

APPLICATION FOR NEW ISSUANCE OF THE NATIONAL BOARD "NR" CERTIFICATE OF AUTHORIZATION

This application is to be used for NEW ISSUANCES of the National Board "NR" Certificate of Authorization. Renewal applicants should complete the online application on the National Board Business Center.

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.

Full Company Name: _____

Division (if applicable): _____

Abbreviation for Stamping (if applicable): _____

Physical Address

Mailing Address (if different from physical address)

When shipping via courier (UPS or DHL), which address should be used? Physical Address Mailing Address

AUTHORIZED INSPECTION AGENCY (AIA)

Name of AIA: _____

Effective Date of AIA Contract: _____

IMPORTANT: A copy of the page one of your contract with your AIA must be submitted with this application.

CONTACT INFORMATION

Primary Contact Information:

First Name: _____

Last Name: _____

Title/Position: _____

Email: _____

Phone: _____

General Company Information:

Company Phone: _____

Company Email: _____

Company Website: _____

AUTHORIZED INSPECTION AGENCY (AIA) REPRESENTATIVE INFORMATION

Inspector:

Name: _____

Email: _____

Phone: _____

Inspector Supervisor (If unknown, leave blank):

Name: _____

Email: _____

Phone: _____

Company Name: _____

REQUESTED SCOPE:

Category: 1 2 3

List the details below of each requested category above (See NBIC Part 3 for guidance):

SURVEY/TRAVEL INFORMATION

What is the earliest date you are available for a survey?

(Surveys are typically scheduled at least 2 months in advance.)

What weeks or dates are not acceptable for your survey?

(Due to holidays, plant shutdown, etc.)

Please check the days of the week that your company is open for business:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Hours of Operation: _____

Information for the Survey Team:

Recommended Airport: _____

Airport City: _____ Three Letter Airport Code: _____

Do you recommend renting a car? Yes No ➡ Alternate mode of transportation: _____

Recommended Hotel for the Survey Team: _____

Hotel Address:

Hotel Phone: _____

Miles from airport to lodging: _____

Miles from lodging to survey location: _____

Please check if any safety items below are required for the survey team:

Safety Shoes

Safety Glasses/Side Shields

Hard Hat

Gloves

Other: _____

Company Name: _____

Conditions

- **OWNERSHIP CHANGES:** If ownership of the company changes, the National Board should be notified in writing. The new owners may take full responsibility for all work previously performed under the "NR" *Certificate of Authorization*. If the new owners do not want to take responsibility for all work performed under the "NR" Certificate, the new owners shall submit an NB-163 form to apply for a new "NR" *Certificate of Authorization*, in which a new "NR" number will be assigned.
- The Certificate and "NR" Symbol Stamp shall be used only by the named company and in the manner prescribed in the *National Board Inspection Code (NBIC)* and NB-417, *Accreditation of "NR" Repair Organizations*. The company must have all parts of the current edition of the NBIC when performing work under the *Certificate of Authorization*.
- The Certificate and stamp will be surrendered should the company discontinue the above activities, at the request of the National Board or at the expiration of the Certificate. The company will pay any and all legal fees and National Board costs associated with the recovery of the Certificate and stamp.
- 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.
- For renewals, if the Certificate is issued after it expires, and no Certificate extension was issued, there will be a lapse in the organization's ability to perform any repair/alteration activity between the expiration date and issuance date. If the Certificate is issued more than 6 months past expiration, a new "NR" number may be assigned.
- **Under no circumstances shall the National Board "NR" Symbol Stamp be used without the acceptance of a National Board Commissioned Inspector.**

Statement of Due Process and Confidentiality

- The Review Team'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 members are prohibited from discussing your company's proprietary information as well as the information contained in their report at any time, unless 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 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 Technical Department-Accreditation at repairstamp@nbbi.org.

Demonstration

- A Review Team will conduct an evaluation of the company's Quality System. The company must demonstrate sufficient implementation of the Quality System to provide evidence of the company's knowledge of design, materials, document control, procurement, control of process (welding, NDE, heat treatment, and bending and forming), non-conformances, corrective action, quality records, audits, and indoctrination and training of personnel that affect quality and other repair and replacement activities, as appropriate for the requested scope and category of work.
- If the applicant is an ASME "N" *Certificate of Authorization* holder, has satisfactorily demonstrated within the last twelve (12) months the implementation of their Quality Assurance Program and can provide documentation that the organization is capable of implementing its Quality Assurance Program as being in compliance with the NBIC, a further hardware verification implementation may not be necessary.
- The evaluation of the Quality System must include a demonstration of welding, if included within the scope of activities applied for.
- The implementation demonstration must include any ongoing or current repair/alteration work at the time of the review, otherwise, a mock-up, or a combination of a mock-up and non-repair/alteration work may be used.

By signing this form, you acknowledge that the information on this application is correct and that you have read and agree to the Conditions, the Statement of Due Process and Confidentiality, and Demonstration as shown above.

Printed Name of company's authorized representative

Title of company's authorized representative

X _____
Signature of company's authorized representative

Date

Submit completed form to: repairstamp@nbbi.org or The National Board
1055 Crupper Avenue
Columbus, Ohio 43229-1183

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