
National Board “R” Certificate of Authorization Temporary Location Request

Full Company Name: _____

Division (if applicable): _____

Address as listed on your Current “R” Certificate:

“R” Certificate Number: _____

“R” Certificate Expiration Date: _____

Temporary Location Information:

Is this a request for a new or existing temporary location? NEW EXISTING*

*Provide the expiration date for the existing temporary location authorization: _____

Requested temporary location address:

Requested Start/End Date at the Temporary Location:

Requested Start Date: _____

Requested End Date: _____

Brief description of the scope of activities to be conducted at the temporary location:

Provisions:

- All temporary location shall be controlled by an active “R” Certificate of Authorization. Should the “R” Certificate expire, or the “R” Certificate is terminated, any temporary locations will be also terminated.
- Temporary locations shall not be used unless authorized by the National Board.
- The organization may perform repair/alteration activities at the temporary location, provided such operations are described in the organization’s Quality Management System (QMS).
- Temporary locations are authorized for no longer than 1 year; however, the authorization may be extended annually via an Authorized Inspection Agency (AIA) audit and submittal of another NB-481, National Board “R” Certificate of Authorization Temporary Location Request.
- The Certificate Holder’s Repair Inspector shall authorize all activities conducted under the “R” Certificate at all of the Repair Organization’s authorized locations.

National Board “R” Certificate of Authorization Temporary Location Request

Conditions

- The Certificate and “R” Symbol Stamp shall be used only by the named company and in the manner prescribed in the *National Board Inspection Code* (NBIC) and NB-415, *Accreditation of “R” Repair Organizations*. The company must have all parts of the current edition of the NBIC when performing work under the *Certificate of Authorization*.
- The Certificate and stamp will be surrendered should the company discontinue the activities listed on the *Certificate of Authorization*, at the request of the National Board or at the expiration of the Certificate. The company will pay any and all legal fees and National Board costs associated with the recovery of the certificate and stamp.
- The National Board member jurisdiction or the National Board may make audits or unannounced visits as deemed necessary to ensure compliance with the rules of the National Board.
- The “R” Certificate QMS must be controlled from the location on the *Certificate of Authorization*. “Control” includes all planning, design, ordering of materials, operational control of performance qualifications, development of procedures, etc. that must be done at the location listed on the *Certificate of Authorization*. Additionally, all records shall be available at the location listed on the *Certificate of Authorization*.
- The QMS shall provide details of how procedures, drawings, materials etc. are transferred and received between the location on the *Certificate of Authorization* and any authorized temporary locations, and how completed work packages are returned.
- Under no circumstances shall the National Board “R” Symbol stamp be used without the acceptance of a National Board Commissioned Inspector.

By signing this form, you, the company representative, acknowledge that the information on page 1 of this form is correct and that you have read and understand the conditions listed above.

X _____

Signature of Authorized Company Representative

Date

Printed Name of Authorized Company Representative

Printed Title of Authorized Company Representative

Phone: _____

Email: _____

AIA ACCEPTANCE - By signing this form, you, the AIA Representative, acknowledge the company’s QMS, reflecting the controls of the temporary location as noted above, has been reviewed and accepted.

X _____

Signature of Authorized Inspection Agency Representative

Date

Printed Name of Authorized Inspection Agency Representative

Printed Authorized Inspection Agency Name

Along with this request the following must also be submitted:

- The temporary location fee in the amount of **\$150 USD**. If payment is not received with the request, a proforma invoice may be emailed upon receipt and review of this request.
- A copy of the AIA Audit Report.

If you have any questions, please contact the Technical Department-Accreditation at repairstamp@nbbi.org

Submit completed form to:
repairstamp@nbbi.org

or

The National Board
1055 Crupper Avenue
Columbus, Ohio 43229-1183

Please Note: An incomplete/improperly completed application may delay the processing of this request. Please be sure your form is complete before submitting.