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INFORMATION AND PROCEDURES FOR OBTAINING AN ASME NUCLEAR OWNER'S CERTIFICATE

The following is the procedure used for the issuance of an Owner's Certificate.

1. An Applicant may apply to ASME for an Owner's Certificate.
2. The Applicant must have an agreement with an ASME [Accredited Authorized Inspection Agency](#).
3. The Applicant must agree to make the N-3 Data Report Form available to the Enforcement Authority having jurisdiction at that site. The Enforcement Authority may elect to have the N-3 Form and supporting information filed at the site, to be made available at their request.
4. Please submit the application through [CA Connect](#). Please return the completed Accreditation/Certification Agreement and fees to the address shown on page 2. In addition, it is requested that the Accreditation/Certification Agreement be emailed to ca@asme.org. The Applicant shall also submit to the address shown on page 2 with the Accreditation/Certification Agreement and email to ca@asme.org a written statement on Company letterhead stating their agreement to make available the N-3 Data Report Form to the Enforcement Authority and submit evidence that an application to the Regulatory Authority for a construction permit for a specific Unit of a Nuclear Power Plant has been docketed.
5. ASME will arrange for an interview with the Applicant, the Applicant's Authorized Inspection Agency and the Enforcement Authority (when applicable) at the Applicant's office to discuss the Applicant's Code related responsibilities as outlined in NCA-3200. The Applicant is expected to document their recognition and agreement to abide by these responsibilities in a letter or procedure. This letter or procedure would be either part of or a supplement to the Applicant's Quality Assurance Program required to satisfy NCA-8140. The Applicant's Quality Assurance Program will be evaluated by the ASME Team for the controls necessary for the Applicant's scope of activities to be performed by the Applicant. The "[Guide for ASME Nuclear Interview Team for an Owner's Certificate](#)" 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.
6. After the interview, the ASME Team Leader will submit a written report to ASME. This report will be reviewed in accordance with ASME procedures to determine whether the Owner's Certificate shall be issued by ASME. The ASME Conformity Assessment Department will inform the Applicant of final action taken.

Payment of charges for the interview will be as follows:

- a) ASME will submit an invoice to the Applicant for the fees and expenses of the ASME Consultants and the National Board Representative (when the National Board acts on behalf of the Enforcement Authority), administrative charges and the \$3,315.00 three year fee per Certificate.
- b) The Applicant pays their Accredited Authorized Inspection Agency directly.
- c) The Applicant pays their Enforcement Authority directly, if applicable.

For new applicants, ASME requires an advance deposit of \$11,000.00 prior to establishment of an interview date. This will be applied to the cost of the interview. For renewal applicants, ASME requires the Certificate fee in the amount of \$3,315.00. 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.

Cancellation of the interview date is subject to a monetary penalty, deducted from the advance deposit, as follows:

\$2,000.00 for cancellation after acceptance of the interview date.

\$3,500.00 for cancellation within 2 months of the interview date.

\$6,000.00 for cancellation within 1 month of the interview date.

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

Applicants submitting electronic funds transfers may send Applications and other related correspondence to:

ASME
Conformity Assessment Department, 6th Fl
2 Park Avenue
New York, NY 10016-5990

Applications with checks or money orders must be mailed to:

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

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