

GUIDELINE FOR COMPLETION OF FACTORY / MANUFACTURING CERTIFICATE APPLICATIONS

Submission cannot be made electronically. For renewal all Forms must be resubmitted. Referenced plans and documents can be brought forward, if not changed. For amendments only the Forms affected by the amendment need be changed.

FORM 1

Company or Applicant Name and Contact Information

- The legal name of the company and/or the person who is legally entitled to sign the application and who will sign the application. The company name must be that under which the company is legally incorporated. If there is no legal corporation then the name of the applicant that of the legally responsible person. Enter the company/applicant mailing address. If the address to which the licence is to be mailed is different it too should be entered here.
- Enter the contact person s E-mail, telephone number, etc. If the information is the same as that for the applicant, same as above may be stated.

Notes for MSWord version These are text boxes set up for Arial 10 font. The first box has room for two lines, the second has room for one line.

Type of Licence or Certificate

- Check either new or existing.
- If existing, enter the ERD file registry number and check whether application is for renewal(no change, renewal with change, or an amendment.
- If a renewal with change or amendment, briefly describe the change
- If a Factory application check the type. And in the case of a fixed plant specify the type, i.e. blasting explosives, fireworks
- If an application for Manufacturing Certificate check the type.
- In the case of a satellite site or demonstration certificate the application should include a Form 1 for the base factory, noting the proposed amendment and a Form 1, 4, 5, 6, 7 for the satellite site. If the satellite site is being renewed, then a Form 1 for the base factory and a Form 1 for the satellite site are required.

Notes for MSWord version The boxes can be checked off manually or, replaced in WORD by highlighting the box, clicking on **Insert, Symbols, Wingdings (4th row, 5th character is an X in a box.**

Location of Proposed Operations

Specify the location of the operation in detail. The directions to get to the location should be here as well.

Example: Ontario, District of Ottawa-Carleton, Ottawa, 580 Booth St., 15th floor. Exit Highway 417(Queensway) westbound at Bronson, turn left on Bronson, Turn right on Carling, turn right on Booth St.

The name of the person responsible for the site and contact information is to be entered in the second box. This contact person should be the person at the site, not the company contact.

Notes for MSWord version These are text boxes set up for Arial 10 font. The first box has room for two lines

Scope of Operations

This is intended for a brief description of the operations, e.g. Bulk explosives base factory site with wash bay, maintenance garage, emulsion storage tank and transfer facility, storage of 50t of AN, two Type 4 explosives magazines and one type 4 detonator magazine. Serves as a base for one emulsion delivery truck and two ANFO blend units.

Notes for MSWord version These are text boxes set up for Arial 10 font.

Draft Licence or Certificate

List of Forms

Show here the page numbers of each form that have been submitted. When renewing, all pages of all forms must be submitted. If there is an amendment show the new page numbers and the page numbers to be brought forward (not submitted).

Notes for MSWord version These are tables set up for Arial 10 font.

List of Drawings and plans

Show as applicable the names, numbers, revision number, date of drawings or plans associated with the application. All the drawings, plans, etc. listed here must have been submitted to ERD and must be resubmitted when there have been changes. These may be brought forward if there have been no changes.

Notes for MSWord version These are tables set up for Arial 10 font.

List of documents

Show as applicable the documents associated with the application. These may be brought forward if there have been no changes. Please note several different headings.

Notes for MSWord version These are tables set up for Arial 10 font.

Enter the applicant name, date of application and payment information if applicable.
The shaded area is for ERD

FORM 4,5,6,7 Site plans **Consult Form 1 Annex**

FORM 4

The Form 1 annex and Form 4 header describe the information required.

Form 4 should start with a site description that looks at access roads, gates, fencing, security and other such general issues. Then specific buildings and operations can be addressed. It is on Form 4 that geographical co-ordinates should be provided. The header of Form 4 clearly describes the type of information required.

Do not use terms like approved magazine or approved equipment. For example in describing electrical installations DO state meets NEMA/CEMA 4X (if that is the case). DO NOT state approved electrical installations .

When documentation regarding equipment has been submitted to ERD for approval please reference it by a date, e.g. information on heater submitted to ERD May 31, 2001 . If you reference it by stating submitted with this application , then when the application is renewed or amended, that statement will no longer be valid.

Magazines should be described as a minimum by giving the dimensions in m(L x W x H) and magazine type vs. ERD standards, Type 6 magazine complying with 1982 standard, Type 4 magazine complying with May 2001 standard. Magazines complying with the latter standard will have an ERD tag number that should be shown in the left hand column

For all buildings or operations that are mounded describe the type of mound and the directions in which the mounding is effective. If Effective mounding is in place this should be reflected by the Q-D type cited in Form 7.

Notes for MSWord version

- Set up as tables with vertical lines, but no horizontal lines. If more or less space is required rows can be added or deleted. Don t change column width. Navigate from boxes with tab or arrows.
- An example of entered information is shown. Please delete from your application.
- Click on VIEW, HEADER and FOOTER, to enter Licence or certificate number(if existing), Company and Location, File Registry number and Page number. Date of application will need to be changed to the date that you complete the application. The header need only be changed once. Do not change anything else in the header or your application will not be valid.

FORM 5

The Form 1 annex and Form 5 header describe the information required.

Authorized explosives

The date of authorization is the date of the letter giving the product authorization, the authorization file number is the number on the upper right corner of the letter of authorization. Either may be provided.

Older licensees may have lost or misplaced their authorization letter. If this is the case a technical declaration, giving the product ingredient percentages and tolerances, should be sent with the application and the product can be re-authorized. EXCEPTION In the case of Fireworks, ammunition, propellant factories and some explosive factories with a large list of products it may be acceptable to refer to the Authorized List . Consult an inspector about this.

