



Accreditation of Owner-User Inspection Organizations (OUIO)

The National Board of Boiler and Pressure Vessel Inspectors

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*Denotes Revised Section(s)

Accreditation of Owner-User Inspection Organizations (OUIO)

* 1.0 **Scope**

This document contains requirements for Owner-User Inspection Organizations (OUIO) to obtain a National Board Certificate of Accreditation for the purpose of employing National Board Commissioned Inspectors to perform inservice inspection activities of items owned/operated by the organization.

An OUIO seeking a National Board *Certificate of Accreditation* shall have and maintain a written quality program that meets the requirements of this document and NB-381, *Quality Program for Inspection Organizations*.

An OUIO meeting the requirements of this document may perform Inservice Inspections for Jurisdictional or Federal Compliance, and may extend their scope to include Repair/Alteration Inspections for National Board Inspection Code (NBIC) Compliance.

An OUIO whose scope includes Repair/Alteration Inspections for NBIC Compliance may perform authorization, in-process and acceptance inspections (including signing the NBIC report forms) associated with repairs/ alterations of pressure-retaining items owned/operated by the organization. This includes repairs and alterations performed by the owner or user holding an "R" Certificate or by other "R" Certificate Holders performing work on pressure retaining items owned/operated by the owner or user. A description of the process for performing these inspections including the interface with the jurisdiction or federal government shall be included in the quality program.

2.0 **Application**

- An OUIO seeking to obtain or renew a *Certificate of Accreditation* shall apply to the National Board using forms obtained from the National Board. (See Paragraph 9.0.) Application for renewal shall be made at least six (6) months prior to the expiration date of the *Certificate of Accreditation*.
- Applicants for a new or renewed *Certificate of Accreditation* require a review at a location or locations where the applicant's inspection activities are controlled. The applicant shall specify the location(s) at which the written quality program will be fully demonstrated. It is not necessary to review each facility covered by the same program provided documentation is made available to the review team. When an applicant has facilities in more than one jurisdiction, a separate *Certificate of Accreditation* is required for each jurisdiction.

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- An OUIO, in the process of obtaining a *Certificate of Accreditation*, but is ineligible to employ Inspectors prior to the issuance of the *Certificate of Accreditation*, may request a *Provisional Certificate of Accreditation* from the National Board. An OUIO seeking to obtain a *Provisional Certificate of Accreditation* shall apply to the National Board using forms obtained from the National Board. (See paragraph 9.0.) The *Provisional Certificate of Accreditation* permits the prospective OUIO to employ National Board Commissioned Inspectors during the process of accreditation. The *Provisional Certificate of Accreditation* also permits employees of the prospective OUIO to make application for a National Board commission or endorsement. The organization will not be permitted to perform inspections until Inspectors have received their commissions and the organization has been issued a *Certificate of Accreditation*. Further details of the process are described in Attachment 1.
- The OUIO shall include a controlled copy of its quality program with the application for a *Certificate of Accreditation* and the application for a *Provisional Certificate of Accreditation*.
- Where the written quality program exists in more than one language, at least one version shall be in English and identified as the authoritative version.

* 3.0 **Review of Applicant's Facility**

- Prior to issuance or renewal of a *Certificate of Accreditation*, the OUIO, its written quality program, and its facilities are subject to a review and verification of implementation of its quality program by the National Board. The organization shall fully demonstrate the implementation of the Quality Program.
- The National Board Review Team Leader may be a representative from the National Board member Jurisdiction where the organization is located. Alternatively, if the Jurisdiction elects not to perform the review, where there is no Jurisdiction, or where the OUIO performs inspections for Federal compliance, the National Board will perform the review.
- Upon notification of the review dates from the National Board, it is the responsibility of the OUIO to make arrangements for the review.

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- The decision to issue, renew or withhold the *Certificate of Accreditation* is determined by the National Board based upon information contained in a Quality Review Report, NB-244, prepared by the Review Team Leader.
- When all requirements have been met, a *Certificate of Accreditation* will be issued. *Certificates of Accreditation* are issued for a three (3) year period, and shall expire on the triennial anniversary date.

* 4.0 **Interface with Jurisdictions**

The OUIO shall obtain authorization to provide inspection services from the Jurisdictional or Federal Authorities, as applicable, that have the responsibility for administering the boiler and pressure vessel laws at the location(s) in which the OUIO is operating.

5.0 **Inservice Commissioned Inspector Requirements**

The OUIO shall employ inspectors who meet the requirements of NB-263, *RCI-1, Rules for Commissioned Inspectors* and who hold a valid National Board Inservice Commission (IS), and an R Endorsement if the scope of inspections includes repair/alteration inspections.

