

## GUIDE FOR COMPLETING NATIONAL BOARD FORM R-1, REPORT OF REPAIR

This guide is to be used when completing the National Board Form R-1, Report of Repair. When computer generated, the format of the form shall replicate the type and relative location of the information depicted on the Form R-1, Report of Repair.

When additional space is needed, a Form R-4 shall be used and attached. Information determined to be of a proprietary nature need not be included, but shall be stated on the form.

- 1) Initials of the National Board "R" *Certificate of Authorization* authorized representative who signed the Certificate of Compliance (See #29)
- 2) Initials of the Inspector who signed the Certificate of Inspection (See #37).
- 3) When registering a Form "R" Report with the National Board, this line is solely designated for a unique sequential number assigned by the National Board "R" *Certificate of Authorization* Holder. When the "R" Form is not to be registered, indicate so by "N/A". As described in NBIC Part 3, Paragraph 5.6, a log shall be maintained identifying unique and sequentially numbered Form "R" reports that are registered with the National Board.
- 4) If applicable, document the unique purchase order, job, or tracking number, assigned by the organization performing work.
- 5) The name and address of the National Board "R" *Certificate of Authorization* Holder performing the work as it appears on the "*Certificate of Authorization*".
- 6) Name and address of the owner of the pressure-retaining item.
- 7) Name and address of plant or facility where the pressure-retaining item is installed.
- 8) Description of the pressure-retaining item, such as boiler or pressure vessel, or piping. Include the applicable unit identification.
- 9) Name of the original manufacturer of the pressure-retaining item. If the original manufacturer is unknown, state "unknown."
- 10) Document the serial number of the pressure-retaining item if assigned by the original manufacturer. If there is no serial number assigned or it is unknown, state "unknown."
- 11) When the pressure-retaining item is registered with the National Board, document the applicable registration number. If the pressure-retaining item is installed in Canada, indicate the Canadian design, registration number (CRN), and list the drawing number under "other." If the item is not registered, indicate, "none."
- 12) Record the Jurisdiction number, if available.
- 13) Document any other unique number assigned to the pressure-retaining item such as a unique number assigned by the owner or user. If unknown, state "unknown."
- 14) Identify the year in which fabrication/construction of the item was completed.
- 15) Indicate edition and addenda (if applicable) of the NBIC under which this work is being performed, as applicable.
- 16) Indicate the name, section, division, edition, and addenda (if applicable) of the original Code of Construction for the pressure-retaining item.
- 17) Indicate the name, section, division, edition, and addenda (if applicable) of the Code of Construction used for the work being performed. If code cases are used, they shall be identified in the "Remarks" section.
- 18) Indicate the type of repair, e.g., welded, graphite pressure equipment, fiber-reinforced plastic pressure equipment or DOT.
- 19) Provide a detailed summary of the scope of work that was completed. The information to be considered when describing the scope of work should include such items as, the nature of the repair (i.e. welding, bonding, cementing), the specific location of the work performed to the PRI, the steps taken to remove a defect or as allowed by NBIC Part 3, Paragraph 3.3.4.8 to remain in place, the method of repair or alteration described as listed in the examples of NBIC Part 3, Section 3 or applicable supplement, and the acceptance testing and/or examination method used in accordance with the NBIC.

- 20) Indicate type of pressure test applied (Liquid, pneumatic, vacuum, leak)
- 21) Indicate test pressure applied.
- 22) Indicate the maximum allowable working pressure of the pressure-retaining item.
- 23) As applicable, identify which parts manufactured by welding or bonding were introduced as needed to complete the scope of work. Indicate part, item number, manufacturer's name, stamped identification, and data report type or Certificate of Compliance.
- 24) Indicate any additional information pertaining to the work involved (e.g., routine repairs, code cases, interpretations used).
- 25) Type or print the name of the National Board "R" *Certificate of Authorization* authorized representative.
- 26) Indicate National Board "R" *Certificate of Authorization* number.
- 27) Indicate month, day, and year the National Board "R" *Certificate of Authorization* expires.
- 28) Record name of the National Board "R" *Certificate of Authorization* Holder who performed the described work, using full name as shown on the *Certificate of Authorization* or an abbreviation acceptable to the National Board.
- 29) Signature of National Board "R" *Certificate of Authorization* authorized representative.
- 30) Indicate the date the repair was certified.
- 31) Type or print the name of the Inspector.
- 32) Indicate Inspector's Jurisdiction.
- 33) Indicate Inspector's employer.
- 34) Indicate address of Inspector's employer (city and state or province).
- 35) Indicate month, day and year of inspection by Inspector. In case of routine repairs this shall be the month, day, and year the Inspector reviews the completed routine repair package.
- 36) Inspectors National Board Commission number and endorsement that qualifies the Inspector to sign this report, and when required by the Jurisdiction, the applicable state or provincial numbers.
- 37) Signature of Inspector.
- 38) Indicate the date the Inspector signs the completed "R" Form.

