres of any 2 of these openings should preferably be at least $1\frac{1}{2}$ times their average diameter.

5.2.7.3. When 2 adjacent openings, as considered under clause 5.2.7.2, have the distance between centres less than $1\frac{1}{3}$ times their average diameter, no credit for reinforcement shall be given for any of the metal between these 2 openings.

5.2.7.4. Any number of closely spaced adjacent openings, in any arrangement, may be reinforced as if the group were treated as one assumed opening of a diameter enclosing all such openings.

5.2.8. Extruded outlets : Extruded outlets may be used if it is determined by investigation and tests (if needed) that such fittings are suitable and safe for the proposed service, are designed for the maximum operating pressure of the pipe line and are recommended for the proposed service by the manufacturer from the standpoint of safety.

5.3. Expansion and flexibility

5.3.1. General : Clause 5.3 is applicable to above ground piping only and covers all classes of materials permitted by this Standard up to temperatures no greater than 450°F.

5.3.2. Amount of expansion : Allowance shall be made for thermal expansion, which is considered to be the differences between the length at the expected average erection temperature and the lengths at the maximum and minimum expected operating temperatures. For carbon and low alloy high tensile steels and wrought iron a coefficient of expansion of 0,008 inch per 100 feet per degree Fahrenheit temperature change may be used. For other materials or for more precise calculation, reference shall be made to authoritative source data.

5.3.3. Flexibility requirements

5.3.3.1. Piping system shall be designed to have sufficient flexibility to prevent thermal expansion or contraction from causing excessive stresses in the piping material, excessive bending or unusual loads at joints, or undesirable forces or moments at points of connection to equipment or at anchorage or guide points. Formal calculations shall be required only where reasonable doubt exists as to the adequate flexibility of the system.

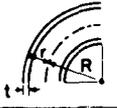
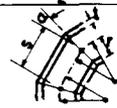
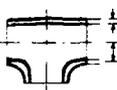
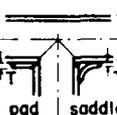
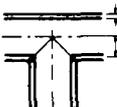
5.3.3.2. Flexibility shall be provided by the use of bends, loops, or offsets ; or provision shall be made to absorb thermal changes by the use of expansion joints or couplings of the slip joint type or expansion joints of the

bellows type. If expansion joints are used, anchors or ties of sufficient strength and rigidity shall be installed to provide for end forces due to fluid pressure and other causes.

5.3.3.3. In calculating the flexibility of a piping system, the system shall be treated as a whole. The significance of all parts of the line and all restraints, such as solid supports or guides, shall be considered.

5.3.3.4. Calculations shall take into account stress intensification factors found to exist in components other than plain straight pipe. Credit may be taken for the extra flexibility of such components. In the absence of more directly applicable data, the flexibility factors and stress intensification factors shown in Table 11 may be used.

TABLE 11
FLEXIBILITY FACTIONS *k* AND STRESS INTENSIFICATION FACTORS *i*

Description	Flex- ibility Factor <i>k</i>	Stress Intens. Factor	Description	Flex- ibility Factor <i>k</i>	Stress Intens. Factor <i>i</i>	Flexibility Character- istic <i>h</i>	Sketch
Butt Welded Joint, Reducer, or Welding Neck Flange	1	1.0	Welding Elbow, or Pipe Bend†	$\frac{1.65}{h}$	$\frac{0.9}{h^{2/3}}$	$\frac{1R}{r^2}$	
Double-welded Slip-on or Socket Welding Flange	1	1.2	Mitre Bend†* with close spacing: $s < r (1 + \tan \alpha)$	$\frac{1.52}{h^{5/6}}$	$\frac{0.9}{h^{2/3}}$	$\frac{\cot \alpha \ t}{2 \ r^2}$	
Fillet Welded Joint, or Single-welded Socket Welding Flange	1	1.3	Mitre Bend* with wide spacing:‡ $s \geq r (1 + \tan \alpha)$	$\frac{1.52}{h^{5/6}}$	$\frac{0.9}{h^{2/3}}$	$\frac{1 \cdot \cot \alpha \ t}{2 \ r}$	
Lap Joint Flange (with USA Standard B16.9) (lap joint stub)**	1	1.6	Welding Tee per USA Standard B16.9***	1	$\frac{0.9}{h^{2/3}}$	$4.4 \frac{t}{r}$	
Screwed Pipe Joint, or Screwed Flange	1	2.3	Reinforced Fabricated Tee, with pad or saddle	1	$\frac{0.9}{h^{2/3}}$	$\frac{(t + 1/2 T)^{5/2}}{t^{3/2} r}$	
Corrugated Pipe, straight or curved, or Creased Bend	5	2.5	Unreinforced Fabricated Tee	1	$\frac{0.9}{h^{2/3}}$	$\frac{t}{r}$	

*Subject to limitations of paragraph f of clause 6.4.6.3.

†The flexibility factors k and stress intensification factors i in Table 11 apply to fittings of the same nominal weight or schedule as the pipe used in the system, and shall in no case be taken as less than unity. They apply over the effective arc length (shown by dash-dot lines in the sketches) for curved and mitre elbows, and to the intersection point for tees.

††Where flanges are attached to one or both ends the values of k and i in Table 11 shall be multiplied by the following factors :

One end flanged : $(h)^{1/6}$

Both ends flanged : $(h)^{1/3}$

§Also includes single-mitre joint.

**USA Standard B16.9, Wrought Steel Buttwelding Fittings.

5.3.3.5. Properties of pipe and fittings for these calculations shall be based on nominal dimensions, and the joint factor E shall be taken as 1,00.

5.3.3.6. The total range in temperature shall be used in all expansion calculations, whether piping is cold-sprung or not. In addition to the expansion of the line itself, the linear and angular movements of the equipment to which it is attached shall be considered.

5.3.3.7. In order to modify the effect of expansion and contraction, runs of pipe may be cold sprung. Cold spring may be taken into account in the calculations of the reactions as shown in clause 5.4.5 provided an effective method of obtaining the designed cold spring is specified and used.

5.3.3.8. Flexibility calculations shall be based on the modulus of elasticity E_c at ambient temperature.

5.4. Combined stress calculations

5.4.1. Using the assumptions set forth in clause 5.3, the stresses and reactions due to expansion shall be investigated at all significant points.

5.4.2. The expansion stresses shall be combined in accordance with the following formula :

$$S_E = \sqrt{S_b^2 + 4S_t^2}$$

where

$S_b = iM_b/Z$ = resultant bending stress, psig

$S_t = M_t/2Z$ = torsional stress, psig

M_b = resultant bending moment, pounds inch

M_t = torsional moment, pounds inch

Z = section modulus of pipe inch³

i = stress intensification factor.

5.4.3. The maximum computed expansion stress range, S_E shall not exceed 0,72S, where S is the specified minimum yield strength, psig ; subject to the further limitation of clause 5.4.4.

5.4.4. The total of the following shall not exceed the specified minimum yield strength, S :

- (a) the combined stress due to expansion, S_E ;
- (b) the longitudinal pressure stress ;
- (c) the longitudinal bending stress due to external loads, such as weight of pipe and contents, wind, etc.

The sum of b and c shall not exceed 75% of the allowable stress in the hot conditions ($S \times F \times T$, clause 6.4.5).

5.4.5. The reactions R' shall be obtained as follows from the reactions R derived from the flexibility calculations :

$$R' = (1-2/3C_s R) \text{ when } C_s \text{ is less than } 0,6$$

$$R' = C_s R, \text{ when } C_s \text{ is between } 0,6 \text{ and } 1,0$$

where

C_s = the cold spring factor varying from zero for no cold spring to one for 100% cold spring
 R = range of reactions corresponding to the full expansion range based on E_c
 E_c = the modulus of elasticity in the cold condition

R' = is maximum reaction for the line after cold-springing. The reaction so computed shall not exceed limits which the attached equipment or anchorage is designed to sustain.

5.5. Supports and anchorage for exposed piping

5.5.1. General : Piping and equipment shall be supported in a substantial and workmanlike manner, so as to prevent or damp out excessive vibration, and shall be anchored sufficiently to prevent undue strains on connected equipment.

5.5.2. Provision for expansion : Supports, hangers and anchors shall be installed so as not to interfere unduly with the free expansion and contraction of the piping between anchors. Suitable spring hangers, sway bracing, etc., shall be provided where necessary.

5.5.3. Materials, design and installation : All permanent hangers, supports, and anchors shall be fabricated from durable incombustible materials, and designed and installed in accordance with the good engineering practice for the service conditions involved. All parts of the supporting equipment shall be designed and installed so that they will not be disengaged by movement of the supporting pipe.

5.5.4. Forces on pipe joints

5.5.4.1. All exposed pipe joints shall be able to sustain the maximum end force due to the internal pressure, i.e., the design pressure (psig) time the internal area of the pipe (sq. in.) as well as any additional forces due to temperature expansion or contraction, or to the weight of pipe and contents.

5.5.4.2. If compression or sleeve-type couplings are used in exposed piping, provision shall be made to sustain

the longitudinal forces noted in clause 5.5.4.1. If such provision is not made in the manufacture of the coupling, suitable bracing or strapping shall be provided ; but such design shall not interfere with the normal performance of the coupling nor with its proper maintenance. Attachments shall meet the requirements of clause 5.5.5.

5.5.5. Attachment of supports or anchors

5.5.5.1. If the pipe is designed to operate at a hoop stress of less than 50% of the specified minimum yield strength, structural supports or anchors may be welded directly to the pipe. Proportioning and welding strength requirements of such attachments shall conform to standard structural practice.

5.5.5.2. If the pipe is designed to operate at a hoop stress of 50% or more of the specified minimum yield strength, support of the pipe shall be furnished by a member which completely encircles it. Where it is necessary to provide positive attachment, as at an anchor, the pipe may be welded to the encircling member only ; the support shall be attached to the encircling member, and not to the pipe. The connection of the pipe to the encircling member shall be by continuous, rather than intermittent welds.

5.6. Anchorage for buried piping

5.6.1. General : Bends or offsets in buried pipe cause longitudinal forces, which shall be resisted by anchorage at the bend, by restraint due to friction of the soil, or by longitudinal stresses in the pipe.

5.6.2. Anchorage at bends : If the pipe is anchored by bearing at the bend, care shall be taken to distribute the load on the soil so that the bearing pressure is within safe limits for the soil involved.

5.6.3. Restraint due to soil friction : Where there is doubt as to the adequacy of anchorage by soil friction, calculations shall be made, and where these calculations show that additional anchorage or restraint is necessary, such additions shall be provided.

5.6.4. Forces on pipe joints : If anchorage is not provided at the bend (clause 5.6.2), pipe joints which are close to the points of thrust origin shall be designed to sustain the longitudinal pullout force. If such provision is not made in the manufacture of the joint, suitable bracing or

strapping shall be provided, unless calculations show the joint to be safe.

5.6.5. Supports for buried piping

5.6.5.1. In pipe lines, especially those which are highly stressed from internal pressure, uniform and adequate support of the pipe in the trench is essential. Unequal settlements may produce added bending stresses in the pipe. Lateral thrusts at branch connections may greatly increase the stresses in the branch connection itself, unless the fill is thoroughly consolidated or other provisions made to resist the thrust.

5.6.5.2. When openings are made in a consolidated backfill to connect new branches to an existing line, care shall be taken to provide firm foundation for both the header and the branch, to prevent both vertical and lateral movements.

5.6.6. Interconnection of underground lines : Underground lines are subjected to longitudinal forces due to changes in pressure and temperature. For long lines, the friction of the earth will prevent changes in length from these forces, except for several hundred feet adjacent to bends or ends. At these locations, the movement, if unrestrained, may be of considerable magnitude. If connections are made at such a location to a relatively unyielding line, or other fixed object, it is essential that the interconnection shall have ample flexibility to care for possible movement, or that the line shall be provided with an anchor sufficient to develop the forces necessary to limit the movement.

DIVISION VI DESIGN, INSTALLATION AND TESTING

6.1. General provisions

6.1.1. The design requirements of this Standard are intended to be adequate for public safety under all conditions usually encountered in the gas industry. However, special conditions that may cause additional stress in any part of a line or its appurtenances shall be provided for, using good engineering practice. Examples of such special conditions include long self-supported spans, unstable ground, mechanical or sonic vibrations, weight of special attachments, and thermal forces other than seasonal.

6.1.2. It is intended that all materials used in gas transmission and distribution piping systems shall come within the scope of Division VI. Design factors for materials other than those herein set forth shall be assigned as these materials are accepted for use in such systems.

6.2. Population density indexes

6.2.1. Two population density indexes, determined at the time of initial construction, are used to classify locations for design and testing purposes as follows :

- (a) the one-mile density index, which applies to any specific mile of pipe line ;
- (b) the 10-mile density index, which applies to any specific 10-mile length of pipe line.

6.2.2. The one-mile density indexes for a proposed pipe line shall be determined by laying out a zone one-half mile wide along the route of the pipe line with the pipe line on the centre line of this zone. The zone shall be divided into lengths, each containing one mile of pipe line. The number of buildings intended for human occupancy in each of these lengths shall then be counted. These numbers are the one-mile indexes for the pipe line.

6.2.3. The 10-mile density indexes for any given 10 mile length of pipe line shall be determined as follows :

- (a) add the one-mile density indexes for the 10-mile section. In case a one-mile index equals or exceeds 20, it is to be included in the sum as 20 ;
- (b) divide the sum thus obtained by 10 ;
- (c) the quotient is the 10-mile density index for the section.

6.3. Classification of locations

6.3.1. Class 1 locations : Class 1 locations include waste lands, deserts, rugged mountains, grazing land and farm land, and combinations of these, provided, however, that :

- (a) the 10-mile density index for any section of the line is 12 or less ;

(b) the one-mile density for any one mile of the line is 20 or less.

**It is not intended here that a full mile of lower-stress-level pipe line should be installed if there are physical barriers or other factors that will limit the further expansion of the more densely populated area to a total distance of less than one mile. It is intended, however, that where no such barriers exist, ample allowance should be made in determining the limits of the lower-stress design to provide for probable further development in the area.*

6.3.2. Class 2 locations : Class 2 locations include areas where the degree of development is intermediate between Class 1 locations and Class 3 locations. Fringe areas around cities and towns, and farm or industrial areas where the one-mile density index exceeds 20 or the 10-mile density index exceeds 12 fall within this location class.

6.3.3. Class 3 locations : Class 3 locations include areas subdivided for residential or commercial purposes where, at the time of construction of the pipe line or piping system, 10% or more of the lots abutting on the street or right-of-way in which the pipe is to be located are built upon, and a Class 4 classification is not called for. This permits classifying as Class 3, areas completely occupied by commercial or residential buildings with the prevalent height of 3 stories or less.

6.3.4. Class 4 locations : Class 4 locations include areas where multistored* buildings are prevalent, and where traffic is heavy or dense and where there may be numerous other utilities underground.

**Multistored means four or more floors above ground including the first or ground floor. The depth of basements or number of basement floors is immaterial.*

N.B. It should be emphasized that location Class 1, 2, 3 or 4 as described in clauses 6.3.1 to 6.3.4 is defined as the general description of a geographic area having certain characteristics as a basis for prescribing the types of construction and methods of testing to be used in those locations or in areas that are respectively comparable. A numbered location class refers only to the geography of that location or a similar area, and does not necessarily indicate that a correspondingly numbered construction type will suffice for all construction in that particular location or area. Example : In location Class 1, all aerial crossings require type B construction (see clause 6.4.5.4.).

6.3.5. Changes of location class

6.3.5.1. When classifying locations for the purpose of determining the type of pipe line construction and testing that should be prescribed, due consideration shall be given

to the possibility of future development of the area. If at the time of planning a new pipe line this future development appears likely to be sufficient to change the location class, this shall be taken into consideration in the design and testing of the proposed pipe line.

N.B. It is anticipated that some increase in population density will occur in all areas after a line is constructed, and to an extent this possibility has been taken into account in establishing the design, construction and testing procedures for each location class. In the event of substantial increase in population density, the measures specified in clause 6.3.5.2 should be taken.

6.3.5.2. When the population density and/or development, in a location increases such that a location initially classified as Class 1 has exceeded the lower limiting requirement of Class 2 ; or such that a location initially classified as Class 2 has exceeded the lower limiting requirement of Class 3, or such that a location initially classified as Class 3 has exceeded the lower limiting requirement of Class 4, the affected pipe line sections which are operating at stress levels above the level permitted for the higher location class shall be upgraded or the maximum operating pressure adjusted so that the installation in Class 1 location affected as above meets the requirements of Class 2 locations, and that in Class 2 locations affected as above meets the requirements of Class 3 locations, and that in Class 3 locations affected as above meets the requirements of Class 4 locations. The upgrading or adjustment of working pressure shall be done as soon as it becomes practicable.

6.3.5.3. Annual inspection shall be made to determine the need for the reclassifications specified in clause 6.3.5.2. Such information shall be recorded in writing.

6.4. Steel pipe

6.4.1. Classification of steel pipe construction : Four types of steel pipe construction are prescribed in this Standard. The distinguishing characteristics of each type and the location class in which each type shall be used are shown in Table 12.

6.4.2. Construction types for parallel encroachments of pipe lines and mains on roads and railways : Construction types required for parallel encroachments of pipe lines and mains on roads and railways are shown in Table 13.

TABLE 12
CLASSIFICATION OF STEEL PIPE CONSTRUCTION*

A - Characteristics	Type A Construction	Type B Construction	Type C Construction	Type D Construction
Design Factor F (See Table 17)	.72	.60	.50	.40
B - Location Where Type of Construc- tion Shall Be Used	(a) On private rights of way in Class 1 locations. (b) Parallel encroachments on: (i) Privately owned roads in Class 1 locations ; (ii) Unimproved roads in Class 1 locations. (c) Crossings without † casings of privately owned roads in Class 1 locations. (d) Crossings in casings of unimproved public roads, hard-surfaced roads, highways or public streets and railways in Class 1 locations.	(a) On private rights of way in Class 2 locations. (b) Parallel encroachments on: (i) Privately owned roads in Class 2 locations ; (ii) Unimproved public roads in Class 2 locations. (iii) Hard-surfaced roads, highways or public streets and railways in Class 1 and Class 2 locations. (c) Crossings without † casings of: (i) Privately owned roads in Class 2 locations ; (ii) Unimproved public roads in Class 2 locations. (d) Crossings in casings of: Hard-surfaced roads, highways or public streets and railways in Class 2 locations. (e) On bridges in Class 1 and Class 2 locations (see Clause 6.4.5.4). (f) Fabricated assemblies in pipe lines in Location Classes 1 and 2 (see Clause 6.4.5.3).	(a) On private rights of way in Class 3 locations. (b) Parallel encroachments on: (i) Privately owned roads in Class 3 locations ; (ii) Unimproved public roads in Class 3 locations. (iii) Hard-surfaced roads, highways or public streets and railways in Class 3 locations. (c) Crossings without casings † of: (i) Privately owned roads in Class 3 locations ; (ii) Unimproved public roads in Class 3 locations ; (iii) Hard-surfaced roads, highways or public streets in Class 1, Class 2 and Class 3 locations. (d) On bridges in Class 3 locations. (e) Compressor station piping.	(a) In all locations in Location Class 4.

* It is necessary to distinguish between construction types, as defined by Section A of this Table, and location classes, as defined in Clause 6.3, to avoid confusion. If pipelines or mains are located in private rights of way, the Standard prescribes that Type A construction be used in Class 1 locations, Type B construction in Class 2 locations, Type C construction in Class 3 locations, and Type D construction in Class 4 locations. There are many exceptions to this association of Class 1 with Type A, etc., however, as this Table shows, most of which are cases where pipe lines or mains are located in highways or on bridges, etc.

† For crossings without casing of railways in all location classes, see Clause 6.4.4.4.2.

TABLE 13
CONSTRUCTION TYPES FOR PARALLEL ENCROACHMENTS OF PIPE
LINES AND MAINS ON ROADS AND RAILWAYS

Kind of Thoroughfare	Construction Type Required			
	Location Class 1	Location Class 2	Location Class 3	Location Class 4
Privately owned roads	Type A	Type B	Type C	Type D
Unimproved public roads	Type A	Type B	Type C	Type D
Hard-surfaced roads, highways or public streets and railways	Type B	Type B	Type C	Type D

TABLE 14
CONSTRUCTION TYPES FOR PIPE LINES AND MAINS CROSSING ROADS
AND RAILWAYS

Kind of Thoroughfare	Construction Type Required			
	Location Class 1	Location Class 2	Location Class 3	Location Class 4
Privately owned roads	Type A without casing	Type B without casing	Type C without casing	Type D without casing
Unimproved public roads	Type A with casing Type B without casing	Type B without casing	Type C without casing	Type D without casing
Hard-surfaced roads, highways or public streets	Type A with casing Type C † without casing	Type B with casing Type C † without casing	Type C without casing	Type D without casing
Railways*	Type A with casing	Type B with casing	Type C with casing	Type D with casing

*For crossings without casing of railways, see Clause 6.4.4.4.2.

†See restrictions regarding wall thickness — Clause 6.4.4.4.1.

6.4.3. Construction types for pipe lines and mains crossing roads and railways : Construction types required for pipe lines and mains crossing roads and railways are shown in Table 14.

6.4.4. Crossing requirements under railways, highways, roads and streets and above or below other underground utilities

6.4.4.1. Crossing of highways and railways may be installed with or without casings in accordance with clauses 6.4.4.4 and 6.4.4.5.

6.4.4.2. Casings, where required, shall be designed to withstand the superimposed loads, but shall have a pipe wall thickness equal to or greater than the thicknesses in-

licated in Table 15. The ends of the casing pipe shall be suitably sealed to the carrier pipe. Venting of sealed casings is not mandatory ; however, if vents are installed they shall be protected from the weather to prevent water from entering the casing.

6.4.4.3. Crossings of highways and railways shall be so constructed that the travelled surface or base of rail shall be not less than 4 feet above the top of the carrier or casing pipe nor shall the ground surface elsewhere in the highway or railway right-of-way be less than 2 feet, 6 inches above the top of the carrier or casing pipe provided that where it is not practicable to obtain the above-mentioned clearances, special design and construction shall be used to protect the railway, highway and pipe line from physical damage.

6.4.4.4. Uncased crossings

6.4.4.4.1. Steel pipe lines, mains and services with welded joints may be installed under highways without

casing when the maximum stress of the carrier pipe due to internal pressure does not exceed 50% of the minimum yield strength and the wall thickness is equal to or greater than the thicknesses specified for casing of highway crossings in Table 15.

6.4.4.4.2. Steel pipe lines, mains and services with welded joints may be installed without casing under :

(a) railway tracks when the stress created by internal pressure does not exceed 20% of the minimum yield strength of the pipe and the pipe wall thickness is equal to or greater than the thickness specified for casing of railway crossings in Table 15 ;

(b) secondary or industry railway tracks when the combined stress created by internal pressure and external loads does not exceed 50% of the specified minimum yield strength of the pipe and the wall thickness is equal to or greater than the thickness specified for casing of railway crossings in Table 15.

TABLE 15
TABLE OF MINIMUM WALL THICKNESS FOR STEEL CASING PIPE

Casing Pipe Nominal Diameter	Highways Nominal Wall Thickness	Railways Nominal Wall Thickness
3	0, 125	0, 125
3½	0, 125	0, 125
4	0, 125	0, 125
5	0, 156	0, 156
6	0, 188	0, 188
8	0, 188	0, 188
10	0, 188	0, 188
12	0, 188	0, 188
14	0, 188	0, 219
16	0, 188	0, 219
18	0, 188	0, 250
20	0, 188	0, 281
22	0, 188	0, 312
24	0, 250	0, 344
26	0, 250	0, 375
28	0, 250	0, 406
30	0, 250	0, 406
32	0, 250	0, 438
34	0, 250	0, 469
36	0, 250	0, 469
38	0, 312	0, 500
40	0, 312	0, 500
42	0, 312	0, 500

6.4.4.5. Cased crossings : When cased crossings are installed, the design shall be in accordance with the following requirements :

(a) **Carrier pipe :** Carrier pipe shall be designed in accordance with clause 6.4.5 with construction types as provided in clause 6.4.3.

(b) **Casing pipe :**

i. where the nominal diameter of the carrier pipe is less than 6 inches, the nominal diameter of the casing pipe shall be at least 2 inches greater than the nominal diameter of the carrier pipe ; where the nominal diameter of the carrier pipe is 6 inches or more, the nominal diameter of the casing pipe shall be at least 4 inches greater than the nominal diameter of the carrier pipe ; and

ii. carrier pipes having a nominal diameter of 3 inches or more shall be held clear of the casing pipe by properly designed supports, insulators or centering devices so installed that no external loads will be transmitted to the carrier pipe.

(c) **Length of casing :**

i. **Highways :** The casing shall be of sufficient length to absorb all of the external load from the roadbed at the point of crossing and shall at the minimum extend from the toe of fill at one side of the road to the toe of fill at the opposite, or in the case of an open cut from the line of ditch at one side to the line of ditch at the opposite side of the travelled surface.

ii. **Railways :** Casing shall extend to the greatest of the following distances measured at right angles to centre line of track :

- 2 feet beyond toe of slope ;
- 3 feet beyond ditch line ;

minimum distance of 25 feet each side from centre line of outside track.

(d) **Minimum wall thickness :** The minimum wall thickness for steel casing pipe used in highway and railway crossings shall be in accordance with Table 15.

6.4.4.6. Location : In the case of open trench construction, all crossings shall be made, as nearly as is practicable, at right angles to the highway or railway being crossed.

6.4.4.7. Installation : The depths of cover as provided in clause 6.4.4.3 and wall thicknesses shown in Table 15 are predicated on the following installation requirements :

(a) **Open cut :**

i. the pipe or casing pipe shall be laid on satisfactory bedding material and have even bearing throughout its length and be installed in such a manner as to prevent the formation of a waterway along it ; and

ii. backfilling shall be compacted adequately to prevent settlement detrimental to the facility being crossed.

(b) **Bored crossings :**

i. bored or tunnelled installations shall have a hole diameter which shall be as close as practicable to the outside diameter of the carrier or casing pipe ; and

ii. if excessive voids or too large a hole results, or if it is necessary to abandon a bored or tunnelled hole, prompt remedial measures shall be taken.

6.4.4.8. Cover requirements under roads and streets :* The cover requirements for pipe lines, mains and casings under roads and streets shall be as follows :

(a) all buried pipe lines, mains, and casings when used, shall be installed with a minimum cover of 24 inches unless otherwise provided herein ;

(b) buried pipe lines and mains operating at hoop stresses of less than 20% of the specified minimum yield strength and located within private rights-of-way, private thoroughfares, sidewalks or parkways may be installed with less than the minimum cover of 24 inches if it appears that external damage to the pipe will not be likely to result ;

(c) abandoned pipe having a cover less than 24 inches may be used as a casing or conduit for pipe lines and mains operating at hoop stresses less than 20% of the specified minimum yield strength ;

(d) where it is impractical to comply with paragraph a of clause 6.4.4.8, and it is necessary to prevent damage from external loads, the pipe shall be cased or bridged.

**For cover requirements under highways and railways, see clause 6.4.4.3.*

N.B. Buried pipe lines and mains installed in areas where farming or other operations might result in deep plowing, or in thoroughfares or other locations where grading is done, or where the area is subject to erosion, should be provided with more cover than the minimum otherwise required.

6.4.4.9. Crossings of other utilities

6.4.4.9.1. When a minimum clearance* of 2 inches between any gas main or pipe line and any other underground structure not used in conjunction with the pipe line or main cannot be obtained, other suitable precautions to protect the pipe shall be taken, such as the installation of insulating material, installation of casing, etc.

**There should be a minimum clearance of 12 inches wherever possible.*

6.4.4.9.2. Drainage and irrigation ditches : There shall be a minimum clearance of 2 feet, 6 inches below the bottom of the ditch except where it is not practicable to obtain such clearance. In such cases, special design and construction shall be used.

6.4.4.10. Parallel encroachment — Underground communications and/or power utilities : Underground pipe lines, when laid parallel to underground power and/or communication cables, conductors, or conduit, shall where practicable maintain a horizontal clearance between vertical planes through the adjacent external surfaces of the pipe lines and cables, conductors, or conduit of the underground utility, of at least 12 inches. Where this clearance cannot be maintained, extra precaution shall be taken to ensure the maximum possible clearance and to prevent future contact. If pipe lines and communication and/or power utilities share the same trench, the above horizontal clearance shall be maintained with the pipe line preferably at a lower level.

6.4.5. Steel pipe design

6.4.5.1. Design formula : The design pressure for steel gas piping systems or the nominal wall thickness for a given design pressure shall be determined by the following formula :

$$P = \frac{2 St}{D} \times F \times E \times T$$

where

P = design pressure, psig
 S = specified minimum yield strength, psig, stipulated in the specifications under which the pipe was purchased from the manufacturer or determined in accordance with paragraph *h* of clause 3.3.6.3. The specified minimum yield strengths of some of the more commonly used piping steels, whose specifications are incorporated by reference herein, are tabulated for convenience in Table 16. For spe-

cial limitation of S see clauses 6.4.5.2.5 and 6.4.5.2.6.

D = nominal outside diameter of pipe, inches

t = nominal wall thickness, inches

F = construction type design factor obtained from Table 17

E = longitudinal joint factor obtained from Table 18

T = temperature derating factor obtained from Table 19

N.B. For exceptions see clause 6.4.5.2.

TABLE 16
SPECIFIED MINIMUM YIELD STRENGTH FOR STEEL AND WROUGHT
IRON PIPE COMMONLY USED IN PIPING SYSTEMS

Standard	Specified Minimum Yield Strength P _{sig}
API 5L Grade A Seamless or Electric-welded	30 000
API 5L Grade B Seamless or Electric-welded	35 000
API 5L Butt-welded Class I Open-Hearth	25 000
API 5L Butt-welded Class II Open-Hearth	28 000
API 5L Butt-welded Bessemer	30 000
API 5LX Grade X42	42 000
API 5LX Grade X46	46 000
API 5LX Grade X52	52 000
API 5LX Grade X60	60 000
CSA B63 Grade A	30 000
CSA B63 Grade B	35 000
ASTM A53 Butt-welded Open Hearth, Electric Furnace, or Basic Oxygen	25 000
ASTM A53 Butt-welded Bessemer Steel	30 000
ASTM A72	24 000
ASTM A106 Grade A	30 000
ASTM A106 Grade B	35 000
ASTM A135 Grade A	30 000
ASTM A135 Grade B	35 000
ASTM A139 Grade A	30 000
ASTM A139 Grade B	35 000
ASTM A381 Class Y-35	35 000
ASTM A381 Class Y-42	42 000
ASTM A381 Class Y-46	46 000
ASTM A381 Class Y-48	48 000
ASTM A381 Class Y-50	50 000
ASTM A381 Class Y-52	52 000

N.B. This Table is not complete. For the minimum specified yield strength of other grades and grades in other approved specifications, refer to the particular specification.

TABLE 17
VALUES OF DESIGN FACTOR F

Construction Type (See Clause 6.4.1)	Design Factor F
Type—A	0.720
Type—B	0.600
Type—C	0.500
Type—D	0.400

TABLE 18
LONGITUDINAL JOINT FACTOR E

Standard	Pipe Class	E Factor
ASTM A53	Seamless	1,00
	Electric Resistance Welded	1,00
ASTM A106	Furnace Butt Welded	,60
	Seamless	1,00
ASTM A134	Electric Fusion Arc Welded	,80
	Electric Resistance Welded	1,00
ASTM A135	Electric Fusion Welded	,80
ASTM A139	Electric Fusion Arc Welded	1,00
ASTM A155	Double Submerged Arc Welded	1,00
API 5L	Seamless	1,00
	Electric Resistance Welded	1,00
	Electric Flash Welded	1,00
	Furnace Butt Welded	,60
API 5LX	Seamless	1,00
	Electric Resistance Welded	1,00
	Electric Flash Welded	1,00
	Submerged Arc Welded	1,00
API 5LS	Electric Resistance Welded	1,00
	Submerged Arc Welded	1,00
	Submerged Arc Welded	1,00

N.B. Definitions for the various classes of welded pipe are given in Division II.

TABLE 19
TEMPERATURE DERATING FACTOR T

Temperature Degrees Fahrenheit	Temperature Derating Factor T
250°F or less	1,000
300°F	0,967
350°F	0,933
400°F	0,900
450°F	0,867

N.B. For intermediate temperatures interpolate for derating factor.

6.4.5.2. Limitations of pipe design values

6.4.5.2.1. P for furnace butt welded pipe shall not exceed the restrictions of clause 6.4.5 or 60% of the mill test pressure, whichever is the lesser.

6.4.5.2.2. P shall not exceed 85% of the mill test pressure for all pipes, other than furnace butt welded, provided, however, that pipe mill tested to a pressure less than 85% of the pressure required to produce a stress equal to minimum specified yield may be retested with a mill type hydrostatic test or tested in place after installation. In the event the pipe is retested to a pressure in excess of the mill test pressure, then P shall not exceed 85% of the retest

pressure rather than the initial mill test pressure. It is mandatory to use a liquid as a test medium in all tests in place after installation where the test pressure exceeds the mill test pressure. This clause is not to be construed to allow a design pressure in excess of that provided for by clause 6.4.5.1.

6.4.5.2.3. Transportation, installation or repair of pipe shall not reduce the wall thickness at any point to a thickness less than 90% of the nominal wall thickness as determined by clause 6.4.5.1 for the design pressure to which the pipe is to be subjected.

6.4.5.2.4. "t" shall not be less than shown in Table 20.

6.4.5.2.5. When pipe that has been cold worked for the purpose of meeting the specified minimum yield strength is heated to 600°F or higher (welding excepted), the maximum allowable pressure at which it can be used shall not exceed 75% of the value obtained by use of the steel pipe design formula given in clause 6.4.5.1.

6.4.5.2.6. In no case where the Standard refers to the specified minimum value of a physical property can the actual value of the property be substituted in design calculations, unless the actual is less than the specified minimum.

6.4.5.3. Fabricated assemblies : When fabricated assemblies such as connections for separators, main line valve assemblies, cross connections, river crossing headers, etc. are to be installed in areas defined as location Class 1, type B construction is required throughout the assembly, and for a distance of 5 pipe diameters or 10 feet, whichever is the lesser, in each direction beyond the centre line of the last fitting or branch connection exceeding 2 inches in diameter. Transition pieces at the end of an assembly and elbows used in place of pipe bends are not considered as fittings under the requirements of this clause. See also Division V.

TABLE 20
LEAST NOMINAL WALL THICKNESS (INCHES)*

Nominal Pipe Size Inches	Outside Diameter Inches	Plain End Pipe			Threaded † Pipe	Compressor Stations
		Location Class 1	Location Class 2	Location Classes 3 and 4	All Location Classes	
1/8	0,405	, 031	, 065	, 065	, 068	, 095
1/4	0,540	, 037	, 065	, 065	, 088	, 119
3/8	0,675	, 041	, 065	, 065	, 091	, 126
1/2	0,840	, 046	, 065	, 065	, 109	, 147
3/4	1,050	, 048	, 065	, 065	, 113	, 154
1	1,315	, 053	, 065	, 065	, 133	, 179
1 1/4	1,660	, 061	, 065	, 065	, 140	, 191
1 1/2	1,900	, 065	, 065	, 065	, 145	, 200
2	2,375	, 075	, 075	, 075	, 154	, 218
2 1/2	2,875	, 083	, 085	, 085	, 203	, 203
3	3,500	, 083	, 098	, 098	, 216	, 216
3 1/2	4,000	, 083	, 108	, 108	, 226	, 226
4	4,500	, 083	, 116	, 116	, 237	, 237
5	5,563	, 083	, 125	, 125	, 258	, 250
6	6,625	, 083	, 134	, 156	, 280	, 250
8	8,625	, 104	, 134	, 172	, 277	, 250
10	10,750	, 104	, 164	, 188		, 250
12	12,750	, 104	, 164	, 203		, 250
14	14,0	, 134	, 164	, 210		, 250
16	16,0	, 134	, 164	, 219		, 250
18	18,0	, 134	, 188	, 250		, 250
20	20,0	, 134	, 188	, 250		, 250
22, 24, 26	22, 24, 26	, 164	, 188	, 250		, 250
28, 30	28, 30	, 164	, 250	, 281		, 281
32, 34, 36	32, 34, 36	, 164	, 250	, 312		, 312

*The least nominal thickness of steel pipe for service piping is not limited by this Table, except as provided in Clause 6.12.2.1.

†The least nominal thickness of threaded pipe using National Pipe (NPT) threads must equal that given in the Table for threaded pipe, but shall be not less than that given for plain end pipe in the same location class. When threads other than NPT are used, the thickness under the last engaged thread (based on nominal dimensions) must be at least one-half the nominal thickness of the pipe, but in no case shall the nominal thickness be less than for plain end pipe used in the same location class.

6.4.5.4. Supported pipe lines : Pipe lines or mains supported by railway, vehicular, pedestrian or pipe line bridges shall be in accordance with the construction type prescribed for pipe lines or mains on private rights of way for the area in which the bridge is located, except that in Class 1 locations, type B construction shall be used.

6.4.5.5. Protection of pipe lines and mains from hazards : When pipe lines and mains must be installed where they will be subjected to natural hazards, such as wash-outs, floods, unstable soil, land slides, or other conditions which may cause serious movement of, or abnormal loads on the pipe line, reasonable precaution shall be taken to protect the pipe line, such as increasing the wall thickness, constructing revetments, erosion prevention, installing anchors, etc. Where pipe lines and mains are exposed, such as at spans, trestles, and bridge crossings, the pipe lines and mains shall be reasonably protected by distance or barricades from accidental damage by vehicular traffic or other causes.

6.4.5.6. Corrosion factors for design of steel pipe lines and mains

6.4.5.6.1. General : The following general requirements shall apply :

(a) the design procedures prescribed by this Standard for pipe lines and mains are applicable without modification only when the gas is substantially non-corrosive or when suitable steps are to be taken with a corrosive gas to protect the pipe internally and maintain such protection ;

(b) where a corrosive gas is to be transported without suitable measures to prevent internal corrosion, or where the effectiveness of internal corrosion prevention is uncertain, the thickness of the pipe shall be increased to provide an allowance for corrosion. The minimum corrosion allowance to be provided in such case shall not be less than 0,075 inch ;

(c) corrosion allowance in the form of extra wall thickness shall not normally be considered an acceptable method of removing or minimizing any hazard due to external corrosion ;

(d) if the thickness obtained by adding the required allowance to the thickness computed by the design equation of clause 6.4.5.1 does not exceed the least allowable wall thickness prescribed in Table 20, the least thickness given in that table shall be used ;

(e) if the maximum hoop stress due to gas pressure is less than 20% of the specified minimum yield strength, allowance for corrosion is not mandatory.

6.4.5.6.2. Internal corrosion criteria : The following apply :

(a) for the purposes of this Standard, any fuel gas of commercial grade, the water dew point of which is at all times below pipe line temperature, shall be considered to be substantially non-corrosive unless experience with it has indicated otherwise ;

(b) some fuel gases may be substantially non-corrosive even though their water dew point exceeds pipe line temperatures. Such gas shall, however, be assumed to be non-corrosive only if proven so by careful tests or experience ;

(c) gas containing hydrogen sulphide or carbon dioxide shall be assumed to be corrosive if the water dew point of the gas is above minimum pipe line operating temperatures. In these cases suitable measures shall be taken to prevent failures due to such mechanisms as metal loss corrosion, hydrogen embrittlement, stress corrosion cracking, and hydrogen blistering. Provision shall also be made in the design in these cases for corrosion monitoring stations ;

(d) gas containing hydrogen sulphide or carbon dioxide is substantially non-corrosive if the water dew point of the gas is at all times kept below minimum pipe line temperature by suitable dehydration equipment or if the gas stream is inhibited. Where there is a possibility of a short term carryover of water at levels such that the dew point may rise above minimum pipe line temperature, suitable measures shall be taken in the design of pipe lines transporting such gas to provide for monitoring internal corrosion by hydrogen probes, corrosion probes, weight loss coupons, test spools, non-destructive testing equipment or other suitable devices.

6.4.5.6.3. External corrosion criteria : The following apply :

(a) soil and water in external contact with a steel pipe line shall be assumed to be corrosive and the pipe line shall be protected against external corrosion unless a careful investigation and evaluation of such soil or water conditions, past corrosion history, and potential hazards establish that no undue safety hazard to the public will exist during the anticipated service life of the facility ;

(b) buried or underwater steel pipe lines, fittings, and valves requiring protection shall be protected by application of a protective coating with supplementary cathodic protection or by any other proven method or combination of methods ;

(c) consideration shall be given by operators of gas transmission and distribution piping systems to the danger to such systems resulting from DC stray currents, as outlined in CSA Standard C22.3 No. 4, Electrochemical Corrosion of Underground Metallic Structures.

6.4.6. Installation of steel pipe lines and mains

6.4.6.1. Construction specifications : All construction work performed on piping systems in accordance with the requirements of this Standard shall be done under construction specifications. Preferably the construction specifications shall cover all phases of the work and shall be in sufficient detail to cover the requirements of this Standard.

6.4.6.2. Inspection provisions

6.4.6.2.1. The operating company shall make provision for suitable inspection. Inspectors shall be qualified by either experience or training.

6.4.6.2.2. The installation inspection provisions for pipelines and other facilities to operate at hoop stresses of 20% or more of the specified minimum yield strength shall be adequate either to make possible the following inspections at sufficiently frequent intervals or to do other things that will assure good quality of workmanship :

(a) inspect the surface of the pipe for serious surface defects just prior to the coating operation. See paragraph *a* of clause 6.4.6.4.3 ;

(b) inspect the surface of the coated pipe as it is lowered into the ditch to find coating lacerations that indicate the pipe might have been damaged after being coated ;

N.B. Damage during the lowering-in process should be found during this inspection.

(c) inspect the fit-up of the joints before the weld is made ;

(d) visually inspect the stringer beads before subsequent beads are applied ;

(e) inspect the completed welds before they are covered with coating ;

(f) inspect the condition of the ditch bottom just before the pipe is lowered in ;

(g) inspect the fit of the pipe to the ditch before back-filling ;

(h) inspect all repairs, replacements or changes ordered before they are covered up ;

(i) perform such special tests and inspections as are required by the specifications, such as the radiographing of a portion of the welds and the electrical testing of the protective coating.

6.4.6.2.3. The inspector shall have authority to order the removal and replacement of any section that fails to meet the requirements of this Standard.

6.4.6.3. Bends, elbows, and mitres in steel pipe lines and mains : Changes in direction may be made by the use of bends, elbows or mitres under the following limitations :

(a) the bends shall be free from buckling, cracks or other evidence of mechanical damage. For field cold bends on sizes 12-inch and larger, the longitudinal axis of the pipe shall not be deflected more than 1½ degrees in any length along the pipe axis equal to the diameter of the pipe. All bends other than wrinkle bends shall have a difference between the maximum and minimum diameters not in excess of 2,5% of the nominal diameter ;

N.B. Preheat to 50°F is recommended for field bending when air temperatures are lower than 20°F.

(b) when a circumferential weld occurs in a bend section, it shall be subjected to X-ray examination after bending ;

(c) hot bends made on cold-worked or heat-treated pipe shall be designed for lower stress levels in accordance with clause 6.4.5.2.5 ;

(d) wrinkle bends shall be permitted only on systems operating at less than 30% of the specified minimum yield strength. When wrinkle bends are made in welded pipe,

the longitudinal weld shall be located as nearly to 90 degrees with the top of the wrinkle as conditions will permit. Wrinkle bends with sharp kinks shall not be permitted. Wrinkles shall have a spacing not less than the distance equal to the diameter of the pipe measured along the crotch. On pipe 16 inches or larger, the wrinkle shall not produce an angle of more than 1½ degrees per wrinkle ;

(e) the longitudinal weld of the pipe shall preferably be near the neutral axis of the bend ;

(f) mitred bends are permitted subject to the following limitations :

i. in systems intended to operate at 40% or more of the specified minimum yield strength, mitred bends are not permitted. Deflections caused by misalignment up to 3 degrees are not considered as mitres ;

ii. in systems intended to operate at 10% but less than 40% of the specified minimum yield strength, the total deflection angle at each mitre shall not exceed 12½ degrees ;

iii. in systems intended to operate at less than 10% of the specified minimum yield strength, the total deflection angle at each mitre shall not exceed 90 degrees ;

iv. in systems intended to operate at 10% or more of the specified minimum yield strength, the minimum distance between mitres measured at the crotch shall not be less than one pipe diameter ;

v. care shall be taken in making mitred joints to provide proper spacing and alignment and full penetration ;

(g) factory-made wrought-steel welding elbows or transverse segments cut therefrom may be used for changes in direction, provided that the arc length measured along the crotch is at least one inch on pipe sizes 2 inches and larger.

N.B. Field-cut segments of elbows 12 inches in diameter and larger are not recommended.

6.4.6.4. Pipe surface requirements applicable to pipe lines and mains to operate at a hoop stress of 20% or more of the specified minimum yield strength

6.4.6.4.1. Gouges, grooves, and notches have been found to be a very important cause of pipe line failures and all harmful defects of this nature shall be prevented or eliminated. Precautions shall be taken during manufac-

ture, hauling, and installation to prevent the gouging or grooving of pipe.

6.4.6.4.2. Detection of gouges and grooves : The following steps shall be taken for detection of gouges and grooves :

(a) the field inspection provided on each job shall be suitable to reduce to an acceptable minimum the chances that gouged or grooved pipe will get into the finished pipe line or main ;

N.B. Inspection for this purpose just ahead of the coating operation and during the lowering-in and backfill operation is recommended.

(b) when pipe is coated, inspection shall be made to determine that the coating machine does not cause harmful gouges or grooves ;

(c) lacerations of the protective coating shall be carefully examined to see if the pipe surface has been damaged.

6.4.6.4.3. Field repair of gouges and grooves : The following procedure for field repair of gouges and grooves shall apply :

(a) injurious gouges or grooves shall be removed ;

(b) they may be removed by grinding, provided that the resulting wall thickness is not less than the minimum prescribed by this Standard for the conditions of usage (see clause 6.4.5.2.3) ; or

(c) when the conditions outlined in paragraph *b* of clause 6.4.6.4.3 cannot be met, the damaged portion of pipe shall be cut out as a cylinder, and replaced with a good piece. Insert patching is prohibited.

6.4.6.4.4. Dents : The following apply :

(a) a dent may be defined as a depression which produces a gross disturbance in the curvature of the pipe wall (as opposed to a scratch or gouge which reduces the pipe wall thickness). The depth of a dent shall be measured as the gap between the lowest point of the dent and a prolongation of the original contour of the pipe in any direction ;

(b) a dent, as defined in paragraph *a*, which contains a stress concentrator such as a scratch, gouge, groove, or arc burn shall be removed by cutting out the damaged portion of the pipe as a cylinder ;

(c) all dents which affect the curvature of the pipe at the longitudinal weld or any circumferential weld shall be removed. All dents which exceed a maximum depth of ¼-inch in pipe 12¾ inch OD and smaller for 2% of the nominal pipe diameter in all pipe greater than 12¾ inch OD, shall not be permitted in pipe lines or mains intended to operate at 40% or more of the specified minimum yield strength. When dents are removed the damaged portion of the pipe shall be cut out as a cylinder. Insert patching and pounding out of the dents are prohibited.

6.4.6.4.5. Arc burns : Where arc burns are made in the pipe they shall be removed by cutting out that cylindrical portion of the pipe containing the arc burn and replacing it with another cylinder of satisfactory pipe.

6.4.6.4.6. Repair of defects in pipe lines by means of patching is not permitted.

6.4.6.5. Application and inspection of protective coatings for underground piping (also see clause 6.4.5.5)

6.4.6.5.1. Protective coatings for underground piping shall be applied and inspected in accordance with either the coating manufacturer's recommendations or the company's coating specifications for the particular conditions encountered. These recommendations or specifications shall also cover the patching of damaged spots, the coating of joints, short lengths of pipe and fittings coated in the field.

6.4.6.5.2. Crews that apply protective coatings shall be suitably instructed and provided with all of the equipment necessary to accomplish their work in a satisfactory manner.

6.4.6.6. Electrical test leads for corrosion control or electrolysis testing on pipe lines or mains to operate at 20% or more of the specified minimum yield strength

6.4.6.6.1. When electrical test leads for corrosion control or electrolysis testing are required, care shall be exercised in their installation, particularly on pipe lines that are stressed to near the maximum stress levels permitted by this Standard, to avoid stress concentration.

6.4.6.6.2. Electrical test leads may be attached directly on to the pipe by the thermitic welding process using aluminum powder and copper oxide provided the charge is limited to No. 15 (15 grams) cartridges and the size of electrical conductor restricted to No. 6 AWG or smaller*. Where the application involves the attachment of a larger wire, a multistrand conductor shall be used and the strands shall be rearranged into groups no larger than No. 6 AWG and each group attached to the pipe separately, using a No. 15 (15 grams) cartridge of powder. Attaching electrical test leads directly onto the pipe by other methods of brazing is prohibited.

**It is recommended that the smallest possible cartridge commensurate with pipe wall thickness be used.*

6.4.6.6.3. All test lead connections and all bare leads shall be protected by coating and/or wrapping.

6.4.6.7. Miscellaneous operations involved in the installation of steel pipe lines and mains

6.4.6.7.1. Handling, hauling and stringing : Care shall be taken in the selection of the handling equipment and in handling, hauling, unloading, and placing the pipe so as not to damage the pipe.

6.4.6.7.2. Installation of pipe in the ditch : On pipe lines operating at stresses of 20% or more of the specified minimum yield strength, it is very important that stresses induced into the pipe line by construction be minimized. This includes grading the ditch so that the pipe has a firm substantially continuous bearing on the bottom of the ditch. The pipe shall fit the ditch without the use of external force to hold it in place until the backfill is completed. When long sections of pipe that have been welded alongside the ditch are lowered in, care shall be exercised so as not to jerk the pipe or impose any strains that may kink or put a permanent bend in the pipe. Slack loops are not prohibited by this clause where laying conditions render their use advisable.

6.4.6.7.3. Backfilling : The following backfilling requirements shall apply :

(a) backfilling shall be performed in a manner to provide firm support under the pipe ;

(b) if there are large rocks in the material to be used for backfill, care shall be taken to prevent damage to the coating, by such means as the use of rock shield material, or by making the initial fill with rock free material to a sufficient depth over the pipe to prevent rock damage ; and

(c) where flooding of the trench is done to consolidate the backfill, care shall be exercised to see that the pipe is not floated from its firm bearing on the trench bottom.

6.4.6.7.4. Hot taps : All hot taps shall be installed by trained and experienced crews.

N.B. Wherever practicable the hoop stress in the pipe should be reduced to 50% or less of the minimum specified yield strength during the entire welding and hot tapping operation.

6.4.6.8. Precautions to avoid explosions of gas-air mixtures or uncontrolled fires during construction operations

6.4.6.8.1. Operations such as gas or electric welding and cutting with cutting torches can be safely performed on pipe lines and mains and auxiliary equipment, provided that they are completely full of gas, or air that is free from combustible material. Steps shall be taken to prevent a mixture of gas and air at all points where such operations are to be performed (see Appendix E for recommended procedures).

