



NB-263  
**RCI-1**  
RULES FOR COMMISSIONED INSPECTORS



**2017**  
REVISION 10

NB-263, RCI-1, *RULES FOR COMMISSIONED INSPECTORS* (RCI-1)

In 2016, the National Board approved the 2017 Edition of NB-263, RCI-1, *Rules for Commissioned Inspectors*. The effective date of the standard will be July 1, 2017. The new changes may be implemented any time prior to July 1, 2017, but will become effective on that date.

A new edition of RCI-1 is planned for every two years, with the next edition effective July 1, 2019.

The Committee on Qualifications for Inspection is responsible for maintaining and revising RCI-1. This Committee meets regularly to consider revisions to existing requirements and to formulate new requirements. Inquiries related to NB-263, RCI-1 and replies approved by the Committee are published on the National Board's website, [nationalboard.org](http://nationalboard.org) under Commissions and Certifications, Commissioned Inspectors.

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## FOREWORD

The 2017 Edition of NB-263, RCI-1 *Rules for Commissioned Inspectors* replaces the 2015 Edition. RCI-1 is arranged into Parts, as listed below:

- Part 1 – National Board (NB) Commissions and Endorsements
- Part 2 – Commission and Endorsement Examinations
- Part 3 – Inservice Inspection
- Part 4 – Authorized Inspection (ASME)
- Part 5 – Repair Inspection
- Part 6 – Inspector Diary For New Construction and Repairs
- Part 7 – Code of Ethics
- Part 8 – Complaints and Due Process

This standard was developed by and is maintained by the National Board's Committee on Qualifications for Inspection. This Committee meets regularly to consider revisions to existing rules and to formulate new rules. Revisions are presented to the National Board's Board of Trustees for final approval.

This standard describes the requirements to become a National Board Commissioned Inspector and also describes representative duties for National Board Commissioned Inspectors and Inspector Supervisors.

The National Board offers two separate Inspector commissions: the National Board Inservice Commission (**IS**) and the National Board Authorized Inspector Commission (**AI**).

The National Board Inservice Commission is issued to individuals who have been qualified to perform inspections related to installation and inservice, that is, the jurisdictionally required periodic inspections of boilers and pressure vessels that are in operation. In this standard, the holder of a National Board Inservice Commission is referred to as an Inspector.

The National Board Authorized Inspector Commission is issued to individuals who have been qualified to perform inspections of boilers and pressure vessels as required by the American Society of Mechanical Engineers *Boiler and Pressure Vessel Code* (ASME BPV Code). In this standard, the holder of a National Board Authorized Inspector Commission is referred to as an Authorized Inspector.

Endorsements are specialized qualifications that are issued to Authorized Inspectors/Inspectors who have been qualified to perform duties in accordance with the ASME BPV Code or the National Board Inspection Code (NBIC).

A listing of endorsements and activities they qualify for is shown below:

- B** - Authorized Inspector Supervisor – Qualified as an Authorized Inspector and performs supervisory duties for Authorized Inspectors.
- N** - Authorized Nuclear Inspector – Qualified as an Authorized Inspector and performs inspections required by ASME BPV Code Section III, Divisions 1, 3, and 5.
- NS** - Authorized Nuclear Inspector Supervisor – Qualified as both an Authorized Nuclear Inspector and an Authorized Inspector, and performs supervisory duties for Authorized Nuclear Inspectors.
- I** - Authorized Nuclear Inservice Inspector – Qualified as both an Authorized Inspector and an Authorized Nuclear Inspector, and performs inspections required by ASME BPV Section XI.

- NSI** - Authorized Nuclear Inservice Inspector Supervisor – Qualified as both an Authorized Nuclear Inservice Inspector and an Authorized Nuclear Inspector Supervisor, and performs supervisory duties for Authorized Nuclear Inservice Inspectors.
- C** - Authorized Nuclear Inspector (Concrete) – Qualified as an Authorized Nuclear Inspector and performs inspections required by ASME BPV Code Section III, Division 2.
- NSC** - Authorized Nuclear Inspector Supervisor (Concrete) – Qualified as both an Authorized Nuclear Inspector (Concrete) and an Authorized Nuclear Inspector Supervisor, and performs supervisory duties for Authorized Nuclear Inspectors (Concrete).
- R** – Repair Inspector – Qualified as either an Authorized Inspector or an Inservice Inspector and performs inspections of repairs and alterations required by the NBIC.
- O** - Owner-User Inspector Supervisor – Qualified as a National Board Inservice Commissioned Inspector and performs supervisory duties related to Owner-User Inspection activities.

An individual holding a National Board Inservice Commission may obtain a National Board Authorized Inspector Commission by meeting the requirements for a National Board Authorized Inspector Commission. Likewise, an individual holding a National Board Authorized Inspector Commission may obtain a National Board Inservice Commission by meeting the requirements for a National Board Inservice Commission.

Many jurisdictions require individuals who hold a National Board Commission to meet additional requirements prior to performing inspection activities in that jurisdiction. Because requirements may vary among jurisdictions, Commissioned Inspectors and their employers must understand and follow the specific requirements of the jurisdiction in which they perform inspections.

This standard provides rules, information, and guidance for inspection activities, but does not provide details for all conditions involving inspections. Where complete details are not provided in this standard, the Authorized Inspector/Inspector is advised to seek guidance from the jurisdiction or from their employer's supervisors or managers. It is incumbent upon the Authorized Inspector/Inspector to become familiar with the purpose and scope of the inspections assigned. The Authorized Inspector/Inspector involved with inspections of ASME items/NBIC repairs or alterations should establish a working relationship with the ASME Certificate Holder and/or the repair organization to gain a working knowledge of their processes and methods, to develop a mutual respect, and to have confidence that all jurisdictional, ASME BPV Code, and NBIC requirements will be met on a consistent basis.

# PART 1

## NATIONAL BOARD (NB) COMMISSIONS AND ENDORSEMENTS

### 1-0 SCOPE

This Part describes the following requirements for NB Commissions and Endorsements:

- Qualification Requirements for the Inservice and Authorized Inspector Commissions
- Issuance of the Commission
- Qualification Requirements for Endorsements
- Issuance of the Endorsement
- Renewal of the Commission/Endorsement
- Reinstatement of the Commission/Endorsement
- Change of Employment
- Continuing Education Requirements for Commissions/Endorsements

### 1-1 QUALIFICATION REQUIREMENTS FOR THE INSERVICE AND AUTHORIZED INSPECTOR COMMISSIONS

- 1-1.1 The qualification requirements for employment, education, and experience are shown in Table 1, Qualification Requirements for Commissions.
- 1-1.2 The applicant shall take and pass a National Board examination as described in Part 2, Commission and Endorsement Examinations.

### 1-2 ISSUANCE OF THE COMMISSION

- 1-2.1 When the applicant has met the qualification requirements described in Paragraph 1-1, and at the request of the applicant's employer, a National Board Commission Card and Certificate will be issued. The application for a commission shall be on one of the following forms, as appropriate.
- These forms are available on National Board's website: [nationalboard.org](http://nationalboard.org), under the Commissions & Certifications tab, Commissioned Inspectors, Applications & Fees.
- NB-120-1 *Application for the Inservice Commission*
- NB-120-2 *Application for the Authorized Inspector Commission*
- 1-2.2 The application for a commission shall be submitted no later than two (2) years after passing the National Board examination. If the commission has not been issued within the two (2) year period, the applicant shall be required to retake the examination.

