



NATIONAL BOARD POLICY FOR “R” CERTIFICATE HOLDERS WITH MULTIPLE LOCATIONS

A company that holds or is applying for the “R” *Certificate of Authorization* may take exception to paragraph 2.3 of NB- 415 *Accreditation of “R” Repair Organizations* and may be allowed to conduct repair and/or alteration activity at multiple facilities within the same geographical area on equipment solely owned or operated by the organization under a single “R” Certificate with the written approval of the National Board. The National Board will obtain the acceptance of the applicable jurisdiction(s) prior to issuing a *Notice of Approval* letter. This approval shall be documented within the organization’s quality management system (QMS).

In all cases, the “R” Certificate program must be controlled from the location on the *Certificate of Authorization*. “Control” includes all planning, design, ordering of materials, operational control of performance qualifications, development of procedures etc. Additionally, all records shall be maintained at the location listed on the *Certificate of Authorization* and made available to the Team Leader at the location of the review.

Reports of Repair for any activities conducted at an approved facility shall indicate the specific location and address in the Remarks section of the applicable Report of Repair.

This exemption to 2.3 of NB-415 *Accreditation of “R” Repair Organizations* to conduct repair/alteration activities at multiple locations under a single “R” *Certificate of Authorization* is valid provided the following provisions are met:

- The organization’s quality control system shall identify all locations covered by the *Certificate of Authorization* and provide details of how procedures, drawings, materials etc. are transferred and received between the location on the *Certificate of Authorization* and the other locations listed in their quality manual and how completed work packages are returned.
- The National Board will require annual internal audits by the “R” Certificate Holder at each location that performs NBIC repair/alteration activities. These audits must be addressed in the QMS Manual accepted by the AIA.
- The National Board will require an annual audit by the AIA of one of the included active locations each year except for the year of the triennial review. The location of the annual AIA audit will rotate to a different active location each year. The AIA audit must be addressed in the QMS Manual. All AIA annual audits shall be available to the Team Leader at the time of the triennial review.
- As a minimum, all audits shall address the following:
 - All QMS required elements listed in NBIC Part 3, 1.5.1
 - Purchasing (Responsibility, procedures/instructions, documentation)
 - Material Control (Procedures/instructions for receiving, identification/traceable, documentation)
 - Examination and Inspection (process of authorizing and accepting repairs/alterations including signing the NBIC report forms, procedures/instructions, traveler inspection sign offs by QC/RI)
 - Welding (ASME Section IX requirements, who prepares WPS, certification PQR, WPQ, revisions/recertification, weld logs, etc.)
 - Record Retention (all reports and documentation utilized in the QMS are available for the summary of work reported on the Form R Reports)
- The triennial review and implementation demonstration of the QMS may be held at one (1) location, however the National Board and the Team Leader (TL) performing the Joint Review will ultimately decide if the location(s) meets this procedure and if the other locations must be included in the implementation portion of the Joint Review.
- The National Board will require Joint Reviews be rotated to different plants/locations where repair/alteration activity is performed upon renewal of the “R” *Certificate of Authorization*; when this is not possible the TL may decide to include other location(s) in the implementation portion of the Joint Review using video conferencing (e.g. Teams, Zoom, etc.). The Team Leader will contact the applicant and AIA personnel (if applicable) to set up the necessary video conferencing schedule prior to the review, but reserves the right to request a portion(s) of the review be demonstrated at the other approved locations via video conferencing based on any observations or deficiencies found during the document review
 - For organizations with locations across multiple jurisdictions, 25% of the job packages, since the last triennial review per Jurisdiction where work is performed, shall be reviewed during the Joint Review. The jobs reviewed from each Jurisdiction shall include job(s) from all active locations within the applicable Jurisdiction. The Joint Review will be scheduled for 3 to 3.5 days in length.
 - The Jurisdiction where the review is taking place may choose to attend and participate as a member of the review team if the Jurisdiction chooses. Other Jurisdictions where facilities of the organization are located may attend a review outside of their Jurisdiction as an Observer.

Applications, fees, and certifications will be processed and issued in accordance with the Technical Department- Accreditation procedures.