6.4.6.8.2. Whenever the accidental ignition in the open air of a gas-air mixture might be likely to cause personal injury or property damage, precautions shall be taken as, for example :

- (a) prohibit smoking and open flames in the area ;
- (b) install a metallic bond around the location of cuts in gas pipes to be made by other means than cutting torches ;
- (c) take precautions to prevent static electricity sparks ; and
- (d) provide a fire extinguisher of appropriate size and type in accordance with NFPA Standard No. 10, Installation of Portable Fire Extinguishers.

6.4.7. Testing after construction

6.4.7.1. General provisions : All pipe lines, mains and services shall be tested after construction, except as provided for by clause 6.4.7.2.

6.4.7.2. Tie-ins : Because it is sometimes necessary to divide a pipe line or main into test sections and install test heads, connecting piping, and other necessary appurtenances for testing, it is not required that the tie-in sections of pipe be tested. All tie-in welds shall be inspected in accordance with clause 4.10.

N.B. Wherever possible, pretested pipe should be used in tie-in sections.

6.4.8. Test requirements

6.4.8.1. Tests required to prove strength of pipe lines and mains to operate at hoop stresses of 30% or more of the specified minimum yield strength of the pipe

6.4.8.1.1. All pipe lines and mains to be operated at a hoop stress of 30% or more of the specified minimum yield strength of the pipe shall be given a field test to prove strength after construction and before being placed in operation. All test assemblies used in testing shall be fabricated and installed in accordance with provisions of this Standard covering permanent assemblies and fabrications.

6.4.8.1.2. Pipe lines and mains shall be tested as follows :

- (a) pipe lines and mains in location Class 1 shall be tested with air, or gas, or liquid to at least 1,25 times the maximum operating pressure. Testing, wherever physically possible, shall be by means of a liquid rather than a gaseous medium ;
- (b) pipe lines and mains in location Class 2 shall be tested either with air to 1,25 times the maximum operating pressure or hydrostatically to at least 1,25 times the maximum operating pressure ;
- (c) pipe lines and mains in location Classes 3 and 4 shall be tested hydrostatically to a pressure not less than 1,4 times the maximum operating pressure.

N.B. The test requirements given in paragraphs a, b and c of clause 6.4.8.1.2 are summarized in Table 21.

6.4.8.1.3. Requirements of paragraph c of clause 6.4.8.1.2 for hydrostatic testing of mains and pipe lines in location Classes 3 and 4 do not apply if at the time the pipe line or main is first ready for test, one or both of the following conditions exist :

- (a) the ground temperature at pipe depth is 32°F or less, or might fall to that temperature before the hydrostatic test could be completed ; or
- (b) water of satisfactory quality is not available in sufficient quantity.

In such cases, an air test to 1,25 times the maximum operating pressure shall be made and the limitations on operating pressure imposed by Table 21 do not apply.

6.4.8.1.4. Other provisions of this Standard notwithstanding, pipe lines and mains crossing highways, railways and bridges may be tested in each case in the same manner and to the same pressure as the pipe line on each side of the crossing.

TABLE 21*
TEST REQUIREMENTS FOR PIPE LINES AND MAINS TO OPERATE AT HOOP STRESSES OF 30% OR MORE OF THE SPECIFIED MINIMUM YIELD STRENGTH OF THE PIPE

**This Table brings out the relationship between test pressures and maximum allowable operating pressures subsequent to the test. If an operating company decides that the maximum operating pressure will be less than the design pressure, a corresponding reduction in prescribed test pressure may be made as indicated in Column 3. However, if this reduced test pressure is used, the maximum operating pressure cannot later be raised to the design pressure without retesting the line to the test pressure prescribed in Column 4. See Clauses 2.1, 6.8.2.2 and 6.8.2.3.*

1 Location Class	2 Permissible Test Fluid	3 Prescribed Test Pressure		5 Maximum Allowable Operating Pressure
		Minimum	Maximum	
		1	Approved Liquid Air Gas	
2	Approved Liquid Air	1,25 × m.o.p. 1,25 × m.o.p.	Clause 6.4.9.4(c) 1,25 × d.p.	
3	Approved Liquid	1,40 × m.o.p.	Clause 6.4.9.4(c)	t.p. ÷ 1,40
4	Approved Liquid	1,40 × m.o.p.	Clause 6.4.9.4(c)	t.p. ÷ 1,40

N.B. 1. m.o.p. = maximum operating pressure (not necessarily the maximum allowable operating pressure)
 2. d.p. = design pressure
 3. t.p. = test pressure

6.4.8.1.5. Other provisions of this Standard notwithstanding, fabricated assemblies, including main line valve assemblies, cross connections, river crossing headers, etc., installed in pipe lines in Class 1 locations and designed in accordance with type B construction, as required in clause 6.4.5.3, may be tested as required for the location class in which they are located.

6.4.8.1.6. Notwithstanding the limitations on air testing imposed in paragraph c of clause 6.4.8.1.2, air testing may be used in location Classes 3 and 4, provided that all of the following conditions apply :

- (a) the maximum hoop stress during test is less than 50% of the specified minimum yield strength in Class 3 locations, and less than 40% of the specified minimum yield strength in Class 4 locations ;

(b) the maximum pressure at which the pipe line or main is to be operated does not exceed 80% of the maximum field test pressure used ; and

(c) the pipe involved is new pipe having a longitudinal joint factor E in Table 18 of 1,00.

6.4.8.1.7. Records : The operating company shall maintain in its file for the useful life of each pipe line and main, records showing the type of fluid used for test and the test pressure.

TABLE 22
MAXIMUM HOOP STRESS PERMISSIBLE DURING TEST

Location Class	Per Cent of Specified Minimum Yield Strength		
	2	3	4
Test Medium :			
Air	75	50	40
Gas	30	30	30

6.4.8.3. Leak tests for pipe lines or mains to operate at 100 psig or more

6.4.8.3.1. Each pipe line and main shall be tested after construction and before being placed in operation to demonstrate that it does not leak. If the test indicates that a leak exists, the leak or leaks shall be located and eliminated, unless it can be determined that no undue hazard to public safety exists.

6.4.8.3.2. The test procedure used shall be capable of disclosing leaks in the section being tested and shall be selected after giving due consideration to the volumetric content of the section and to its location.

6.4.8.3.3. In all cases where a line is to be stressed in a strength-proof test to 20% or more of the specified minimum yield strength of the pipe, and gas or air is the test medium, a leak test shall be made at a pressure in the range from 100 psig to that required to produce a hoop stress of 20% of the minimum specified yield, or the line shall be walked while the hoop stress is held at approximately 20% of the specified minimum yield.

6.4.8.2. Tests required to prove strength for pipe lines and mains to operate at less than 30% of the specified minimum yield strength of the pipe, but in excess of 100 psig : Steel piping that is to operate at stresses less than 30% of the specified minimum yield strength in location Class 1 shall at least be tested in accordance with clause 6.4.8.3. In location Classes 2, 3, and 4, such piping shall be tested in accordance with Table 21, except that gas or air may be used as the test medium within the maximum limits set in Table 22.

6.4.8.4. Leak tests for pipe lines and mains to operate at less than 100 psig

6.4.8.4.1. At the time of or prior to placing in operation distribution mains and related equipment to operate at less than 100 psig, they shall be tested to determine that they are gas-tight.

6.4.8.4.2. Gas may be used as the test medium at the maximum pressure available in the distribution system at the time of the test. In this case the soap bubble test may be used to locate leaks if all joints are accessible during the test.

6.4.8.4.3. Testing at available distribution system pressures as provided for in clause 6.4.8.4.2 may not be adequate if substantial protective coatings are used that would seal a split pipe seam. If such coatings are used, the leak test pressure shall be 100 psig.

6.4.9. Testing limitations

6.4.9.1. The limits of test pressure using gas as a medium are set out in Tables 21 and 22.

6.4.9.2. The limits of test pressure using air as a medium are set out in Tables 21 and 22 and clauses 6.4.8.1.3 and 6.4.8.1.6.

6.4.9.3. The use of a liquid as a test medium is mandatory for test pressures above the mill test pressure.

6.4.9.4. Test pressures in excess of the pressure required to produce a hoop stress equal to the specified minimum yield of the pipe are permitted provided that :

- (a) a liquid test medium is used ;
- (b) a suitable pressure-volume curve is plotted for stresses in excess of 90% of the specified minimum yield of the pipe ; and
- (c) the maximum test does not exceed the pressure which produces the first confirmed deviation of the pressure-volume curve.

TABLE 23
MAXIMUM ALLOWABLE VALUES OF S AND R

CSA Standard	Type of Pipe	S Bursting Tensile Strength Psig	R Modulus of Rupture Psig
B131.3	Pit Cast	11 000	31 000
B131.6	Centrifugal (Metal Mold)	18 000	40 000
B131.8	Centrifugal (Sand-Lined Mold)	18 000	40 000

6.5.1.3. Allowable thicknesses for cast iron pipe : The least cast iron pipe thicknesses permitted are the lightest standard classes for each nominal pipe size as shown in CSA Standards B131.3, Cast Iron Pit Cast Pipe for Gas, B131.6, Cast Iron Pipe Centrifugally Cast in Metal Molds for Gas, and B131.8, Cast Iron Pipe Centrifugally Cast in Sand-Lined Molds for Gas.

6.5.1.4. Standard thickness for cast iron pipe : The wall thickness, diameter, and maximum working pressure permitted under CSA Standard B131.1 for the type and sizes of cast iron pipe most commonly used for gas piping are shown in Tables 24 and 25.

N.B. For pipe sizes, pressure, thicknesses, or laying conditions not shown in these Tables, reference should be made to CSA Standard B131.1 for the method of calculation.

6.4.10. Safety during tests : All testing of pipe lines and mains after construction shall be done with due regard for the safety of employees and the public during the test. When air or gas is used, suitable steps shall be taken to keep persons not working on the testing operations out of the testing area during the period in which the hoop stress is first raised from 50% of the specified minimum yield to the maximum test stress, and until the pressure is reduced to the maximum operating pressure. Upon completion of the test, test pressure shall be released slowly under controlled conditions.

6.5. Cast iron**6.5.1. Cast iron pipe design**

6.5.1.1. Basic equation to determine required wall thickness : Cast iron pipe shall be designed in accordance with the methods set forth in CSA Standard B131.1, Manual for the Computation of Strength and Thickness of Cast Iron Pipe.

6.5.1.2. Maximum allowable values of S and R : The values of S, bursting tensile strength, and R, modulus of rupture, to be used in the equations given in CSA Standard B131.1, are shown in Table 23.

6.5.1.5. Cast iron pipe joints

6.5.1.5.1. Caulked bell and spigot joints : Dimensions for caulked bell and spigot joints shall conform to CSA Standards B131.3, B131.6, B131.8, and B131.9, Cast Iron Fittings, 2 Inches Through 48 Inches for Water and Other Liquids. This type of joint shall not be used for pressures in excess of 25 psig, unless reinforced with mechanical clamps.

6.5.1.5.2. Mechanical joints : Mechanical joints shall utilize gaskets made of a resilient material as their sealing medium. The material selected for gaskets shall be of a type not adversely affected by the gas or condensates in the main. The gaskets shall be suitably confined and retained under compression by a separate gland or follower

ring. A joint of this type is shown in CSA Standard B131.10, Rubber Gasket Joints for Cast-Iron Pressure Pipe and Pipe Fittings.

6.5.1.5.3. Flanged joints : The dimensions and drilling for flanges shall conform to the USA B16 Series, Cast Iron Pipe Flanges and Flanged Fittings. Flanges shall be cast integrally with fittings or valves.

6.5.1.5.4. Special joints : Special joints are not prohibited provided they are properly qualified and utilized in

accordance with appropriate provisions of this Standard.

N.B. Threaded joints : The use of threaded joints to couple lengths of cast iron pipe is not recommended.

6.5.1.6. External corrosion criteria and design for corrosion control for cast iron pipe*

**Certain soils give rise to a corrosion attack on cast iron known as graphitic corrosion. Where cast iron pipe is used under such conditions and the graphitization would cause the pipe to deteriorate rapidly, it should be coated or similarly protected to retard the corrosion attack.*

TABLE 24
STANDARD THICKNESSES OF CAST IRON PIT-CAST PIPE FOR GAS

Thickness in Inches. Working Pressure in Pounds per Square Inch Thicknesses Include Allowances for Foundry Practice and Corrosion													
Size Inches	Working Pressure	3½ Feet of Cover Laying Condition				5 Feet of Cover Laying Condition				8 Feet of Cover Laying Condition			
		A	B	C	D	A	B	C	D	A	B	C	D
		Laying Condition A—Flat Bottom Trench, Without Blocks, Untamped Backfill Laying Condition B—Flat Bottom Trench, Without Blocks, Tamped Backfill Laying Condition C—Pipe Laid on Blocks, Untamped Backfill Laying Condition D—Pipe Laid on Blocks, Tamped Backfill											
4	10	.40	.40	.40	.40	.40	.40	.40	.40	.40	.40	.46	.40
	50	.40	.40	.40	.40	.40	.40	.40	.40	.40	.40	.50	.40
	100	.40	.40	.40	.40	.40	.40	.43	.40	.40	.40	.50	.40
	150	.40	.40	.40	.40	.40	.40	.43	.40	.40	.40	.50	.40
6	10	.43	.43	.46	.43	.43	.43	.50	.43	.43	.43	.54	.43
	50	.43	.43	.46	.43	.43	.43	.50	.43	.43	.43	.54	.43
	100	.43	.43	.46	.43	.43	.43	.50	.43	.43	.43	.58	.43
	150	.43	.43	.50	.43	.43	.43	.50	.43	.43	.43	.58	.43
8	10	.46	.46	.50	.46	.46	.46	.54	.46	.46	.46	.58	.46
	50	.46	.46	.54	.46	.46	.46	.54	.46	.46	.46	.63	.46
	100	.46	.46	.54	.46	.46	.46	.58	.46	.46	.46	.63	.46
	150	.46	.46	.54	.46	.46	.46	.58	.46	.46	.46	.63	.46
10	10	.50	.50	.54	.50	.50	.50	.58	.50	.50	.50	.68	.50
	50	.50	.50	.58	.50	.50	.50	.58	.50	.50	.50	.68	.54
	100	.50	.50	.58	.50	.50	.50	.63	.50	.54	.50	.68	.54
	150	.50	.50	.58	.50	.50	.50	.63	.50	.54	.50	.68	.58
12	10	.54	.54	.58	.54	.54	.54	.63	.54	.54	.54	.68	.58
	50	.54	.54	.58	.54	.54	.54	.63	.54	.58	.54	.73	.58
	100	.54	.54	.63	.54	.54	.54	.63	.54	.58	.58	.73	.58
	150	.54	.54	.63	.58	.58	.54	.68	.58	.63	.58	.79	.63
16	10	.58	.58	.68	.58	.58	.58	.68	.63	.68	.63	.79	.68
	50	.58	.58	.68	.63	.63	.58	.73	.63	.68	.63	.79	.73
	100	.63	.58	.73	.63	.63	.58	.73	.68	.73	.68	.85	.73
	150	.63	.58	.73	.63	.63	.58	.73	.68	.73	.68	.85	.73
20	10	.66	.66	.77	.71	.71	.66	.83	.71	.77	.71	.90	.83
	50	.71	.66	.77	.71	.71	.66	.83	.77	.77	.71	.90	.83
	100	.71	.66	.83	.77	.77	.71	.83	.77	.83	.77	.97	.83
	150	.71	.66	.83	.77	.77	.71	.83	.77	.83	.77	.97	.83
24	10	.74	.74	.80	.74	.80	.74	.86	.80	.86	.80	.93	.86
	50	.80	.74	.86	.80	.80	.74	.93	.86	.86	.80	1.00	.93
	100	.80	.74	.93	.86	.86	.80	.93	.86	.93	.86	1.00	.93
	150	.80	.74	.93	.86	.86	.80	.93	.86	.93	.86	1.00	.93
30	10	.87	.87	.94	.87	.94	.87	1.02	.94	1.02	.87	1.10	1.02
	50	.94	.87	1.02	.94	.94	.87	1.10	1.02	1.10	.94	1.19	1.10
	100	.94	.87	1.02	.94	.94	.87	1.10	1.02	1.10	.94	1.19	1.10
	150	.94	.87	1.02	.94	.94	.87	1.10	1.02	1.10	.94	1.19	1.10
36	10	1.05	.97	1.05	.97	1.05	.97	1.13	1.05	1.13	.97	1.22	1.13
	50	1.05	.97	1.13	1.05	1.13	.97	1.22	1.13	1.22	1.05	1.32	1.22
	100	1.05	.97	1.13	1.05	1.13	.97	1.22	1.13	1.22	1.05	1.32	1.22
	150	1.05	.97	1.13	1.05	1.13	.97	1.22	1.13	1.22	1.05	1.32	1.22
42	10	1.16	1.07	1.16	1.07	1.16	1.07	1.25	1.16	1.35	1.07	1.35	1.25
	50	1.16	1.07	1.25	1.16	1.25	1.07	1.35	1.25	1.35	1.16	1.46	1.35
	100	1.16	1.07	1.25	1.16	1.25	1.07	1.35	1.25	1.35	1.16	1.46	1.35
	150	1.16	1.07	1.25	1.16	1.25	1.07	1.35	1.25	1.35	1.16	1.46	1.35
48	10	1.27	1.18	1.37	1.18	1.37	1.18	1.37	1.27	1.48	1.18	1.60	1.37
	50	1.27	1.18	1.37	1.27	1.37	1.18	1.48	1.37	1.48	1.27	1.60	1.48
	100	1.27	1.18	1.37	1.27	1.37	1.18	1.48	1.37	1.48	1.27	1.60	1.48
	150	1.27	1.18	1.37	1.27	1.37	1.18	1.48	1.37	1.48	1.27	1.60	1.48

N.B. This Table is taken from CSA Standard B131.3, Cast Iron Pit Cast Pipe for Gas.

TABLE 25
STANDARD THICKNESSES OF CAST IRON GAS PIPE CENTRIFUGALLY
CAST IN METAL MOLDS OR SANS-LINED MOLDS

Thickness in Inches. Working Pressure in Pounds per Square Inch
 Thicknesses Include Allowances for Foundry Practice and Corrosion

Laying Condition A—Flat Bottom Trench, Without Blocks, Untamped Backfill
 Laying Condition B—Flat Bottom Trench, Without Blocks, Tamped Backfill
 Laying Condition C—Pipe Laid on Blocks, Untamped Backfill
 Laying Condition D—Pipe Laid on Blocks, Tamped Backfill

Size Inches	Working Pressure	3½ Feet of Cover Laying Condition				5 Feet of Cover Laying Condition				8 Feet of Cover Laying Condition			
		A	B	C	D	A	B	C	D	A	B	C	D
4	10	.35*	.35	.35	.35	.35	.35	.35	.35	.35	.35	.41	.35
	50	.38†	.38	.38	.38	.38	.38	.38	.38	.38	.38	.41	.38
	100	.35*	.35	.35	.35	.35	.35	.35	.35	.35	.35	.41	.35
	150	.38†	.38	.38	.38	.38	.38	.38	.38	.38	.38	.41	.38
6	10	.38*	.38	.41	.38	.38	.38	.41	.38	.38	.38	.48	.38
	50	.41†	.41	.41	.41	.41	.41	.41	.41	.41	.41	.48	.41
	100	.38*	.38	.41	.38	.38	.38	.41	.38	.38	.38	.48	.38
	150	.41†	.41	.41	.41	.41	.41	.41	.41	.41	.41	.48	.41
8	10	.41	.41	.44	.41	.41	.41	.48	.41	.41	.41	.52	.41
	50	.41	.41	.44	.41	.41	.41	.48	.41	.41	.41	.52	.41
	100	.41	.41	.48	.41	.41	.41	.48	.41	.41	.41	.56	.41
	150	.41	.41	.48	.41	.41	.41	.48	.41	.41	.41	.56	.41
10	10	.44	.44	.48	.44	.44	.44	.52	.44	.44	.44	.60	.44
	50	.44	.44	.48	.44	.44	.44	.52	.44	.44	.44	.60	.44
	100	.44	.44	.52	.44	.44	.44	.52	.44	.44	.44	.60	.48
	150	.44	.44	.52	.44	.44	.44	.56	.44	.48	.44	.60	.48
12	10	.48	.48	.52	.48	.48	.48	.56	.48	.48	.48	.60	.52
	50	.48	.48	.52	.48	.48	.48	.56	.48	.48	.48	.60	.52
	100	.48	.48	.56	.48	.48	.48	.56	.48	.52	.48	.65	.52
	150	.48	.48	.56	.48	.48	.48	.56	.48	.52	.48	.65	.52
16	10	.54	.50	.58	.54	.54	.50	.63	.58	.58	.54	.73	.63
	50	.54	.50	.63	.54	.54	.50	.63	.58	.63	.58	.73	.63
	100	.54	.54	.63	.58	.58	.54	.68	.58	.63	.58	.73	.68
20	10	.62	.57	.67	.62	.62	.57	.72	.67	.67	.62	.78	.72
	50	.62	.57	.72	.62	.67	.57	.72	.67	.72	.62	.78	.72
	100	.62	.57	.72	.67	.67	.62	.78	.67	.72	.67	.84	.78
24	10	.68	.63	.73	.68	.73	.63	.79	.73	.79	.68	.85	.79
	50	.68	.63	.79	.68	.73	.63	.79	.73	.79	.73	.85	.79
	100	.73	.63	.79	.73	.73	.68	.85	.79	.79	.73	.92	.85
30	10	.79	.73	.85	.79	.85	.73	.92	.85	.92	.79	.99	.92
	50	.85	.73	.85	.85	.85	.79	.92	.85	.92	.85	.99	.92
36	10	.87	.81	.94	.87	.94	.81	1.02	.94	1.02	.87	1.10	1.02
	50	.94	.81	1.02	.94	1.02	.87	1.10	.94	1.10	.94	1.19	1.02
42	10	1.05	.90	1.05	.97	1.05	.90	1.13	1.05	1.13	.97	1.22	1.13
	50	1.05	.90	1.13	1.05	1.13	.97	1.13	1.05	1.22	1.05	1.32	1.13
48	10	1.14	.98	1.14	1.06	1.14	.98	1.23	1.14	1.33	1.06	1.33	1.23
	50	1.14	.98	1.23	1.14	1.23	1.06	1.33	1.14	1.33	1.14	1.44	1.33

*Class 22 thickness.

†Class 23 thickness offers increased factor of safety and is recommended for use in areas of dense population and heavy traffic.

N.B. This Table is taken from CSA Standards B131.6, Cast-Iron Pipe Centrifugally Cast in Metal Molds for Gas, and B131.8, Cast-Iron Pipe Centrifugally Cast in Sand-Lined Molds for Gas.

6.5.2. Installation of cast iron pipe

6.5.2.1. Underground cast iron pipe shall be laid in accordance with the applicable field conditions described in CSA Standard B131.1, Manual for the Computation of Strength and Thickness of Cast Iron Pipe.

6.5.2.2. Underground cast iron pipe shall be installed with a minimum cover of 24 inches unless prevented by other underground structures.

6.5.2.3. Where sufficient cover cannot be provided to protect the pipe from external loads or damage and the pipe is not designed to withstand such external loads, the pipe shall be cased or bridged to protect the pipe.

6.5.2.4. Cast iron pipe installed in unstable soils shall be provided with suitable supports.

6.5.2.5. Suitable harnessing or buttressing shall be provided at points where the main deviates from a straight line and the thrust if not restrained would part the joints.

6.5.3. Making and testing of cast iron field joints

6.5.3.1. Cast iron pipe joints shall conform to clause 6.5.1.5, and shall be assembled according to recognized AWWA, or USA Standards, or in accordance with the manufacturer's written recommendations.

6.5.3.2. Cast iron pipe joints shall be leak tested in accordance with clause 6.4.8.4.

6.6. Compressor stations

6.6.1. Compressor station design

N.B. Location of compressor building : The main compressor building for gas compressor stations should be located at such clear distances from adjacent property not under control of the company as to minimize the hazard of communication of fire to the compressor building from structures on adjacent property. Sufficient open space should be provided around the building to permit the free movement of fire-fighting equipment.

6.6.1.1. Building construction : All compressor station buildings which house gas piping in sizes larger than 2 inches in diameter, or equipment handling gas (except equipment for domestic purposes) shall be constructed of noncombustible materials as defined by the National Building Code of Canada.

6.6.1.2. Exits : A minimum of 2 exits shall be provided for each operating floor of a main compressor building and basements and any elevated walkway or platform 10 feet or more above ground or floor level. Individual engine catwalks shall not require 2 exits. These exits may be fixed ladders, stairways, etc. of each such building. The maximum distance from any point on an operating floor to an exit shall not exceed 75 feet measured along the centreline of aisles or walkways. Said exits shall be unobstructed doorways so located as to provide a convenient possibility of escape and shall provide unobstructed passage to a place of safety. Door latches shall be of a type which can be readily opened from the inside, without a key. All swinging doors located in an exterior wall shall swing outward.

6.6.1.3. Fenced areas : Any fence which may hamper or prevent escape of persons from the vicinity of a compressor station in an emergency shall be provided with a minimum of 2 gates. These gates shall be so located as to provide a convenient opportunity for escape to a place of safety. Any such gates located within 200 feet of any compressor plant building shall open outward and shall be unlocked (or openable from the inside without a key) when the area within the enclosure is occupied. Alternatively, other facilities affording a similarly convenient exit from the area may be provided.

6.6.2. Electrical facilities : All electrical equipment and wiring installed in gas transmission and distribution compressor stations shall conform to the requirements of

CSA Standard C22.1, Canadian Electrical Code, Part I, insofar as the equipment commercially available permits.

6.6.3. Corrosion control

6.6.3.1. Internal corrosion criteria and designed for corrosion control for compressor stations : Suitable measures shall be taken to protect compressor station piping against internal corrosion as provided in clause 6.4.5.6.2.

6.6.3.2. External corrosion criteria and design for corrosion control for compressor stations : Suitable measures shall be taken to protect compressor station piping against external corrosion as provided in clause 6.4.5.6.3.

6.6.4. Compressor station equipment

6.6.4.1. Gas treating facilities

6.6.4.1.1. Liquid removal : When condensable vapours are present in the gas stream in sufficient quantity to liquefy under the anticipated pressure and temperature conditions, the suction stream to each stage of compression (or to each unit, for centrifugal compressors) shall be protected against the introduction of dangerous quantities of entrained liquids into the compressor. Every liquid separator used for this purpose shall be provided with manually operated facilities for removal of liquids therefrom. In addition, automatic liquid removal facilities or an automatic compressor-shutdown device or a high liquid level alarm shall be used where slugs of liquid might be carried into the compressors.

6.6.4.1.2. Liquid removal equipment : Liquid separators, unless constructed of pipe and fittings and no internal welding is used, shall be manufactured in accordance with the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels. Liquid separators when constructed of pipe and fittings without internal welding, shall be in accordance with type D construction requirements.

6.6.4.2. Fire protection : If fire pumps are a part of the fire protection equipment, their operation shall not be affected by emergency shutdown facilities.

N.B. Fire protection facilities should be provided in accordance with Canadian Underwriters' Association practices.

6.6.4.3. Safety devices

6.6.4.3.1. Emergency shutdown facilities : The emergency shutdown facilities shall comply with the following :

(a) each transmission compressor station shall be provided with an emergency shutdown system by means of which all gas compressing equipment, all gas fires, and all electrical facilities in the vicinity of gas headers and in the compressor building can be shut down and the gas can be blocked out of the station and the station gas piping blown down. The emergency shutdown system shall be operable from any one of at least 2 locations outside the gas area of the station, preferably near exit gates in the station fence, but not more than 500 feet from the limits of the station. Blowdown piping shall extend to a location where the discharge of gas is not likely to create a hazard to the compressor station or surrounding area. Unattended field compressor stations of 1 000 horsepower and less are excluded from the provisions of this clause ;

(b) each compressor station supplying gas directly to a distribution system shall be provided with emergency shutdown facilities located outside of the compressor station buildings by means of which all gas can be blocked out of the station provided there is another adequate source of gas for the distribution system. These shutdown facilities can be either automatic or manually operated as local conditions designate. When no other gas source is available, then no shutdown facilities shall be installed that might function at the wrong time and cause an outage on the distribution system.

6.6.4.3.2. Engine overspeed stops : Every compressor prime mover except electrical induction or synchronous motors shall be provided with an automatic device which is designed to shut down the unit before the speed of the prime mover or of the driven unit exceeds the maximum safe speed of either, as established by the respective manufacturers.

6.6.4.4. Pressure limiting requirements in compressor stations

6.6.4.4.1. Pressure relief or other suitable protective devices of sufficient capacity and sensitivity shall be installed and maintained to assure that the maximum allow-

able operating pressure of the station piping and equipment is not exceeded by more than 10%.

6.6.4.4.2. A pressure relief valve shall be installed in the discharge line of each positive-displacement transmission compressor between the gas compressor and the first discharge block valve. The relieving capacity shall be equal to or greater than the capacity of the compressor. If the relief valves on the compressor do not prevent the possibility of over-pressuring the pipe line, as specified in clause 6.8, a relieving device shall be installed on the pipe line to prevent it from being overpressured.

6.6.4.4.3. An acceptable relief device, in accordance with clause 6.8, or automatic compressor shutdown device shall be installed in the discharge of each positive-displacement distribution compressor between the gas compressor and the first discharge block valve. The relieving device shall be installed and maintained to prevent the maximum allowable operating pressure of the compressor and discharge piping from being exceeded by more than 10%.

6.6.4.4.4. Vent lines provided to exhaust the gas from the pressure relief valves to atmosphere shall be extended to a location where the gas may be discharged without undue hazard. Vent lines shall have sufficient capacity so that they will not interfere with the performance of the relief valve.

6.6.4.5. Fuel gas control : An automatic device shall be provided on each gas engine operating with pressure gas injection, which is designed to shut off the fuel gas when the engine stops. The engine distribution manifold shall be simultaneously automatically vented.

6.6.4.6. Cooling and lubrication failures : All gas compressor units shall be equipped with shutdown or alarm devices to operate in the event of inadequate cooling or lubrication of the units.

6.6.4.7. Explosion prevention

6.6.4.7.1. Mufflers : The external shell of mufflers for engines using gas as fuel shall be designed in accordance with good engineering practice and shall be constructed of ductile materials.

N.B. It is recommended that all compartments of the muffler should be manufactured with vent slots or holes in the baffles to prevent gas from being trapped in the muffler.

6.6.4.7.2. Building ventilation : Ventilation shall be sufficient so that employees are not endangered, under normal operating conditions (or such abnormal conditions as a blown gasket, packing gland, etc), by accumulations of hazardous concentrations of flammable or noxious vapours or gases in rooms, sumps, attics, pits, or similarly enclosed places, or in any portion thereof.

6.6.5. Compressor station piping

6.6.5.1. Gas piping (general provisions applicable to all gas piping)

6.6.5.1.1. Specifications for gas piping : All compressor station gas piping, other than instruments, control and sample piping, to and including connections to the main pipe line, shall be of steel and shall be type C construction. Nodular cast iron may not be used in the gas piping components in this location.

6.6.5.1.2. Installation of gas piping : The provisions of clause 6.4.6 shall apply where appropriate to gas piping in compressor stations.

6.6.5.1.3. Testing of gas piping : All gas piping within a compressor station shall be tested after installation in accordance with the provisions of clause 6.4.8 for pipe lines and mains in location Class 3, except that small additions to operating stations need not be tested where operating conditions make it impractical to test.

6.6.5.1.4. Identification of valves and piping : All emergency valves and controls shall be identified by signs. All important gas pressure piping shall be identified by signs or colour codes as to their function.

6.6.5.2. Fuel gas piping (specific provisions applicable to fuel gas piping only)

6.6.5.2.1. All fuel gas lines within a compressor station, serving the various buildings and residential area, shall be provided with master shutoff valves located outside of any building or residential area.

6.6.5.2.2. The pressure regulating facilities for the fuel gas system for a compressor station shall be provided with pressure limiting devices to prevent the normal operating pressure of the system from being exceeded by more than 25%, or the maximum allowable operating pressure by more than 10%.

6.6.5.2.3. Suitable provision shall be made to prevent fuel gas from entering the power cylinders of an engine and actuating moving parts while work is in progress on the engine or on equipment driven by the engine.

6.6.5.2.4. All fuel gas used for domestic purposes at a compressor station, which has an insufficient odour of its own to serve as a warning in the event of its escape shall be odourized as prescribed in clause 8.1.

6.6.5.3. Air piping system

6.6.5.3.1. All air piping within gas compressing stations shall be constructed in accordance with USA Standard B31.1, Code for Pressure Piping, Division 1, Section 2.

6.6.5.3.2. The starting air pressure, storage volume, and size of connecting piping shall be adequate to rotate the engine at the cranking speed and for the number of revolutions necessary to purge the fuel gas from the power cylinder and muffler. The recommendations of the engine manufacturer may be used as a guide in determining these factors. Consideration shall be given to the number of engines installed and to the possibility of having to start several of these engines within a short period of time.

6.6.5.3.3. A check valve shall be installed in the starting air line near each engine to prevent backflow from the engine into the air piping system. A check valve shall also be placed in the main air line on the immediate outlet side of the air tank or tanks.

N.B. It is recommended that equipment for cooling the air and removing the moisture and entrained oil be installed between the starting air compressor and the air storage tanks.

6.6.5.3.4. Suitable provision shall be made to prevent starting air from entering the power cylinders of an engine and actuating moving parts while work is in progress on the engine or on equipment driven by the engines. Acceptable means of accomplishing this are installation of a blind flange, removal of a portion of the air supply pip-

ing, or locking closed a stop valve and locking open a vent downstream from it.

6.6.5.3.5. Air receivers : Air receivers or air storage bottles, for use in compressor stations, shall be constructed and equipped in accordance with the ASME Boiler and Pressure Vessel Code, Section VIII, Unfired Pressure Vessels.

6.6.5.4. Lubricating oil piping : All lubricating oil piping within gas compressing stations shall be constructed in accordance with USA Standard B31.1, Code for Pressure Piping, Division A, Section 3.

6.6.5.5. Water piping : All water piping within gas compressing stations shall be constructed in accordance with USA Standard B31.1, Code for Pressure Piping, Section 1.

6.6.5.6. Steam piping : All steam piping within gas compressing stations shall be constructed in accordance with USA Standard B31.1, Code for Pressure Piping, Section 1.

6.6.5.7. Hydraulic piping : All hydraulic power piping within gas compressing stations shall be constructed in accordance with USA Standard B31.1, Code for Pressure Piping, Division A, Section 3.

6.7. Pipe-type and bottle-type holders

6.7.1. Pipe-type holders in rights-of-way not under exclusive use and control of the operating company : A pipe-type holder which is to be installed in streets, highways, or in private rights-of-way not under the exclusive control and use of the operating company shall be designed, installed, and tested in accordance with the provisions of this Standard applicable to a pipe line installed in the same location and operated at the same maximum pressure.

6.7.2. Location of bottle-type holders : Bottle-type holders shall be located on land owned or under the exclusive control and use of the operating company.

6.7.3. Pipe-type and bottle-type holders on property under the exclusive use and control of the operating company

6.7.3.1. Storage site : The storage site shall be entirely surrounded with fencing to prevent access by unauthorized persons.

6.7.3.2. Design, installation and testing

6.7.3.2.1. A pipe-type or bottle-type holder which is to be installed on property under the exclusive control and use of the operating company shall be designed in accordance with construction design factors, the selection of which depends upon the location class in which the site is situated, the clearance between the pipe containers or bottles and the fence, and the maximum operating pressure, as shown in Table 26.

TABLE 26

DESIGN FACTORS FOR PIPE-TYPE AND BOTTLE-TYPE HOLDERS

Holder sit Location class	Minimum clearance between containers and fenced boundaries of site	
	25 feet to 100 feet	100 feet or over
1	,72	,72
2	,60	,72
3	,60	,60
4	,40	,40.

6.7.3.2.2. The minimum clearance between containers and the fenced boundaries of the site is fixed by the maximum operating pressure of the holder as follows :

Maximum Operating Pressure	Minimum Clearance
Less than 1 000 psig	25 feet
1 000 psig or more	100 feet.

6.7.3.2.3. The minimum clearance, in inches, between pipe containers or bottles shall be determined by the following formula :

$$C = \frac{3D \times P \times "F"}{1\ 000}$$

where C = minimum clearance between pipe containers or bottles in inches
 D = outside diameter of pipe container or bottle in inches
 P = maximum allowable operating pressure in psig
 "F" = design factor.

6.7.3.2.4. Pipe containers shall be installed underground with the top of each container not less than 24 inches below the ground surface.

6.7.3.2.5. Bottles shall be installed underground with the top of each container below the normal frost line but in no case closer than 24 inches to the surface.

6.7.3.2.6. Pipe-type holders shall be tested in accordance with the provisions of clause 6.4.8.1 for a pipe line located in the same location class as the holder site ; provided, however, that in any case where the test pressure will produce a hoop stress of 80% or more of the specified minimum yield strength of the pipe, water shall be used as the test medium.

6.7.4. Special provisions applicable to bottle-type holders only : A bottle-type holder may be manufactured from steel which is not weldable under field conditions, subject to all of the following limitations :

(a) bottle-type holders made from alloy steel shall meet the chemical and tensile requirements for the various grades of steel in API Standard 5A, Casing, Tubing, and Drill Pipe, or ASTM Standard A372, Carbon and Alloy Steel Forgings for Pressure Vessel Shells ;

(b) in no case shall the ratio of actual yield strength to actual tensile strength exceed ,85 ;

(c) welding shall not be performed on such bottles after they have been heat-treated and/or stress-relieved, except that it shall be permissible to attach small copper wires to the small diameter portion of the bottle end closure for cathodic protection purposes using a localized thermite welding process ;

(d) such bottles shall be given a hydrostatic test in the mill, and need not be re-tested hydrostatically at the time of installation. The mill test pressure shall be not less than that required to produce a hoop stress equal to 85% of the specified minimum yield strength of the steel. Careful inspection of the bottles at the time of installation shall be made and no damaged bottles shall be used ; and

(e) such bottles and connecting piping shall be tested for tightness after installation using air or gas at a pressure of 50 psig above the maximum operating pressure.

6.7.5. General provisions applicable to both pipe-type and bottle-type holders

6.7.5.1. Suitable measures shall be taken to protect the storage system against external corrosion (see clause 6.4.5.5).

6.7.5.2. No gas containing more than 0,1 grain of hydrogen sulphide per 100 cubic feet at 14,7 psig and 60°F shall be stored.

6.7.5.3. Provision shall be made to prevent the formation or accumulation of liquids in the holder, connecting piping and auxiliary equipment, that might cause corrosion or might interfere with the safe operation of the storage equipment.

6.7.5.4. Relief valves shall be installed in accordance with this Standard which will have relieving capacity adequate to limit the pressure imposed on the filling line and thereby on the storage holder to 110% of the design pressure of the holder, or to that pressure which produces a hoop stress of 75% of the specified minimum yield strength of the steel, whichever is the lesser.

6.8. Control and limiting of gas pressure

6.8.1. Basic requirement for protection against accidental overpressuring : Every pipe line, main, distribution system, customer's meter and connected facilities, compressor station, pipe-type holder, bottle-type holder, container fabricated from pipe and fittings, and all special equipment, if connected to a compressor or to a gas source where the failure of pressure control or other causes might result in a pressure which would exceed the maximum allowable operating pressure of the facility (refer to Division II), shall be equipped with suitable pressure-relieving or pressure-limiting devices. Special provisions for service regulators are set forth under clause 6.8.5.

6.8.2. Control and limiting of gas pressure in holders, pipe lines, and all facilities that might at times be bottle tight

6.8.2.1. Protective devices : Suitable types of protective devices to prevent overpressuring of such facilities include :

(a) spring-loaded relief valves of types meeting the provisions of the ASME Boiler and Pressure Vessel Code, Unfired Pressure Vessels ; and

(b) pilot-loaded back-pressure regulators used as relief valves, so designed that failure of the pilot system or control lines will cause the regulator to open.

6.8.2.2. Maximum allowable operating pressure for steel pipe lines or mains

6.8.2.2.1. The maximum allowable operating pressure for steel pipe lines or mains is, by definition, the maximum operating pressure to which the pipe line or main may be subjected in accordance with the requirements of this Standard. For a pipe line or main in good operating condition, the maximum allowable operating pressure is the pressure obtained by dividing the pressure to which the pipe line or main is tested after construction by the appropriate factor for the location class involved as follows :

Location class	Pressure
1	<u>Test pressure</u> 1,25
2	<u>Test pressure</u> 1,25
3	<u>Test pressure*</u> 1,40
4	<u>Test pressure*</u> 1,40

* Factors other than 1.4 should be used if the line were tested under the special conditions described in clauses 6.4.8.1.3, 6.4.8.1.6, and 6.4.8.2. In such cases use factors that are consistent with the applicable requirements of these clauses.

6.8.2.2.2. In some cases the operating company will consider that the maximum operating pressure to which a pipe line or main should be subjected is less than the pressure determined by clause 6.8.2.2.1. Pipe lines that are known to be seriously corroded or that have other defects seriously affecting their strength and which have been operated for years at lower pressures, fall into this category. In such cases the operating company shall decide the maximum pressure it considers safe, and shall install overpressure protective devices designed to prevent accidentally exceeding this maximum pressure, if there is a reasonable possibility that the pressure will be exceeded.

N.B. If services are connected to the pipe line or main, there are additional considerations that might in some cases limit the maximum allowable operating pressure of the facility (see clause 6.8.3.3).

6.8.2.3. Qualifying a steel pipe line or main for a new and higher maximum allowable operating pressure

6.8.2.3.1. Clause 6.8.2.3 applies to pipe lines or mains where the new and higher maximum allowable operating pressure will produce a hoop stress of 30% or more of the specified minimum yield strength of the pipe. When the new and higher maximum allowable operating pressure is less than this value clause 6.8.3.4 shall apply.

6.8.2.3.2. Before increasing the maximum allowable operating pressure of a pipe line or main that has been operating for a period of several years or more at a pressure less than that determined by clause 6.8.2.2.1, the following investigative and corrective measures shall be taken :

(a) the design and previous testing of the pipe line and the materials and equipment in it be reviewed to determine that the proposed increase in allowable operating pressure is safe and in general agreement with the requirements of this Standard ;

(b) the condition of the line be determined by field inspections, examination of maintenance records, or other suitable means ; and

(c) repairs, replacements or alterations in the pipe line disclosed to be necessary by paragraphs *a* and *b* be made.

6.8.2.3.3. The maximum allowable operating pressure may be increased after compliance with clause 6.8.2.3.2 and one of the following provisions :

(a) if the physical condition of the line as determined by clause 6.8.2.3.2 indicates that the line is capable of withstanding the desired increased operating pressure in accordance with the design requirements of this Standard and the line has previously been tested to a pressure equal to or greater than that required by this Standard for a new line for the proposed new maximum allowable operating pressure, the line may be operated at the increased maximum allowable operating pressure ; or

(b) if the physical condition of the line as determined by clause 6.8.2.3.2 indicates that the ability of the line to withstand the increased maximum operating pressure has not been satisfactorily verified or the line has not been previously tested to the levels required by this Standard for a new line for the proposed new maximum allowable operating pressure, the line may be operated at the in-

creased maximum allowable operating pressure if the line shall successfully withstand the test required by this Standard for a new line to operate under the same conditions.

6.8.2.3.4. If, under the foregoing provisions of clause 6.8.2.3.3, it is necessary to test a pipe line or main before it can be uprated to a new maximum allowable operating pressure, and if it is not practical to test the line either because of the expense or difficulties created by taking it out of service, or because of other operating conditions, a new and higher maximum allowable operating pressure may be established as follows :

(a) perform the requirements of clause 6.8.2.3.2 ; or

(b) select a new maximum allowable operating pressure consistent with the condition of the line and the design requirements of this Standard, provided, however, that in no such case shall the new maximum allowable operating pressure exceed 80% of that permitted for a new line of the same design in the same location.

6.8.2.3.5. In no case shall the maximum allowable operating pressure of a pipe line be raised to a value higher than would be permitted by this Standard for a new line constructed of the same materials and in the same locations.

N.B. The rate of pressure increase to the new maximum allowable operating pressure should be gradual so as to allow sufficient time for periodic observations of the pipe line.

6.8.3. Control and limiting of gas pressure in high-pressure steel or cast iron distribution systems

6.8.3.1. Pressure-regulating devices : Each high-pressure distribution system or main, supplied from a source of gas which is at a higher pressure than the maximum allowable operating pressure for the system, shall be equipped with pressure-regulating devices of adequate capacity, and designed to meet the pressure, load and other service conditions under which they will operate or to which they may be subjected.

6.8.3.2. Prevention of accidental overpressuring : In addition to the pressure-regulating devices prescribed in clause 6.8.3.1, a suitable method shall be provided to prevent accidental overpressuring of a high-pressure distribution system.

Suitable types of protective devices to prevent overpressuring of high-pressure distribution systems include :

- (a) relief valves as prescribed in paragraphs *a* and *b* of clause 6.8.2.1 ;
- (b) weight-loaded relief valves ;
- (c) a monitoring regulator installed in series with the primary pressure regulator ;
- (d) a series regulator installed upstream from the primary regulator, and set to limit continuously the pressure on the inlet of the primary regulator to the maximum allowable operating pressure of the distribution system or less ; and
- (e) an automatic shut-off device installed in series with the primary pressure regulator, and set to shut off when the pressure on the distribution system reaches the maximum allowable operating pressure, or less. This device shall remain closed until manually reset.

6.8.3.3. Maximum allowable operating pressure for high-pressure distribution systems

6.8.3.3.1. The maximum allowable operating pressure for high-pressure distribution systems shall be the maximum pressure to which the system can be subjected in accordance with this Standard. It shall not exceed :

- (a) the design pressure, as defined in Division II, of the weakest element of the system ;
- (b) 60 psig if the services in the system are not equipped with series regulators or other pressure-limiting devices as provided in clause 6.8.5.3 ;
- (c) 25 psig in cast iron systems having unreinforced bell and spigot joints as prescribed in clause 6.5.1.5 ;
- (d) the pressure limits to which the joint could be subjected without possibility of parting ; or
- (e) 2 psig in high-pressure distribution systems equipped with service regulators not meeting the requirements of clause 6.8.5.1 and which do not have an overpressure protective device as required in clause 6.8.5.2.

6.8.3.3.2. In some cases the operating company will consider the maximum pressure to which a system should be subjected is less than the pressure obtained by applying the applicable limits in paragraphs *a* to *e* of clause

6.8.3.3.1. Systems that are known to be corroded and that have been operated for years at lower pressures than these limits fall into this category. In such cases the operating company shall decide the maximum pressure it considers safe, and shall install overpressure protective devices to prevent accidentally exceeding this maximum pressure if there is a reasonable possibility that the pressure will be exceeded.

6.8.3.4. Qualifying a high-pressure steel distribution system for a new and higher maximum allowable operating pressure

6.8.3.4.1. Clause 6.8.3.4 applies to high-pressure distribution mains and to pipe lines where the new and higher maximum allowable operating pressure is less than that required to produce a hoop stress of 30% of the specified minimum yield strength of the pipe. When the new and higher maximum allowable operating pressure is equal to or more than this value the provisions of clause 6.8.2.3 shall apply.

6.8.3.4.2. Before increasing the maximum allowable operating pressure of a high-pressure distribution system that has been operating at less than the applicable maximum pressure stated in clause 6.8.3.3, to a new maximum allowable operating pressure equal to or less than the maximum applicable pressure in clause 6.8.3.3, the following factors shall be taken into consideration :

- (a) the design of the system including kinds of material and equipment used ; and
- (b) past maintenance records including results of any previous leakage surveys.

6.8.3.4.3. Before increasing the pressure the following steps shall be taken :

- (a) make a leakage survey, if past maintenance records indicate that such a survey is advisable, and repair leaks found ;
- (b) repair or replace parts of the system found to be inadequate for the higher operating pressure ;
- (c) install suitable devices on the services to regulate and limit the pressure of the gas in accordance with clause 6.8.5.3 if the new maximum allowable operating pressure is to be over 60 psig ; and
- (d) adequately reinforce or anchor offsets, bends, and dead ends in coupled pipe to prevent movement of the pipe should the offset, bend, or dead end be exposed in an excavation.

N.B. The rate of pressure increase to the new maximum allowable operating pressure should be gradual so as to allow sufficient time for periodic observations of the system.

6.8.3.5. Qualifying a cast iron high pressure main or system for a new and higher maximum allowable operating pressure

6.8.3.5.1. The maximum allowable operating pressure of a cast iron main or system shall not be increased to a pressure in excess of that permitted in clause 6.8.3.3 or 6.5.1.1, whichever is the lesser. Where records are not complete enough to permit the direct application of clause 6.5.1.1, the following procedures shall be used :

(a) **Laying condition :** Where the original laying condition cannot be ascertained, it shall be assumed that condition D exists (i.e., pipe supported on blocks, back fill tamped).

(b) **Cover :** Unless the actual maximum cover depth is known with certainty, it shall be determined by exposing the main or system at 3 or more points and making actual measurements. The main or system shall be exposed in those areas where the cover depth is most likely to be greatest. The greatest measured cover depth shall be used for computations.

(c) **Nominal wall thickness :** Unless the nominal thickness is known with certainty, it shall be determined by cutting coupons from 3 or more separate pipe lengths and making actual wall thickness measurements. The coupons shall be cut from pipe lengths located in those areas where the cover depth is most likely to be greatest. The average of all measurements taken shall be increased by the allowance indicated in Table 27. The nominal wall thickness shall be that standard thickness listed in CSA Standard B131.1, Manual for the Computation and Strength and Thickness of Cast Iron Pipe, nearest the value thus obtained.

(d) **Manufacturing process :** Unless the pipe manufacturing process is known with certainty, it shall be assumed to be pit cast pipe having a bursting tensile strength (S) of 11 000 psig and a modulus of rupture (R) of 31 000 psig.

TABLE 27

WALL THICKNESS ALLOWANCE FOR CAST IRON PIPE

Pipe size	Allowance (inches)	
	Pit cast pipe	Centrifugally cast pipe
Inches		
3-8	0,075	0,065
10-12	0,08	0,07
14-24	0,08	0,08
30-48	0,09	0,09
54-60	0,09	

6.8.3.5.2. Before increasing the maximum allowable operating pressure, the following measures shall be taken :

(a) review the design of the main or system, the materials and equipment used, and previous tests ;

(b) determine the condition of the main or system from past maintenance records including results of previous leakage surveys ;

(c) make a leakage survey with or without a gas detector survey ;

(d) repair, reinforce or replace any part of the main or system found to be inadequate for the higher operating pressure ;

(e) adequately reinforce or anchor offsets, bends and dead ends in coupled or bell and spigot pipe to prevent movement of the pipe should the offset, bend or dead end be exposed by excavation ; and

(f) install suitable devices on the services to regulate and limit the pressure of the gas in accordance with clause 6.8.5.3, if the new and higher maximum allowable operating pressure is to be over 60 psig.