### 1-3 QUALIFICATION REQUIREMENTS FOR ENDORSEMENTS

- 1-3.1 Qualification requirements for endorsements are shown in Table 2, Qualifications for Inspector Endorsements, and Table 3, Qualifications for Inspector Supervisor Endorsements.
- 1-3.2 The applicant seeking an endorsement shall fulfill the prescribed experience requirements and take the appropriate National Board course as shown in Tables 2 and 3, and pass the examination following the course.
- 1-3.3 An application for endorsement shall be submitted no later than two (2) years after passing the examination described in Paragraph 1-3.2. If the endorsement has not been issued within the two (2) year period, the applicant shall be required to retake the examination.



## 1-4 ISSUANCE OF THE ENDORSEMENT

When the applicant has met the qualification requirements for endorsements described in Paragraph 1-3, and, when the applicant's employer makes the request, the endorsement will be issued. The application for an endorsement shall be on one of the following forms, as appropriate. These forms are available on National Board's website: [nationalboard.org](http://nationalboard.org), under the Commissions and Certifications tab, Commissioned Inspectors, Applications & Fees.

NB-120-3	Application for the Repair Inspector: <b>R</b> Endorsement
NB-171-1	Application for the Authorized Nuclear Inspector: <b>N</b> Endorsement
NB-171-2	Application for the Authorized Nuclear Inservice Inspector: <b>I</b> Endorsement
NB-171-3	Application for the Authorized Nuclear Inspector (Concrete): <b>C</b> Endorsement
NB-171-4	Application for the Authorized Inspector Supervisor: <b>B</b> Endorsement
NB-171-5	Application for the Owner-User Inspector Supervisor: <b>O</b> Endorsement
NB-171-6	Application for the Authorized Nuclear Inspector Supervisor: <b>NS</b> Endorsement
NB-171-7	Application for the Authorized Nuclear Inservice Inspector Supervisor: <b>NSI</b> Endorsement
NB-171-8	Application for the Authorized Nuclear Inspector Supervisor (Concrete): <b>NSC</b> Endorsement

## 1-5 RENEWAL OF THE COMMISSION/ENDORSEMENT

- 1-5.1 National Board commissions expire annually on December 31. Each endorsement expires with the commission year concurrent with the National Board Commission.
- 1-5.2 To be eligible for renewal, the Authorized Inspector/Inspector shall continue to be in the regular employment of the organization listed on the Authorized Inspector's/Inspector's commission card.
- 1-5.3 The request for renewal of a commission(s) and/or endorsement(s) shall be made by the Authorized Inspector's/Inspector's employer. The employer shall document that the Authorized Inspector/Inspector has maintained inspection proficiency by performing or supervising inspection-related activities, and that the Authorized Inspector/Inspector has met the continuing education requirements of Paragraph 1-8. Authorized Inspectors/Inspectors, Authorized Inspector Supervisors, or Supervisors/Technical Managers shall only perform inspections or supervisory activities within the scope of any commission or endorsement.
- 1-5.4 The National Board will issue renewal notifications annually to each employer prior to the commission expiration date.

## 1-6 REINSTATEMENT OF THE COMMISSION/ENDORSEMENT

- 1-6.1 An Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical Manager whose commission(s) and/or endorsement(s) has not been renewed for more than two (2) years may have their commission(s) and/or endorsement(s) reinstated, provided the Inspector or Supervisor and their employer complete the *Application for Reinstatement*, Form NB-216-2 available on National Board's website, [nationalboard.org](http://nationalboard.org), under the Commissions and Certifications tab, and:
  - 1-6.1.1 The Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical Manager completes a continuing education course(s) (See Paragraph 1-8) for each commission and/or endorsement within twelve (12) months prior to the submittal date of the *Application for Reinstatement*.

- 1-6.1.2 The Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical Manager shall have been actively employed by an organization that is directly involved in the boiler and pressure vessel industry and shall submit a work history showing verifiable qualifying work experience. Examples of qualifying work experience include design, construction, manufacturing, repair, quality control, instructing, auditing, nondestructive examination, operation, or inspection of boilers, pressure vessels, or piping or other pressure-retaining items.
- 1-6.1.3 The current employer certifies the person has met the requirements as stated on the *Application for Reinstatement*.
- 1-6.2 An Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical Manager whose commission(s) and/or endorsement(s) has not been renewed for more than two (2) years and who cannot meet the requirements of Paragraph 1-6.1 shall retake and pass the National Board examination for each commission and/or endorsement to be reinstated. The Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical manager shall provide verification of passing the National Board examination(s) by completing the appropriate sections of the *Application for Reinstatement*.
- 1-6.3 A person whose commission(s) and/or endorsement(s) has not been renewed for a period of less than two (2) years, may have their commission(s) and/or endorsement(s) reinstated provided the person and the employer complete the *Application for Reinstatement*, and:
- 1-6.3.1 The Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical manager has completed a continuing education course(s) (See Paragraph 1-8) for each commission and/or endorsement within 12 months prior to the submittal date of the *Application for Reinstatement*.
- 1-6.3.2 The current employer certifies that the Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical manager has met the requirements as stated on the *Application for Reinstatement*.
- 1-6.4 The *Application for Reinstatement* shall be evaluated by the National Board staff and approved by the Executive Director.

## 1-7 CHANGE OF EMPLOYMENT

An Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical Manager whose commission(s) or endorsement(s) that has not been renewed for a period of less than two (2) years who has changed employment, may have their commission(s) or endorsement(s) transferred from a previous employer to a new employer provided the Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Supervisor and the new employer complete the *Application for Change of Employment*, Form NB-216-1, available on National Board's website: [nationalboard.org](http://nationalboard.org), under the Commissions and Certifications tab, and:

- 1-7.1 The Authorized Inspector, Inspector, Authorized Inspector Supervisor, or Inspector Supervisor / Technical manager completes a continuing education course(s) (See Paragraph 1-8) within 12 months prior to the submittal date of the *Application for Change of Employment* for each commission and endorsement to be transferred. The continuing education shall be documented on the *Application for Change of Employment*.
- 1-7.2 The current employer certifies the Authorized Inspector, Inspector, Authorized Inspector Supervisor or Inspector Supervisor / Technical Manager has met the requirements as stated on the *Application for Change of Employment*.

- 1-7.3 Upon receipt of the completed *Application for Change of Employment*, the National Board will reissue the commission(s) and endorsement(s) showing the name of the new employer on the commission card.
- 1-7.4 The Authorized Inspector/Inspector shall return the commission card from the previous employer to the National Board.
- 1-7.5 A person whose commission(s) or endorsement(s) that has not been renewed for more than two (2) years is referred to Paragraph 1-6, Reinstatement of the Commission/Endorsement.

