



Three Park Avenue
New York, NY
10016-5990 U.S.A.

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STANDARDS & CERTIFICATION

**INFORMATION AND PROCEDURES FOR OBTAINING
CERTIFICATES OF ACCEPTANCE FOR TESTING LABORATORIES AND AUTHORIZED OBSERVERS
(FOR PRESSURE RELIEF DEVICES "PRD")**

The ASME Certificate of Acceptance indicates that the Testing Laboratory or Authorized Observer has been accepted in accordance with the applicable rules of the ASME Boiler and Pressure Vessel Code. ASME Certificates of Acceptance are furnished from this office only. The Certificates are issued for five years for Testing Laboratories.

Certificates of Acceptance for Authorized Observers will be limited to the Testing Laboratory with which the Authorized Observer was associated when accepted. The term of such a Certificate will expire at the expiration date of the associated Testing Laboratory. Such Certificates are issued to the Testing Laboratory for the respective Authorized Observers.

Upon receipt of the completed application and proper fees, ASME will then notify the ASME Designated Organization that they may appoint an ASME Designee to conduct a review of the testing laboratory and/or a review and evaluation of a person(s) whom the Applicant wishes to be designated as an Authorized Observer. The National Board of Boiler and Pressure Vessel Inspectors is the ASME Designated Organization.

For a testing laboratory, the ASME Designee will review the Applicant's quality control system and testing facility in accordance with the applicable rules of the ASME Boiler and Pressure Vessel Code (e.g. Section VIII, Div.1, UG-131(f) and Appendix 25) after which the ASME Designee will advise the Applicant of their recommendation to ASME.

The "[Guide for the ASME Designee for PRD Testing Laboratories and Authorized Observers](#)" provides a checklist of the elements of a Quality Control System. The Applicant is required to indicate the corresponding cross references to the provisions in the Quality Control Manual which address these elements. The completed Guide must be provided by the Applicant to the ASME Survey Team.

For persons whom the Applicant wishes to be designated as Authorized Observers, the ASME Designee will review and evaluate their experience and qualifications in accordance with the applicable rules of the ASME Boiler and Pressure Vessel Code. Following such review and evaluation, the ASME Designee will make a report of their recommendation to ASME.

Upon receipt and after evaluation of the report, ASME will advise the Applicant that the Certificates are being issued, or what additional requirements must be met prior to further consideration of their application. The Applicant for acceptance of Authorized Observers is considered to be the testing laboratory. Fees are as follows:

Certificates

Testing Laboratories	\$4,500 (for five years)
Authorized Observers	
- First four	\$0.00
- Each additional	\$1,350 (for five years)

Prices are subject to change without notice.

The total remittance for Certificates must accompany the application.

Please submit the application through [CA Connect](#). Please return the completed Accreditation/Certification Agreement and fees to the address shown on [Form A9.50E](#). In addition, it is requested that the Accreditation/Certification Agreement be emailed to ca@asme.org.

The Applicant shall pay directly to the National Board such charges for the qualification review as required. If the Applicant withdraws their application after the remittance is received by ASME, there is an administrative fee of \$300 which will be deducted from the original remittance.

A renewal notice will be mailed to the Testing Laboratory eight months prior to the expiration date of the Certificate. The renewal process must be completed before the expiration date.

A [brochure](#) listing the various sections of the [Boiler and Pressure Vessel Code and other ASME publications](#) required for obtaining ASME Certificates is available on our website. Subscription to the construction Codes of the ASME Boiler and Pressure Vessel Code, covering the pressure relief devices to be tested, is required for accreditation to assure that Code users have the latest applicable Code rules. Also required is PTC 25 and the applicable Standards referenced in Appendix A of PTC 25. Effective with the issuance of the 2007 Edition of the Boiler and Pressure Vessel Code, the electronic version, purchased from a licensed reseller is acceptable, as well as the published version by ASME. The rules published in the Code are subject to revision from time to time. These revisions are published annually in addenda to the BPV Code and become mandatory six months after the date of publication of each such addenda. Additionally, interpretations of the rules are published in supplements to the Code. These addenda and supplements are provided to subscribers, as part of their basic subscription, to assure their awareness of the latest rules, revisions and interpretations. Reproduced documents from any source are not accepted for ASME accreditation, as they provide no assurance of completeness or that the user will be made aware of revisions and interpretations of the applicable Code sections.

