

Rules for Qualified Inspectors



SINCE 1919

THE NATIONAL BOARD

OF BOILER AND
PRESSURE VESSEL
INSPECTORS

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*Denotes Revised Section(s)

***1.0 Introduction**

1.1 Scope

This document defines the requirements for the uniform qualification, examination, issuance, and renewal of National Board Certifications for Qualified Inspectors and Qualified Inspector Supervisors (QIS). Candidates meeting these requirements will be issued a National Board Certificate.

Inspections by a Qualified Inspector (QI) are referenced in ASME Section XII. A Qualified Inspector is an employee of a Qualified Inspection Organization (QIO).

- 1.2 Authorized Inspectors or Authorized Inspector Supervisors, if selected and designated by their employer, shall be deemed qualified as a Qualified Inspector or Qualified Inspector Supervisor, respectively. When so designated, their employer, an Authorized Inspection Agency, must be performing as a Qualified Inspection Organization as defined in ASME's QAI-1, Qualifications for Authorized Inspection.

1.3 Revisions

The National Board Committee on Qualifications for Inspection is responsible for maintaining this document. Revisions to this document are required to be approved by the Board of Trustees.

***2.0 Certification of Qualified Inspectors**

2.1 Conflict of Interest

The QI shall perform the work without conflicts of interest. Conflicts of interest are activities or conduct which, directly or indirectly, are detrimental to the interests of the inspector's employer or the National Board. The purpose of avoiding a conflict is to preserve the integrity and independence of the inspection process.

2.2 Eligibility Requirements

An applicant for a National Board Certification shall meet the following requirements:

2.2.1 Employment

The applicant shall be exclusively engaged by a Qualified

Inspection Organization.

2.2.2 Qualifications

2.2.2.1 An applicant for Qualified Inspector shall have, as a minimum, a high school education (12 years or equivalent educational system).

2.2.2.2 Additionally, an applicant must have at least one (1) year experience with pressure vessels in any of the categories listed below.

- a) Engineering or design
- b) Manufacturing, including fabrication methods or processes in either shop or field.
- c) Quality control systems related to pressure vessel manufacturing, repair or alteration in either shop or field.
- d) Inspection of pressure vessels either inservice or during construction including either shop or field.
- e) An NDE Level II or Level III examiner of pressure vessels.

2.2.3 National Board QI Training Course and Examination

Qualified Inspector candidates must complete the National Board Qualified Inspector training course and pass the examination that is provided at the completion of the course (Reference paragraph 4).

2.2.4 Time Constraint

The applicant shall apply for a certification no later than three (3) years after passing the National Board QI Examination. A person whose certification has not been issued within the three (3) year period shall be required to pass the National Board QI Examination.

2.3 Issuance of Certification

When the applicant has met the eligibility requirements of paragraph 2.2 and, at the request of the applicant's employer, a National Board

Certification Card and a certificate will be issued. The application for a certification shall be on forms obtained from the National Board.

2.4 Continuation of Certification

The requirements for the continuation of a valid National Board Certification are as follows:

2.4.1 Annual Renewal

- 1) The certification expires on December 31st of each year. The Certification Card shall be renewed annually for inspectors who maintain the eligibility requirements of paragraph 2.2.
- 2) Requests for renewal shall be made by the inspector's employer. The request shall certify that the inspector has maintained inspection proficiency by performing or supervising inspection activities or related activities and that the individual has met the continuing education requirements of paragraph 2.4.3.

2.4.2 Change of Employment

A request for a certification card shall be made by the inspector's current employer on forms obtained from the National Board.

2.4.3 Continuing Education

Each National Board Qualified Inspector, at least once every three (3) years, shall either attend a National Board seminar or receive other instruction related to inspections. The instruction may be in any format, e.g., classroom, home study, or web-based. The topics may include any of relevance to the inspection process, such as new methods, products, materials, technology or changes to construction or repair codes.

2.4.4 Reinstatement

A person whose certification has not been renewed for five (5) years or less may, on proper application from the employer, have the certification reinstated. A person whose certification has not been renewed for more than five (5) years shall be required to pass the National Board QI Examination.

2.5 Due Process

2.5.1 Falsification of an Application

A National Board Certification 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.

2.5.2 Neglect of Duties or Falsification of a Report

A National Board Certification may be revoked by the Executive Director when an investigation reveals that a QI has been negligent in their duties, or has made false statements on forms used for documentation of their duties. The person may request reconsideration by the Executive Director and may appeal to the Board of Trustees. Such request or appeal must be within 30 days of the date of the decision.

2.6 Fee

A fee established by the Board of Trustees shall be paid for each certification issued, renewed, or reinstated.

***3.0 Certification of Qualified Inspector Supervisors**

3.1 General

A Qualified Inspector Supervisor must be selected and designated as such by his employer.