## **1-8 CONTINUING EDUCATION REQUIREMENTS FOR COMMISSIONS/ENDORSEMENTS**

Each National Board Commissioned Inspector shall complete a National Board online training course appropriate for each commission and/or endorsement, as described in Table 4, and in accordance with the schedule described in Table 4. Alternatively, training courses may be developed by the Inspector's employer and accepted by the National Board in accordance with NB-426, *Criteria for Acceptance of Continuing Education Courses*. NB-426 is available on the National Board's website: [nationalboard.org](http://nationalboard.org), under the Commissions and Certifications tab, Commissioned Inspectors, Continuation of Commission.

**TABLE 1 QUALIFICATION REQUIREMENTS FOR COMMISSIONS**

An applicant for a National Board Commission shall be in the exclusive employment of an Authorized Inspection Agency, an Owner-User Inspection Organization, a Non-Member Enforcement Agency, a Federal Inspection Agency, or the National Board. (See Employment in the Glossary.)

As a minimum, an applicant shall have a high school education (12 years or equivalent educational system). The applicant shall have a minimum of 5 credit points based upon the combination of education and experience in the pressure equipment industry, as described in the table below.

In lieu of the requirement for an applicant to have the five (5) credit points described below, an applicant for the National Board Inservice Commission may complete the National Board Inservice Inspector Training Program described in National Board publication NB-380, available on National Board's website: [nationalboard.org](http://nationalboard.org). The training program combines 800 hours of mentored on-the-job inspection training with the successful completion of the National Board's Inservice Commission (IC Course).

Applicants for the National Board Authorized Inspector Commission shall meet the following additional requirements:

- Satisfactory completion of the National Board **AI** Course.  
Eighty (80) hours of on-the-job training in fabrication and inspection of pressure-retaining items certified in accordance with the ASME BPV Code at either a shop or a field fabrication site that holds an active ASME Certificate of Authorization.

<b>Education (1 Credit Minimum, 4 Credits Maximum) Credit Points</b>	<b>Credit Points</b>
Bachelor's Degree or Higher in Engineering, Technology, Science, or Mathematics from an accredited institution.	3
Two (2) Year Degree or Certificate in Engineering, Technology, Science, or Mathematics from an accredited institution.	2
Graduation from an accredited technical school in subjects that include, but not limited to, Manufacturing; Building Construction; Construction Technology; Heating Ventilating and Air Conditioning; and Industrial Technology.	2
Completion of an accredited Power Engineering certification program.	2
Completion of an Accredited Apprenticeship Program, for example boilermaker, steamfitter or pipefitter.	2
Completion of an accredited military or merchant marine training program in the area of marine or stationary boilers, pressure vessels or nuclear reactors.	2
Completion of Certified Welding Inspector (CWI) certification program from the American Welding Society or an equivalent certification.	2
Certification as an American Petroleum Institute API-510 or API-570 Inspector.	2

<p>Completion of a total of 80 hours of Classroom Technical Training in Boiler, Pressure Vessel or Piping Inspection.</p> <p>Acceptable technology courses include such subjects as Quality Systems, Engineering, Fabrication Methods, Nondestructive Examination; courses on the knowledge, understanding and general structure of the NBIC or the ASME BPV Code or National Board courses on Inservice Inspection (IC Course) or Inspection of ASME BPV Code items (AI Course).</p>	1
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#### **Experience (1 Credit Minimum, 4 Credits Maximum)**

One (1) credit point may be assigned for each year of experience associated with the pressure equipment industry in the categories below:

- Engineering or design review.
- Manufacturing, including fabrication methods or processes, in either shop or field.
- Operation of boiler(s) exceeding 50,000 lbs. of steam per hour total capacity.
- Performance of repairs, alterations, or maintenance of boilers or pressure vessels.
- Quality control systems related to boiler or pressure vessel manufacturing, repair, or alteration in either shop or field.
- Inspection of boilers or pressure vessels either inservice or during construction including either shop or field.
- NDE examiner of boiler and pressure vessels meeting ASNT Level II or III (qualified by examination) or equivalent qualifications.

Note: Credit for concurrent experience in two or more categories will be limited to the experience in one category. For example, consider an individual who has been employed by a repair organization for two years as a quality control manager. The individual has also been qualified, during the same period, as a Level II NDE examiner. The allowable credit for experience is two years only. The two years' experience as a quality control manager and the two years' experience as a Level II NDE examiner are not additive: they are concurrent and the allowable credit is two years.

TABLE 2 QUALIFICATIONS FOR INSPECTOR ENDORSEMENTS

Endorsement Designator	Endorsement Title	Qualifications
N	Authorized Nuclear Inspector	<ul style="list-style-type: none"> <li>• Holds the Authorized Inspector commission (<b>AI</b>) and subsequently either shall have been engaged for at least one (1) year in ASME BPV Code related work or shall have been engaged for at least one (1) year as an Inspector Trainee of nuclear items under the direct supervision of an Authorized Nuclear Inspector.</li> <li>• Satisfactory completion of the National Board Nuclear Inspection course.</li> </ul>
I	Authorized Nuclear Inservice Inspector	<ul style="list-style-type: none"> <li>• Holds the <b>N</b> endorsement and either shall have been engaged for at least one (1) year in ASME BPV Code related work such as inspections under the provisions of the ASME BPV Code or shall have been engaged for at least one (1) year as an Inspector Trainee of nuclear items under direct supervision of an Authorized Nuclear Inservice Inspector.</li> <li>• Satisfactory completion of the National Board Nuclear Inservice Inspection course.</li> </ul>
C	Authorized Nuclear Inspector (Concrete)	<ul style="list-style-type: none"> <li>• Holds the <b>N</b> endorsement.</li> <li>• Engaged for at least one (1) year in design, construction, or inspection of concrete structures similar to those used in nuclear facilities or satisfactory completion of the National Board's accelerated course in the fundamentals of concrete construction and inspection.</li> <li>• Satisfactory completion of the National Board <b>C</b> endorsement course.</li> </ul>
R	Repair Inspector	<ul style="list-style-type: none"> <li>• Holds either an Inservice Commission (<b>IS</b>) or an Authorized Inspector Commission (<b>AI</b>).</li> <li>• Holders of an <b>IS</b> Commission: Eighty (80) hours on-the-job training in the inspection of repairs/alterations in accordance with the NBIC at either shop or field locations.</li> <li>• Holders of an <b>AI</b> Commission: Forty (40) hours on-the-job training in the inspection of repairs/alterations in accordance with the NBIC at either shop or field locations.</li> <li>• Satisfactory completion of the National Board Repair Inspector Course.</li> </ul>

