

PROCEDURE FOR ADDING ADDITIONAL BUILDING LOCATION TO CURRENT CERTIFICATE

Requests to add an additional building(s) to an existing Code shop will only be considered when the distance between the additional building(s) and the Code shop is one mile (1.6 km) or less. For distances greater than one mile you will need to either apply for Temporary Code Shop Authorization or for ASME certification at the new building/shop location.

The Certificate Holder must submit a request to ca@asme.org to add an additional building at a Code shop location. The request should include a diagram/map showing the location of the building(s) and Code shop from each other along with the address and distance between the additional building(s) and the Code shop.

The AIA of Record, the ASME Designated Organization or ASME Joint Review Team, as applicable, conducts an audit and submits a report to ASME providing the following information:

1. Address of additional building(s)
2. Distance of additional building(s) from Code shop (include a map)
3. Verify that AIA has inspection agreement and the same AI will be providing inspection services at both the additional building(s) and Code shop location
4. Verify that the building(s) and the code shop are controlled and operated under the same upper management, quality control personnel and Quality control Program
5. Verify that the Code activities are within the scope of the Certificate(s) of Authorization
6. List Code activity that will be occurring at additional building location
7. Verify the QC Manual has been revised to list the additional building(s) in the QC Manual along with Code activities occurring at the additional building(s) and these changes have been accepted by the AIA of Record
8. Verify all necessary controls are in place to ensure Code requirements are being met at both location(s)
9. Verify that an audit has been performed at the additional building(s) location and the AIS is satisfied that the additional building(s) can meet all applicable Code activities that it is to be used for.
10. Make a recommendation to ASME as whether this additional building(s) should be added as part of the existing Code shop

Once the use of additional building(s) is approved by ASME, the additional building(s) will be considered a part of the Code shop as long as the Code shop maintains its ASME Certification. The address of the additional building(s) will not appear on the Certificate(s) that are issued to the Code shop.

Requests for use of additional building(s) must be accompanied with the Application contained on Page 2 of this Procedure. There is no application fee charged for requests to add additional buildings to an existing Code shop.

Prior to the renewal of your ASME Certificate(s) (except for UM Certificates), you will need to submit the Application contained on Page 2 as a Supplement to the ASME Application Form so the assigned ASME Team Leader will be able to review the additional building(s) as part of the overall ASME review.

When the request to add additional building(s) is made less than 4 months from the date of your next scheduled renewal review, the audit of the additional building(s) will be conducted by the ASME Team Leader. The Certificate Holder should inform the Team Leader, at the time of the review, that a request has been submitted to ASME to allow for additional building(s) to operate under the Certificates issued to the Code shop the Team Leader is reviewing. The Team Leader will make a recommendation on acceptance of the additional building(s) to ASME.

Additional time may be required to complete the renewal review to allow the Team Leader sufficient time to review the secondary shops.



Two Park Avenue, New York, NY 10016

Additional/Secondary Building Application

Company ID# _____

Company: _____
(Company name as it will appear on the Certificate)

Address: _____
(Address of Plant as it appears on Current Certificate(s))

NOTE: The additional building(s) must be ONE MILE (1.6 km) or LESS from the Code shop. Indicate the physical address of each building or existing Code shop you are requesting to be added to the Code shop listed above.

Building Location 1: Company ID# _____ (If applicable)

(Distance from Plant) Travel Time from Plant

Building Location 2: Company ID# _____ (If applicable)

(Distance from Plant) Travel Time from Plant

Building Location 3: Company ID# _____ (If applicable)

(Distance from Plant) Travel Time from Plant

Legal Company Name: _____

Print Name: _____

Signed: _____
Signature must be by a Company Officer or Designee

Title: _____

Date: _____