

Procedure to Request Name Change on Nuclear Component Certificates

The following is necessary for a Certificate Holder to change the name on their current Certificate(s):

Correspondence must be directed to Ms. Bibi Rahim, Manager, Conformity Assessment, by the Certificate Holder, requesting the name change with a payment of \$250 per Certificate, and should be sent to:

ASME/Accreditation/Certificate Processing Dept.,
22 Law Drive, PO Box 2900
Fairfield, NJ 07007-2900

The following information must be received from the Authorized Inspection Agency:

- (a) verification that the AIA has an agreement with the Certificate Holder under the new name; and
- (b) summary of the review conducted by the Authorized Nuclear Inspection Supervisor, including documentation as to how the Certificate Holder's Quality Assurance manual has been revised to reflect the name change and that the ANIS has reviewed and accepted the revisions; and
- (c) verification that this name change does not alter the Certificate Holder's Quality Assurance Program as previously accepted by ASME; and
- (d) agreement to accept responsibility to ASME for all ASME Code activities previously performed under those Certificate(s) number(s).

The information from the AIA should be sent to:

Bibi Rahim, Manager, Conformity Assessment
ASME
Three Park Avenue
New York, NY 10016, or
Fax: 212-591-8599 or email rahimb@asme.org

Note: *Name changes are available for Certificate Holders which are the same corporate entity as currently accredited by ASME. Such Certificate Holders may have changed ownership but shall have a continuing program meeting ASME Quality Control Requirements. A name change is not available to a company that only buys the physical assets of a Certificate Holder. A new full survey is required for such a company.*