ACCREDITATION OF “R” REPAIR ORGANIZATIONS

The National Board of Boiler and Pressure Vessel Inspectors
1055 Crupper Avenue
Columbus, Ohio 43229
614.888.8320

NB-415, Revision 4
Approved by BOT: 05/13/2023
*Denotes Revised Section
ACCREDITATION OF “R” REPAIR ORGANIZATIONS

1.0 Scope

This procedure establishes the requirements for organizations seeking a National Board Certificate of Authorization to use the “R” Symbol stamp (Certificate of Authorization) for the repair and/or alteration 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 are required to have a written Quality System, in the English language, that complies with the National Board Inspection Code (NBIC). The written Quality System 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, or both repairs and alterations), the location of such activity (e.g., shop, field site, or both shop and 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 alter pressure-retaining items, to manufacturers of pressure-retaining items, to Owner-User Inspection Organizations (OUIO) of pressure-retaining items, to Federal Inspection Agencies (FIA), and to other organizations that qualify in accordance with these requirements.

1.3 An organization may be accredited for the “R” program both in accordance with this procedure and as an OUIO in accordance with NB-371, Accreditation of Owner-User Inspection Organizations. 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 the repair/alteration, 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 OUIO is independent from the organization’s personnel responsible for execution of “R” program work.

1.3.3 The inspection process and Inspector limitations are described in the OUIO’s written Quality System Manual.

1.4 Federal agencies may be accredited for the “R” program both in accordance with this procedure and as a FIA in accordance with NB-390, Accreditation of Federal Inspection Agencies. The requirement to maintain an Inspection Agreement with an AIA does not apply if the FIA chooses to use its own FIA program to accept the repair/alteration, in which case the following conditions apply:

1.4.1 The line of authority for the FIA is independent from the organization’s personnel responsible for execution of the “R” program work.

1.4.2 The inspection process and Inspector limitations are described in the FIA’s written Quality System Manual.

2.0 Application

2.1 Organizations seeking to obtain 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 form obtained from the National Board’s website, under the “Accreditation” tab. Organizations seeking to renew their Certificate of Authorization shall
apply for renewal at least six months prior or the expiration date of the Certificate of Authorization. Renewal applications shall be obtained and submitted online through the Certificate Administrator account on the National Board Business Center (buscenter.nationalboard.org).

2.2 When an organization has plants or shops in more than one location, the organization shall submit a separate application for each plant or shop.

2.3 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 issuance or renewal of a Certificate of Authorization, the repair organization, its written Quality System, and its facilities are subject to a review and verification of implementation of its written Quality System by a review team. The organization shall demonstrate to the mandatory edition of the NBIC at the time of the review. The written Quality System shall be satisfactorily implemented to provide evidence of the organization’s knowledge of repair 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 AIA in accordance with NB-263, RCI-1, *Rules for Commissioned Inspectors* (RCI-1).

3.2.1 In any of the following scenarios, the National Board will represent the jurisdiction:

- 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.

3.3 The review team for OUIOs 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 OUIO.

If an organization with an OUIO Certificate also has an Inspection Agreement with an AIA, the review team shall consist of, at minimum, a representative(s) from the National

---

1 A separate application is required for temporary locations (See Section 9.0 of this procedure) as permitted by National Board internal policies.

2 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.
ACCREDITATION OF “R” REPAIR ORGANIZATIONS

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 In any of the following scenarios, the National Board will represent the jurisdiction:

- 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 review team for FIAs seeking to obtain or renew an “R” Certificate of Authorization shall consist of a representative from the National Board and a representative(s) of the FIA.

If an organization with an FIA Certificate also has an Inspection Agreement with an AIA, the review team shall consist of, at minimum, a representative from the National Board, and a representative(s) of the AIA in accordance with RCI-1.

3.5 The applicant shall have the latest mandatory edition of the NBIC, all parts, 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 or alteration activity.

