



## ACCREDITATION OF REPAIR ORGANIZATIONS



**The National Board of Boiler and Pressure Vessel Inspectors**

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## ACCREDITATION OF REPAIR ORGANIZATIONS

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### 1.0 Scope

This procedure establishes the requirements for organizations seeking a National Board “R” *Certificate of Authorization* (herein, *Certificate of Authorization*). This certificate authorizes the organization to use the “R” Symbol stamp for repair and/or alteration activities of pressure-retaining items.

- 1.1 Organizations seeking a *Certificate of Authorization* shall have and maintain an Inspection Agreement with an Authorized Inspection Agency (AIA). Additionally, such organizations shall have a written Quality Management System (QMS) manual, in the English language, that complies with the National Board Inspection Code (NBIC). The QMS manual shall include the expected scope of activities. An organization’s scope of activities includes the type of activity that will be performed (e.g., repairs, alterations, engineered repairs and alterations<sup>1</sup>, or a combination thereof), the location of such activity (e.g., shop and/or field site), and the materials used for such activity (e.g., metallic/non-metallic).
- 1.2 *Certificates of Authorization* may be issued to organizations whose business is to repair and/or alter pressure-retaining items, to manufacturers of pressure-retaining items, to Owner-User Inspection Organizations (OUIO), and to other organizations that qualify in accordance with these requirements.
- 1.3 An organization may be accredited as an “R” Certificate Holder in accordance with this procedure and as an OUIO Certificate Holder in accordance with NB-371, *Accreditation of Owner-User Inspection Organizations (OUIO)*. The requirement to maintain an Inspection Agreement with an AIA does not apply if the organization chooses to use its own OUIO Program to accept repairs and/or alterations, in which case the following conditions apply:
  - 1.3.1 There is no conflict with jurisdictional requirements.
  - 1.3.2 The line of authority for the organization’s OUIO Program is independent from the personnel responsible for the organization’s “R” Program.
  - 1.3.3 The inspection process and Inspector limitations are described in the OUIO’s QMS manual.
- 1.4 Jurisdictions adopting NBIC Part 3 and employing National Board Commissioned Inspectors holding the “R” Endorsement may perform repair and/or alteration inspections (AIA services) inside their jurisdictional boundaries and are exempt from the requirements of the NB-369, *Accreditation of Authorized Inspection Agencies Performing Inservice Inspection Activities*.
  - 1.4.1 A jurisdiction providing AIA services outside of their jurisdictional boundaries, or AIA services for pressure-retaining items not regulated by the jurisdiction, shall be accredited in accordance with NB-369. All requirements of NB-263, RCI-1, *Rules for Commissioned Inspectors* shall apply.
  - 1.4.2 When a National Board Member Jurisdiction provides AIA services to an “R” Certificate Holder, the National Board shall perform the review.

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<sup>1</sup> Engineered repairs/alterations shall be performed, as required per NBIC Part 3, Supplement 11.

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### 2.0 Application

- 2.1 Organizations seeking a *Certificate of Authorization* shall apply to the National Board using the NB-12, *Application for New Issuance of the National Board "R" Certificate of Authorization*, obtained from the National Board.
- 2.2 Organizations seeking to renew their *Certificate of Authorization* shall apply for renewal at least six months prior to the expiration of the *Certificate of Authorization*. Renewal applications shall be accessed and submitted online through the Certificate Administrator account on the National Board Business Center ([buscenter.nationalboard.org](https://buscenter.nationalboard.org)).
- 2.3 When an organization has plants or shops in more than one location, the organization shall submit a separate application for each plant or shop.<sup>2</sup>
- 2.4 For field-only scopes, the address of record shown on the *Certificate of Authorization* is the location from which the administrative, technical, and quality aspects of the business are controlled.

### \* 3.0 Review of Applicant's Facility

- 3.1 Prior to being issued a *Certificate of Authorization*, an organization's facilities and QMS are subject to a review and verification of implementation by a review team. The organization shall demonstrate to the mandatory edition<sup>3</sup> of the NBIC at the time of the review. The QMS shall be satisfactorily implemented to provide evidence of the organization's knowledge of repair and/or alteration activities appropriate for the scope of work the organization is capable of and intends to carry out. The demonstration may be performed using current work, a demonstration mock-up, or a combination of both.
- 3.2 The review team shall consist of, at minimum, a representative(s) from the National Board Member Jurisdiction where the organization is located (or a representative in accordance with Paragraph 3.2.1 below), and a representative(s) of the organization's AIA in accordance with RCI-1.

3.2.1 The National Board will represent the jurisdiction if:

- The jurisdiction elects not to perform the review;
- There is no jurisdiction; or
- The jurisdiction is providing AIA services.

If the jurisdiction elects not to act as the Team Leader, it may elect to be a member of the review team if it is not providing AIA services.

