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**INFORMATION AND PROCEDURES FOR RENEWAL OF BOILER AND PRESSURE VESSEL
CERTIFICATES OF AUTHORIZATION UNDER SECTIONS I, IV,
VIII DIV. 1, VIII DIV. 2, VIII DIV. 3, X AND XII**

The application forms in this renewal notice are being brought to your attention ten months prior to the expiration date of the Certificates because of the time involved in the renewal process, which must be completed before the expiration date. We request that you give this matter your immediate attention and complete the application and submit it with the correct remittance to ASME. It is required that renewal applications, fees, and review deposit, where applicable, be received by ASME at least six months [five months in the case of H (Cast Iron and/or Cast Aluminum) and UM] prior to the expiration date. If not received by at least six months before the expiration, the Certificate may expire on the expiration date, if the renewal process is not completed.

General Triennial Review for S, A, PP, E, M, H(other than Cast Iron and/or Cast Aluminum), HLW, U, U2, U3, RP, PRT and T Certificates

The review is conducted by an ASME Designee acting as Team Leader, and a representative of the [Accredited Authorized Inspection Agency \(AIA\)](#). A complete listing of [Accredited Authorized Inspection Agencies](#) is contained on the website. The ASME Designee is appointed by the Jurisdiction, ASME, or an organization designated by the Jurisdiction (such as the National Board of Boiler and Pressure Vessel Inspectors). Upon submittal of the application through [CA Connect](#) and receipt of proper fees, ASME will start action to schedule the review. See attached for fees.

Any manufacturer of mass produced or multiple duplicate pressure vessels or boilers operating to the requirements of Section VIII, UG-90(c)(2), Section IV, HG-515.4(b) Section X, RI-160 or Section XII, TS-200.7, the Team Leader is appointed by either ASME or the [National Board of Boiler and Pressure Vessel Inspectors](#). In addition, the Jurisdiction is invited to appoint a third voting Team Member on such reviews.

The PRT Certificate are for Manufacturers of parts who do not perform or assume any design responsibility for the parts they manufacture. The PRT Certificate Holder's quality control system needs to describe how the design documents are received from the purchaser of the part are controlled, and how the part is controlled while in the custody of the parts manufacturer. Note: Currently only Sections I, IV and XII have adopted this Certificate.

H (Cast Iron and/or Cast Aluminum) Certificates

Upon submittal of the application through [CA Connect](#) and receipt of the review deposit and fees, a review will be conducted by an ASME Designee appointed by ASME.

V, HV, UV, UV3, UD, TV and TD Certificates

Upon submittal of the application through [CA Connect](#) and receipt of the Certificate fee, ASME will notify the ASME Designated Organization, The National Board of Boiler and Pressure Vessel Inspectors, to appoint an ASME Designee to conduct the review.

UM Certificates (other than General Triennial Review)

Upon submittal of the application through [CA Connect](#) and receipt of the Certificate fee, ASME will notify your AIA to review your procedure to assure compliance with Code requirements in the manufacture of vessels to which the Certification Mark is to be applied. ASME will then await a satisfactory report from your AIA stating that they have reviewed your procedure and find it to be acceptable.

Additional Information

The "[Guide for ASME Review Teams for Review of Applicants for ASME Certificates of Authorization](#)" provides a checklist of the elements of a Quality Control System. The Applicant is required to indicate the corresponding cross references to the provisions in the Quality Control Manual which address these elements. The completed Guide must be provided by the Applicant to the ASME Review Team.

The shop review will consist of an on-site evaluation of your Quality Control System, encompassing both a review of your written description and a demonstration of implementation of the program, after which the Review Team will advise you of its recommendation to ASME. The Quality Control Manual and documentation which support understanding of the program must be in English.

For V, HV, UV, UV3, UD, TV and TD Certificates, it is necessary that all required capacity certification tests be scheduled within ninety days from the date of the review. If the tests are not successfully completed within six months from the date of the review, a new review must be conducted. The website contains a link for a list of [Testing Laboratories](#) Holding ASME Certificates of Acceptance for Conducting Tests of Pressure Relief Devices.

Following receipt and evaluation of the report, ASME will advise the Applicant that the Certificates and Certification Mark are renewed for another maximum of three years [one year for UM and H (Cast Iron and/or Cast Aluminum)], or that additional requirements must be met prior to further consideration of the application.

An ASME Designee appointed by ASME conducts the review for the following:

- (1) All H (Cast Iron and/or Cast Aluminum) reviews.
- (2) All reviews where the Jurisdiction (State or Province) is the Authorized Inspection Agency.
- (3) Reviews in States and Territories where ASME conducts the review (Idaho, Wyoming, Puerto Rico and the Virgin Islands). A review deposit to ASME is not required for V, HV, UV, UV3, UD, TV and TD reviews, or for UM yearly renewals performed by your AIA.

For reviews conducted by an ASME Designee appointed by ASME, the Applicant is responsible for all the fees and expenses incurred by the ASME Designee while en route to and from, and at the Applicant's facility, and ASME administrative fees. At the conclusion or termination of the review, an invoice will be rendered. The Applicant may be entitled to a refund of the excess deposit. If it is preferred that the refund be done electronically, please provide banking particulars in [CA Connect](#). If there is a balance due to ASME, Certificates and Stamps will not be issued until the invoice is paid.

For reviews conducted by an ASME Designee appointed by a Jurisdiction or Designated Organization, ASME will notify them and they will contact the Applicant concerning the scheduling of the review. They will provide information concerning any review deposit required.

