



Criteria for Registration

The National Board of Boiler and Pressure Vessel Inspectors

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NB-264, Rev. 14

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* Denotes Revised Section(s)

Criteria for Registration

* **CR-1.0 Introduction**

This document establishes the requirements for manufacturing organizations to register boilers, pressure vessels, and other pressure retaining items with the National Board. Items to be registered must be certified as meeting the requirements of the following the applicable American Society of Mechanical Engineers (ASME) standard listed below;

- Boiler and Pressure Vessel Code (ASME BPV Code);
- Reinforced Thermoset Plastic Corrosion – Resistant Equipment (ASME RTP-1); or
- Safety Standard for Pressure Vessels for Human Occupancy- (ASME PVHO-1)

Items must be certified by completion of the applicable registration form, defined as a Manufacturer's Data Report (MDR), a Certificate of Compliance or a Fabricator's Data Report (RTP-1). Registration provides owners, users and jurisdictional authorities with certification that registered items meet these requirements.

The normal process for registration involves application of the NB Symbol and the National Board number at the same time as the application of the ASME Certification Mark. This follows manufacturing (fabrication), testing and inspection. Completion of the applicable registration form is the next step. The manufacturing organization then submits the registration forms to the National Board for permanent filing. After an item has been registered, the manufacturing organization may request copies of its own registration forms at no cost.

There is a special process for registration of items not registered during the normal registration process. Only the original manufacturing organization may implement the special registration process. The special registration process applies to items that may or may not have been placed into service. Reference Paragraph CR-6 for further details.

* **CR-2.0 Authorization to Register**

A *Certificate of Authorization to Register* (the Certificate) is an agreement between the manufacturing organization and the National Board. It is issued by the National Board and authorizes the holder to register items with the National Board, including the application of the NB symbol and registration numbers. It will remain in effect as long as the organization holds a valid *Certificate of Authorization* issued by ASME. It is valid only while the manufacturing organization operates under the company name and location listed on the Certificate and only for the applicable ASME standard. The *Certificate of Authorization to Register* does not relate to any other National Board *Certificate(s) of Authorization* (i.e., R, NR, VR).

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CR-2.1 The Application for Authorization to Register may be found on the National Board's Web site: www.nationalboard.org under the "Data Report Registration" tab. It is an online application and includes an Agreement to Register, as shown in Attachment 1.

The manufacturing organization's representative must certify that they have read and fully comprehend the agreement and agree to comply with its requirements.

*** CR-3.0 Registration Forms**

The following documents, as appropriate, must be used for registration:

- Manufacturer's Data Reports completed in accordance with ASME BPV Code Sections I, III, IV, VIII, X or XII;
- ASME Form U-3, Certificate of Compliance, completed in accordance with ASME BPV Code Section VIII for miniature pressure vessels (UM);
- Fabricator's Data Reports completed in accordance with ASME RTP-1; or
- Manufacturer's Data Reports completed in accordance with ASME PVHO-1.

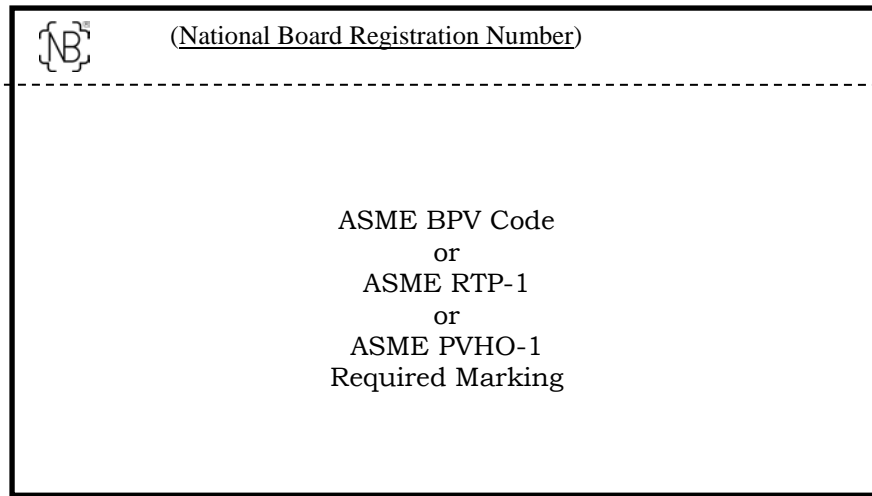
It is the responsibility of the manufacturing organization to complete the registration forms in accordance with appropriate ASME standard and National Board requirements. The National Board performs a clerical review of selected registration documents to ensure completeness and legibility.

CR-4.0 Stamping Requirements

Items registered with the National Board must be identified by adding the National Board NB symbol and registration number to the nameplate or stamping.

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- * **CR-4.1** The NB symbol and registration number shown below is the official mark to denote registration with the National Board.



