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ADDITIONAL INFORMATION TO BE PROVIDED WITH APPLICATION FOR RENEWAL SURVEY

The procedures of the Committee on Nuclear Certification (CNC) have been revised to provide some flexibility in establishing the size of Teams for renewal of N-Type Certificates. The procedures state that at the time of application for renewal, the Certificate Holder shall identify to ASME the programmatic changes that have been made and accepted by the ANIS since the issuance or last renewal of the Certificate.

We would therefore like a report from you providing information on the programmatic changes that have occurred since your last survey.

The report should also cover the following:

1. Significant changes in the organization from those in effect at the time of issuance or last renewal of the Certificate. This could include reorganization, a merger or acquisition, or change in key personnel.
2. Any changes in the QA Manager/Director, including the frequency of change in this position and the experience level of personnel filling this position.
3. Any major rewrite of the QA manual or any such major rewrite planned to be submitted to the Team as the survey.
4. Any complete rewrite of the QA manual as a new version or edition.
5. Any significant change in the magnitude of business within the scope of the Certificate. (Example: The company business was only manufacturing parts or small components, and now will be manufacturing large or complex components.)

Please provide this information with the application and copy your AIA of record on the report submitted regarding the programmatic changes.

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