



## Rules for Certified Individuals

**The National Board of Boiler and Pressure Vessel Inspectors**

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\*Denotes Revised Section(s)

## Rules for Certified Individuals

### 1. Introduction

#### \* 1.1 Scope

A Certified Individual (CI) is an employee (full-time, part-time, or contractor) of the holder of (or an applicant for) an American Society of Mechanical Engineers *Boiler and Pressure Vessel Code* (ASME BPV Code) Certificate of Authorization and Certification Mark or an organization certified to an ASME Standard (e.g., a manufacturer). The Certified Individual's responsibility is to provide oversight of the activities that affect the proper utilization of the ASME Certification Mark.

This document establishes the requirements for the training and qualification of Certified Individuals. The Qualification and Duties for Certified Individuals are further defined in the applicable ASME Code/Standard for the application of the appropriate ASME Certification Mark. There are several Certified Individual types, as described below:

<u>Certified Individual Type</u>	<u>ASME Code/Standard</u>
Electric Boilers	Section I, B31.1
Cast Iron Boilers	Section IV
Cast Aluminum Boilers	Section IV
Miniature Pressure Vessels	Section VIII, Div. 1
Transport Pressure Vessels	Section XII
Pressure Relief Device – UV	Section XIII
Pressure Relief Device – V	Section I
Pressure Relief Device – HV	Section XIII
Pressure Relief Device – UD	Section XIII
Pressure Relief Device – UD3	Section XIII
Reinforced Thermoset Plastic Equipment	RTP-1
Bioprocessing Equipment	BPE

#### 1.2 Certification Process

##### 1.2.1 *Certificate Holder's Role*

The ASME-certified organization authorized to use ASME Certification Marks (the Certificate Holder) is responsible for the certification of the Certified Individual.

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Prior to certification, the Certificate Holder must ensure the individual has:

- a. knowledge of the requirements of the applicable ASME BPV Code Section or ASME Standard for the application of the appropriate ASME Certification Mark (General);
- b. knowledge of the requirements of the Certificate Holder's quality program (Specific);
- c. received training commensurate with the scope, complexity or special nature of the activities to which oversight is to be provided (Practical).

Following certification, the Certificate Holder must maintain records of the certification including evidence of training, examinations and other qualification related information.

The Certificate Holder must also define the responsibility, authority and organizational freedom necessary for the Certified Individual to perform the required duties.

### *1.2.2 National Board's Role*

In the certification process, the National Board provides a training course in each of the certification types described above which includes an examination to determine the individual's general knowledge of the applicable ASME BPV Code section or ASME Standard for the certification type. No determination is made of an individual's capabilities in applying that knowledge within a specific work environment or under actual working conditions. Documentation showing the successful completion of the training course and the resulting examination is also provided.

The Certificate Holder may use the documentation as evidence of the training, examination and other related information.

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### *1.2.3 Certified Individual's Role*

In the certification process, the Certified Individual is responsible for:

- a. complying with these rules;
- b. holding an active certification for the specific certification type related to the activities the Certified Individual undertakes; and
- c. performing the required duties, as defined in the applicable ASME BPV Code section or ASME Standard.

## **2. National Board Examination – ASME BPV Code/ASME Standard Knowledge**

- 2.1 The National Board provides an online Training course and an online examination for each certification type.
- 2.2 The examination will consist of multiple choice questions taken from the appropriate ASME Code BPV Section or ASME Standard. It is an open book examination and is based upon the requirements mandatory at the time of the examination.
- 2.3 A grade of 70 percent or more is required to pass.

## **\* 3. Issuance of Card and Certificate**

- 3.1 When an individual has successfully completed the National Board examination described in Paragraph 2 and successfully completed the Specific and Practical training provided by the Certificate Holder, and at the request of the Certificate Holder, the National Board will issue a Certified Individual card and certificate. The Certificate Holder must complete the Certified Individual Online Application, available on National Board's website, [nationalboard.org](http://nationalboard.org).

The Certificate will be prepared by the National Board but must be signed by an authorized representative of the Certificate Holder.

- 3.2 A Certified Individual may be registered under more than one Certificate Holder, provided they are part of the same corporate structure. For each location where the CI will be performing these activities, a separate application shall be submitted and a separate CI card will be issued.

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### 4. Continuation of Certification

#### \* 4.1 Renewal

4.1.1 Each certified individual card expires annually on June 30. The CI card is issued for a one (1) year period. To maintain certification, the Certificate Holder shall renew the registration(s) annually.

4.1.2 The Certified Individual must maintain employment (full-time, part-time, or as a contractor), with the Certificate Holder.

4.1.3 Request for renewal must be made by the Certified Individual's Certificate Holder.

4.1.4 Every two (2) years, the Certified Individual must complete a renewal assessment (knowledge check) developed by the National Board for Certified Individuals to test their knowledge of the applicable ASME BPV Code section or ASME Standard for the application of the ASME certification.

\* 4.2 If the Certificate Holder goes through a name change or a location change or both, CI registrations issued under the previous company name or location will be automatically updated and registered under the revised ASME Certificate. The CI cards issued under the previous company name or location remain valid and an updated CI card will be issued at the next renewal.

### 5. Reinstatement

5.1 A Certified Individual's certification that has been inactive for a period of less than two (2) years may be reinstated or added to another Certificate Holder provided the Certificate Holder completes the Certified Individual Online Application and:

5.1.1 The Certified Individual completes a renewal assessment (knowledge check) (see Paragraph 4) within two (2) years prior to the submittal date of the application. The renewal assessment (knowledge check) shall be documented on the application.

5.1.2 The Certificate Holder certifies the Certified Individual has met the requirements as stated on the application.

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5.1.3 There is no change in certification type.

5.2 Upon receipt of the completed application, the National Board will issue the certification showing the name of the requesting Certificate Holder on the Certified Individual card and certificate.

5.3 A person's certification that has been inactive for more than two (2) years is treated as a new issuance and is referred back to Paragraph 3, Issuance of Card and Certificate.

### **6. Fee**

Fees are established by the National Board.

### **7. Revisions**

The National Board Committee on Qualifications for Inspection is responsible for maintaining this document. Revisions are required to be approved by the Board of Trustees.