If you have any questions, please contact the ASME Conformity Assessment Department via email ca@asme.org.



Three Park Avenue, New York, NY 10016

ASME Application for Accreditation/Certification

Company: _____
(Company name as it will appear on the Certificate)

Division: _____
(Division, department, etc., if it is to appear on the Certificate)

This application is for the following location:

Address: _____
(Give full address)

City State Country Postal code

___ Plant ___ New If renewal, complete the following:
___ Field Site ___ Renewal Current Certificate Number(s): _____
Expiration date: _____

Check the Certificate(s) being applied for:

- | | | |
|--|--|---|
| <input type="checkbox"/> *N Nuclear | <input type="checkbox"/> *N3 Transportation/Storage Containers | <input type="checkbox"/> RTP Reinforced Thermoset Plastic Vessels |
| <input type="checkbox"/> *NA Nuclear Assembly | <input type="checkbox"/> NO Nuclear Owner | <input type="checkbox"/> QEI Qualification of Elevator Inspectors |
| <input type="checkbox"/> *NPT Nuclear Partial | <input type="checkbox"/> MO Material Organization, Agency | <input type="checkbox"/> BPE BioProcessing Equipment |
| <input type="checkbox"/> *NV Nuclear Safety Valves | <input type="checkbox"/> AIA Authorized Inspection Agency | <input type="checkbox"/> NQA-1 Nuclear Quality Assurance |

Stamps – ASME is switching to a Single Certification Mark. If you are renewing an existing certificate you will be asked to return your Code Symbol Stamp by no later than January 1, 2013. For detailed information about the switch to Single Certification Mark please review the [FAQ's on New ASME Mark](#) on our website www.asme.org.

Please indicate below the number of stamps of each size you would like to receive. If you currently hold stamps you may request an equal number of new certification stamps at no charge. Stamps exceeding the number you currently hold will be subject of the standard stamp fee, as will all stamps accompanying new certificate issuances

Number of Stamps Requested: 1/2" _____ 3/4" _____

* **Important:** If marked with an * you must complete the following:
The Authorized Inspection Agency performing our Code inspection is _____

----- Application must be signed on page 2 -----

Company Abbreviation: Please indicate if the company chooses to use an abbreviation on the nameplate or in the stamping.

Yes No If yes, the abbreviation will consist of _____

Note: A Certificate Holder may use either the company's full name or the above abbreviation on the nameplate or in the stamping. The Certificate Holder must list the company's full name as listed on the ASME Certificate on the ASME Manufacturer's Data Report.

Accreditation/Certification Agreement

The organization listed on the front of this Application for Accreditation/Certification (the "Applicant") performs or subcontracts the design, fabrication, production, testing, assembly, construction and/or installation of items, or provides a service to the aforementioned activities, at the address given, and makes this application to The American Society of Mechanical Engineers (ASME) for the appropriate Certificate of Accreditation, Certificate of Acceptance, or Certificate of Authorization permitting use of the associated Certification Mark. The Applicant:

- (1) Agrees to use the Certificate and/or Stamp in accordance with the applicable ASME Code or Standard and supplemental conformity assessment requirements governing this application.
- (2) Agrees to return the stamp and/or Certificate anytime ASME may so request, at the time the Applicant discontinues the work covered, or at the time of expiration, if not renewed.
- (3) Accepts the conduct of announced or unannounced audits as required by the appropriate ASME accreditation/certification body. Access to the inspection site to conduct audits, reviews or surveys, including travel to and from the site, is the responsibility of the Applicant. If access is blocked or impeded, ASME is not responsible for the Applicant failing to receive, or continue to have accreditation/certification.
- (4) Agrees to indemnify and hold harmless ASME and its agents from and against any costs (including legal fees and expenses) and any direct, indirect, incidental or consequential damages (including loss of profits or business opportunity) arising out of any claim or cause of action in any way related to this Agreement or the subject matter hereof, including but not limited to claims based on contract, tort (including negligence), strict liability or breach of warranty (express or implied).
- (5) Understands that the Applicant's use of the ASME mark may be allowed provisionally by ASME in its discretion until a decision is made on an appeal of an action of an ASME subcommittee, committee or board and accepts the obligation to pay all legal fees and expenses and ASME's cost for recovering the Certificate and stamp if not returned.

