



THE
NATIONAL
BOARD
OF BOILER AND
PRESSURE VESSEL
INSPECTORS

GENERAL INSTRUCTIONS FOR REGISTRATION

Your company's National Board Certificate of Authorization to Register is valid only while operating under the company name and location listed on the certificate. In the event the company name and/or location should change, please notify the National Board Authorization Department immediately.

Pressure retaining items registered with the National Board must be constructed in accordance with the code of construction listed on the certificate. Inspections must be performed by an Authorized Inspector holding a valid National Board Commission with the applicable endorsement(s).

National Board numbers must be issued consecutively by your company without skips or gaps of unused numbers. Do not duplicate National Board numbers or use alphabetical or numerical prefixes/suffixes in conjunction with the National Board number. Only one series of numbers shall be used, meaning that numbers for boilers and pressure vessels will be intermixed as necessary to maintain consecutive numbering.

If the type of issuance specified at the top of the enclosed cover letter is "NEW", your company's series of National Board numbers shall start with number "1". If this is a "RENEWAL" issuance, your company's series of National Board numbers shall continue using the next available number.

National Board numbers and the National Board marking may be affixed only to pressure retaining items which are to be registered with the National Board. If the item is not registered with the National Board, the National Board marking shall not appear on the item. The National Board marking and a National Board number may not be applied to a completed item after your company has transferred control of the item to another party. Improper or unauthorized use of the National Board marking is a violation of the National Board trademark.

Data reports must be filed on National Board accepted forms or by using National Board's Electronic Data Transfer (EDT) system. The first line of the data report must show your company's name as authorized on the certificate. The original data report must be submitted to the National Board within 60 days after completion.

Items built for stock must be so noted on the data report and registered with the National Board. Later, if your company determines the location of installation, please notify the National Board in writing. When received, this information will be attached to the original data report.

If you have any questions, please contact the National Board Authorization Department at (614) 431-3230.

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43229-1183

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EXECUTIVE
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TECHNICAL
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PRESSURE RELIEF DEPT.
Fax 614.848.3474

ORDER DEPARTMENT
Fax 614.847.1147

TRAINING DEPARTMENT
Fax 614.847.5542

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