



## GUIDE FOR COMPLETING DATA REPORTS AND REPAIR FORMS

**Registration:** Data reports for National Board stamped items and Repair Forms shall be submitted to the National Board within 30 days of certification.

**Preparation of Reports:** Data reports submitted to the National Board for registration shall comply with all requirements of the applicable ASME Code section. In addition, the data reports and Repair Forms shall also comply with all applicable National Board requirements.

**Forms:** Data reports and Repair forms must be standard ASME Code forms. (8 ½ x 11) ASME forms are available on the ASME website. Repair Forms are available on the NBBI website. Forms can also be completed and the entire registration process accomplished via the National Board's Electronic Data Transfer System (EDT).

**Computer Generated Forms:** The National Board follows the interpretation set forth in the ASME Code, Section VIII-1-83-17 (applies to forms for all ASME Code sections). Computer generated forms must be reviewed by the National Board prior to use for registration.

**Font Size:** All reports submitted for registration must be legible. The National Board requires the use of at least a 6 point font size on the report format and an 8 point font size on all data entered into the form by your company. (Arial or comparable size in any other font style.)

**Original Report:** The National Board requires an original data report/R-2 Report (with original ink signatures) for registration.

**Multi-page Primary Reports:**

The company representative and authorized inspector must initial in original ink on each separate sheet of the report that does not contain signatures.

**Identification:** The manufacturer's/repair company complete name and physical address (including postal code) as authorized by ASME and/or the National Board shall be shown on Line 1 of the data report form/repair form.

**National Board Numbers:** Numbers should be assigned and stamped sequentially after the hydrostatic test, beginning with #1 and continuing consecutively without skips or gaps of unused numbers. Multiple duplicate data reports (bearing more than one NB number) may be registered for items manufactured in a single day with identical information. The NB numbers shall be inclusive.

**Code Case:** All applicable code case numbers shall be shown on the data report.

**Code Edition:** The year of the code edition to which the pressure equipment was manufactured is required. (The addenda date must also be listed when applicable.)

**Complete Size:** Filing fees are determined by the overall size of the item being stamped. The length and diameter or heating surface is required for determining the correct filing fees. Methods for determining filing fees can be found in the National Board's registration fee schedule.

**Signatures:** All reports must be signed and dated in ink by the manufacturer's representative and the authorized inspector or certified individual when appropriate. The authorized inspector must provide his/her National Board commission number and appropriate endorsements.

**Method of Completing:** The data report/repair form must be completely typed or completely handwritten. A typed form cannot contain handwritten additions unless they are initialed and dated by the manufacturer's representative and authorized inspector.

**Correcting Data Reports:**

– **Original Data Report Prior to Registration:** All white-outs, markovers and/or changes made on the data report/repair form are to be legibly initialed and dated by both the company representative and authorized inspector at point(s) of correction. Do not mark "Corrected Copy" on this data report.

– **Data Report Previously Registered:** "Corrected Copy" and date must appear in the top right corner. There are two ways to correct a report which has already been registered: 1) submit a new original, 2) submit a copy of the original with original initials and dates (by the representative and inspector) at point(s) of correction. A copy may only be submitted if the original is already on file with the National Board.

-**Note 1:** If the inspector that initials the changes did not originally sign the report, the new inspector shall sign, date and indicate his National Board commission number below the certification block.

- **Note 2:** If there has been a change in the inspection agency, use a clear legible copy of the original data report/repair form. The changes are initialed and dated by the company representative and the new AI and "Corrected Copy" is listed in the upper right corner of the report. In the "Remarks" section, the new agency name and the inspector's information shall be listed along with the AI's signature and date and the phrase "For Documentation Purposes Only".

**Materials of Construction:** Materials must be designated as **SA**, **SB** or **Code Case** rather than A or ASTM. For U-1A's, if the material used in the construction of the object has been impact tested, this must be indicated in the "Remarks" section. If the material was exempt from impact testing, this exemption and the specific paragraph(s) used to claim the exemption must be indicated in the "Remarks" section.

**Supplementary Sheets:** The appropriate ASME approved supplementary forms or NBBI approved R-4 must be used if additional space is required to record data.

**Partial Data Reports and Attachments:** Partial Data Reports shall be referenced and attached for **all** sections of the code. These partial data reports shall be attached to the appropriate data report by the manufacturer of the completed item. A partial data report may reference another partial data report, however, all shall be listed on the primary report.

**P-4 & H-4 Partial Data Reports:** A separate NB number shall be assigned for each line completed in section 3 of the data report.