**TABLE 3 QUALIFICATIONS FOR INSPECTOR SUPERVISOR ENDORSEMENTS**

Endorsement Designator	Endorsement Title	Qualifications
<b>B</b>	Authorized Inspector Supervisor	<ul style="list-style-type: none"> <li>• Holds the Authorized Inspector Commission (<b>AI</b>) and subsequently either shall have been engaged for at least two (2) years in ASME BPV Code related work such as inspection under the provisions of the ASME BPV Code or shall have been engaged for at least two (2) years in the administration of shop inspection services under the ASME BPV Code.</li> <li>• Satisfactory completion of the National Board Inspector Supervisor course.</li> </ul>
<b>O</b>	Owner-User Inspector Supervisor	<ul style="list-style-type: none"> <li>• Holds an Inservice Commission (<b>IS</b>).</li> <li>• Shall have a minimum of two (2) years' experience holding an active Inservice Commission (<b>IS</b>).</li> <li>• Shall be employed by an Owner User Inspection Organization.</li> <li>• Satisfactory completion of the National Board Inspector Supervisor course.</li> </ul>
<b>NS</b>	Authorized Nuclear Inspector Supervisor	<ul style="list-style-type: none"> <li>• Holds the <b>N</b> endorsement and subsequently either shall have been engaged for at least two (2) years of diversified inspection experience in the construction of ASME BPV Code Section I; Section III, or Section VIII pressure equipment, or shall have been engaged for at least two (2) years in the administration of shop inspection services under the referenced ASME BPV Code sections.</li> <li>• Satisfactory completion of the National Board Authorized Nuclear Supervisor course.</li> </ul>
<b>NSI</b>	Authorized Nuclear Inservice Inspector Supervisor	<ul style="list-style-type: none"> <li>• Holds the <b>NS</b> endorsement.</li> <li>• Holds the <b>I</b> endorsement for the Authorized Nuclear Inservice Inspector (ANII) and subsequently shall have been engaged for at least one (1) year as an ANII and have at least one (1) year of experience in nondestructive examination (NDE) methods. Such minimum of one (1) year of engagement as an ANII and one (1) year of experience in NDE methods may be during the same year.</li> </ul>
<b>NSC</b>	Authorized Nuclear Inspector Supervisor (Concrete)	<ul style="list-style-type: none"> <li>• Holds the <b>NS</b> endorsement.</li> <li>• Holds the <b>C</b> endorsement for the Authorized Nuclear Inspector (Concrete) and subsequently shall have been engaged for at least one (1) year in design, construction, or inspection of concrete structures similar to those used in nuclear facilities.</li> </ul>

## TABLE 4 CONTINUING EDUCATION REQUIREMENTS

### 1. Continuing Education Courses

Description of Commission/ Endorsements	Continuing Education Course Bundles
<b>If you hold one of these commissions or endorsements...</b>	<b>The required continuing education course category is...</b>
Inservice Commission <b>IS</b> or <b>O</b> Endorsement	Inservice Inspection
Authorized Inspector Commission ( <b>AI</b> ) or <b>B</b> Endorsement	Authorized Inspection: All ASME BPV Code Sections (Excluding Sections III and XI)
<b>N</b> or <b>NS</b> Endorsement	Nuclear: ASME BPV Section III, Division 1
<b>C</b> or <b>NSC</b> Endorsement	Nuclear Concrete: ASME BPV Section III, Division 2
<b>I</b> or <b>NSI</b> Endorsement	Nuclear Inservice: ASME BPV Section XI
<b>R</b> Endorsement	Repair Inspection

Note 1: Continuing education courses are required to ensure inspectors maintain their knowledge base and stay up-to-date on new developments.

Note 2: The chart above shows how the scope of training must track the type of commission/endorsement. As a result, some Authorized Inspectors/Inspectors may be required to take more than one continuing education course within each renewal year. Reference paragraph 1-8.

Note 3: Continuing education courses are available at nationalboard.org: click on Training, Online Training Catalog, then select **one** course from the listing of qualified continuing education courses for each commission/endorsement, as appropriate.

### 2. Continuing Education Schedule

Renewal Year	Continuing Education Must be Completed Between the Following Dates
2018	January 1, 2017 and December 31, 2017
2019	January 1, 2018 and December 31, 2018
2020	January 1, 2019 and December 31, 2019



## PART 2 COMMISSION AND ENDORSEMENT EXAMINATIONS

### 2-0 SCOPE

This Part describes the following requirements for Commission and Endorsement Examinations:

- National Board Inservice Commission Examinations
- National Board Authorized Inspector Commission Examinations
- Endorsement Examinations
- Passing the Examination
- Re-Examination

### 2-1 NATIONAL BOARD INSERVICE COMMISSION EXAMINATIONS

The National Board Inservice Commission examinations or re-examinations are administered:

- a) At any On-Demand provider location (scheduled at any time).
- b) In National Board member jurisdictions (upon request to the jurisdiction), on the first Wednesday in March, June, September, or December of each year.
- c) Following a National Board Inservice Commission **IC** Course.
- d) At other locations approved by the Executive Director.

### 2-2 NATIONAL BOARD AUTHORIZED INSPECTOR COMMISSION EXAMINATIONS

2-2.1 The National Board Authorized Inspector examination shall only be administered following the National Board Authorized Inspector (**AI**) Course.

2-2.2 Re-examinations, if required, may be administered:

- a) At any On-Demand provider location (scheduled at any time).
- b) In National Board member jurisdictions (upon request to the jurisdiction) on the first Wednesday in March, June, September, or December of each year.
- c) Following a National Board **AI** Course.
- d) At other locations approved by the Executive Director.

### 2-3 ENDORSEMENT EXAMINATIONS

2-3.1 National Board endorsement examinations shall be administered following each endorsement course.

2-3.2 Re-examinations, if required, may be administered:

- a) In National Board member jurisdictions (upon request to the jurisdiction).
- b) Following the endorsement course.
- c) At other locations approved by the Executive Director.

## **2-4 PASSING THE EXAMINATION**

A score of 70 percent or more is required to pass National Board examinations. Information about each examination is available on National Board's website: [nationalboard.org](http://nationalboard.org); under the Training tab.

## **2-5 RE-EXAMINATION**

An applicant not passing an examination may be eligible to take another examination. An applicant who fails the examination three (3) times in a twelve (12) month period shall not be permitted to take the examination for at least twelve (12) months following the last attempt.

## **PART 3 INSERVICE INSPECTION**

### **3-0 SCOPE**

This Part describes the required duties for:

- Inservice Inspector Supervisors/Technical Managers
- Inservice Commissioned Inspectors

Each Supervisor/Technical Manager shall, at a minimum, hold the same endorsement as each Inspector being supervised.

### **3-1 INSERVICE INSPECTOR SUPERVISORS/TECHNICAL MANAGERS**

The Inservice Inspector Supervisor/Technical Manager's duties shall include, but are not limited to, the following:

- 3-1.1 Assisting in maintaining competency of the Inspector at an acceptable level through methods such as discussions of work-related topics; unique problems and their solutions; informal question-and-answer discussion sessions; and other means deemed beneficial, as determined by the Supervisor/Technical Manager.
- 3-1.2 Assigning work appropriate for the Inspector's skill level.
- 3-1.3 Maintaining a record of each Inspector(s) being supervised and a description of their work assignments.
- 3-1.4 Documenting nonconforming activities, which include violations.
- 3-1.5 Auditing and documenting the field inspection performance of each Inspector, on an annual basis.
- 3-1.6 Ensuring assigned Inspectors are provided safety training for hazards expected to be encountered in the carrying out of assigned duties.

