

## GUIDE FOR COMPLETING NATIONAL BOARD FORM R-2, REPORT OF ALTERATION

This guide is to be used when completing the National Board Form R-2, Report of Alteration. When computer generated, the format of the form shall replicate the type and relative location of the information depicted on the Form R-2, Report of Alteration.

When additional space is needed, a Form R-4 shall be used and attached. Information determined to be of a proprietary nature need not be included, but shall be stated on the form.

- 1) Initials of the National Board "R" Certificate of Authorization authorized representative who registers the Form "R".
- 2) Initials of the Inspector who certified the completed Form "R" for registration.
- 3) When registering a Form "R" Report with the National Board, this line is solely designated for a unique sequential number assigned by the "R" Certificate Holder. When the "R" Form is not to be registered, indicate so by "N/A". As described in NBIC Part 3, Paragraph 5.6, a log shall be maintained identifying unique and sequentially numbered Form "R" reports that are registered with the National Board. For re-rating only, the Design Organization registers the Form R-2.
- 4) If applicable, document the unique purchase order, job, or tracking number assigned by organization performing work.
- 5) The name and address of the National Board "R" Certificate of Authorization holder performing the design as it appears on the "Certificate of Authorization".
- 6) The name and address of the National Board "R" Certificate of Authorization holder performing the construction activity as it appears on the "Certificate of Authorization."
- 7) Name and address of the owner of the pressure-retaining item.
- 8) Name and address of the plant or facility where the pressure-retaining item is installed.
- 9) Description of the pressure-retaining item, such as boiler, pressure vessel, or piping.
- 10) Name of the original manufacturer of the pressure-retaining item. If the original manufacturer is unknown, state "unknown."
- 11) Document the serial number of the pressure-retaining item if assigned by the original manufacturer. If there is no serial number assigned or it is unknown, state "unknown."
- 12) When the pressure-retaining item is registered with the National Board, document the applicable registration number. If the pressure-retaining item is installed in Canada, indicate the Canadian design, registration number (CRN), and list the drawing number under "other." If the item is not registered, indicate, "none."
- 13) Record the Jurisdiction Number, if available.
- 14) Document any other unique number assigned to the pressure retaining item such as a unique number assigned by the owner or user. If unknown, state "unknown."
- 15) Identify the year in which fabrication/construction of the item was completed.
- 16) Indicate edition and addenda, if applicable, of the NBIC under which this work is being performed, as applicable.
- 17) Indicate the name, section, division, edition, and addenda (if applicable) of the original code of construction for the pressure-retaining item.
- 18) Indicate the name, section, division, edition, and addenda (if applicable) of the construction code used for the work being performed. If code cases are used, they shall be identified in the "Remarks" section.
- 19) Provide a detailed summary of the scope of design that was performed.
- 20) The information to be considered when describing the scope of work should include such items as, the nature of the alteration (i.e. welding, bonding, cementing), the specific location of the work performed to the pressure-retaining item, the steps taken to remove a defect or as allowed by NBIC Part 3, Paragraph 3.4.8 to remain in place, and the method of alteration described as listed in the examples of NBIC Part 3, Section 3 or applicable supplement.

- 21) Indicate the type of Pressure test performed (Liquid, Pneumatic, Vacuum)
- 22) Indicate test pressure applied.
- 23) Indicate the maximum allowable working pressure of the part. (As altered)
- 24) As applicable, identify which parts manufactured by welding or bonding were introduced as needed to complete the scope of work. Indicate part, item number, manufacturer's name, stamped identification, and data report type or Certificate of Compliance.
- 25) Indicate any additional information pertaining to the work involved (e.g., routine repairs, code cases, interpretations used).
- 26) Type or print name of the National Board "R" Certificate of Authorization authorized representative responsible for design certification.
- 27) Indicate National Board "R" Certificate or Authorization number.
- 28) Indicate month, day, and year the National Board "R" Certificate of Authorization expires.
- 29) Indicate the date the alteration was certified.
- 30) Record the name of National Board "R" Certificate of Authorization holder who performed the described work, using full name as shown on the "Certificate of Authorization" or an abbreviation acceptable to the National Board.
- 31) Signature of National Board "R" Certificate of Authorization authorized representative.
- 32) Type or print the name of Inspector certifying the design review.
- 33) Indicate the Inspector's Jurisdiction.
- 34) Indicate the Inspector's employer; also indicate the address of the Inspector's employer (city and state or province).
- 35) Indicate the month, day and year of the design certification by the Inspector.
- 36) Signature of the Inspector certifying the design review.
- 37) Inspectors National Board commission number and endorsement that qualifies the Inspector to sign this report, and when required by the Jurisdiction, the applicable State or Provincial numbers.
- 38) Type or print name of the National Board "R" Certificate of Authorization authorized representative responsible for any construction.
- 39) Indicate the National Board "R" Certificate or Authorization number.
- 40) Indicate month, day, and year the National Board "R" Certificate of Authorization expires.
- 41) Indicate the date the alteration was certified.
- 42) Record the name of National Board "R" Certificate of Authorization holder who performed the described work, using full name as shown on the Certificate of Authorization or an abbreviation acceptable to the National Board.
- 43) Signature of National Board "R" Certificate of Authorization authorized representative
- 44) Type or print the name of Inspector certifying the construction inspection.
- 45) Indicate the Inspector's Jurisdiction.
- 46) Indicate the Inspector's employer; also indicate the address of the Inspector's employer (city and state or province).
- 47) Indicate the month, day and year of the inspection by the Inspector.
- 48) Indicate the month, day and year the completed Form "R" was signed by the Inspector.
- 49) Signature of the Inspector certifying the construction inspection.
- 50) Inspectors National Board commission number and endorsement that qualifies the Inspector to sign this report, and when required by the Jurisdiction, the applicable State or Provincial numbers.