Typical Nameplate

- * **CR-4.2** The NB symbol must be applied using the stamp provided by the National Board. When the applicable ASME standard permits application of their Certification Mark by other means (photo – chemical etching, laser engraving, etc.), the NB symbol may be applied in the same manner.
- * **CR-4.3** The dimensions of the NB symbol and registration numbers must be at least the same size as required by the applicable ASME standard.
- * **CR-4.4** The official mark should be located in the upper portion of the nameplate immediately above the applicable ASME standard required markings.

CR-5.0 Quality System Requirements

The following supplemental requirements must be included in the manufacturing organization's written description of the quality system.

CR-5.1 Requirements for Registration Number Control

- A log must be maintained that shows National Board registration numbers, the date issued, the manufacturing organization's serial number, and other data as may be required to identify the item.
- National Board registration numbers are to be assigned without skips or gaps of unused numbers or duplication of numbers.

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- National Board registration numbers may be issued prior to completion of the pressure test when adequate controls will prevent skips or gaps of numbers; otherwise, National Board numbers are to be issued following the pressure test. In the event an item is not pressure-tested in the shop, the National Board number is to be issued at the time of registration form certification.
- The identification of the individual responsible for the control and issuance of National Board numbers must be specified.

CR-5.2 Requirements for Submitting Registration Forms

- The registration forms must bear the signature, commission number, and endorsement(s) of the National Board Commissioned Inspector or the signature of a Certified Individual when appropriate.
- The original of all registration forms must be submitted to the National Board.
- The time frame in which registration forms will be submitted to the National Board must be specified. The time frame must be no more than 30 days following certification.
- The identification of the individual responsible for submitting registration documents to the National Board must be specified.

CR-5.3 Quality System Review

The specific pages from the QC manual containing the requirements for Registration Number Control and Submitting Registration Forms, are required to be included in the Application for Authorization to Register.

CR-6.0 Special Registration Process – For Items not Registered during the Original Manufacturing Process

CR-6.1 Original Manufacturing Organization

Only the original manufacturing organization may register an item. The term “original manufacturing organization” is defined as the original manufacturing organization or any successor organization that assumes the responsibility on behalf of the original manufacturing organization and who meets the requirements outlined below. The item may or may not have been placed into service.

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* CR-6.2 *Scope*

Registration is limited to items built and stamped in accordance with the applicable ASME standard. . Each request will be evaluated on a case-by-case basis in order to maintain the value and integrity of the registration program.

* CR-6.3 *Requirements*

The original nameplate or stamping must be sufficiently legible to identify all required ASME markings.

The manufacturing organization must possess a valid *Certificate of Authorization to Register* with the National Board. The *Certificate of Authorization to Register* must include the ASME certification mark which appears on the item.

The NB symbol and a registration number must be added to the original nameplate or stamping, or to a replacement nameplate showing the original information.

The NB stamp or a replacement nameplate may be transported from the manufacturing organizations location listed on the *Certificate of Authorization to Register* to the location of the item, provided the stamp or nameplate is continuously in the custody of a representative of the manufacturing organization.

- Approval Required

A request to register the item must be submitted by the manufacturing organization on form NB-406 (Attachment 2) and approved by the Assistant Executive Director, Technical. The Assistant Executive Director, Technical may require additional supporting documentation in order to evaluate the request.

The request for approval must include form NB-406 with Part 1 completed and a copy of the registration form. Form NB-406 may address multiple items if the associated MDR covers multiple items. Otherwise, there must be a separate form NB-406 for each item. If approved, the National Board will return a signed copy of form NB-406 to the requester. The National Board will provide a copy of the NB-406 to the National Board Member Jurisdiction where the pressure retaining item is installed, if applicable Following the application of the NB symbol and registration number, Part 2 of form NB-406 must be completed and submitted to the National Board for registration, along with the “corrected copy” of the original or legible copy of the MDR.

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- **Authorized Inspector's Responsibilities**

The Authorized Inspector (AI) who signed the original MDR for the item must accompany the manufacturing organization's representative to the location of the item in order to validate the existing stamping with the MDR. The AI must witness application of the NB symbol and registration number or a replacement nameplate. If this AI is no longer employed by the Authorized Inspection Agency (AIA), another AI employed by the same AIA may perform this function. Where the original AIA was a jurisdiction, the application of the NB symbol and registration number or a replacement nameplate may be witnessed by an AI employed by the jurisdiction at the location of installation only if that jurisdiction is an ASME accredited AIA.

- **Registration Fee**

The National Board will charge a fee for registration after fabrication.

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Attachment 1

Agreement to Register Boilers, Pressure Vessels and Other Pressure-Retaining Items with the National Board

This Agreement is between the National Board of Boiler and Pressure Vessel Inspectors (NBBI), a corporation of the State of Ohio, having an office at 1055 Crupper Ave., Columbus, OH 43229, and the manufacturing organization described in this application.