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<sup>2</sup> A separate application is required for Temporary Locations (Section 9.0 of this procedure) as permitted by National Board internal policies.

<sup>3</sup> Editions of the NBIC are published every two years. Editions are permissive on the date issued; however, they become mandatory six months after the date of issue. At the time of the review, an organization may demonstrate to the latest edition of the NBIC before it is mandatory.

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- 3.3 The review team for OUOs seeking to obtain or renew an “R” *Certificate of Authorization* shall consist of a representative(s) from the National Board Member Jurisdiction where the organization is located (or a representative in accordance with Paragraph 3.3.1 below), and a representative(s) of the OUO.

If an organization with an OUO Certificate also has an Inspection Agreement with an AIA, the review team shall consist of, at minimum, a representative(s) from the National Board Member Jurisdiction where the organization is located (or a representative in accordance with Paragraph 3.3.1 below), and a representative(s) of the AIA in accordance with RCI-1.

3.3.1 The National Board will represent the jurisdiction if:

- The jurisdiction elects not to perform the review;
- There is no jurisdiction; or
- The jurisdiction is the organization’s AIA.

If the jurisdiction elects not to act as the Team Leader, it may elect to be a member of the review team.

- 3.4 The applicant shall have all parts of the latest mandatory edition of the NBIC and shall have available the code of construction edition/addendum including any applicable referenced standards for materials, welding, and nondestructive examination required for performing the repair and/or alteration activity.
- 3.5 Upon receiving the National Board’s notification of review dates, the organization shall make arrangements for the review. This includes confirmation that the required AIA representative(s) can accommodate the assigned review dates.
- 3.6 A recommendation to issue, renew, or withhold the *Certificate of Authorization* shall be included in a Qualification Review Report (QRR) prepared by the review team. The completed QRR shall be forwarded to the National Board.
- 3.7 When all requirements have been met, a *Certificate of Authorization* to apply the “R” Symbol stamp will be issued, evidencing permission to use the “R” Symbol stamp. The *Certificate of Authorization* shall expire every three years following the date of issuance or renewal.

### \* 4.0 **Obtaining an “R” Certificate of Authorization Without a Review by a National Board Review Team**

- 4.1 The holder of an ASME BPV Code *Certificate of Authorization* whose facilities were reviewed, other than those with “V,” “UV,” “HV,” “NV,” or “H” (cast iron) Designators, may obtain an “R” *Certificate of Authorization* without a review of its facilities by a National Board review team under the following conditions:

4.1.1 The organization’s QMS manual shall provide evidence of the organization’s knowledge of repair and/or alteration activities appropriate for the scope of work the organization is capable of and intends to carry out.

4.1.1.1 The QMS manual shall be reviewed by the National Board Member Jurisdiction where the organization is located.

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4.1.1.2 The National Board will perform the review of the QMS manual if the jurisdiction elects not to perform the review, there is no jurisdiction, or the jurisdiction is the organization's AIA.

4.1.2 The expiration date of the initial "R" *Certificate of Authorization* shall coincide with the organization's ASME BPV Code *Certificate of Authorization* expiration date; subsequent "R" *Certificates of Authorization* shall be renewed as described in Sections 2.0 and 3.0 of this procedure.

### 5.0 Audits

The National Board Member Jurisdiction or National Board may audit Certificate Holders or make unannounced visits as necessary to ensure they are in compliance with the requirements of this procedure and the NBIC.

### 6.0 Use of the "R" Certificate of Authorization

#### 6.1 "R" Symbol Stamp Use

Each "R" Symbol stamp shall be obtained from the National Board and shall be used only by the "R" Certificate Holder within the scope and limitations under which it was issued. The organization's QMS shall provide for constant control of the "R" Symbol stamp. The organization shall not permit others to use its assigned "R" Symbol stamp.

#### 6.2 Return of the "R" Symbol Stamp

Each applicant shall agree the "R" Symbol stamp is the property of the National Board, and that as such, it will be promptly returned upon demand. The "R" Symbol stamp shall be returned to the National Board if the organization discontinues its use of the *Certificate of Authorization*, if it no longer holds an Inspection Agreement with an AIA (if applicable), or if the *Certificate of Authorization* has expired and a renewal application is not pending.

A Certificate Holder's failure to comply with the requirements of this procedure or the NBIC may result in the suspension of their *Certificate of Authorization*. Upon suspension of their *Certificate of Authorization*, the organization shall return the "R" Symbol stamp to the National Board.

#### 6.3 *Certificate of Authorization* Contents

The following information is specified on the organization's *Certificate of Authorization*:

- The company name and physical address of the organization;
- The scope of the certificate (e.g., repairs, alterations, or both; shop only, field site(s) only, or both shop and field site(s); metallic, non-metallic, or both; or design only);
- The certificate number; and
- The certificate's issuance and expiration dates.

