



SINCE 1919

**THE  
NATIONAL  
BOARD  
OF BOILER AND  
PRESSURE VESSEL  
INSPECTORS**

# **Application for Authorization to Register**

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The National Board of Boiler and Pressure Vessel Inspectors  
1055 Crupper Avenue  
Columbus, Ohio 43229-1183  
Phone: 614.888.8320  
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# **National Board Registration of Boilers, Pressure Vessels, and Other Pressure-Retaining items**

## **Registration**

Thank you for your interest in National Board Authorization to Register. The purpose of registration is to provide owners, users, and jurisdictional authorities charged with public safety with certification by the manufacturers of boilers, pressure vessels, and other pressure-retaining items, that those registered items have been manufactured in accordance with a Code of Construction accepted by the National Board.

Since registration is legally mandated in most National Board member jurisdictions, the National Board recommends that manufacturing organizations register all qualified boilers, pressure vessels, and other pressure-retaining items. Application of the National Board number and registration of the item is an integral part of the manufacturing process.

In order to register an item with the National Board, the following criteria must be met:

- the item must be manufactured and stamped in accordance with one of the Codes of Construction accepted by the National Board;
- the manufacturing organization's quality program must be acceptable to the National Board;
- the manufacturing organization must provide for third-party inspection by individuals independent from the manufacturing organization and who hold a valid National Board Commission with appropriate endorsements; and
- the manufacturing organization must complete the applicable registration form. This includes a *Manufacturer's Data Report (MDR)* or *Certificate of Compliance (U-3)*.

Following manufacturing, testing, inspection, certification, and stamping of the item, the manufacturing organization must submit the registration form and any attachments to the National Board for processing and permanent filing.

After an item has been registered, the manufacturing organization may request copies of its own registration forms free of charge.

## **Application Process**

Authorization to register an item with the National Board requires the following items be submitted:

- a completed *Application for Authorization to Register* form (see page 6);
- a copy of the *Certificate(s) of Authorization*<sup>1</sup> issued by ASME or other National Board accepted accrediting body; and
- a copy of your company's written description of the quality control system (this requirement will not apply to most applicants – see item 3 on page 2).

The National Board has developed additional requirements which must be included in the manufacturing organization's written description of the quality system. These requirements address the controls needed for issuing National Board numbers and the registration process; see page 3, "Additional Quality System Requirements."

Upon receipt and acceptance of the items described above, a *Certificate of Authorization to Register* will be issued.

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<sup>1</sup> Please submit a copy of the latest valid *Certificate(s) of Authorization*. If the certificate(s) has been renewed, please submit a copy of the renewed certificate(s).

With its issuance, the manufacturing organization may assign and stamp National Board numbers on boilers, pressure vessels, and other pressure-retaining items. The manufacturing organization must then submit the registration forms to the National Board for filing to complete the registration process.

## **Program Details**

### 1. Certificate of Authorization to Register

This certificate is valid for a three-year period. The scope of the *Certificate of Authorization to Register* covers certificates of authorization issued by ASME or other National Board accepted accrediting bodies.

**Note 1:** The *Certificate of Authorization to Register* does not relate to any other National Board *Certificate(s) of Authorization* (i.e., R, NR, VR).

**Note 2:** There is a fee charged for each National Board number registered. A schedule of fees is included.

### 2. Accuracy of Registration Form Information

Because of the permanent nature of the registration forms, and in order for us to serve your needs in the future, our collective goal must be to maintain these documents as accurately as possible.

While it is the responsibility of the manufacturing organization to complete the registration forms in accordance with the Code of Construction and National Board requirements, the National Board does perform a clerical review of all registration forms filed with the National Board to ensure completeness and legibility. Sometimes this clerical review detects an obvious incorrect entry on a registration form. The registration process, which includes filing and storing of registration forms and their future accessibility, is of value to owners, users, manufacturing organizations, and jurisdictions. Therefore, the National Board – in its clerical review – is attempting to ensure the value of the registration forms in the National Board files.

### 3. Quality System Review

A review of the written description of the quality system, such as a quality control manual (QC Manual), is required to verify that the additional quality system requirements have been included. The review may be conducted by either the jurisdiction or the National Board.

When the jurisdictional officials perform the review, there may be a fee charged by that jurisdictional office.

The National Board may perform the review either in conjunction with an on-site accreditation review or independently. If the review is performed on-site by the National Board or its representative, it is unnecessary for the manufacturing organization to submit a QC Manual to the National Board office for additional review, unless specifically requested by the National Board. If the review is performed independently, an uncontrolled copy of the approved and accepted QC Manual must be forwarded to the National Board office.

