

## Procedure to Request Name Change on Quality System Certificates

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

A copy of a letter must be directed to Ms. Bibi Rahim, Manager, Conformity Assessment, by the QSC 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 included in the letter from the QSC Holder:

- (a) verification that the necessary changes have been made to the Quality System Manual to reflect the name change and a copy of the manual submitted to ASME for acceptance; and
- (b) confirmation that there have been no changes within the organization, including management, which could affect the implementation of the Quality System Program as accepted by ASME; and
- (c) verification that the name change does not alter the QSC Holder's Quality System 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 original letter and revised manual 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 QSC Holders which are the same corporate entity as currently accredited by ASME. Such QSC 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 QSC Holder. A new full survey is required for such a company.*