**FORM R-2 REPORT OF ALTERATION**  
in accordance with provisions of the *National Board Inspection Code*

① \_\_\_\_\_  
(Authorized Rep. initials)

② \_\_\_\_\_  
(Inspectors initials)

③ \_\_\_\_\_  
(Form "R" Registration no.)

\_\_\_\_\_ (P.O. no., job no., etc.)

1a. DESIGN PERFORMED BY: ⑤ \_\_\_\_\_  
(name of "R" organization responsible for design)

\_\_\_\_\_ (address)

1b. CONSTRUCTION PERFORMED BY: ⑥ \_\_\_\_\_  
(name of "R" organization responsible for construction)

\_\_\_\_\_ (address)

2. OWNER OF PRESSURE RETAINING ITEM: ⑦ \_\_\_\_\_  
(name)

\_\_\_\_\_ (address)

3. LOCATION OF INSTALLATION: ⑧ \_\_\_\_\_  
(name)

\_\_\_\_\_ (address)

4. ITEM IDENTIFICATION: ⑨ \_\_\_\_\_ NAME OF ORIGINAL MANUFACTURER: ⑩ \_\_\_\_\_  
(boiler, pressure vessel, or piping)

5. IDENTIFYING NOS: ⑪ \_\_\_\_\_ ⑫ \_\_\_\_\_ ⑬ \_\_\_\_\_ ⑭ \_\_\_\_\_ ⑮ \_\_\_\_\_  
(mfg. serial no.) (National Board no.) (jurisdiction no.) (other) (year built)

6. NBIC EDITION/ADDENDA: ⑯ \_\_\_\_\_ ⑰ \_\_\_\_\_ ⑱ \_\_\_\_\_  
(edition) (addenda)

Original Code of Construction for Item: ⑲ \_\_\_\_\_ (name / section / division) \_\_\_\_\_ (edition / addenda)

Construction Code Used for Alteration Performed: ⑲ \_\_\_\_\_ (name / section / division) \_\_\_\_\_ (edition / addenda)

7a. DESCRIPTION OF DESIGN SCOPE:  Form R-4, Report Supplementary Sheet is attached

⑲ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7b. DESCRIPTION OF CONSTRUCTION SCOPE:  Form R-4, Report Supplementary Sheet is attached

⑲ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

⑳ \_\_\_\_\_ Pressure Test, if applied ㉑ \_\_\_\_\_ psi MAWP ㉒ \_\_\_\_\_ psi

3  
 (Form "R" Registration no.)  
 4  
 (P.O. no., job no., etc.)

8. REPLACEMENT PARTS: (Attached are Manufacturer's Partial Data Reports or Form R-3's properly completed for the following items of this report):

(name of part, item number, data report type or Certificate of Compliance, mfg's. name and identifying stamp)

24

9. REMARKS: 25

**Design Certification**

I, 26, certify that to the best of my knowledge and belief the statements in this report are correct and that the Design Change described in this report conforms to the *National Board Inspection Code*. National Board "R" Certificate of Authorization No. 27 expires on 28

Date 29, 30 Signed 31  
 (name of design organization) (authorized representative)

**certificate of design change review**

I, 32, holding a valid Commission issued by The National Board of Boiler and Pressure Vessel Inspector and certificate of competency, where required, issued by the jurisdiction of 33 and employed by 34 of 34

have reviewed the design change as described in this report and state that to the best of my knowledge and belief such change complies with the applicable requirements of the *National Board Inspection Code*.

By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any manner for any personal injury, property damage or loss of any kind arising from or connected with this inspection.

Date 35 Signed 36 Commissions 37  
 (inspector) (National Board and jurisdiction no. including endorsement)

**CONSTRUCTION CERTIFICATION**

I, 38, certify that to the best of my knowledge and belief the statements in this report are correct and that all material, construction, and workmanship on this Alteration conforms to the *National Board Inspection Code*. National Board "R" Certificate of Authorization No. 39 expires on 40

Date 41, 42 Signed 43  
 (name of alteration organization) (authorized representative)

**CERTIFICATE OF INSPECTION**

I, 44, holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and certificate of competency, where required, issued by the Jurisdiction of 45 and employed by 44 of 44

have inspected the work described in this report on 46, 47 and state that to the best of my knowledge and belief, this work complies with the applicable requirements of the *National Board Inspection Code*. By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any manner for any personal injury, property damage, or loss of any kind arising from or connected with this inspection.

Date 48 Signed 49 50  
 (inspector) (National Board and jurisdiction no. including endorsement)