Legal Company Name: _____

Signed: _____
Signature must be by a Company Officer or Designee

Title: _____

Date: _____



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Form D

Company: _____
(Company name as it will appear on the Certificate)

Division: _____
(Division, department, etc., if it is to appear on the Certificate)

Location (provide full address):

Corporate/Mailing	Plant	Field Site
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact name: _____ Fax: _____

Title: _____ E-mail: _____

Telephone: _____ Company Website: _____

Jurisdictional Authority (if applicable): _____

Authorized Inspection Agency of record (if applicable): _____

Recommended hotel or motel for team (provide name, full address, and telephone numbers):

First choice	Second choice
_____	_____
_____	_____
_____	_____
_____	_____

Recommended airport (include city name): _____

Miles from airport to lodging: _____ Miles from lodging to office/plant/site: _____

Recommended airport to lodging transfer:

- ___ Taxi
- ___ Limo
- ___ Hotel provided limo
- ___ Rent car
- ___ Pickup by company

Signed: _____
Title: _____
Date: _____

Please provide the following information if Refund of advanced deposit (if applicable) is to be done electronically:
 (*Must be Provided) - *Name of Bank: _____ ABA Routing Number: _____
 *SWIFT Code: _____ *Account Number: _____
 *Account Name: _____



Three Park Avenue, New York, NY 10016

FORM H

Application for: Acceptance as a Testing Laboratory (Pressure Relief Devices)

Acceptance of Authorized Observers

(Company Name as it will appear on the Certificate)

(Department, Division, etc.)

This application is for the following Testing Laboratory location:

(Give Full Address)

City State Country Zip Code

_____ New _____ Renewal _____ Additional Authorized Observer
(see below)

If renewal complete the following: Current Certificate Number: _____

Expiration Date: _____

Indicate the testing medium(s) which will be used in the capacity certification testing performed by the applicant.

_____ Air _____ Nitrogen _____ Water

_____ Natural Gas _____ Steam _____ Liquids _____ Other

Indicate the individuals, which you wish to have accepted as Authorized Observers

<u>Name</u>	<u>Check if individual was previously accepted as an Authorized Observer</u>
_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____
(Signature must be by a Company Officer)

Title: _____ Date: _____



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SCHEDULING INFORMATION – NEW/RENEWAL APPLICANTS

ASME will make every effort to conduct an evaluation of an Applicant's program at the earliest possible date after receipt of the application forms and fees. However, there is an average lead time of four months due to scheduled surveys of other companies. To minimize costs for Applicants, ASME tries to schedule a series of surveys in the same area of the world. Therefore, in order for ASME to schedule your survey, please answer the following two questions. Please note that if you check as soon as possible for Question 1, or a date much earlier than four months, we will in general only be able to schedule at those times, if another company in your area cancels their date.

Question 1

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

As soon as possible, or

Question 2

What weeks or dates are not acceptable to you (due to Holidays, plant shutdowns, etc.) between your first available date and eight months from the date of your application?

Company _____ Signature: _____

Date: _____

Your survey will be scheduled at the earliest possible date consistent with your responses and in conjunction with other companies in your area. We, therefore, expect you to accept the dates that we assign. Lack of acceptance may result in a long delay until the next series of surveys are scheduled in your area or a substantial increase in your costs if a Team must be sent to do your survey alone. We cannot schedule your survey until the completed application, fees and this completed form are received.

ASME Conformity Assessment Department

TO ALL APPLICANTS

Please return your completed application and fees to the address shown below:

International Funds Transfer

Remit payment in U.S. Dollars to:

JP Morgan Chase N.A.

ABA: 021000021, CHIPS Participant Number 0002 or

SWIFT: CHASUS33

Credit: The American Society of Mechanical Engineers (ASME)

Account #6101631700

Reference: Invoice #

Applicants submitting electronic funds transfers may send Applications and other related correspondence to:

ASME

Conformity Assessment Department, M/S 21W1

3 Park Avenue

New York, NY 10016-5990

Applications with checks or money orders must be mailed to:

ASME

Accreditation/Certification Processing Dept.

22 Law Drive

P.O. Box 2900

Fairfield, NJ 07007-2900

It is recommended that all applications also be emailed to ca@asme.org

Thank you,

ASME

Conformity Assessment Department