



CODES & STANDARDS
CONFORMITY ASSESSMENT

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

tel 1.212.591.8581
fax 1.212.591.8599
www.asme.org

APPLICATION FOR ACCREDITATION
OF
ORGANIZATIONS CERTIFYING ELEVATOR INSPECTORS AND
ELEVATOR INSPECTION SUPERVISORS

Applicants for a Certificate of Accreditation must comply with the latest requirements of ASME QEI-1, Standard for the Qualification of Elevator Inspectors.

In order to obtain the Certificate of Accreditation, the Applicant must comply with the requirements given in QEI-1. ASME, by using Survey Teams, reviews the Applicant's Quality Assurance Manual and its implementation. Any findings noted during the survey, are discussed between the Applicant and the team and subsequently the Team report is submitted to the ASME QEI Committee which either authorizes issuance of the Certificate or requests additional actions by the Applicant. ASME will audit Quality Assurance Programs on a random programmed basis over the three year life of the Certificate. The audits are announced.

The Survey Team consists of an ASME Consultant who is experienced in the field of Quality Assurance.

Quality Systems vary in complexity, detail and structure as to an Applicant's size, scope and volume of work. Because of the many variables, it is impossible to project the length of time required for the Survey Team's visit. The cost could range from \$19,000 to \$30,000 for Domestic and \$27,000 to \$45,000 for International. Please bear in mind that the fee ranges quoted are based on typical average surveys and that your survey could require more or less time. These estimates are not firm quotations. If your facility requires an extended survey, because of its complexity, the ranges could be exceeded. Our Survey Team will make every effort to conclude their visit in a minimum length of time.

If the recommendation of the Survey Team is to issue the Certificate, the Applicant will be invoiced for the total cost of the Survey and the programmed audits which may be paid in three installments. The first installment will be 50% of the cost less the deposit. In addition, the first installment will include a \$2,250 three year Certificate fee. Prices are subject to change without notice. This will be due upon receipt of billing. The second and third installments will be 25% each and will be payable upon receipt of yearly billings. If either the second or third installments are not paid within the billing period, the Society will take action to withdraw the Certificate.

If the recommendation of the Survey Team is that a resurvey is required, or if a survey is aborted, the Applicant will be invoiced for the fees and expenses of the ASME Consultants and administrative charges only, and not for the audits.

ASME requires an advance deposit of \$5,000 for Domestic and \$8,000 for International prior to scheduling of survey dates. This will be applied to the cost of the Survey as indicated above. If the Applicant withdraws their application after the remittance is received by ASME, there is an administrative fee of \$225, which will be deducted from the original remittance.

INTERNATIONAL FUNDS TRANSFER

Remit payment in U.S. Dollars to:

The Bank of New York, N.A.

SWIFT: IRVT US3N

ABA: 021000018

Credit: American Society of Mechanical Engineers

Account #6101631700

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

Cancellation of survey dates is subject to a monetary penalty, deducted from the advance deposit on the following schedule:

\$ 750 for cancellation after acceptance of the survey dates.

\$1,500 for cancellation within 2 months of the survey dates.

\$2,500 for cancellation within 1 month of the survey dates.

In addition to the above, the Applicant will be charged for any committed travel and miscellaneous expense associated with the scheduled survey.

The Society 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 deposit. However, it should be expected that a lead time of at least six months is usual because of scheduled surveys of other companies. The Society can accept no liability for any consequences to the Applicant which may be the result of the survey or subsequent Society actions. A renewal survey will be scheduled approximately eight to twelve weeks prior to the current expiration date to assure continuity of the Certificate.

Subscription to ASME QEI-1 is required for accreditation to assure that accredited organizations have the latest applicable rules. The rules published in the Standard are subject to revision periodically. These revisions are published annually in addenda to the Standard and become mandatory six months after the date of publication. Additionally, interpretations of the rules are published in supplements to the Standard. These addenda and supplements are provided to subscribers, as part of their basic subscription, to insure 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 Standard.

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

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
_____	_____	_____	_____

<input type="checkbox"/> Plant	<input type="checkbox"/> New	If renewal, complete the following:
<input type="checkbox"/> Field Site	<input type="checkbox"/> Renewal	Current Certificate Number(s): _____
		Expiration date: _____

Check the Certificate(s) and stamps 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 Partials | <input type="checkbox"/> MO Material Organization, | |
| <input type="checkbox"/> *NV Nuclear Safety Valves | <input type="checkbox"/> AIA Authorized Inspection Agency | |
| <input type="checkbox"/> *NS Nuclear Supports | | |

*** 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 Agreement

The organization listed on the front of this Application for Accreditation (the "Applicant") performs or subcontracts the design, fabrication, production, testing, assembly, construction and/or installation of items 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 Code Symbol Stamp. The Applicant:

- (1) Agrees to use the Certificate and/or Stamp in accordance with the applicable ASME Code or Standard 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 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.
- (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: _____



Three Park Avenue, New York, NY 10016

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: _____

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:

The Bank of New York, N.A.

SWIFT: IRVT US3N

ABA: 021000018

Credit: American Society of Mechanical Engineers

Account #6101631700

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

Thank you,

ASME

Conformity Assessment Department