3.2 Eligibility Requirements

3.2.1 The applicant for a Qualified Inspector Supervisor shall be certified as a Qualified Inspector for at least one year.

3.2.2 Qualification

The applicant for a Qualified Inspector Supervisor shall have participated in at least two (2) shop or site reviews as a Qualified Inspector, manufacturer's representative or an observer.

3.2.3 National Board QIS Training Course and Examination

Qualified Inspector Supervisor candidates must complete the

National Board Qualified Inspector Supervisor training course and pass the examination that is provided at the completion of the course (Reference paragraph 4).

3.2.4 Time Constraint

The applicant shall apply for certification no later than three (3) years after the examination. A person whose certification has not been issued within the three (3) year period shall be required to pass the National Board QIS examination.

3.3 Issuance of Certification

When the applicant has met the eligibility requirements of paragraph 3.2 and, at the request of the applicant's employer, a National Board Certification Card and a certificate will be issued. The application for a certification shall be on forms obtained from the National Board.

3.4 Continuation of Certification

The QIS certificate expires concurrently with the QI certificate. The request for renewal shall be made by the employer.

3.5 Reinstatement

A person whose certification as a QIS has not been renewed for five (5) years or less may, on proper application from the employer, have the certificate reinstated. A person whose certification has not been renewed for more than five (5) years shall be required to pass the National Board QIS examination.

***4.0 National Board Training/Examination Process**

4.1 Training Course/Examination Availability

The National Board QI and QIS training courses and examinations are available on the internet from the National Board's Website: www.nationalboard.org. The Executive Director, at his discretion, may approve other locations for the training course or the examination.

4.2 Examination Questions

The questions for each examination shall be compiled by the National Board. The examination questions relating to a code of construction will be based upon the code requirements in effect six (6) months prior to the

examination date.

4.3 Passing Grade

A grade of 70 percent or more shall be a passing grade.

4.4 Reexamination

Any applicant not receiving a passing grade of 70 percent may be eligible to take another examination.

***5.0 ASME Code Inspection Requirements**

ASME Standard QAI-1, Qualifications for Authorized Inspection, provides the requirements for the qualifications and duties of Qualified Inspection Organizations, and for qualified inspectors and for qualified inspector supervisors.

Section XII of the ASME Boiler and Pressure Vessel Code (the code of construction) has specific requirements for inspections that are performed by Qualified Inspectors. Listed below are supplemental requirements for the Qualified Inspector and the Qualified Inspector Supervisor. The requirements in the code of construction shall govern in the case of any direct conflict.

5.1 Duties of the Qualified Inspector

- a) Review design drawings and the traveler or process sheet in order to understand the scope of the intended work.
- b) Review the method and extent of material defect repairs, and when found acceptable, allow initiation of such repairs.
- c) Verify that weld joint preparation will allow full penetration when full penetration welds are specified or required.
- d) Verify that the stamping, including the National Board stamping, is correct and the nameplate is properly attached.
- e) Verify the manufacturing organization's representative has signed the manufacturer's data report and that it is correct before applying the date, his/her signature and National Board Certification Number.
- f) Record entries in the Inspector Diary as described in Paragraph 6.

5.2 Duties of the Qualified Inspector Supervisor

- a) Assist in maintaining the competency of the qualified 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 whatever other means that may be deemed beneficial.
- b) Maintain a record of those qualified inspectors assigned and a description of their assignment.
- c) Audit and document the performance of each qualified inspector at least once each year at approximately 12 month intervals or when requested by the inspector.
- d) Take the necessary corrective action to ensure compliance with the code requirements at the shops and sites which have been assigned to the supervisor.
- e) Record in the inspectors diary (see paragraph 6), the dates of visits to shop and field locations when related to code supervisory duties.

***6.0 Qualified Inspector's Diary**

Each Qualified Inspector involved with new construction must maintain a diary of activities. The diary must be bound (not loose-leaf) or alternatively, the inspector may use an electronic diary, controlled by the Qualified Inspection Organization. The purpose of the diary is to provide a record of the Inspector's activity and to support the continuity of inspections. The inspector's diary is the property of the Qualified Inspection Organization and must be available at the location of the inspection.

6.1 Entries in the inspector's diaries must:

- 6.1.1 provide a clear indication of the nature and extent of the inspector's activities;
- 6.1.2 be completed daily or at each inspection visit by the inspector;
- 6.1.3 include the date, the inspector's National Board certification number and the inspector's signature or initials;
- 6.1.4 be available for reviews and investigations.

6.2 Electronic diaries must also:

- 6.2.1 be secured in such a way as to prevent revisions, additions, or deletions to data which has been previously logged in the diary;
- 6.2.2 provide a means for other qualified inspectors, within the Qualified Inspection Organization, to review diary entries, as required;
- 6.2.3 include a provision for signatures by a PIN or other secure means.