### **3-2 INSERVICE COMMISSIONED INSPECTORS**

The Inservice Commissioned Inspector's duties are covered in jurisdictional requirements and in the NBIC and include, but are not limited to the following:

- 3-2.1 Performing external and internal inspections for jurisdictional and code compliance.
- 3-2.2 Witnessing any required pressure tests as required by the jurisdiction.
- 3-2.3 Verifying that the stamping or nameplate is legible and represents the item described on the inspection documentation. If the stamping or nameplate is lost or illegible, the inspector shall instruct the owner or owner's representative to have the stamped data replaced in accordance with jurisdictional requirements and the NBIC.
- 3-2.4 Reporting inspection results including any nonconforming conditions in the manner prescribed by the jurisdiction and/or the Inspector's employer.

## PART 4

### AUTHORIZED INSPECTION (ASME)

#### 4-0 SCOPE

This part describes the duties for the Authorized Inspector (**AI** Commission) and the Authorized Inspector Supervisor (**B** Endorsement). The duties described in this part also apply to the Authorized Nuclear Inspector and Supervisor (**N** and **NS** Endorsements); Authorized Nuclear Inservice Inspector and Supervisor (**I** and **NSI** Endorsements); and the Authorized Nuclear Inspector (Concrete) and Supervisor (**C** and **NSC** Endorsements).

ASME Standard QAI-1, *Qualifications for Authorized Inspection* and the ASME BPV Code sections identify required duties for Authorized Inspectors and Authorized Inspector Supervisors. Individuals designated as Authorized Inspectors and Authorized Inspector Supervisors have the responsibility for ensuring inspection activities specified in this standard, ASME QAI-1, and ASME BPV Code, are followed.

Each Authorized Inspector Supervisor shall, at a minimum, hold the same endorsement as each Authorized Inspector being supervised.

#### 4-1 AUTHORIZED INSPECTOR SUPERVISOR

- 4-1.1 The Authorized Inspector Supervisor's duties are covered below, in ASME QAI-1 and in the ASME BPV Code and shall include, but are not limited to, the following:
- 4-1.1.1 Providing training and development necessary to maintain the Authorized Inspector's competency to complete the assigned duties.
  - 4-1.1.2 Maintaining a record of those Authorized Inspectors being supervised and a description of their assignments.
  - 4-1.1.3 Auditing and documenting the performance of each Authorized Inspector assigned shop or field inspection responsibilities. The audit shall be conducted at a shop or field site to which the Authorized Inspector is assigned at intervals specified in ASME QAI-1 (as a minimum) and when requested by the Authorized Inspector. The scope of the audit shall include, but is not limited to, a review of the Authorized Inspector's performance of the duties described in Paragraph 4-2.
  - 4-1.1.4 Documenting nonconforming activities (which includes violations).
  - 4-1.1.5 Confirming that the necessary corrective actions have been verified and accepted by the Authorized Inspector to ensure compliance with ASME BPV Code requirements at the shops and sites which have been assigned to the Supervisor.
  - 4-1.1.6 Ensuring each Authorized Inspector maintains an Inspector Diary as described in Part 6.
  - 4-1.1.7 Recording, in the Inspector Diary (See Part 6), dates of all audits and all visits to shop and field locations when related to Authorized Inspector Supervisory duties.
  - 4-1.1.8 Attending each joint review for Certificate Holders for each Authorized Inspector being supervised. When this is not possible or practicable, a substitute Authorized Inspector Supervisor may participate. It is not required for the Authorized Inspector Supervisor to attend joint reviews of organizations that are inactive. An inactive organization is one that has not used its ASME *Certificate of Authorization* during the previous certification period.

## 4-2 AUTHORIZED INSPECTOR

4-2.1 The Authorized Inspector's duties are covered below, in ASME QAI-1 and in the ASME BPV Code and shall include, but are not limited to, the following:

4-2.1.1 Recording daily inspections performed for verification, witness activities, and quality program monitoring activities in the Inspector Diary.

4-2.1.2 Administrative

- a) Verifying the Certificate Holder has a valid *Certificate of Authorization* covering the scope of code activities to be performed at the location.
- b) Verifying the Certificate Holder has a valid *Certificate of Authorization* to register with the National Board, if the items are to be registered.
- c) Verifying that the Certificate Holder has the necessary ASME BPV Code Editions, Addenda, referenced standards, and code cases to cover the work planned.
- d) Monitoring the Certificate Holder's accepted quality program on a continual basis.
- e) Verifying that any revisions to the Certificate Holder's quality program meet ASME BPV Code requirements before implementation.
- f) Notifying the Certificate Holder (and the Authorized Inspector Supervisor, when appropriate) of any nonconforming condition.

4-2.1.3 Drawings, Design Calculations, and Specification Control

- a) Verifying that all applicable design drawings, specifications, and instructions for each job, including revisions, are complete and accurately reflect the ASME BPV Code requirements for the work to be performed.
- b) Verifying that design calculations for each job are complete and meet the requirements of the ASME BPV Code and the Certificate Holder's quality program. The Authorized Inspector is not responsible for the accuracy of calculations.
- c) Verifying that design calculations for each job are on file and available for review.

4-2.1.4 Materials

- a) Verifying that only intended and identified material, as specified in the appropriate section of the ASME BPV Code, is used in code construction.
- b) Verifying that material is identified, documented, and remains traceable in accordance with the Certificate Holder's quality program and ASME BPV Code requirements.
- c) Verifying ASME BPV Code-required documentation for material (partial data reports, material test reports, Certificate of Conformance) is available for review for each job. The Authorized Inspector shall review material test reports, and/or other materials documentation required by the ASME BPV Code to ensure ASME BPV Code compliance.
- d) Reviewing and accepting the method and extent of material defect repairs, prior to work being performed.

#### 4-2.1.5 Examinations and Inspections

- a) Designating inspection points at stages of construction that will provide meaningful results to verify ASME BPV Code and quality program requirements are met.
- b) Performing inspections at designated inspection points.
- c) Performing internal inspections whenever access permits and when required by the ASME BPV Code. When access is not afforded based on design, the Authorized Inspector shall use other means to verify ASME BPV Code compliance. The use of mirrors or fiber optics should be considered.
- d) Performing all external inspections to verify ASME BPV Code compliance.
- e) Witnessing all pressure tests and proof tests as required by the ASME BPV Code.

#### 4-2.1.6 Welding

- a) Verifying that welding/brazing procedure specifications, procedure qualification records, and welder/welding operator qualifications (including continuity records) are in compliance with ASME BPV Code requirements.
- b) Verifying welds are made using qualified procedures and qualified personnel. Verify that welders and welding operators are properly qualified for the welds being performed.
- c) Verifying, as appropriate, that the method and extent of weld repairs to welds and base material are in compliance with ASME BPV Code requirements.
- d) Verifying, as appropriate, that weld joint preparation is in compliance with design and welding documents and ASME BPV Code requirements.
- e) Verifying completed welds comply with ASME BPV Code requirements.

4-2.1.7 Verifying that only calibrated examination, measurement, and testing equipment are utilized during construction and that such equipment meets the requirements of the Certificate Holder's quality program.