If you have any questions concerning who will appoint the ASME Designee to conduct your review, please contact ASME at ca@asme.org.

Please return the completed Accreditation/Certification Agreement and fees to:

**ASME
Accreditation/Certification Processing Dept.
150 Clove Road
Little Falls, NJ 07424**

In addition, it is requested that the Accreditation/Certification Agreement be emailed to ca@asme.org.

The Applicant shall pay directly to the Jurisdiction, ASME, [The National Board of Boiler and Pressure Vessel Inspectors](#), and [Accredited Authorized Inspection Agency](#) such charges for the qualification review as those bodies require. If the Applicant withdraws their application after the remittance is received by ASME, there is an administrative fee of \$1,000.00 which will be deducted from the original remittance.

Certificate Holders have the option to request an extension to their current Certificate expiration date to complete current work. Such a request for extension to complete work in progress must be received, by ASME, thirty days prior to the current expiration date. A check for \$2,000.00 per Certificate must accompany the request. The request must contain information concerning a description of the work to be completed and when it is scheduled for completion. A copy of the request must be sent to the Jurisdiction for the location of the work in progress, and your Accredited Authorized Inspection Agency. The Certificate Holder shall also request their Accredited Authorized Inspection Agency to evaluate their present activity and provide a report to ASME. The evaluation shall include the current effectiveness of the management and quality control system relative to what was in place and presented to the ASME Review Team at the last review. For V, HV, UV, UV3, UD, TV and TD, the National Board of Boiler and Pressure Vessel Inspectors must also be informed and requested to perform the evaluation. An extension, if granted, will be for six months, with no further extension. The extension will only cover work listed in the request. A Certificate Holder who voluntarily terminates a review in progress is not eligible for this type of extension of expiration date.

A [brochure](#) listing the various sections of the [Boiler and Pressure Vessel Code and other ASME publications](#) required for obtaining ASME Certificates, has been included in this renewal package. Subscription to the indicated sections of the ASME Boiler and Pressure Vessel Code is required for certification to assure that Code users have the latest applicable Code rules. Effective with the issuance of the 2007 Edition of the Boiler and Pressure Vessel Code, the electronic version, purchased from a licensed reseller is acceptable, as well as the published version by ASME. The rules published in the Code are subject to revision from time to time. These revisions are published annually in addenda to the Code and become mandatory six months after the date of publication of each such addenda. Additionally, interpretations of the rules are published in supplements to the Code. These addenda and supplements are provided to subscribers, as part of their basic subscription, to assure their awareness of the latest rules, revisions and interpretations. Reproduced documents from any source are not accepted for ASME certification, as they provide no assurance of completeness or that the user will be made aware of revisions and interpretations of the applicable Code sections.

Applicants are advised that registration of data report forms may be required by the legal authority of a state or municipality of the United States or province of Canada. Information regarding such requirements is available from the applicable legal authority or The National Board of Boiler and Pressure Vessel Inspectors, 1055 Crupper Ave., Columbus, OH 43229-1108; telephone (614) 888-8320; fax (614) 847-1147, email info@nationalboard.org or website www.nationalboard.org. Additionally, a Synopsis of Boiler and Pressure Vessel Laws, Rules and Regulations in the United States and Canada is available from The National Board of Boiler and Pressure Vessel Inspectors.

If you have any questions, please contact the ASME Conformity Assessment Department via email at ca@asme.org

Fees and Deposits

Prices are subject to change without notice.

H (Cast Iron and/or Cast Aluminum) Certificates

Upon submittal of the application through [CA Connect](#) and Review deposit of \$11,000.00, plus a Certificate fee of \$1,070.00, a review will be conducted by an ASME Designee appointed by ASME.

V, HV, UV, UV3, UD, TV and TD Certificates

Upon submittal of the application through [CA Connect](#) and receipt of the Certificate fee of \$3,250.00 per Certificate, ASME will notify the ASME Designated Organization, the National Board of Boiler and Pressure Vessel Inspectors, to appoint an ASME Designee to conduct the review.

For all Certificates:

Certificates

H (Cast Iron and/or Cast Aluminum) \$1,070.00 per Certificate

All other types \$3,315.00 per Certificate

Stamps (Initial Issuance Only)

(1) Certification Mark* \$335.00, plus applicable sales tax and shipping
**If additional stamps are needed you must submit \$335.00 per stamp, plus applicable sales tax and shipping*

ASME requires an advance deposit of \$11,000.00 for the conduct of the review plus the Certificate fees. The fee for all Certificates, except H (Cast Iron and/or Cast Aluminum) is \$3,315.00 per Certificate. The Certificate fee for H (Cast Iron and/or Cast Aluminum) is \$1,070.00 per Certificate.

If your application covers Certificates at more than one location, please add an additional \$6,000.00 per each additional location to the review deposit.

ASME will provide a Pro Forma invoice, upon receipt of a completed application and at the request of the Applicant. It will include the amount of the deposit necessary in order to schedule the review, as well as all Certificate and Certification Mark fees. Pro Forma invoices are valid for six months from date of issuance. The advance deposit will be applied to the cost of the review. At the conclusion or termination of the review, an invoice will be rendered. The Applicant is responsible for the fees and expenses incurred by the ASME Designee while en route to and from, and while auditing the Applicant's facility. If a balance is due to ASME, you are required to remit payment within thirty (30) days of receipt of the invoice. **Failure to meet this financial obligation may result in termination of your ASME Certification.** If there is no balance due to ASME, you may be entitled to a refund of the excess of the deposit. Refunds exceeding \$100.00 may be transferred electronically, please provide banking particulars in [CA Connect](#).