6.8.3.5.3. If after compliance with the requirements of clause 6.8.3.5.2, it is established that the main or system is capable of safely withstanding the proposed new and higher maximum allowable operating pressure, the pressure in the main or system shall be increased gradually, in steps, to the new maximum allowable operating pressure. After each incremental pressure increase, the main or system shall be checked before making the next increase to determine the effect of the previous pressure increase.

6.8.4. Control and limiting of gas pressure in low-pressure distribution systems

6.8.4.1. Pressure-regulating devices : Each low-pressure distribution system or low-pressure main supplied from a gas source which is at a higher pressure than the maximum allowable operating pressure for the low-pressure system, shall be equipped with pressure-regulating devices of adequate capacity, designed to meet the pressure, load and other service conditions under which they will have to operate.

6.8.4.2. Prevention of accidental overpressuring : In addition to the pressure-regulating devices provided in clause 6.8.4.1, a suitable device shall be provided to prevent accidental overpressuring. Suitable types of protective devices to prevent overpressuring of low-pressure distribution systems include :

- (a) a liquid seal relief device that can be set to open accurately and consistently at the desired pressure ;
- (b) weight-loaded relief valves ;
- (c) an automatic shut-off device as described in subparagraph *e* of the second paragraph of clause 6.8.3.2 ;
- (d) a pilot loaded back-pressure regulator as described in paragraph *b* of clause 6.8.2.1 ;
- (e) a monitoring regulator as described in subparagraph *c* of the second paragraph of clause 6.8.3.2 ; or
- (f) a series regulator as described in subparagraph *d* of the second paragraph of clause 6.8.3.2.

6.8.4.3. Maximum allowable operating pressure for low-pressure distribution systems : The maximum allowable operating pressure for a low-pressure distribution system shall not exceed either *a* or *b* of the following :

- (a) a pressure which would cause the unsafe operation of any connected and properly adjusted low-pressure gas burning equipment ;
- (b) a pressure of 2 psig.

6.8.4.4. Conversion of low-pressure distribution systems to high-pressure distribution systems

6.8.4.4.1. Before converting a low-pressure distribution system to a high-pressure distribution system, the following factors shall be taken into consideration :

- (a) the design of the system including kinds of material and equipment used ; and
- (b) past maintenance records including results of any previous leakage surveys.

6.8.4.4.2. Before increasing the pressure the following steps (not necessarily in sequence shown) shall be taken :

- (a) make a leakage survey, if past maintenance records indicate that such a survey is advisable, and repair leaks found ;
- (b) reinforce or replace parts of the system found to be inadequate for the higher operating pressures ;
- (c) install a service regulator on each service, and test each regulator to determine that it is functioning. In some cases it may be necessary to raise the pressure slightly to permit proper operation of the service regulator ;
- (d) isolate the system from adjacent low-pressure systems ;
- (e) at bends or offsets in coupled or bell and spigot pipe, reinforce or replace anchorages determined to be inadequate for the higher pressures.

N.B. The pressure in the system being converted should be increased by steps, with a period to check the effect of the previous increase before making the next increase. The desirable magnitude of each increase and the length of the check period will vary depending upon conditions. The objective of this procedure is to afford an opportunity to discover, before excessive pressures are reached, any unknown open and unregulated connections to adjacent low-pressure systems or to individual customers.

6.8.5. Control and limiting of the pressure of gas delivered to domestic, small commercial, and small industrial customers from high-pressure distribution systems

N.B. When the pressure of the gas and the demand of the customer are greater than that which is applicable under the provisions of clause 6.8.5, the requirements for control and limiting of the pressure of gas delivered are included in clause 6.8.1.

6.8.5.1. If the maximum actual operating pressure of the distribution system is between 2 psig and 60 psig and a service regulator having the characteristics listed below is used, no other pressure-limiting device is required :

- (a) a pressure regulator capable of reducing distribution line pressure (pounds per square inch) to pressures

recommended for household appliances (inches of water column) ;

(b) single port valve with orifice diameter no greater than that recommended by the manufacturer for the maximum gas pressure at the regulator inlet ;

(c) the valve seat shall be made of resilient material designed to withstand abrasion of the gas, impurities in gas, cutting by the valve, and to resist permanent deformation when it is pressed against the valve support ;

(d) pipe connections to the regulator shall not exceed 2 inches in diameter ;

(e) the regulator must be of a type that is capable under normal operating conditions of regulating the downstream pressure within the necessary limits of accuracy and of limiting the build-up of pressure under no-flow conditions to 50% or less of the discharge pressure maintained under flow conditions ; and

(f) a self-contained service regulator with no external static or control lines.

6.8.5.2. If the maximum actual operating pressure of the distribution system is between 2 psig and 60 psig and a service regulator not having all the characteristics listed in clause 6.8.5.1 is used, or if the gas contains materials that seriously interfere with the operation of service regulators, suitable protective devices shall be installed to prevent unsafe overpressuring of the customer's appliances should the service regulator fail. Some of the suitable types of protective devices to prevent overpressuring of the customer's appliances are :

(a) a monitoring regulator ;

(b) a relief valve ; and

(c) an automatic shut-off device.

These devices may be installed as an integral part of the service regulator or as a separate unit.

6.8.5.3. If the maximum actual operating pressure of the distribution system exceeds 60 psig, suitable methods shall be used to regulate and limit, to the maximum safe value, the pressure of gas delivered to the customer, such as the following :

(a) a service regulator having the characteristics listed in clause 6.8.5.1 and a secondary regulator located upstream from the service regulator. The secondary regulator in no case shall be set to maintain a pressure higher than 60 psig. A device shall be installed between the secondary regulator and the service regulator to limit the

pressure on the inlet of the service regulator to 60 psig or less in case the secondary regulator fails to function properly. This device may be either a relief valve, or an automatic shut-off that shuts, if the pressure on the inlet of the service regulator exceeds the set pressure (60 psig or less), and remains closed until manually reset ;

(b) a service regulator and a monitoring regulator set to limit, to a maximum safe value, the pressure of the gas delivered to the customer ;

(c) a service regulator with a relief valve vented to the outside atmosphere, with the relief valve set to open so that the pressure of gas going to the customer shall not exceed a maximum safe value.

N.B. The relief valve may either be built into the service regulator or it may be a separate unit installed downstream from the service regulator. This combination may be used alone only in those cases where the inlet pressure on the service regulator does not exceed the manufacturer's safe working pressure rating of the service regulator, and is not recommended for use where the inlet pressure on the service regulator exceeds 125 psig. For higher inlet pressures, methods described in paragraphs *a* or *b* should be used.

6.8.6. Requirements for design of all pressure relief and pressure-limiting installations

6.8.6.1. All pressure relief or pressure-limiting devices shall :

(a) be constructed of materials such that the operation of the device will not normally be impaired by corrosion or external parts by the atmosphere, or of the internal parts by gas ;

(b) have valves and valve seats that are designed not to stick in position that will make the device inoperative and result in a failure of the device to perform in the manner for which it was intended ; and

(c) be designed and installed so that they can be readily operated to determine if the valve is free ; and can be tested to determine the pressure at which they will operate ; and can be tested for leakage when in the closed position.

6.8.6.2. The discharge stacks, vents or outlet ports of all pressure relief devices shall be located where gas can be discharged into the atmosphere without undue hazard. Consideration shall be given to all exposures in the immediate vicinity. Where required to protect devices, the discharge stacks, or vents, shall be protected with rain caps to preclude the entry of water.

6.8.6.3. The size of the openings, pipe and fittings located between the system to be protected and the pressure-relieving device, and the vent line, shall be of ade-

quate size to prevent hammering of the valve and to prevent impairment of the relief capacity.

6.8.6.4. Precautions shall be taken to prevent unauthorized operation of any stop valve which will make a pressure relief valve inoperative. This provision shall not apply to valves, the operation of which will isolate the system under protection from its source of pressure. Acceptable methods for complying with this provision are :

(a) lock the stop valve in the open position. Instruct authorized personnel of the importance of not inadvertently leaving the stop valve closed and of being present during the entire period that the stop valve is closed so that they can lock it in the open position before they leave the location ; and

(b) install duplicate relief valves, each having adequate capacity by itself to protect the system, and arrange the isolating valves or 3-way valve so that mechanically it is possible to render only one safety device inoperative at a time.

6.8.6.5. Precautions shall be taken to prevent unauthorized operation of any valve which will make pressure-limiting devices inoperative. This provision applies to isolating valves, by-pass valves, and valves on control or float lines which are located between the pressure-limiting device and the system which the device protects. A method similar to that provided in paragraph *a* of clause 6.8.6.4 shall be considered acceptable in complying with this provision.

6.8.6.6. When a monitoring regulator, series regulator, system relief or system shut-off, is installed at a district regulator station to protect a piping system from overpressuring, the installation shall be designed and installed to prevent any single incident such as an explosion in a vault or damage by a vehicle from affecting the operation of both the overpressure protective device and the district regulator (see clauses 6.9 and 6.10).

6.8.6.7. Special attention shall be given to control lines. All control lines shall be protected from falling objects, excavations by others, or other foreseeable causes of damage and shall be designed and installed to prevent damage to any one control line from making both the district regulator and the overpressure protective device inoperative.

6.8.7. Required capacity of pressure-relieving and pressure-limiting stations

6.8.7.1. Each pressure relief station or pressure-limiting station or group of such stations installed to protect a piping system or pressure vessel shall have sufficient capacity and shall be set to operate to prevent the pressure from exceeding the maximum allowable operating pressure plus 10%, or the pressure which produces a hoop stress of 75% of the specified minimum yield strength, whichever is the lower, or in a low-pressure distribution system, a pressure which would cause the unsafe operation of any connected and properly adjusted gas burning equipment.

6.8.7.2. When more than one pressure-regulating or compressor station feeds into a pipe line or distribution system and pressure relief devices are installed at such stations, the relieving capacity at the remote stations may be taken into account in sizing the relief devices at each station. However, in doing this the assumed remote relieving capacity must be limited to the capacity of the piping system to transmit gas to the remote location or to the capacity of the remote relief device, whichever is less.

6.8.8. Proof of adequate capacity and satisfactory performance of pressure-limiting and pressure relief devices

6.8.8.1. Where the safety device consists of an additional regulator which is associated with or functions in combination with one or more regulators in a series arrangement to control or limit the pressure in a piping system, suitable checks shall be made to determine that the equipment will operate in a satisfactory manner to prevent any pressure in excess of the established maximum allowable operating pressure of the system should any one of the associated regulators malfunction or remain in the wide-open position.

6.8.8.2. Suitable checks shall be made periodically to ensure that the combined capacity of the relief devices on a piping system or facility is adequate to limit the gas pressure at all times to values prescribed by this Standard.

N.B. This check should be based on the operating conditions that create the maximum probable requirement for relief capacity in each case, even though such operating conditions actually occur infrequently and/or for only short periods of time.

6.8.9. Instrument, control, and sample piping

6.8.9.1. Scope

6.8.9.1.1. The requirements given in clause 6.8.9 apply to the design of instrument, control and sampling piping for safe and proper operation of the piping itself and do not cover design of piping to secure proper functioning of instruments for which the piping is installed.

6.8.9.1.2. Clause 6.8.9 does not apply to permanently closed piping systems, such as fluid-filled temperature-responsive devices.

6.8.9.2. Materials and design

6.8.9.2.1. The materials employed for valves, fittings, tubing and piping shall be designed to meet the particular conditions of service.

6.8.9.2.2. Take-off connections and attaching bosses, fittings, or adaptors shall be made of suitable material and shall be capable of withstanding the maximum service pressure and temperature of the piping or equipment to which they are attached. They shall be designed to withstand all stresses satisfactorily without failure by fatigue.

6.8.9.2.3. A shut-off valve shall be installed in each take-off line as near as practicable to the point of take off. Blow-down valves shall be installed where necessary for the safe operation of the piping, instruments and equipment.

6.8.9.2.4. Brass pipe or copper pipe or tubing shall not be used for metal temperatures greater than 400°F.

6.8.9.2.5. Piping subject to clogging from solids or deposits shall be provided with suitable connection for cleaning.

6.8.9.2.6. Pipe or tubing required under this clause may be specified by the manufacturers of the instrument, control apparatus, or sampling device, provided that the safety of the pipe or tubing as installed is at least equal to that otherwise required under this Standard.

6.8.9.2.7. Piping which may contain liquids shall be protected by heating or other suitable means from damage due to freezing.

6.8.9.2.8. Piping in which liquids may accumulate shall be provided with drains or drips.

6.8.9.2.9. The arrangement of piping and supports shall be designed to provide not only for safety under operating stresses, but also to provide protection for the piping against detrimental sagging, external mechanical injury, abuse, and damage due to unusual service conditions other than those connected with pressure, temperature, and service vibration.

6.8.9.2.10. Suitable precautions, such as increasing the pipe wall thickness, shall be taken where internal corrosive conditions may exist. All underground piping shall be protected against corrosion where soil tests or experience indicate that the soil is corrosive. (Refer to clauses 6.4.5.6.2 and 6.4.5.6.3).

6.8.9.2.11. Joints between sections of tubing and/or pipe and between tubing and/or pipe and valves or fittings shall be made in a manner suitable for the pressure and temperature conditions, such as by means of flared, flareless, and compression-type fittings, or equal, or they may be of the brazed, screwed, or socket-welded type. If screwed-end valves are to be used with flared, flareless, or compression-type fittings, adaptors are required.

6.8.9.2.12. Slip-type expansion joints shall not be used; expansion shall be taken care of by providing flexibility.

6.9. Valves*

**See clauses 6.12.1.2 and 6.12.1.3 for valves in services.*

6.9.1. Required spacing of valves

6.9.1.1. Transmission lines : Sectionalizing block valves shall be installed at a spacing of approximately 20 miles within areas conforming to location Class 1 and not to exceed 15 miles within areas conforming to location Class 2; 8 miles within areas conforming to location Class 3; and 5 miles within areas conforming to location Class 4.

6.9.1.2. Distribution systems : Valves on distribution mains, whether for operating or emergency purposes, shall be spaced as follows :

(a) **High-pressure distribution systems** : Valves shall be installed in high-pressure distribution systems in accessible locations in order to reduce the time to shut down a section of main in an emergency. In determining the spacing of the valves, consideration shall be given to the operating pressure and size of the mains and local physical conditions as well as the number and type of consumers that might be affected by a shutdown.

(b) **Low-pressure distribution systems** : Valves may be used on low-pressure distribution systems, but are not required except as specified in clause 6.9.2.2.1.

6.9.2. Location of valves

6.9.2.1. Transmission valves

6.9.2.1.1. Sectionalizing block valves shall be accessible and protected from damage and tampering. If a blow-down valve is involved it shall be located where the gas can be blown to the atmosphere without undue hazard.

6.9.2.1.2. Sectionalizing valves may be installed above ground, in a vault, or buried. In all installations an operative device to open or close the valve shall be readily accessible to authorized persons. All valves shall be suitably supported to prevent settlement, or movement of the attached piping.

6.9.2.1.3. Blow-down valves shall be provided so that each section of pipe line between main line valves can be blown down. The sizes and capacity of the connections for blowing down the line shall be such that under emergency conditions the section of line can be blown down as rapidly as is practicable.

6.9.2.1.4. This Standard does not require the use of automatic valves, nor does it imply that the use of automatic valves presently developed will provide full protection to a piping system. Their use and installation shall be at the discretion of the operating company.

6.9.2.2. Distribution system valves

6.9.2.2.1. Valves shall be installed in the distribution system to provide for shutting off the flow to each regulator station controlling the flow or pressure of gas in the distribution system. The distance between the valve and the regulator or regulators shall be sufficient to permit

the operation of the valve during an emergency such as a large gas leak or a fire in the station.

6.9.2.2.2. Valves on distribution mains, whether for operating or emergency purposes, shall be located in a manner that will provide ready access and facilitate their operation during an emergency. Where a valve is installed in a buried box or enclosure, only ready access to the operating stem or mechanism is implied. The box or enclosure shall be installed in a manner to avoid transmitting external loads to the main.

6.10. Vaults

6.10.1. Structural design requirements : Underground vaults or pits for valves, pressure-relieving, pressure-limiting or pressure-regulating stations, etc., shall be designed and constructed in accordance with the following provisions :

(a) vaults and pits shall be designed and constructed in accordance with good structural engineering practice to meet the loads which may be imposed upon them ;

(b) sufficient working space shall be provided so that all of the equipment required in the vault can be properly installed, operated and maintained ;

(c) in the design of vaults and pits for pressure-limiting, pressure-relieving, and pressure-regulating equipment, consideration shall be given to the protection of the equipment installed from damage, such as that resulting from an explosion within the vault or pit, which may cause portions of the roof or cover to fall into the vault ;

(d) pipe entering, and within, regulator vaults or pits shall be steel for sizes 10 inches and less except the control and gauge piping may be copper. Where piping extends through the vault or pit structure, provision shall be made to prevent the passage of gases or liquids through the opening and to avert strains in the piping. Equipment and piping shall be suitably sustained by metal, masonry, or concrete supports. The control piping shall be placed and supported in the vault or pit so that its exposure to injury or damage is reduced to a minimum ; and

(e) vault or pit openings shall be located so as to minimize the hazards of tools or other objects falling upon the regulator, piping, or other equipment. The control piping

and the operating parts of the equipment installed shall not be located under a vault or pit, unless such parts are suitably protected.

N.B. Whenever a vault or pit opening is to be located above equipment which could be damaged by a falling cover, a circular cover should be installed or other suitable precautions taken.

6.10.2. Accessibility : Consideration shall be given, in selecting a site for a vault, to its accessibility. Some of the important factors to consider in selecting the location of a vault are as follows :

(a) **Exposure to traffic :** The locations of vaults in street intersections or at points where traffic is heavy or dense should be avoided.

(b) **Exposure to flooding :** Vaults should not be located at points of minimum elevation, near catch basins, nor where the access cover will be in the course of surface waters.

(c) **Exposure to adjacent subsurface hazards :** Vaults should be located as far as practicable from water, electric, steam or other facilities.

6.10.3. Vault ventilation : Underground vaults and closed-top pits composing either a pressure-regulating or reducing station, or a pressure-limiting or relieving station, shall be ventilated as follows :

(a) when the internal volume exceeds 200 cubic feet, such vaults or pits shall be ventilated with 2 ducts each having at least the ventilating effect of a pipe 4 inches in diameter ;

(b) the ventilation provided shall be sufficient to minimize the possible formation of a combustible atmosphere in the vault or pit ;

(c) the ducts shall extend to a height above grade adequate to disperse any gas-air mixtures that might be discharged. The outside end of the ducts shall be equipped with a suitable weatherproof fitting or vent-head designed to prevent foreign matter from entering or obstructing the duct. The effective area of the openings in such fittings or vent-heads shall be at least equal to the cross-sectional area of a 4-inch duct. The horizontal section of the ducts shall be as short as practicable and shall be pitched to prevent the accumulation of liquids in the line. The number of bends and off-sets shall be reduced to a minimum and provisions shall be incorporated to facilitate the periodic cleaning of the ducts ;

(d) such vaults or pits having an internal volume between 75 cubic feet and 200 cubic feet may be either tightly closed or ventilated. If not ventilated, all openings shall be equipped with tight-fitting covers without open holes through which an explosive mixture might be ignited. Means shall be provided for testing the internal atmosphere before removing the cover ;

(e) if vaults or pits referred to in paragraph *d* above are ventilated by means of openings in the covers or gratings and the ratio of the internal volume, in cubic feet, to the effective ventilating area of the cover or grating, in square feet, is less than 20 to 1, no additional ventilation is required ; and

(f) such vaults or pits having an internal volume less than 75 cubic feet may be ventilated, or not, at the option of the operating company.

6.10.4. Drainage and waterproofing

6.10.4.1. Provisions shall be made to minimize the entrance of water into vaults, and vault equipment shall always be designed to operate safely, if submerged.

6.10.4.2. No vault containing gas piping shall be connected by means of a drain connection to any other structure, such as a sewer.

6.10.4.3. Electrical equipment in vaults shall conform to the requirements of CSA Standard C22.1, Canadian Electrical Code, Part I.

6.11. Customers' meters and regulators

6.11.1. Location for customers' meter and regulator installations

6.11.1.1. Customers' meters and regulators may be located either inside or outside of buildings, depending upon local conditions, except, that on services requiring series regulation, in accordance with paragraph *a* of clause 6.8.5.3, the upstream regulator shall be located outside of the building.

6.11.1.2. When installed within a building, the service regulator shall be in a readily accessible location near the point of gas service entrance and, whenever practicable, the meters shall be installed at the same location. Meters shall not be installed in bedrooms, closets, bathrooms, under combustible stairways or in unventilated or inacces-

sible places, or closer than 3 feet to sources of ignition, including furnaces and water heaters. On services supplying large industrial customers or installations where gas is utilized at higher than standard service pressure, the regulators may be installed at other readily accessible locations.

6.11.1.3. When located outside of buildings, meters and service regulators shall be installed in readily accessible locations where they will be reasonably protected from damage.

6.11.1.4. Regulators requiring vents for their proper and effective operation shall be ventilated to the outside atmosphere in accordance with the provision of clause 6.11.3.3.

6.11.2. Operating pressures for customers' meter installations : Iron or aluminum case meters shall not be used at a maximum operating pressure higher than the manufacturer's rating for the meter. New tinned steel case meters shall not be used at a pressure in excess of 50% of the manufacturer's test pressure ; rebuilt tinned steel case meters shall not be used at a pressure in excess of 50% of the pressure used to test the meter after rebuilding.

6.11.3. Protection of customers' meter and regulator installations from damage

6.11.3.1. Meters and service regulators shall not be installed where rapid deterioration from corrosion or other causes is likely to occur.

6.11.3.2. A suitable protective device such as a back-pressure regulator, or a check valve, shall be installed downstream of the meter if and as required under the following conditions :

(a) if the nature of the utilization equipment is such that it may induce a vacuum at the meter, install a back-pressure regulator downstream from the meter ;

(b) install a check valve, or equivalent, if :

i. the utilization equipment might induce a back-pressure ;

ii. the gas utilization equipment is connected to a source of oxygen or compressed air ;

iii. liquefied petroleum gas or other supplementary gas is used as standby and might flow back into the meter.

A 3-way valve installed to admit the standby supply and at the same time shut off the regular supply, can be substituted for a check valve if desired.

6.11.3.3. All service regulator vents, and relief vents where required, shall terminate in the outside air in rain and insect-resistant fittings. The open end of the vent shall be located where, if a regulator failure resulting in the release of gas occurs, the gas can escape freely into the atmosphere and away from any openings into the buildings. At locations where service regulators might be submerged during floods, either a special anti-flood type breather vent fitting shall be installed, or the vent line shall be extended above the height of the expected flood waters.

6.11.3.4. Pits and vaults, housing customers' meters and regulators, shall be designed to support vehicular traffic when installed in the following locations :

(a) travelled portions of alleys, streets and highways ; and

(b) driveways.

6.11.4. Installation of meters and regulators : All meters and regulators shall be installed in such a manner as to prevent undue stresses upon connecting piping and/or the meter. Lead connections, or other connections made of material which can be easily damaged, shall not be used. The use of standard-weight close nipples is prohibited.

6.12. Gas services

6.12.1. General provisions applicable to both steel and copper services

6.12.1.1. Installations of services

6.12.1.1.1. Services shall be installed at a depth which will protect them from excessive external loadings, and local activities, such as gardening. Where minimum depths of 12 inches in private property and 18 inches in streets cannot be attained, due to existing substructures, etc., less cover is permitted provided, however, that where such services are subject to excessive superimposed loads, those portions of the services shall be cased or bridged to

avoid harmful additional loads on the pipe, or strengthened to resist them.

N.B. A minimum depth of 12 inches in private property and a minimum depth of 18 inches in streets and roads should be maintained.

6.12.1.1.2. Service piping shall be properly supported at all points on undisturbed or well-compacted soil, so that the pipe will not be subject to excessive external loading by the backfill. The material used for the backfill shall be free of rocks, building materials, etc., that might cause damage to the pipe or the protective coating.

6.12.1.1.3. Where there is evidence of condensate in the gas in sufficient quantities to cause interruptions in the gas supply to the customer, the service shall be graded so as to drain into the main or to drips at the low points in the service.

6.12.1.2. Types of valves suitable for service shut-offs

6.12.1.2.1. Valves or cocks used as service shut-offs shall meet the applicable requirements of Division III and clause 5.2.3.*

**The use of soft seat shut-off valves or cocks is not recommended.*

6.12.1.2.2. A valve incorporated in a meter bar which permits the meter to be by-passed does not qualify under this Standard as a service shut-off.

6.12.1.2.3. Service shut-offs on high-pressure services, installed either inside of buildings or in confined locations outside of buildings where the blowing of gas would be hazardous, shall be designed and constructed to minimize the possibility of the removal of the core of the valve or cock accidentally or willfully with ordinary household tools.

6.12.1.2.4. The operating company shall make certain that the shut-off valves or cocks installed on high-pressure services are suitable for this use, either by making their own tests or by reviewing the tests made by the manufacturers.

6.12.1.2.5. On services designed to operate at pressures in excess of 60 psig, the service shut-off valve or cock shall be the equivalent of a pressure-lubricated cock or a needle-type valve. Other types of valves or cocks may be used where tests by the manufacturer or by the user indicate that they are suitable for this kind of service.

6.12.1.3. Location of service shut-offs

6.12.1.3.1. Service shut-offs shall be installed on all new services (including replacements) in a readily accessible location.

6.12.1.3.2. Shut-offs shall be located upstream of the meter if there is no regulator, or upstream of the regulator, if there is one.

6.12.1.3.3. All gas services operating at a pressure greater than 10 psig, and all services 2 inches in diameter or larger, shall be equipped with a shut-off located on the service line outside of the building, except that whenever gas is supplied to a theatre, church, school, factory or other building where large numbers of persons assemble, an outside shut-off in such cases will be required regardless of the size of the service or of the service pressure.

6.12.1.3.4. Underground shut-offs shall be located in a covered durable curb box or standpipe, which is designed to permit ready operation of the valve. The curb box or standpipe shall be supported independently of the gas service line.

6.12.1.4. Location of service connections to main piping*

**It is recommended that services be connected to either the top or the side of the main. The connection to the top of the main is preferred, in order to minimize the possibility of dust and moisture being carried from the main into the service.*

6.12.1.5. Testing of services after construction

6.12.1.5.1. Each service shall be tested after construction and before being placed in service to demonstrate that it does not leak.

6.12.1.5.2. Services to operate at a pressure between 1 psig and 40 psig shall be given a stand-up air or gas pressure test at not less than 50 psig for at least 5 minutes before being placed in service.

6.12.1.5.3. Services to operate at pressures in excess of 40 psig, but stressed less than 20% of the specified minimum yield, shall be tested to the maximum operating pressure or 100 psig, whichever is the lesser. Services

stressed to 20% or more of the specified minimum yield shall be tested in accordance with the requirements for mains.

N.B. The service connection to the main need not be included in these pressure tests if it is not feasible to do so.

6.12.2. Steel services

6.12.2.1. Design of steel services : The nominal thickness of steel pipe, when used for gas services, shall be determined as follows :

(a) the nominal thickness of threaded pipe used for services shall be determined by the formula in clause 6.4.5, but shall not be less than the thickness provided for threaded pipe in Table 20 ;

(b) the nominal thickness of plain-end pipe used for services where the pressure does not exceed 100 psig shall be determined by using the formula in clause 6.4.5 where F is taken as 0,4 and P is taken as 100 psig, but shall be not less than 0,035 inches ; and

(c) the nominal thickness of plain-end pipe used for services where pressure exceed 100 psig shall be determined by the formula in clause 6.4.5, but shall not be less than the thickness shown for plain-end pipe in Table 20 for location Class 2.

6.12.2.2. Installation of steel services

6.12.2.2.1. Corrosion protection : Any steel pipe used in services shall be protected from external corrosion by an external protective coating which has been demonstrated by investigation, test, or experience to be fully effective.

6.12.2.2.2. Installation of steel services in bores : When coated steel pipe is to be installed as a service pipe in a bore, care shall be exercised to prevent damage to the coating during installation.

N.B. For all installations to be made by boring, driving or similar methods or in a rocky-type soil, the following practices or their equivalents are recommended :

(a) when a service is to be installed by boring or driving and a coated steel pipe is to be used for the service, the coated pipe should not be used as the bore pipe or drive pipe and left in the ground as part of the service. It is preferable to make such installations by first making an oversize bore, removing the pipe used for boring and then inserting the coated pipe ;

(b) coated steel pipe preferably should not be inserted through a bore in exceptionally rocky soil where there is a likelihood of damage to the coating resulting from the insertion ; and

(c) the recommendations in paragraphs *a* and *b* above do not apply where coated pipe is installed under conditions where coating is not likely to be damaged, such as in sandy soil.

6.12.2.2.3. Installation of services into or under buildings : Services into or under buildings shall be installed as follows :

(a) underground steel services, when installed below grade through the outer foundation wall of a building, may be encased in a sleeve and shall be protected against corrosion. The service pipe and sleeve shall be sealed at the foundation wall to prevent entry of gas or water around the pipe ;

(b) steel services, where installed underground under buildings, shall be encased in a gas-tight conduit. When such a service supplies the building it subtends, the conduit shall extend into a normally usable and accessible portion of the building and, at the point where the conduit terminates, the space between the conduit and the service pipe shall be sealed to prevent the possible entrance of any gas leakage ; and

N.B. Where practicable, welded joints or compression-type fittings should be used in all underground steel services.

(c) consideration shall be given to insulating, near or within the building, those services which are connected through the house piping to water services, electrical ground, etc., so as to eliminate possible galvanic corrosion. This is especially important in areas where stray current electrolysis is prevalent, or where copper or lead water services are used.

6.12.2.2.4. Service connections to steel mains : Services may be connected to steel mains by :

(a) welding a service tee or similar device to the main ;

(b) using a service clamp or saddle ; or

(c) compression fittings using rubber or rubber-like gaskets or welded connections may be used to connect service pipe to the main connection fitting. Gaskets used in a manufactured gas system shall be of a type that resists effectively that type of gas.

6.12.3. Cast iron services

6.12.3.1. Use of cast iron services : When used for gas services, cast iron pipe shall meet the applicable requirements of clause 6.5. The use of cast iron pipe less than 6 inches in diameter for gas services is prohibited. Cast iron pipe 6 inches or larger in diameter, may be used for gas services except for that portion of the service which extends through the building wall. The latter portion shall be of steel pipe. Cast iron services shall not be installed in unstable soils or under buildings.

6.12.3.2. Service connections to cast iron mains

6.12.3.2.1. Services may be connected to cast iron mains by :

(a) drilling and tapping the main, provided, however, that the diameter of the tapped hole shall not exceed the limitations imposed by clause 5.2.5.3.2 ; or

(b) using a reinforcing sleeve.

6.12.3.2.2. Service connections shall not be brazed directly to cast iron mains.

6.12.3.2.3. Compression fittings using rubber or rubber-like gaskets or welded connections may be used to connect the service pipe to the main connection fitting. Gaskets used in a manufactured gas system shall be of a type that resists effectively that type of gas.

6.12.3.3. Provision for corrosion control : Suitable measures shall be taken to investigate the possibility of external corrosion and provide any necessary protection (see clause 6.5.1.6).

6.12.4. Copper services and mains

6.12.4.1. Copper pipe design requirements : The following requirements shall apply to copper pipe, or tubing, when used for gas mains or services :

(a) copper pipe, or tubing, shall not be used for services or mains where the pressure exceeds 100 psig ;

(b) copper pipe, or tubing, shall not be used for services or mains where the gas carried contains more than an average of 0,3 grains of hydrogen sulphide per 100 standard cubic feet of gas. This is equivalent to a trace as determined by the lead-acetate test ;

(c) copper pipe, or tubing, shall not be used for services or mains where the piping strain or external loading may be excessive ;

(d) copper services may be installed within buildings, provided that the service is not concealed and is suitably protected against external damage ;

(e) copper tubing, or pipe for mains, shall have a minimum wall thickness of 0,065 inches and shall be hard drawn ;

(f) the minimum wall thickness for copper pipe, or tubing used for gas services, shall not be less than specified in CSA Standard HC66, Seamless Copper Water Tube and Drainage Tube ;

(g) an underground copper service, installed through the outer foundation wall of a building shall be either encased in a sleeve, or otherwise protected against corrosion. The service pipe, or tubing, and/or sleeve shall be sealed at the foundation wall to prevent entry of gas or water ;

(h) a copper service installed underground under buildings shall be encased in a conduit designed to prevent gas leaking from the service and getting into the building. When joints are used, they shall be of the brazed or soldered type in accordance with clause 6.12.4.4.

6.12.4.2. Valves in copper lines : Valves installed in copper lines may be made of any suitable material permitted by this Standard except that, ferrous valves installed on underground copper services shall be protected from contact with the soil and insulated from the copper pipe.

6.12.4.3. Fittings in copper lines : If iron or steel fittings are used in copper lines they shall be protected as specified in clause 6.12.4.2 for valves.

N.B. It is recommended that fittings in a copper line and exposed to the soil, such as service tees, pressure control fittings, etc., be made of bronze, copper or brass.

6.12.4.4. Joints in copper pipe and tubing : Copper pipe shall be joined by using either a compression-type coupling or a brazed or soldered lap joint. The filler

material used for brazing shall be a copper-phosphorous alloy or silver-base alloy. Butt welds are not permissible for joining copper pipe or tubing. Copper tubing shall not be threaded but copper pipe with wall thickness equivalent to the comparable size of schedule 40 steel pipe may be threaded and used for connecting screw fittings or valves.

6.12.4.5. Protection against galvanic action caused by copper : Provision shall be made to prevent harmful galvanic action where copper is connected underground to steel. This can be accomplished in most cases by using one or the other of the following methods :

(a) install an insulating-type coupling, or an insulating flange, between the copper and the steel ; or

(b) protect the copper and steel for a distance of 2 feet or more in all directions from the junction with insulating pipe corrosion-protection material.

6.12.4.6. Service connections to copper mains

N.B. 1. Connections using a copper or cast bronze service tee or extension fitting sweat-brazed to the copper main are recommended for copper mains.

2. Fillet-brazed joints are not recommended.

6.12.4.6.1. Butt welds are not permitted.

6.12.4.6.2. The requirements of clause 6.12.4.4 shall apply to :

(a) joints not specifically mentioned in clause 6.12.4.6 ; and

(b) all brazing material.

DIVISION VII OPERATING AND MAINTENANCE PROCEDURES

7.1. Operating and maintenance procedures affecting the safety of gas transmission and distribution facilities

N.B. Because of many variables, it is not possible to prescribe in a national Standard a set of operating and maintenance procedures that will be adequate from the standpoint of public safety in all cases without being burdensome and impractical in some. It is possible, however, for each operating company to develop operating and maintenance procedures based on experience, knowledge of its facilities and conditions under which they are operated, which will be entirely adequate from the standpoint of public safety.

7.1.1. Basic requirement : Each operating company having gas transmission or distribution facilities within the scope of this Standard shall :

(a) have a plan covering operating and maintenance procedures in accordance with the purpose of this Standard ;

(b) operate and maintain its facilities in conformance with this plan ;

(c) keep records necessary to administer the plan properly ; and

(d) modify the plan from time to time as experience with it dictates and as exposure of the public to the facilities and changes in operating conditions require.

7.1.2. Basic requirements for sour gas systems : In addition to clause 7.1.1, and because of the toxic nature of sour gas, particular attention shall be given to special training and equipment, provision and use of suitable breathing apparatus, means of leak detection, provisions for safely disposing of blow-down gas and notification of the public, including the posting of suitable notices.

N.B. The plans prescribed in paragraph *a* of clause 7.1.1 and in clause 7.1.2 should include :

(a) detailed plans and instructions to employees covering operating and maintenance procedures for gas facilities during normal operations and repairs, and during emergencies ;

(b) items recommended for inclusion in the plan for specific classes of facilities as given in clauses 7.2 to 7.8, inclusive ; and

(c) particular attention to be given to those portions of the facilities presenting the greatest hazard to the public in the event of an emergency or because of construction or extraordinary maintenance requirements.

7.2. Pipe line maintenance

7.2.1. Pipe line patrolling : Each operating company shall maintain a periodic pipe line patrol program to observe surface conditions on and adjacent to the pipe line right-of-way, indications of leaks, construction activity other than that performed by the company, and any other factors affecting the safety and operation of the pipe line. Weather, terrain, size of line, operating pressures and other conditions will be factors in determining the frequency of patrol. Main highway and railroad crossings shall be inspected with greater frequency and more closely than pipe lines in open country.

7.2.2. External corrosion of pipe lines : Periodic inspections and tests shall be conducted to determine if the installed corrosion control methods used are adequate and are properly maintaining protection to the pipe metal. Whenever any portion or section of underground facilities operating at hoop stresses greater than 40% of specified minimum yield strength is uncovered, an inspection shall be made to determine if protection is needed or if installed protection is adequate.

N.B. Whenever any portion or section of underground facilities operating at hoop stresses of 40% or less of specified minimum yield strength is uncovered, an inspection should be made to determine if protection is needed or if installed protection is adequate.

7.2.3. Internal corrosion of pipe lines : When active corrosive agents are known to be present in the gas being transmitted, or if evidence of internal corrosion is discovered, the gas shall be periodically analyzed to determine the concentration of any corrosive agent and precautions taken to prevent the development of a hazardous condition. Whenever a pipe line is cut, in such a manner that inspection of the internal surface is possible, the internal surface shall be carefully inspected for evidence of internal corrosion.

7.2.4. Corrosion records : Records shall be made of each pipe line inspection for external or internal corrosion covering conditions found, adequacy of cathodic protection, if so protected, condition of pipe coating, depth of pits noted and extent of corroded area. If repairs are made, method used shall be stated.

7.2.5. Pipe line leak records : Records shall be made covering all leaks discovered and repairs made. All pipe line breaks shall be reported in detail. These records along with leakage survey records, line patrol records and other records relating to routine or unusual inspections, shall be kept in the file of the operating company involved, as long as the section of the line remains in service.

N.B. If leak reports indicate that the incidence of leaks in a pipe line section is excessive, a program of protective measures or replacement is recommended. If a series of breaks is experienced in a pipe line section and the breaks cannot be attributed to isolated causes, it is recommended that the section be retested in accordance with clause 6.4.8 or that the operating pressure be reduced to a point that the hoop stress is reduced by 10% of the specified minimum yield of the pipe below the stress at which the section was operated at the time of the breaks.

7.3. Distribution piping maintenance

7.3.1. Patrolling : Distribution mains, which are installed in locations or on structures where abnormal

physical movement or abnormal external loading could cause failure or leakage, shall be patrolled periodically and the frequency of the patrolling shall be determined by the severity of the conditions which could cause failure or leakage and the consequent hazards to public safety.

7.3.2. Leakage surveys and routine procedures

7.3.2.1. Types of surveys : Each operating company having a gas distribution system shall set up in its operating and maintenance plan a provision for the making of periodic leakage surveys. The types of surveys prescribed in the plan shall be one or more of the following employed singly or in combination, or some other effective procedure for locating leaks in underground piping systems :

- (a) gas detector surveys ;
- (b) bar test surveys ;
- (c) vegetation surveys ;
- (d) pressure drop surveys ; or
- (e) soapsuds testing on exposed pipe and fittings.

7.3.2.2. Frequency of inspection program : The nature of the operations and local conditions of each individual company shall determine the type and scope of the leakage control program most suitable. The character of the general service area together with housing concentration shall determine the frequency of the inspection program.

N.B. It is recommended that the inspection program should include at least the following provisions :

(a) at least once a year a gas detector survey should be conducted in business districts, involving tests of the atmosphere in gas, electric, telephone, sewer and water system manholes, at cracks in pavement and sidewalks and at other locations providing an opportunity for finding gas leaks. Leakage surveys using one or more types referred to in clause 7.3.2.1 should be made of the distribution system outside of the principal business areas as frequently as experience indicates that they are necessary but not less than once every 5 years ; and

(b) leaks located by these surveys should be investigated promptly and any necessary repairs should be made. When the condition of a main or a service, as indicated by leak frequency records or visual observation, deteriorates to the point where it should not be retained in service, it should be replaced or reconditioned.

7.3.2.3. Abandoning of distribution facilities : Each operating company shall have a plan in its operating and maintenance procedures for sealing off the supply of gas to all abandoned distribution facilities, including services,

mains, control lines, equipment and appurtenances. This plan shall include procedures for abandoning services that have remained inactive for a period of years and for which there is no planned use.

N.B. It is recommended that the plan include the following provisions :

(a) if the facilities are abandoned in place and are disconnected or separated, the ends should be capped, plugged or otherwise effectively sealed ; and

(b) in cases where a main is abandoned together with the services connected to it, only the customer's end of such services need be sealed as stipulated above.

7.4. Compressor station maintenance

7.4.1. Compressors and prime movers : The starting, operating and shutdown procedures for all gas compressor units shall be established by the operating company and the operating company shall take appropriate steps to see that the approved practices are followed.

7.4.2. Inspection and testing of relief valves : All pressure-relieving devices in compressor stations, except rupture disks shall be inspected and tested in accordance with clause 7.6 and shall be operated periodically to determine that they open at the correct set pressure. Any defective or inadequate equipment found shall be promptly repaired or replaced. All remote control shutdown devices shall be inspected and tested periodically to determine that they function properly.

7.4.3. Inspection for corrosion : In existing plants where corrosive or potentially corrosive situations exist, procedures shall be set up for periodic inspections at sufficiently frequent intervals to enable the discovery of corrosion before serious impairment of the strength of the piping or equipment has occurred. Prompt repairs or replacement shall be made when needed.

7.4.4. Isolation of equipment for maintenance or alterations : The operating company shall establish procedures for isolation of units or sections of piping for maintenance, and for purging prior to returning units to service, and shall follow these established procedures in all cases.

7.4.5. Storage of combustible materials : All flammable or combustible materials in quantities beyond those required for everyday use or other than those normally used in compressor buildings, shall be stored in a separate structure built of non-combustible material located a suit-

able distance from the compressor building. All above-ground oil or gasoline storage tanks shall be protected in accordance with the requirements of the National Fire Code of Canada.

7.4.6. No smoking signs : Smoking shall be prohibited in all areas of a compressor station in which the possible leakage or presence of gas constitutes a hazard of fire or explosion. Suitable signs shall be posted to serve as warnings of these areas.

7.5. Procedures for maintaining pipe-type and bottle-type holders in safe operating condition

7.5.1. Each operating company having a pipe-type or bottle-type holder shall prepare and place in its files a plan for the systematic, routine inspection and testing of the facilities which provides that :

(a) procedures shall be followed to enable the detection of external corrosion before the strength of the container has been impaired ;

(b) periodic sampling and testing of gas in storage will be made to determine the dew point of vapours contained in the stored gas that might cause internal corrosion or interfere with the safe operations of the storage plant ; and

(c) the pressure control and pressure-limiting equipment will be inspected and tested periodically to see if it is in a safe operating condition and has adequate capacity.

7.5.2. Each operating company, having prepared such a plan as prescribed in clause 7.5.1, shall follow the plan, and keep records which detail the inspection and testing work done and the conditions found.

7.5.3. All unsatisfactory conditions found shall be promptly corrected.

7.6. Maintenance of pressure-limiting and pressure-regulating stations

7.6.1. Inspections and/or tests : All pressure-limiting stations, relief devices, and pressure-regulating stations and equipment shall be subjected to systematic periodic inspections and/or tests to determine that they are :

(a) in good mechanical condition ;

(b) adequate from the standpoint of capacity and reliability of operation for the service in which they are employed ;

- (c) set to function at the correct pressure ; and
- (d) properly installed and protected from dirt, liquids, or other conditions that might prevent proper operation.

7.6.2. Pressure recording

7.6.2.1. Every distribution system supplied by more than one district pressure-regulating station shall be equipped with telemetering or recording pressure gauges to indicate the gas pressure in the district.

7.6.2.2. On distribution systems supplied by a single district pressure-regulating station, the operating company shall determine the necessity of installing such gauges in the district. In making this determination, the operating company shall take into consideration the operating conditions such as the number of customers supplied, the operating pressures, and the capacity of the installation, etc.

7.6.2.3. If there are indications of abnormal high or low pressure the regulator and the auxiliary equipment shall be inspected and the necessary measures shall be employed to rectify any unsatisfactory operating conditions. Suitable periodic inspections of single district pressure regulation stations not equipped with telemetering or recording gauges shall be made to determine that the pressure-regulating equipment is functioning properly.

N.B. Whenever it is practicable to do so, pressure relief valves should be tested in place to determine that they have sufficient capacity to limit the pressure on the facilities to which they are connected to the desired maximum pressure. If such tests are not feasible, periodic review and calculation of the required capacity of the relieving equipment at each station should be made and these required capacities compared with the rated or experimentally determined relieving capacity of the installed equipments for the operating conditions under which it works. If it is determined that the relieving equipment is of the insufficient capacity, steps should be taken to install new or additional equipment to provide capacity.

7.7. Valve maintenance

7.7.1. Pipe line valves : Pipe line valves that might be required during an emergency, shall be inspected periodically and partially operated at least once per year to provide safe and proper operating conditions.

7.7.2. Distribution system valves : Valves, the use of which may be necessary for the safe operation of a gas distribution system, shall be checked and serviced, including lubrication where necessary, at sufficiently frequent intervals to be reasonably assured of their satisfactory operation. Inspection shall include checking of alignment to permit use of a key or wrench and clearing from the valve box or vault any debris which would interfere with or delay the operation of the valve.

7.8. Vault maintenance : Regularly scheduled inspections shall be made of each vault housing pressure-regulating and pressure-limiting equipment and having a volumetric internal content of 200 cubic feet or more to determine if it is in good physical condition and adequately vented. This inspection shall include the testing of the atmosphere in the vault for combustible gas. If gas is found in the vault atmosphere, the equipment in the vault shall be inspected for leaks and leaks found shall be repaired. The ventilating equipment shall also be inspected to determine if it is functioning properly. If the ventilating ducts are obstructed, they shall be cleared. The condition of the vault covers shall be carefully examined to see that they do not present a hazard to public safety.

DIVISION VIII MISCELLANEOUS

8.1. Odourization : Any gas, distributed to customers through gas mains or gas services or used for domestic purposes in compressor plants, which does not naturally possess a distinctive odour to the extent that its presence in the atmosphere is readily detectable at all gas concentrations of 1/5 of the lower combustible limit and above, shall have an odourant added to make it so detectable. Odourization is not necessary, however, for such gas as is delivered for further processing or use where the odourant would serve no useful purpose as a warning agent.

8.2. Liquefied petroleum gas (LPG) systems

N.B. Liquefied petroleum gases : generally, include butane and propane, and mixtures of them that can be stored as liquids under moderate pressures (approximately 80 psig to 250 psig) at ambient temperatures.

This Standard is concerned only with certain safety aspects of liquefied petroleum gases when they are vapourized and used as gaseous fuels.

8.2.1. General : All of the requirements of CSA Standard B149, Installation Code for Gas Burning Appliances and Equipment, and of this Standard, concerning design construction, and operation and maintenance of piping facilities, shall apply to piping systems handling butane, propane or mixtures of these gases.

8.2.2. Special safety requirements for LPG systems**8.2.2.1.**

This clause has not been approved in Québec.

8.2.2.2. Ventilation

8.2.2.2.1. All liquefied petroleum gases are heavier than air, hence structures above ground for housing regulators, meters, etc., shall have open vents near the floor level. Such equipment shall not be installed in pits or in underground vaults, except in cases where suitable provisions for forced ventilation are made.

8.2.2.2.2. Special care is required in the location of relief valve discharge vents releasing LPG to the atmosphere, to prevent accumulation of the heavy gases at or below ground level. Likewise, special precautions are necessary for adequate ventilation where excavations are made for the repair of leaks in an underground LPG distribution system.

8.3. Pipe lines on private right-of-way of electric transmission lines : Where gas pipe lines parallel overhead electric transmission lines on the same right-of-way, the company operating the pipe lines shall take the following precautions :

(a) employ blow-down connections that will direct the gas away from the electric conductors ;

(b) install a bonding conductor* across points where the main is to be separated and maintain this connection while the pipe line is separated ;

**The current-carrying capacity of the bonding conductor should be at least one-half of the capacity of the overhead line conductors.*

(c) make a study in collaboration with the electric company on the common problems of personnel safety, corrosion, and electrolysis, taking the following factors into consideration :

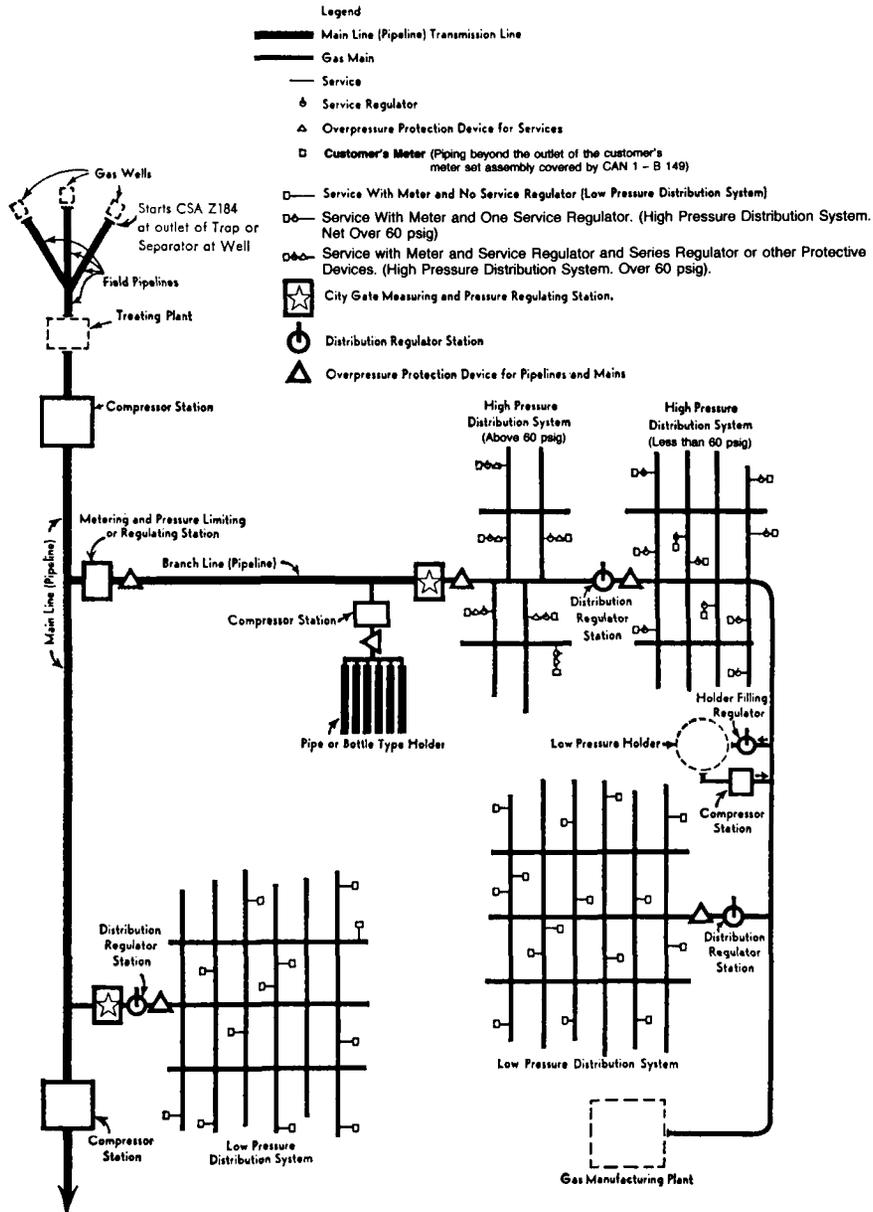
i. the possibility of the pipe line carrying either unbalanced line currents or fault currents due to induced voltages from lightning or fault currents on the power transmission facilities ; and

ii. the cathodic protection of the pipe line, including location of the ground beds, especially if the electric line is carried on steel towers ; and

(d) investigate, for reasons of personnel safety, the necessity of protecting above-ground or vault-enclosed insulating joints against induced voltages or current resulting from lightning strokes.

