

## APPLICATION FOR NEW ISSUANCE OF THE NATIONAL BOARD "VR" AND/OR "T/O" *CERTIFICATE OF AUTHORIZATION*

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APPLYING FOR:	VR	T/O	BOTH
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**IMPORTANT:** Your company name and address below should be listed **exactly as they appear in your Quality Manual**, including capitalization, punctuation, and abbreviations. The way it is listed is exactly how your Certificate will be issued.  
**Do not complete this application in all capital letters**, unless that is how it appears in your Quality Manual.

Company Name: \_\_\_\_\_

Division (if applicable): \_\_\_\_\_

Requested Abbreviation for Nameplate (if applicable): \_\_\_\_\_

(An abbreviation is a shortened version of your company name)

Seal Identification: \_\_\_\_\_

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Physical Address

Mailing Address (if different from physical address)

When shipping via courier (UPS or DHL), which address should be used? NOTE: A PO Box may not be used for shipping.

Physical Address

Mailing Address

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### CONTACT INFORMATION

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**Primary Contact Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Alternate Contact Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**General Company Information:**

Company Phone: \_\_\_\_\_

Company Email: \_\_\_\_\_

Company Website: \_\_\_\_\_



Company Name: \_\_\_\_\_

**REQUESTED SCOPE (check all that apply):**

<b>VR SCOPE</b>									
<b>Location:</b>	Shop	Field	Shop & Field		<b>Special NBIC Provision(s):</b>  NB-514, 5.0 Repairs by Manufacturer  Part 4, 4.6.2 Repairs by Owner/User (UV Steam tested on Air)  Conversion per Part 4, 4.2b)  Alternative Testing per NB-514. 11.0*  Part 4, 4.10 Use of Personnel not in the Certificate Holder's Employ				
<b>ASME Code Designator(s):</b>	V	NV	HV	UV					
<b>Test Media:</b>	Steam	Steam (Field Only)	Air/Gas	Liquid					
<b>Special Processes:</b> Machining Welding Heat Treatment Welding (by "R" Certificate Holder) NDE (Select the method to be used below) RT      UT      MT      PT      ET      NRT      LT      AE									

\* All valves exceed lab limits

<b>T/O SCOPE</b>					
<b>Location:</b>	Shop	Field	Shop & Field		<b>Special NBIC Provision(s):</b>  NB-528, 6.0 Testing by Manufacturer  UV Steam valves tested on Air  Alternate Verification testing per NB-528, 11.0*
<b>ASME Code Designator(s):</b>	V	HV	UV		
<b>Test Media:</b>	Steam	Steam (Field Only)	Air/Gas	Liquid	

\* All valves exceed lab limits

Before submitting this application, please review the NB-514, NB-528, NB-553, and NB-536 as applicable.  
These documents can be found on the National Board website: [www.nbbi.org](http://www.nbbi.org)

Submit completed form to:  
[PRD@nbbi.org](mailto:PRD@nbbi.org)

or

National Board Testing Laboratory  
7437 Pingue Drive  
Worthington, Ohio 43085

**Please Note: An incomplete/improperly completed application may delay the processing of this request. Please be sure your form is complete before submitting.**

Company Name: \_\_\_\_\_

## NATIONAL BOARD APPLICANT AGREEMENT:

### CONDITIONS

- **OWNERSHIP CHANGES:** If ownership of the company changes, by signing below, the new owners agree that they will take full responsibility for all work previously performed under this "NB", "VR", or "T/O" *Certificate of Authorization*. If the new owners do not want to take responsibility for previous work performed under the "NB", "VR", or "T/O" Certificate, the new owners shall submit an NB-504, *Application for the "NB" Certificate of Authorization*, or NB-550, *Application for the National Board "VR" and/or "T/O" Certificate of Authorization* as applicable, to apply for a new *Certificate of Authorization*. For new "VR" and/or "T/O" Certificate issuances, a new Certificate number will be assigned.
- The "NB", "VR", and/or "T/O" Certificate, steel "NB" and/or "VR" symbol stamp, and the "T/O" graphic shall be used only by the named company and in the manner prescribed in the National Board Inspection Code (NBIC) and as applicable the NB-500, *Criteria for Authorization to Apply the "NB" Mark to Pressure Relief Devices*, NB-514, *Accreditation of "VR" Repair Organizations*, and/or NB-528, *Accreditation of "T/O" Test Only Organizations*.
- The applicant must have all parts of the current edition of the NBIC and have available a copy of the applicable Code of Construction, when performing work under the *Certificate of Authorization*.
- The Certificate(s) and steel symbol stamp (when applicable) will be surrendered should the company discontinue activities authorized under the scope of the applicable Certificate(s), at the request of the National Board, or at the expiration of the Certificate. The company will pay all legal fees and National Board costs associated with the recovery of the Certificate(s) and stamp(s) (as applicable).
- The National Board member jurisdiction or the National Board may make audits or unannounced visits as deemed necessary to ensure compliance with the rules of the National Board.
- The applicant agrees to provide a written description (in the English language) of the quality system for National Board acceptance. Supporting procedures and records referenced in this manual shall be adequately described and made available for review.
- **Failure to comply with these conditions, the requirements of NB-500, NB-514 and/or NB-528 as applicable, or the NBIC may result in the termination of the *Certificate of Authorization*, and the steel Symbol Stamp, when applicable, to be surrendered to the National Board.**

### STATEMENT OF DUE PROCESS & CONFIDENTIALITY

- The Team Leader's responsibility is to document any findings and report them to the National Board along with a recommendation concerning issuance of a *Certificate of Authorization*.
- Team Leaders and observers (when applicable) are prohibited from discussing your company's proprietary information as well as the information contained in their report at any time, except with National Board staff or Appeals Committee members. Information obtained by the team member, staff, or committee members will be held in strict confidence. A copy of their Qualification Review Report will be left with the applicant upon request.
- National Board policy provides for due process by an aggrieved party. Individuals may request information concerning this procedure by contacting the National Board Technical Department at [prd@nbbi.org](mailto:prd@nbbi.org).

### DEMONSTRATION

- The applicant attests that they can perform activities listed on the scope of their application to pressure relief devices and is prepared to demonstrate these activities (including any special processes listed such as welding, machining, NDE, etc.).
- The applicant understands that a National Board Representative will evaluate an implementation demonstration of the quality system at their location. This demonstration shall include the selection of random production sample pressure relief devices, which will be tested later at an accepted testing facility. The number and type of devices to be selected for verification testing is specified in the National Board document, NB-500, NB-514, and/or NB-528. Refer to NB-503 and/or NB-553 (as applicable) for implementation demonstration guidelines and valve submittals.
- Applicants should contact their chosen NB/ASME Accepted Testing Laboratory for a current schedule of fees.

**By signing this form, you acknowledge that the information on this application is correct and that you have read and agree to the National Board Applicant Agreement as shown on page 3 of this application.**

\_\_\_\_\_  
Printed Name of company's authorized representative

\_\_\_\_\_  
Title of company's authorized representative

**X**

\_\_\_\_\_  
Signature of company's authorized representative

\_\_\_\_\_  
Date