Client information

The address information required is so that ERD can be able to locate the Quarry or Site without too much difficulty. The contact name and phone number is also required, on a per site basis if possible. This information will allow ERD to contact a customer site and talk to the customer about any issues that may be of concern to ERD

Notes for MSWord version

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- An example of entered information is shown. Please delete from your application.
- Click on VIEW, HEADER and FOOTER, to enter Licence or certificate number(if existing), Company and Location, File Registry number and Page number. Date of application will need to be changed to the date that you complete the application. The header need only be changed once. Do not change anything else in the header or your application will not be valid.

FORM 6

The Form 1 annex and Form 6 header describe the information required. Make sure that all buildings and operations on Form 4 are on Form 6. Buildings or operations that are vulnerable to each other should have a total person limit set as well as an individual limit. Don't forget that a wash facility is licensed for at least small amount of explosive and must be included.

Notes for MSWord version

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- An example of entered information is shown. Please delete from your application.
- Click on VIEW, HEADER and FOOTER, to enter Licence or certificate number(if existing), Company and Location, File Registry number and Page number. Date of application will need to be changed to the date that you complete the application. The header need only be changed once. Do not change anything else in the header or your application will not be valid.

FORM 7

The Form 1 annex and Form 7 header describe the information required.

When showing the vulnerable location, follow the location name by the Q-D type that is used to obtain the required distance, e.g. Hwy 29 (D5), P-1(D4)

The second set of Columns of this form should be used to show distance from vulnerable features on site such as AN storage and fuel storage, as well as dwellings. The fuel storage must be a minimum of 25 m from explosives and AN. AN distance depends on the quantity of explosives and the existence of a barricade. A table that shows this is in the ERD Quantity Distance Principles manual, page 5-9.

Buildings that do not contain explosives can be shown on the Form as such, without showing the distances, e.g. B1 No Explosives or AN storage silo, not considered explosive according to above distances.

Sites with multiple magazines and/or process buildings may name only the nearest magazine and process building, but all magazines or buildings that are within current ERD Q-D requirements or are within a distance that requires mounding must be shown.

Notes for MSWord version

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- An example of entered information is shown. Please delete from your application.
- Click on VIEW, HEADER and FOOTER, to enter Licence or certificate number(if existing), Company and Location, File Registry number and Page number. Date of application will need to be changed to the date that you complete the application. The header need only be changed once. Do not change anything else in the header or your application will not be valid.

CHANGES TO ERD APPLICATION FORMS

Form 10, Form 1 and Form 5 have undergone slight revisions since they were first issued in December 2000. The attached copies of the Forms have numbers in the right margins that refer to circled parts of the Form that have been changed. It may be preferable for you to change your existing MS word versions rather than re-enter data. The changes are as follows.

FORM 10

	<u>Current Version</u>	<u>Dec 2000 version</u>
1) Revision date has been changed.	Jan 2001	Rev. Dec 2000
2) Title has been changed	Company and/or Applicant Name	Company and Contact Name
3) Title has been changed	Contact Name	Applicant Name(company official)

FORM 1

	<u>Current Version</u>	<u>Dec 2000 version</u>
1) Revision date has been changed.	Rev. Mar 2001	Rev. Dec 2000
2) Title has been changed	Company and/or Applicant Name	Company and Contact Name
3) Title has been changed	Contact Name	Applicant Name(company official)
4)	ANFO Non-mechanical	ANFO Manual
5) Titles of documents changed, spaces added		
6) Error corrected	Method of Payment	Mail payment to Regional Office

FORM 5

	<u>Current Version</u>	<u>Dec 2000 version</u>
1) Revision date has been changed.	Rev. Mar 2001	Rev. Dec 2000
2)	Manufacture or Processing of	Manufacture of
3)	Date of Authorization (yymmdd) or Authorization File No	Authorization File No.

CHANGEMENTS AUX FORMULES D APPLICATION

La Formule 10, Formule 1 and Formule 5 ont t s l g rement modifi es depuis d cembre 2000. Dans la marge droite des copies ci-jointes sont les num ros qui rapportent aux endroits encercl s de la formule qui furent modifi es. Peut- tre vous aimeriez changer vos formules existantes au lieu de r crire vos donn es dans les versions courantes des formules. Les changements sont°:

FORMULE 10

	<u>Version Courante</u>	<u>Version d c. 2000</u>
1) Date de R vision	R v. en mai 2001	R v. en d c. 2000
2)	Nom de la soci t et/ou nom du demandeur	Nom de la soci t et de la personne-ressource
3)	Nom de la personne ressource	Nom du demandeur (repr sentant de la soci t)
4)	poids brut en kg	poids net en kg

FORM 1

	<u>Version Courante</u>	<u>Version d c. 2000</u>
1) Date de R vision	R v. en mars 2001	R v. en d c. 2000
2)	Nom de la soci t et/ou nom du demandeur	Nom de la soci t et de la personne-ressource
3)	Nom de la personne ressource	Nom du demandeur (repr sentant de la soci t)
4)	NA/H-non-m c.	NA/H-manuel
5) Titres de documents modifi s et une rang e ajout e		

FORM 5

	<u>Version Courante</u>	<u>Version d c. 2000</u>
1) Date de R vision	R v. en mars 2001	R v. en d c. 2000
2)	Fabrication ou Traitement de	Fabrication de
3)	Date d autorisation (aammjj) ou N°. du dossier d autorisation	N°. du dossier d autorisation