

GUIDE FOR COMPLETING FORM R-4, REPORT SUPPLEMENT SHEET, NB-231

Reference to Circled Numbers in the Form	Description
(1)	When registering a Form "R" Report with the National Board, this line is solely designated for a unique sequential number assigned by the "R" Certificate Holder. When the "R" Form is not to be registered, indicate so by "N/A". As described in NBIC Part 3, Paragraph 5.6, a log shall be maintained identifying unique and sequentially numbered Form "R" reports that are registered with the National Board. Complete information identical to that shown on the Form "R" to which this sheet is a supplement.
(2)	If applicable, document the unique purchase order, job, or tracking number, assigned by the organization performing work.
(3)	The name and address of the Certificate Holder performing the work as it appears on the "Certificate of Authorization."
(4)	Name and address of the owner of the pressure-retaining item.
(5)	Name and address of plant or facility where the pressure-retaining item is installed.
(6)	Indicate the Form "R" type to which this report is supplementary. Example: Form R-1, Form R-2, Form R-3
(7)	Indicate the reference line number from the Form "R" to which this report is supplementary.
(8)	Complete information for which there was insufficient space on the reference Form "R".
(9)	Indicate the date certified.
(10)	Signature of the repair organizations authorized representative.
(11)	Record name of "R" Certificate Holder who performed the described work, using full name as shown on the Certificate of Authorization or an abbreviation acceptable to the National Board.
(12)	Indicate the date the form was completed by the Inspector.
(13)	Signature of the Inspector.
(14)	Inspector's National Board commission number and endorsement that qualifies the Inspector to sign this report, and when required by the Jurisdiction, the applicable State or Provincial numbers.

FORM R-4 REPORT SUPPLEMENT SHEET

in accordance with provisions of the *National Board Inspection Code*

①
(form "R" referenced)
②
(P.O. no., job no., etc.)

1. WORK PERFORMED BY: ③
(name)

(address)

2. OWNER: ④
(name)

(address)

3. LOCATION OF INSTALLATION: ⑤
(name)

(address)

REFERENCE
LINE NO.

CONTINUED FROM FORM R- ⑥

<u>⑦</u>	<u>⑧</u>	

Date ⑨, _____ Signed ⑩
(authorized representative) Name ⑪
(Name of "R" certificate holder)

Date ⑫, _____ Signed ⑬
(inspector) Commissions ⑭
(National Board and jurisdiction no. including endorsement)