APPENDIX A DIAGRAM SHOWING SCOPE OF CSA STANDARD Z184-1968, GAS TRANSMISSION AND DISTRIBUTION PIPING SYSTEMS

N.B. This Appendix is not a mandatory part of this Standard.



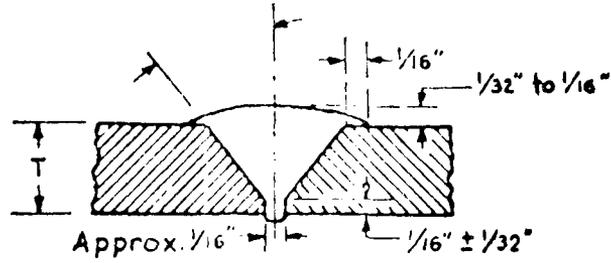
N.B. Facilities indicated by Solid Lines are within the Scope of CSA Z184.

**APPENDIX B
SAMPLE FORM**

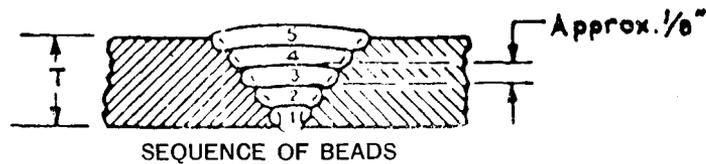
N.B. This Appendix is not a mandatory part of this Standard.

<p>STANDARD PROCEDURE SPECIFICATION NO.</p> <p>For..... welding of..... pipe and fittings</p> <p>A. Process:.....</p> <p>B. Material:.....</p> <p>C. Diameter and wall thickness :</p> <p>D. Joint design :</p> <p>E. Filler metal and number of beads :</p> <p>F. Electrical or flame characteristics :</p> <p>G. Position:.....</p> <p>H. Direction of welding :</p> <p>I. Number of welders :</p> <p>J. Time lapse between passes :</p> <p>K. Type of line-up clamp :</p> <p>L. Removal of line-up clamp :</p> <p>M. Cleaning:.....</p> <p>N. Preheat, stress relief :</p> <p>O. Shielding gas and flow rate :</p> <p>P. Shielding flux :</p> <p>Q. Speed of travel :</p> <p>R. Minimum ambient temperatures :</p> <p>Tested:.....Welder:.....</p> <p>Approved:.....Welding Supt.:.....</p> <p>Adopted:.....Chief Engineer:.....</p>	
---	--

FIGURE B1



STANDARD "V" BEVEL
BUTT JOINT



SEQUENCE OF BEADS

Pipe wall thickness	
Total number of passes	

Pass	Electrode size	Voltage	Amperage	Rate of filler metal burn-off in/min.
First pass				
Remaining Passes*				
2				
3				
4				
5				
6				
7				
8				
Cover pass				

*Give separate details for each pass if necessary.

**APPENDIC C
SAMPLE FORM**

N.B. This Appendix is not a mandatory part of this Standard.

COUPON TEST REPORT															
Test No.															
Location				Date											
Contractor				Sub-Contractor											
Schedule		Gang		Inspector											
Date		Prov.		Roll weld		Fixed position weld									
Welder				Mark											
Welding time		Time of day		M.		Temperature									
Weather condition															
Wind-break used				voltage		amperage									
Rate of filler metal burn-off In/min.															
Make of welding machine				Size											
Brand of Electrode															
Size of reinforcement															
Pipe mfg'r				Kind											
Wall thickness		Dia OD		Wt/ft.		Joint length									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">1</td> <td style="width: 12.5%; text-align: center;">2</td> <td style="width: 12.5%; text-align: center;">3</td> <td style="width: 12.5%; text-align: center;">4</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">6</td> <td style="width: 12.5%; text-align: center;">7</td> </tr> </table>									1	2	3	4	5	6	7
	1	2	3	4	5	6	7								
Bead No.															
Size of Electrode															
No. of Electrode															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">1</td> <td style="width: 12.5%; text-align: center;">2</td> <td style="width: 12.5%; text-align: center;">3</td> <td style="width: 12.5%; text-align: center;">4</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">6</td> <td style="width: 12.5%; text-align: center;">7</td> </tr> </table>									1	2	3	4	5	6	7
	1	2	3	4	5	6	7								
Coupon stenciled															
Original															
Dimension: of plate															
Orig. area of plate in ²															
Maximum load															
Tensile S/in plate area															
Fracture location															
<input type="checkbox"/> Procedure		<input type="checkbox"/> Qualifying Test		<input type="checkbox"/> Qualified											
<input type="checkbox"/> Welder		<input type="checkbox"/> Line Test		<input type="checkbox"/> Disqualified											
Max tensile		Min tensile		Avg tensile											
Remarks on tensile															
1.															
2.															
3.															
4.															
Remarks on Bend Tests															
1.															
2.															
3.															
4.															
Remarks on Nick Tests															
1.															
2.															
3.															
4.															
Test made at				Date											
Tested by				Supervised by											
(Use back for additional remarks.)															

N.B. Can be used to report both Procedure Qualification test and Welder Qualification tests.

APPENDIX D

EXAMPLES ILLUSTRATING THE APPLICATION OF THE RULES FOR REINFORCEMENT OF WELDED BRANCH CONNECTIONS

N.B. This Appendix is not a mandatory part of this Standard.

Example 1:

An 8-inch outlet is welded into a 24-inch header. The header material is API 5LX 46 with $\frac{5}{16}$ -inch wall. The outlet is API 5L Grade B (Seamless) Sched. 40 with 0.322 inch wall. The working pressure is 650 psig. The construction is Type B, used in Location Class 1, in accordance with Clause 6.3. The joint efficiency is 1.00. The temperature is 100°F. Design Factors (Clause 6.4.5) $F = 0.60$, $E = 1.00$, $T = 1.00$. For dimensions see Figure D1.

Header:

Nominal wall thickness:

$$t = \frac{PD}{2S FET} = \frac{650 \times 24}{2 \times 46\,000 \times .60 \times 1.00 \times 1.00} = 0.283 \text{ inch}$$

$$\text{Excess thickness in header wall } (H - t) = .312 - .283 = 0.29 \text{ inch}$$

Outlet:

Nominal wall thickness:

$$t_b = \frac{650 \times 8.625}{2 \times 35\,000 \times .60 \times 1.00 \times 1.00} = 0.133 \text{ inch}$$

$$\text{Excess thickness in outlet wall } (B - t_b) = .322 - .133 = .189 \text{ inch}$$

$$d = \text{diameter of opening} = 8.625 - (2 \times .322) = 7.981 \text{ inch}$$

Reinforcement required:

$$A_R = d \times t = 7.981 \times .283 = 2.26 \text{ square inches}$$

Reinforcement provided:

$$A_1 = (H - t) d = .029 \times 7.981 = 0.23 \text{ square inch}$$

Effective area in outlet:

$$\text{Height } (L) \ 2\frac{1}{2} B + M \text{ (assume } \frac{1}{4} \text{ inch pad)} = 2\frac{1}{2} \times .322 + 0.25 = 1.05 \text{ inches}$$

$$\text{or } 2\frac{1}{2} H = 2.5 \times .312 = 0.78 \text{ inch. Use } 0.78 \text{ inch}$$

$$A_2 = 2 (B - t_b) L = 2 \times .189 \times .78 = 0.295 \text{ square inch}$$

This must be multiplied by 35 000/46 000 (Clause 5.2.6.1(f))

$$\text{Effective } A_2 = 0.295 \times \frac{35\,000}{46\,000} = 0.22 \text{ square inch}$$

$$\text{Required area } A_3 = A_R - A_1 - A_2 = 2.26 - 0.23 - 0.22 = 1.81 \text{ square inches}$$

Use reinforced plate $\frac{1}{4}$ inch thick (minimum practicable) \times 15,5 inch diameter

$$\text{Area } (15,50 - 8,62) \times 0,25 = 1,72 \text{ square inches}$$

Fillet welds (assuming two $\frac{1}{4}$ inch welds each side)

$$,25 \times ,25 \times ,50 \times 2 \times 2 = ,12 \text{ square inch}$$

Total A_3 provided 1,84 square inches

Example 2:

A 16-inch outlet is welded into a 24-inch header. The header material is API 5LX 46 with $\frac{5}{16}$ -inch wall. The outlet is API 5L Grade B (Seamless) Sched. 20 with ,312 wall. The working pressure is 650 psig. The construction is Type B, used in Location Class 1, in accordance with Clause 6.3. By Clause 5.2.6.2 the reinforcement must be of the complete encirclement type. The joint efficiency is 1,00. The temperature is 100°F. Design Factors (Clause 6.4.5) $F = 0,60$, $E = 1,00$, $T = 1,00$. For dimensions see Figure D2.

Header:

Nominal wall thickness:

$$t = \frac{PD}{2S FET} = \frac{650 \times 24}{2 \times 46\,000 \times ,60 \times 1,00 \times 1,00} = 0,283 \text{ inch}$$

$$\text{Excess thickness in header wall } (H - t) = ,312 - ,283 = 0,29 \text{ inch}$$

Outlet:

Nominal wall thickness:

$$t_b = \frac{650 \times 16}{2 \times 35\,000 \times 0,60 \times 1,00 \times 1,00} = ,248 \text{ inch}$$

$$\text{Excess thickness in outlet wall } (B - t_b) = ,312 - ,248 = ,064 \text{ inch}$$

$$d = \text{diameter of opening} = 16,000 - (2 \times ,312) = 15,376 \text{ inches}$$

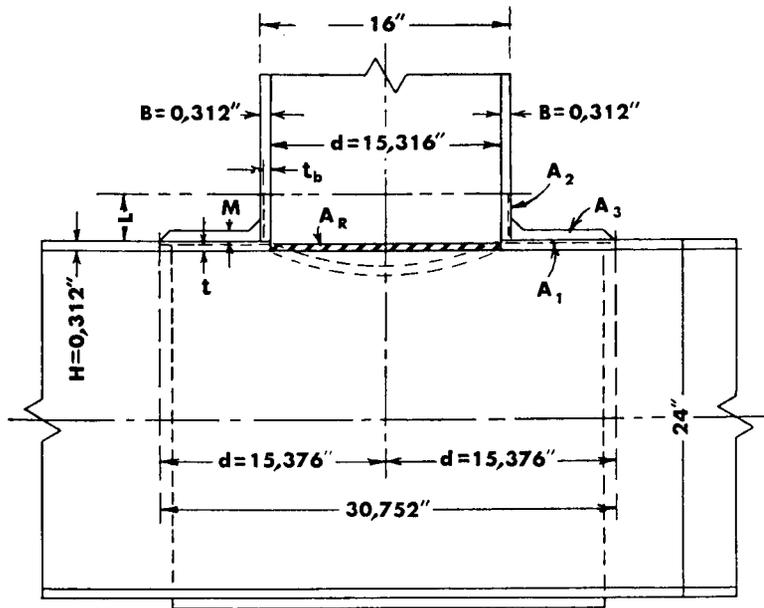
Reinforcement required:

$$A_r = d \times t = 15,376 \times 0,283 = 4,35 \text{ square inches}$$

Reinforcement provided:

$$A_1 = (H - t) d = 0,29 \times 15,376 = 0,44 \text{ square inch}$$

FIGURE D2



APPENDIX E

PRECAUTIONS TO AVOID EXPLOSIONS OF GAS-AIR MIXTURES OR UNCONTROLLED FIRES DURING CONSTRUCTION OPERATIONS

N.B. This Appendix is not a mandatory part of this Standard.

E1. Welding or cutting operations

E1.1. When a pipe line or main can be kept full of gas during a welding or cutting operation, the following procedures are recommended :

- (a) keep a slight flow of gas moving toward the point where cutting or welding is being done ;
- (b) the gas pressure at the site of the work should be controlled by suitable means ;
- (c) all slots or open ends should be closed immediately after they are cut, with tape and/or tightly fitted canvas or other suitable material ;
- (d) 2 openings should not be permitted to remain uncovered at the same time. This is doubly important if the 2 openings are at different elevations ; and
- (e) where sour gas, toxic in nature, is involved in these operations, adequate precautions should be taken for the protection of the workmen and the public.

E1.2. No welding or acetylene cutting should be done on a pipe line, main or auxiliary apparatus that contains air if it is connected to a source of gas, unless a suitable means has been provided to prevent the leakage of gas into the pipe line or main.

E1.3. In situations where welding or cutting must be done on facilities which are filled with air and connected to a source of gas and the precautions recommended above cannot be taken, one or more of the following precautions, depending upon circumstances at the job, are suggested :

- (a) purging of the pipe or equipment upon which welding or cutting is to be done, with combustible gas or inert gas ;
- (b) testing of the atmosphere in the vicinity of the zone to be heated before the work is started and at intervals as the work progresses, with a combustible gas indicator or by other suitable means ; or
- (c) careful verification before the work starts that the valves that isolate the work from a source of gas do not leak.

E2. Purging of pipe lines and mains

E2.1. The following procedures are recommended :

(a) when a pipe line or main full of air is placed in service, the air in it can be safely displaced with gas provided that a moderately rapid and continuous flow of gas is introduced at one end of the line and the air is vented out the other end. The gas flow should be continued without interruption until the vented gas is free from air. The vent should then be closed ;

(b) in cases where gas in a pipe line or main is to be displaced with air and the rate at which air can be supplied to the line is too small to make a procedure similar to, but the reverse of that described in paragraph *a* of clause E2.1 feasible, a slug of inert gas should be introduced to prevent the formation of an explosive mixture at the interface between gas and air. Nitrogen or carbon dioxide can be used for this purpose ;

(c) if a pipe line or main containing gas is to be removed, the operation may be carried out in accordance with clause E1.1 or the line may be first disconnected from all sources of gas and then thoroughly purged with air, water or with inert gas before any further cutting or welding is done ;

(d) if a gas pipe line or main or auxiliary equipment is to be filled with air after having been in service and there is a reasonable possibility that the inside surfaces of the facility are wetted with a volatile inflammable liquid, or if such liquids might have accumulated in low places, purging procedures designed to meet this situation should be used. Steaming of the facility until all combustible liquids have been evaporated and swept out is recommended. Filling of the facility with an inert gas and keeping it full of such gas during the progress of any work that might ignite an explosive mixture in the facility is an alternative recommendation. The possibility of striking static sparks within the facility must not be overlooked as a possible source of ignition ; and

(e) where sour gas, toxic in nature, is involved in these operations, adequate precautions should be taken for the protection of the workmen and the public.

APPENDIX F

REFERENCE ORGANIZATIONS

Standards and specifications of the following organizations appear in Table 1 :

CSA	Canadian Standards Association 178 Rexdale Blvd Rexdale M9W 1R3, Ontario
-----	--

USA	United States of America Standards Institute. 10 East 40th Street New York, New York, 10016
AISI	American Iron and Steel Institute 150 East 42nd Street New York, New York, 10017
API	American Petroleum Institute 1801 King Street N.W. Washington, D.C. 20006 U.S.A.
ASME	American Society of Mechanical Engineers, 345 East 47th Street New York, New York, 10017
ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, Pennsylvania, 19103
AWS	American Welding Society 2501 Northwest 7th Street Miami, Florida 33125 U.S.A.
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, Colorado 82035 U.S.A.
MSS	Manufacturers Standardization Society of the Valve and Fittings Industry 1815 North Fort Myer Drive Arlington, Virginia 22209 U.S.A.
NFPA	National Fire Protection Association 470 Atlantic Avenue Boston, Massachusetts, 02210 U.S.A.

O.C. 2721-68, (1968) 100 O.G., 4767
Code CSA Standard Z184-1968
O.C. 3357-72, (1972) 104 O.G., 10138



c. D-10, r.4

Regulation respecting gas and public safety

Gas Distribution Act
(R.S.Q., c. D-10, ss. 2 and 3)

DIVISION I GAS DISTRIBUTED THROUGH PIPING SYSTEMS

1. In this first Division, the word “gas”, when used alone, means gas distributed through piping systems. It comprises : natural gas, manufactured gas, any variety or any mixture of either, liquefied petroleum gas or any mixture of liquefied petroleum gas and air, conveyed or distributed by tubing.

2. No person shall install a gas appliance unless it is approved by the Régie de l'électricité et du gaz (Board) or tested, according to specifications accepted by the Board, by one of the following organizations :

- (a) the Canadian Gas Association (CGA) ;
- (b) Canadian Standards Association (CSA) ;
- (c) Underwriters' Laboratories of Canada (ULC) which will vouch for this test by affixing its seal of approval to said appliance. The electrical components shall be tested in accordance with the requirements of the Canadian Electrical Code.

3. (1) The installation, replacement and removal of any gas appliance shall be effected in accordance with the requirements of Code CAN1-B149. 1-78 entitled Installation Code for natural gas burning appliances and equipment as adopted and rendered obligatory by this Regulation.

(2) The construction, installation, repair, maintenance, replacement, removal and inspection of any gas piping, in whole or in part, shall be effected in accordance with the requirements of Code CAN1-B149. 1-78 entitled Installation Code for natural gas burning appliances and equipment as adopted and rendered obligatory by this Regulation.

(3) The Board may require that any test prescribed by said Code be witnessed by one of its representatives.

4. (1) No gas installation shall be made, unless previously authorized by the Board, in any of the following buildings :

(a) educational institutions, hospital centres, asylums, premises used for religious or other meetings, and any other building where the public is admitted ;

(b) any other building where gas is supplied at a pressure in excess of ½ pound per square inch gauge ;

(c) any other building where the input of the burner unit of a gas appliance exceeds 400 000 Btu per hour or where the total input of the installed capacity exceeds 1 000 000 Btu per hour.

(2) Before granting its authorization, the Board may require the production of any drawings, specifications, and other information pertinent to the installations covered by this section.

5. Whenever two or more risers are supplied from a single main, each riser shall bear a metal tag clearly identifying the rooms, apartments or premises served.

6. (1) Before supplying gas to any installation, the distributor shall ascertain that it complies with the law, the regulations of the Board and the requirements of the Installation Code for natural gas burning appliances and equipment.

(2) The Board may, if it deems it advisable, require that an inspection be made of any gas installation by one of its inspectors before it is placed in service. However, no person may demand such an inspection.

7. (1) Any distributor or gas installer responsible for an interruption of the gas supply shall notify all consumers affected.

(2) It is also the responsibility of the distributor or gas installer to ascertain upon resumption of gas supply, that all gas outlets have been shut and the pilots relighted.

8. Before undertaking the construction, alteration, replacement or removal of any gas conveyance system, distribution network or related installation, the distributor shall notify the Board. Whenever the work involved reaches proportions predetermined by the Board, the distributor shall also advise the latter of the date on which the said work is expected to commence.

9. (1) The construction, repair, maintenance, replacement and inspection of any gas conveyance system, distribution network and service pipe shall be effected in accordance with the requirements of CSA Standard Z184-1968 excluding clause 8.2.1. This standard, entitled Gas Transmission and Distribution Piping Systems, is published by the Canadian Standards Association and the French version, entitled *Code des réseaux de transport et de distribution de gaz*, is published by the Régie de l'électricité et du gaz. In the event of conflict between the requirements of said standard and the provisions of this Regulation, the latter shall prevail.

(2) The construction, repair, maintenance, replacement and inspection of any conveyance system of liquefied petroleum gas in the liquid phase shall be effected in accordance with the requirements of CSA Standard Z183-1967, Oil Pipe Line Transportation Systems, published by the Canadian Standards Association. In the event of conflict between the requirements of said standard and the provisions of this Regulation, the latter shall prevail.

(3) The Board may require the production of any document, diagram, drawing, X-ray and other evidence which, in its opinion, is necessary to ascertain compliance with law and the regulations.

(4) The Board may require that any test prescribed by said standards be witnessed by one of its representatives.

10. (1) The service pipe of each building shall be connected separately and independently to the distribution network. Said pipe shall rise above ground level before entering the building ; it shall be provided with a shut-off valve outside the building and with one inside, as close as practicable to the foundation wall. Should a hazard be created by the service pipe rising above ground level, said pipe shall enter the building below ground level, in which case an inside shut-off valve may be considered sufficient.

(2) Before the gas is turned on, the distributor shall affix to the building, above the point of entry of the service pipe, a distinctive mark approved by the Board and visible at all times.

11. Every gas meter shall be installed in a well ventilated and readily accessible location. It shall be protected from sources of ignition, excessive heat as well as from impacts, vibration and other causes of physical damage.

12. At the time of the removal of a gas meter for periodic inspection, and in any event at intervals not exceed-

ing 6 years, the distributor shall check all shut-off valves up-stream from the meter to make sure that they operate properly. Any shut-off valve which is difficult or impossible to operate shall be replaced.

13. At the beginning of each fiscal year, every distributor shall submit to the Board its program of gas leakage surveys for the current year and, at the end of the same year, a report on the findings and measures taken to correct the leaks. Similarly, every distributor shall submit to the Board its annual maintenance program of its gas conveyance systems, distribution networks and related installations.

14. Every distributor shall keep up-to-date maps of its gas conveyance systems, distribution networks and related installations, indicating the location of valves, regulators and other accessories. Said maps shall at all times be at the disposal of the Board or of any of its representatives.

15. Every distributor shall keep a complete and up-to-date record of the names and addresses of his customers. Said record shall, at all times, be at the disposal of the Board or of any of its representatives.

16. (1) All gas sold or distributed shall be odorized in such a manner that the odour is readily perceptible when the volumetric concentration of gas in the air reaches 20% of the lower inflammability limit.

(2) The odorant used shall be harmless, non-toxic and have no corrosive effect.

(3) The atmosphere containing the products of combustion from the odorant shall be non-toxic to a person breathing it.

17. (1) No person other than the holder of a certificate of competency in gas matters issued by the Board shall perform work of any nature whatsoever on any gas conveyance system, distribution network, service pipe, piping or appliance.

(2) Before issuing such a certificate, the Board ascertains by every means at its disposal, including oral or written examinations or both, that the applicant has an adequate knowledge of the properties of gases, their technique, of safety codes in force and of the regulations of the Board.

(3) Every application for a certificate shall be made on a form supplied by the Board and signed by the applicant.

(4) Certificates are valid for 1 year only and any application for renewal shall be made at least 1 month prior to the expiration of the certificate.

(5) Certificates are non-transferable. They may be revoked in case of infringement, by the holder, of the law, of the regulations or of the codes in force. In such an event, the offender is duly informed but may, upon request, be heard by the Board.

(6) Upon request from an inspector of the Board, any person engaged in the performance of any work specified in subsection 1 shall produce a certificate of competency valid for the current year. Should said person be unable to produce such a certificate, he is considered as not possessing one and he shall be liable to the penalties provided for by law.

(7) In the event of a certificate holder submitting proof of loss or destruction of his certificate, he may be able, upon producing an *affidavit*, to obtain from the Board a duplicate thereof.

18. (1) Any inspector of the Board may affix a yellow tag to any gas installation or appliance not complying with the law, the regulations or the codes in force, and a red tag when the installation or the appliance is considered dangerous.

(2) No person shall use, operate or supply with gas any installation or any appliance to which a red tag has been affixed.

(3) Every inspector of the Board who tags a gas installation or appliance shall forthwith notify :

- (a) the consumer ;
- (b) the distributor, who shall take the necessary steps, within the prescribed time limit, to ensure that said installation or said appliance has been made to comply with the law, the regulations and the codes in force.

(4) No tag so affixed shall be altered, defaced or destroyed by anyone ; the only persons authorized to remove such a tag are :

- (a) an inspector of the Board ;
- (b) a gas installer, after the installation or the appliance has been remedied or repaired according to instructions received from the inspector.

(5) Every gas installer who has removed a tag as provided in paragraph *b* of subsection 4 shall thereon inscribe his name, address, the number of his certificate, and forward it to the Board by registered or certified mail within 24 hours.

19. In the event that an explosion, a fire or an accident is directly or indirectly attributed to gas by a competent authority, the distributor shall notify the Board without delay, giving any additional information requested.

20. All codes referred to in this Regulation are adopted and rendered obligatory.

21. The Board, if it deems it appropriate for public safety, may adopt measures and prescribe standards other than those specified in this Regulation.

22. Every person who infringes any provision of this Regulation or disobeys an order of the Board shall be liable to the penalties provided under the Gas Distribution Act (R.S.Q., c. D-10).

DIVISION II LIQUEFIED PETROLEUM GAS

23. In this second Division, the word “gas” when used alone, means “liquefied petroleum gas”. “Liquefied petroleum gas” : any hydrocarbon, gaseous at normal temperature and atmospheric pressure, which can be liquefied under moderate pressure, stored, transported, sold or distributed otherwise than by tubing.

24. No person shall install a gas appliance unless it is approved by the Board or tested, according to specifications accepted by the Board, by one of the following organizations :

- (a) the Canadian Gas Association(CGA) ;
- (b) Canadian Standards Association(CSA) ;
- (c) Underwriters’ Laboratories of Canada(ULC)

which will vouch for this test by affixing its seal of approval to said appliance. The electrical components shall be tested in accordance with the requirements of the Canadian Electrical Code.

25. (1) The installation, replacement and removal of any gas appliance shall be effected in accordance with the requirements of Code CANI-B149. 2-78 entitled Installation Code for propane burning appliances and equipment as adopted and rendered obligatory by this Regulation.

(2) The construction, installation, repair, maintenance, replacement, removal and inspection of any gas piping, in whole or in part, shall be effected in accordance with the requirements of Code CANI-B149. 2-78 entitled Installation Code for propane burning appliances and equipment as adopted and rendered obligatory by this Regulation.

(3) The Board may require that any test prescribed by said Code be witnessed by one of its representatives.

26. The warehousing, storage, transportation and handling of gases shall be effected in accordance with the requirements of the Installation Code for propane burning appliances and equipment.

27. (1) No gas installation shall be made, unless previously authorized by the Board, in any of the following buildings :

(a) educational institutions, hospital centres, asylums, premises used for religious or other meetings, and any other building where the public is admitted ;

(b) any other building where gas is supplied at a pressure in excess of $\frac{1}{2}$ pound per square inch gauge ;

(c) any other building where the input of the burner unit of a gas appliance exceeds 400 000 Btu per hour or where the total input of the installed capacity exceeds 1 000 000 Btu per hour.

(2) Before granting its authorization, the Board may require the production of any drawings, specifications and other information pertinent to the installations covered by this section.

28. (1) Before supplying gas to any installation, the distributor shall ascertain that it complies with the law, the regulations of the Board and the requirements of the Installation Code for propane burning appliances and equipment.

(2) The Board may, if it deems it advisable, require that an inspection be made of any gas installation by one of its inspectors before it is placed in service. However, no person may demand such an inspection.

29. Every gas meter shall be installed in a well ventilated and readily accessible location. It shall be protected from sources of ignition, excessive heat as well as from impacts, vibration and other causes of physical damage.

30. Every distributor shall keep a complete and up-to-date record of the names and addresses of his customers. Said record shall, at all times, be at the disposal of the Board or of any of its representatives.

31. Whenever the use of a gas installation is discontinued, the container valve shall be tightly closed and the connecting piping disconnected by the owner of the container. Any such disconnected container, whether full or empty, shall remain outside buildings.

32. (1) No person shall store, transport, sell or distribute gas unless he has obtained from the Board the certificate of registration required under the authority of this Regulation after having supplied the information listed in subsection 4.

(2) No person other than the holder of a certificate of competency in gas matters issued by the Board shall perform work of any nature whatsoever on any gas appliance or piping. Before issuing such a certificate, the Board will ascertain, by every means at its disposal, including oral or written examinations or both, that the applicant has an adequate knowledge of the properties of gases, their technique, of safety codes in force and of the regulations of the Board.

(3) Every application for a certificate of registration or of competency shall be signed by the applicant concerned on a form supplied by the Board.

(4) Every application for a certificate of registration shall be accompanied by the following information :

(a) name of the owner or operator, with copy of letters patent or certificate of the firm name ;

(b) address of main office and other places of business (including subsidiaries, branches) ;

(c) date indicating the beginning of business transaction ;

(d) name of the officers and directors of the undertaking ;

(e) character of the undertaking ;

(f) name of employees holding a certificate of competency and number of their certificate ;

(g) quantity of gas sold annually (in Imperial gallons) ;

(h) total storage capacity (in U.S. gallons) ;

(i) number of customers ;

(j) number of tank trucks (including trailers and semi-trailers) and capacity in U.S. gallons ;

(k) number of trucks used for the transportation of gas cylinders ;

(l) subparagraphs *e* to *k* apply to each place of business ;

(m) and all other information that the Board may deem necessary for public safety.

(5) Certificates are valid for 1 year only and any application for renewal shall be made at least 1 month prior to the expiration of the certificate.

(6) Certificates are non-transferable. They may be revoked in case of infringement, by the holder, of the law, of the regulations or of the codes in force. In such an event, the offender is duly informed but may, upon request, be heard by the Board.

(7) Upon request from an inspector of the Board, any person engaged in the performance of any work specified in subsections 1 and 2 shall produce the appropriate certificate, valid for the current year. Should said person be unable to produce such a certificate, he is considered as not possessing one and he shall be liable to the penalties provided for by law.

(8) In the event of a certificate holder submitting proof of loss or destruction of his certificate, he may be able, upon producing an *affidavit*, to obtain from the Board a duplicate thereof.

33. (1) Any inspector of the Board may affix a yellow tag to any gas installation or appliance not complying with the law, the regulations or the codes in force, and a red tag when the installation or the appliance is considered dangerous.

(2) No person shall use, operate or supply with gas any installation or any appliance to which a red tag has been affixed.

(3) Every inspector of the Board who tags a gas installation or appliance shall forthwith notify :

(a) the consumer ;

(b) the distributor, who shall take the necessary steps, within the prescribed time limit, to ensure that said installation or said appliance has been made to comply with the law, the regulations and the codes in force.

(4) No tag so affixed shall be altered, defaced or destroyed by anyone ; the only persons authorized to remove such a tag are :

(a) an inspector of the Board ;

(b) a gas installer, after the installation or the appliance has been remedied or repaired according to instructions received from the inspector.

(5) Every gas installer who has removed a tag as provided in paragraph *b* of subsection 4 shall thereon inscribe his name, address, the number of his certificate, and forward it to the Board by registered or certified mail within 24 hours.

34. In the event that an explosion, a fire or an accident is directly or indirectly attributed to gas by a competent authority, the distributor shall notify the Board without delay, giving any additional information requested.

35. This Regulation also applies to gas installations and appliances located on vehicles such as mobile homes, trailers, trucks, as well as to any other mobile installation.

36. All codes referred to in this Regulation are adopted and rendered obligatory.

37. The Board, if it deems it appropriate for public safety, may adopt measures and prescribe standards other than those specified in this Regulation.

38. Every person who infringes any provision of this Regulation or disobeys an order of the Board shall be liable to the penalties provided under the Gas Distribution Act (R.S.Q., c. D-10).



c. D-10, r.5

**Regulation respecting annual reports by
distributors of gas piped through
distribution networks**

Gas Distribution Act
(R.S.Q., c. D-10, s. 2)

1. A distributor of piped gas must, before 1 March, send to the Régie de l'électricité et du gaz (Board), for each calendar year, a report on the physical state of his network.

That report must be written on a form provided by the Board.



c. D-10, r.6

Order respecting reports by gas distributors on accidents where gas may be present

Gas Distribution Act
(R.S.Q., c. D-10)

1. Every gas distributor must :

(a) inform the Régie de l'électricité et du gaz (Board) by telephone or otherwise within 24 hours after taking cognizance of any accident where gas may be present ;

(b) report to the Board on the form provided for that purpose within 7 days after it takes cognizance of that accident ;

(c) furnish the Board with all the additional information it might require regarding the accident ;

(d) put at the Board's disposal or make accessible to the Board any apparatus or accessories involved in the accident, and any papers referring to it.

2. Any distributor who infringes any provision of this order is subject to the penalties provided in the Gas Distribution Act (R.S.Q. c. D-10).



c. D-10, r.7

Regulation respecting repayment of the expenses incurred by the Régie de l'électricité et du gaz in carrying out the Gas Distribution Act

Gas Distribution Act
(R.S.Q., c. D-10, s. 12)

1. Any owner or operator of an undertaking for the distribution or conveyance of gas by pipes shall pay to the Régie de l'électricité et du gaz, on 1 May of each year, a royalty of 2,50 \$ per 1 000 \$ or fraction of 1 000 \$ revenue.

The word "revenue" means gross annual revenue as established in the annual report deposited annually, in accordance with paragraph 2 of section 45 of the Act respecting the Régie de l'électricité et du gaz (R.S.Q., c. R-6), for the most recent fiscal year, and obtained from selling or otherwise disposing of gas.



c. D-11, r.1

Décret sur la division administrative du Québec

Territorial Division Act
(R.S.Q., c. D-11)

See French Edition



c. D-13, r.1

Décret sur les armoiries du Québec

An Act respecting the official flag
(R.S.Q., c. D-13)

See French Edition



c. D-13, r.2

Order respecting the flag of Québec

An Act respecting the official flag
(R.S.Q., c. D-13)

1. The Québec flag must be flown on all government buildings, as well as on buildings of commissions, boards and other organisms of the Government and on all the schools and teaching institutions under the Ministère de l'Éducation.

2. It must be flown at the place of honour on all the buildings mentioned in section 1, that is, on the right, if there are 2 flags, or in the middle if there are more.

3. The Minister of Public Works and Supply is authorized to take the necessary steps to hoist the Québec flag over the buildings, schools and teaching institutions above-mentioned.

4. The Québec Official Flag must be hoisted over each and every school according to subparagraph 11 of the first paragraph of section 1 of the Education Act (R.S.Q., c. I-14); it must be flown at the place of honour on these buildings, that is, on the right, if there are 2 flags, or in the middle if there are more.

O.C. 1674-67, (1967) 99 O.G., 4131
O.C. 1853-69, (1969) 101 O.G., 3866
O.C. 2427-69, (1969) 101 O.G., 4637
O.C. 3878-71, (1971) 103 O.G., 8694



c. D-13, r.3

Order respecting the use of the flag and coat of arms of Québec

An Act respecting the official flag
(R.S.Q., c. D-13)

1. Any person is permitted to reproduce, as articles of a commemorative nature and as souvenirs, as well as in the temporary decoration of buildings and in advertising in newspapers and other periodicals, the symbols and emblems of the arms and flag of Québec, subject to sections 2 and 3.

2. The reproduction of the symbols and emblems mentioned in section 1 is permitted only under the following conditions :

(a) the souvenir, commemorative article, temporary decoration or advertising :

- i. must be in good taste ;
- ii. must be exempt from all publicity other than the name of the establishment ;
- iii. must be exempt from any insinuation leading one to believe that the establishment, its merchandise or its services has received the approval or authorization of the Government ;
- iv. must not be used as a premium or sales incentive ;
- v. must not, in the case of souvenirs or other commemorative articles, be sold, advertised or put on sale after 30 June 1968, and, in the case of temporary decorations or advertisements, must be removed and suspended on 30 June 1968 at the latest ;

(b) no request shall be made to register a drawing or mark consisting, directly or indirectly, of one of these symbols or emblems.

3. The symbols and emblems mentioned in section 1 are permitted to appear in newspapers and magazines as well as on movie screens and in normal news broadcasts on television, provided that their appearance is not for publicity purposes.



c. D-13.2, r.1

Regulation respecting the application of the Succession Duty Act

Succession Duty Act
(R.S.Q., c. D-13.2, ss. 23 and 38)

0.1. In this Regulation, the word “Act” means the Succession Duty Act (R.S.Q., c. D-13.2).

23.1. For the purposes of section 23 of the Act, a prescribed institution or public authority in Canada, a registered charity and a registered Canadian amateur athletic association contemplated in section 710 of the Taxation Act (R.S.Q., c. I-3) are prescribed.

38.1. For the purposes of section 38 of the Act, a corporation is private if it can deduct a sum under section 125 of the Income Tax Act (R.S.C., 1952, c. 148) for a taxation year which ends during the year of death, or if it could have deducted such a sum if it had had sufficient income for such purpose, and if no more than 25% of its gross income is derived from the management, administration or ownership of an immovable or from the lending of money.



c. D-15, r.1

Regulation respecting the mining exploration and development expenses and works mentioned in paragraph *d* of section 18 of the Mining Duties Act

Mining Duties Act

(R.S.Q., c. D-15, s. 18, par. *d*)

1. Pursuant to paragraph *d* of section 18 of the Mining Duties Act (R.S.Q., c. D-15) the costs entailed by the following works may be deducted as an investment allowance :

(*a*) diamond drilling carried out in the site of an underground mining operation with the exception of the works mentioned in section 2 ;

(*b*) geological and geophysical works carried out on the mining site ; and

(*c*) drifting works, with a face surface area not exceeding 20 square metres, carried out to explore a target region, provided that the latter is at least 150 metres away from any underground opening and at least 200 metres from the surface.

2. The following works may not be included in the investment allowance described in paragraph *d* of section 18 of the Act :

(*a*) diamond drilling of drainage holes ;

(*b*) diamond drilling of pilot holes ;

(*c*) diamond drilling of ventilation holes ;

(*d*) diamond drilling for water supply ;

(*e*) diamond drilling of backfill holes ; and

(*f*) diamond drilling of holes used to grout fractured rock.

3. The deductible costs for works referred to in paragraphs *a* and *b* of section 1 are :

(*a*) where the operator carries out works on his own account : the direct costs of material, labour, maintenance of equipment, additives, supervision, surveying for holes for diamond drilling and the direct costs of labour, maintenance of equipment and supervision for geological and geophysical works ;

(*b*) where the operator subcontracts works : the overall costs the subcontractor charges to the operator.

4. The deductible costs of the works referred to in paragraph *c* of section 1, are the direct costs of material, labour, maintenance of equipment, explosives, power, and supervision.

5. In order to establish the facts pertinent to the allowance to which an operator is entitled, the latter must draw up a cumulative statement of the works mentioned in this Regulation that have been terminated since 28 March 1979 up until the end of the first fiscal year to end after that date together with a cumulative statement of the works for each subsequent fiscal year.

With respect to drifts for exploration an operator must demonstrate with pertinent plans that the works carried out are in accordance with paragraph *c* of section 1.



c. D-15, r.2

Regulation respecting the interest rate on mining duties

Mining Duties Act

(R.S.Q., c. D-15, ss. 50 and 51)

1. The interest rate payable pursuant to sections 50 and 51 of the Mining Duties Act (R.S.Q., c. D-15) is fixed at 15%.



c. D-17, r.1

Regulation respecting land transfer duties

Land Transfer Duties Act
(R.S.Q., c. D-17, ss. 47 and 49)

DIVISION I INTERPRETATION

0.1. In this Regulation, the word “Act” means the Land Transfer Duties Act (R.S.Q., c. D-17).

0.2. In order to facilitate the finding of the provisions of the Act giving rise to a regulatory provision, the figures that precede the point in the numbering of the sections of this Regulation shall refer, for the purpose of guidance only, to the section of the Act providing for such regulatory provision.

0.3. The declaratory and interpretative provisions that are in the Interpretation Act (R.S.Q., c. I-16) apply *mutatis mutandis* to this Regulation.

3.1. For the purposes of paragraph *d* of section 3 of the Act, a prescribed international development assistance programme is a Canadian International Development Agency Programme the financing of which derives from the special account established by External Affairs Vote 33*d*, Appropriation Act No. 2, 1965 (S.C., 1964-65, c. 50), as amended.

DIVISION II DEEDS OF TRANSFER

17.1. The aggregate of particulars which must be contained in a deed of transfer under section 17 of the Act must be the object of the last clause of the deed under the heading “Statements relative to the Land Transfer Duties Act”.

18.1. Section 17.1 shall apply in respect of the aggregate of the particulars which must be contained in a deed of transfer under section 18 of the Act.

DIVISION III REMITTANCE OF DOCUMENTS TO THE MINISTER

20.1. For the purposes of section 20 of the Act, the registrar shall remit each day to the Minister of Revenue

the documents provided for in the first paragraph of the said section.

He shall also remit to the Minister, not later than the fifteenth day of the month following that in which the deed relating to a transfer referred to in the second paragraph of the said section is registered, the transfer notice referred to in the said paragraph.

DIVISION IV SPECIAL STATEMENT

30.1. For the purposes of paragraph *b* of section 30 of the Act, the statement contemplated therein must be contained in the last clause of the deed of transfer relating to the land in question under the heading “Statements relative to the Land Transfer Duties Act”.

DIVISION V INSURANCE CORPORATIONS

41.1. The Canadian and British Insurance Companies Act (R.S.C., 1970, c. I-15) and the Foreign Insurance Companies Act (R.S.C., 1970, c. I-16) are prescribed laws for the purposes of paragraph *a* of subsection 2 of section 41 of the Act.

41.2. For the purposes of paragraph *b* of subsection 3 of section 41 of the Act, the rules respecting the holding of land in trust are those prescribed by the Canadian and British Insurance Companies Act and the Foreign Insurance Companies Act.

41.3. The property of a corporation of which land must not form part under subsection 4 of section 41 of the Act is the property declared by the corporation as “assets outside Canada” in the annual statement submitted by it to the Superintendent of Insurance of Canada under the Canadian and British Insurance Companies Act.

DIVISION VI TRANSFERS MADE AFTER 11 MAY 1976 AND BEFORE 1 SEPTEMBER 1976

49.1. Section 49.2 shall apply to a transfer relating to land situated in Québec, other than a deemed transfer, made after 11 May 1976 and before 30 June 1976; a transferee may also elect for application of the said section where the transfer is made after 29 June 1976 but before 1 September 1976.

49.2. The particulars which should otherwise be contained in a deed of transfer pursuant to a provision of the Act shall be deemed to be contained therein if they are contained in a statement in the prescribed form filed with the registrar upon registration of such deed.

However, in order to ratify what has been done, it is not necessary, in the case of a deferred payment, that the particular referred to in paragraph *b* of section 32 of the Act be contained in the deed or the statement referred to in the first paragraph.



c. E-3.1, r.1

**Regulation respecting the authenticity
and the delegation of signatures on
documents issued by the Director
General of Elections**

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 195 and 231)

**DIVISION I
GENERAL PROVISION**

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

**DIVISION II
AUTHENTICITY AND DELEGATION OF
SIGNATURES**

2. Documents issued by the Director General of Elections or by his personnel, as well as copies of them, are authentic if they are signed by the Director General of Elections, one of his assistants, or his executive secretary.

3. Every document involving an expenditure of 1 000 \$ or less is authentic if it is signed by an assistant of the Director General of Elections, the director of planning and management, or by the head of the financial management service.



c. E-3.1, r.2

Regulation respecting notice of a new election in case of a tie-vote

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 153 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II NOTICE OF A NEW ELECTION

2. In case of a tie-vote, after the judicial recount, the notice informing electors of the new period for filing nomination papers and the new election date is given in accordance with Form 48, attached to this Regulation.

3. This notice is published by the returning officer in a newspaper distributed in the electoral division concerned. With the permission of the Director General of Elections, the returning officer may use additional means of information.

4. A copy of the notice is sent to each person who had filed nomination papers in the election which ended in a tie-vote.

FORM 48
ELECTION ACT
R.S.Q., c. E-3.1, s. 153



The Director General
of Elections of Québec

NOTICE OF A NEW PERIOD FOR FILING NOMINATION PAPERS AND OF A NEW ELECTION DATE OWING TO A TIE-VOTE IN THE ELECTORAL DIVISION OF _____ .

WHEREAS in the election held on _____ ,
Day Month Year
in the said electoral division, there was a tie-vote declared by decision of
a judge on _____ ,
Day Month Year
a new period for filing nomination papers and a new election date are necessary.

CONSEQUENTLY, notice is given to electors of the said electoral division that:

1. every nomination paper shall be filed not later than the second Monday following the day of that decision, namely
Monday the _____ ;
Day Month Year

and that

2. the polling will take place on the second Monday thereafter, namely
Monday the _____ .
Day Month Year

Given under my hand, at _____ ,
this _____ , 19 ____ .

Returning officer

Decision of 10.06.80, (1980) 112 G.O. II, 2607



c. E-3.1, r.3

Regulation respecting notice of a new election date following the death of a candidate

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 39 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II DEATH OF A CANDIDATE

2. Where the polling day is postponed owing to the death of a candidate, notice informing the electors of the new period for filing nomination papers and the new election date is given in accordance with Form 36, attached to this Regulation.

3. The notice shall be published by the returning officer in a newspaper distributed in the electoral division concerned. With the permission of the Director General of Elections, the returning officer may use additional means of information.

FORM 36
ELECTION ACT
 R.S.Q., c. E-3.1, s. 39



**The Director General
 of Elections of Québec**

**NOTICE OF A NEW PERIOD FOR FILING NOMINATION PAPERS AND OF A NEW ELECTION
 DATE FOLLOWING THE DEATH OF A CANDIDATE IN THE ELECTORAL DIVISION OF _____**

Following the death of the candidate			
_____ , _____		_____ , _____	
Given name		Surname	
which occurred on _____ , _____ , _____			
Day		Month	Year
in the said electoral division,			
the poll which was planned for _____ , _____ , _____			
Day		Month	Year
is postponed.			
A new period for filing nomination papers and a new election date are required.			
CONSEQUENTLY, notice is given to electors of the said electoral division that :			
1. nomination papers must be filed not later than the second Monday following the day of the death of the candidate, namely			
Monday the _____		_____	_____ ;
Day		Month	Year
2. polling will take place on the second Monday following, namely			
Monday the _____		_____	_____ .
Day		Month	Year
Given under my hand, at _____ ,			
this _____ , 19 _____ .			

			Returning officer



c. E-3.1, r.4

Regulation respecting selection by the Director General of Elections of the candidates entitled to make recommendations

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1, ss. 73 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II NEW OR MODIFIED ELECTORAL DIVISIONS

2. In a new electoral division or in an electoral division whose boundaries have been changed since the last election, the criteria for deciding which candidates are entitled to make recommendations for deputy returning officers and poll clerks are as follows :

(a) the Director General of Elections shall decide by calculating the number of valid ballots cast for candidates of authorized parties or for independent members elected as such in the last election in the electoral precincts and polling subdivisions included in the new electoral division ;

(b) the deputy returning officer is recommended by the candidate of an authorized party or by the independent member who received the greatest number of votes according to the calculation made under paragraph a ;

(c) the poll clerk is recommended by the candidate of an authorized party or by the independent member who came second according to that calculation.

3. If the person who would have been entitled to recommend the deputy returning officer in accordance with the criteria in section 2 is not a candidate, the deputy returning officer is recommended by the candidate who would have been entitled to recommend the poll clerk. The poll clerk is then recommended by the candidate of an authorized party who, according to the calculation, came next.

4. If the person who would have been entitled to recommend the poll clerk according to the criteria in section 2 is not a candidate, the poll clerk is recommended by the candidate of an authorized party who, according to the calculation, came next.

5. If the persons who would have been entitled to recommend the deputy returning officer and the poll clerk according to the criteria in section 2 are not candidates, the deputy returning officer and the poll clerk are recommended by the candidates of authorized parties who, according to the calculation, came next in order.

DIVISION III ELECTORAL DIVISIONS WITHOUT CANDIDATES OF AUTHORIZED PARTIES WHO CAME SECOND

6. In an electoral division where no candidate of an authorized party came second during the last election, the deputy returning officer is recommended by the candidate of an authorized party whose candidate came first in the last election or by the independent member elected as such if he offers himself as a candidate, and the poll clerk is recommended by the candidate of an authorized party whose candidate in the previous election came next after the second.

7. If the person who would be entitled to recommend the deputy returning officer according to the criteria in section 6 is not a candidate, the deputy returning officer is recommended by the candidate who would have been entitled to recommend the poll clerk. The poll clerk is then recommended by the candidate of an authorized party whose candidate in the previous election came next.

8. If the person who would have been entitled to recommend the poll clerk according to the criteria in section 6 is not a candidate, the poll clerk is recommended by the candidate of an authorized party whose candidate in the previous election came next.

9. If the persons who would have been entitled to recommend the deputy returning officer and the poll clerk according to the criteria in section 6 are not candidates, the deputy returning officer and the poll clerk are recommended by the candidates of authorized parties whose candidates in the previous election came next in order.

**DIVISION IV
SPECIAL CRITERIA**

10. For the purposes of Divisions II and III :

(a) if the results of a calculation or of the previous election make it impossible to find a candidate of an authorized party who is entitled to make the recommendation, it is made by one of the following candidates in the order indicated, provided that the candidate is not already entitled to recommend the deputy returning officer or poll clerk :

- i. the candidate of the Government party ;
- ii. the candidate of the Official Opposition party ;
- iii. the candidate of an authorized party represented in the National Assembly, beginning with the one whose party has the most members ;
- iv. the candidate of an authorized party not represented in the National Assembly ;
- v. an independent candidate ;

(b) in the case of a tie-vote, the deputy returning officer shall draw lots in the presence of the candidates or their agents, or failing them, 2 electors. The same procedure will be followed, in the case of a tie between candidates in the fourth and fifth categories in paragraph a.



c. E-3.1, r.5

Regulation respecting the conditions of exercise of the duties of returning officer

Election Act

(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1, ss. 209 and 231)

DIVISION I

GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II

CONDITIONS OF EXERCISE

2. A returning officer :

- (a) must retain the qualifications to be an elector ;
- (b) may not be a member of any federal or provincial political party and may not engage in any partisan work ;
- (c) must be an upright person ;
- (d) must have a sufficient knowledge of the Election Act (S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1) and of the electoral division ;
- (e) must comply with the directives of the Director General of Elections ;
- (f) must carry out his work in an efficient manner to the satisfaction of the Director General of Elections and, more specifically, be able to carry it out during the periods where his duties and responsibilities require it by being available to do it ;
- (g) must collaborate with the Director General of Elections in studying, assessing and trying new voting procedures ;
- (h) must be able of expressing himself in public in an effective manner ;
- (i) must be able to work as a member of a team ;
- (j) may not exercise the same duties at the federal or municipal level ;

(k) must respect in every point the oath or solemn affirmation of allegiance, office and secrecy that he has taken ;

(l) must have a knowledge of the French language ;

(m) must have a knowledge of the English language where the number of English-speaking electors warrants it.



c. E-3.1, r.6

Regulation respecting the nomination paper

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 23, 25 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II NOMINATION PAPER

2. The nomination paper is filed in accordance with Form 35, a copy of which is attached as a Schedule to this Regulation.

