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## Accreditation of Owner-User Inspection Organizations (OUIO)

# THE NATIONAL BOARD

OF BOILER AND  
PRESSURE VESSEL  
INSPECTORS

Approved by Board of Trustees: February 23, 2011

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\*Denotes Revised Section(s)

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NB-371 Revision 4

# Accreditation of Owner-User Inspection Organizations (OUIO)

## SCOPE

This document establishes the requirements for Owner-User Inspection Organizations performing in-service inspection activities of items owned/operated by the company. This includes in-service “certificate” inspections and, as described in Paragraph 4, inspections of repairs and alterations. Also included are the requirements for the qualification of inspectors.

An Owner-User Inspection Organization is defined as an owner or user of pressure retaining items that maintains an established Inspection Program accredited by the National Board. The organization and inspection procedures must meet the requirements of this document and must be acceptable to the jurisdictional authority where the owner or user is located. An owner or user is defined as a firm or corporation legally responsible for the safe operation of boilers, pressure vessels or other pressure retaining items.

## 1. THE OWNER-USER INSPECTION ORGANIZATION (OUIO)

### 1.1 Qualifications

An Owner-User Inspection Organization is one designated by, or acceptable to a jurisdiction. Such organizations shall meet the requirements of the jurisdiction, this document and the National Board Rules for Inservice and New Construction Commissioned Inspectors, NB-263.<sup>1</sup>

**1.1.1** The OUIO shall obtain authorization to provide inspection services from the jurisdictional authorities that have the responsibility for administering the boiler and pressure vessel laws in the jurisdiction in which the OUIO is operating.

**1.1.2** An OUIO shall be accredited by the National Board as described in this document.

**1.1.3** An OUIO must employ inspectors who meet the qualifications of the Inspector<sup>2</sup> as defined in this document and who comply with the requirements of the jurisdiction.

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<sup>1</sup> The *National Board* refers to The National Board of Boiler and Pressure Vessel Inspectors.

<sup>2</sup> The term *Inspector* refers to a National Board Inservice Commissioned Inspector.

## **1.2 Duties**

An OUIO shall perform the following duties.

- 1.2.1** Employ National Board Inservice Commissioned Inspectors to perform in-service inspections and inspections of repairs and alterations.
- 1.2.2** Establish and implement an internal Quality Program which shall provide assurance that the requirements of this document are met. This program shall be documented by written policies, procedures, or instructions. The program shall provide for indoctrination and training of personnel performing such activities, as necessary, to assure that suitable proficiency is achieved and maintained.
- 1.2.3** Provide instructions to Inspectors specifying their respective duties and responsibilities, including the duty to perform inspections in accordance with jurisdictional requirements.
- 1.2.4** Submit to the National Board an application for a prospective Commissioned Inspector, certifying that the individual has the required experience and training.

## **1.3 Owner-User Inspection Organization Quality Program**

- 1.3.1** A documented Quality Program shall be established, implemented, and maintained by the OUIO in accordance with the requirements of this document. The OUIO Quality Program shall identify the activities to which it applies and shall provide for the planning, control, and accomplishment of activities affecting the quality of the OUIO's implementation of duties and activities as described in this document.
- 1.3.2** The OUIO Quality Program shall, at a minimum, include the following:
  - a) *Organization.* The Program shall document the organizational structure, functional responsibilities, levels of authority, and lines of responsibilities for activities required for compliance with requirements of this document.
  - b) *Program Description.* The Program shall describe

the scope of the activities for which the Program applies. The Program shall document the policies and describe the process for the implementation of the requirements of this document.

- c) *Document Control.* The Program shall describe the process for the review and revision of the Program. Changes to the Program shall be controlled and the process for review and approval of changes shall be specified. The Program shall be controlled to assure appropriate distribution to and use at the location(s) where the prescribed activity is performed.
- d) *Training.* The Program shall describe the process for the indoctrination and training of personnel.
- e) *Records.* The Program shall describe the process for records management. The description shall include the requirements and the responsibilities for record identification, generation, distribution, and retention. Documentation of inspector qualifications shall be retained, including NB Commission number, by the employer and shall be made available for review by the Jurisdictional Authorities and the National Board upon request.
- f) *Inspection Methods.* The Program shall describe the method of developing, approving and controlling the written process covering the inspection of pressure retaining items, including the scope of expected activity. The method for performing and documenting inspection activities shall be described in sufficient detail to permit the Inspector to determine at what stages specific inspections are due to be performed.
- g) *Inspection Methods for Repairs.* The Program shall describe the method of authorizing and accepting repairs and/or alterations (including signing the NBIC report forms) if the OUIO performs such acceptance inspections on pressure retaining items owned/operated by the organization.
- h) *Calibration.* The Program shall describe the system for the calibration of examination, measuring and test equipment used in performing inspection services.

- i) *Reporting.* The Program shall describe the process used by the Inspector to take necessary action if an unsafe condition is encountered and to resolve conflicts by referring to a higher authority of the organization.
- j) *Control of Contracted Services.* The Program shall describe the process for contracting and control of services such as NDE, if applicable.
- k) *Approval.* All changes, except as noted below, require prior review and approval of the National Board before implementation. Editorial or other minor changes that do not materially impact the Program are not required to be approved by the National Board. Such changes must be processed in accordance with the document control provisions of the Program.

#### **1.4 Independence**

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

#### **1.5 Organization and Management**

**1.5.1** The OUIO shall have the capability to perform its technical functions satisfactorily, as described in Paragraph 1.6.

