

FORM LETTER OWN.1

OWNER'S CERTIFICATE

The following is the procedure used for the issuance of an Owner's Certificate.

1. An Applicant may apply to ASME for an Owner's Certificate by completing the enclosed application forms: A9.54 and A4.7.
2. The Applicant must have an agreement with an ASME Accredited Authorized Inspection Agency and submit a letter with the completed forms from that Agency confirming such an agreement.
3. The Owner Applicant must agree to make the N-3 Data Report Form available to the Enforcement Authority having jurisdiction at that site. The Enforcement Authority may elect to have the N-3 Form and supporting information filed at the site, to be made available at their request.
4. At the time of submittal of the completed ASME application forms, the Owner Applicant shall also submit a written statement on Company letterhead stating their agreement to make available the N-3 Data Report Form to the Enforcement Authority and submit evidence that an application to the Regulatory Authority for a construction permit for a specific Unit of a Nuclear Power Plant has been docketed.
5. ASME will arrange for an interview with the Owner, Authorized Inspection Agency and the Enforcement Authority (when applicable) at the Owner's office to discuss the Owner's Code related responsibilities as outlined in NCA-3200. The Owner is expected to document their recognition and agreement to abide by these responsibilities in a letter or procedure. This letter or procedure would be either part of or a supplement to the Owner's Quality Assurance Program required to satisfy NCA-8140. The Owner's Quality Assurance Program will be evaluated by the ASME Team for the controls necessary for the Owner's scope of activities to be performed by the Owner.
6. After the interview, the ASME Team Leader will submit a written report to ASME. This report will be reviewed in accordance with ASME Subcommittee Nuclear Accreditation procedures to determine whether the Owners Certificate shall be issued by the Society. The ASME Conformity Assessment Department will inform the Owner Applicant of final action taken.

Payment of charges for the Interview will be as follows:

- a) ASME will submit an invoice to the Applicant for the fees and expenses of the ASME Consultants and the National Board Representative (when the National Board acts on behalf of the Enforcement Authority), administrative charges and the \$2,370 three year fee per Certificate.
- b) The Applicant pays their Accredited Authorized Inspection Agency directly.
- c) The Applicant pays their Enforcement Authority directly, if applicable.

ASME requires an advance deposit of \$4,500 prior to establishment of an interview date. This will be applied to the cost of the interview. If the Applicant withdraws their application after the remittance is received by ASME, there is an administrative fee of \$240 which will be deducted from the original remittance.

Cancellation of the Interview date is subject to a monetary penalty, deducted from the advance deposit, as follows:

- \$750 for cancellation after acceptance of the interview date.
- \$1,500 for cancellation within 2 months of the interview date.
- \$2,500 for cancellation within 1 month of the interview date.

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

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

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 |

| | | |
|-------------------------------------|----------------------------------|--------------------------------------|
| <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"/> MO Material Organization, | <input type="checkbox"/> QEI Qualification of Elevator Inspectors |
| <input type="checkbox"/> *NPT Nuclear Partials | <input type="checkbox"/> AIA Authorized Inspection Agency | <input type="checkbox"/> *OWN Nuclear Owner |
| <input type="checkbox"/> *NV Nuclear Safety Valves | | |
| <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/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 at the address given, and makes this application to The American Society of Mechanical Engineers (ASME) for the appropriate Certificate of Accreditation, Certificate of Certification, 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/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: _____



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: _____