3. A person who offers himself as a candidate may attach to his nomination paper, in lieu of his birth certificate, a certificate of citizenship, passport, driver's permit, a copy of an order for change of name or a declaration under oath to the effect that he is commonly known by his ordinary given name and surname in political, professional or social life.

4. The photograph attached to the nomination paper must show a full face view of the candidate's head and shoulders. The photograph must show the candidate bare-headed. It must have a plain light background and be printed on a single thickness non-glossy paper (matt finish) approximately 12 cm by 19 cm.

I have attached to this nomination paper :

A – my birth certificate or

the following identification :

my citizenship certificate

my passport

my driver’s permit

a copy of the order of change of name

a declaration under oath to the effect that I am commonly known in political, professional or social life by my ordinary given names and surname

B – a photograph in accordance with the standards prescribed in section 4 of the Regulation respecting the nomination paper (R.R.Q., c. E-31, r. 6), signed on the reverse side by 2 electors that know me ; and

C – a letter from the leader of the authorized party that acknowledges me as its candidate and confirms my membership in the party, where applicable.

In witness thereof, I have signed,

at _____ ,

this _____ , 19_____ .

Candidate

We, the undersigned, electors of the electoral division of _____
 _____, hereby support the candidacy of :
 _____ , _____ ,
 Given name Surname
 in the election to the National Assembly of Québec of a member for the said electoral division.

Penal Provisions (ss. 216(2) and 221 of the Election Act)

Every person who supports a nomination paper, when he is not an elector or is not domiciled in the electoral division for which the nomination paper is filed, is guilty of an offence and is liable, in addition to costs :

- (1) for a first offence, a fine of not under 100 \$ nor over 1 000 \$ and, in default of payment, imprisonment for not over 3 months ;
- (2) for a subsequent offence within 5 years, to a fine of not under 200 \$ nor over 2 000 \$ and, in default of payment, imprisonment for not over 6 months.

<i>Number</i>	<i>Signature of elector</i>	<i>Address of domicile</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

<i>Number</i>	<i>Signature of elector</i>	<i>Address of domicile</i>
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		

<i>Number</i>	<i>Signature of elector</i>	<i>Address of domicile</i>
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		

<i>Number</i>	<i>Signature of elector</i>	<i>Address of domicile</i>
86		
87		
88		
89		
90		

OATH OR SOLEMN DECLARATION OF THE PERSON WHO COLLECTS SUPPORTING SIGNATURES

Oath of the candidate

I, _____, _____, _____,
Given name Surname
 swear (or solemnly affirm) that _____ signatories of the nomination paper
Number
 have signed in my presence, that I know them, and that, to my knowledge, they are electors of that electoral division.

_____ Candidate

Declared under oath
 (or solemnly affirmed) before me,

at _____, _____
Person authorized to administer the oath

this _____, 19____.

Oath of mandatary

I, _____, _____, _____,
Given name Surname
 swear (or solemnly affirm) that _____ signatories of the nomination paper
Number
 have signed in my presence, that I know them, and that, to my knowledge, they are electors of that electoral division.

_____ Mandatary

Declared under oath
 (or solemnly affirmed) before me,

at _____, _____
Person authorized to administer the oath

this _____, 19____.

I, _____, returning officer, receive this nomination paper as complete and as having all the required documents attached.

This _____, 19____. _____
Returning officer

Time _____.

Decision of 10.06.80, (1980) 112 G.O.II, 2573 and 4475



c. E-3.1, r.7

Regulation respecting the paper maker and the printer of the ballot papers

Election Act

(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1, ss. 84 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II MAKER OF PAPER FOR BALLOT PAPERS

2. The maker of the paper required to print the ballots may not deliver that paper or disclose the thread or the special mark to any person other than the Director General of Elections.

3. To guarantee that the obligations in section 2 are respected, the maker must furnish a surety bond in the amount of 10 000 \$.

DIVISION III PRINTER OF BALLOT PAPERS

4. When he receives the paper for printing the ballot papers, the printer shall count the sheets and shall send a receipt that same day to the Director General of Elections.

5. For the preparation of the proofs, the printer shall use the paper of different colours furnished by the Director General of Elections or by the returning officer.

6. When he delivers the ballot papers to the returning officer, the printer shall give him a declaration made under oath containing the following information :

(a) the description of the ballot papers ;

(b) the number of sheets of paper he received to print them ;

(c) the number of ballot papers delivered ;

(d) the surname and given name of every person who worked at printing, counting, binding, packing or delivering ballot papers.

This declaration shall also attest that no other ballot paper corresponding to the same description has been furnished to any other person.

7. Every person who worked at printing, counting, binding, packing or delivering ballot papers shall also give the returning officer a declaration under oath to the effect that he has not furnished ballot papers corresponding to the same description to any person other than the returning officer.



c. E-3.1, r.8

Regulation respecting the oath of secrecy by an agent

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 81 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II OATHS

2. The declaration under oath for an agent is shown in Form 41, attached to this Regulation.

FORM 41
ELECTION ACT
R.S.Q., c. E-3.1, s. 81



The Director General
of Elections of Québec

OATH OR SOLEMN DECLARATION OF AN AGENT

Electoral division of _____
Polling subdivision No. _____

I, _____, _____,
Given name Surname

_____ Address of domicile

agent for the candidate :
_____ , _____
Given name Surname

swear (or solemnly affirm) that I will not disclose the name of the candidate for whom a person voted in my presence.

Agent

Declared under oath
(or solemnly affirmed)
before me,

this _____, 19_____.

Person authorized to administer oaths

In the capacity of : _____

<p>Penal Provisions (ss. 222, 225 and 228 of the Election Act)</p> <p>Every person who knowing by violates or attempts to violate the secrecy of voting is guilty of an offence, deemed to be a corrupt electoral practice, and is liable to a fine of not under 100 \$ nor over 1 000\$ and imprisonment for 1 to 12 months.</p>

Decision of 10.06.80, (1980) 112 G.O.II, 2594 and 4475



c. E-3.1, r.9

Regulation respecting the tariff of remuneration and expenses of election officers

Election Act

(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1, ss. 197, 232 and 289)

- 1.** For all the services of the returning officer : an hourly fee equivalent to that of an administration officer, Class 1, Grade 4, according to the classification and norms of the civil service.
- 2.** The services devolved to the returning officer include mainly the accomplishment of the following tasks which require approximately 8 weeks of work each :
 - (a) the delimitation of polling subdivisions : up to 200 hours ;
 - (b) the accomplishment of tasks relative to the holding of a general election, a by-election, an enumeration, an enumeration and a revision or a second revision : up to 480 hours for each task ;
 - (c) the accomplishment of other tasks that may be required of the returning officer by the Director General of Elections up to 300 hours.

The number of hours above-mentioned may be increased by 25% more or less, according to the instructions of the Director General of Elections.
- 3.** For the remuneration of the election clerk when he replaces the returning officer : a fee not exceeding that of the returning officer, as provided for in section 1.
- 4.** For all the services of the election clerk : an hourly fee equivalent to one half that of the returning officer, as provided for in sections 1 and 2.
- 5.** For the remuneration of an election clerk assistant : an hourly fee not exceeding that of the election clerk as provided for in section 4.
- 6.** For all the services of a deputy returning officer, including meals and travelling expenses : a fee not in excess of 75 \$ per day.
- 7.** For all the services of a poll clerk, including meals and travelling expenses : a fee not in excess of 55 \$ per day.
- 8.** For the services of an officer in charge of information and order, if considered necessary : a fee of 50 \$ per 12 hours. Every officer in charge of information and order shall be entitled to an additional 10 \$ for each evening of work.
- 9.** All travel required, for the accomplishment of tasks as provided in the Election Act (S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1), will be paid according to *Règles sur les frais de déplacement des fonctionnaires* (c. A-6, r.15) or according to other norms set down by the Director General of Elections for exceptional reasons and not provided for in this Regulation.
- 10.** The Director General of Elections may, in an election period, increase the amounts fixed by this Regulation and these additional expenses shall not exceed the amount of 200 000 \$.

O.C. 2620-80, (1980), 112 G.O.II, 4015

O.C. 892-81, (1981), 113 G.O.II, 953



c. E-3.1, r.10

Regulation respecting the tariff of costs for a recount

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c. E-3.1, ss. 154 and 232)

**DIVISION I
GENERAL RULES**

- 1.** The words “suit”, “case” or “action” mean an action, whether it is instituted by a writ, petition, joint factum, or any other deed instituting an action.
- 2.** The word “proof” means the examination of a party or witness as well as the presentation before the court of any document bearing admission of facts, followed by an address and an examination of the ballot papers and the other documents contained in the ballot box.
- 3.** The word “contestation” includes any opposition to a demand of another party.
- 4.** The costs of exhibits, copies of plans, deeds or other documents, as well as the cost of expert’s reports filed shall be included in the bill of costs, unless the judge orders otherwise.
- 5.** If several incidental suits can be formulated in the same proceeding, one single fee shall be payable despite multiple proceedings.
- 6.** The Court may, upon request or *ex officio*, grant a special fee, in addition to all other fees, in an important case.
- 7.** Where the election results remain unchanged, the costs of the candidate who received the greatest number of votes are assumed by the petitioner.
- 8.** In the case where the suit is formulated by the candidate who came second, or his mandatary, and where the majority is not over one thousand of the votes cast, the petitioner pays no costs.
- 9.** Costs are recoverable in the same manner as costs awarded in ordinary cases before the Provincial Court.

**DIVISION II
JUDICIAL COSTS**

- 10.** For every motion settled after the proceeding instituting an action and before the judgment on its merits :
 - (a) to the petitioner’s attorney 125 \$
 - (b) to the respondent’s attorney 75
 - (c) to each candidate’s attorney 75.
- 11.** For judgment on the merits, without contestation, after proof and hearing :
 - (a) to the petitioner’s attorney 175 \$
 - (b) to the respondent’s attorney and to each candidate’s attorney :
 - i. if he is not present at the proof and hearing 50 \$
 - ii. if he is present at the proof and hearing 100.
- 12.** For judgment on the merits of the case in a contested action 350 \$.
- 13.** (1) On every contested incidental proceeding 50 \$.
- (2) Where the incidental proceeding puts an end to the dispute 140 \$.
- 14.** (1) Where a case lasts more than one day, for each additional half a day 50 \$.
- (2) In case of refusal to proceed by the court stated in the presence of the parties, on the day fixed for proof and hearing 50 \$.
- 15.** For assistance at a recount :
 - (a) to the returning officer for each half a day 50 \$
 - (b) to the election clerk for each half a day 25.
- 16.** In the case of any pre-trial held according to article 279 of the Code of Civil Procedure (R.S.Q., c. C-25) and prior to the day fixed for proof and hearing 30 \$.

DIVISION III
EFFECTIVE

17. This Tariff shall apply to every action instituted after 26 November 1980 ; it shall not apply to a new proceeding in an action instituted before that date.



c. E-3.1, r.11

Regulation respecting voting

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 92, 105, 106, 107, 109, 110 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II MEANS OF IDENTIFICATION

2. The place where the polling stations are located shall be identified by means of a notice containing the following information ;

- (a) the identification of the Director General of Elections ;
- (b) the name of the electoral division ;
- (c) the numbers of the polling stations located at that place.

3. Every polling station shall be identified by a number printed on a sign bearing the identification of the Director General of Elections.

4. The deputy returning officer, the poll clerk and the officer in charge of information and order shall wear, on polling day, a badge furnished by the Director General of Elections and bearing the following information :

- (a) identification of the Director General of Elections ;
- (b) the name of the electoral division ;
- (c) the given name, surname and position of the person wearing the badge.

DIVISION III VOTING WITH ASSISTANCE

5. An elector who is unable to mark his own ballot paper shall take an oath in accordance with Form 42, a copy of which is attached to this Regulation, and, where it applies, the elector who helps him shall take an oath in accordance

with Form 43, a copy of which is attached to this Regulation.

DIVISION IV VOTING WITH TEMPLATE

6. The model of the template which a visually handicapped person may use is that reproduced in Form 44, attached to this Regulation.

DIVISION V OATHS OF ELECTORS

7. When a deputy returning officer, a poll clerk or the agent of a candidate requires that a person declare under oath that he is an elector, the oath is taken in accordance with Form 45, attached to this Regulation.

8. An elector in whose name a person has already voted may be allowed to vote after taking an oath in accordance with Form 46, attached to this Regulation.

DIVISION VI AUTHORIZATION TO VOTE

9. An elector whose name does not appear on the copy of the electoral list used in the polling station although it is on the revised electoral list in the possession of the returning officer, may obtain an authorization to vote, in accordance with Form 47, attached to this Regulation.

FORM 42
ELECTION ACT
R.S.Q., c. E-3.1, s. 105



OATH OR SOLEMN AFFIRMATION OF AN ELECTOR
WHO IS UNABLE TO MARK HIS OWN BALLOT PAPER

Electoral division of _____
Polling subdivision No. _____

I, _____, _____,
Given name Surname

Address of domicile

swear (or solemnly affirm) that I am unable to mark my own ballot paper
owing to an infirmity OR because I cannot read

Consequently, I request that I may be assisted :

by the deputy returning officer or the poll clerk, in the presence of the agents of the candidates
OR by the elector accompanying me .

The elector who requests assistance
OR

Declared under oath
(or solemnly affirmed)
before me,

Deputy returning officer, on behalf of the elector

this _____, 19____.

Person authorized to administer oath

In the capacity of : _____

Penal Provisions (ss. 105 and 226 of the Election Act)
Every person who makes a false declaration respecting his inability to mark his ballot paper is guilty of an offence and is liable to a fine of not over 200 \$.

FORM 44
ELECTION ACT
R.S.Q., c. E-3.1, s. 106



This template, valid for a maximum of 10 candidates, enables visually handicapped electors to mark their ballot papers without help.

General instructions to deputy returning officer

- Visually handicapped electors are not required to take the oath of an elector unable to vote without help if they use this template.

Procedure for handling ballot paper

- Remove a ballot paper from the pad and fold it in the prescribed manner.
- Unfold it and place it in the template so that the first circle on the ballot paper is directly underneath the first circle on the template.
- Indicate to the elector the order in which the candidates appear on the ballot paper.
- Ask the elector to refold his/her ballot paper after marking it, along the folds that you made when you folded it.



Declared under oath
(or solemnly affirmed)
before me,

this _____, 19____.

Person authorized to administer oath

In the capacity of : _____

Penal Provisions (ss. 217(1)(3), 221, 223, 225 of the Election Act)

Every person who votes without being entitled to vote is guilty of an offence and is liable to a fine of not under 100 \$ nor over 1 000 \$;

Every person who votes more than once at the same polling is guilty of an offence, deemed a corrupt electoral practice, and is liable to a fine of not under 100 \$ nor over 1 000 \$;

Every person who obtains any benefit to influence his vote is guilty of an offence, deemed a corrupt electoral practice, and is liable to a fine of not under 100 \$ nor over 1 000 \$ and imprisonment for 1 to 12 months.



c. E-3.1, r.12

Regulation respecting advance polling

Election Act
(S.Q., 1979, c. 56 ; after consolidation : R.S.Q., c.
E-3.1, ss. 44, 61, 62 and 231)

DIVISION I GENERAL PROVISION

1. The Interpretation Act (R.S.Q., c. I-16), with present and future amendments, applies to this Regulation.

DIVISION II OATHS

2. Any person who has reason to believe that he will be absent from the polling subdivision on polling day and wishes to vote in the advance poll must take an oath in accordance with Form 37, attached to this Regulation.

3. Any person who has reason to believe that he will be unable to vote in his polling subdivision on polling day and wishes to vote in the advance poll must take an oath in accordance with Form 38, attached to this Regulation.

DIVISION III VOTING BY INMATES

4. The person designated by the Director General of Elections to count the votes of inmates shall draw up a statement of the poll for each electoral division in accordance with Form 39, attached to this Regulation.

5. The person designated shall draw up a statement of votes for each advance polling station in accordance with Form 40, attached to this Regulation.

FORM 37
ELECTION ACT
R.S.Q., c. E-3.1, s. 44



The Director General
of Elections of Québec

**DECLARATION UNDER OATH OR SOLEMN DECLARATION
OF AN ELECTOR WISHING TO VOTE IN THE ADVANCE
POLL BECAUSE HE WILL BE ABSENT ON POLLING DAY**

Electoral division of _____,
Polling subdivision No. _____.

I, _____, _____,
Given name Surname

domiciled at _____,

_____ years old, declare that I have reason to believe that I shall be absent from my polling subdivision on
polling day and that therefore I wish to vote in the advance poll.

Elector

Declared under oath
(or solemnly affirmed)
before me,

this _____, 19____.

Deputy returning officer

Penal Provisions (ss. 44 and 226 of the Election Act)
Every person who makes a false declaration for the purpose of voting in the advance poll is guilty of an
offence and is liable to a fine of not over 200\$

FORM 39
ELECTION ACT
R.S.Q., c. E-3.1, s. 61



The Director General
of Elections of Québec

STATEMENT OF POLL
(Advance polling by inmates)

Electoral division of _____ ,
Name of house of detention: _____ ,
No. of polling station established therein: _____ .

Number of ballot papers received from the returning officer
Number of ballot papers cast for Name of the first candidate	
Number of ballot papers cast for Name of the second candidate	
Number of ballot papers cast for Name of the third candidate	
Number of ballot papers cast for Name of the fourth candidate	
Number of ballot papers cast for Name of the fifth candidate	
Number of ballot papers cast for Name of the sixth candidate	
Number of ballot papers cast for Name of the seventh candidate	
Number of spoiled ballot papers (not put into the ballot box)	
Number of ballot papers rejected during counting	
Number of ballot papers not used	
Totals	_____	_____

Given under my hand, at _____ ,
this _____ , 19_____ .

The designated person

<i>Electoral division</i>	<i>Name of candidates</i>	<i>Number of votes</i>

I also certify that _____
(Number in words)

ballots were rejected during the counting.

Given under my hand, at _____ ,
this _____ , 19 ____ .

The designated person



c. E-8, r.1

Tariff respecting fire investigations

Fire Investigations Act
(R.S.Q., c. E-8)

1. The fees, indemnities, disbursements and other expenses that may be paid for the holding of an investigation or inquiry are fixed according to this Tariff.

2. Fees of the investigation commissioners :

(a) for an investigation, to find out if it is advisable to hold a regular inquiry, when such inquiry is not held : 30 \$ per hour ;

(b) for an investigation followed by a complete inquiry (returns included) : 30 \$ per hour ;

(c) for all certified copies of the minutes of an investigation commissioner other than the depositions of witnesses, following an investigation or an inquiry, 1 \$ payable by the applicant.

No fees may be claimed by the investigation commissioner before the formalities provided for in section 13 or 28 of the Act, as the case may be, have been complied with.

3. Other fees and expenses related to the holding of an investigation or inquiry :

(a) for the rental of an inquiry hall : 30 \$;

(b) to a secretary, per file : 10 \$;

(c) to an interpreter, per half day's session : 25 \$;

(d) to a constable, per half day's session : 15 \$;

(e) to stenographers :

i. salaried stenographers are remunerated in accordance with the Convention collective de travail entre le Gouvernement du Québec et le Syndicat des fonctionnaires provinciaux du Québec ;

ii. stenographers remunerated in fees shall be for the taking and transcription of notes, whichever applicable, on the basis of the Tariff of fees of court stenographers (c. S-33, r.1)

4. Indemnity to witnesses for loss of time :

(1) The indemnity payable to a witness is fixed at 20 \$ per day of necessary absence from his home. Such indem-

nity, however, is reduced to 10 \$ when the length of the necessary absence from home does not exceed 5 hours.

(2) An expert witness, that is, one who, because of his professional or scientific knowledge, is called to give his opinion on the probable results or consequences of certain already established facts, is entitled to an indemnity of 40 \$ per day of necessary absence from his home. However, the indemnity is reduced to 20 \$ when the length of the absence does not exceed 5 hours.

(3) The indemnity is not payable to witnesses who, pursuant to Acts, orders in council, contracts, understandings or collective agreements, do not lose their wages because of their presence at an inquiry.

(4) The indemnity is not payable to witnesses for a day of necessary absence from their homes, should such day be a non-judicial one, save if such absence results in a loss of wages.

(5) The indemnity is not payable to the persons designated below when, in the performance of their duties, they are summoned to testify at an inquiry :

(a) members of the Sûreté du Québec ;

(b) members of the Royal Canadian Mounted Police ;

(c) members of a municipal police force ;

(d) special constables working for railway or other companies ;

(e) any other special constable or peace officer paid as such.

(6) Any person held in a house of detention or in legal custody must not be taxed.

5. Allowance for meals : Subject to the following maximum amounts and conditions, any investigation commissioner, any witness and any other person taking part in an investigation or inquiry, is entitled, without vouchers, to the actual cost of meals :

(a) breakfast : 2,50 \$;

(b) dinner : when the period of necessary absence from home extends beyond 13 h 4,50 \$;

(c) supper : when the period of necessary absence from home extends beyond 19 h 6,00 \$.

6. Allowance for lodging :

(1) In a hotel establishment, any investigation commissioner, any witness and any other person taking part in an investigation or inquiry, is entitled, on the producing of vouchers, to his lodging expenses, up to and including 30 \$ per night, tax excluded.

(2) In the absence of vouchers, or when the lodging expenses were not incurred in a hotel establishment, the amount of the allowance is limited to the actual expenses incurred up to and including 5 \$.

7. Allowance for transportation :

(1) Any investigation commissioner, any witness or any other person taking part in an investigation or inquiry, is entitled to be reimbursed his actual transportation expenses (by train, bus, airplane, automobile, etc.), by the most economic means, while taking into account the whole of the expenses and indemnities provided for in this Tariff.

(2) For any investigation commissioner, any witness or any other person taking part in an investigation or inquiry, an allowance for automobile travel is set at 0,12 \$ per kilometre travelled of necessity.

8. Interpretative provisions :

(1) A witness who must appear or any other person who must take part in an inquiry for several days and whose home is at a distance from the locality in which the inquiry is held, is free to travel or not. However, the indemnities and allowances to be paid in such a case must always be computed as if the person had opted for the least expensive choice.

(2) Any person who is in the civil service or is paid by the Government or its commissions, or boards, who is called, in the performance of his duties, to testify or to take part in an investigation or inquiry, is not entitled to the allowances provided for in sections 5, 6 and 7. However, he will be reimbursed by the department, the commission or the board employing him, for his expenses for transportation, lodging and meals, according to the tariff governing him.

(3) The words "investigation commissioner" used in this Tariff include investigation commissioners appointed by order in council, acting investigation commissioners appointed by the Attorney General, investigation commissioners *ex-officio*, acting investigation commissioners *ex-officio* and any person authorized by the Attorney General to carry out an investigation or an inquiry with respect to a fire or an explosion any place in Québec.



c. E-9, r.1

Regulation respecting the application of the Act respecting private education

An Act respecting private education
(R.S.Q., c. E-9, s. 68)

DIVISION I DEFINITIONS

1. In this Regulation, the following expressions mean :

- (a) “minister” : the Minister of Education ;
- (b) “declaration of public interest” : recognition under section 9 of the Act respecting private education (R.S.Q., c. E-9) ;
- (c) “recognition for purposes of grants” : recognition under section 15 of the Act ;
- (d) “permit” : a permit issued under section 23 of the Act ;
- (e) “lessons actually received”, for the purposes of sections 62 and 63 of the Act :
 - i. in the case of correspondence courses : any written lesson furnished to a pupil, completed and returned by him to the school and of which a corrected copy has been returned to said pupil ;
 - ii. in the case of other courses : a period of theoretical or practical instruction as provided for in the institution’s curriculum ;
- (f) “related fees” : fees other than tuition fees and the cost of textbooks, which are compulsory for all pupils ;
- (g) “level” : pre-elementary, elementary, secondary and college instruction.

DIVISION II PROVISIONS APPLICABLE TO ALL INSTITUTIONS

2. **Incorporation** : Any institution and corporation which is the owner of an institution shall provide the Minister with a certified copy of its letters patent, if any, and with a list of the members of its board of directors.

If an institution or a corporation which is the owner of an institution has been established by a special act, mention shall be made of this to the Minister and reference shall be made to the said Act and its amendments to date.

3. **Time limit** : Every application for a permit, for recognition for purposes of grants or for a declaration of public interest, and every application for renewal thereof, must be submitted on or before 1 November preceding the school year.

Nevertheless, in the case of a new school or new course, every application for a permit for self-improvement education must be submitted at least 90 days before courses begin.

4. **Objectives** : Every institution of education shall provide a brief description of its objectives and of the means by which such objectives are to be attained.

5. **Courses of instruction** :

(1) **College course** : Every college level institution shall provide education in accordance with sections 35, 42, 43, 44 and 45 of the Act and according to the curricula, weekly timetables and annual calendar applicable to public educational institutions or otherwise approved by the Minister.

(2) **Secondary course** : Every secondary level institution shall provide education in accordance with sections 34, 42, 44 and 45 of the Act and according to the curricula, weekly timetables and annual calendar applicable to public educational institutions or otherwise approved by the Minister.

(3) **Elementary course** : Every elementary level institution shall provide education in accordance with section 33 of the Act and according to the curricula, weekly timetables and annual calendar applicable to public educational institutions or otherwise approved by the Minister.

(4) **Pre-elementary course** : Every pre-elementary level institution shall provide education in accordance with section 32 of the Act and according to the curricula, weekly timetables and annual calendar applicable to public educational institutions or otherwise approved by the Minister.

§1. Financial management

6. Every educational institution shall provide, before 1 April, a statement of its budgetary estimates for the forthcoming school year, showing the various levels and categories of education as well as auxiliary services, such as board, lodging, transportation, etc.

When application is made for the first time, budgetary estimates shall be provided with such application.

7. Every educational institution shall provide an estimate of tuition fees and other related fees which it charges to its pupils at each level.

8. Every educational institution shall provide, in the form of a summary statement, a forecast of enrolment for the coming school year at each level.

§2. Personnel

9. Every educational institution shall provide a complete list of its teaching and supervisory staff, its administrative and supporting staff. Such list shall provide any particulars required by the Minister.

§3. Hygiene and security

10. Every educational institution shall be in possession of a certificate of hygiene issued by the Ministère des Affaires sociales or by a competent municipal authority.

11. Every educational institution shall be in possession of a certificate of security issued by the Ministère du Travail, de la Main d'oeuvre et de la Sécurité du revenu or by a competent municipal authority.

§4. Publicity

12. All publicity matter or advertisements shall require previous approval by the Minister or by any other person authorized to that effect.

13. No publicity matter or advertisement shall :

(a) mention any employment service, unless such mention be accompanied with a statement making it clear that the school does not guarantee employment ;

(b) state a salary which a pupil may earn after completing any course or courses ;

(c) make any statement likely to disparage one or more other educational institutions ;

(d) contain false statements ;

(e) mention any course not listed on the permit ;

(f) quote any letters of testimony or appreciation.

14. In any publicity matter or advertisement, it shall be compulsory to specify the language in which the course and material are written, unless such course and material are written in the language used in such publicity material or advertisement.

15. In any publicity matter or advertisement, it shall be compulsory to state clearly whether the courses offered lead to an official diploma, are of the retraining or further training type or constitute self-improvement education.

§5. Valuation

16. Every institution shall be assessed and classified according to the criteria listed below. Such criteria, however, shall be weighted with due reference to the relative importance of the fundamental and complementary characteristics of a service of quality and to the objectives of the institution.

However, where any institution offers education at different levels, each such level shall have its own academic organization and shall be valued separately.

The valuation criteria are :

(a) objectives ;

(b) general administration ;

(c) academic organization (including among others : curriculum, library, audio-visual methods, laboratories, studios, workshops, physical education and games) ;

(d) physical facilities (including general set-up and furniture) ;

(e) personnel ;

(f) efficiency.

DIVISION III OTHER REQUIREMENTS TO BE MET BY INSTITUTIONS APPLYING FOR A PERMIT

17. Legal status : If not incorporated, an institution applying for a permit shall produce a certified copy of the certificate of registration of its trade name.

18. Surety : Surety guaranteeing the obligations of the institution towards the pupils must be furnished by the applicant on or before 1 June preceding the school year, in one of the following forms :

(a) an accepted cheque made to the order of the Minister of Finance ;

(b) a bond or other acknowledgement of debt, both payable to bearer, in the nature of the bonds referred to in subparagraphs *a*, *b* and *c* of the first paragraph of article 981 *o* of the Civil Code ;

(c) a surety bond in the name of the Minister of Education, in the form prescribed by the latter, issued by a company authorized to act as surety in Québec.

Such surety shall be transmitted to the Minister of Finance, who shall hold it in trust for use in accordance with this Regulation.

19. Subject to section 23, the surety must cover the period of time stipulated on the permit ; the amount is determined by dividing the total revenue from tuition fees expected for the next school year by the number of payments that will be required.

The amount of such surety may in no case be less than 500 \$ nor more than 20 000 \$.

20. For the purposes of computing the surety referred to in section 19, the number of payments may not exceed 10.

21. Where an institution does not refund a sum of money it owes to a pupil because it has not met its obligations as prescribed in the Act or in this Regulation, the Minister reimburses the pupil out of the security.

The pupil in question must apply to the Minister for a refund of the amount owing by the institution, and submit to him documents in support of his application.

Where the Minister deals with surety furnished in accordance with subparagraphs *a* or *b* of the first paragraph of section 18, from which he pays the pupil a sum of money, that amount of the surety is forfeited and must be made up in order to comply with sections 19 and 20.

22. Where an institution permanently discontinues activity, the surety is withheld for as long as the institution does not satisfy the Minister that all refunds due to pupils have been made.

23. If the amount of surety is less than the total amount of pupil's claims, the surety is distributed proportionately among the pupils.

DIVISION IV PROVISIONS APPLICABLE TO INSTITUTIONS APPLYING FOR A PERMIT FOR SELF- IMPROVEMENT EDUCATION

24. Curriculum and examinations : Examinations held by a self-improvement institution shall bear upon the con-

tent of the curriculum as declared in accordance with section 26 of the Act ; the results of such examinations shall be communicated to the pupils not later than 30 days after the examination period.

25. Form and tenor of attestations of studies : The text of any attestation of studies which the institution issues to its pupils on completion of their studies shall be submitted to the Minister for approval, upon application for a permit.

26. Attestations of studies issued by an institution shall :

- (a) mention the name and address of the institution ;
- (b) indicate the courses taken as well as their duration in hours in the case of courses followed at the school, in lessons in the case of a correspondence course, and in hours and lessons in the case of a correspondence course followed by a practical training programme at the school ;
- (c) mention the mark received.

DIVISION V SPECIAL REGULATIONS

27. Legal status of institutions declared of public interest :

(1) In order to be declared of public interest, an institution incorporated under Part I of the Companies Act (R.S.Q., c. C-38) shall be a private company having no more than 20 shareholders ; said corporation shall, upon request, provide the Minister with a list of its shareholders.

(2) Each shareholder shall be the true owner of the shares of which he declares himself to be the holder and shall not be a representative, trustee or figure-head of a third party.

(3) The said corporation shall not declare or distribute any dividend without previous authorization by the Minister, who may, at his discretion, require any certified document by a chartered accountant.

(4) Transfer of shares shall require authorization by the Minister.

28. Handicapped children : Institutions providing education for handicapped children shall submit to the Minister, for approval, its admission, selection and recruitment standards and procedures.

29. Institutions having both an educational objective and a welfare or health objective shall produce a recommendation by the relevant minister.

30. Intensive vocational instruction : Only those candidates with all prerequisites specified in the profile of the official curricula shall be eligible to take an intensive vocational course provided by a vocational institution toward obtaining a certificate or official attestation.

31. Education by correspondence : No tuition fees or related costs, including the normal cost of educational or experimental materials shall be payable in less than 2 approximately equal instalments to be made at the beginning of each half of the course's duration.

32. If no lesson has actually been received, the institution may not require payment of any compensation in excess of 1/20 of the total agreed price of the course.

33. The time for correcting, marking and returning any assignment or examination of a pupil registered for a correspondence course shall not exceed 15 days after the date upon which the institution has received such assignment or examination.

34. An institution applying for a permit for education by correspondence shall :

(a) provide a full list of its correctors, together with a curriculum vitae of each and any further particulars required by the Minister ;

(b) provide a description of its correction service of assignments and examinations completed by the pupils.

35. Payment of grants to institutions declared of public interest or recognized for purposes of grants : Grants shall be paid in 10 consecutive and approximately equal monthly instalments beginning at the end of October of the school year for which the grant is being paid.

36. Form and tenor of registration or contract forms for subsidized education : Every form or contract for registration or purchase of a course must include :

(a) the name and address of the institution ;

(b) the type, level, duration and method of education offered ;

(c) any registration, tuition and related fees, indicating the total fees required by the institution ;

(d) the complete text of sections 60, 62 and 63 of the Act ;

(e) the following text : "The institution agrees not to transfer, assign or sell this contract or to require, by promissory note, payment for a course not yet taken" ;

(f) a blank space immediately following the texts referred to in subparagraph e, for the pupil's signature.

A copy of the form is given to the pupil at the time when the agreement is signed.

37. In addition to the provisions of section 36, every institution providing subsidized intensive vocational education must include in any contract with the pupil :

(a) the prerequisites stipulated in the description of the course offered ;

(b) the standards, if any, of admission and practice of the vocational group concerned ;

(c) the duration of the course in hours or lessons, as the case may be.

38. An institution may not sign another contract with a pupil for follow-up courses to courses taken previously, unless the courses covered by a contract still in force have been completed.

DIVISION VI WITHDRAWAL FROM THE APPLICATION OF THE ACT RESPECTING PRIVATE EDUCATION AND OBLIGATION TO HOLD A PERMIT FOR SELF-IMPROVEMENT

39. After providing the Minister of Education with information respecting the operating of their organization, centre, undertaking or institution and the type of education provided, the following institutions shall be exempt from the obligation to hold a permit for self-improvement :

(a) non-profit organizations which provide catechistic, pastoral or religious education to promote the doctrine or practices corresponding to their beliefs ;

(b) charitable, non-profit organizations and non-profit associations of a humanitarian, social or religious character which give self-improvement education ;

(c) non-profit cultural or recreational centres under the responsibility of municipal councils or other public organizations of Québec or elsewhere, which give self-improvement education ;

(d) physical conditioning or training centres for a recreational sport and which give self-improvement education ;

(e) commercial or industrial enterprises which give free demonstrations to promote the use or sale of their products ;

(f) institutions which have already been declared to be of public interest or been recognized for purposes of grants to provide general or vocational education, and which give, in addition, self-improvement education.

Establishments that give driving courses and that hold driving school permits issued by the director of the Régie de l'assurance automobile du Québec, in accordance with the Highway Code (R.S.Q., c. C-24) and the Regulation respecting driving schools (c. C-24, r.13) are exempt from the obligation to hold a permit for self-improvement.

40. The following shall be excluded from the application of the Act respecting private education :

(a) the class of persons who :

i. give education acting alone to less than 5 pupils at the same time ; and

ii. give self-improvement education, other than that of the dance ; and

iii. abstain from any advertising in newspapers or periodicals as well as on radio and television ; and

iv. provide the Minister of Education with information respecting the operation of their institutions and the type of education they provide ;

(b) the class of persons who :

i. give education acting alone to less than 5 pupils at the same time ; and

ii. give certain subjects of the general or vocational programme to pupils who are already taking regular courses ; and

iii. abstain from any advertising in newspapers or periodicals as well as on radio and television ; and

iv. provide the Minister of Education with information respecting the operation of their institutions and the type of education they give ;

(c) any organization, group of persons, association or syndicate which occasionally, without profit-making in-

tentions, and for its members, organizes self-improvement education, the object of which is connected with the pursuit of its objects and which provides the Minister of Education with information respecting the operation of its institution and the type of education it provides.

O.C. 1966-69, (1969) 101 O.G., 3860
 O.C. 2988-71, (1971) 103 O.G., 6808
 O.C. 4232-71, (1971) 103 O.G., 9447
 O.C. 892-80, (1980) 112 G.O.II, 1469
 O.C. 1365-81, (1981) 113 G.O.II, 1543



c. E-9, r.2

Regulation respecting additional tuition fees that a college level private educational institution must charge students from outside Québec

An Act respecting private education
(R.S.Q., c. E-9, s. 21.1)

DIVISION I DEFINITIONS

1. For the purposes of this Regulation, unless the context indicates otherwise, the following terms mean :

“student from outside Québec”, hereafter referred to as a “foreign student” : a person registered in an institution who is neither a Canadian citizen, nor a permanent resident within the meaning of the Immigration Act, 1976 (S.C., 1976-77, c. 52) and the regulations made thereunder, nor an Indian within the meaning of the Indian Act (R.S.C., 1970, c. I-6) ;

“student” : a person who registers in at least 4 courses per term as part of a study programme or where the study programme is intended for adults registered in at least 180 course periods per term, to obtain a diploma, certificate, attestation of college studies, or to obtain credits ;

“institution” : a college level educational institution governed by the Act respecting private education (R.S.Q., c. E-9) and receiving a grant for that level pursuant to sections 14, 17 or 20 of the said Act ;

“study programme” : an integrated series of courses leading to the acquisition of general and specific educational objectives and entitling a person to a diploma, certificate or attestation of college studies ;

“exchange or co-operation programme” : a series of projects contained in a specific agreement concluded with a foreign government, an international agency or a legally constituted body.

DIVISION II APPLICATION

2. Subject to sections 8 and 9, this Regulation applies to any foreign student, except the persons referred to in section 3 who are registered in an institution.

3. The following persons are not governed by this Regulation :

(1) any diplomatic or consular officer, representative or civil servant, duly accredited, from a foreign country or the United Nations or one of their agencies, or from a governmental body to which Québec or Canada belong, or any member of the staff of the said diplomatic or consular officer, representative or civil servant who enters Canada or is in Canada to perform his official duties ;

(2) any spouse or unmarried son or daughter of one of the persons enumerated in paragraph 1 ;

(3) any person registered in an institution who has come to Québec as part of an exchange or co-operation programme agreed to by the Gouvernement du Québec that contains an exemption for the beneficiaries of the agreement ;

(4) any person registered in an institution who has come from a State that has signed an enabling agreement with the Gouvernement du Québec for the purpose of exempting the nationals of that State from the application of this Regulation ;

(5) any person registered in an institution whose status as refugee has been recognized and who is waiting for resettlement authorization.

4. Despite section 3, any person sponsored by a Canadian organization or by an international agency that has not concluded an enabling agreement with the Gouvernement du Québec is subject to this Regulation.

DIVISION III TUITION FEES

5. Effective from the 1981 autumn term, an institution must charge a foreign student the following additional tuition fees :

(1) 1 380 \$ per term, for a student registered in at least 4 courses per term ;

(2) 346,50 \$ per course, for a student registered in a minimum of 180 course periods per term as part of a study programme for adults.

6. The additional tuition fees prescribed in section 5 do not include registration fees and other related fees required of students by an institution.

study programme at the same level, is not governed by sections 5 and 7 until he has completed the study programme within the time periods prescribed in section 8.

DIVISION IV SPECIAL PROVISIONS GOVERNING CERTAIN FOREIGN STUDENTS

7. An institution must charge a foreign student who has completed at least one term by the 1981 autumn term, the following additional tuition fees :

(1) for a foreign student registered in a minimum of 4 courses per term, 625 \$ per term for the 1981 autumn and 1982 winter and summer terms, and 875 \$ per term for the 1982 autumn and 1983 winter and summer terms ;

(2) for a student registered in a minimum of 180 course periods per term in a study programme for adults, 150,75 \$ per course during the 1981 autumn and 1982 winter and summer terms, and 211,50 \$ per course during the 1982 autumn term and 1983 winter and summer terms.

For the purpose of this section, tuition fees are prescribed pursuant to section 6.

8. A foreign student who, at the beginning of the 1978 autumn term, had completed at least one term without, however, completing the study programme in which he was registered and who, subsequent thereto, registers in a different study programme at the same level, is not governed by sections 5 and 7 until he has completed the different study programme.

However, the said foreign student, although he has not completed the different study programme in which he was registered, becomes subject to section 7 when he registers anew in another study programme at the same level.

A foreign student referred to in the first paragraph becomes subject to section 7 after the following time periods :

(1) 2 years at the latest after beginning a different 4-term study programme ; or

(2) 30 months at the latest after beginning a different 5-term study programme ; or

(3) 3 years at the latest after beginning a different 6-term study programme.

9. A foreign student who, at the beginning of the 1978 autumn term, has already completed at least one term as part of a study programme in an institution or in a general and vocational college and who, subsequent thereto, registers in another institution, for the first time, in another



c. E-12, r.1

Regulation respecting cold storage warehouses for fish

An Act respecting cold storage warehouses for fish and bait
(R.S.Q., c. E-12)

1. Every owner of products brought to the warehouses for freezing or storage must attend personally to the handling of his products inside the cold storage warehouses ; he must see that the said products are properly placed in the rooms, comply with the freezing capacity of the freezers, as posted up in each warehouse, leave his products in the freezers for the stated time required for a complete and total freezing, see that the products are removed from the freezers when the time for freezing has expired and always comply with the directions and recommendations of the officers in charge of the cold storage warehouses, according to the instructions of the Ministère de l'Agriculture, des Pêcheries, et de l'Alimentation.

2. The maximum quantity of products to be put in the freezers of the cold storage warehouses of the Ministère de l'Agriculture, des Pêcheries, et de l'Alimentation (Department) should correspond with the freezing capacity of the machinery, as per notices posted up in each cold storage warehouse of the Department.

3. In order to facilitate the freezing of the products, space for the free circulation of air must be allowed on the floor, walls and between the piles of boxes and at least 18 inches below the coils.

4. Officers in charge of the maintenance and functioning of the cold storage warehouses have the right to refuse entry of any product into the warehouses, when the freezers and storage rooms are filled to capacity.

5. In order to avoid any misunderstanding and any loss of products, quotas may be allowed for each producer in each of the cold storage warehouses with which he deals, so that each of the said producers will prepare for freezing only the quantity of products which he is allowed to place in the freezers according to his quota.

6. The officers of the Department in charge of the maintenance of cold storage warehouses may, at any time,

after consulting the inspectors of the Department refuse denatured or partly decomposed products, not suitable for human consumption, and also any products which might contaminate the warehouses or the other products in storage.

7. Cold storage rooms will be kept at 0° to 5° F, cooling chambers (chill) from 30° to 32° F and the freezers at a temperature as near as possible to -20° F. To obtain such results, the machinery must always be in good condition and function regularly ; pipes must be defrosted periodically and the regulations concerning the maximum quantity and placing of the products in the freezers and cold storage rooms must be followed.

8. Considering that it deals with the handling and storage of food products, all those engaged in the work of handling the products in the warehouses must observe personal cleanliness, the rooms and corridors must be kept free from debris of any kind and the cooling chambers (chill) must be disinfected as and when needed.

9. Because these public warehouses represent a fire hazard, smoking in the rooms, corridors and on the second floor of the warehouses must be prohibited. Care must be taken to guard against the accumulation of rubbish or debris of any kind both around and inside the buildings. The accumulation of nets or fishing tackle in the attics of the warehouses must be avoided. Rags soaked in oil must never be left in dangerous places, and fire prevention equipment must be kept in order and ready for use.

10. The customers of the cold storage warehouses are requested to collaborate with the orderly service by going to the warehouse for the placing or removing of their products at the fixed hour for each warehouse. They must be accompanied by a guardian when entering the locker rooms or those of the general products ; placing merchandise directly on the floors or in the passages must be avoided and when lockers are available they must be rented for domestic products.

11. Customers must carefully clean the room or rooms or lockers placed at their disposal, and also any equipment used by them. They must remove from the rooms all debris or residue from the cutting of meat or fish. They must exercise great care with the small trucks as well as the doors of the freezers and any other equipment at their disposal in the warehouses.

12. The rental of lockers is strictly payable in advance and the accounts sent to producers of fish or to the other customers who freeze or store products in the warehouses must be paid each month.

13. Loiterers will not be tolerated in the warehouses and severe measures will be taken against the use of intoxicating liquor in the said public warehouses or against any disorder tending to disturb the peace in the said buildings.

14. Fish producers or others who do not comply with this Regulation, will be refused access to their products in the cold storage warehouses.

15. All merchandise stored in the cold storage warehouses is there at the risk of the owners as regards loss or damage caused by water, heat, humidity, rust, dust, mould, rats, mice, vermin, odors, tastes, unforeseen or intrinsic defects, such as the collapse of the building, the stopping of the machinery or defective apparatus, connections, cooling and refrigeration piping, through enemies of the Queen or uncontrollable forces, unavoidable accidents or any cause beyond the control of the Department.

16. Any offence against this Regulation or the freedom of action of the officers of the Department is punishable by a fine of from 10 \$ to 50 \$.



c. E-18, r.1

Décret établissant le Grand Sceau du Québec

Executive Power Act
(R.S.Q., c. E-18)

See French Edition



c. E-18, r.2

**Règlement sur le paiement d'une
allocation pour le déplacement et le
remboursement de frais de voyages aux
membres du Conseil exécutif**

Executive Power Act
(R.S.Q., c. E-18)

See French Edition



c. E-19, r.1

Order respecting the application of the Act respecting reciprocal enforcement of maintenance orders

An Act respecting reciprocal enforcement of maintenance orders
(R.S.Q., c. E-19, s. 10)

- 1.** The Act respecting reciprocal enforcement of maintenance orders (R.S.Q., c. E-19) applies to judgments ordering payment of alimony in Ontario, New Brunswick, Nova Scotia and Prince Edward Island, and this, from, for each of these provinces, the adoption of an order in council applying an Act of the same nature, in force in the province concerned, to judgments rendered in Québec ordering payment of alimony.
- 2.** The Act respecting reciprocal enforcement of maintenance orders applies to judgments ordering payment of alimony rendered in Newfoundland, and this, from and after 29 November 1960.
- 3.** The Act respecting reciprocal enforcement of maintenance orders applies to judgments ordering payment of alimony rendered in British Columbia, and this, from and after 15 October 1962.
- 4.** The Act respecting reciprocal enforcement of maintenance orders applies to judgments ordering payment of alimony rendered in Manitoba, and this, from and after 1 January 1969.
- 5.** The Act respecting reciprocal enforcement of maintenance orders applies to judgments ordering payment of maintenance rendered in Alberta, and this, from and after 1 March 1971.

O.C. 276-53, (1964) 96 O.G., 6169
O.C. 304-62, (1964) 96 O.G., 6170
O.C. 1623-62, (1964) 96 O.G., 6170
O.C. 3563-68, (1969) 101 O.G., 813
O.C. 40-71, (1971) 103 O.G., 1554



c. E-20.1, r.1

Regulation of the Office des personnes handicapées du Québec

An Act to secure the handicapped in the exercise of their rights
(R.S.Q., c. E-20.1, ss. 29, 31, 32, 37, 38, 45, 47, 53, 57, 62 and 64)

DIVISION I DEFINITION

1. “International symbol” : the international symbol of accessibility reproduced in Schedule 1.

DIVISION II IDENTIFICATION

2. At the request of a handicapped person, the Office des personnes handicapées du Québec may issue a sticker depicting the international symbol to facilitate the parking of a vehicle used for the transportation of a handicapped person.

3. A dwelling unit occupied by a seriously handicapped person who is restricted in his movements is identified, at his request, by a sticker depicting the international symbol.

DIVISION III RECORDS

4. The Office shall keep an individual record of each handicapped person who requires or receives services therefrom.

5. The record includes :

(a) any document relating to an application for a service programme made by a handicapped person ;

(b) any document relating to an application for material assistance ;

(c) the written pledge provided for in section 57 of the Act to secure the handicapped in that exercise of their rights (R.S.Q., c. E-20.1) ;

(d) the contract of vocational integration entered into by the Office with an employer and a handicapped person who is a service programme recipient.

6. The record must be kept by the Office, at its corporate seat, for at least 5 years from the date on which the last entry was made therein. It must be destroyed after that date, unless the handicapped person asks that it be kept.

However, if the handicapped person is less than 18 years of age, at the time of the last entry in his record, the 5-year period starts from the time when he reaches 18 years of age.

DIVISION IV ADAPTED WORK CENTRES

7. A cooperative association or a non-profit organization may apply to the Office for an adapted work centre certificate.

The application must be made in writing no later than 31 December of the current year and must include the following items :

(a) the identification of the applicant : his surname, given name, address, date of birth, telephone number, principal title or function within the cooperative association or non-profit organization for which the application for a certificate is made ;

(b) a copy of the by-laws of the cooperative association or non-profit organization and, at the time of a subsequent application, at the request of the Office.

8. The applicant must also provide, at the request of the Office, the organization plan of the cooperative association or non-profit organization that must comprise the following information :

(a) the type of activities ;

(b) the total number of employees ;

(c) the number of handicapped persons among those employees ;

(d) the type of work assigned to handicapped persons.

9. At the time of renewal of the certificate, the application must be made and the information given before 1 January of the year of renewal.

10. To hold or keep an adapted work centre certificate, a cooperative association or non-profit organization must not include among its members :

- (a) an interdicted person ;
- (b) a person to whom a judicial adviser has been appointed ;
- (c) a person who during the 3 preceding years was liable to a fine pursuant to section 75 of the Act ;
- (d) an undischarged bankrupt ;
- (e) a person having a direct or indirect interest in an undertaking putting his personal interest in conflict with that of the cooperative association or non-profit organization.

11. The Office may grant a subsidy to an adapted work centre that applies therefor to institute, enlarge, or equip the centre.

12. The application must indicate :

- (a) the name and address of the cooperative association or non-profit organization that makes the application together with the name and address of the person(s) representing the organization or institution ;
- (b) the exact reason for which the application is made ;
- (c) the time period within which the subsidy applied for must be utilized, and include, where applicable, the plans of the work projected with reference to the stages in which it will be carried out.

13. The application for subsidy must be sent to the Office by registered or certified mail no later than 1 January of the year for which the subsidy is requested.

14. An admission's committee consisting of at least one representative of the adapted work centre and one person delegated by the Office shall admit into a subsidized adapted work centre a person who is a handicapped person within the meaning of paragraph g of section 1 of the Act.

15. Subsidies for instituting new adapted work centres cover the expenses necessary for putting them into operation. Subsidies for enlarging existing adapted work centres cover the expenses necessary for their extension.

These expenses include :

- (a) for immoveables : the cost of purchasing and developing land and of constructing buildings, the cost of purchasing and altering buildings, or the cost of leasing

and altering buildings and any expenses related to linking up to public utility services ;

- (b) for equipment : the cost of purchasing, leasing and manufacturing machines and furniture or tools together with the cost of installing such equipment.

16. Subsidies for equipment cover the expenses necessary for reconverting or modernizing existing adapted work centres.

These expenses include :

- (a) for immoveables : the cost of altering buildings and developing land ;
- (b) for equipment : the cost of purchasing, leasing and manufacturing machines and furniture or tools together with the cost of installing such equipment.

17. The Office may also grant a subsidy to an adapted work centre that applies therefor to help it meet the expenses provided for in its budget.

18. The application for a subsidy must specify :

- (a) the name and address of the cooperative association or non-profit organization that makes the application together with the name and address of its representative ;
- (b) the exact reason for which the application is made.

