

## GUIDE FOR COMPLETING NATIONAL BOARD FORM R-4, REPORT SUPPLEMENTARY SHEET

This guide is to be used when completing the National Board Form R-4, Report Supplementary Sheet. When computer generated, the format of the form shall replicate the type and relative location of the information depicted on the Form R-4, Report Supplementary Sheet.

1. 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, indicate so by "N/A". As described in NBIC Part 3, Paragraph 5.6, a log shall be maintained identifying unique and sequentially numbered Form "R" reports that are registered with the National Board. For re-rating only, the Design Organization registers the Form R-2. Complete information identical to that shown on the Form "R" to which this sheet is supplementary.
2. If applicable, document the unique purchase order, job, or tracking number, assigned by the organization performing work.
3. The name and address of the Certificate Holder performing the work as it appears on the "Certificate of Authorization".
4. Name and address of the owner of the pressure-retaining item.
5. Name and address of plant or facility where the pressure-retaining item is installed.
6. Indicate the Form "R" type to which this report is supplementary. Example: Form R-1, Form R-2, Form R-3.
7. Indicate the reference line number from the Form "R" to which this report is supplementary.
8. Complete information for which there was insufficient space on the reference Form "R".
9. Enter date certified.
10. Signature of the repair organizations authorized representative.
11. 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.
12. Enter the date the form was completed by the Inspector.
13. Signature of the Inspector.
14. National Board commission number of Inspector, and when required by the Jurisdiction, the applicable State or Province numbers.

