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## ***Criteria for ASME Registration***

**The National Board of Boiler and Pressure Vessel Inspectors**

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NB-264, Revision 16  
Approved by BOT: 05/13/2023  
\* Denotes Revised Section

## Criteria for ASME Registration

### \* CR-1.0 Introduction

This document establishes the requirements for manufacturing organizations to register boilers, pressure vessels, and other pressure-retaining items with the National Board. Pressure-retaining items to be registered shall be certified as meeting the requirements of one or more of the following applicable American Society of Mechanical Engineers (ASME) standards listed below:

- Boiler and Pressure Vessel Code (ASME BPV Code);
- *Reinforced Thermoset Plastic Corrosion-Resistant Equipment* (ASME RTP-1); or
- *Safety Standard for Pressure Vessels for Human Occupancy* (ASME PVHO-1).

Pressure-retaining items shall be certified by completion of the applicable registration form, defined as a Manufacturer's Data Report (MDR)<sup>1</sup> or a Fabricator's Data Report (RTP-1). Registration provides owners, users, and jurisdictional authorities with certification that registered pressure-retaining items meet these requirements.

The registration process involves the simultaneous application of the National Board (NB) Symbol and National Board registration number on a pressure-retaining item that has been certified to the ASME BPV Code. The manufacturer then completes the applicable registration form(s) by adding the National Board registration number to the MDR. The manufacturing organization then submits the registration form(s) to the National Board for permanent retention. MDRs may be created and submitted through the National Board's Electronic Data Transfer (EDT) system. Alternatively, MDRs with original ink signatures may be submitted for registration by mail. After an MDR has been registered, the original manufacturing organization may request complimentary copies of the MDR and the associated attachment(s).

There is a separate process for registration of pressure-retaining items not registered at the time of ASME Certification. This process is detailed in Section CR-6.0 of this procedure.

### CR-2.0 Authorization to Register

A *Certificate of Authorization to Register* serves as evidence of an agreement between the manufacturing organization and the National Board. The certificate is issued by the National Board and authorizes the manufacturing organization to register pressure-retaining items with the National Board, which includes the application of the NB Symbol and National Board registration number. The *Certificate of Authorization to Register* will remain in effect as long as the organization is authorized to certify the pressure-retaining items in accordance with the appropriate ASME standard(s). The *Certificate of Authorization to Register* is valid only for the applicable ASME standard and only while the manufacturing organization operates under the company name and location listed on the *Certificate of Authorization to Register*. The *Certificate of Authorization to Register* does not relate to any other National Board *Certificates of Authorization* (e.g., "R," "NR," or "VR").

CR-2.1 The Application for Authorization to Register is found on the National Board's website: [www.nbbi.org](http://www.nbbi.org), under the "Data Report Registration" tab. The application is an online application only and includes an *Agreement to Register Pressure-retaining Items with*

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<sup>1</sup> An MDR as used in this procedure includes both ASME Manufacturer's Data Reports and ASME RTP-1's Fabricator's Data Reports.

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*the National Board*, as shown in Attachment 1.

The manufacturing organization's representative shall certify that they have read, fully comprehend, and agree to comply with the requirements of the agreement.

### CR-3.0 Registration Forms

The following documents, as appropriate, shall be used for registration:

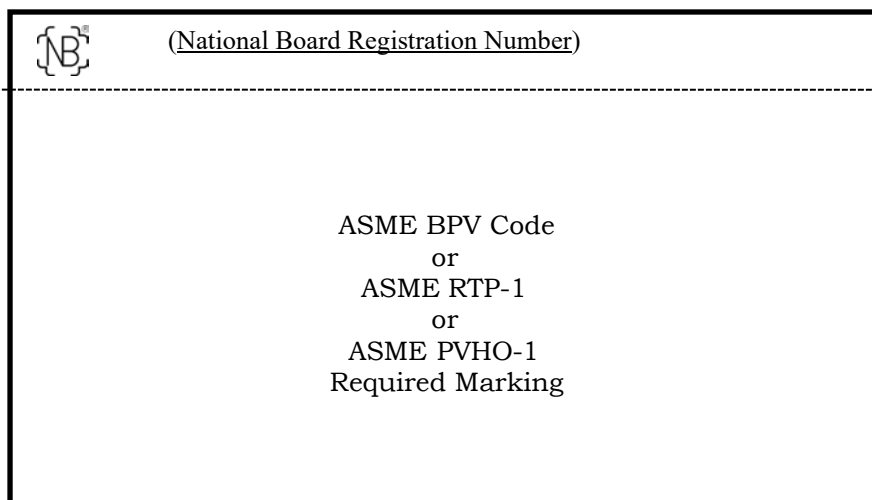
- MDRs completed in accordance with ASME BPV Code Sections I, III, IV, VIII, X, or XII;
- ASME Form U-3, *Manufacturer's Certificate of Compliance*, completed in accordance with ASME BPV Code Section VIII, Division 1, for Miniature Pressure Vessels (UM);
- Fabricator's Data Reports completed in accordance with ASME RTP-1; or
- MDRs completed in accordance with ASME PVHO-1.

