

GUIDE FOR COMPLETING NATIONAL BOARD FORM R-4, REPORT SUPPLEMENTARY SHEET

This guide is to be used when completing the National Board Form R-4, Report Supplementary Sheet. When computer generated, the format of the form shall replicate the type and relative location of the information depicted on the Form R-4, Report Supplementary Sheet.

- 1) When registering a Form "R" Report with the National Board, this line is solely designated for a unique sequential number assigned by the "R" Certificate 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. For re-rating only, the Design Organization registers the Form R-2. Complete information identical to that shown on the Form "R" to which this sheet is supplementary.
- 2) If applicable, document the unique purchase order, job, or tracking number, assigned by the organization performing work.
- 3) The name and address of the Certificate Holder performing the work as it appears on the "*Certificate of Authorization*".
- 4) Name and address of the owner of the pressure-retaining item.
- 5) Name and address of plant or facility where the pressure-retaining item is installed.
- 6) Indicate the Form "R" type to which this report is supplementary. Example: Form R-1, Form R-2, Form R-3.
- 7) Indicate the reference line number from the Form "R" to which this report is supplementary.
- 8) Complete information for which there was insufficient space on the reference Form "R".
- 9) Indicate the date certified.
- 10) Signature of the repair organizations authorized representative.
- 11) Record name of "R" Certificate Holder who performed the described work, using full name as shown on the Certificate of Authorization or an abbreviation acceptable to the National Board.
- 12) Indicate the date the form was completed by the Inspector.
- 13) Signature of the Inspector.
- 14) 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 Province numbers.