### 4. Audits

In addition to the review of the QC Manual, the National Board may perform audits or unannounced visits as deemed necessary to ensure compliance with the requirements of this document.

5. Misuse of Certificate

Permission to apply the National Board stamping is granted on the basis of compliance with the requirements of this document. Failure to implement these requirements may result in withdrawal of the certificate. Any National Board costs associated with recovery of the certificate are the responsibility of the certificate holder.

6. Reconsideration and Appeals

The National Board has a reconsideration and appeals process. Details may be obtained by contacting the Authorization Department.

### **Additional Quality System Requirements**

The following items are required to be included in the manufacturing organization's QC Manual.

1. A description of the control and issuance of National Board numbers, including:

- The requirement to maintain a log of serial numbers, which will show the National Board number, date issued, manufacturer's serial number, and other data as may be required to identify the item.
- National Board numbers are to be assigned without skips or gaps of unused numbers or duplication of numbers.
- National Board numbers may be issued prior to completion of the pressure test when adequate controls will prevent skips or gaps of numbers; otherwise, National Board numbers are to be issued following the pressure test. In the event an item is not pressure-tested in the shop, the National Board number is to be issued at the time of registration form certification.
- The identification of the individual responsible for the control and issuance of National Board numbers.

2. A description of the controls for submitting registration forms to the National Board, including:

- The registration forms must bear the signature, commission number, and endorsement(s) of the National Board Commissioned Inspector (except for the U-3).
- The requirement that the original of all registration forms for the stamped boiler, pressure vessel, or other pressure-retaining item bearing the National Board number be submitted to the National Board.
- The time frame (no more than 60 days) in which registration forms will be submitted to the National Board following certification.
- The identification of the individual responsible for submitting registration forms to the National Board.

### **Registration of "UM" Vessels**

Miniature pressure vessels stamped with the ASME "UM" symbol may be registered with the National Board.

Inspection of the miniature pressure vessel by a National Board Commissioned Inspector is **not** required.

National Board numbers assigned to "UM" vessels are to come from the manufacturer's established series of National Board numbers used with other pressure vessels and/or boilers. A separate series of National Board numbers for "UM" vessels will not be allowed.

The nameplate on a "UM" vessel must meet the requirements of ASME Section VIII, Div. 1, for content and arrangement with the addition of the "NB" symbol and National Board number immediately above the required ASME information.

The ASME Form U-3, *Certificate of Compliance*, must be used as the registration form for miniature pressure vessels. The National Board number for any registered “UM” vessel must be entered on Line 15, “Remarks.”

### **“NB” Symbol Stamp**

The “NB” symbol stamp is available in two sizes. The 5/16" impression size is intended for use on nameplates or for direct stamping when minimal space is available. The 5/8" impression size is intended for direct stamping such as that required on ASME Section I boilers or ASME Section VIII, Div. 1, Appendix 22 forged vessels.

New applicants only: please select the size of stamp you wish to receive and mark the appropriate space on the application form.

### **Stamping Requirements**

Items registered with the National Board must be identified by means of direct stamping or nameplate. Stamping requirements are shown on page 5.

## STAMPING REQUIREMENTS



\_\_\_\_\_ (National Board Serial Number)

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Stamping in this area shall comply  
with the requirements of  
the applicable construction code

Facsimile of Required Stamping for National Board Registration

The character size of the National Board number shall not be less than that required by the applicable Code of Construction for the item being stamped.

National Board markings shall appear only on pressure retaining items registered with the National Board.

# APPLICATION FOR AUTHORIZATION TO REGISTER

\_\_\_\_\_  
Manufacturer's full name as shown on *Certificate of Authorization* issued by accrediting body

\_\_\_\_\_  
Physical address (street address)

\_\_\_\_\_  
City State or Province Country Postal Code

\_\_\_\_\_  
Mailing address (if different from physical address above, including city, state, and postal code, as applicable)

\_\_\_\_\_  
Manufacturer's name as stamped on the nameplate

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Name and title of primary contact person

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Email address (if applicable)

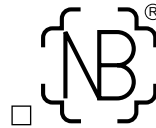
\_\_\_\_\_  
Name and title of senior management official

\_\_\_\_\_  
Signature of senior management official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Inspection Agency

Please indicate size of stamp requested (new applicants only):



**Note:** The applicant agrees to use the authorization in the manner prescribed by the National Board; to surrender the certificate and stamp at the request of the National Board; and to pay any and all legal fees and National Board costs associated with the recovery of the certificate and stamp.

Please send this completed form to:  
The National Board of Boiler and Pressure Vessel Inspectors  
1055 Crupper Avenue  
Columbus, Ohio 43229-1183

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**Authorization Dept. Use Only**