

## ***Remote Inspection Activity Requirements***

### **1.0 PURPOSE**

This policy establishes requirements for the use and approval of alternative methods for Authorized Inspector Supervisors / Repair Inspector Supervisors performing audits of Inspectors and/or for the use and approval of alternative methods for conducting inspection activities (activities) by Authorized Inspectors / Repair Inspectors as required by the following as applicable: the National Board's Board of Trustees (BOT) policies; the National Board Inspection Code (NBIC); NB-263, RCI-1, *Rules for Commissioned Inspectors* (RCI-1); and the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code (ASME BPV Code).

### **2.0 PREREQUISITES**

Prior to the use of this policy, the Authorized Inspection Agency (AIA) shall receive approval from the National Board Assistant Executive Director, Technical. The AIA shall send a written request to the National Board. The portion of the AIA's Quality Management System (QMS) that addresses the required controls described in this policy shall be included with such request. The AIA shall maintain National Board approval on file in accordance with the document retention requirements of their QMS.

### **3.0 RESPONSIBILITY**

The Assistant Executive Director, Technical, is responsible for the implementation of this policy.

### **4.0 REQUIREMENTS**

**4.1** If the scheduled activity is combined with an ASME review/audit, all requirements of ASME's *Conduct of Conformity Assessment Activities* procedure, Appendix D, shall be followed.

**4.2** The use of communication technology supporting document sharing and live audio-visual coverage, including the measures to control this activity and the technology used, shall be acceptable to the National Board, AIA, and jurisdiction, as appropriate.

**4.3** The National Board's acceptance of any remote inspection activity is contingent on the Certificate Holder<sup>1</sup> providing reasonable assurance that the requirements as listed in this policy can be performed and witnessed using communication technology that meets or exceeds the requirements specified in 4.3.1 e) 1) of this policy. The following requirements are subject to National Board surveillance and jurisdictional acceptance when required.

#### **4.3.1 The Certificate Holder:**

- a) Shall ensure they have the capability to stream live video and audio from the shop or field location.

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<sup>1</sup> A Certificate Holder, as used in this policy, currently holds a valid ASME or National Board *Certificate of Authorization* or is applying for a new *Certificate of Authorization*.

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- b) Shall facilitate the remote activity. This includes providing access to the video technology and connectivity required to execute the activity in a manner acceptable to the Inspector and/or Supervisor.
- c) Shall ensure the shop personnel implementing the program are available and physically present during the activity.
- d) Shall ensure the personnel performing activities on physical items are available onsite.
- e) Prior to each activity, the Certificate Holder shall perform a live audio-video check with the Inspector to establish the quality of the audio-video connection.
  - 1) The videoconferencing equipment used in the activity shall have a minimum resolution capability of 1/32 in. (0.8 mm) and a light intensity equivalent to at least 100 fc (1076 lux). The level of quality shall be acceptable to the Inspector and/or Supervisor.
- f) Shall provide the Inspector and/or Supervisor with access to all documentation needed to evaluate the activity being performed.

### **4.3.2 The AIA:**

- a) Shall document in the Inspector Diary the type of inspection activity performed and the name, title, and location of personnel involved in such activity.
- b) If the assigned Inspector's diary is not available, then the information shall be recorded in an alternate Inspector Diary. The controls for how information will be recorded in an alternate Inspector Diary shall be described in the AIA's QMS.

### **4.3.3 The Supervisor:**

- a) Shall facilitate and coordinate the activity with the assigned Inspector and appropriate shop or site personnel to ensure that such activity can be conducted in an effective manner. The Supervisor shall ensure that access to all applicable and required Certificate Holder documentation is provided.
- b) Shall review and accept all requests to conduct activities in accordance with this policy provided the following requirements are met:
  - 1) Prior to each activity, shall ensure the Certificate Holder performs an audio-video recording check to establish the necessary level of quality.
  - 2) The videoconferencing equipment used in the activity shall have a minimum resolution capability of 1/32 in. (0.8 mm) and a light intensity equivalent to at least 100 fc (1076 lux). The level of quality shall be acceptable to the Inspector and/or Supervisor.

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### **4.3.4 The Inspector:**

- a) Shall be present (in person or virtually) for the full duration of live audio-video coverage of the activity.
- b) Shall have access to all documentation necessary to evaluate the activity being performed.
- c) Shall have the ability to direct the activity in a manner that provides them with assurance that the activity is conducted as required by the applicable Code (e.g., ASME BPV Code, NBIC) and the Certificate Holder's documentation.
- d) Shall document in the Inspector Diary, as a minimum:
  - 1) The type of inspection activity performed.
  - 2) The name, title, and location of personnel involved in such activity.
  - 3) The Supervisor's acceptance of the Certificate Holder's use of this policy to conduct the activity, including their initial equipment demonstration.
  - 4) Confirmation that the activity was witnessed and/or verified for Code compliance using live videoconference technology in accordance with this policy.
- e) The Inspector may terminate the activity at any time during the process if they are unable to clearly see and/or hear the necessary people and/or activities to complete their inspection duties.
  - 1) If possible, the Inspector should consult with their supervisor prior to terminating the activity.

## **5.0 CONFIDENTIALITY**

The activities conducted and any supporting information/documentation (e.g., drawings, procedures, reports, recordings, etc.) shall be held in strict confidence by the AIA representative(s).