**FORM R-1 REPORT OF REPAIR**  
in accordance with provisions of the *National Board Inspection Code*

① \_\_\_\_\_  
(Authorized Rep. initials)

② \_\_\_\_\_  
(Inspectors initials)

③ \_\_\_\_\_  
(Form "R" Registration no.)

④ \_\_\_\_\_  
(P.O. no., job no., etc.)

1. WORK PERFORMED BY: ⑤ \_\_\_\_\_  
(name of repair organization)

\_\_\_\_\_  
(address)

2. OWNER: ⑥ \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

3. LOCATION OF INSTALLATION: ⑦ \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

4. ITEM IDENTIFICATION: ⑧ \_\_\_\_\_ NAME OF ORIGINAL MANUFACTURER: ⑨ \_\_\_\_\_  
(boiler, pressure vessel, or piping)

5. IDENTIFYING NOS: ⑩ \_\_\_\_\_ ⑪ \_\_\_\_\_ ⑫ \_\_\_\_\_ ⑬ \_\_\_\_\_ ⑭ \_\_\_\_\_  
(mfg. serial no.) (National Board no.) (jurisdiction no.) (other) (year built)

6. NBIC EDITION/ADDENDA: ⑮ \_\_\_\_\_ ⑯ \_\_\_\_\_  
(edition) (addenda)

Original Code of Construction for Item: ⑰ \_\_\_\_\_  
(name / section / division) (edition / addenda)

Construction Code Used for Repair Performed: ⑱ \_\_\_\_\_  
(name / section / division) (edition / addenda)

7. REPAIR TYPE: ⑲  welded  graphite pressure equipment  FRP pressure equipment  DOT

8. DESCRIPTION OF WORK:  Form R-4, Report Supplementary Sheet is attached  FFSA Form (NB-403) is attached  
(use Form R-4, if necessary)

⑲ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⑳ \_\_\_\_\_ Pressure Test, if applied ㉑ \_\_\_\_\_ psi MAWP ㉒ \_\_\_\_\_ psi  
(Liquid, Pneumatic, Vacuum, Leak)

9. REPLACEMENT PARTS: (Attached are Manufacturer's Partial Data Reports or Form R-3's properly completed for the following items of this report):

\_\_\_\_\_  
(name of part, item number, data report type or Certificate of Compliance, mfg's. name and identifying stamp)

㉓ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. REMARKS: ㉔ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

③  
\_\_\_\_\_  
(Form "R" Registration no.)  
④  
\_\_\_\_\_  
(P.O. no., job no., etc.)

**CERTIFICATE OF COMPLIANCE**

I, ②⑤ \_\_\_\_\_, certify that to the best of my knowledge and belief the statements made in this report are correct and that all material, construction, and workmanship on this Repair conforms to the *National Board Inspection Code*. National Board "R" Certificate of Authorization No. ②⑥ \_\_\_\_\_ Expiration date: ②⑦ \_\_\_\_\_  
Repair Organization: ②⑧ \_\_\_\_\_  
Signed: ②⑨ \_\_\_\_\_  
(authorized representative)  
Date: ③⑩ \_\_\_\_\_

**CERTIFICATE OF INSPECTION**

I, ③① \_\_\_\_\_, holding a valid commission issued by The National Board of Boiler and Pressure Vessel Inspectors and certificate of competency, where required, issued by the Jurisdiction of ③② \_\_\_\_\_ and employed by ③③ \_\_\_\_\_ of ③④ \_\_\_\_\_ have inspected the work described in this report on ③⑤ \_\_\_\_\_, \_\_\_\_\_ and state that to the best of my knowledge and belief, this work complies with the applicable requirements of the *National Board Inspection Code*. By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any manner for any personal injury, property damage, or loss of any kind arising from or connected with this inspection.  
Commissions: ③⑥ \_\_\_\_\_  
(National Board and Jurisdiction no. including endorsement)  
Signed: ③⑦ \_\_\_\_\_  
(Inspector)  
Date: ③⑧ \_\_\_\_\_