* 6.0 **Organization and Management**

- The OUIO shall have the capability to perform its technical functions satisfactorily, as described in this document.
- In addition to the employment of the Inspector(s) described in Paragraph 5.0, the OUIO shall employ one or more supervisors/technical manager(s), however named, who have the overall responsibility for: carrying out inspection activities in accordance with this document; the required duties described in NB-263, RCI-1, Rules for Commissioned Inspectors; and monitoring the performance of the Inspector. The supervisor/technical manager shall also hold a valid National Board Inservice Commission (IS) and an R Endorsement, if the scope of inspections include repair/alteration inspections.
- The OUIO shall provide one or more supervisors/technical manager(s) to be in attendance during the review and verification of implementation of its quality program by the National Board.
- The OUIO shall provide ongoing training to maintain the competence of its personnel.
- The OUIO shall provide instructions to Inspectors specifying their respective duties and responsibilities, including the duty to perform inspections in accordance with jurisdictional requirements.

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- The responsibilities of the OUIO shall be clearly defined and the Inspectors shall have the organizational freedom and authority to fulfill those responsibilities.

* 7.0 **Independence, Impartiality and Integrity**

- The personnel of the OUIO shall be free from any financial or other pressures which might affect their judgment. Procedures shall be implemented to ensure that persons or organizations external to the OUIO, cannot influence the results of inspections carried out.
- The OUIO shall be independent to the extent that is required with regard to the conditions under which it performs its services. It shall meet the criteria described below:
 - The OUIO shall be independent of the parties involved.
 - The OUIO and its staff responsible for carrying out the inspection shall not be the designer, manufacturer or supplier of the items which they inspect, nor the authorized representative of any of these parties.
 - The OUIO and its staff shall not engage in any activities that may conflict with their independence of judgment and integrity in relation to their inspection activities.
 - There shall be an agreement that the National Board Commission and Endorsements issued to the Inspector will remain the property of the OUIO, and will be returned to the OUIO upon termination of the agreement.
 - There shall be an agreement that the Inspector will not engage in any activity constituting a conflict of interest.

* 8.0 **OUIO Quality Program**

The OUIO Quality Program shall, at a minimum, include the elements identified in NB-381, *Quality Program For Inspection Organizations*. All required elements shall be addressed and documented in the program quality manual.

Once a successful review has been completed, a controlled copy of the most current approved Quality Manual must be submitted to the National Board.

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* 9.0 **Due Process**

The National Board provides procedural due process in connection with accreditation activities. There are several levels to which an aggrieved party may appeal. The process may be initiated by contacting the National Board's Executive Director.

* 10.0 **National Board Forms/Information**

- All documents and communications with the National Board must be in the English language.
- The Application form for a new or renewed *Certificate of Accreditation* and the Application form for a *Provisional Certificate of Accreditation* may be obtained from the National Board Accreditation Department.
- The OUIO may submit the Application and the Quality Program via email or through conventional mail services.
- Contact with the National Board for Application forms, submittal of Applications/Quality Programs and general correspondence may be made as follows:
 - Email: accreditation@nationalboard.org
 - Address: The National Board of Boiler and Pressure Vessel Inspectors Accreditation Department
1055 Crupper Avenue
Columbus, OH 43229

**Issuance of National Board Commission/Endorsements
to Inspectors Employed by Prospective OUIO's Making an Initial
Application for an OUIO Certificate of Accreditation**

- Inspectors/Supervisors holding valid National Board commissions and applicable endorsements may have their Commissions and Endorsements transferred from a previous employer to the prospective OUIO making initial application for a OUIO Certification of Accreditation. The Inspector shall submit an *Application for Change of Employment*, NB-216-1, to the National Board.

Upon acceptance of the Application, the National Board will send an acknowledgement to the prospective OUIO indicating the Inspector's/Supervisor's commissions/endorsements will be transferred to the OUIO upon issuance of the OUIO *Certificate of Accreditation*.

- Inspectors not holding a National Board commission shall submit an *Application for the Inservice Commission*, NB-120-1, to the National Board, and shall:
 - identify the prospective OUIO as their employer,
 - comply with the education and experience requirements of NB-263, *RCI-1, Rules for Commissioned Inspectors*, and
 - complete any required training and pass the examination for the commission.

When the above requirements are met, the National Board will send an acknowledgement to the prospective OUIO indicating the individual's commission will be issued to the OUIO upon issuance of the OUIO *Certificate of Accreditation*.