



## FORM R-2 REPORT OF ALTERATION (2013 Edition)

TO ASSIST YOU IN COMPLETING THE FORM R-2 (REPORT OF ALTERATION FORM), PLEASE REVIEW THE FOLLOWING:

**LINE 1 - THE NAME AND PHYSICAL ADDRESS** of the “R” Certificate holder must be as it appears on the “R” Certificate of Authorization.

- The organization performing the design work will complete 1a.
- The organization performing the construction activities will complete 1b.

**THE FORM “R” REGISTRATION NUMBER** is solely designated for a unique sequential number assigned by the “R” Certificate holder when registering a Form “R” report with the National Board. As described in the NBIC Part 3 5.6, a log shall be maintained identifying sequentially any Form “R” registered with the National Board.

- For *re-rating only*, with no physical work performed, the Design organization assigns the sequential number and registers the Form R-2. Only design portions of the form should be filled out.
- Where *physical work* is also performed, the Construction organization assigns the sequential number. The Construction organization is then responsible for registering the Form R-2.

**LINE 2 – OWNER** – must be completed with the name and address of the owner of the pressure-retaining item.

**LINE 3 – LOCATION OF INSTALLATION** – must be completed with the name and address of the plant or facility where the pressure-retaining item is installed.

### **LINE 4 – ITEM IDENTIFICATION**

- Indicate the description of the item being altered, such as boiler, pressure vessel or piping.
- Indicate the name of the original manufacturer. If the original manufacturer is unknown, indicate “unknown”. (The name of the original manufacturer must be provided if the item is registered with the National Board.)

### **LINE 5 – IDENTIFYING NUMBERS**

- Indicate the serial number of the pressure-retaining item if assigned by the original manufacturer. If a serial number is not assigned or it is unknown, indicate “unknown”.
- When the pressure-retaining item is registered with the National Board, indicate the applicable registration number. If the item is not registered, indicate “none”.

- If the pressure-retaining item is installed in Canada, indicate the Canadian Design Registration Number (CRN) under Juris, and list the drawing number under “other”.
- Indicate the year in which fabrication/construction of the item was completed.

### **LINE 6 - CODE INFORMATION**

- Indicate the edition and addenda for the NBIC under which the work is performed.
- Indicate the name, section, division, edition and addenda of the original code of construction for the pressure-retaining item. If unknown, indicate “unknown”.
- Indicate the name, section, division, edition and addenda of the construction code used for the work being performed.
- If code cases are used, they must be identified in the “remarks” section.

### **LINE 7 - DESCRIPTION OF SCOPE**

7a – Completed by the organization responsible for the design.

7b – Completed by the organization responsible for the construction.

- Provide a detailed summary describing the exact scope of work that was completed to the pressure-retaining item.
- If additional information is needed to describe the scope of work, use a Form R-4 Supplementary Sheet. Check the box indicating that the Supplemental Sheet was used and attach it to the Form R-2.
- Indicate test pressure applied.

**LINE 8 – REPLACEMENT PARTS** – document and attach all applicable Manufacturer’s Partial Data Reports, R-3 Forms or Certificates of Compliance.

**CERTIFICATION BLOCKS** - must be completely filled out.

**NOTE:** The Form R-2 used to document Repairs/Alterations made to the 2013 NBIC Code is a two-sided form and must be submitted for registration as a two-sided form.