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**INFORMATION AND PROCEDURES FOR OBTAINING
AN ASME CERTIFICATE OF ACCREDITATION AS AN
AUTHORIZED INSPECTION AGENCY**

The Standard for Qualification for Authorized Inspection, ASME QAI-1, requires that ASME Authorized Inspection Agencies shall obtain a valid ASME Certificate of Accreditation

In order to obtain the Certificate of Accreditation, the Applicant must demonstrate their compliance with ASME QAI-1. Compliance will be verified by an ASME Survey Team at location(s) which control the activity. The survey will be scheduled by mutual agreement with the Applicant and will consist of a review of the Applicant's rules for compliance with QAI-1 and its implementation. The Quality Manual and documentation which support understanding of the program must be in English. Any findings noted during the survey, are discussed between the Applicant and the Team, and subsequently the Team Report is submitted to ASME which either authorizes issuance of the Certificate or requests additional actions by the Applicant.

The Survey Team consists of two ASME Consultants experienced in the field of quality assurance.

The "[Guide for ASME Survey Teams for Accreditation of Authorized Inspection Agencies](#)" 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 Survey Team.

A fee is charged based on length of time of survey, including travel time, and travel expenses. In addition, there will be a \$3,525.00 three year Certificate fee. Prices are subject to change without notice. The Survey Team will make every effort to conclude their visit in a minimum length of time.

The Applicant must at the time of the survey present to the Team Leader commission card(s) from the National Board of Boiler and Pressure Vessel Inspectors showing the inspector is employed by the organization whose name the Applicant wishes to appear on their Certificate of Accreditation. ASME will only issue the Certificate of Accreditation to the organization whose name appears on the AI/AIS commission card(s). If the Applicant is delegating part or all of the functions to an agent organization, then both the Applicant and the delegated organization should be represented during the survey.

At the conclusion of the survey, ASME will submit an invoice for the balance of the fees and expenses of the ASME Consultants and the ASME administrative expenses. The invoice will include the Certificate fee if accreditation is recommended. The Certificate will be issued upon successful evaluation by the Subcommittee and receipt of your payment.

ASME requires an advanced deposit of \$11,000.00 prior to establishment of survey dates. This deposit will be applied to the cost of the Survey. 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. This program includes a planned audit program. Accredited Organizations will be required as a condition of continuation of accreditation to accept audits as required by the QAI Subcommittee on Accreditation, including submittal of a deposit and acceptance of all fees involved in the audit. New Certificate Holders will require an audit approximately one year after issuance of their Certificate.

Please submit the application through [CA Connect](#). All new Applicants must include as part of their application the completed Form. Please return the completed Accreditation/Certification agreement, fees, and required "[Supplemental Information for New Applicants](#)" forms to:

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

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

Cancellation of survey dates is subject to a monetary penalty as shown in the following schedule:

\$ 2,000.00 for cancellation after acceptance of the survey dates.

\$ 3,500.00 for cancellation within 2 months of the survey dates.

\$ 6,000.00 for cancellation within 1 month of the survey dates.

In addition to the above, the Applicant will be charged for any committed travel and miscellaneous expenses associated with the scheduled survey.

ASME will make every effort to conduct an evaluation of an Applicant's program at the earliest possible date after receipt of application forms and deposit. However, it should be expected that a lead time of four months is usual because of scheduled surveys of other companies. ASME can accept no liability for any consequences to the Applicant which may be the result of the survey or subsequent ASME actions. A renewal survey will be scheduled approximately two to three months prior to the current expiration date to assure continuity of the Certificate.

Subscription to ASME QAI-1 is required for accreditation to assure that accredited organizations have the latest applicable rules. Also required is a subscription to all BPV Code Sections that are to be covered in the scope of the Certificate and other ASME Standards required for those sections as shown, in the [brochure](#). 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 Standard and BPV Code Sections are subject to revision periodically and become mandatory six months after the date of publication. Additionally, interpretations of the rules are published in supplements to the Standard and BPV Code Sections. 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 accreditation, as they provide no assurance of completeness or that the user will be made aware of revisions and interpretations of the applicable Standard.

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