

**EXHIBIT 2**

**RECORD OF QUALIFICATION FOR ASME DESIGNEE (AUDITOR)**

(1)	Name:	Date:	(2)
(3)	Supervising Organization: Address: City/State/Zip:		
<b>I. Qualification Requirements</b>			
<b>Education</b> (List the name and address of the school)		Max. 4 Credits	<b>Credits</b>
(4)	(a) High School or Equivalent:		0
(5)	(b) Associate Degree (1 Credit) or Associate Degree in Engineering, Physical Sciences, Mathematics, Quality Assurance (2 Credits):or		
(5)	(c) Bachelors Degree (2 Credits) or Bachelors Degree in Engineering, Physical Sciences, Mathematics, Quality Assurance (3 Credits):plus		
(5)	(d) Masters Degree in Engineering, Physical Sciences, Mathematics, Quality Assurance (1 Additional Credit):		
<b>II. Experience</b>			
(List the name and address of the company or organization)		Max. 10 Credits	
(6)	Technical (engineering, manufacturing, construction, quality assurance, auditing, operation, maintenance or inspection (1 credit for each year, with 6 credits maximum):		
(6)	(a) If 2 or more years are working with ASME (1 additional credit):		
(6)	(b) If 2 or more years are working with quality assurance (1 additional credits):		
(6)	(c) If 2 or more years are working in auditing (2 additional credits):		
<b>III. Professional Accomplishment</b>		Max. 2 Credits	
(7)	1. Certification by National or Professional Society (1 Credit): 2. P. E. (1 Credit):		
<b>IV. Management Evaluation</b>		Max. 1 Credit	
(8)	Explain:		
		<b>Total Credits</b>	(9)

**EXHIBIT 2**

(10) Communication Skills:

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(11) **Training Course(s)** [Course Title or Topic and Location]:

1.

2.

3.

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(12) **V. Audit Participation**

Name of Company/Location	Date	Type of Audit	Lead Auditor
1.			
2.			
3.			
4.			
5.			

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(13) **VI. Examination**

Written \_\_\_\_\_ Date \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_ Grade \_\_\_\_\_

Oral \_\_\_\_\_ Date \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Interview \_\_\_\_\_ Date \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

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(14) Supervising Organization's signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT 2

### Instruction for completing the “Record for Qualification for ASME Designee (Auditor)”

No.	Description
1.	Enter the name, middle initial and last name of the Applicant.
2.	Enter the date the form was completed.
3.	Enter the name and address of the Applicant’s Supervising Organization (e.g., State of Massachusetts, if employed by a state; ASME, if under contract with ASME).
4.	Enter the applicant’s High School name and address or where the Applicant’s GED was obtained.
5.	List the degree and the name and location of the school where the degree was earned. Show the credits taken for each category.
6.	Enter the name and address of each Supervising Organization with dates and area of experience and record the credits taken. If additional space is required, reference any attached resume or supplemental sheets here. Include resume and supplemental sheet with this form.
7.	List the name of the Society or organization along with the certification/accomplishment for which credit is taken. List the state or states in which the Applicant is registered as a Professional Engineer. Record the credits taken.
8.	Give a brief explanation of why credit is being given (e.g., leadership, judgment, maturity, etc.) and enter the credits taken.
9.	Enter the total credits taken, which is the sum of Education, Experience, Professional Accomplishment and Management Evaluation.
10.	Give a brief description of the Applicant’s verbal and written communication skills.
11.	List only those training course(s) by title and location needed to support the Applicant’s auditing competency.
12.	Enter the name and location of the company, the type of audit (e.g., BPV Review; Nuclear Survey), the date performed, and the Lead Auditor on that audit.
13.	Indicate the type of examination, the date of the examination, and the results (i.e., pass or fail). If the examination was written, enter the grade.
14.	The Record is to be signed and dated by the Applicant’s Supervising Organization. In addition to the signature, the name and title of the individual signing the Record is to be typed or legibly printed.