#### 4-2.1.8 Heat Treatment and Nondestructive Examination

- a) Verifying all ASME BPV Code-required heat treatment and nondestructive examinations are performed using accepted/approved procedures. Nondestructive examination procedures shall be demonstrated to the satisfaction of the Authorized Inspector.
- b) Verifying nondestructive examination personnel are qualified as required by ASME BPV Code and the Certificate Holder's quality program.
- c) Verifying nondestructive examination reports meet ASME BPV Code requirements.

4-2.1.9 Reviewing and accepting non-conformance dispositions and verifying corrective actions performed. Also, verifying non-conformances are closed in accordance with the Certificate Holder's quality program.

4-2.1.10 Verifying all records are complete, accurate, maintained, and retained as required by ASME BPV Code and the Certificate Holder's quality program.

#### 4-2.1.11 Certification and Stamping

- a) Verifying the Certificate Holder's representative has accurately completed and certified the Manufacturer's Data Report form prior to Authorized Inspector certification. The Authorized Inspector's National Board Commission number and endorsement(s) shall be recorded on the Manufacturer's Data Report.
- b) Verifying all ASME BPV Code requirements have been met before authorizing ASME BPV Code symbol stamping.
- c) Verifying the stamping meets ASME BPV Code, is correct, and has been applied to the correct item, including proper attachment of nameplates.
- d) Verifying the National Board **NB** symbol and National Board registration number are applied to any item registered with National Board.

#### 4-2.1.12 Joint Review Participation

The Authorized Inspector must participate in joint reviews of Certificate Holders to which the Authorized Inspector is assigned. When this is not possible or practicable, a substitute Authorized Inspector may participate.

## PART 5 REPAIR INSPECTION

### 5-0 SCOPE

This Part describes the required duties for Repair Inspectors and Inspector Supervisor/Technical Managers

### 5-1 DEFINITIONS

5-1.1 Repair Inspector Supervisors/Technical Managers are defined as either:

- 5-1.1.1 The holder of both an active National Board Inservice Inspector Commission and an **R** Endorsement and is designated as a Supervisor/Technical Manager by their employer, or
- 5-1.1.2 The holder of both an active National Board Authorized Inspector Commission and an **R** Endorsement and is designated as a Supervisor/Technical Manager by their employer.

5-1.2 Repair Inspectors are defined as either:

- 5-1.2.1 The holder of both an active National Board Inservice Inspector Commission and an **R** Endorsement, or
- 5-1.2.2 The holder of both an active National Board Authorized Inspector Commission and an **R** Endorsement.

### 5-2 REPAIR INSPECTOR SUPERVISORS/TECHNICAL MANAGERS

The Repair Inspector Supervisor/Technical Manager's duties shall include, but are not limited to, the following:

- 5-2.1 Providing training and development necessary to maintain the Repair Inspector's competency to complete the assigned duties.
- 5-2.2 Maintaining a record of each Repair Inspector(s) being supervised and a description of their work assignments.
- 5-2.3 Documenting nonconforming activities (which includes violations).
- 5-2.4 Auditing and documenting the performance of each Repair Inspector being supervised. The audit shall be conducted at least once each year at approximately twelve (12) month intervals, or when requested by the Repair Inspector. The scope of the audit shall include, but is not limited to, a review of the Repair Inspector's performance of the duties described in paragraph 5-3. The requirement is waived for Authorized Inspectors performing inspections of repairs and alterations whose performance has been audited and documented in accordance with paragraph 4-1.1.3.
- 5-2.5 Confirming that the necessary corrective actions have been verified by the Repair Inspector to ensure compliance with NBIC requirements at repair/alteration locations including shops and field sites assigned to the Supervisor/Technical Manager.
- 5-2.6 Recording, in the Inspector Diary, dates of all audits and all visits to shop and field sites when related to Inspector Supervisor/Technical Manager duties. See Part 6.



5-2.7 Attending each joint review for Certificate Holders for each Repair Inspector being supervised. When this is not possible or practicable, a substitute Repair Inspector Supervisor/Technical Manager may participate. It is not required for the Repair Inspector Supervisor/Technical Manager to attend joint reviews of organizations that are inactive. An inactive organization is one that has not used its National Board *Certificate of Authorization* during the previous certification period

### 5-3 REPAIR INSPECTORS

The Repair Inspector's duties for inspections of repairs and alterations are covered in the NBIC and shall include, but are not limited to, the following:

5-3.1 Recording daily inspections performed for verification, witnessing activities, and/or monitoring activities in the Inspector Diary. See Part 6.

#### 5-3.2 Administrative

- a) Verifying the repair organization has a valid *Certificate of Authorization* covering the scope of activities to be performed at the location.
- b) Verifying that the repair organization has the necessary NBIC, editions, addenda, and referenced standards and code cases to cover the work planned.
- c) Monitoring the repair organization's accepted quality program on a continual basis.
- d) Verifying that any revisions to the repair organization's quality program meet NBIC requirements before implementation.
- e) Notifying the repair organization (and the Supervisor/Technical Manager, when appropriate) of any non-conforming condition.

#### 5-3.3 Drawings, Design Calculations, and Specification Control

- a) Verifying all applicable design drawings, specifications, and instructions for each job (including revisions), are complete and reflect the work to be performed.
- b) Verifying design calculations are complete, meet designated code and quality program requirements as applicable for the work to be performed, and certified. The Repair Inspector is not responsible for the accuracy of calculations.
- c) Verifying that design calculations for each job are on file and available for review.

#### 5-3.4 Materials

- a) Verifying only intended and acceptable material is used for repairs and alterations.
- b) Verifying that material is identified, documented, and remains traceable in accordance with the repair organization's quality program.
- c) Verifying existing material is compatible with the specified welding procedures to be used.
- d) Verifying code required documentation for material (partial data reports, material test reports, certificate of conformance) is available for review for each job. The Repair Inspector shall review material test reports and/or other materials documentation to ensure code compliance.
- e) Reviewing and accepting the method and extent of material defect repairs, prior to work being performed.

### 5-3.5 Examinations and Inspections

- a) Designating inspection points at stages of repair or alteration that will provide meaningful results to verify NBIC and quality program requirements are met.
- b) Performing inspections at designated inspection points.
- c) Performing internal inspections whenever access permits and when required by the NBIC. When access is not afforded based on configuration, the Repair Inspector shall use other means to verify NBIC compliance. For example, the use of mirrors or other devices should be considered.
- d) Performing all external inspections to verify NBIC compliance.
- e) Witnessing all pressure tests and proof tests as required by the NBIC.

### 5-3.6 Welding

- a) Verifying that welding/brazing procedure specifications, procedure qualification records, and welder/welding operator qualifications (including continuity records) are in compliance with NBIC requirements.
- b) Verifying welds are made using qualified procedures and qualified personnel. Verify that welders and welding operators are properly qualified for the welds being performed.
- c) Verifying that the method and extent of weld repairs to welds and base material are in compliance with the NBIC.
- d) Verifying that weld joint preparation is in compliance with design and welding documents and NBIC requirements.
- e) Verifying completed welds comply with NBIC requirements.