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### 6.4 Changes in Scope, Ownership, Company Name, Location, Address, or AIA of Record

The *Certificate of Authorization* is valid only while the organization operates under the company name, address, and scope as shown on the *Certificate of Authorization*. Between renewal periods, any changes to the company name, address, or scope listed on the *Certificate of Authorization* shall be requested online through the Certificate Administrator account on the National Board Business Center ([buscenter.nationalboard.org](http://buscenter.nationalboard.org)). The National Board may require a re-review of the organization's QMS and/or its implementation based on the changes requested. If a re-review is not required, the National Board will issue a revised *Certificate of Authorization*.

When an "R" Certificate Holder changes their primary contact information (company's primary contact name, phone, or email), ownership, mailing address, or AIA of Record, they shall notify the National Board Technical Department–Accreditation.

Requests for use of a Temporary Location (Section 9.0 of this procedure) shall be submitted to the National Board for approval. The use of Temporary Locations that have not been approved by the National Board is prohibited.

### 6.5 Issuance of Multiple "R" Symbol Stamps

An "R" Certificate Holder may obtain more than one "R" Symbol stamp, provided its QMS manual controls the use of such from the address of record shown on the *Certificate of Authorization*.

### 6.6 Use of a Substitute AIA

A substitute AIA is not the "R" Certificate Holder's AIA of Record, however it may perform inspection activities for the "R" Certificate Holder, provided:

6.6.1 The "R" Certificate Holder obtains written acknowledgement from the AIA of Record documenting concurrence for the utilization of a substitute AIA for each job/location.

6.6.2 The "R" Certificate Holder's QMS includes controls to verify:

- The substitute AIA has accepted the "R" Certificate Holder's QMS manual;
- The "R" Certificate Holder has a contract with the substitute AIA; and
- The QMS manual has provisions for the use of a substitute AIA which have been accepted by the AIA of Record.

The AIA of Record and any substitute AIAs that have performed inspection activities may be required to provide Inspector Diaries and/or be present during the "R" Certificate Holder's triennial review.

## 7.0 **Quality Management System**

An "R" Certificate Holder shall have and maintain a QMS. It shall be treated confidentially by the National Board and review team. The NBIC Part 3, Section 1.5 outlines the requirements for a QMS manual.

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### 8.0 Due Process and Confidentiality

- 8.1 The National Board provides procedural due process in connection with accreditation activities. There are several levels to which an aggrieved party may appeal. The process may be initiated by contacting the National Board's Technical Department–Accreditation.
- 8.2 All information necessary to determine that the QMS complies with the appropriate codes and/or standards (e.g., drawings, procedures, reports, etc.) shall be held in strict confidence by the review team; such information may not be discussed with anyone other than National Board staff or members of the appropriate accreditation/certification committee.

The National Board will maintain information confidential to the extent permitted by the applicable jurisdiction.

### 9.0 Locations

The following locations shall pertain only to repairs and alterations performed in accordance with the provisions of NBIC Part 3 and this procedure.

- **Shop Location:** A facility (e.g., shop, office, etc.) whose physical address is shown on the *Certificate of Authorization* and from which an “R” Certificate Holder controls the repair and/or alteration activity of pressure-retaining items.
- **Temporary Location:** A location which is different from a Shop Location or a Field Site and which is utilized to perform repair and/or alteration activities for a specific contracted period to extend Code shop capacity and/or support field site activities. Each Temporary Location shall be authorized by the National Board and shall not be utilized beyond the period specified nor outside the scope as listed on the *Certificate of Authorization*. For example, if an “R” Certificate Holder has a contract with a business or utility for ongoing work and sets up a shop to perform repair and/or alteration activities at the location specified in the contract or maintenance agreement, such location would be considered a Temporary Location.
- **Field Site:** A location where a specific pressure-retaining item(s) is installed and is being repaired and/or altered under the control of the “R” Certificate Holder.

### 10.0 Registration

Any organization that holds a valid “R” *Certificate of Authorization* is authorized to register “R” reports with the National Board. The authorization to register “R” reports does not include the registration of ASME Manufacturer's Data Reports (MDR). The requirements for registration of MDRs are found in the NB-264, *Criteria for ASME Registration*.

All “R” reports may be registered with the National Board. If the original MDR was registered with the National Board, the “R” report is affixed to the original MDR as an attachment, thus forming a package showing the Code responsibility for all work performed on the pressure-retaining item.

The “R” Certificate Holder shall verify the jurisdictional requirements for the registration of “R” reports. These requirements shall be based on those of the jurisdiction in which the pressure-retaining item is installed or will be installed.

If the original MDR was registered with the National Board, each NB-229, *R-2: Report of Alteration* for that pressure-retaining item shall also be registered with the National Board.

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The National Board's Electronic Data Transfer (EDT) system is recommended for the completion and registration of both the NB-66, *R-1: Report of Repair* and the R-2.