

NATIONAL BOARD POLICY FOR TEMPORARY LOCATIONS:

A company that holds or is applying for the "R" *Certificate of Authorization* may be allowed to conduct repair and/or alteration activity at temporary locations under a single "R" Certificate with the written approval of the National Board. This approval shall be documented within the organization's quality management system (QMS).

In all cases the "R" Certificate program 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. Additionally, all records shall be available at the location listed on the *Certificate of Authorization*.

A temporary location is different from the physical address shown on the *Certificate of Authorization* and utilized to perform repair/alteration activities for a specific contracted period to extend Code shop capacity and/or support field site activities. Each temporary location shall be authorized by the National Board and shall not be utilized beyond the period specified nor outside the scope as listed on the *Certificate of Authorization*.

Temporary locations shall not be used unless approved by the National Board. The organization may perform repairs or alterations at the temporary location, provided such operations are described in the organization's QMS. The Certificate Holder's Repair Inspector shall authorize all activities conducted under the "R" Certificate at all the Repair Organization's authorized locations.

The authorization to conduct activities at a temporary location under a *Certificate of Authorization* is valid provided the following provisions are met:

- Requests for authorization of a temporary location shall be submitted via NB-481, *National Board "R" Certificate of Authorization Temporary Location Request*.
- The Certificate Holder's Authorized Inspection Agency (AIA) of record must be the AIA of record for the temporary location and must complete an annual audit of the temporary location and submit an AIA audit report, conducted by the company AIS, to the National Board containing the following information:
 - the address of the temporary location;
 - verification that the temporary location (building and personnel) is under the full control of the Certificate Holder and the temporary location personnel are qualified and capable of performing the activities addressed in the approved QMS;
 - verification that the Code work to be performed at the temporary location falls within the scope of Code activities listed on the *Certificate of Authorization*.
- The AIA of record shall perform all inspections at the temporary location as authorized in the scope of the "R" *Certificate of Authorization*.
- This approval shall be documented within the organization's quality system.

Upon acceptance of the AIA audit report by the National Board and receipt of the Temporary Location fee, the National Board will issue an *Authorization Notice for Temporary Locations* letter allowing for temporary use of the location for a period of time not to exceed 1 year. 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. The authorization may be extended annually via submittal of another NB-481, *National Board "R" Certificate of Authorization Temporary Location Request*, an AIA audit report, and the Temporary Location fee.

Applications, fees, and certifications will be processed and issued in accordance with the Accreditation Department Operations Manual.