19. The adapted work centre which receives a subsidy must, within 4 months after the end of its fiscal year, provide the Office with a financial report certified by a chartered accountant and including its balance sheet together with its statement of revenue and expenditures.

If the subsidy has been granted for instituting, enlarging or equipping an adapted work centre, the centre must include in its financial report a detailed statement of how the subsidy will be utilized.

DIVISION V SERVICES PROGRAMME

20. A handicapped person who applies to the Office for the preparation of a service programme must provide the following information :

- (a) his surname at birth and given name ;
- (b) his date of birth ;
- (c) his sex ;
- (d) his permanent address ;

(e) the nature of the services required.

21. The handicapped person may in his application recommend measures to facilitate his educational, vocational and social integration.

22. For a handicapped person to be eligible for a service programme, the Office takes into account :

- (a) his functional ability ;
- (b) his degree of self-sufficiency ;
- (c) his living environment ;
- (d) his potential for educational integration ;
- (e) his potential for vocational integration ;
- (f) his potential for social integration.

DIVISION VI MATERIAL ASSISTANCE

23. To implement a service programme applicable to a handicapped person, material assistance may be granted by the Office in the cases provided for in this Division.

24. On producing the supporting documents, a handicapped person may receive material assistance from the Office.

25. A handicapped person may receive material assistance when he signs, with the Office, a pledge whereby he agrees to comply with the stipulations of Division II of Chapter III of the Act.

§1. *Material assistance for transportation*

26. Transportation costs may be reimbursed by the Office, in whole or in part, to a handicapped person who goes to a place provided for in the service programme applicable to him. The transportation costs of a handicapped person may exceptionally include the equivalent costs for assistance in his transportation.

27. Public transportation costs are established according to the amounts actually spent to go from the residence of the handicapped person to the place provided for in his service programme and to return.

28. Costs of transportation by taxi or automobile may be considered for the same purposes, where no public transportation exists or where the condition of the hand-

icapped person prevents use thereof, in accordance with the following terms and conditions :

(a) for transportation by taxi, the amount reimbursed is the amount actually spent to go from the residence of the handicapped person to the place provided for in his service programme, and to return ;

(b) for the use of an automobile, the reimbursement is established according to the distance covered to go from the residence of the handicapped person to the place provided for in his service programme, and to return.

Toll and parking costs incurred during such transportation are also reimbursed.

These indemnities are computed in accordance with the tariff and procedure set by the *Règles sur les frais de déplacement des fonctionnaires* (c. A-6, r.15).

29. Air transportation costs are also considered where, because of the distance, air transportation is preferable.

§2. *Material assistance for housing and meals*

30. Housing and meal expenses may be reimbursed by the Office, in whole or in part, to a handicapped person. Housing and meal expenses may exceptionally include the equivalent costs for assistance in his transportation.

31. Meal expenses may be reimbursed up to the tariff set by the *Règles sur les frais de déplacement des fonctionnaires*.

32. Hotel expenses are reimbursed up to the amount of the tariff set by the *Règles sur les frais de déplacement des fonctionnaires* where the distance or the condition of the handicapped person makes it necessary for him to be away from his residence.

§3. *Material assistance for keeping a handicapped person in employment and reintegrating him socially*

33. The Office may assume, in whole or in part, the cost of physically altering the dwelling of a handicapped person who is restricted in his movements.

34. The physical alterations of a residence must, first and foremost, enable a handicapped person to enter, leave, and have independent access to the premises and facilities of his residence that are necessary for him to carry out his daily tasks.

35. The material assistance granted must be used solely for purchasing material and equipment and for paying the labour employed for the alteration of the handicapped person's residence.

36. Before having any physical alteration made to his residence for which the technical and financial participation of the Office is sought, a handicapped person must accept the following conditions :

(a) the work may begin only upon the express authorization of the Office ;

(b) the physical alterations shall be made to his principal residence ;

(c) the handicapped person must intend to live in such residence for a fairly long period ;

(d) the construction standards must be those in effect in Québec ;

(e) if the person concerned is a tenant, a provision of the lease must allow him to make physical alterations, and the responsibilities of the parties to the lease must be provided for in case the handicapped person moves or dies.

37. Upon receiving proof that the work has been completed in accordance with the conditions prescribed, the Office forwards a cheque to the handicapped person made out to :

(a) the order of the handicapped person ; or

(b) the joint order of the handicapped person and the contractor who carried out the work ; or

(c) the joint order of the handicapped person and the owner.

38. The Office may assume, in whole or in part, the cost of altering the vehicle of a handicapped person.

39. The Office may assume, in whole or in part, for the handicapped person :

(a) the costs of training or retraining in an institution or industry ;

(b) the cost of purchasing or adapting equipment and supplies necessary for social or vocational reintegration ;

(c) costs of occupational mobility for moving and for periods of employment exploration and stabilization ;

(d) the cost of adapting job openings ;

(e) the fees and expenses of professionals or specialists who may be occasionally engaged.

§4. Material assistance for a loan made to a handicapped person

40. The Office may guarantee total or partial reimbursement, in capital and interest, of any loan made to a handicapped person.

DIVISION VII EMPLOYMENT OF A HANDICAPPED PERSON

41. An application for a subsidy may be sent to the Office by any employer other than an adapted work centre.

42. The application for a subsidy must contain the following information :

(a) the surname, given name and address of the employer ;

(b) the legal status of the firm or the employer ;

(c) the type of business ;

(d) the number of persons currently employed ;

(e) the number of handicapped persons employed ;

(f) the expected number of positions which may be filled by handicapped persons and the description of those positions.

43. The application must also specify if the purpose of the subsidy is :

(a) to adapt a job opening to an employee who has become handicapped ;

(b) to adapt a job opening for the hiring of handicapped persons ;

(c) to promote the hiring of handicapped persons.

44. The granting of a subsidy provided for in section 62 of the Act is subject to the conclusion of a contract between the Office and the employer concerned.

SCHEDULE I

(s. 1)

INTERNATIONAL SYMBOL OF ACCESSIBILITY



Decision of 12.06.80, (1980) 112 G.O.II, 2689
Decision of 10.09.81, (1981) 113 G.O.II, 3640



c. E-20.1, r.2

**Règlement de régie interne de l'Office
des personnes handicapées du Québec**

An Act to secure the handicapped in the exercise of
their rights

(R.S.Q., c. E-20.1, s. 33)

See French Edition



c. E-22, r.1

Regulation respecting the Act respecting explosives

An Act respecting explosives
(R.S.Q., c. E-22, s. 22)

DIVISION I DEFINITIONS

1. In this Regulation, unless the context indicates a different meaning, the following words and expressions mean :

(a) “magazine” : any building, construction, locker or box in which explosives are stored ;

(b) “explosive” : any object and any substance listed in Schedule 1 ; any mixture including one of these substances and pyrotechnic item conceived to rise to a height of 300 feet and then explode ;

(c) “blasting agent” : any material or mixture, consisting of fuel and oxidizer, intended for blasting, not otherwise defined as an explosive ; provided that the finished product, as mixed for use, cannot be detonated by means of a numbered 8 test blasting cap when unconfined : a numbered 8 blasting cap is one containing 2 grams of a mixture of 80% mercury fulminate and 20% potassium chlorate or a blasting cap of equivalent strength ;

(d) “low explosive” : explosive which burns relatively slowly in the open air but which can be caused to deflagrate when confined : the term includes, but is not limited to sporting powder, black powder and rifle powder.

DIVISION II PERMITS

2. The classes of permits are as follows :

- (a) general permit ;
- (b) magazine permit ;
- (c) sales permit ;
- (d) transport permit.

3. A general permit entitles the holder to have explosives in his possession and is issued for a period of 5 years.

4. A magazine permit entitles the holder of a general permit to purchase and to store explosives.

5. A sales permit entitles the holder of a general permit to sell or otherwise alienate explosives to the holder of a magazine or sales permit.

6. A transport permit entitles the holder of a general permit to transport explosives.

7. The permits mentioned in sections 4, 5 and 6 are issued for the period of operations for which they are requested without exceeding 1 year.

8. Every application for a permit must be drawn up according to the following forms set out in Schedule 10, to wit :

(a) for an application for a general permit, in accordance with Form 1 ;

(b) for an application for magazine, sales or transport permits, in accordance with Form 2.

9. Every permit must be drawn up according to the following forms set out in Schedule 10, to wit :

(a) for a general permit, in accordance with Form 3 ;

(b) for a magazine permit, in accordance with Form 4 ;

(c) for a sales permit, in accordance with Form 5 ;

(d) for a transport permit, in accordance with Form 6.

10. Any applicant for a general permit must be fingerprinted and photographed.

11. Duplicates of a magazine, sales or transport permit are not valid unless issued by an inspector of explosives.

12. In case of emergency and notwithstanding sections 4 and 6, a magazine permit, a transport permit, or both at once, may be issued before a general permit is granted. However, the holder of such permit shall obtain his general permit within 8 days following the issuance of that permit.

13. Section 2 of the Act and Division II of this Regulation do not apply to sporting powder and rifle powder provided that the quantity does not exceed 10 pounds.

DIVISION III STORAGE OF EXPLOSIVES

14. The types of magazines are as follows :

(a) Type I : for storing up to 300 000 pounds of explosives or 20 million detonators ;

(b) Type II : for storing up to 500 pounds of explosives or 7 500 detonators ;

(c) Type III : for storing up to 50 pounds of explosives or 100 detonators ;

(d) Type IV : for storing up to 50 pounds of sporting powder or for pyrotechnic items.

15. Type I magazines must be built to the standards indicated in Schedules 2 or 5.

16. Type II magazines must be built to the standards indicated in Schedules 3 or 5.

17. Type III magazines must be built to the standards indicated in Schedules 4 or 5.

18. Type IV magazines must be kept locked, and if the storing period of pyrotechnic items exceeds 7 days, they must be built in accordance with Schedule 6.

19. Every Type I magazine must be protected by a fence built to the specifications described in Schedule 8.

20. Every Type I magazine must be equipped with a lighting system, consisting of at least 2 lights not fastened to the magazine, which illuminates the magazine and the yard around it up to a radius of 100 feet, unless the magazine is protected by an alarm system.

21. Every Type I magazine must be supervised in any one of the following ways :

(a) by hourly visits to the magazine at irregular intervals, recorded by a punch clock ;

(b) by closed-circuit television under constant scrutiny by a guard posted elsewhere on the premises ;

(c) by an alarm system as defined in Schedule 9 connected to a guard-house, situated on the premises, and continuously manned by guards having the means of communication and transportation needed to take quick action in case of theft ;

(d) by an alarm system connected to the nearest police station and continuously maintained in operation.

22. Every Type II and Type III magazine must be under the constant supervision of a guard or anchored if one takes advantage of section 24.

23. Type IV magazines built in accordance with the standards of Schedule 6 shall be visited at least once every 12 hours every day of the week, at irregular intervals.

24. Magazines constructed according to Schedule 5 are not subject to sections 19 to 22 ; however, when operations are interrupted for a period in excess of 12 hours, these magazines shall be visited at irregular intervals once every 6 hours.

25. Sections 15 to 23 do not apply to a person operating an underground mine when concerning explosives stored underground, insofar as a system of spot-checking is established and maintained in order to prevent any stealing of explosives from the mine ; such checking must be recorded in a register giving the registration numbers and names of the miners involved and also the time and date of each spot-check.

26. This Division, with the exception of section 34, does not apply to a magazine which is part of a complex containing more than 7 magazines of Type I. Such complex as a whole must conform to the same standard of protection.

27. Igniter cords and safety fuses must be stored apart from other explosives in a locked container which need not meet the standards previously described.

28. The holder of a magazine permit must advise an inspector of explosives prior to any alteration made to the magazine.

29. Every permit holder must keep an up to date inventory of the explosives in his possession and a logbook indicating the place, time and date of their use, their quantity and description.

30. Cases containing explosives stored inside a magazine must be kept closed, stacked face-out and in neat rows to facilitate taking the inventory.

31. Every explosives magazine must be kept constantly locked, except when being serviced. Only the persons

necessary to carry out such service are entitled to have access to the magazine.

32. It is forbidden to leave dry grass or other easily flammable substances or debris within a minimum radius of 50 feet of types I and II magazines and of 25 feet of types III and IV magazines.

33. A person wishing to make use or store blasting agents only, including the "slurries" falling in that class of explosives, is not subject to the rules prescribed in sections 15 to 22. However, those explosives shall be kept locked and visited at irregular intervals once every 6 hours by a guard using a punch-clock, whenever mining operations where the magazine is located are interrupted.

34. Any person who does not store explosives according to the rules prescribed in sections 15, 16, 17, 18, 19, 20, 21, 24, 25 and 26 must have them supervised constantly by a guard who is present on the site.

35. The use of explosives for educational or experimental purposes must be supervised by a professor of the subject under study or by a recognized specialist.

36. A magazine permit is valid only for a single magazine.

37. A magazine permit entitles the holder to store explosives only at the place specified on his permit.

38. Notwithstanding section 37, a magazine permit may be issued without there being specified therein a determined place, provided that the permit holder notifies prior thereto the Sûreté du Québec of any transfer and of the place where such magazine shall be situated.

DIVISION IV SALE OF EXPLOSIVES

39. When explosives are sold, alienated or deposited for storage, every holder of a sales permit must make the following written entries in a register :

- (a) nature of the transaction ;
- (b) name, address and permit number of the acquirer or of the depositor as the case may be ;
- (c) quantity and description of the explosives which are the object of the transaction and the date of the transaction ;

(d) destination of the explosives concerning the sales or the alienation ;

(e) date of delivery of the explosives.

40. The holder of a sales permit with whom explosives are deposited under section 7 or 8 of the Act respecting explosives (R.S.Q., c. E-22), is required to accept them, except if they are in bad condition. Such holder may then either refund their market value to the depositor for the acquisition of the explosives or claim a reasonable remuneration for their deposit if he chooses to store them on behalf of the depositor.

41. Any holder of a sales permit who refuses to receive explosives because they are in bad condition must report forthwith the fact by the most rapid means to the nearest Sûreté du Québec detachment, giving the name, address and permit number of the person wishing to store the explosives as well as their quantity and description.

DIVISION V TRANSPORTATION OF EXPLOSIVES

42. Explosives must be transported in accordance with the standards set out in Schedule 7.

43. The transportation of explosives within a single site or on private property shall not be subject to sections 42 and 48, but must be carried out in a locked container ; otherwise the driver must be accompanied by a helper to watch the explosives.

44. The transportation of explosives by sea or by air shall not be subject to section 42, provided that the explosives so transported are kept locked up.

45. When detonators and other explosives are transported at the same time in a vehicle, they must be separated by a wall of solid wood of a minimum thickness of 6 inches, extending to the roof of the body of the vehicle containing explosives, unless they are kept in individual magazines in accordance with the standards of Schedule 7.

46. The following provisions must be complied with in loading and unloading vehicles used to transport explosives :

- (a) whoever is employed to load or unload explosives in a vehicle or to drive a vehicle transporting explosives must take all necessary precautions to prevent unrequired persons from having access to such explosives ;

(b) once the work of loading or unloading a vehicle is started, it must be continued without interruption and finished as soon as possible.

47. Any person transporting explosives must deliver them without delay to a magazine for which a permit is held and the trip must be made without stopping.

48. The driver of a vehicle transporting explosives must have an invoice, delivery slip, bill of lading, shipping order or any other pertinent document in his possession; such document must give the names and addresses and the permit number of the consignor and of the consignee, the name and description of the explosives transported, the date of loading, the name of the driver of the vehicle and of any person authorized by the owner to accompany the driver.

49. Any permit holder transporting explosives purchased outside Québec must notify in advance an inspector of explosives giving him the following details :

(a) name, address and permit number of the consignor and of the consignee or of the vendor and of the purchaser ;

(b) date, time and route of transport ;

(c) quantity and description of explosives transported.

50. When any vehicle transporting explosives is involved in an accident or any other incident causing a serious delay, the driver or his superior, if the driver is incapacitated, must :

(a) report the fact immediately to the nearest detachment of the Sûreté du Québec ;

(b) report the fact to the owner of the vehicle who, if such explosives have not been damaged, must take the necessary measures for their immediate transportation to their intended destination or to a place suitable for storing them until it is possible to deliver them or, if such explosives have been damaged, take the necessary measures for their immediate transportation to a place designated by an inspector of explosives.

51. Igniter cords, safety fuses or sporting powder in quantities of less than 50 pounds must be transported inside a locked container which does not have to meet the standards set out in Schedule 7.

52. Any person transporting only pyrotechnic items must hold a permit but is not subject to sections 42, 46 and 47 ; however the load must be kept locked up.

53. Any person transporting explosives without stopping in Québec, from a point located outside Québec to another point also located outside Québec, is not subject to the rulings of sections 42, 46 and 47.

54. Any holder of a transport permit who is transporting only blasting agents, including "slurries" falling into that class of explosives, or still, only low explosives, is not subject to section 42 provided his load is kept locked up.

55. Any holder of a transport permit who is compelled to leave explosives in his vehicle when unattended must keep these explosives in a magazine or magazines built in accordance with Schedule 7 and solidly anchored to the vehicle ; the latter must also have an anti-theft system which, in case of theft, sets off an alarm or locks the wheels of the vehicle.

56. While explosives are being transported, no person other than those holding a general permit shall be permitted on the vehicle.

57. The holder of a general permit shall notify, prior thereto, an inspector of explosives of any alteration to the truck or its body.

DIVISION VI DESTRUCTION OF EXPLOSIVES

58. Any holder of a permit shall have the responsibility of destroying without delay any damaged explosives which he may have in his possession or under his control.

59. Such destruction of explosives must be carried out in front of a witness of full age and must be recorded in a register in which the place, time, date of destruction, quantity and description of the explosives must be entered and also the name, address and birth-date of the witness.

DIVISION VII GENERAL PROVISIONS

60. No one may purchase or otherwise obtain explosives except from the holder of a sales permit issued under this Regulation, save the vendor acting under section 40.

61. This Regulation shall not apply to :

- (a) the use of explosive substances in medicine in the form prescribed by the British Pharmacopoeia ;
- (b) fuel or other hydrocarbons, fertilizers and explosive devices to operate certain tools, whenever the said products are used for their intended purposes ;
- (c) ammunition in a finished and complete form ;
- (d) explosives not corresponding to the definition of paragraph *b* of section 1.

62. Nothing in this Regulation relieves a person of his obligation to comply with the requirements of all applicable laws and regulations concerning the storing, transport, handling, utilisation and sale of explosives.

63. When a strike or lock-out is declared, every explosives magazine at that place or under the control of the employer must be kept under watch continuously by a guard or else emptied from its contents.

SCHEDULE 1

(s. 1)

EXPLOSIVES LIST**— A —**

A-3, composition A-3 (hexowax)
 Acetyl benzoyl peroxide
 Acetyl peroxide
 Acetylides (refer to the specific metal acetylide)
 Acetone di-peroxide
 Aluminum containing polymeric propellant
 Aluminum ophorite explosive
 Amatol
 Aminosulphonic organic salts mixtures
 Ammonals (minols)
 Ammonia dynamites
 Ammonia gelatin dynamites
 Ammonium bromate
 Ammonium chlorate
 Ammonium méta-periodate
 Ammonium nitrate (AN) — amino compound explosives
 Ammonium nitrate — nitroglycerine explosive mixtures
 Ammonium nitrate — nitrolactose explosive mixtures
 Ammonium perchlorate propulsive mixtures
 Ammonium perchlorate explosive mixtures
 Ammonium peroxychromate
 Ammonium picrate (Explosive D)
 Ammonium salt lattice with isomorphously substituted inorganic salts explosive mixtures
 AN-FO, ammonium nitrate and fuel oil

— B —

B, composition B
 Baratols or barium nitrate — tolite mixtures
 Barium styphnate
 Baronal or barium nitrate — tolite — aluminum mixtures
 BEAF, 1, 2-bis (2, 2-difluoro-2-nitroacetoxyethane)
 Benzite or trinitrobenzene
 Benzoyl peroxyde
 Bickford cord, safety fuse
 Black powder
 Blasting agents
 Blasting caps
 Blasting connectors
 Blasting explosives
 Blasting gelatin
 Blasting powder
 BTNEC, bis (trinitroethyl) carbonate
 BTNEN, bis (trinitroethyl) nitramine

— C —

C, C-1, C-2, C-3, C-4 (plastic explosives containing cyclonite)
 Carboxy — derivative propellant
 CE or Tetryl
 Cellulose hexanitrate explosive mixtures
 Cheddites or chlorate explosives
 Chloramines explosive mixtures
 Chlorate of potash explosive mixtures
 Chlorates with red phosphorus explosive mixture
 Chlorates with sulphur explosive mixture
 Chloratites
 Chlorite of silver
 Chlorite of lead
 n — Chloro — o — toluenesulfonamide of sodium
 Colloidal explosive powder
 Composition A-3, (cyclonite and beeswax of hexowax)
 Composition B (mixture of cyclotol)
 Composition C-4 (plastic explosive containing cyclonite)
 Connectors for blasting
 Copper acetylide explosive mixture
 Copper azide
 Cordite
 Cresylite (trinitrometacresol)
 Crystalline explosive (cap sensitive)
 Crystalling picrate with lead azide explosive mixture
 Cyanuric triazide
 Cyclomethylenetrichloramine
 Cyclonite, hexogen or RDX (cyclotrimethylenetrinitramine)
 Cyclotetramethylenetetranitramine or octogen
 Cyclotetramethylenetrinitramine or cyclonite
 Cyclotol (cyclonite — TNT mixture)

— D —

D explosive or ammonium picrate
 DATB (diaminotrinitrotetramethylenetetranitramine)
 DATNB (diaminotrinitrobenzene)
 DBX (TNT — cyclonite — NA mixture)
 DDNP or dinol (diazodinitrophenol)
 Deflagrating explosives
 DEGN or dinitrodiglycol
 Delay powders
 Detonating cord
 Detonators
 Diazobenzene chromate
 Diazoperchlorate of metanitrobenzene
 Dibenzoyl peroxide
 Diethyl gold bromide
 Diethylene glycol dinitrate (GDN)
 Diglyceryl tetranitrate
 Dimethyl peroxide
 Dimethylol dimethylmethane dinitrate composition
 m — Dinitrobenzene
 Dinitrodiglycol
 Dinitroethylenediamine
 Dinitroethylene urea
 Dinitroglycerine
 Dinitroglycol
 Dinitrophenol
 Dinitrophenyl hydrazine
 Dinitrotoluene — sodium nitrate explosive mixtures
 Dinol or 2-diazo-1-hydroxy-4, 6-dinitrobenzene,
 (diazodinitrophenol)
 Dipicryl sulfone
 Dipenta or dipentaerythritol hexanitrate, (DPEHN)
 DNDP, dinitropentanonitride
 DNPA, 2, 2-dinitropropyl acrylate
 DNT or dinitrotoluene
 DPEHN, dipentaerythritol hexanitrate
 Dynamites
 Dynamites (permissible)
 Dynamites (safety)

— E —

EDNA, haleite or EDNATOL, (ethylene dinitramine)
 EDNP, ethyl-4, 4-dinitropentanoate
 Erythritol tetranitrate explosives
 Ethylene dinitramine
 Ethylene glycol dinitrate (EGDN)
 Ethyl — tetryl
 Ethylene nitrate
 Explosive conitrates
 Explosive gelatins
 Explosive plastics
 Explosive mixtures containing oxygen releasing inorganic
 salts and hydrocarbons

Explosive mixtures containing oxygen releasing inorganic
 salts and water soluble or insoluble fuels
 Explosive nitro compounds of aromatic hydrocarbons
 Explosive organic nitrate mixtures
 Explosive powders

— F —

FEFO, (bis-2, 2-dinitro-2-fluoroethyl)
 Fireworks, refer to 1.01b
 Fulminate of mercury
 Fulminate of silver
 Fulminating gold

— G —

GDN or ethylene glycol dinitrate
 Gelatin dynamites
 Gelatinized nitrocellulose
 Gelignite (dynamite)
 GEM, dinitro aliphatic explosive mixtures
 Glyceryl nitrate
 Glyceryl trinitrate
 Glycol dinitrate
 Guanylnitrosoaminoguanilydene hydrazine
 Guanylnitrosoaminoguanilyltetrazene or tetrazene ; 1 — (5
 tétrazoly) — 4 guanultetrazene hydrate
 Guncotton
 Gun powder

— H —

Haleite or Edna
 BBX-1 or cyclonite — TNT — Aluminum mixture
 Heavy metal azides
 Hexahydro-1, 3, 5 — trinitro — s — triazine or hexogen
 Hexamethylenetriperoxydiamine, HTT or HMTD
 Hexanite
 Hexanitrate of mannitol or MHN
 Hexanitrocarbanilide
 Hexanitrodipentaerythrite or DPEHN
 Hexanitrodiphenyl
 Hexanitrodiphenylamine or hexyl
 Hexanitrodiphenylsulfone
 Hexogen, cyclonite, cyclotrimethylenetrinitramine, C.A.,
 hexahydrotrinitro — s — triazine or RDX
 Hexogen or octogen and a nitrated n-methylaniline
 Hexolites, (hexogen-tolite)
 High explosives
 HMTD, hexamethylenetriperoxydiamine or HTD
 HMX, cyclo-1, 3, 5, 7-tetramethylene-2, 4, 6,
 8-tétranitramine or octogen
 Homocyclonite (octogen)
 Hydrazine and dimethylhydrazine propellant
 Hydrazine chlorate or perchlorate explosive mixtures

Hydrazine nitrate explosive system

Hydrazoic acid

Hyponitrous acid

— I —

Igniter cord

Initial detonating agents

Initiating explosives or initiating agents

Inorganic perchlorate explosive mixtures

— L —

Lead azide

Lead chlorite

Lead dinitroresorcinate

Lead hydrazide

Lead mannite

Lead mononitroresorcinate

Lead picrate

Lead sulfocyanate — potassium chlorate explosive

Lead styphnate (lead trinitroresorcinate)

Liquid nitrated polyol and trimethyloethane

Liquid oxygen explosives (LOX)

Liquid oxygen with wood pulp or other cellulosic compounds

Lithium perchlorate explosive mixtures

Low explosives

Lyddite or melinite (picric acid)

— M —

m-dinitrobenzene

Mannite

Mannitol hexanitrate or MHN

MDNP, (methyl 4, 4-dinitropentanoate)

Melinite, trinitrophenol, pertite, Shimose or picric acid.

Mercuric azide

Mercurous azide

Mercury fulminate

Mercury hydrazide

Mercury nitride

Mercury oxalate explosive mixtures

Mercury oxycyanide (nitrated)

Mercury tartrate

n-Methyl-n, 2, 4, 6-tetranitroaniline (Tetryl)

Methyl picramide or trinitromethylaniline

Metriol trinitrate (TMETN)

Micro-connectors

Minol TNT-NA-aluminum mixture

Monobasic mercurous iodide

Mononitroresorcinate of lead

Mononitrotoluene — nitroglycerin mixture

Monopropellants

— N —

N-explosives or schneiderite

NA-H, ammonium nitrate and fuel oil or AN-FO

Nanceienne (pressed brown powder)

di-(1-Naphtyl) peroxide

NCN, nitrocarbonitrate

NH propellant

Nitramine

Nitrate sensitized with gelled nitroparaffin

Nitrates of polyalcohol and carbohydrate explosive mixtures

Nitrates of soda or of potash explosive mixtures

Nitrated carbohydrate explosive

Nitrated glucoside explosive

Nitrated mercurous oxycyanide

Nitrated mixture explosives, (ammonium nitrate and sodium nitrate explosives or exchanged ions explosives)

Nitrated organic compound explosives

Nitrated polyhydric alcohol emulsion explosives

Nitrated polyol and trimethyloethane

Nitrated propylene glycol explosives

Nitric acid explosive mixtures

Nitric acid and carbocyclic fuel explosive mixtures

Nitric acid and nitro-aromatic compounds explosive mixtures

Nitric acid and nitrated-halogenated aromatic compound explosive mixtures

Nitro-aromatic explosive mixtures

Nitro compounds of furan explosive mixtures

Nitrocellulose or cellulose nitrate (guncotton) explosive (not inerted)

Nitrocellulose explosive mixtures

Nitro derivatives of urea explosive mixture

Nitrodextrin

Nitrogelatin explosive

Nitrogen resorcinate

Nitrogen sulfide

Nitrogen trichloride

Nitrogen tri-iodide

Nitroglycerin

Nitroglyceroglycol

Nitroglycide

Nitroglycol, glycol dinitrate, ethylene nitrate or GDN

Nitroguanidine explosives or picrite explosives

Nitromannite (MHN)

di- or tri-Nitronaphtalenes

Nitronium perchlorate propellant mixtures

Nitropentaerythrite (pentrit or PETN)

Nitropentaerythrite — nitroglycerin composition

n-Nitrophenyl diazonium perchlorate

Nitrosoguanidine

Nitrostarch (with less than 30% solvent or 20% water)

Nitrostarch dynamites

NP or PETN

Nitro-urea

— O —

Octal (75% HMX and 25% TNT)
 Octogen, homocyclonite, cyclotetramethylenetetranitramine, octahydro-1, 3, 5, 7-tetrazocine or HMX
 Octolites
 Octowax
 Ophorites, magnesium or aluminum — perchlorate explosive mixtures
 Organic octonitrate explosive mixtures
 Oxalate of mercury explosive mixtures
 Oxalate of silver explosive mixtures
 Oxygen (liquid) and carbon explosive mixtures
 Oxygen (liquid) explosives (L-OX)
 Oxycyanide of mercury

— P —

Panclastites
 Particulate explosives
 Pellet powder
 Pentaerythrite tetranitrate, pentaerythritol tetranitrate, pentrit, penthrite or PETN
 Pentaglycerol trinitrate (TMETN)
 Pentrit plastic
 Penthrinite composition
 Pentolite or PETN — TNT mixtures
 Peracetic acid
 Perchlorate mixture explosives
 Perchloric acid based explosive mixtures
 Permissible dynamites
 Peroxychromate of ammonium
 Peroxide based explosive mixtures
 Peroxide, acetyl benzoyl
 Peroxide of tricycloacetone
 Pertite or picric acid
 PETN (pentrit) plastics
 Picramid or trinitraniline
 Picramic acid, (2-amino-4, 6-dinitrophenol), or picramates explosive mixtures
 Picrate of ammonium (explosive D)
 Picrate of potassium explosive mixtures
 Picrate of lead
 Picrate of zinc
 Picratol (ammonium picrate — TNT mixture)
 Picric acid or trinitrophenol
 Picrite or nitroguanidine
 Picryl chloride or trinitrochlorobenzene
 Picryl fluoride
 Plastic or hexogen plastic
 Plastic explosives (see C-1, C-2, C-3, C-4)
 Polyolpolynitrate — nitrocellulose explosives
 Potassium chlorate and lead sulfocyanate explosive

Potassium chlorate base explosive mixtures
 Potassium nitrate — sodium nitrate explosive mixture
 Powder (explosive), granular, pelleted, extruded, mealed; in platelets, flakes, pearls, balls
 Pressure venting blasting devices
 Primers
 Propellants (mono)
 Propellant composition
 Pyrenite or Tetryl
 Pyrocellulose (cellulose nitrate)
 Pyrotechnics (see Fireworks)
 Pyrotechnic composition

— R —

RDX, (cyclo-1, 3, 5-trimethylene -2, 4, 6-trinitramine) or cyclonite
 Resorcinatate of lead
 Roburites

— S —

Safety fuses
 Salts of organic amino-sulphonic acid explosive mixture
 Schneiderite or N explosive
 Seismic gelatin
 Seismic explosives
 Selenium nitride
 Semigelatin dynamites
 Sevrantites or substitution explosives
 Shellite (melinite — dinitrophenol)
 Shimose (melinite)
 Silver acetylide
 Silver chlorite
 Silver fulminate
 Silver oxalate explosive mixtures
 Silver tartrate explosive mixtures
 Slurried explosive mixtures of water, inorganic oxidizing salt, gelling agent, fuel and sensitizer
 Slurry of explosive mixtures thickened with an inorganic oxidizing salt
 Smokeless gunpowder
 Sodamol
 Sodium amatol
 Sodium chlorate explosive mixtures
 Sodium chlorate — sodium nitrate explosive mixtures
 Sprengite (pressed brown powder)
 Squibs
 Stannous nitrate (basic)
 Starch nitrate (nitrostarch)
 Streetites or cheddites
 Styphnate of barium
 Styphnate of lead (resorcinatate of lead)
 Styphnic or resorcinic acid

Sulfur bearing mixtures containing zinc, aluminum or magnesium with or without other oxidizing agent

— T —

T-4 or cyclonite
 TACOT, tetranitro-2, 3, 5, 6-dibenzo-1, 3, 4, 6-tetraazapentalene
 Tartrate of silver explosive mixtures
 Tartrate of lead
 TATNB or triaminotrinitrobenzene
 TEGN or dinitrotriglycol
 Tetranitrate of pentaerythritol, penthrite (pentrit), nitropentaerythrite, nitropenta, PETN or NP
 Tetranitro-tetrazacyclooctane or octogen
 2, 4, 6-Trinitraniline or picramid
 Tetraline, tetryl or tetralite
 Tetranitraniline explosive mixture
 Tetranitrodiglycerin
 Tetranitromethane explosive mixtures
 Tetranitride of sulfur
 Tetrazene or tetracene
 Tetryl, 2, 4, 6-trinitrophenylmethylnitramine or tetranitromethylaniline
 Tetralite, pyrenite or CE
 Tetrytol or Tetryl — TNT mixture
 TMETN or metriol trinitrate (trimethylolethane trinitrate)
 TNA, tetranitroaniline or 2, 3, 4, 6-tetranitraniline
 TNB, 1, 3, 5-trinitrobenzene
 TNC or tetranitrocarbazole
 TNEF, trinitroethylformal
 TNEOC, trinitroethylorthocarbonate
 TNECF, trinitroethylorthoformate
 TNT, trinitrotoluene
 Tolite or TNT
 TORPEX or hexogen — tolite — aluminum mixture
 1, 3, 5-Triazido-2, 4, 6-trinitrobenzene or trinitro-triazidobenzene
 Trichloromethylperchlorate
 Tridite (trinitrophenol and dinitrophenol)
 Trilite or TNT
 Trimethylenetrinitramine
 Trimethylolethanetrinitrate — nitrocellulose mixture
 Trimonite (melinite — mononitronaphtalene)
 Trinitramine
 Trinitraniline or picramid
 Trimethylolethyl methane trinitrate composition
 Trinitroanisol or methyl picrate
 Trinitrobenzene
 Trinitrobenzoic acid
 Trinitrochlorobenzene or picryl chloride
 Trinitrocresol
 Trinitroglycerin or glycerol trinitrate
 Trinitroglycerin mixtures

Trinitromesitylene
 Trinitrometacresol
 Trinitromethylaniline or methyl picramid
 Trinitrometaxylene
 Trinitromethane
 Trinitronaphtalene
 Trinitrophenetol or ethyl picrate
 Trinitrophenol or picric acid (melinite)
 Trinitrophenolate of lead
 Trinitrophenylethylnitramine
 2, 4, 6-trinitrophenylmethylnitramine
 Trinitrophenylmethylnitramine explosive mixtures
 Trinitroresorcinol or styphnic acid
 Trinitroresorcinate of lead or lead styphnate
 Trinitrotoluence explosive mixtures
 Trinitrotoluene explosive mixtures
 Trinitrotriazidobenzene
 1, 1, 1 — trinitroxymethylethane or TMETN
 Tritol, triton, trotyl or TNT
 Tritonal or tolite — aluminum mixture

— U —

Urea nitrate

— W —

Water bearing explosives having salts of oxidizing acids and nitrogen bases, sulfates or sulfamates

Water-gel explosives

— X —

Xylene trinitrate, m-trinitroxylene

— Z —

Zinc picrate

SCHEDULE 2

(s. 15)

**CONSTRUCTION STANDARDS
 FOR TYPE I MAGAZINES**

1. **General** : These magazines shall be bullet-resistant, weather-resistant, fire-resistant and also resistant to forcible entry by thieves and attack by saboteurs, and be constructed as follows :

2. **Wood-frame walls** :

(a) These walls shall be of the following type : an open framework, consisting of 2 by 6 inch studs, continuous along their full height placed on 16 inch centers and covered on both sides with plywood panels, as described in *b* and *c*, so as to form a space 6 inches wide, to be filled with dust-free hard stone crushed to a diameter of less than

one-quarter of an inch or any other material which can significantly reduce penetration by bullets and which, in the case of an explosion, is not likely to constitute a hazard by being propelled any distance.

(b) The outer sheathing of the wall shall include, first, a layer of plywood of a minimum thickness of half an inch to which will be firmly stapled a five-sixteenth inch, 18 gauge, expanded steel mesh followed by another layer of plywood panel also of a minimum thickness of one-half inch, the joints to alternate with those of the first. The metal mesh is not to be cut at the ventilation openings and is to cover them without a break ; it is to be bent at least 16 inches around each corner. The exterior wall shall be completely clad with 20 gauge galvanized iron, overlapping by at least 2 inches at the joints and 4 inches at the corners.

(c) The inner sheathing of the wall shall consist of at least one layer of plywood three-quarters of an inch thick.

(d) The ventilators shall be either S-shaped, 4 inches in diameter with the lower opening on the outside, or, straight-through, not larger than 6 inches by 6 inches protected on the outside by a steel plate one-half inch thick, not more than 3 inches from the wall and forming a hood. Inside they shall be equipped with a second five-sixteenth inch 18 gauge, expanded steel mesh and, in addition, a screen to prevent objects from being inserted into the magazine.

N.B. Already-existing concrete block structures shall be protected either by a steel cladding at least one-eighth of an inch thick, and all seams continuously welded or by a one-half inch, 16 gauge or thicker, expanded steel mesh on the entire surface of the walls, covered by 3 layers of stucco each not less than one-quarter of an inch thick.

Already existing wood-frame structures which meet the conditions described in paragraph *a* shall also be protected by the five sixteenth inch, 18 gauge, expanded steel mesh followed by one half inch thick plywood and a cladding of 20 gauge galvanized iron, all in accordance with paragraph *b*.

3. Floors :

(a) For permanent magazines :

i. a 4 inch thick concrete slab, poured over 4 inches of gravel, with an additional concrete topping three-quarters of an inch thick ;

ii. solid wood at least 4 inches thick covered with plywood three-quarters of an inch thick with the good side up. This type of floor shall be laid on a base of concrete, stones or concrete blocks. If columns or posts are used, leaving a crawl-space beneath the floor, a five-sixteenth 18 gauge, expanded steel mesh shall be placed between the three-quarter inch thick plywood and the sub-flooring. In this case, a five-sixteenth inch, 18 gauge, expanded steel mesh shall close off access to the crawl-space.

(b) For mobile magazines : solid wood at least 4 inches thick covered with the five-sixteenth inch, 18 gauge, expanded steel mesh, followed by three quarter inch thick plywood with the good side up.

4. Roofs :

(a) roofs shall be well fitted and fastened to walls by means of anchor bolts ;

(b) roofs may be built in any one of the following ways :

i. one layer of 2 inch thick, tongued and grooved lumber, followed by five-sixteenth inch, 18 gauge, expanded steel mesh and then by a layer of plywood of one half inch minimum thickness, all to be covered with 24 gauge, or thicker, galvanized iron, or else, with asbestos roofing material in accordance with current practice so as to be adequately weather-resistant and fire-resistant ;

ii. 2 layers of roofing plywood three-quarters of an inch thick, sandwiching five-sixteenth inch, 18 gauge, expanded steel mesh, all covered as indicated in subparagraph i ;

(c) whenever it is possible to shoot directly through a roof and hit the explosives stored, there shall be fixed to the ceiling a sort of wooden plate covered with polythene and filled with stone crushed to ¼ " (or mortar containing 10% cement), at least 4 inches thick.

5. **Door frames and sills** : Door frames and sills shall consist of 2 angle-irons 4 inches by 4 inches and one-quarter of an inch thick, continuously welded and firmly held to the frame by means of flat headed bolts. The door-stop shall consist of angle-iron one by one, by one-quarter of an inch, welded along the whole frame.

6. **Door** : The door shall be a hanging door consisting of 2 steel plates one quarter of an inch thick firmly riveted and welded along the edges, sandwiching a sheet of pressed asbestos at least one-quarter of an inch thick and finally an inner facing of plywood three-quarters of an inch thick affixed with contact cement. Such a door shall be solidly fixed on hinges such as CMT 5 x 5 for jails, or the equivalent, so that once it is closed, there remains not more than one-sixteenth of an inch clearance between the door and the frames or the sills. In addition, the inner face of such a door, on the side of the hinges, shall be fitted with not less than 3 fixed locking bolts consisting of 3 lugs of at least a three-quarter square inch section, welded on the edge of each door at regular intervals and protruding enough the block the latter, once it is closed, by fitting into recesses in the framework.

7. **Locking devices** : The hanging door shall be equipped with 2 maximum security, independent, anti-theft, mortise locks with individual keys which cannot be duplicated except by the manufacturer, only after identification and signature, or alternatively with any other approved locking system guaranteed to give equal or better security.

SCHEDULE 3

(s. 16)

CONSTRUCTION STANDARDS FOR TYPE II MAGAZINES

1. These magazines may be built in accordance with one of the following two options :

(a) **1st option** : A metal box or case with each side solidly constructed and with cover or pivoting front panel, all fabricated of welded steel plates one-quarter of an inch thick. Such cover or panel shall have an insulated lining and shall overlap the edge of the box by at least 1 inch along its whole perimeter. Such cover or panel shall have hinges and a closing system identical to those described in section 6 of Schedule 2. The inside shall be lined with a nonsparking material.

(b) **2nd option** : A box or case with each side solidly constructed and with a cover or pivoting front panel made of 2 layers of plywood three-quarters of an inch thick sandwiching five-sixteenth inch, 18 gauge, expanded steel mesh extending around the corners, all to be covered on the outside with a tight cladding of galvanized iron of a thickness not less than 20 gauge and overlapping at least 4 inches at the corners and 2 inches at the joints. The first inner layer of plywood may be replaced by tongued and grooved boards 2 inches thick. The cover shall be made in an identical manner to the sides and shall have strong hinges fastened inside and riveted. The box or case shall be equipped with 2 maximum security, independent, anti-theft, mortise locks with individual keys which cannot be duplicated except by the manufacturer, only after identification and signature, or alternatively, with any other locking system guaranteed to give equal security.

SCHEDULE 4

(s. 17)

CONSTRUCTION STANDARDS FOR TYPE III MAGAZINES

1. Such magazines shall consist of a welded steel case or strong-box at least one-quarter of an inch thick equipped with one maximum security, independent, anti-theft, mortise lock with individual key which cannot be duplicated except by the manufacturer, only after identification and signature, or alternatively with any other locking system guaranteed to give equal security. The interior walls shall be lined with a nonsparking material.

SCHEDULE 5

(ss. 15, 16, 17 and 24)

ALTERNATIVE CONSTRUCTION STANDARDS FOR ALL-WELDED STEEL TYPE I MAGAZINES

1. Such magazines shall be all-welded steel containers ; their construction shall be relatively light weight and the walls as well as the floor shall be fabricated of all-welded steel plates at least one-quarter inch thick ; the roof shall be of a minimum thickness of three-sixteenths of an inch. The plates in question shall be firmly fastened to a strong but light steel framework. The interior walls, as well as the ceiling and floor shall be covered with one layer of plywood three-quarters of an inch thick in such a way as to leave a space at least 3 inches wide between the outer and inner walls. This space shall be well filled with hard stone crushed to one-quarter inch size and washed to get rid of fine particles.

2. The walls, roof and floor, may also be built of any other combination of steel for the outer surface and of weed or other nonsparking material for the inner one, with or without a space in between, but proven to have theft and bullet resistance equivalent to the fabricated metal assembly described in section 1.

3. The frame and sill of the door shall be made of 3 inch channel iron, at least one quarter inch thick, continuously welded, and equipped with a door stop consisting of an angle-iron one inch by one inch, by one-quarter of an inch, welded around all the perimeter.

4. The door shall be a hanging door consisting first of 2 steel plates one quarter of an inch thick firmly riveted, welded along the edges and sandwiching a sheet of pressed asbestos at least three-quarters of an inch thick, second, an inner sheathing of plywood one-quarter of an inch thick affixed with contact cement. Such door shall be solidly fixed on hinges such as CMT 5 x 5 for jails, or the equivalent, so that once it is closed, there remains not more than one-sixteenth of an inch clearance between the door and the frame or the sill. In addition, the inner face of such door, on the side of the hinges, shall be fitted with not less than 3 fixed locking bolts consisting of 3 lugs of at least a three-quarter square inch section, welded on the edge of each door at regular intervals and protruding enough to block the latter, once it is closed, by fitting into recesses in the framework.

5. The hanging door shall be equipped with 2 maximum security, independent, anti-theft, mortise locks with individual keys which cannot be duplicated except by the manufacturer, only after identification and signature, or alternatively with any other locking system guaranteed to give equal or better security.

6. The ventilators, if present, shall be of the straight-through type, not larger than 6 inches by 6 inches, protected on the outside by a steel plate one-half an inch thick, twice the size of the orifice, not more than 3 inches from the wall and forming a hood ; they shall be equipped with a second five-sixteenth inch, 18 gauge, expanded steel mesh, and, in addition with a screen to prevent any object from being inserted into the magazine.

7. Any other modality in the form of ventilation must afford the same degree of security against theft or insertion of any object into the magazine.

SCHEDULE 6

(*ss. 18 and 23*)

STANDARDS OF CONSTRUCTION OF TYPE IV MAGAZINES

1. The structure of such magazines shall include a five-sixteenth inch, 18 gauge, expanded steel mesh, sandwiched between 2 layers of plywood respectively one-half inch thick and one quarter inch thick, the latter facing the interior of the warehouse or magazine.

2. Any opening other than doors shall be protected with a strong wire mesh.

3. The doors shall be reinforced on the exterior side by a wood sheathing half an inch thick sandwiching a five-sixteenth inch, 18 gauge, expanded steel mesh, all to be covered with 20 gauge galvanized iron : they must be hung on hinges such as CMT 5 x 5 for jails and the locking devices shall be identical to that described in Schedule 2 except that only one lock per door is required.

4. Any applicant having more than 7 magazines of Type IV may modify them at a rate of 2 per year. However, all the magazines should in the meantime conform to the requirements of sections 2 and 3.

SCHEDULE 7

(*ss. 42, 45 and 55*)

STANDARDS FOR TRANSPORT BY VEHICLE

1. **By road :** Explosives shall be transported in a vehicle equipped with an approved anti-theft system :

(a) the transport shall be carried out in a vehicle equipped with a closed body made of welded or riveted sheet metal not thinner than one-sixteenth of one inch nor thicker than three thirty-seconds of one inch, solidly anchored to the chassis of the vehicle and lined inside on its walls and ceiling with five-sixteenth inch 18 gauge expanding steel mesh, covered by a layer of plywood not less than one-quarter of one inch. The floor shall be built of oak planks one and one-quarter inch thick or more, or the equivalent.

The door must be equipped with 2 padlocks of high quality or with another type of double lock combined with the anti-theft system ;

(b) the holder of a transport permit who desires to avail himself of section 55 shall fulfill the following conditions :

- i. to transport less than 50 pounds of explosives ;
- ii. to transport less than 250 detonators ;
- iii. to transport the explosives and detonators in 2 twin boxes built as follows :

Such boxes shall be made of completely welded steel plates of one-quarter of one inch on all their surfaces with a separate cover on the top or a pivoting front panel. The covers or pivoting front panels shall be equipped with an airtight seal ; they shall be equipped with hinges and each

with a lock, combined with the anti-theft system of the vehicle of the same type as that described in section 6 of Schedule 2. The inside shall be covered with plywood at least one-half inch thick. The partition separating the 2 boxes shall be covered with not less than 3 inches of one-quarter of one inch crushed stones, covered from side to side by a steel plate one-quarter of one inch thick and plywood one-half inch thick.

2. **By railroad** : The contents shall locked up or sealed by means of a Bull Ring, or of any other type of the same efficiency.

SCHEDULE 8

(s. 19)

FENCING OF EXPLOSIVES MAGAZINES

1. Fences shall be of the industrial type, with a maximum mesh opening of 2 inches, be of 9 gauge wire, or heavier, be 8 feet in height and be topped by 3 strands or barbed wire angled at 45°.

2. Each must completely surround a magazine at a distance of at least 15 feet and have a padlocked gate, to be opened only when servicing the magazine.

3. The bottom of the fence must be within 3 inches of the surface of hard ground or must be set 1 foot deep into soft earth.

4. In the case of a complex described in section 26, a single fence surrounding the whole complex is sufficient. Generally, a special fence is not required when the magazine is on the grounds of an establishment surrounded by a fence at least as protective as the prescribed fence.

SCHEDULE 9

(s. 21)

ALARM SYSTEM FOR EXPLOSIVES MAGAZINES

1. The alarm system shall be effective, operate independently during electrical failures, in no way endanger stored explosives, be able to operate under all weather conditions and shall not develop by induction, radio-electricity or otherwise a current of more than 0,06 ampères.

2. In the case of a complex as described in section 26, an alarm protection system may be global or individual.

FORM 1 (cont'd)
(s. 8)

EMPLOIS DURANT LES 5 DERNIERES ANNEES
En commençant par la plus récente

EMPLOYMENTS OVER LAST 5 YEARS
Starting with the last one

EMPLOYEUR/EMPLOYER		Nature du travail/Kind of work	Telephone	Période/Period	
Nom/Name	Adresse/Address			du/from	au/to
1)					
2)					
3)					
4)					
5)					
6)					
7)					

JE CERTIFIE, PAR LA PRESENTE, ETRE FAMILIER AVEC LES LOIS ET LES REGLEMENTS RELATIFS AUX EXPLOSIFS/
I HEREBY CERTIFY THAT I AM FAMILIAR WITH THE LAWS AND REGULATIONS ON EXPLOSIVES.

Signature du requérant/Applicant's signature

Date

Policier (Signature) Policeman

Mat./Reg. N°

Date

FORM 2
(s. 8)


GOUVERNEMENT
DU QUÉBEC
MINISTÈRE
DE LA JUSTICE
SÛRETÉ DU
QUÉBEC

**DEMANDE DE PERMIS DE:
APPLICATION-PERMIT FOR:**

- A) VENTE/SALE CLASSE/CLASS 1.
 B) TRANSPORT 2.
 C) DEPOT/MAGAZINE 3.
 4.

EXPLOSIFS -- EXPLOSIVES

(Cette demande doit être remplie en lettres moulees ou au dactylo
This application must be printed or typed)

(À l'usage de la S.Q. seulement/S.Q. use only)
Dossier No./File No

REQUERANT - APPLICANT

Nom/Name _____ Prénoms/Given names _____

Ce permis est-il pour usage personnel? ou Pour une entreprise?
 Is this permit for your personal use? or For a company?

