ASME BOILER & PRESSURE VESSEL
ACCREDITATION

GUIDE
FOR
ASME DESIGNEE
FOR
REVIEW OF APPLICANTS
FOR
ASME CERTIFICATES OF ACCEPTANCE
PRESSURE RELIEF DEVICE
TESTING LABORATORIES AND AUTHORIZED OBSERVERS

The American Society of Mechanical Engineers
Conformity Assessment Department
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New York, NY 10016

A10.7-1/13(2/7)

INTRODUCTION

This checklist is prepared for the use of ASME Designees. It is not intended to replace or interpret the requirements of the ASME Boiler and Pressure Vessel Code (B&PVC).

In addition, to assist the ASME Designee, this checklist will be provided to Applicants for ASME Certificates of Acceptance for their use in cross referencing the paragraphs in their Quality Control (QC) Manual with the applicable control requirements of the Code.

A listing of the references in the B&PVC Sections which provide for acceptance of Pressure Relief Device (PRD) Testing Laboratories and Authorized Observers is included in this checklist.

The checklist is based on the requirements of Section VIII, Division 1. Parallel requirements appear in Section I, Section IV, and Section VIII, Division 2. The checklist is subject to revision based on changes made in the aforementioned Sections in the B&PVC.

A review must cover a QC Manual and its implementation. It is recognized that the scope of work, QC Manual, and Manual implementation will vary from applicant to applicant. Therefore, the ASME Designee is advised that all aspects of this checklist may not apply and that this checklist may not outline all possible aspects of each review. The Manual need not follow the format of this checklist.

When a request for an interpretation is to be submitted by an Applicant, the ASME Designee shall advise the Applicant that all such inquiries must be submitted to the Secretary, Boiler and Pressure Vessel Committee.

Suggestions for revisions or clarification to this Guide should be directed to the ASME Director, Accreditation and Certification.

HOW TO USE THIS CHECKLIST

The Applicant should review each checklist item and note the paragraph number in the QC Manual which covers the subject addressed in the column labeled "QC Manual References." In the case where a checklist item gives more than one alternative for fulfilling the applicable Code requirement, mark "NA" in the column labeled "QC Manual References" adjacent to those alternative that do not apply. "NA" should also be used to indicate that a particular item is "not applicable" to the system under review.

The original of this checklist shall be provided to the ASME Designee along with sufficient copies for any other participants on the review.

PRD REVIEW CHECKLIST Company:

Date:

Item No.	Quality Element and Subelements	QC Manual References	NA	For Team Use Only	
				See Report	Sat.
1.	General Quality Control System Requirements				
	(a) QC System is documented in detail in a QC Manual that addresses all requirements of the applicable Code Section and includes:				
	(1) a cover sheet that contains the company name and physical address as it will appear on the requested Certificate of Acceptance;				
	Note: The cover sheet may also contain the effective date of the QC Manual, mailing address, phone number or other information desired by the Applicant.				
	(2) a brief description of the testing facilities, testing arrangements, pressure, size and capacity limitations and test medium used.				
	(3) control features to demonstrate Code compliance;				
	(4) Manual revision control system				
	(5) provision for review and approval of QC Manual to maintain it current;				
	(b) in the case where the QC Manual exists in more than one language, at least one version is in English and identified as the authoritative version.				
	Note: A glossary of terms is desirable from the standpoint of clarity if abbreviated titles of personnel and control documents are used throughout the QC Manual. This, however, is not mandatory.				
2.	Authority and Responsibility				
	(a) The authority and responsibility for QC by management is documented.				
	Note: In practice, a Statement of Policy and Authority must be signed by a senior company official responsible for Code activities (e.g., President, Vice President, Plant Manager, etc.)				

PRD REVIEW CHECKLIST Company:

Date:

Item No.	Quality Element and Subelements	QC Manual References	NA	For Team Use Only	
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3.	The authority and responsibility of those in charge of the QC system are clearly established and documented. Persons performing QC functions have sufficient and well defined responsibility, the authority, and the organizational freedom to identify quality control problems. <u>Organization</u> An organization chart showing the relationship between management and laboratory personnel and quality control as applicable exists and reflects the actual organization. The purpose of this chart is to identify and associate the various organizational groups with the particular function for which they are responsible.				
4.	<u>Document Control</u> (a) Procedures exist which assure that the latest applicable test procedures, calculations, specifications, and instructions, required by the Code, as well as authorized changes, are used for inspection and testing. Procedures include provision for: (1) review of customer supplied documents (2) the preparation, review, approval and distribution of instructions, procedures, specifications and test summary reports.				
5.	<u>Testing and Inspection Program</u> (a) Procedures required for testing shall be specifically identified in the QC Manual. Operational procedures, including inspection and test procedures, shall be described in sufficient detail to ensure compliance with the requirements of ASME PTC 25.				

PRD REVIEW CHECKLIST Company:

Date:

Item No.	Quality Element and Subelements	QC Manual References	NA	For Team Use Only	
				See Report	Sat.
6.	Specifically: Measures to assure that the ASME Authorized Observer is present at all times during the test and shall be solely responsible to ensure that written test procedures are followed. Provisions for the use of checklists, process sheets, etc. for the various test-inspection steps to be performed under the direction and supervision of the ASME Authorized Observer. The method of reporting test results as well as assigning responsibility for the signing and dating of the test report to the ASME Authorized Observer who supervised the test. Measures shall be established to provide for the preparation, certification and distribution of the applicable documents. <u>Correction of Nonconformities</u> A procedure exists for the correction of nonconformities. The procedure provides for: identifying those responsible for the resolution of nonconformities; identifying and controlling further processing of nonconforming items until final disposition; documenting the nonconformance and its disposition; A nonconformity is any condition which does not comply with the applicable rules of the Code, QC Manual or other specified requirements.				

PRD REVIEW CHECKLIST Company:

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				See Report	Sat.
7.	Calibration of Measurement and Test Equipment A procedure exists for the calibration of examination, measuring and test equipment used in fulfillment of applicable Code requirements. Measures are established that assure calibration records are maintained and that status indicators are used to indicate the current calibration status of equipment.				
8.	Records Retention Procedures exist for the maintenance of test reports and records required by the applicable Section of the Code.				
9.	Sample Forms Forms used to control functions relative to quality are included within the QC Manual and their use explained in the text of the QC Manual.				
10.	Authorized Observer Provisions exist for identifying and assuring that the Authorized Observer is qualified in accordance with ASME PTC 25 invoked by the latest addenda to the Code.				
11.	ASME Designee A controlled copy of the QC Manual is available to the ASME Designee. The ASME Designee has access to all drawings, calculations, specifications, procedures, process sheets, records, test results, and any other documents as necessary for the ASME Designee to perform the review in accordance with the Code.				