**1.5.2** The OUIO shall define and document the responsibilities and reporting structure of the organization.

**1.5.3** The OUIO shall employ one or more supervisor(s)/ technical manager(s) however named, who have the overall responsibility for carrying out inspection activities in accordance with this document and to monitor the performance of the inspector. The supervisor/technical manager shall hold a valid National Board Inservice Commission.

## **1.6 Technical Management**

**1.6.1** There shall be management controls to ensure development and implementation of a quality process.

**1.6.2** The OUIO shall verify its technical capability with respect to inspection, examination, repair, alteration or other core competencies.

**1.6.3** The OUIO shall provide for initial and ongoing training to maintain the competence of its personnel.

## **2. THE INSERVICE COMMISSIONED INSPECTOR - QUALIFICATIONS**

All Inspectors shall comply with the National Board Rules for Inservice and New Construction Commissioned Inspectors (NB-263), and hold a valid National Board Inservice Commission.

## **3. THE ACCREDITATION OF OWNER-USER INSPECTION ORGANIZATION**

### **3.1 Required Accreditation to Provide Inspection Services**

Owner-User Inspection Organization shall be accredited by the National Board as described in this document.

### **3.2 Scope of Accreditation**

The OUIO Certificate of Accreditation shall identify the facility location from which inspection service is controlled. Certificates of Accreditation are issued for a 3-year period.

### **3.3 Application for Accreditation**

An organization desiring an OUIO Certificate of Accreditation shall apply to the National Board upon forms issued by the National Board. Upon completion of a successful survey<sup>3</sup>, the applicant shall be granted an OUIO Certificate of Accreditation.

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<sup>3</sup> As used in this document, *survey* is defined as a planned and documented activity performed to determine by investigation, examination, or evaluation of objective evidence the adequacy of compliance with established procedures, instructions, drawings, and other applicable documents, and the effectiveness of implementation. A survey should not be confused with surveillance or inspection activities performed for the sole purpose of process control or product acceptance.

### **3.4 Evaluation for an OUIO Certificate of Accreditation**

- 3.4.1** Applicants for an OUIO Certificate of accreditation must have their quality program and facilities surveyed by the jurisdiction<sup>4</sup>. The applicant shall specify the location(s) at which the Quality Program will be fully demonstrated. The purpose of the survey is to evaluate the applicant's Quality Program including the implementation of its Inspection Program.
- 3.4.2** The extent of the survey will be determined by the jurisdiction based on a review of the applicant's activities. The acceptance by the jurisdiction of the Quality Program shall not be interpreted to mean endorsement of activities performed by OUIO personnel.
- 3.4.3** An OUIO shall provide survey teams access to all facilities, premises, and records necessary to assess conformance with this document.
- 3.4.4** The required OUIO Certificate of Accreditation to provide inspection services shall be issued only after the adequacy of the content and implementation of the Quality Program has been satisfactorily demonstrated to a survey team and the survey results acted upon by the National Board.
- 3.4.5** Any jurisdiction that reports a non-conformance of the program to the OUIO shall receive a copy of the corrective action taken. A jurisdiction or the National Board may audit the OUIO's Quality Program at any time.

### **3.5 Issuance of Accreditation**

OUIO Certificate of Accreditation holders agree that each Certificate is the property of the National Board, that it will be used according to the requirements of this document, and that the Certificate will be promptly returned to the National Board upon request, or when the Certificate of Accreditation holder discontinues the inspection activities covered by the Certificate. The holder of a Certificate of Accreditation shall not permit any other party to use its

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<sup>4</sup> Jurisdiction: The National Board member jurisdiction where the organization is located. Alternatively, where the jurisdiction elects not to perform the review or where there is no jurisdiction the National Board of Boiler and Pressure Vessel Inspectors will represent the jurisdiction. At the jurisdiction's discretion, the jurisdiction may choose to be a member of the review team if the jurisdiction chooses not to be the team leader.

Certificate. The National Board reserves the absolute right to cancel or refuse to issue such accreditation.

### **3.6 Renewal of Accreditation**

Not later than 6 months prior to the date of expiration of the Certificate, the OUIO Certificate of Accreditation holder desiring renewal shall apply for renewal of such accreditation and the re-issuance of the Certificate. The National Board will provide a notice of expiration date to the OUIO.

### **\* 3.7 Provisional Acceptance**

Organizations ineligible to employ Inspectors prior to the issuance of the Certificate of Accreditation may apply for a Provisional Certificate of Acceptance. Prior to the issuance of the Provisional Certificate of Acceptance, the organization will be subjected to a survey. Upon completion of a successful survey, the organization will be eligible to employ commissioned Inspectors, but is not permitted to perform inspections. The Certificate of Accreditation will be issued after the Inspectors receive their commission.

### **3.8 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.

### **3.9 Multiple Facilities**

When an owner or user has multiple facilities located in one or more jurisdictions or geographical area, the organization shall submit separate applications for each facility.

## **4. REPAIRS AND ALTERATIONS**

An OUIO may perform authorization, in-process and acceptance inspections (including signing the NBIC report forms) associated with repairs and alterations of pressure-retaining items owned/operated by the company. 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, must be included in the Quality Program.

## **5. THE INTERFACE WITH JURISDICTIONS**

### **5.1 Jurisdictional - General**

Many jurisdictions have specific requirements for OUIO's. The requirements may vary among the jurisdictions. Owner-User Inspection Organizations must understand and abide by the specific laws and regulations of the jurisdiction in which they practice.

### **5.2 Jurisdictional Precedence**

Where any provision in this document presents a direct or implied conflict with any jurisdictional regulation, the jurisdictional regulation shall govern.

## **6. DOCUMENT REVISIONS**

Board of Trustees approval is required for the initial issue and subsequent revisions to this document.