5-3.7 Verifying that only calibrated examination, measurement, and testing devices are utilized during repairs/alterations and that such equipment meets the requirements of the repair organization's quality program.

### 5-3.8 Heat Treatment and Nondestructive Examination

- a) Verifying all code required heat treatment and nondestructive examinations or alternative methods as allowed by the NBIC are performed. Nondestructive examination methods shall be demonstrated to the satisfaction of the Inspector.
- b) Verifying nondestructive examination personnel are qualified as required by the NBIC and the repair organization's quality program.
- c) Verifying nondestructive examination reports meet NBIC requirements.

5-3.9 Reviewing and accepting, as applicable, non-conformance dispositions and verifying corrective actions. Also, verifying non-conformances are properly closed in accordance with the repair organization's quality program.

### 5-3.10 Routine Repairs (NBIC)

Routine repairs are repairs for which the requirements for in-process involvement by the Repair Inspector and stamping by the **R** Certificate Holder may be waived as determined appropriate by the jurisdiction and the Repair Inspector. The Repair Inspector's duties shall include, but are not limited to the following:

- a) Verifying routine repairs are acceptable to the jurisdiction where the item is installed.
- b) Verifying the **R** Certificate Holder's quality program describes the process for identifying, controlling, and implementing routine repairs.
- c) Verifying the repair falls within the allowed categories for routine repairs listed in the NBIC.
- d) Verifying and accepting repair methods.
- e) Reviewing documentation for routine repairs as specified in the quality control manual.
- f) Verifying NBIC requirements were met prior to signing the NBIC R-1 form.

5-3.11 Verifying all records are complete, accurate, maintained, and retained as required by the NBIC and the repair organization's quality program.

### 5-3.12 Certification and Stamping

- a) Verifying the repair organization's representative has accurately completed and certified the appropriate R-Form prior to Repair Inspector certification. The Repair Inspector's National Board Commission number shall be recorded on the R-Form.
- b) Verifying all NBIC requirements have been met before authorizing NBIC symbol stamping.
- c) Verifying that stamping meets the NBIC, is correct, and has been applied to the correct item, including proper attachment of nameplates.

### 5-3.13 Joint Review Participation

The Repair Inspector must participate in joint reviews for Certificate Holders for which the Repair Inspector is assigned. When this is not possible or practicable, a substitute Repair Inspector may participate.

## **PART 6**

### **INSPECTOR DIARY FOR NEW CONSTRUCTION AND REPAIRS**

#### **6-0 SCOPE**

Each Repair Inspector performing inspections of repairs and alterations required by the NBIC and each Authorized Inspector performing inspections required by the ASME BPV Code shall maintain an Inspector Diary. The purpose of the diary is to provide a record of the Authorized Inspector's/Repair Inspector's activity and to support continuity of inspections.

#### **6-1 ABOUT THE INSPECTOR DIARY**

The Inspector Diary is the property of the Authorized Inspector's/Repair Inspector's employer and shall be available at the location of the inspection. For field sites, the diary shall be available for the duration of the project.

The diary shall be maintained for a minimum of five (5) years. National Board Commission numbers for all Authorized Inspectors, Repair Inspectors, Authorized Inspector Supervisors, or Supervisors shall be entered into the Inspector Diary.

#### **6-2 DESCRIPTION OF THE INSPECTOR DIARY**

6-2.1 The diary shall be bound (not loose-leaf) or alternatively the Authorized Inspector/Repair Inspector may use an electronic diary, controlled by the Authorized Inspector's/Repair Inspector's employer.

6-2.2 Electronic diaries shall as a minimum:

- a) Be under the complete administrative control of the Authorized Inspection Agency.
- b) Be secured in such a way as to prevent revisions, additions, or deletions to entries which have been previously logged in the diary.
- c) Provide a means for other Authorized Inspectors, Repair Inspectors, Authorized Inspector Supervisors, or Supervisors within the Authorized Inspection Agency to review diary entries, as required.
- d) Include a provision for signatures by a PIN (Personal Identification Number) or other secure means.

#### **6-3 ENTRIES IN THE INSPECTOR DIARY**

6-3.1 Entries in the Inspector Diary shall:

- a) Provide a clear indication of the nature and extent of the Authorized Inspector's/Repair Inspector's activities and inspections made, detailing corrections and any other pertinent data that will be useful to him and his employer. Information to be recorded shall include a description of the item inspected, the type of observations made, and the results of the inspection.
- b) Be completed daily or at each inspection visit by the Authorized Inspector/Repair Inspector.
- c) Include the Authorized Inspector's/Repair Inspector's signature or initials, the date, and the Inspector's National Board Commission number.

- d) Be available for reviews and investigations.
- e) Meet the requirements of the Authorized Inspector's/Inspector's employer.

## **6-4 MONITORING ACTIVITIES**

### **6-4.1 Recording**

Monitoring of a Certificate Holder's accepted quality program by the Authorized Inspector/Repair Inspector is necessary to ensure all quality program elements are followed. Effective monitoring shall include verifying or witnessing specific criteria comprising the quality program elements. Specific monitoring activities shall be recorded and shall be in such detail as to be readily understood by the Authorized Inspector's/Repair Inspector's Supervisor and other personnel who are permitted to review the diary entries. Deficiencies and nonconformances related to either the quality program or ASME BPV Code or NBIC requirements shall be documented. Corrective actions by the Certificate Holder to ensure compliance with the accepted quality program and ASME BPV Code or NBIC requirements shall be verified and documented by the Authorized Inspector/Repair Inspector.

### **6-4.2 Methods**

The Authorized Inspector/Repair Inspector shall monitor the Certificate Holder's quality program on a continual basis. Monitoring by the Authorized Inspector/Inspector may be accomplished while performing normal in-process inspections or through an established, predetermined schedule. Monitoring activities shall be based on the amount of ASME BPV Code or NBIC work being performed and the Authorized Inspection Agency's internal procedures.

## PART 7 CODE OF ETHICS

### 7-0 SCOPE

This Part includes the following:

- Conflict of Interest
- Good Faith Actions
- Public Perception
- Independence, Impartiality, and Integrity

This part applies to individuals addressed in Parts 3, 4, and 5; hereafter referred to as Commissioned Inspectors.

### 7-1 CONFLICT OF INTEREST

Commissioned Inspectors are expected to avoid conflicts of interest and activities that compromise, or appear to compromise, professional independence, objectivity, or inspection integrity.

- Commissioned Inspectors shall not inspect items in which they have, or expect to have, a significant financial interest.
- Commissioned Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services, or products to inspection clients or other parties having an interest in the inspected items.
- Commissioned Inspectors shall not give or accept gifts of more than nominal value as they could be perceived to improperly influence the Commissioned Inspector's impartiality.

### 7-2 GOOD FAITH ACTIONS

Commissioned Inspectors are expected to act in good faith toward each client and other involved parties.

- Commissioned Inspectors should perform services and express opinions based upon genuine conviction and only within their areas of education, training, or experience.
- Commissioned inspectors should be objective in their reporting.
- Commissioned Inspectors should not disclose inspection results or client information to unauthorized parties without the client's and the Commissioned Inspector's employer's approval.
- Commissioned Inspectors should immediately disclose observed safety hazards to occupants exposed to such hazards, when feasible.