3.6 Upon receipt of the notification of the review dates from the National Board, the repair organization shall make arrangements for the review.

3.7 A recommendation to issue, renew, or withhold the Certificate of Authorization shall be included in a Qualification Review Report prepared by the review team. The completed Qualification Review Report shall be forwarded to the National Board.

3.8 When all requirements have been met, a Certificate of Authorization 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 American Society of Mechanical Engineers Boiler and Pressure Vessel Code (ASME BPV Code) Certificates of Authorization and the ASME Single Certification Mark

4.1 The holder of an ASME BPV Code Certificate of Authorization and Single Certification Mark whose facilities were reviewed, except for holders of Certificates of Authorization with “V,” “UV,” “HV,” “NV,” or “H” (cast iron) designators, may obtain a National Board 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 written Quality System provides evidence of the organization’s knowledge of repair or alteration activities appropriate for the scope of work the organization is capable of and intends to carry out.
4.1.2 If applicable, the written Quality System is reviewed by the National Board Member Jurisdiction where the organization is located.

4.1.2.1 In any of the following scenarios, the National Board will perform the review of the written Quality System:

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

4.1.3 The application for the National Board Certificate of Authorization is submitted within 12 months of the issuance of the ASME BPV Code Certificate of Authorization. Subsequent National Board Certificates of Authorization shall be renewed as described in Sections 2.0 and 3.0 of this procedure.

5.0 Jurisdictional Audit

5.1 The jurisdiction may audit the written Quality System and activities of an organization upon a valid request from an OUIO, AIA, or the National Board.

5.2 The National Board may audit the written Quality System and activities of a federal agency upon a valid request from an FIA.

6.0 Use of the “R” Certificate of Authorization

6.1 Stamp Use

Each “R” Symbol stamp shall be obtained from the National Board and shall be used by the repair organization within the scope and limitations under which it was issued only. The organization’s written Quality System 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 Stamp

Each applicant shall agree that the 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 “R” 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 new certificate has not been issued.

6.3 Certificate of Authorization Contents

The following information is specified on the repair organization’s Certificate of Authorization:

- The name and physical address of the repair 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);
ACCREDITATION OF “R” REPAIR ORGANIZATIONS

- The certificate number; and
- The certificate’s issuance and expiration dates.

6.4 Changes in Scope, Ownership, Name, Location, Address, or Inspection Agreement with an AIA

When an organization holding a Certificate of Authorization changes primary contact information (company’s primary contact name, phone, or email), ownership, or their Inspection Agreement with an AIA, the organization shall notify the National Board Technical Department–Accreditation.

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

Requests for use of a temporary location (See 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

The holder of a Certificate of Authorization may obtain more than one “R” Symbol stamp provided its written Quality System Manual controls the use of such stamps from the address of record shown on the Certificate of Authorization.

7.0 Written Quality System

A holder of a Certificate of Authorization shall have and maintain a written Quality System. It shall be treated confidentially by the National Board and review team. An outline of the requirements for a written Quality System are found in NBIC, Part 3, Section 1.5.

8.0 Due Process

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.

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 a Certificate Holder controls the repair and/or alteration activity of pressure-retaining items.
ACCREDITATION OF “R” REPAIR ORGANIZATIONS

- **Temporary Location**: A location which is both different from the physical address shown on the Certificate of Authorization and utilized to perform repair/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 a Certificate Holder has a contract with another business or utility for ongoing work and sets up a shop to perform NBIC 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 or altered under the control of the Certificate Holder.

* 10.0 **Registration**

Any organization that holds a valid “R” Certificate of Authorization is authorized to register “R” forms with the National Board. The authorization to register “R” forms 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 Registration.

All “R” forms may be registered with the National Board. If the original MDR was registered with the National Board, the “R” form 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” forms. 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, Report of Alteration (Form R-2) for that pressure-retaining item shall also be registered with the National Board.

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