Nom de l'entreprise/Name of company _____

Adresse/Address _____

Genre d'entreprise/Type of business _____ Téléphone/Telephone _____

Nom du gérant/Manager's name _____

Avez-vous l'intention d'acheter, de vendre, d'entreposer ou de transporter à l'extérieur du Québec des explosifs ou des détonateurs?/
 Do you intend to buy, sell, store or transport explosives or detonators outside Quebec?
 oui/yes non/no

DEPOT - MAGAZINE

Permanent/Permanent Mobile No de taxe de vente/Sales tax no _____

Emplacement/Location _____

Quelle est la quantité maximum que vous désirez entreposer? Explosifs lbs Détonateurs
 What is the maximum quantity you intend to store? Explosives Detonators

Usage prévu/Intended use: _____

VEHICULE(S) - VEHICLE(S)

Camion/Truck Remorque/Trailer Tracteur/Tractor Autre/Other Spécifier/Specify _____

IMMATRICULATION/REGISTRATION			Modèle Type	Marque Make	an/yr	No de série/Serial no	Unité no Unit no
NO	Prov.-état/Prov.-State	en/yr					

La demande doit être accompagnée d'un plan du dépôt et/ou du véhicule, et d'une déclaration de la quantité d'explosifs ou de détonateurs ou de pièces pyrotechniques qui peut être gardée dans le bâtiment ou dans le coffre/

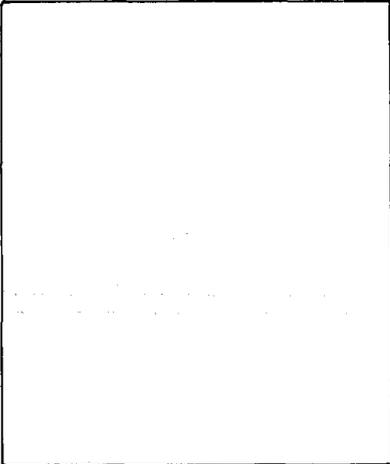
The application must be accompanied by a plan of the magazine and/or the vehicle along with a statement of the maximum quantity of explosives or detonators or fireworks which can be stored therein.

JE CERTIFIE, PAR LA PRESENTE, ETRE FAMILIER AVEC LES LOIS ET LES REGLEMENTS RELATIFS AUX EXPLOSIFS.
 I HEREBY CERTIFY THAT I AM FAMILIAR WITH THE LAWS AND REGULATIONS ON EXPLOSIVES.

Endroit/Place _____ Date _____ Signature du requérant/Applicant's signature _____

Policeier (Signature) Policemen _____ Mat./Reg. no _____ Date _____

FORM 3
(s. 9)

				GOUVERNEMENT DU QUÉBEC MINISTÈRE DE LA JUSTICE SURÉTÉ DU QUÉBEC			
							
PERMIS GENERAL/GENERAL PERMIT EXPLOSIFS — EXPLOSIVES							
Nom/Name		Prénom/Given name					
No. Ass. Sociale/Social Ins. No.		Né/Born					
Taille/Height	Poids/Weight	Date d'expiration/Expiry date					
Yeux/Eyes		No Permis/Permit No					
<hr/> Signature			<hr/> Inspecteur d'explosifs/Explosives inspector				

FORM 4
(s. 9)

GOUVERNEMENT DU QUEBEC
MINISTRE DE LA JUSTICE
SURETE DU QUEBEC



Permis N°/Permit N°

PERMIS DE DEPOT

EXPLOSIFS — EXPLOSIVES

MAGAZINE PERMIT

Nom/Name	Prénom/Given name
Adresse/Address	

REMARQUES—REMARKS

Date d'expiration
Expiry date

J./D.	M.	A./Y.

Inspecteur d'explosifs/Explosives inspector

FORM 5
(s. 9)

GOUVERNEMENT DU QUEBEC
MINISTERE DE LA JUSTICE



SURETE DU QUEBEC

PERMIS DE VENTE

SALE PERMIT

EXPLOSIFS — EXPLOSIVES

Permis N°/Permit N°											

Nom/Name					Prénom/Given name				
Adresse/Address									

DATE D'EXPIRATION		
EXPIRY DATE		
J/D	M	A/Y

Inspecteur d'explosifs/Explosives inspector.



c. E-24, r.1

Rules of practice and procedure of the Expropriation Tribunal

Expropriation Act
(R.S.Q., c. E-24, s. 22)

DIVISION I DEFINITIONS

1. In these Rules, the following words and expressions mean or designate :

- (a) “roll-call” : the sitting at which the cases appearing on the roll are called in order to fix the dates of the sittings of the Tribunal for purposes of proof and hearing of such cases ;
- (b) “hearing” : the sitting of the Tribunal at which the parties appear to state their arguments ;
- (c) “pre-trial conference” : the meeting provided for in the second paragraph of section 47 of the Act ;
- (d) “proof” : the sitting of the Tribunal at which the parties appear to testify or where witnesses are heard ;
- (e) “office” : office of the Tribunal where the records, registers, minute-books and other documents necessary for the administration of the Tribunal are kept ;
- (f) “clerk” : the person designated as such by the chairman of the Tribunal ;
- (g) “clerk of proceedings” : the person designated as such by the chairman of the Tribunal ;
- (h) “Act” : the Expropriation Act (R.S.Q., c. E-24) ;
- (i) “urgency proceeding” : every proceeding designated as such in the Act ;
- (j) “incidental proceeding” : every proceeding filed in a record after filing of the original proceeding used to open the record and before filing of the final order or declaration of settlement terminating such proceeding ;
- (k) “Tribunal” : the Expropriation Tribunal as defined in the Act.

DIVISION II CLERKS, REGISTERS AND MINUTE-BOOKS

2. Duties of clerk : In each office, the clerk shall keep, for his section of the Tribunal :

- (1) Minute-books : a minute-book containing :
 - (a) the number of each record ;
 - (b) the name of the parties ;
 - (c) the nature of the motion ;
 - (d) a description and the date of receipt of each proceeding and of every document and exhibit filed with the office ;
 - (e) the date and nature of every incidental decision ;
 - (f) the date of the proof and hearing ;
 - (g) the date of the taking under advisement ;
 - (h) the date of the final order ;
 - (i) an indication of the manner in which the record is definitely closed, the date of the closing and forwarding of a certified copy of the order to the Superior Court for purposes of homologation ;
 - (j) the date of filing the inscription in appeal ;
 - (k) the date of the transcript and forwarding of the record to the appeal office ;
 - (l) the date of the return of the record from the appeal office ;
 - (m) the date and conclusions of a judgment of the Court of Appeal.
- (2) Register of orders : a register containing a copy of the incidental and final orders in chronological orders.
- (3) Cases under advisement : a register of cases taken under advisement and the date.
- (4) Closed records : a list of the closed records.

3. Duties of clerks : The clerk shall :

- (1) Registration : acknowledge and register the records, motions and other exhibits relating to proceedings after having verified that they comply with the requirements of the Act and with the rules of practice.
- (2) Serving of writs : provide for the serving of writs if the Tribunal so orders.

(3) (a) General roll : prepare a general roll in 2 parts, one for in default cases and the other for cases on the merits, and indicate, for each record, the date of entry on the roll, the number of the record, the names of the parties, the nature of the motion and the names of the attorneys ;

(b) urgency roll : prepare the roll of urgency proceedings by entering all proceedings filed as such before the Tribunal according to the provisions of the Act, with the same indications as in paragraph a ;

(c) practice roll : prepare the roll of practice proceedings by entering all proceedings other than those which must be entered on the rolls prepared according to paragraphs a and b.

(4) Definitive roll : prepare the definitive roll by indicating, in particular, in respect of each day of the sitting, the place, date, time, members of the section of the Tribunal assigned to such sitting, the date of opening of the record, the number of the record, the names of the parties and their attorneys, the nature of the motion and the date of any previous replacement.

(5) Verification of records : verify prior to the roll-call whether the records are complete and, if not, require that the interested persons complete them before the roll-call.

(6) Notice : transmit to all interested persons a notice of the roll-calls, a notice of proof, a notice of hearing and any other notice required under the Act and the rules of practice, or requested by the chairman or vice-chairman of the Tribunal.

(7) Summoning witnesses : summon witnesses at the request of the parties in a case of urgency.

(8) Minutes : draw up the minutes of the hearing in which shall be noted all the documents filed at the sittings, any objections made, and all incidental decisions except those relative to the proof which shall be indicated in the stenographic or stenotypic notes, or recorded by machine.

(9) Admissions : indicate in writing the admission dictated to him, ensure that they are signed by the parties or their attorneys and note those that are dictated to the official stenographer or stenotypist, or recorded by machine.

(10) Inventory of exhibits : prepare, during the hearing, an inventory of the exhibits, by assigning to each exhibit the letter and sequence of numbers already employed. Where a numbered exhibit is not filed, this shall be indicated in the inventory. When the proof has been completed, he shall ensure that each party or his attorney certifies the inventory.

(11) Taxation of witnesses : tax witnesses upon request of the parties or the witnesses themselves.

(12) Preservation of the evidence : provide for the filing, keeping and preservation of the stenographic notes, the tapes of stenotypy notes, and the tapes recorded on a machine by the Tribunal's employees.

DIVISION III DUTIES OF CLERK OF PROCEEDINGS

4. The clerk of proceedings shall, both at the sitting of the Tribunal and at the pre-trial conference, perform the duties of the clerk as defined in subsections 8, 9, 10, 11 of section 3.

DIVISION IV APPEARANCE

5. Appearance : Every natural person may appear in writing, in person or by attorney ; every artificial person shall appear by attorney.

DIVISION V GENERAL PLAN

6. In the case of a copy of the general plan mentioned in section 42 of the Act, it shall be filed in the office of the Tribunal before or at the same time as any expropriation notice respecting that general plan is filed.

A schedule shall be appended to that copy of this general plan indicating the cadastre number for each immovable concerned, the nature of the right expropriated in each case, and the name of the last known holder of that right ; the clerk opens an expropriating party's file for this general plan.

7. Any notice of expropriation respecting a general plan filed subsequent to filing of this plan shall refer to the file number of that general plan.

DIVISION VI NOTICE OF EXPROPRIATION

8. The heading of a notice of expropriation or of a general plan shall be worded as follows :

CANADA

PROVINCE OF QUÉBEC

EXPROPRIATION TRIBUNAL

Judicial district of _____ Section of (Québec or
Montréal)

9. The judicial district mentioned in the heading of the procedure prescribed in section 8 is that of first instance in the place where the immovable or the real right to be expropriated is located.

10. Where shares or moveable assets only of a corporation are expropriated, the judicial district shown on the notice of expropriation is that of first instance in the place where the head office or the main office of the corporation is located.

11. The notice mentioned in section 45 of the Act shall be returned to the Tribunal by the expropriating party or its attorney within 5 days of the date on which the most recent notice was given.

DIVISION VII WRITTEN PROCEDURES BEFORE THE TRIBUNAL

12. Motions : Except where otherwise ordered by a law or by these Rules, every motion filed with the Tribunal shall be made in writing in the form of a motion in 3 copies, which shall be printed or typewritten on one side of the paper only.

13. Copies for the members : Any proceedings other than the general plan shall be submitted in 3 copies, of which 2 are for the members of the Tribunal.

14. Designation of the parties : Every party to a motion or in a record and any party who might be affected by that motion or record must be designated by his name, profession, and domicile or place of business.

15. Allegations : The allegations in any proceedings shall be stated in consecutively numbered paragraphs.

16. Laws : If reference is made to a law, it shall be cited, with the provision referred to.

17. Conclusions of the motion : The subject of the motion shall be specified in the form of a conclusion.

18. Signature and address : Any proceedings before the Tribunal shall be signed by the party or his attorney and, in the latter case, the name and address of the attorney shall be written on the back.

19. Filing of the motion : The applicant shall apply to the clerk of the Tribunal to file the 3 copies ordered by section 12 for the Tribunal's use. Proof of service of that motion shall be attached to one copy, designated as the original, where appropriate.

Unless a law or these Rules of practice orders otherwise, every service shall be made on the attorney or, if there is no attorney, on the party.

20. Service : Service of any motion or other writ may be made by bailiff or by registered or certified mail with delivery receipt or, in any other case, by the method which the Tribunal shall determine on request or of its own right.

Service between attorneys may be made by signing a receipt for the copy, attached to the original of the proceeding.

Service may also be made by messenger service with delivery receipt.

21. Number : The clerk places a number on every proceeding instituting an action and the same number shall be shown on all papers relating to the record.

22. Delay and notice of answer : The delay for answering any proceeding is 15 days after the date of service and, for the motion instituting an action, notice of answer within this delay shall be given to the opposite party.

23. Time limit of service : The time limits mentioned above apply to any service for which the time limits are not otherwise determined by law.

24. Answer and reply : The respondent or any interested party may answer a motion, and the answer may be followed by a reply if necessary. In these proceedings, each allegation of the proceeding must be separately accepted or denied, and allegations may be added only if they are considered necessary to determine the limits of the dispute.

25. Extension of time limits : The Tribunal may extend time limits specified by these Rules.

26. Affidavit : Any motion instituting an action before the Tribunal must be supported by an affidavit from the applicant, and an affidavit must accompany every incidental or urgent motion if the facts alleged in that motion do not appear in the record.

DIVISION VIII INCIDENTAL PROCEEDINGS

27. Incidental proceedings : The Tribunal hears incidental proceedings as provided by the Code of Civil Procedure (R.S.Q., c. C-25) respecting dismissal of the suit on legal grounds, amendments, forced and voluntary intervention, disavowal, change of attorneys and continuance of suit.

28. Notice of hearing : Service must be made of every motion or incidental motion before the Tribunal, and it may be presented after notice of at least 1 clear day.

29. If the expropriating party's right to expropriate is contested under section 44 of the Act, proceedings before the Tribunal are suspended until every interested party submits one of the following :

- (a) a certified copy of discontinuance from that contestation ;
- (b) a certified copy of an out-of-court settlement ;
- (c) a certified copy of the final judgment disposing of that contestation.

30. Upon request by any interested party, the clerk of the Tribunal shall prepare a certified copy of any document or proceeding in the Tribunal's record required to contest before the Superior Court the expropriating party's right to expropriate.

DIVISION IX FILING OF EXHIBITS

31. Filing : Every document cited or mentioned in a proceeding shall be filed with that proceeding. If a party fails to comply with this prescription, the party in default may be deprived of the right to use it.

32. Opposing party's exhibits : Any party which mentions in its proceeding an exhibit or a document in the opposing party's possession may request, by petition to the Tribunal, an order that that exhibit be filed on or before the day fixed for the hearing on the merits.

DIVISION X INSCRIPTION ON THE GENERAL ROLL

33. Inscription on the roll : Considering section 46 of the Act, any of the parties may inscribe the case for putting in default or on the merits on the general roll ; service shall be made of that inscription and it shall be filed in the office of the Tribunal.

34. The case may be heard in a judicial district other than that designated in the notice of expropriation by order of the chairman or vice-chairman, issued upon a petition from the party requesting the change of place and stating the reasons for the petition, and supported by an *affidavit*.

35. The chairman of the section seized with a case may allow the proof and hearing to proceed in a district other than that in which the case originated.

36. As soon as an urgency proceeding is filed, it shall be placed on the urgency roll ; the clerk immediately informs the chairman or vice-chairman of the Tribunal, who immediately fixes the date of the hearing of that proceeding and at the same time designates the members of the Tribunal who are to hear and enjoin it. The clerk immediately sends notice to the parties or their attorneys in the manner prescribed by the chairman or vice-chairman.

37. When a case is inscribed on the general roll as to the merits, the clerk sends the parties and their attorneys a notice confirming that it has been put on the general roll as to the merits, mentioning the sections of the Act and the rules of practice concerning the pre-trial, informing the parties of the existence and availability of the technical service, and inviting them to make use of that service.

DIVISION XI RULES OF THE ROLL-CALL

38. General roll-call : The general roll-call shall be under the jurisdiction of the chairman or vice-chairman or the member of the Tribunal designated by either of them ; it is made at the date fixed by the Tribunal, beginning with cases inscribed in default and then with those inscribed on the merits ; a notice of that call and a copy of the roll of cases called is sent by the clerk to the parties or to their attorneys.

39. A case whose date has been fixed for proof and hearing in default may not proceed on the merits at that date.

If before that date the parties consent to proceed on the merits, the case may be struck off the roll in default, entered on the roll on the merits, at the request of either party, on condition that the other formalities prescribed for that purpose by the Act and the rules of practice are complied with.

In the case mentioned in the second paragraph, that case shall be called to fix the date of proof and hearing on the merits at the following roll-call.

40. Party not represented : If neither party is represented at roll-call, the case is struck off the roll and notice is given by the clerk to the parties and their attorneys by registered or certified mail.

41. Case fixed : If all parties declare that they are ready to proceed or if only one party is present and declares he is ready to proceed, the case shall be fixed to proceed at the earliest possible time.

42. Replacement at the roll-call :

(1) Replacement upon consent : if a request for replacement is made upon the consent of all interested persons :

(a) next roll : in the case of a first request, the case shall be replaced on the next call and keep its rank on the roll ;

(b) foot of the roll : in the case of a second request, the case shall be placed at the foot of the roll ;

(c) striking from the roll : in the case of a third request, the case shall be struck from the roll.

(2) Replacement upon request of a party : if a party is ready and the other party desires a replacement :

(a) next call : in the case of a first request, for a sound reason supported by proof, the case shall be replaced on the next call and keeps its rank on the roll ;

(b) case fixed : in the case of a second request by the same party, the case shall be fixed and shall proceed ;

(c) next call : in the case of a second request initiated by another party, the rule prescribed in paragraph *a* shall apply ;

(d) striking from the roll : in the case of a third request, the case shall be struck from the roll.

43. Definitive roll : During the general roll-call, a definitive roll shall be prepared for the time period(s) for which the roll-call took place ; such definitive roll shall comprise all cases declared ready and fixed for proof and hearing at the general roll-call, for each day of the time period(s) concerned.

DIVISION XI NOTICE OF PROOF AND HEARING

44. Notice of hearing : The clerk shall forward a notice of proof and hearing, by registered or certified mail, to the interested parties and their attorneys, at least 15 clear days prior to such hearing.

45. In districts where, in the opinion of the chairman or vice-chairman, there are not enough cases inscribed on the roll to justify a roll-call, the chairman or the vice-chairman may fix the dates for proof and hearing, on the merits or in default, without a roll-call, by giving the parties at least 2 months' notice.

DIVISION XII EXPERTS' REPORTS

46. Filing of expert reports : When the parties or their attorneys wish to use an expert's report, they shall, not later than 15 days prior to the date fixed for the pre-trial or the proof and hearing as the case may be, file such report with the office of the Tribunal, in triplicate, plus as many copies as there are interested parties ; a copy shall immediately be transmitted by the clerk to each other party who has already filed his own report or made a written declaration to the effect that he will not use any report at the proof.

DIVISION XIII APPLICATION FOR REPLACEMENT ON THE ROLL FOR HEARING

47. Foot of the roll, striking from the roll : On the date on which it is fixed for proof and hearing, every case where both parties are not ready to proceed shall be replaced at the foot of the roll upon the request of one of the parties. Only one replacement may be granted, for sound and valid reasons, and the case shall then be replaced on the next roll-call.

Upon a second request for replacement to a date on which the case is fixed for proof and hearing, it shall be struck from the roll.

DIVISION XIV APPLICATION FOR PRECEDENCE

48. Precedence : No application for precedence shall be granted except by written motion, with justification supported by an *affidavit*, submitted in chambers to the chairman or vice-chairman, and notice must be served of that application.

DIVISION XV SUSPENSION OF ADVISEMENT

49. The Tribunal may, when a case is under advisement, suspend it to order additional evidence if it is considered useful for purposes of its decision ; this additional evidence may be ordered out of the Tribunal in the place where proof was held within the time limits and on the conditions fixed by the Tribunal.

DIVISION XVI
PROVISIONS ON THE CODE OF CIVIL
PROCEDURE APPLICABLE TO THE TRIBUNAL

50. The provisions of the Code of Civil Procedure respecting the summoning of witnesses (article 280 and *sequitur*), the order of trial and adjournment (article 285 and *sequitur*), the hearing of witnesses (article 293 and *sequitur*), the taking of depositions (article 324 and *sequitur*), the perpetuation of evidence (article 438 and *sequitur*) and the correction of judgments (article 475) apply to suits brought before the Tribunal, with the necessary adjustments.

DIVISION XVII
STENOGRAPHIC OR STENOTYPED NOTES,
AND RECORDED TAPES

51. When the proof has been completed, the stenographer or stenotypist shall give his notes to the clerk, and the Court stenographer shall give him the recorded tapes.

DIVISION XVIII
DISTRIBUTION OF CASES AND COMPOSITION
OF THE SECTIONS

52. The chairman or the vice-chairman, as the case may be, appoints for each term the members of the Tribunal to form the section seized with the cases for that term and also appoints a chairman for the section.

53. If the chairman or vice-chairman, as the case may be, considers that the time limit of an advisement is excessive, he may withdraw that case from the section seized of it or may alter the composition of the section, and only the members as appointed are seized of that case and they shall continue the advisement if the depositions have been recorded.

The parties shall give, with their signature and that of their attorneys, their written consent to the application of this section and of section 54 and, failing such consent, the chairman of the section so seized of the case shall fix a date for a new proof and hearing.

54. In the case mentioned in section 53, upon the order of the chairman or vice-chairman, the stenographic notes shall be transcribed and filed in the record, and the chairman of the section seized with the case under section 53 may summon the parties and their attorneys, and may require additional evidence, if he considers it necessary. He may also decide to visit the places involved.

DIVISION XIX
PRE-TRIAL CONFERENCE

55. Under the jurisdiction of the chairman or the vice-chairman, and upon request by either of them, or of one of the parties in the case, the director of technical service prepares from the cases on the general roll the list of cases which should be subject to pre-trial conference.

56. The chairman or vice-chairman of the Tribunal shall immediately determine from that list for each case listed thereon, the date and place of the conference, and shall appoint the member of the Tribunal who is to preside, and if necessary, the representative of the technical service who is to participate ; the clerk appoints the hearing-clerk.

57. The clerk gives notice to the parties and their attorneys of the date and place of the conference and makes sure that they will appear ; that notice shall be sent by registered or certified mail at least 30 days before the date of the conference.

58. If the agreement reached at that conference ends a claim, the record is then sent to a section of the Tribunal, determined by the chairman or vice-chairman, for the purpose of issuing an order based on that agreement.

Notice of the day on which the Tribunal will be seized of the case for the purposes of that order must be given to the parties and their attorneys, who may then make representations.

59. If only a partial agreement is reached at that conference, the case remains on the general roll and is then placed on the definitive roll, in accordance with the Tribunal's rules of practice.

DIVISION XX
SETTLEMENTS OUT OF THE TRIBUNAL

60. Settlements out of the Tribunal : When a case is settled out of the Tribunal, the parties shall file, under their signature and that of their attorneys, at the office of the Tribunal in Québec or Montréal as the case may be, a declaration of settlement out of the Tribunal, indicating that a transaction was concluded between the interested parties, the date of such transaction, the amount paid to the expropriated party with a detailed indication of the indemnity for ground fees, buildings, for all the damages paid and for expert fees.

61. Notice of settlement : Upon the filing of this declaration, the record shall be closed ; confirmation shall then

be forwarded to the parties and their attorneys by a letter from the clerk sent by registered or certified mail.

DIVISION XXI DECISIONS

62. In writing : Except on administration of the evidence and on the proceedings during the proof and hearing, all decisions of the Tribunal shall be made in writing, in the form of an order, and shall be sent to the parties and their attorneys.

DIVISION XXII GENERAL PROVISION

63. Non-judicial day : Should the day prescribed for the doing of an act be a non-judicial day, as decreed by article 6 of the Code of Civil Procedure, or should a time limit expire on such day, that act may validly be done on the following judicial day and the time limit shall be extended to that day. In case of emergency, the Tribunal may derogate from this rule.

Saturday is considered to be a non-judicial day.



c. E-24, r.2

Tariff of court fees of the Expropriation Tribunal

Expropriation Act
(R.S.Q., c. E-24, s. 34)

1. Classes of actions :

- (1) Actions in which the amount or value at issue from 1 \$ to 50 000 \$ exclusive.
- (2) Actions in which the amount or value at issue is from 50 000 \$ to 200 000 \$ exclusive.
- (3) Actions in which the amount or value at issue is from 200 000 \$ to 500 000 \$ exclusive.
- (4) Actions in which the amount or value at issue is 500 000 \$ and over.

The class of action shall be determined :

- (a) in expropriation matters, by the amount of the offer ;
- (b) in establishment of reserve matters, by the amount of the claim ;
- (c) in all other matters, by the amount claimed in the motion introducing a suit.

2. Actions in which the amount is not indicated shall be part of the first class.

3. For proceedings the tariff for which does not specially fix the fees payable, the disbursements shall be those of analogous proceedings.

4. The class of actions for accessory proceedings shall be determined in relation to the amount of the offer, claim or motion, according to the rule provided in the last paragraph of section 1.

5. Stages proceedings : This Tariff groups all proceedings in 2 stages :

- (a) introductory proceedings :
 - i. reference judgment of the Superior Court or motion ;
 - ii. declaration of suit or declaration of offer ;
 - iii. defence or contestation of the same nature ;

(b) inscription by the interested party up to the order, including a copy of the order in the cases contested.

6. Subject to classes and stages, the fees shall be as follows :

(a) introductory proceedings :

1. Offer or defence	2. Claim or suit
i. 10 \$	10 \$
ii. 25 \$	25 \$
iii. 50 \$	50 \$
iv. 100 \$	100 \$

(b) inscription by the interested party up to the order :

- i. 5 \$
- ii. 8 \$
- iii. 15 \$
- iv. 50 \$

7. (1) Every petition, motion or contestation not included in an action already subject to this Tariff and which does not constitute an incidental or interlocutory proceeding : 10 \$.

(2) Every contestation of the proceedings mentioned in subsection 1 and which cannot be assimilated to a defence in an action : 10 \$.

If an inscription is filed after issues are joined, paragraph *b* of section 6 shall apply.

8. (1) Certificate other than of default to appear or plead : 2 \$.

(2) Certificate of non-appeal or final proceedings : 1 \$.

9. Taxation of bill of costs following upon a judgment : 5 \$.

10. Copy of any document not mentioned above, including research : 0,50 \$ per page.

If a certificate of authenticity is furnished, the fees payable are those prescribed in section 8.

11. The fees fixed by the applicable tariff shall apply for taking depositions and the transcription thereof where necessary.

12. Witness shall be taxed in accordance with the applicable tariff.

13. Appeal proceedings :

(1) Filing of the inscription with the Tribunal, including the inscription, copy, examination and preparing of the record and its transmission to the Court of Appeal :

- (a) following upon a final judgment : 30 \$;
- (b) following upon an interlocutory judgment : 10 \$.

(2) With the Court of Appeal :

- (a) appellant : 35 \$;
- (b) respondent : 30 \$.

These amounts include all introductory proceedings and appearances up to the final judgment, save petitions for which an amount of 10 \$ shall be charged for every ;

- (c) tax on a bill of costs :
 - i. following upon final judgment : 5 \$;
 - ii. upon judgment obtained by petition : 2 \$.

14. Appeal to the Supreme Court : Upon the appellant's appearance, including all proceedings required by law to be filed or prepared for the Court of Appeal : 50 \$.



c. F-2.1, r.1

Regulation respecting the minimal content of notices of assessment and accounts for municipal taxes

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 2)

1. The notice of assessment sent by the clerk of a municipal corporation or of a municipality under the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) must indicate :

(1) the identification code of the unit of assessment on the assessment roll ;

(2) the address of the immovable(s) constituting the unit of assessment, or, if there are several, the address of the principal one ;

(3) the address of the person in whose name the unit of assessment is entered on the roll ;

(4) the fiscal period for which the notice is sent ;

(5) the total value of the unit of assessment and, where they apply, the total value of the land and that of the building ;

(6) the taxable and non-taxable parts of the total value of the unit of assessment and, where it applies, the taxable and non-taxable parts of the total value of the land, and the taxable and non-taxable parts of the total value of the building ;

(7) the provision by which the whole or part of the value of a unit of assessment is not taxable ;

(8) whether the unit of assessment is a farm, and if so, whether it is included in an agricultural zone designated under the Act to preserve agricultural land (R.S.Q., c. P-41.1) ;

(9) the name of the municipality that drew up the assessment roll.

The notice of assessment shall also reproduce the text contained in Schedule A.

2. The account for municipal taxes shall contain :

(1) in the case of the account for property taxes :

(a) the taxation period to which the account applies ;

(b) the median proportion and the factor established under section 264 of the Act respecting municipal taxation ;

(c) the following information in regard to each property tax :

i. the fact that the tax applies to all the immovables of the territory of the municipal corporation or that it applies only to a given sector ;

ii. the tax base ;

iii. the rate ;

iv. the amount ;

(d) the following information concerning payment of taxes :

i. the number and amount of the payments ;

ii. the due date for each payment ;

iii. the rate of interest applicable to amounts due and unpaid ;

(2) in the case of an account referring to a tax based on the rental value of a place of business or an office :

(a) the identification code on the roll of the rental value of the place of business or office ;

(b) the address of the place of business or office ;

(c) the address of the person in whose name the place of business or office is entered on the roll ;

(d) the fiscal period for which the account is sent ;

(e) the rental value of the place of business or office ;

(f) the name of the municipality that prepared the roll of rental value ;

(g) the information described in paragraph 1, adapted where necessary ;

(h) the text prescribed in Schedule B ;

(3) in the case of an account for taxes not described in paragraphs 1 and 2 :

(a) identification of the unit of assessment, or the place of business or office on which the tax is levied ;

(b) the address of the immovable constituting the unit of assessment, or, if there are several, of the principal one, of the place of business or the office ;

(c) the address of the person on whom the tax is levied ;

(d) the information required by subparagraph d of paragraph 1.

3. The property tax account that replaces the notice of assessment shall contain, in addition to the information described in paragraph 1 of section 2, the information described in section 1.

SCHEDULE A

(s. 1)

NOTICE

The unit of assessment described above is entered in your name on the assessment roll for the current fiscal period.

Concerning your right to complain about the assessment roll.

1. Before 1 May or before the expiration of a 60-day period where the Minister of Municipal Affairs permits the sending of the notice of assessment or the account for municipal property taxes after the last day of February, or where a new assessment roll is deposited to replace a roll quashed or set aside as a whole, a person who has an interest in contesting the correctness, existence or absence of an entry on the roll relating to a property owned by himself or another person may submit a written complaint in that regard and refer it to the Bureau de révision de l'évaluation foncière du Québec.

Such person may in particular, by means of a complaint :

(1) contest the entry of a property that is not an immovable that is to be entered on the roll, or the omission of a property that is such an immovable ;

(2) contest the correctness, existence or absence of the entry on the roll of information relating to the taxable value of an immovable or the fact of its exemption from property tax ;

(3) request the uniting of several immovables into a single unit of assessment, or the division of a unit of assessment into several units.

A person bound to pay tax or compensation to the municipal corporation or school board that uses the roll is deemed to have an interest as required to submit a complaint.

2. The complaint must state briefly the grounds involved and the conclusions sought.

3. At the request of the complainant, the clerk of the municipal corporation shall furnish him with a complaint form, the use of which is not obligatory.

4. The complaint is filed by handing it in or sending it by registered or certified mail to the office of the secretary of the section of the Bureau de révision de l'évaluation foncière du Québec that has jurisdiction over the territory of the municipal corporation. The complaint must be accompanied by a copy or facsimile of the municipal real estate tax account.

N.B. A complaint submitted in regard to a previous roll is not valid for the present one.

SCHEDULE B

(s. 2)

NOTICE

The place of business or office described above is entered in your name on the roll of rental values for the current fiscal period.

Concerning your right to complain about the roll of rental values.

1. Before 1 May or before the expiration of a 60-day period where the Minister of Municipal Affairs permits the sending of the tax account based on rental value after the last day of February, or where a new roll of rental values is deposited to replace a roll quashed or set aside as a whole, a person who has an interest in contesting the correctness, existence or absence of an entry on the roll relating to a property occupied by himself or another person may submit a written complaint in that regard and refer it to the Bureau de révision de l'évaluation foncière du Québec.

Such person may in particular, by means of a complaint :

(1) contest the entry of a property that is not a place of business or an office that is to be entered on the roll, or the omission of a property that is such a place of business or office ;

(2) contest the correctness, existence or absence of the entry on the roll of information relating to the taxable rental value of a place of business or an office or the fact of its exemption from taxes based on rental value.

A person bound to pay tax or compensation to the municipal corporation or school board that uses the roll is deemed to have an interest as required to submit a complaint.

2. The complaint must state briefly the grounds involved and the conclusions sought.

3. At the request of the complainant, the clerk of the municipal corporation shall furnish him with a complaint form, the use of which is not obligatory.

4. The complaint is filed by handing it in or sending it by registered or certified mail to the office of the secretary of the section of the Bureau de révision de l'évaluation foncière du Québec that has jurisdiction over the territory of the municipal corporation. The complaint must be accompanied by a copy or facsimile of the current tax account.

N.B. A complaint submitted in regard to a previous roll is not valid for the present one.



c. F-2.1, r.2

Regulation respecting the criteria for the issuance of assessors' permits

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 511)

1. The criteria for the issuance of assessors' permit are based on knowledge, aptitude and minimum experience, with points awarded for each of the criteria. Criteria in respect of knowledge :

(a) of the law and particularly of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) : maximum 10, required minimum 6.

(b) of the preparation of a tax-map, depicting the territory to be assessed with a sketch of all the parcels of land and containing indications of geographical or other features. The preparation of such a map or plan involves the making of an inventory of title-deeds and possession of a rudimentary knowledge of land surveying and draftsmanship : maximum 8, required minimum 4 ;

(c) of replacement valuation. (Knowledge and experience in determining the value with reference to the physical value) ; building inspection including the observation and noting of relevant facts ; replacement value estimates ; depreciation of whatsoever nature : maximum 18, minimum 10 ;

(d) of market values. (Knowledge and experience in determining the value with respect to the market). This stage includes :

- i. a market survey ;
- ii. a sales compilation chart noting index factors for changing sales valuations ;
- iii. drawing-up of a sales plan ;
- iv. a market analysis with a conclusion based on either unit rates or index factors : maximum 18, required minimum 10 ;

(e) of economic values. (Knowledge and experience in determining the value with respect to returns on property). This stage includes :

i. a compilation of data on returns on property, made either on building inspections or on specific visits ;

ii. a compilation and analysis for the establishment of a factor or multiple of gross revenue : maximum 18, required minimum 10 ;

(f) of the correlation of the diverse studies that have been made : maximum 18, required minimum 10 ;

(g) the procedures following upon the deposit of the roll ; namely, roll contestation and revision, etc : maximum 10, required minimum 5.

2. The obtainment of the minimum number of points for each of the criteria is required by the Commission municipale du Québec.

3. A minimum number of 8 years, experience in the field of municipal assessment is required by the Commission.

4. However, the Commission may take due account of experience gained in related fields, as well as of university studies and courses of instruction of any nature whatsoever, which may contribute to the knowledge required for this type of work.



c. F-2.1, r.3

Regulation requiring the filing and publication of an explanatory document on the municipal budget

An Act respecting municipal taxation and providing amendments to certain legislation
(S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 8)

1. Every municipal corporation shall file and publish an explanatory document on the budget setting forth the estimate of revenues and expenditures of the municipal corporation in the various categories for the current fiscal period and the preceding fiscal period, and any other information that the municipal corporation considers expedient.



c. F-2.1, r.4

**Règlement sur la forme et le contenu du
rôle d'évaluation, le procédé administratif
de son établissement et les formules
propres à cet établissement**

An Act respecting municipal taxation and providing
amendments to certain legislation
(S.Q., 1979, c. 72 ; after consolidation : An Act
respecting municipal taxation, R.S.Q., c. F-2.1, s. 526)

See French Edition



c. F-2.1, r.5

Regulation respecting the kinds of taxes or compensation to be taken into account in establishing the aggregate taxation rate of a municipal corporation

An Act respecting municipal taxation and providing amendments to certain legislation

(S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 3)

1. To establish the aggregate taxation rate of a municipal corporation, all taxes or compensation that are levied by it shall be taken into account, except :

(a) the business tax ;

(b) the compensation provided for by section 205 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) ;

(c) the compensation provided for by section 231 of the Act.



c. F-2.1, r.6

Regulation respecting the payment of a tax in several instalments

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 4)

1. In this Regulation, the following words mean :

(a) “tax” : a tax or an amount described in section 252 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) ;

(b) “municipal corporation” : a municipal corporation or a municipality where the latter has jurisdiction in the areas referred to in this Regulation.

2. The minimum amount that the total of the taxes comprised in a tax account must attain for the debtor to have the right to pay in several instalments is 300 \$ or 25% of the average tax account for a single-family dwelling within the territory of the municipal corporation during the preceding fiscal period, whichever is greater.

3. The taxes are to be paid in 2 instalments. The municipal corporation may, by by-law, increase the number of instalments to 3, 4, 5 or 6.

4. Where the debtor pays in several instalments, such payments are of equal amounts. The municipal corporation computes the amount of each instalment for every debtor who must settle a tax account whose sum attains the amount referred to in section 2. Those amounts are entered on the tax account.

5. The instalments following the first instalment are payable on the dates determined in the following way : if there are 2 instalments, the second may not be demanded before 1 July ; if there are 3 instalments, 90 days after the date on which the preceding instalment is payable ; 4 instalments, 60 days after that date ; 5 instalments, 45 days and 6 instalments, 30 days.

6. The debtor may in all cases pay in one instalment.

7. This Regulation does not affect the power provided in the Act to grant a discount.



c. F-2.1, r.7

Regulation respecting government participation in the financing of municipal corporations

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 262, par. 2, 5, 6 and 7)

DIVISION I INTERPRETATION

1. In this Regulation, the following means :

(a) “standardized assessment” : the product obtained by multiplying the values entered on the assessment roll of a municipal corporation by the factor established for that roll under section 264 of the Act ;

(b) “Act” : the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1).

DIVISION II COMPENSATION IN LIEU OF MUNICIPAL PROPERTY TAXES AND BUSINESS TAX IN RESPECT OF CERTAIN IMMOVEABLES

2. The Minister of Municipal Affairs shall pay to a municipal corporation in whose territory the immoveables referred to in section 255 of the Act are located the sum referred to in section 254 of the Act.

3. For the purposes of the payment provided for in section 254 of the Act, the following immoveables are excluded from the class of immoveables referred to in the first paragraph of section 255 of the Act :

(a) a roadside rest area, a facility or construction forming part of the road network ;

(b) land constituting or intended to constitute the right of way for a public highway or for a work forming part of a public highway ;

(c) land belonging to Her Majesty in right of Québec, except when it is located entirely or partly in a built-up sector of the territory of a municipal corporation entirely

or partly provided with municipal road, water and sewer services ;

(d) the bed of a watercourse or lake, submerged land or beach lots ;

(e) a park established under an Act of the Legislature, except the part attributable to the buildings thereon ;

(f) a wildlife reserve, a development and conservation zone or a controlled zone within the meaning of the Wildlife Conservation Act (R.S.Q., c. C-61), except the part attributable to the buildings thereon.

Where only a part of the land referred to in the exception provided for in subparagraph c of the first paragraph is located in a built-up sector of the territory of a municipal corporation, the part of the land located outside the sector is excluded from the class of immoveables referred to in the first paragraph of section 255 of the Act. Moreover, the dimensions of the part located in the sector are deemed to be equal to the average dimensions of lands on which the buildings in the sector are constructed.

4. For the purposes of the second, third and fourth paragraphs of section 255 of the Act, the overall rate of taxation of a municipal corporation is the quotient obtained by dividing the amount established in accordance with paragraph a by that established in accordance with paragraph b :

(a) the total amount of revenues from taxes or compensation levied for a fiscal period by the municipal corporation, excepting those obtained from :

i. the business tax ;

ii. the compensation provided for in section 205 of the Act ; and

iii. the compensation provided for in section 231 of the Act ;

(b) the total amount of the taxable property value of the municipal corporation for the same fiscal period.

5. The part of the sum referred to in section 2 related to immoveables belonging to Her Majesty in right of Québec is paid to a municipal corporation before 31 December of the year for which the sum must be paid.

The remainder of the sum is paid to the municipal corporation in accordance with the following terms and conditions :

(a) before the date referred to in the first paragraph, an amount equal to 90% of what that part of the sum would be if the overall tax rate of the municipal corporation were computed in terms of the revenues referred to in section 4 and estimated for the fiscal period under consideration is paid to the municipal corporation ;

(b) within 3 months of receipt by the Minister of Municipal Affairs of the financial report of the municipal corporation for the fiscal period under consideration, the municipal corporation is paid or reimburses the government for an amount equal to the difference between the amount paid pursuant to subparagraph *a* and the part of the sum to be paid established by using the overall tax rate computed in terms of the revenues referred to in section 4 collected during the fiscal period under consideration.

DIVISION III COMPENSATION IN RESPECT OF FARMS AND WOODLOTS

6. The Minister of Municipal Affairs shall pay to a municipal corporation within whose territory farms and woodlots are located a sum equal to the sum of the amounts provided for in subparagraphs *a* and *b* for all those farms and woodlots :

(a) that part of the difference computed for each farm or woodlot in accordance with section 259 of the Act obtained by applying the first paragraph of section 214 of the Act, or where applicable, the second paragraph of section 217 of the Act ;

(b) that part of the difference obtained by applying the second paragraph of section 214 of the Act, less the amount obtained by applying the following formula :

$$M = V[2\%(F - 1)] + T.$$

The symbols used in subparagraph *b* of the first paragraph mean the following :

- (a) *M* : the amount to be deducted ;
- (b) *V* : the taxable value of the farm or woodlot ;
- (c) *F* : the factor established for the roll of the municipal corporation pursuant to section 264 of the Act ;
- (d) *T* : the amount of the property taxes referred to in the second paragraph of section 259 of the Act that were levied for the farm or woodlot in accordance with section 214 or 217 of the Act, except the tax referred to in the third paragraph of section 214 of the Act.

Where the amount obtained by applying the formula prescribed in subparagraph *b* of the first paragraph is

greater than the amount from which it must be subtracted, it is deemed to be equal to that amount.

7. The sum referred to in section 6 shall be paid to a municipal corporation before 31 December of the year for which it must be paid.

DIVISION IV COMPENSATION RESPECTING THE BUSINESS TAX

8. The Minister of Municipal Affairs shall pay to the municipal corporations the sum referred to in section 260 of the Act.

9. The sum shall be paid to the municipal corporations before 31 December of the year for which it must be paid.

DIVISION V EQUALIZATION PLAN FOR MUNICIPAL CORPORATIONS

10. The Minister of Municipal Affairs shall pay to the municipal corporations an amount equal to the result obtained by applying the following formula :

$$S = R \left(\frac{2}{3} - \frac{E_v/P_i}{E_v/P} \right), \text{ where}$$

$\frac{E_v/P_i}$ means the taxation potential of a municipal corporation and $\frac{E_v}{P}$ the average taxation

potential of Québec municipal corporations.

Where a municipal corporation has a population of 20 000 or more, the formula prescribed in the first paragraph is amended by replacing the fraction "2/3" by the fraction "3/4".

The symbols used in the first paragraph mean the following :

- (a) *S* : the amount paid to a municipal corporation ;
- (b) *R* : the total amount of the revenues obtained from taxes or compensation levied by the municipal corporation for the fiscal period under consideration, except those obtained from :
 - i. the business tax ;
 - ii. the compensation prescribed in section 205 of the Act ; and
 - iii. the compensation prescribed in section 231 of the Act ;

(c) E_v : the sum of the following elements for the fiscal period of the municipal corporation for which the payment is made :

i. the standardized taxable assessment for all the taxable immoveables located within the territory of the municipal corporation ;

ii. the standardized assessment of all the immoveables referred to in the first paragraph of section 255 of the Act and those belonging to Her Majesty in right of Canada, to the extent that the immoveables are located within the territory of the municipal corporation and amounts in lieu of taxes are paid for them ;

iii. 80% of the standardized assessment of the immoveables referred to in the second and third paragraphs of section 255 of the Act and located within the territory of the municipal corporation ;

iv. 40% of the standardized assessment of the immoveables, referred to in the fourth paragraph of section 255 of the Act and located within the territory of the municipal corporation ;

v. the standardized non-taxable assessment of farmland and woodlots located within the territory of the municipal corporation ;

(d) P_1 : the population of the territory of the municipal corporation ;

(e) E_v : the amount obtained pursuant to subparagraph c of the third paragraph for all municipal corporations of Québec ;

(f) P : the population of all the territory of municipal corporations of Québec.

11. For the purposes of section 10, the population of the territory of a municipal corporation is that shown in the most recent census for the whole of Québec recognized by the Government as valid for those purposes.

Where an unorganized territory is incorporated as a municipality or is annexed to the territory of a municipal corporation after the date of the last census referred to in the first paragraph, or where part of the territory of a municipal corporation is annexed to the territory of another municipal corporation after that date, the population of the territory of each municipal corporation referred to is that indicated by the Government, until the date of the next census.

Where municipalities are amalgamated or totally annexed, the population of the territory of the new or annexing municipal corporation is that of the whole of the territory of the municipal corporations affected by the amalgamation or annexation.

Where there is a partial annexation, the amount payable to each municipal corporation affected by the annexation is adjusted beginning from the date on which the annexation comes into force and taking into account the population of the annexed territory.

12. The amount referred to in section 10 is paid to a municipal corporation in accordance with the following terms and conditions :

(a) before 31 December of the year for which the amount must be paid, the municipal corporation is paid an amount equal to 90% of what that amount would be if it were established proportional to the revenues referred to in subparagraph b of the third paragraph of section 10 estimated for the fiscal year under consideration ;

(b) within 3 months of receipt by the Minister of Municipal Affairs of the financial report of the municipal corporation for the fiscal period under consideration, the municipal corporation is paid or reimburses the Government for an amount equal to the difference between the amount paid pursuant to paragraph a and the amount payable established proportional to the revenues referred to in subparagraph b of the third paragraph of section 10 and collected during the fiscal period under consideration.



c. F-2.1, r.8

General Order respecting the first annual assessment roll

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 503)

1. To all municipal corporations contemplated *pleno jure* by section 503 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1), and pursuant to the said section, the Minister of Municipal Affairs prescribes the following :

(a) the latest fiscal year for which the first annual assessment roll must be prepared in accordance with the said Act shall be the fiscal year beginning in 1984 ;

(b) the main stages of the preparation of the roll contemplated in paragraph *a* and the schedule for the carrying out of the said stages shall be :

i. the setting up of a central data file containing real estate market and property titles data ;

ii. the preparation of the graphic elements of the information system, *inter alia* the layout map and the graphic matrix, to be completed at the latest on 15 November 1981 ;

iii. the setting up of cross-reference indexes ;

iv. the opening of individual property files ;

v. the environmental survey, including property descriptions, to be completed at the latest on 15 November 1982 ;

vi. the measuring of the fluctuation rates of the real estate market ;

vii. the valuation of lands ;

viii. the valuation of buildings ;

ix. the correlation of value indications derived through alternative approaches ;

x. the preparation and assembly of the assessment roll ;

(c) subject to the approval of the Minister of Municipal Affairs, the stage of the preparation of the roll contem-

plated in subparagraph *i* of paragraph *b* is deemed to have been achieved if a computerized central data file has been set up, before or after 15 April 1977, provided the said data file contains at any time, with respect to a municipal corporation whose assessment roll is prepared by a permanent assessor, the information required by any regulation made under section 263 of the Act respecting municipal taxation and providing amendments to certain legislation concerning the setting up of a central data file containing real estate market and property titles data.



c. F-2.1, r.9

Regulation respecting the reduction of the tax imposed on a telecommunications system not confined to Québec

An Act respecting municipal taxation and providing amendments to certain legislation

(S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 524)

1. Every person or firm contemplated in section 221 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) operating or having operated a system not confined to Québec, may reduce the tax contemplated in this section to the tax computed on the aggregate of :

(a) the part of its taxable gross revenue, for its fiscal period, reasonably attributable to its system in Québec ; and

(b) the part of its taxable gross revenue, for its fiscal period, that cannot be reasonably attributed to its system in a given jurisdiction, in the proportion that the part of the taxable gross revenue contemplated in paragraph a is of its taxable gross revenue for this fiscal period.

2. This Regulation applies with respect to the tax payable for a fiscal year of a municipal corporation commencing after 1978.



c. F-2.1, r.10

Rules of practice of the Bureau de révision de l'évaluation foncière du Québec

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, ss. 97 and 513)

1. The chairman of the Bureau de révision de l'évaluation foncière du Québec (Board) or of a division shall fix the place, day and hour of the sittings and the secretary shall convoke the members thereto.

2. Members of the Board or of a division may, by written waiver, dispense with the necessity for convocations and such waivers shall be noted in the minutes.

3. Any party may appear in person or be represented by attorney.

4. In each case where the Act provides that notices or other procedural documents be sent by registered or certified mail, service by baillif shall be permitted, but the Board shall only allow the cost of registered or certified mail to be assessed. The service of documents between attorneys may be acknowledged by signing a receipt for the copy on the original document concerned.

5. Any motion or petition respecting a procedure under consideration by the Board which is not made during a sitting shall be sent by registered or certified mail or served upon the opposing party and may be introduced following upon 2 clear days' notice.

6. A party who, in his procedure, invokes a document which is the possession of the opposing party may, by petition duly sent by registered or certified mail or served upon the latter 2 clear days' notice, request that the Board order the said document be produced on or before the day fixed for the hearing on merit.

7. Any party may, upon request, be required to furnish the Board the facts or information which the latter deems essential, and in the manner and form the Board may prescribe for each case.

8. The Board may, upon occasion and on the days and at the hours to be fixed by the chairman of the Board, proceed to call a certain number of pending cases for the purpose of drawing up the hearing rolls ; notice of such calling of the roll shall be sent by the secretary to the parties or the attorneys to the cases listed on the roll.

9. The secretary shall draw up the final roll on which shall be placed all the cases declared ready and fixed for hearing at the time of the calling of the roll.

10. Before proceeding with the hearings on merit, the Board may require the attendance of the parties at a preliminary hearing in order to precisely define the arguments and determine the facts.

11. During sittings of the Board or of a division, the secretary shall enter in the minutes of the hearing of each case :

(a) the name or names of the members of the division or of the Board who hear the case ;

(b) the names of the attorneys in attendance ;

(c) the name of the official stenographer ;

(d) the surname, christian name, age, occupation and address of witnesses ;

(e) the documents produced which shall be referred to by a letter and serial number ;

(f) the orders of the Board or of a division or all decisions bearing upon each case.

12. The chairman of the Board or of a division may suspend or adjourn the hearing of any case.

13. Any request to postpone the hearing of a case to a date other than that fixed for the hearing which is submitted by a complainant by reason of his inability to attend or be represented thereat shall only be granted if the reasons invoked are sound and justifiable ; such provision shall also apply in respect of any request for postponement made by any other party.

14. Any request that a case have priority of hearing shall be decided by the chairman of the Board upon written request stating the reasons therefor and supported by *affidavit*.

15. No person shall be required to produce the books or other documents of a municipality or corporation within the meaning of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1), without an order from the Board.

16. The parties must themselves see to the presence of a stenographer, stenotypist or person competent in the recording of depositions should one or other of the parties request that the deposition be recorded in writing, or should the Act so require.