It is the responsibility of the manufacturing organization to complete the registration forms in accordance with the appropriate ASME standards and National Board requirements. The National Board performs a clerical review of selected registration documents to ensure completeness and legibility.

### CR-4.0 Stamping Requirements

Pressure-retaining items registered with the National Board shall be identified by the addition of the NB Symbol and National Board registration number to the nameplate or stamping.

*CR-4.1* The NB Symbol shown below is the official National Board Mark which denotes registration of the pressure-retaining item with the National Board. The National Board registration number is the manufacturing organization's sequential identifier for a specific pressure-retaining item.



Typical Nameplate

*CR-4.2* The NB Symbol shall be applied either using the stamp provided by the National Board

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or by other means, such as, but not limited to, photo or chemical etching, laser engraving, etc.

*CR-4.3* The dimensions of the NB Symbol and National Board registration number shall be at least the minimum size required by the applicable ASME standard.

*CR-4.4* The NB Symbol and National Board registration number shall be displayed in the top portion of the nameplate immediately above the applicable ASME required markings.

### \* **CR-5.0 Quality Control Manual Requirements**

The following requirements shall be included in the manufacturing organization's written Quality Control (QC) Manual accepted by their Authorized Inspection Agency.

#### \* *CR-5.1 Requirements for National Board Registration Number Control*

- The Authorized Inspector accepting and/or monitoring the QC Manual shall verify the organization's National Board *Certificate of Authorization to Register* accurately reflects the name, address, and scope on the organization's ASME *Certificate(s) of Authorization*.
- A log shall be maintained to identify pressure-retaining items registered with the National Board. This log may be in either electronic or print format. This log shall contain at a minimum: the National Board registration number, issue date, Authorized Inspection Agency acceptance date, and manufacturer's serial number.
- National Board registration numbers are to be assigned sequentially without bypassed or duplicated numbers.
- National Board registration numbers may be issued prior to completion of the pressure test when adequate controls that will prevent intervals of sequentially bypassed numbers are described in the QC Manual; otherwise, National Board registration numbers shall be issued following the pressure test. In the event a pressure-retaining item is not pressure tested, the National Board registration number shall be issued at the time the registration form is certified.
- The title of the individual responsible for the control and issuance of National Board registration numbers shall be specified.

#### \* *CR-5.2 Requirements for Submitting Registration Forms*

- The registration forms shall bear the signature, commission number, and if applicable, endorsement of the National Board Commissioned Inspector, or the signature and identification number of the Certified Individual (CI) when appropriate.
- The timeframe in which registration forms will be submitted to the National Board shall be specified. The timeframe shall be no more than 30 days following certification by the Inspector or CI.
- The title of the individual responsible for submitting registration documents to the National Board shall be specified.

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### CR-5.3 *Quality System Review*

The specific pages from the QC Manual containing the requirements for National Board Registration Number Control and Submitting Registration Forms shall be included in the Application for Authorization to Register.

### CR-6.0 **Registration After Fabrication Process — for pressure-retaining items not registered at the time of ASME Certification**

#### CR-6.1 *Original Manufacturing Organization*

Only the original manufacturing organization may register a pressure-retaining item. The term “original manufacturing organization” denotes either the original manufacturing organization or any successor organization that assumes responsibility on behalf of the original manufacturing organization and who meets the requirements outlined below. The pressure-retaining item may or may not have been placed into service.

#### CR-6.2 *Scope*

Registration is limited to pressure-retaining items built and stamped in accordance with the applicable ASME standard. Each request will be evaluated on a case-by-case basis in order to maintain the value and integrity of the registration program.

#### \* CR-6.3 *Requirements*

The original nameplate or stamping shall be sufficiently legible to identify all required ASME markings.

The manufacturing organization shall possess a valid *Certificate of Authorization to Register* with the National Board. The *Certificate of Authorization to Register* shall include the ASME Designator(s)<sup>2</sup> displayed on the pressure-retaining item.

