

GUIDE FOR COMPLETING NATIONAL BOARD FORM R-3, REPORT OF PARTS FABRICATED BY WELDING

This guide is to be used when completing the National Board Form R-3, Report of Parts Fabricated by Welding. When computer generated, the format of the form shall replicate the type and relative location of the information depicted on the Form R-3, Report of Parts Fabricated by Welding.

1. Initials of the National Board "R" Certificate of Authorization authorized representative who registers the Form "R".
2. Initials of the Inspector who certified the completed Form "R" for registration.
3. 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, indicated so by "N/A". As described in NBIC Part 3, Paragraph 5.6, a log shall be maintained identifying sequentially, any Form "R" registered with the National Board.
4. The name and address of the Certificate Holder performing the work as it appears on the "Certificate of Authorization".
5. If applicable, document the unique purchase order, job, or tracking number assigned by organization performing work.
6. Document name and address of organization that purchased the parts for incorporation into the repair or alteration. If the part's origin is unknown or the part was built for stock, so state.
7. Document name of organization responsible for specifying the code design conditions, if known. If origin of design conditions are unknown, state "unknown."
8. Document name of organization responsible for performing the code design, if known. If code design organization is unknown, state "unknown."
9. Name, section, and division of the design code, if known. If the design is unknown, state "unknown."
10. Indicate code edition year used for fabrication.
11. Indicate code addenda date used for fabrication.
12. Indicate the code paragraph reference for formula used to establish the MAWP, if known. If the code reference of the formula is unknown, state "unknown."
13. If available, identify component by part's original name, function, or use the original equipment manufacturer's "mark or item number."
14. Indicate quantity of named parts.
15. Match line number of part references for Identification of Parts in item 5 and Description of Parts in item 6.
16. Indicate manufacturer's serial number for the named part.
17. Indicate drawing number for the named part.
18. Indicate maximum allowable working pressure for the part, if known.
19. Indicate test pressure applied.
20. Identify the year in which fabrication/construction of the item was completed.
21. Use inside diameter for size: indicate shape as square, round, etc.
22. Indicate the complete material specification number and grade.

23. Indicate nominal thickness of plate and minimum thickness after forming.
24. Indicate share as flat, dished, ellipsoidal, or hemispherical.
25. Indicate minimum thickness after forming.
26. Indicate the complete material specification number and grade for the head or end.
27. Indicate outside diameter.
28. Indicate minimum thickness of tubes.
29. Indicate the complete material specification number and grade for tubes.
30. Indicate any additional information pertaining to the work involved (e.g. code cases). The part manufacturer is to indicate the extent he has performed any or all of the design function. IF only a portion of the design, state which portion.
31. Type or print name of authorized representative of the "R" Certificate Holder attesting to accuracy of the work described.
32. Indicate National Board "R" Certificate of Authorization number.
33. Indicate month, day, and year that the "R" Certificate of Authorization expires.
34. Enter date the repair was certified.
35. 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.
36. Signature of National Board "R" Certificate of Authorization authorized representative.
37. Type or print name of Inspector.
38. Indicate Inspector's Jurisdiction.
39. Indicate Inspector's employer.
40. Indicate address of Inspector's employer (city and state or province).
41. Indicate month, day, and year of inspection by Inspector.
42. Indicate the month, day and year the completed Form "R" was signed by the Inspector.
43. Signature of Inspector.
44. National Board commission number of Inspector, and when required by the Jurisdiction, the applicable State or Provincial numbers.

FORM R-3 REPORT OF PARTS FABRICATED BY WELDING
in accordance with provisions of the *National Board Inspection Code*

① _____
(Authorized Rep. initials)

② _____
(Inspectors initials)

③ _____
(Form "R-3" Registration no.)

⑤ _____
(P.O. no., job no., etc.)

1. MANUFACTURED BY: ④ _____
(name of "R" certificate holder)

(address)

2. MANUFACTURED FOR: ⑥ _____
(name)

(address)

3. DESIGN CONDITION SPECIFIED BY: ⑦ _____ CODE DESIGN BY: ⑧ _____

4. DESIGN CODE: ⑨ _____ ⑩ _____ ⑪ _____ ⑫ _____

5. REPAIR/ALTERATION/MODIFICATION ACTIVITIES

Name of Part	Qty.	Line No.	Manufacturer's Identifying No.	Manufacturer's Drawing No.	MAWP	Shop Hydro PSI	Year Built
⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳

6. DESCRIPTION OF PARTS

Line No.	(a) Connections other than tubes			Heads or Ends			(b) Tubes		
	Size and Shape	Material Spec. No.	Thickness (in.)	Shape	Thickness (in.)	Material Spec. No.	Diameter (in.)	Thickness (in.)	Material Spec. No.
⑮	⑳	㉑	㉒	㉓	㉔	㉕	㉖	㉗	㉘

7. REMARKS: ⑳ _____

③

(Form "R-3" Registration no.)

⑤

(P.O. no., job no., etc.)

CERTIFICATE OF COMPLIANCE

I, ①, _____, certify that to the best of my knowledge and belief the statements made in this report are correct and that all material, fabrication, construction, and workmanship of the described parts conforms to the *National Board Inspection Code* and the standards of construction cited.

National Board "R" Certificate of Authorization No. ② expires on: ③, _____
 Date ④, _____ Signed ⑤ _____
 (name of "R" Certificate holder) (Authorized Representative)

CERTIFICATE OF INSPECTION

I, ⑥, _____, holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and certificate of competency, where required, issued by the Jurisdiction of ⑦ and employed by ⑧ of ⑨ have inspected the part described in this report on ⑩, _____ and state that to the best of my knowledge and belief the parts comply with the applicable requirements of the *National Board Inspection Code*.

By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any manner for any personal injury, property damage, or loss of any kind arising from or connected with this inspection.

Date ⑪, _____ Signed ⑫ _____ Commissions ⑬ _____
 (inspector) (National Board and jurisdiction No.)