

CHECKLIST CANDIDATE FOR QUALIFICATION AS AN ASME DESIGNEE (BPV TEAM LEADER)

Candidate's Name: _____

Candidates and their supervisors should use this checklist to verify that all items have been included with the application submitted to ASME. This will avoid wasting time on processing incomplete applications. These items must be completed before the application is submitted to the Committee.

APPLICATION FORM FOR TEAM LEADER CERTIFICATION (Form 1) submitted. Legible with adequate record of education and experience that clearly supports credits claimed on the Record of Qualification for ASME Designee (Form 2).

RECORD OF QUALIFICATION FOR ASME DESIGNEE (Form 2) submitted, including a minimum of 10 credits achieved (per the Standard Qualification Criteria), and signed by employer/supervisor.

EXAMINATION: Applicant has submitted documentation of passing the required Examination (indicate date)
-The applicant must take a written examination for ASME Designee (Team Leader and attain a passing grade of 80%.

REVIEW PARTICIPATION: Applicant has participated as a trainee in three BPV reviews within one year prior to the date of qualification. Legible reports have been prepared by the Prospective Team Leader regarding the three reviews and submitted to ASME.

EVALUATION REPORTS: An evaluation by the "Official Team Leader" for each of the three reviews has been submitted.

DOCUMENTATION: Documentation of the record has been submitted. (National Board Exam, evidence of continuing education, evidence of commission or PE, etc.)

Verified by: _____
(Employer/supervisor – also identify State, NBBPVI, or ASME as applicable)

Date: _____

Note 1:
All items should be submitted to ASME at the time of application. If the items are not submitted, the application will be returned as incomplete.

Note 2:
Qualification is in accordance with the ASME Procedures Standard Qualification Criteria For Designees for Accreditation and Product Certification Activities- Issue 4, Revision 0 Approved by BCA October 22, 2019

This Checklist reflects the supplementary provisions that appear in Appendix A to the Standard Qualification Criteria for Designees for Accreditation Programs. Appendix A provisions include:

- Throughout, for BPV accreditation, the term "Designee" replaces "Auditor" or "Lead Auditor"
- 2.4, first paragraph does not apply to BPV Team Leaders
- 2.5.1 The passing grade for BPV is 80%.
- 6.1(b) does not apply for BPV