17. The Board or a division may suspend any deliberation in progress for the purpose of ordering the production of additional evidence should it consider that such evidence would assist it in rendering its decision, and such additional evidence may be ordered produced within the times and upon the conditions determined by the Board.

18. For any other matter not provided for in the Act respecting municipal taxation and providing amendments to certain legislation and in these Rules of practice and which is not incompatible with the provisions of the Act, recourse may be had as much as possible to the rules of practice of the Superior Court of Québec.

19. In case of a vacancy to the post of chairman of the Board or in the case of his absence or inability to act, the powers and competence granted by these Rules of practice shall be exercised by the vice-chairman of the Board.

20. The assistance secretaries shall have the same duties, powers and competence as the secretary of the Board under the authority of the latter ; an assistant secretary appointed by the chairman may replace the secretary in case of the latter's incapacity.



c. F-2.1, r.11

Regulation respecting rules to determine the median proportion of the actual real estate value of units of assessment that corresponds to the values entered on the real estate roll

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 5)

1. The median value of the assessments entered on the real estate roll proportional to the actual real estate values of the units of assessment of a municipal corporation is the median of the quotients obtained by dividing the value entered on the real estate roll of each unit that was sold within the meaning of section 3 or 4 by the sale price. This median is expressed as a percentage. Where the number indicating the percentage obtained has a decimal, it is rounded off as follows :

(1) if the first decimal is 4 or less, the number is rounded off by removing the decimal ;

(2) if the first decimal is 5 or more, the number is rounded off by adding a unit to the whole number and by removing the decimal.

2. The sales to be used for the purposes of sections 3 and 4 are among those made between 1 July of the second year preceding the fiscal period for which the roll under consideration is in force, and 30 June of the year preceding that period.

3. The number of sales to be used among those made during the period specified in section 2 is determined by applying the following formula :

$$N_i = \frac{0,9604 \times N}{(0,0025 \times N) + 0,9604}$$

The sales used are those whose rank, in the chronological order of sales made during the period specified in section 2, corresponds to the whole number part of one of the figures obtained by multiplying R by each positive whole number less than N_i ; the last sale made during the period specified in section 2 is also used.

The symbols used in this section mean the following :

(1) N : the number of sales made during the period specified in section 2 ;

(2) N_i : the number of sales to be used among those made during the period specified in section 2 and rounded off, where applicable, in accordance with paragraphs 1 and 2 of section 1 ;

(3) R : the quotient obtained by dividing N by N_i , using only the 2 first decimals and increasing the decimal part by one hundredth where the third decimal is 5 or more.

4. If the number of sales made during the period specified in section 2 is 100 or less, all the sales are used.

If the number of sales is less than 20, the sales made during the 12-month period immediately preceding that specified in section 2 must be used and so forth until the number 20 is reached. However, the maximum number of periods considered is 5. For the purposes of this paragraph, all the sales made during a given period are used.

If the number of 20 sales is still not reached, the difference is made up by using the substitution method provided for in section 6. However, the difference is made up only to the degree required to bring, where applicable, the number of sales used to a number equal to 5% of the total number of units of assessment situated in the territory of the municipal corporation concerned, rounding off the percentage, where applicable, in accordance with paragraphs 1 and 2 of section 1.

5. For the purposes of sections 2, 3 and 4, a sale is not included :

(1) where, because of significant modifications made to the unit of assessment, the unit of assessment entered on the assessment roll does not correspond to the property sold ;

(2) where, as a result of stipulations in the deed of sale, over 10% of the sale price does not relate to the unit of assessment ; or

(3) where the sale price of a property differs considerably from its actual value determined in accordance with sections 43 to 46 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An act respecting municipal taxation, R.S.Q., c. F-2.1).

6. The substitution method referred to in the third paragraph of section 4 consists in :

(1) identifying the main characteristics of the municipal corporation in the territory of which the units of assessment are situated for the purposes of the computation provided for in section 1, in particular :

(a) the population of its territory, together with the average age and main occupation of its inhabitants ;

(b) its chief industries ;

(c) the number of immoveables situated therein and their main categories ;

(d) the relative importance of these categories and their main physical and economic characteristics ;

(2) identifying, in the vicinity of the municipal corporation referred to in subparagraph 1, another municipal corporation with characteristics similar to those specified for the first municipal corporation ;

(3) identifying, in the territory of the municipal corporation referred to in subparagraph 1, a sufficient number of leased units of assessment that are not sold within the meaning of section 4, so that the number of sales reaches the number prescribed in the third paragraph of section 4, and in specifying their conditions of lease and main characteristics ;

(4) identifying, in the territory of the adjacent municipal corporation referred to in subparagraph 2, the leased units of assessment that were sold during the period specified in section 2 or during any other period specified in the second paragraph of section 4 that then applies with modifications, and that have characteristics similar to those of the units of assessment identified as prescribed in subparagraph 3, with a number that is at least equal to the number of units of assessment identified as prescribed in subparagraph 3 ;

(5) in determining, from the sale price of the units of assessment identified as prescribed in subparagraph 4, the price at which the units of assessment identified as prescribed in subparagraph 3 would probably have been sold if they had been sold at the same time, using the rules that usually apply in real estate assessment.

For the purposes of the computation provided for in section 1, a unit of assessment identified as prescribed in subparagraph 3 of the first paragraph is deemed to be the subject of a sale within the meaning of section 4, and the probable sale price determined for the unit as prescribed in subparagraph 5 of the same paragraph is deemed to be its sale price.



c. F-2.1, r.12

Regulation respecting rules to determine the median proportion of the actual rental value of places of business or premises that corresponds to the values entered on the roll of rental values

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 263, par. 5)

1. In this Regulation, the following words mean :

(1) “lease” : in addition to its ordinary meaning, any declaration signed by the lessor or lessee of a place of business or premises, or, for the 1980 fiscal period, by the assessor or his representative, which identifies the place of business or premises and indicates the annual rent and other conditions of the lease for the place of business or premises ;

(2) “Act” : the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1).

2. The median proportion of the actual rental value of places of business or premises that corresponds to the values entered on the roll of municipal corporation rental values is the median of the quotients obtained by dividing by the annual rent the value entered on the rental value roll for each of the places of business or premises under a lease included in accordance with this Regulation. The median is expressed as a percent. Where the number indicating the percentage obtained contains a decimal, it is rounded off as follows :

(1) if the first decimal is 4 or less, the number is rounded back to the nearest whole number ;

(2) if the first decimal is 5 or more, the number is rounded forward to the nearest whole number.

For the purposes of this section, the annual rent is the rent indicated in the lease, adjusted where necessary to take into account the method of computation of the gross annual rent prescribed in section 190 of the Act.

3. Leases included for the purposes of this Regulation are those which are renewable from year to year and signed :

(1) in the case of a lease containing a clause adjusting the annual rent, during the 3 years immediately preceding the fiscal period for which the roll under consideration is in force ;

(2) in the case of a lease with no such clause, during the 2 years immediately preceding the fiscal period for which the roll is in force.

4. The symbols used in this section as well as in section 5 have the following meaning :

(1) *n* : the number of leases included, rounded off, if necessary, in accordance with subparagraphs 1 and 2 of the first paragraph of section 2 and determined by applying the following formula :

$$n = \frac{0,9604 \times N}{(0,0025 \times N) + 0,9604}$$

(2) *N* : the number of places of business or premises whose rental value is on the roll ;

(3) *R* : the quotient obtained by dividing *N* by *n*, keeping, where necessary, only the first 2 decimals and increasing the decimal fraction by one hundredth where the third decimal is 5 or more.

Where *N* is less than or equal to 100, all the leases are included.

Where *N* is greater than 100, the leases included are those for places of business or premises whose rank, in numerical order of entry on the roll, corresponds to one of the numbers, rounded off to a whole, obtained by multiplying *R* by *n* and by each of the whole positive numbers smaller than *n*.

Where the number of leases included in accordance with this section is less than 10, the number of years referred to in paragraphs 1 and 2 of section 3 become 5 and 4 respectively.

If a total of 10 leases is still not obtained, the difference is made up through the substitution method prescribed in section 7. However, if the number of places of business or premises within the municipal corporation is less than 10, the number of leases included is equal to the number of places of business or premises, using the substitution method where necessary.

5. Where a lease for a place of business or for premises referred to in the third paragraph of section 4 is excluded due to section 3 or 6, or where such a lease cannot be produced within an appropriate length of time, the lease for a place of business or premises that is included is the lease ranking next in numerical order of entry on the roll.

If the next lease for a place of business or premises has already been included pursuant to the third paragraph of section 4, or is governed by the first paragraph, the lease ranking next on the roll in numerical order of entry is included, and so on in this manner until the number "n" is reached or until no more entries are available on the roll, with preference accorded to the first of these 2 possibilities.

6. For the purpose of this Regulation, account is not taken of a lease :

(1) where, due to important alterations to the place of business or premises, the place of business or premises entered on the roll do not correspond to the place of business or premises in the lease ;

(2) where stipulations in the lease result in more than 25% of the annual rent not applying to the place of business or premises ;

(3) where more than 7 adjustments to the annual rent stipulated in the lease are necessary to establish the rental value of the place of business or premises in accordance with section 190 of the Act ; or

(4) where the annual rent stipulated in the lease is considerably different from the rental value of the place of business or premises, determined in accordance with sections 43 to 46 and 191 of the Act.

7. The substitution method referred to in the fifth paragraph of section 4 consists in :

(1) identifying, in the vicinity of the municipal corporation whose roll is subject to the computation prescribed in section 2, another municipal corporation in whose territory rental conditions for places of business or premises are similar to those of the original municipal corporation ;

(2) identifying, within the territory of the neighbouring municipal corporation referred to in paragraph 1, and in sufficient number to bring the number of leases included to 10, places of business or premises under leases governed by section 3, taking into account, where necessary, the fourth and fifth paragraphs of section 4 ;

(3) collecting any data respecting the lease for each of the places of business or premises identified pursuant to paragraph 2, and adjust them in accordance with this Regulation, to the extent that it applies, and in accordance with section 190 of the Act ;

(4) for the purposes of the computation prescribed in section 2, adding the data collected pursuant to paragraph 3 to the data respecting the leases already included in accordance with sections 3 to 6.



c. F-2.1, r.13

Regulation respecting the distribution among municipal corporations of revenue obtained from the application of section 221 of the Act respecting municipal taxation

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 262, par. 4)

1. Subject to the collection costs provided for in the third paragraph of section 230 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1), revenue obtained from the application of section 221 of the Act collected by the Minister of Revenue at 30 September of each year is remitted to the Minister of Municipal Affairs.

2. Subject to the amounts required to apply the second paragraph of section 230 of the Act respecting municipal taxation, the Minister of Municipal Affairs shall distribute among the municipal corporations the revenue remitted to him under section 1.

3. The amount attributable to a municipal corporation is equal to the result obtained by applying the following formula :

$$M_i = M \times \frac{P_i \times TGi}{P \times TG}$$

The symbols used in the first paragraph mean the following :

(a) M_i : the amount attributable to a municipal corporation ;

(b) M : the amount to be distributed among the municipal corporations ;

(c) P_i : the population of the territory of the municipal corporation ;

(d) P : the population of the entire territory of municipal corporations in Québec ;

(e) TG_i : the overall tax rate of the municipal corporation established for the year in for which the distribution is made by dividing the amount established in accordance

with subparagraph i by that established in accordance with subparagraph ii :

i. the total revenue obtained from taxes or compensation levied during the year by the municipal corporation, excepting those obtained from :

(A) the business tax ;

(B) the compensation provided for in section 205 of the Act ; and

(C) the compensation provided for in section 231 of the Act ;

ii. the total amount of the taxable real estate assessment of the municipal corporation for the same year multiplied by the factor established for its roll pursuant to section 264 of the Act ;

(f) TG : the quotient obtained by dividing by P the sum of the results obtained for all municipal corporations of Québec by multiplying TG_i by P_i , namely

$$\frac{\sum (TG_i \times P_i)}{P}$$

For the sole purpose of determining whether the second paragraph of section 230 of the Act respecting municipal taxation applies, the symbol “ M ” is deemed to mean the total amount of revenue remitted to the Minister of Municipal Affairs by the Minister of Revenue pursuant to section 1.

4. For the purposes of section 3, the population of the territory of a municipal corporation is that shown on the most recent census for the whole of Québec recognized by the Government as valid for those purposes.

Where an unorganized territory is incorporated as a municipality or is annexed to the territory of a municipal corporation after the date of the most recent census referred to in the first paragraph, or where part of the territory of a municipal corporation is annexed to the territory of another municipal corporation after that date, the population of the territory of each municipal corporation referred to is that indicated by the Government, until the date of the following census.

Where municipalities are amalgamated or totally annexed, the population of the territory of the new or annexing municipal corporation is that of the entire territory of the municipal corporations affected by the amalgamation or annexation.

Where there is a partial annexation, the amount payable to each municipal corporation affected by the annexation is adjusted beginning from the date on which the annexation comes into force and taking into account the population of the annexed territory.

5. The amount referred to in section 3 is paid to a municipal corporation in accordance with the following terms and conditions :

(a) before 31 December of the year for which the amount must be paid, the municipal corporation is paid an amount equal to 90% of what the total amount to be paid to it would be if its overall taxation rate were computed in terms of its revenues referred to in subparagraph *e* of the second paragraph of section 3 and estimated for the fiscal period under consideration ;

(b) within 3 months of receipt by the Minister of Municipal Affairs of all the financial reports of municipal corporations of Québec for the fiscal period under consideration, the municipal corporation is paid or reimburses the Government for an amount equal to the difference between the amount paid pursuant to paragraph *a* and the total amount to be paid to the municipal corporation, established by using the overall rate of taxation computed in terms of the revenues referred to in subparagraph *e* of the second paragraph of section 3 and collected during the fiscal period under consideration.



c. F-2.1, r.14

Tariff of assessors appointed by the Provincial Court under the Act respecting municipal taxation

An Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1, s. 522)

1. Fees : The fees of an assessor appointed by the Provincial Court under section 168 of the Act respecting municipal taxation and providing amendments to certain legislation (S.Q., 1979, c. 72 ; after consolidation : An Act respecting municipal taxation, R.S.Q., c. F-2.1) must be computed in using as a basis an hourly rate of 25 \$ or a daily rate of not more than 187,50 \$ being the equivalent of 7½ working hours.

2. Travel expenses :

(1) **Out of town living allowance :** An indemnity of 35 \$ per day for the living allowance, hotel and meals, without documentary proof, provided there is proof of a trip in an official capacity ; however, when for exceptional reasons an assessor incurs living allowances which exceed such indemnity, he shall be reimbursed upon the presentation of documentary proof and upon explanations deemed satisfactory by the court.

(2) Transportation costs :

(a) The assessors shall be entitled to an arm-chair on a train and to a tourist class seat on a plane.

(b) Taxi expenses shall be reimbursed upon documentary proof.

(c) If they must use their own car for trips out of town, they shall be reimbursed for the mileage covered at a rate of 0,16 \$ per mile covered.



c. F-3.1, r.1

Regulation respecting appeals under the Commission de la fonction publique

Civil Service Act
(R.S.Q., c. F-3.1, s. 31)

DIVISION I INSTITUTION OF AN APPEAL

1. An appeal is lodged in writing and addressed to the Commission de la fonction publique. It must be signed by the appellant and contain his name in full, address, classification, and the name of the department or agency he is connected with.

In addition the appellant must state the name in full and address of his representative, where applicable.

2. An appeal instituted under section 64, 77 or 78 of the Civil Service Act (R.S.Q., c. F-3.1) must include, in addition, a summarized statement of the facts on which it is based. An appeal instituted under section 77 must also identify the competition for promotion appealed.

An appeal instituted under section 87 or 97 of the Act must indicate the nature of the decision or measure appealed.

3. An appeal is considered lodged upon its reception by the Commission.

4. Upon receiving an appeal, the Commission sends an acknowledgement of receipt to the appellant and his representative.

5. The Commission also notifies the appellant's Deputy Minister or agency director. For an appeal instituted under section 64 or 77 of the Act it also, where applicable, notifies the Deputy Minister of the Civil Service or the Office de recrutement et de la sélection du personnel de la fonction publique.

6. The fact that a written appeal contains an error is not in itself grounds for it to be considered invalid.

DIVISION II ROLL

7. A roll is kept for each type or category of appeal.

8. The Commission enters appeals on the roll in the order of their dates of reception. They are heard in that order unless, for reasons of convenience, the Commission decides otherwise.

DIVISION III HEARING OF AN APPEAL

9. A notice from the Commission is sent to the parties at least 15 clear days before the date fixed for the hearing of an appeal instituted under section 78, 87 or 97 of the Act.

Notice of the hearing of an appeal instituted under section 64 or 77 is given 5 working days in advance.

The notice is sent by registered or certified mail and takes effect the day after registration of the letter.

The Commission may also choose any other mode of service it considers necessary.

10. Before beginning the hearing, the Commission may summon the parties or their representatives to appear at a preliminary meeting to discuss appropriate means to simplify or shorten the hearing, define the points of contention and admit some fact or document.

11. Witnesses are summoned at the instigation and expense of the parties or subpoenaed by the Commission at least 3 clear days before the hearing.

However, if the Commission considers it necessary, it may summon the immediate presence of any person employed in the civil service whose testimony is required at the hearing of the appeal.

Witnesses' fees and expenses may be taxed by the Commission.

12. If, when the hearing is opened, a party has failed to appear, the Commission may dispose of the appeal as it sees fit.

13. The Commission may, for good reason, grant a postponement or adjournment of the hearing. It may of itself, with justifying reasons, postpone or adjourn the hearing on any conditions it considers appropriate.

14. The hearing is public; the Commission may, however, on its own authority or upon request, order that it be

held *in camera* in the interests of good morals or public order.

15. At the hearing, witnesses are questioned under oath or solemn declaration by each of the parties and, where applicable, by the Commission.

The Commission may nevertheless dispense with the oath or solemn declaration if the witness is testifying in an appeal instituted under section 64 or 77 of the Act.

16. Each party may have witnesses heard, provide information and produce documents concerning the appeal.

17. The minutes of the hearing are drawn up. They must contain :

(a) the name in full, age, occupation and residence of each party and witness ;

(b) the name and address of any representative of the parties ;

(c) a list of documents produced ;

(d) the orders and instructions of the Commission as well as its interlocutory decisions.

18. The Commission may, on its own initiative or at the request of one of the parties, order the hearing reopened, for the purposes and on the conditions it determines. The parties are informed of such a decision.

19. An appeal may be withdrawn or be the subject of a confession of judgement, in whole or in part, any time before the decision is filed with the clerk, by means of a written notice sent to the Commission and signed by the appellant or the other party or their representative, as the case may be.

20. Subject to the second and third paragraphs of this section and the second paragraph of section 31 of the Act, the number of members required to hear and decide an appeal is 1.

Two members hear and decide an appeal instituted under section 87 or 97 by a civil servant as described in paragraph a of section 72 or a senior civil servant.

A quorum of the Commission hears and decides an appeal instituted by a Deputy Minister under section 97.

21. Stenography costs, if the work is authorized by the Commission, are payable by the party that requested it.

The Commission may then order that copies of the transcription be sent to it as well as to the other party, if

the latter so desires ; the Commission and the other party must then pay for the copies sent to them.

DIVISION IV PROOF

22. The Commission has the power to accept any way of giving evidence it believes best serves the interests of justice.

DIVISION V DECISIONS

23. The decision is made by the member(s) that heard the appeal, and constitutes the decision of the Commission. The reasons for the decision must be given.

24. The original of the decision is filed at the office of the Commission and a true copy is deposited in the record ; the clerk sends a true copy to each party by registered or certified mail.

DIVISION VI FINAL PROVISION

25. This Regulation applies, with modifications, to appeals heard by the appeals committee described in the second paragraph of section 31 of the Act.



c. F-3.1, r.2

Regulation respecting certain criteria of eligibility and promotion within the civil service

Civil Service Act
(R.S.Q., c. F-3.1)

1. For the purpose of sections 67 and 68 of the Civil Service Act (R.S.Q., c. F-3.1), the Office du recrutement et de la sélection du personnel de la fonction publique shall study all candidacies submitted to it, in the manner and according to the terms and conditions which it prescribes.

2. Where at the time of an examination, the Office considers that the number of candidacies submitted by Canadian citizens is sufficient to fill the number of vacant posts, it may restrict selection to such Canadian citizens.

3. Where a person who is not a Canadian citizen is declared eligible and appointed to a post, he shall perform his duties on a temporary basis and may be appointed permanently upon acquiring Canadian citizenship, provided that he has completed the period of continuous employment on a temporary basis prescribed in the classification regulation governing such post.

4. A person who has completed his last year of studies for the obtainment of the final diploma required for the post for which he applied, may be permitted to take the civil service admission examinations and declared an eligible candidate ; however, the eligibility declared in accordance with this section shall only be valid for a continuous period of 6 months from the date on which such candidate takes up his duties.

5. In order to be eligible for class promotion, every employee, including the employee contemplated in section 3, shall have completed the continuous period of employment on a temporary basis that he is bound to complete in accordance with the classification regulation governing such employee.

See French Text C.T. 114753, G.O.II, 1978, p.6507.

6. An employee who attains the senior staff assistant group or that of the senior staff before he has completed the continuous period of employment on a temporary basis that he is bound to complete in accordance with the classification regulation which governed such employee until then must, before his appointment on a permanent basis in the civil service and subject to section 3, have completed a continuous period of employment on a temporary basis of 12 months or 6 months in the group he has attained, depending on whether it be the senior staff assistant group or that of the senior staff.

O.C. 787-73, (1973) 105 O.G.II, 855 and 1379
T.B. 82096, (1974) 106 O.G.II, 3651



c. F-3.1, r.3

**Règlement sur l'avancement accéléré
d'échelon à la suite d'études de
perfectionnement**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.4

**Règlement sur le classement des
fonctionnaires**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r. 5

**Règlement sur les conditions de travail
des avocats et notaires**

Civil Service Act
(R.S.Q., c. F-3.1)

See French Edition



c. F-3.1, r.6

**Règlement sur les conditions de travail
des cadres supérieurs et des adjoints aux
cadres supérieurs**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.7

**Règlement sur les conditions de travail
des commissaires du travail**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.8

**Règlement sur certaines conditions de
travail du personnel de direction des
agents de la paix travaillant en
établissement de détention**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.9

**Règlement sur les conditions de travail
du personnel de maîtrise et de direction**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.10

**Règlement sur le détachement des
fonctionnaires auprès de ministères,
d'organismes gouvernementaux ou
d'entreprises d'un pays étranger**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.11

Règlement sur la dotation

Civil Service Act
(R.S.Q., c. F-3.1, ss. 4 and 70)

See French Edition



c. F-3.1, r.12

**Règlement sur les emplois occasionnels et
leurs titulaires**

Civil Service Act
(R.S.Q., c. F-3.1, s. 66)

See French Edition



c. F-3.1, r.13

**Règlement sur la fermeture pour cause
de mauvais temps ou autres, des bureaux
et autres lieux de travail du
gouvernement**

Civil Service Act
(R.S.Q., c. F-3.1)

See French Edition



c. F-3.1, r.14

**Règlement sur les normes de conduite et
de discipline dans la fonction publique et
le relevé provisoire des fonctions**

Civil Service Act
(R.S.Q., c. F-3.1, s. 93)

See French Edition



c. F-3.1, r.15

Regulation respecting the granting of experience credit to certain civil servants completing refresher courses

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

1. This Regulation applies to civil servants whose career is governed by one or other of the regulations respecting the classification of office personnel, technicians and ranking staff or of peace officers and which took effect on 12 October 1972 or on a date subsequent thereto.

2. Following upgrading courses, the civil servant contemplated in section 1 shall be entitled to an experience credit of one year for each year of schooling recognized and evaluated in accordance with this Regulation.

3. The upgrading courses, hereinafter referred to as courses, are courses pertaining to the main and regular duties performed by the civil servant and which enable him to acquire knowledge likely to improve his competence efficiency at work.

4. Subject to section 3, only the following courses may be recognized for the purposes of this Regulation :

(a) courses equivalent to or below the maximum schooling level prescribed in the examination eligibility requirements set forth under the heading "recruitment" in the classification regulation governing the civil servant's career, where the latter, at the time of his entry into, appointment to or reclassification in the class of employment to which he belongs, had to rely on his years of experience to compensate for schooling then lacking equivalent to courses since completed and approved and recognized in the examination eligibility requirements ;

(b) courses above the maximum schooling level, prescribed in the examination eligibility requirements set forth under the heading "recruitment" in the classification regulation governing the civil servant's career ; such courses may not, however, be recognized as exceeding the maximum schooling prescribed in the said examination eligibility requirements by more than one year.

Notwithstanding the first paragraph, courses above the maximum schooling level prescribed in the examination eligibility requirements set forth under the heading "recruitment" in the classification regulation governing the

civil servant's career may be recognized even if such courses are recognized as exceeding the maximum schooling prescribed in these same examination eligibility requirements by more than one year, where such courses are below the maximum schooling level prescribed under the heading "recruitment" in another classification regulation of the same class and could be recognized at the time of the civil servant's eventual promotion to the next stage in the same line of career, such stage being determined in terms of the examination eligibility requirements of the contemplated class compared to those of the class to which he belongs.

Amended in French C.T. 118170, G.O.II, 1979, p. 2433.

5. The courses successfully completed must have been approved by an official attestation recognized by the Minister of Education.

6. Courses taken outside Québec or resulting from a decision by a department or by the Gouvernement du Québec may also be accepted if they are recognized by the Minister of Education.

7. Where the official attestation recognized by the Minister of Education approves courses which are part of a specific programme leading to a diploma and offered on a full-time basis, or which, as far as duration is concerned, is integrated into a programme given on a full-time basis and whose subjects are divided into annual terms corresponding to or each being part of a year of courses on a full-time basis, the schooling granted the employee under this Regulation for each annual term of the programme is equivalent to one year.

8. Where the official attestation recognized by the Minister of Education approves courses which are part of a specific programme leading to a diploma and whose schooling is expressed in credits or hours of lectures but not given on a full-time basis or which cannot, as regards duration, be made part of a programme given on a full-time basis, and whose subjects are divided into annual terms corresponding to or each being part of a year of courses on a full-time basis, the employee's schooling recognized under this Regulation is calculated on the following basis : 30 credits or 450 hours of lectures is equal to one year of schooling.

9. Regardless of the number of credits or hours of lectures accumulated for the obtainment of a diploma approved by an official attestation recognized by the Minister of Education, the number of years of courses which may be granted the employee for such diploma under this Regulation must in no case exceed the duration of the normal schooling required to obtain it.

10. Only the courses completed and approved after the employee has entered upon his duties, with attestations in support, may be considered and, where applicable, may count provided they had not already been considered, that is, counted or refused at the time of the employee's entry into, appointment to or reclassification in one or other of the classes referred to in section 1.

Amended in French C.T. 118170, G.O. II, 1979, p. 2433.

11. The benefit granted a civil servant in accordance with this Regulation shall take effect on the effective date of his annual grade promotion after the required supporting documents have been received by the Service du personnel of the department or body.

Notwithstanding the preceding paragraph, in the case of courses completed and approved before the 25 January 1977, the benefit granted the civil servant may take effect on the effective date of his annual grade promotion following the date on which the courses were completed and approved, provided, however, the required supporting documents have been filed before 1 March 1977.

Repealed in French C.T. 118170, G.O. II, 1979, p. 2433.

In no case however, shall the benefit granted the civil servant take effect on a date prior to 23 November 1972 in the case of peace officers and 30 November 1972 in the case of office personnel, technicians and ranking staff.

Repealed in French C.T. 118170, G.O. II, 1979, p. 2433.

12. The deputy-head of each department or body is entrusted with the application of this Regulation and he must, on 1 January and 1 July each year, transmit to the Commission and to the Ministère de la Fonction publique a report concerning the said application on the form provided for such purpose.

Amended in French C.T. 118170, G.O. II, 1979, p. 2433.



c. F-3.1, r.16

Regulation respecting the proof of status of certain persons

Civil Service Act
(R.S.Q., c. F-3.1)

1. Authority : The Minister of the Civil Service is charged with taking the measures necessary for making available to members of the National Assembly of Québec, persons in the civil service and persons appointed to an office or post by the Government or by the head of a department, a proof establishing their respective status.

2. Application : This Regulation applies to members of the National Assembly of Québec, persons in the civil service and persons appointed to an office or post by the Government or by the head of a department. The judges of the various courts of justice of Québec are also contemplated by this Regulation.

3. Material Appearance (Schedule A) : The proof of status is issued in the form of a laminated card comprising the following items :

- (a) on the front side :
 - i. the emblem identifying the Québec governmental bodies, in accordance with the Order respecting the official emblem of the Gouvernement du Québec (c. M-24, r.2) ;
 - ii. the inscription « National Assembly, Gouvernement du Québec », or the name of the court, as the case may be ;
 - iii. the status of the holder : Member of the National Assembly, civil service, public employee and, in the following cases, the title of his function :
 - (A) deputy-minister, assistant deputy-minister, associate deputy-minister, executive assistant of each Department ;
 - (B) executive assistant to the Prime Minister and Secretary General of the Conseil exécutif ;
 - (C) assistant secretary, associate secretary of the National Assembly ; and
 - (D) the reference “Minister’s cabinet” for executive assistants, assistant executive secretaries, and secretaries ;
 - iv. the holder’s surname and given names ;

- v. the holder’s signature on a coloured strip corresponding to one of the 3 statuses ;
 - (A) green, for members of the National Assembly ;
 - (B) salmon, for members of the civil service ;
 - (C) gold, for persons appointed to an office or post by the Government or by the head of a department ;
- vi. a colour photograph of the holder ;
- vii. the period of validity of the proof of status ;
 - (b) on the reverse side :
 - i. the designation of the department or body to which the holder belongs ;
 - ii. the surname and given names of the holder ;
 - iii. the holder’s date of birth ;
 - iv. the holder’s social insurance number ;
 - v. the period of validity of the proof of status.

4. Property and use : The proof of status shall remain the property of the Gouvernement du Québec and the Minister of the Civil Service may take possession thereof where he deems it to be necessary.

5. Responsibilities : By accepting this proof of status, the holder binds himself :

- (a) to take proper care of it and to give it up only in the cases provided in paragraphs *c* and *d* ;
- (b) to take the measures necessary for avoiding the fraudulent use thereof and, in case of loss, theft or destruction, to advise the authorities, namely the President of the National Assembly, the Chief Justice, or the Director of Personnel, as the case may be ;
- (c) to return it to the authorities mentioned in paragraph *b*, as the case may be where he :
 - i. ceases his functions, as member of the National Assembly, the civil service or of the office or post to which he has appointed ;
 - ii. is transferred to another department or body ;
 - iii. takes a pre-retirement leave of absence ;
 - iv. takes a leave of absence of 6 months or more ;
 - v. is assigned to a post outside of Canada ;

vi. changes his surname ;

(d) to return it to the Minister of the Civil Service upon request.

6. Validity and replacement : The proof of status may be replaced in the following cases :

(a) by decision of the Government or the Minister of the Civil Service ;

(b) subsequent to its loss or theft, destruction, alteration or deterioration ;

(c) where the physical appearance of the holder no longer corresponds to his photograph ;

(d) where there are changes in the vital statistics or where the title appearing on the reverse side changes.

7. Offences : Everyone who makes a false declaration or entry, or falsifies, alters, damages or destroys, illegally disposes of or uses such proof of status commits a disciplinary offence.

8. Distribution of functions : The central office for proof of status, under the authority of the Minister of the Civil Service, is charged with :

(a) setting up and maintaining a central index including a duplicate of the proof of status ;

(b) the initial issue, replacement and renewal of the proof of status and disposition of proofs which are withdrawn, returned or invalidated ;

(c) making inquiries from the departments and bodies concerning the use of the proof of status ;

(d) the issue of procedures governing the use of the proof of status ;

(e) making a periodical statistical and analytical report to the Minister of the Civil Service, with the customary recommendations for the improvement of the efficiency of the system.

9. The personnel directors shall :

(a) obtain a proof of status for the persons contemplated in section 1 by filing their requests for initial issue, replacement or renewal with the central office for proofs of status by using the notice concerning the proof of status in Schedule B ;

(b) take all necessary measures to withdraw the proof of status from persons suspended or struck off the lists of the department or body, or in the case of a return of the proof of status provided for in this Regulation, and to file it with the central office forthwith ;

(c) maintain a liaison with the central office for proof of status and advise such office of every decision or special measure affecting the status of the personnel.

The President of the National Assembly and the Chief Justices may carry out the provisions of this section.

SCHEDULE A
(s. 3)

MATERIAL PRESENTATION OF PROOF OF STATUS



NATIONAL ASSEMBLY
OF QUÉBEC

NATIONAL ASSEMBLY
OF QUÉBEC



NATIONAL ASSEMBLY

NATIONAL ASSEMBLY

Surname and Given Name

Surname and given name

Date of birth	Social Insurance No.	Date of birth	Social Insurance No.
---------------	----------------------	---------------	----------------------

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 -19

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 -19



GOUVERNEMENT DU QUÉBEC

GOUVERNEMENT DU QUÉBEC

CIVIL SERVICE

CIVIL SERVICE



GOUVERNEMENT DU QUÉBEC

GOUVERNEMENT DU QUÉBEC

Department-Body

Department-Body

Surname and Given Name

Surname and Given Name

Date of birth	Social Insurance No.	Date of birth	Social Insurance No.
---------------	----------------------	---------------	----------------------

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 -19

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 -19



GOUVERNEMENT DU QUÉBEC

GOUVERNEMENT DU QUÉBEC

PUBLIC EMPLOYEE

PUBLIC EMPLOYEE



GOUVERNEMENT DU QUÉBEC

GOUVERNEMENT DU QUÉBEC

Department-Body

Department-Body

Surname and Given Name

Surname and Given Name

Date of birth

Social Insurance No.

Date of birth

Social Insurance No.

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 - 19

PERIOD OF VALIDITY OF
THIS PROOF OF STATUS 19 - 19

RECALL OF PROOF OF STATUS

Suspension
 Sick leave without salary (6 months or more) Card attached
 Study leave (6 months or more) Yes No
 Assignment outside of Québec

REQUEST FOR RETURN OF PROOF OF STATUS

Cause Return to work Reassignment to Québec

The Director of the Personnel or his representative _____ Date _____

SPACE RESERVED FOR CENTRAL OFFICE FOR PROOF OF STATUS

1. Return to Personnel Service			2. For use of Central Office for proof of status		
<input type="checkbox"/> Incomplete form returned			<input type="checkbox"/> Entry on list		
<input type="checkbox"/> Proof of status not attached			<input type="checkbox"/> Registration		
<input type="checkbox"/> Proof of status forwarded			<input type="checkbox"/> Examination for forwarding		
<input type="checkbox"/>			<input type="checkbox"/> Duplicate removed		
<input type="checkbox"/>			<input type="checkbox"/> Proof destroyed		
	(initial)	(date)		(initial)	(date)

N.B.: This information must be completed by the Personnel Service

O.C. 3746-72, (1973) 105 O.G. II, 6
 O.C. 3192-76, (1976) 108 O.G. II, 5699
 A.C. 862-79, (1979) 111 G.O., 2819



c. F-3.1, r.17

**Règlement sur la procédure d'appel pour
les fonctionnaires non régis par une
convention collective de travail**

Civil Service Act
(R.S.Q., c. F-3.1, s. 10)

See French Edition



c. F-3.1, r.18

**Règlement sur le recrutement, la
nomination, la rémunération et les autres
conditions de service et de travail du
personnel des cabinets de ministre**

Civil Service Act
(R.S.Q., c. F-3.1, s. 118)

Legislature Act
(R.S.Q., c. L-1, s. 41)

See French Edition



c. F-3.1, r.19

**Règlement sur la rémunération, les
avantages sociaux et les autres conditions
de travail de certains fonctionnaires**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.20

**Règlement sur la rémunération, les
avantages sociaux et les autres conditions
de travail de certains hauts
fonctionnaires**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.21

**Règlement sur la rétrogradation ou la
révocation du personnel de la fonction
publique pour incompétence
professionnelle**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.22

**Règlement sur les secrétaires particuliers
et secrétaires particuliers adjoints**

Civil Service Act
(R.S.Q., c. F-3.1)

See French Edition



c. F-3.1, r.23

Regulation respecting the oaths and solemn affirmations made under section 106 of the Civil Service Act

Civil Service Act
(R.S.Q., c. F-3.1)

1. The persons authorized to administer the oaths and solemn affirmations contemplated in section 106 of the Civil Service Act (R.S.Q., c. F-3.1) are :

(a) the Secretary General of the Conseil exécutif for all oaths and solemn affirmations made by the deputy ministers and provided for in section 106 of the Act ;

the Secretary General of the Conseil exécutif or the associate secretary general he appoints for all oaths and solemn affirmations made by the chief executive officers of agencies and provided for in section 106 of the Act ;

(b) the deputy minister, the associate or assistant deputy ministers and the director of personnel of each Department for the oaths and solemn affirmations of the civil servants and employees of their Department ;

(c) the chief executive officer, his immediate assistants, the administrator, the secretary or the director of personnel of the agencies whose employees are appointed and remunerated in accordance with the Act for the oaths and solemn affirmations of the civil servants and employees working for these agencies ;

(d) the delegates general and the delegates of the houses or offices of Québec abroad for the oaths and solemn affirmations of the civil servants and employees under their jurisdiction ;

(e) the persons whose functions are listed in the Schedule A for the oaths and solemn affirmations of the civil servants and employees exercising their offices elsewhere than at the seat of the Government.

2. The persons designated under section 49 of the Civil Service Act (1965, 1st Session, c. 14) and in conformity with subparagraph 5 of Order in Council 264-72 dated 26 January 1972 to administer the oaths and solemn affirmations of the civil servants and employees of their Department or agency exercising their offices elsewhere than at the seat of the Government are deemed to have been designated in application of paragraph *e* of section 1 and they are authorized to administer the oaths and solemn affirmations contemplated in section 106 of the Civil Service Act

(R.S.Q., c. F-3.1), of the civil servants and employees of their Department or agency exercising their offices elsewhere than at the seat of the Government.

SCHEDULE A

I. Representatives of the Ministère de la Justice :

- the Director of Houses of Detention ;
- the directors of the following main and regional houses of detention : Centre de détention de Québec, Centre de détention de Rouyn, Centre de détention de Montréal, Maison Tanguay, Centre de prévention de Montréal, Pavillon cellulaire ;
- the Director of Probation ;
- the regional Directors of Probation ;
- the Associate Directors General and the Assistant Director General of the Direction générale des affaires civiles et pénales ;
- the Directors of Operations of Registry Offices ;
- the Assistant Director General of Personnel ;
- the Director General of Court Services ;
- the regional Directors of Court Services ;
- the Directors of court Services for Baie-Comeau and Joliette ;
- the Directors of Administrative Services, Direction générale des greffes, Québec ;
- the Director and Assistant Director of Administration of the Institut de Police du Québec in Nicolet ;
- the personnel officers of the Sûreté du Québec working in the following districts : Montréal, Québec City, Lower St. Lawrence, Saguenay- Lac-Saint-Jean, Mauricie, Eastern Townships, Ottawa Valley, North Shore, Northwestern Québec ;
- the persons designated temporarily to any of these functions.

II. Representatives of the Ministère des Affaires sociales :

- the regional Social Aid Directors ;
- the assistant regional Social Aid Directors ;
- the heads of local Social Aid offices ;

- the Secretary of the Office des personnes handicapées ;
- the Personnel Officer in charge of the Bureau du personnel de Montréal ;
- the persons designated temporarily to any of these functions.

III. Representative of the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation :

- the Assistant Director of Personnel.

IV. Representatives of the Ministère des Travaux publics et de l'Approvisionnement :

- the head of the Service du perfectionnement of the Direction du personnel ;
- the Director of property management (Montréal area) ;
- the regional representatives of property management ;
- the persons designated temporarily to any of these functions.

V. Representatives of the Ministère de l'Énergie et des Ressources :

- the regional Administrators ;
- the person in charge of the Service de la dotation of the Direction du personnel ;
- the persons designated temporarily to any of these functions.

VI. Representatives of the Ministère du Travail, de la Main-d'oeuvre et de la Sécurité du revenu :

- the regional Manpower Directors ;
- the director of Administration, Montréal ;
- the persons designated temporarily to any of these functions.

VII. Representatives of the Ministère des Transports :

- the regional personnel officers working elsewhere than at the seat of the Government.

VIII. Representatives of the Commission de la santé et de la sécurité du travail :

- the Assistant Director of Human Resources : Montréal region ;
- the Regional Directors ;

- the persons assigned *ad interim* to each of these positions.

O.C. 904-79, (1979) 111 G.O., 4441
 O.C. 2246-80, (1980) 112 G.O.II, 3481
 O.C. 1671-81, (1981) 112 G.O.II, 2031
 O.C. 2220-81, (1981) 113 G.O.II, 3034
 O.C. 3327-81, (1981) 113 G.O.II, 4007



c. F-3.1, r.24

Regulation respecting the signing of deeds, documents or writings of the Ministère de la Fonction publique

Civil Service Act
(R.S.Q., c. F-3.1, s. 15)

1. The holders of duties in the Ministère de la Fonction publique are authorized to sign on behalf of the Minister of the Civil Service and with the same authority the deeds, documents or writings listed after their duties, subject to the provisions of the Financial Administration Act (R.S.Q., c. A-6) :

(1) The Assistant Deputy Ministers, the Director of the Service de la gestion administrative and the person in charge of purchases, supplies and contracts :

- (a) service contracts ;
- (b) leasing contracts ;
- (c) purchase contracts ;
- (d) local orders ;
- (e) delivery requests.

(2) The Assistant Deputy Ministers and the Director of the Service de la gestion administrative :

- (a) leases ;
- (b) purchase of real property ;
- (c) building of real property.



c. F-3.1, r.25

**Réglement sur la tenue de concours en
vue de la nomination et de la promotion
dans la fonction publique**

Civil Service Act
(R.S.Q., c. F-3.1, s. 50, par. a)

See French Edition



c. F-3.1, r.26

**Règlement sur la tenue des examens de
changement de grade du personnel
professionnel**

Civil Service Act

(R.S.Q., c. F-3.1, s. 50, par. a, subpar. ii)

See French Edition



c. F-3.1, r.27

Règlement sur les actuaires (129)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.28

**Règlement sur les adjoints aux cadres
supérieurs (621)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.29

Règlement sur les agents agricoles (210)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.30

Règlement sur les agents culturels (107)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.31

**Règlement sur les agents d'accréditation
(295)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.32

**Règlement sur les agents d'évaluation en
assurance-maladie (279)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.33

**Règlement sur les agents d'évaluation
immobilière (201)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.34

**Règlement sur les agents d'indemnisation
(207)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.35

**Règlement sur les agents d'information
(104)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.36

**Règlement sur les agents de bureaux
(200)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.37

**Règlement sur les agents de conservation
de la faune (300)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.38

**Règlement sur les agents de
développement industriel (102)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.39

**Règlement sur les agents de l'aide sociale
(202)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.40

**Règlement sur les agents de
l'approvisionnement (130)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.41

**Règlement sur les agents de la gestion
financière (103)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.42

**Règlement sur les agents de la gestion du
personnel (100)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.43

**Règlement sur les agents de la main-
d'oeuvre (203)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.44

**Règlement sur les agents de maîtrise du
personnel de bureau, techniciens et
assimilés (030)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.45

**Règlement sur les agents de pêcheries
(301)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.46

**Règlement sur les agents de prévention
des incendies (204)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.47

**Règlement sur les agents de prévention
routière (205)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.48

**Règlement sur les agents de recherche et
de planification socio-économique (105)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.49

**Règlement sur les agents de
recouvrement fiscal (285)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.50

Règlement sur les agents de rentes (208)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.51

**Règlement sur les agents du vérificateur
général (101)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.52

**Règlement sur les agents-vérificateurs
(209)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.53

Règlement sur les agronomes (106)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.54

**Règlement sur les analystes de
l'informatique et des procédés
administratifs (108)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.55

Règlement sur les architectes (109)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.56

**Règlement sur les arpenteurs-géomètres
(110)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.57

**Règlement sur les attachés
d'administration (111)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.58

**Règlement sur les attachés judiciaires
(131)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.59

**Règlement sur les auxiliaires de bureau
(211)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.60

**Règlement sur les auxiliaires de
laboratoire (212)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.61

**Règlement sur les auxiliaires en
informatique (213)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.62

**Règlement sur les avocats et notaires
(115)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.63

Règlement sur les bibliotechniciens (217)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.64

Règlement sur les bibliothécaires (112)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.65

Règlement sur les biologistes (113)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.66

Règlement sur les commissaires du travail (128)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.67

Règlement sur les conciliateurs (114)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.68

**Règlement sur les conseillers
d'orientation professionnelle (116)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.69

**Règlement sur les constables au Tribunal
de la jeunesse (302)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.70

Règlement sur les dactylographes (218)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.71

Règlement sur les dentistes (117)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.72

Règlement sur les dessinateurs (219)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.73

**Règlement sur les diététistes
professionnels (127)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.74

**Règlement sur les employés de la
résidence officielle du lieutenant-
gouverneur (540)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.75

**Règlement sur les employés de
secrétariat (221)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.76

**Règlement sur les enquêteurs à la
curatelle publique (289)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.77

**Règlement sur les enquêteurs des loteries
et courses (287)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.78

**Règlement sur les enquêteurs en relations
du travail (277)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.79

**Règlement sur les enquêteurs-évaluateurs
(222)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.80

**Règlement sur les examinateurs de
conduite des véhicules automobiles (223)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.81

Règlement sur les gardes-forestiers (224)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.82

**Règlement sur les gardiens-constables
(303)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.83

**Règlement sur les greffiers-audienciers
(225)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.84

**Règlement sur les infirmières et
infirmiers (226)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.85

Règlement sur les ingénieurs (118)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.86

**Règlement sur les ingénieurs forestiers
(119)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.87

**Règlement sur les inspecteurs à la
Commission de surveillance de la langue
française (215)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.88

**Règlement sur les inspecteurs d'appareils
à pression (233)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.89

**Règlement sur les inspecteurs
d'ascenseurs (227)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.90

**Règlement sur les inspecteurs
d'établissements hôteliers et touristiques
(231)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.91

**Règlement sur les inspecteurs de cinéma
(228)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.92

**Règlement sur les inspecteurs de
fourrures (229)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.93

**Règlement sur les inspecteurs de
l'électricité (235)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.94

**Règlement sur les inspecteurs de
l'hygiène publique (237)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.95

**Règlement sur les inspecteurs de produits
agricoles et d'aliments (230)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.96

**Règlement sur les inspecteurs de
véhicules automobiles (232)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.97

**Règlement sur les inspecteurs de la
tuyauterie (239)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.98

**Règlement sur les inspecteurs des
établissements industriels et commerciaux
et des édifices publics (234)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.99

**Règlement sur les inspecteurs des
produits pétroliers (280)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.100

Règlement sur les inspecteurs des transports (305)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.101

**Règlement sur les inspecteurs du gaz
(236)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.102

**Règlement sur les inspecteurs en
carburants (281)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.103

**Règlement sur les inspecteurs-enquêteurs
de la Commission des normes du travail
(238)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.104

**Règlement sur les inspecteurs-enquêteurs
de la Commission des normes du travail
(216)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.105

**Règlement sur les inspecteurs-enquêteurs
de la Loi sur les huissiers (290)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.106

**Règlement sur les inspecteurs-enquêteurs
des permis d'alcool (278)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.107

Règlement sur les instructeurs au simulateur (291)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.108

Règlement sur les instructeurs dans les établissements de détention (306)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.109

**Règlement sur les instructeurs en
sauvetage minier (240)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.110

**Règlement sur les instructeurs en
utilisation d'armes et en balistique (288)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.111

Règlement sur les magasiniers (241)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.112

Règlement sur les médecins (120)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.113

**Règlement sur les médecins vétérinaires
(121)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.114

**Règlement sur les opérateurs en
informatique (244)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.115

Règlement sur les péagistes (245)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.116

**Règlement sur le personnel de direction
des agents de la paix (011)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.117

**Règlement sur le personnel de direction
des bureaux d'enregistrement (581)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.118

**Règlement sur le personnel de direction
des greffes (580)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.119

**Règlement sur le personnel de maîtrise
des ouvriers (350)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.120

**Règlement sur le personnel des cadres
supérieurs (620)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.121

**Règlement sur le personnel enseignant
(675)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.122

Règlement sur le personnel ouvrier (400)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.123

Règlement sur les photographes (246)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.124

Règlement sur les pilotes d'aéronefs (248)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.125

**Règlement sur les préposés à l'accueil
(249)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.126

**Règlement sur les préposés aux autopsies
(250)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.127

**Règlement sur les préposés aux
empreintes digitales (251)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.128

**Règlement sur les préposés aux relevés
d'arpentage (252)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.129

**Règlement sur les préposés aux services
d'imprimerie (242)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.130

**Règlement sur les préposés aux soins
infirmiers dans les établissements de
détention (308)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.131

**Règlement sur les préposés aux
télécommunications (253)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.132

Règlement sur les psychologues (122)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.133

**Règlement sur les régulateurs de
navigation aérienne (220)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.134

**Règlement sur les secrétaires judiciaires
(282)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.135

**Règlement sur les spécialistes en sciences
de l'éducation (123)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.136

**Règlement sur les spécialistes en sciences
physiques (124)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.137

**Règlement sur les sténographes
judiciaires (255)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.138

**Règlement sur les stewards au Service
aérien du Gouvernement du Québec (500)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.139

Règlement sur les surveillants dans les établissements de détention (307)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.140

**Règlement sur les techniciens agricoles
(257)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.141

**Règlement sur les techniciens de
laboratoire (258)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.142

**Règlement sur les techniciens de
l'enregistrement des droits réels (283)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r. 143

**Règlement sur les techniciens de
l'entretien des aéronefs (261)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.144

**Règlement sur les techniciens de
l'équipement motorisé (262)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.145

**Règlement sur les techniciens de la faune
(259)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.146

**Règlement sur les techniciens des
travaux publics (263)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.147

**Règlement sur les techniciens en
administration (264)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.148

**Règlement sur les techniciens en arts
appliqués et graphiques (265)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.149

**Règlement sur les techniciens en
criminalistique (292)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.150

**Règlement sur les techniciens en eau et
assainissement (266)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.151

**Règlement sur les techniciens en
économie domestique (267)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.152

**Règlement sur les techniciens en
électrotechnique (268)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.153

**Règlement sur les techniciens en
foresterie (269)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.154

**Règlement sur les techniciens en génie
industriel (270)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.155

**Règlement sur les techniciens en
information (271)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.156

**Règlement sur les techniciens en
informatique (272)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.157

**Règlement sur les techniciens en
mécanique du bâtiment (273)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.158

**Règlement sur les techniciens en
radiologie médicale (274)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.159

**Règlement sur les techniciens en
ressources minérales (275)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.160

**Règlement sur les techniciens judiciaires
(284)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.161

**Règlement sur les téléphonistes-
réceptionnistes (276)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.162

Règlement sur les traducteurs (125)

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition



c. F-3.1, r.163

**Règlement sur les travailleurs sociaux
(126)**

Civil Service Act
(R.S.Q., c. F-3.1, s. 4)

See French Edition