The NB Symbol and National Board registration number shall be added to the original nameplate or stamping, or if applicable, to a replacement nameplate. The requirements for replacement nameplates are found in the National Board Inspection Code (NBIC) Part 2, Section 5.

The NB Symbol stamp or replacement nameplate may be transported from the manufacturing organization’s location listed on the *Certificate of Authorization to Register*, to the location of the pressure-retaining item, provided the NB Symbol stamp or nameplate is continuously in the custody of a representative of the manufacturing organization.

- Approval Required

A request to register the pressure-retaining item shall be submitted by the manufacturing organization on Form NB-406, *Registration After Fabrication* (Attachment 2), which shall be subject to the approval of the Assistant Executive Director, Technical. The Assistant Executive Director, Technical, may require

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<sup>2</sup> Pressure-retaining items built prior to December 31, 2016, may have been stamped with the old ASME Code Symbol Stamp. In these cases, the *Certificate of Authorization to Register* shall include the ASME Designator appropriate to the old ASME Code Symbol Stamp displayed on the pressure-retaining item.

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additional supporting documentation in order to evaluate the request.

The request for approval shall include Form NB-406 with Part 1 completed and a copy of the registration form. Form NB-406 may address multiple pressure-retaining items if the associated MDR lists multiple pressure-retaining items. Otherwise, a separate Form NB-406 shall be completed for each pressure-retaining item. If the request is approved, the National Board will return a signed copy of Form NB-406 to the requester. If applicable, the National Board will provide a copy of the Form NB-406 to the National Board Member Jurisdiction where the pressure-retaining item is installed. Following the application of the NB Symbol and National Board registration number, Part 2 of Form NB-406 shall be completed and submitted, along with the “corrected copy” of the MDR, to the National Board for registration.

- National Board Commissioned Inspector’s Responsibilities

A National Board Commissioned Inspector (Inspector)<sup>3</sup> shall accompany the manufacturing organization’s representative to the location of the pressure-retaining item in order to validate the existing stamping with the MDR. The Inspector shall witness the application of the NB Symbol and National Board registration number, or the installation of the replacement nameplate, and shall initial and date the “corrected copy” of the MDR where applicable (e.g., the addition of the National Board registration number).

It is not required for the Inspector to be in the employment of the manufacturing organization.

- Registration Fee

The National Board will charge a fee for *Registration After Fabrication*.

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<sup>3</sup> The “Inspector” may be a CI if the governing ASME standard allows designated oversight by CIs.

### \* **Agreement to Register Pressure-retaining Items with the National Board**

This agreement is between the manufacturing organization listed in this application and The National Board of Boiler and Pressure Vessel Inspectors (NBBI), a corporation in the State of Ohio, headquartered at 1055 Crupper Avenue, Columbus, Ohio, 43229.

In consideration for registration of pressure-retaining items with NBBI, the parties agree as follows:

1. NBBI agrees to issue a *Certificate of Authorization to Register* upon receipt and acceptance of this agreement. Upon being issued a *Certificate of Authorization to Register*, the manufacturing organization agrees to assign and stamp National Board registration numbers on their pressure-retaining items. To complete registration, the manufacturing organization agrees to submit the registration forms to NBBI for retention.
2. NBBI agrees the *Certificate of Authorization to Register* remains in effect as long as the manufacturing organization holds a valid *Certificate of Authorization* issued by the American Society of Mechanical Engineers (ASME).
3. The manufacturing organization agrees that if there are any changes to the information displayed on the *Certificate of Authorization to Register*, they will submit a new Application for Authorization to Register. This includes any change in company name, physical address, or ASME Certifications. If there are any changes in mailing addresses, Authorized Inspection Agency of record, or personnel contact information, the manufacturing organization agrees to notify NBBI either by sending an email to [authdept@nbbi.org](mailto:authdept@nbbi.org) or by other means.
4. The manufacturing organization agrees to manufacture, test, inspect, certify, and stamp pressure-retaining items in accordance with the requirements of the applicable ASME standard.
5. The manufacturing organization agrees to comply with the requirements of NB-264, *Criteria for ASME Registration*, which is available for reference on NBBI's [website](#).
6. The manufacturing organization agrees to control the issuance of National Board registration numbers, which includes but is not limited to the following:
  - Maintaining a log which will show the National Board registration number, issue date, Authorized Inspection Agency acceptance date, manufacturer's serial number, and other data as required to identify the pressure-retaining item.
  - Assigning National Board registration numbers sequentially, beginning with number one, without intervals of bypassed or duplicated numbers.
  - Applying National Board registration numbers at the time of manufacture following the pressure test. National Board registration numbers may be issued prior to completion of the pressure test when adequate controls will prevent the bypassing of sequential numbers. In the event a pressure-retaining item is not pressure tested, the National Board registration number shall be issued at the time the registration form is certified.
  - Identifying the title of the individual responsible for the control and issuance of National Board registration numbers.