In consideration for registration of boilers, pressure vessels and other pressure-retaining items with NBBI, the parties agree as follows:

1. The NBBI agrees to issue a *Certificate of Authorization to Register* upon receipt and acceptance of this agreement. With its issuance, the manufacturing organization agrees to assign and stamp National Board numbers on boilers, pressure vessels and other pressure-retaining items. The manufacturing organization agrees to submit the registration forms to the National Board for filing to complete the registration process.
2. The NBBI agrees the *Certificate of Authorization to Register* will remain in effect as long as the manufacturing organization holds a valid *Certificate of Authorization* issued by the American Society of Mechanical Engineers (ASME).
3. The manufacturing organization agrees to notify the National Board regarding changes in company name, physical addresses or changes in ASME designator(s) by submitting a new application. Changes in mailing addresses or personnel contact information should be submitted by sending an email.
4. The manufacturing organization agrees to manufacture, test, inspect, certify and stamp items in accordance with the requirements of the applicable American Society of Mechanical Engineers (ASME) standard.
5. The manufacturing organization agrees to comply with the requirements of NB-264, Criteria for Registration, available on the National Board's website.
6. The manufacturing organization agrees to control the issuance of National Board numbers, including:
 - Maintaining a log which will show the National Board number, date issued, manufacturer's serial number and other data as may be required to identify the item.
 - Assigning National Board numbers beginning with number 1 and going consecutively on, without skips or gaps of unused numbers or duplication of numbers.
 - Applying National Board numbers, at the time of manufacture, following the pressure test. National Board numbers may be issued prior to completion of the pressure test when adequate controls will prevent skips or gaps of numbers. In the event an item is not pressure-tested in the shop, the National Board number is to be issued at the time of registration form certification.

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- Identifying the individual responsible for the control and issuance of National Board numbers.
7. The manufacturing organization agrees to submit registration forms to the National Board as follows:
- The registration forms will bear the signature and commission number, of the National Board Commissioned Inspector (except for ASME BPV Code, Section VIII, Division 1 Form U-3 and Section RTP-1 Form RTP1, which requires the signature of a Certified Individual and ASME PVHO-1 Form GR-1 which requires the signature of the manufactures representative).
 - The original of all registration forms for the stamped boiler, pressure vessel, or other pressure-retaining item bearing the National Board number will be submitted to the National Board and all related registration fees will be paid.
 - The time frame in which registration forms will be submitted to the National Board following certification will not exceed 30 days.
 - The individual responsible for submitting registration forms to the National Board will be identified.
8. The manufacturing organization agrees to apply the National Board Marks (NB Symbol and Number) to only items manufactured during such time that the manufacturing organization holds a valid *Certificate of Authorization* issued by ASME.

The “NB” symbol stamp is available in two sizes. The 5/16” impression size is intended for use on nameplates or for direct stamping when minimal space is available. The 5/8” impression size is intended for direct stamping such as that required on ASME Section I boilers or ASME Section VIII, Div. 1, Appendix 22 forged vessels.

New applicants only: Please select the size of stamp you wish to receive and mark the appropriate space on the application form.

9. The manufacturing organization agrees to document the requirements of Items 6 and 7 of this agreement in its Quality Control manual and to attach a copy of such documentation to this application for review and approval by the NBBI.

Criteria for Registration

Form NB-406 Registration after Fabrication

Part 1 Request (To be completed by Manufacturing Organization)

1. Manufactured by _____
(name and address)
2. Location of installation _____
(address)
3. Item identification (copy of Manufacturer's Data Report must be attached to this form)
Type _____ Dimensions _____
Mfg'r's serial no. _____ Year built _____
Code stamp _____ MAWP _____
4. Requested by _____ Date _____
(Quality Manager or other authorized manufacturing organization's representative)

Stop here and submit to the National Board for approval.

Approved by _____ Date _____
(National Board Assistant Executive Director, Technical)

Part 2 Conclusion (To be completed by Manufacturing Organization and Authorized Inspector)

1. National Board Number assigned and stamped on item _____
2. Attach a photograph, copy or facsimile of the revised nameplate or stamping to this form.

I certify that to the best of my knowledge and belief, the statements in this report are correct, and that the information, data, and identification numbers are correct. Attached is a photograph, copy, or facsimile of the revised nameplate or stamping.

Name of Manufacturing Organization _____

Signature _____ Date _____

National Board *Certificate of Authorization to Register* expiration date _____

Witnessed by _____
(name of Authorized Inspector)

Employed by _____

Signature _____ Date _____

NB Commission No. _____ Endorsement _____

When Part 2 is completed, submit this form with the "corrected copy" of the MDR, the facsimile of the revised nameplate or stamping, and any necessary attachments to the National Board for registration.

NB-406 Rev. 1