



Rules for Certified Individuals

The National Board of Boiler and Pressure Vessel Inspectors

1055 Crupper Avenue
Columbus, Ohio 43229
614.888.8320



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*Denotes Revised Section(s)

Rules for Certified Individuals

* 1. Introduction

1.1 Scope

A Certified Individual is an employee 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 Devices	Section I, IV, VIII Div 1
Reinforced Thermoset Plastic	RTP-1
Bioprocessing Equipment	BPE

1.2 Certification Process

1.2.1 *Employer's Role*

The ASME-Certified organization authorized to use ASME certification marks (the employer) is responsible for the certification of the Certified Individual.

Prior to certification, the employer 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)

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- b. knowledge of the requirements of the employer'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 employer must maintain records of the certification including evidence of training, examinations and other qualification related information.

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

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

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- 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

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 employer, and at the request of the employer, the National Board will issue a Certified Individual card and certificate. The employer must complete the Certified Individual Online Application, available on National Board's website, www.nationalboard.org, under the Commissions and Certifications tab.

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

* 4. Continuation of Certification

4.1 Renewal

- Each certified individual card expires annually on June 30. The Certification card will be issued for a one (1) year period and may be renewed annually.
- The certified individual must maintain employment with the ASME-certified organization.
- Request for renewal must be made by the Certified Individual's employer.

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- 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.

* 5. Change of Employment

5.1 A Certified Individual's certification that has not been renewed for a period of less than two (2) years who has changed employment, may have their certification transferred from a previous employer to a new employer provided the new employer completes the Certified Individual Online Application, designates "Change of Employer" on the 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 current employer certifies the Certified Individual has met the requirements as stated on the application.

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 employer on the Certified Individual card and certificate.

5.3 A person's certification that has not been renewed for more than two (2) years is referred to Paragraph 6, Reinstatement of a Certification.

* 6. Reinstatement of a Certification

6.1 A Certified Individual's Certification that has not been renewed for more than two (2) years shall retake and pass the National Board training course for each certification to be reinstated. The Certified Individual shall provide verification of passing the National Board training course in each certification type.

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6.2 A person's Certification that has not been renewed for a period of less than two (2) years, may have their certification reinstated provided the person and the employer complete the application, and:

6.2.1 The Certified Individual has completed a renewal assessment (knowledge check), (see paragraph 4) for each certification within two (2) years prior to the submittal date of the application.

6.2.2 The current employer certifies that the Certified Individual has met the requirements as stated on the application.

7. Fee

Fees are established by the National Board.

8. 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.