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7. The manufacturing organization agrees to submit registration forms to NBBI as follows:
  - The registration forms shall bear the signature and commission number of the National Board Commissioned Inspector, except for registration forms for pressure-retaining items that have been certified to any of the following standards:
    - ASME BPV Code, Section VIII, Division 1, Form U-3 and ASME Standard RTP-1, Form RTP-1, both of which require the signature of a Certified Individual (CI); and
    - ASME Standard PVHO-1, Form GR-1, which requires the signature of the manufacturer's representative.
  - The original of each registration form for stamped pressure-retaining items bearing the National Board registration number shall be submitted to NBBI, and all related registration fees shall be paid.
  - The timeframe in which registration forms will be submitted to NBBI following certification by the Inspector or CI shall not exceed 30 days.
  - The title of the individual responsible for submitting registration forms to NBBI shall be identified.
8. The NB Symbol stamp is the property of NBBI and is valid only for the applicable ASME standard and only while the manufacturing organization operates under the company name and location listed on their *Certificate of Authorization to Register*. The manufacturing organization agrees to return the NB Symbol stamp to NBBI upon demand of NBBI, termination or expiration of their *ASME Certificate of Authorization*, or upon termination of this agreement.
9. The manufacturing organization agrees to apply the NB Symbol and National Board registration number only to those pressure-retaining items that are manufactured while the manufacturing organization holds a valid *ASME Certificate of Authorization*.

The NB Symbol stamp is available in two sizes. The 0.31 inch (7.9 mm) impression size is intended for use on nameplates or for direct stamping when minimal space is available. The 0.5 inch (12.7 mm) impression size is intended for direct stamping, such as that required on ASME Section I boilers or ASME Section VIII, Division 1, Appendix 22, forged vessels.

**New applicants only:** Please select the size stamp you wish to receive and mark the appropriate space on the application form.
10. The manufacturing organization agrees to document the requirements of Items 6 through 8 of this agreement in its Quality Control Manual and to attach a copy of such documentation to this application for review and approval by NBBI.



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Attachment 2

## Form NB-406, *Registration After Fabrication*

### Part 1, Request (to be completed by the manufacturing organization)

1. Manufactured by \_\_\_\_\_  
(Name and address)
2. Location of installation \_\_\_\_\_  
(Address)
3. Pressure-retaining item identification (a copy of the Manufacturer's Data Report [MDR] shall be attached to this form)  
Type \_\_\_\_\_ Dimensions \_\_\_\_\_  
Manufacturer's serial no. \_\_\_\_\_ Year built \_\_\_\_\_  
Code stamp \_\_\_\_\_ MAWP \_\_\_\_\_
4. Requested by \_\_\_\_\_ Date \_\_\_\_\_  
(Quality Manager or other authorized representative of the manufacturing organization)

**Stop here and submit this form to the National Board for approval.**

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(National Board Assistant Executive Director, Technical)

### Part 2, Conclusion (to be completed by the manufacturing organization and National Board [NB] Commissioned Inspector, or Certified Individual [CI] if applicable)

1. National Board registration number assigned and stamped on the pressure-retaining item \_\_\_\_\_
2. Attach a photograph, copy, or facsimile of the revised nameplate or stamping to this form.

I certify, to the best of my knowledge and belief, that the statements in this report are correct and that the information, data, and identification numbers are correct. Attached is a photograph, copy, or facsimile of the revised nameplate or stamping.

Name of manufacturing organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

National Board *Certificate of Authorization to Register* expiration date \_\_\_\_\_

Witnessed by \_\_\_\_\_  
(Name of NB Commissioned Inspector/ CI)

Employed by \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

NB Commission No. / CI No. \_\_\_\_\_ Endorsement \_\_\_\_\_

**When Part 2 is completed, submit this form along with the "corrected copy" of the MDR, the facsimile of the revised nameplate or stamping, and any necessary attachments to the National Board for registration.**

NB-406, Revision 3