### 7-3 PUBLIC PERCEPTION

Commissioned Inspectors are expected to avoid activities that may harm the public, discredit themselves, or reduce public confidence in the profession.

- Commissioned Inspectors should deal fairly and honestly with others and respect individuals and property.
- Commissioned Inspectors should respect the confidentiality of the information obtained in the course of their activities and the intellectual property rights of others, except when such disclosure is authorized in writing or where such disclosure is required by law.

#### **7-4 INDEPENDENCE, IMPARTIALITY, AND INTEGRITY**

- 7-4.1 Commissioned Inspectors shall be free from any commercial, financial, and other pressures which have the potential to affect their judgment.
- 7-4.2 Commissioned Inspectors shall not engage in any activities that may conflict with their independence of judgement and integrity in relation to their inspection activities.
- 7-4.3 Commissioned Inspectors shall be independent from functions such as designing, manufacturing, supplying, installing, purchasing, owning, or maintaining items which they inspect.
- 7-4.4 Commissioned Inspectors providing inspection services under a corporate structure or contractual arrangement shall not inspect work that includes but is not limited to, designing, manufacturing, supplying, installing, purchasing, nondestructive examination, or calibration performed by entities under the same corporate structure or contractual arrangement. Commissioned Inspectors in the employment of Owner User Inspection Organizations [accredited in accordance with NB-371, *Accreditation of Owner User Inspection Organizations* (OUIO)] may be exempt from these requirements.

## **PART 8 COMPLAINTS AND DUE PROCESS**

### **8-0 SCOPE**

This Part covers complaints against individuals holding a National Board Commission and includes provisions for due process.

### **8-1 COMPLAINTS**

The following matters are subject to National Board procedural enforcement:

- Falsification of an Application

A National Board Commission or endorsement may be revoked by the Executive Director for falsification of any statement contained in any application. The person may request reconsideration by the Executive Director and may appeal to the Board of Trustees.

- Neglect of Duties or Falsification of a Report

When an evaluation reveals that a National Board Commissioned Inspector has been negligent in his or her duties or has made false statements on forms used for documentation of duties, a Peer Review Board may be convened. National Board Policy BOT 5.1 describes the process and copies are available from the National Board.

### **8-2 EXECUTIVE DIRECTOR ACTION**

If any individual feels aggrieved by an Executive Director decision, the individual has the right to appeal to the Board of Trustees, through the Executive Director. Such appeal shall be within thirty (30) days of the decision date. Actions taken by the Board of Trustees are final.



## GLOSSARY OF TERMS

**Authorized Inspection Agency – ASME BPV Code:** An Authorized Inspection Agency meeting the requirements of NB-360, *National Board Acceptance of Authorized Inspection Agencies (AIA) Accredited by the American Society of Mechanical Engineers*.

*Inservice:* An Authorized Inspection Agency is either:

- a) A jurisdictional authority as defined in the National Board Constitution, or
- b) An entity accredited in accordance with NB-369, *Accreditation of Authorized Inspection Agencies (AIA) Performing Inservice Inspection Activities*.

**Authorized Inspector** – An individual holding a valid National Board Authorized Inspector Commission (**AI**) and designated as such by an Authorized Inspection Agency.

**Employment** – The relationship between an Authorized Inspector/Inspector who holds a National Board Commission and an Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency. The Authorized Inspector/Inspector shall either be exclusively employed on a full time or part time basis or shall be engaged through a contractual arrangement to provide inspection services exclusively for only one Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency. The following criteria shall be met and documented:

- a) The Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency shall assume the responsibility for the individual's inspection function.
- b) The Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency shall provide oversight for conduct of the Inspector's activities.
- c) The Authorized Inspector/Inspector shall be exclusively engaged by only one Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency when performing duties of an Inspector within the scope of the Inspector's National Board Commission or Endorsement.
- d) There shall be an agreement that the National Board Commission and Endorsements issued to the Authorized Inspector/Inspector will remain the property of the Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency and will be returned to the Authorized Inspection Agency, Owner-User Inspection Organization, or Federal Inspection Agency upon termination of the agreement.
- e) There shall be an agreement that the Authorized Inspector/Inspector will not engage in any activity constituting a conflict of interest.

**Federal Inspection Agency** – An entity accredited in accordance with NB-390, *Accreditation of Federal Inspection Agencies (FIA)*.

**Inspection Points** – Inspections stipulated by the Authorized Inspector/Inspector that the Authorized Inspector/Inspector intends to make in order to fulfill the requirements of the NBIC or the ASME BPV Code. These may also be known as witness points, hold points, or some other term that denotes a specific area or item to be inspected or document to be reviewed.

**Inspector** – An individual holding a valid National Board Inservice Commission (**IS**).

**Inspector Supervisor** – An individual with a National Board Commission, and a **B, O, NS, NSI, or NSC** endorsement, and so designated by their employer.

**Inservice Inspector Supervisor/Technical Manager** – An individual with a National Board Inservice Commission, and is so designated by their employer.

**Monitor** – To observe or verify that an activity is systematically consistent over a period of time with the Certificate Holder's accepted quality program.

**National Board Commission** – A certificate and renewable commission card issued by the National Board to an individual who has satisfied the requirements of these rules.

**National Board Inservice Commissioned Inspector (IS)** – An individual who holds a valid National Board Inservice Commission and who is employed as an Inspector by an organization as defined in Part 1, Table 1, of this standard. A National Board Inservice Commissioned Inspector may perform installation and inservice inspections.

**Non-Member Enforcement Agency** – A jurisdictional entity that does not qualify for National Board membership, that has an individual employed as the Chief Inspector, or other official charged with enforcement of laws pertaining to inspection of boilers, pressure vessels, or other pressure-retaining items.

**On-Demand Provider** – A provider of computer-based examinations in partnership with the National Board. The provider will have its own security and onsite screening practices to ensure the integrity of the examination. The On-Demand provider's security and screening practices are reviewed and accepted by the Executive Director. The current On-Demand provider is described on the National Board website.

**Owner-User Inspection Organization** – An owner-user of pressure-retaining items maintaining an established inspection program, whose organizations and inspection procedures meet the requirements of NB-371, *Accreditation of Owner-User Inspection Organization (OUIO)* and are acceptable to the jurisdictional authority wherein the owner-user is located.

**Owner-User Inspector Supervisor** – The Supervisor is selected and designated as such by his employer. The Supervisor shall have passed an examination developed and administered by the National Board and received an **O** endorsement from the National Board. A candidate for designation as a Supervisor shall have qualified as an Inspector and subsequently been engaged for at least two (2) years in inservice inspection-related work.

**R Certificate Holder** – An organization having an **R Certificate of Authorization** issued by the National Board.

**Verify** – To determine that a particular action has been performed in accordance with the requirements either by witnessing the action or reviewing records.

**Witness** – To be present at an event and have first-hand knowledge of the action and be able to attest that it occurred.

**NOTES**

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