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**Accreditation of  
Authorized Inspection Agencies  
(AIA) Performing Inservice or  
Repair/Alteration Inspection Activities**

**The National Board of Boiler and Pressure Vessel  
Inspectors**

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\*Denotes Revised Section(s)

## **Accreditation of Authorized Inspection Agencies (AIA) Performing Inservice or Repair/Alteration Inspection Activities**

### \* **1.0 Scope**

Authorized Inspection Agencies employing Inservice Inspectors and Repair Inspectors and performing inservice or repair/alteration inspection activities shall be accredited by the National Board in accordance with the requirements of this document. Authorized Inspection Agencies (AIA) may perform inspections in one or both of the following scopes:

Inservice Inspections for Jurisdictional Compliance

Repair/Alteration Inspections for National Board Inspection Code (NBIC) Compliance

An AIA seeking a National Board *Certificate of Accreditation* shall have and maintain a written quality program that meets the requirements of this document and NB-381, *Quality Program for Inspection Organizations*. The quality program shall define the scope of inspections (inservice, repair/alteration or both).

National Board member jurisdictions performing inservice inspections inside their jurisdictional boundaries are recognized as AIAs and are exempt from the requirements of this document. National Board member jurisdictions performing AIA services outside their jurisdictional boundaries and non-member jurisdictions with a desire to employ National Board Inservice Commissioned inspectors are required to be accredited as described in this document.

### \* **2.0 Application**

- An AIA seeking to obtain or renew a *Certificate of Accreditation* shall apply to the National Board using forms obtained from the National Board. (See Paragraph 10.0.) Application for renewal shall be made at least six (6) months prior to the expiration date of the *Certificate of Accreditation*.
- Applicants for a new or renewed *Certificate of Accreditation* require a review at a location or locations where the applicant's inspection activities are controlled. The applicant shall specify the location(s) at which the written quality program will be fully demonstrated. It is not necessary to review each facility covered by the same program provided documentation is made available to the review team.
- An AIA, in the process of obtaining a *Certificate of Accreditation*, but is ineligible to employ Inspectors prior to the issuance of the *Certificate of Accreditation*, may request a *Provisional Certificate of Accreditation* from the National Board. An AIA seeking to obtain a *Provisional Certificate of Accreditation* shall apply to the National Board using forms obtained from the National Board. (See paragraph 10.0.) The *Provisional Certificate of*

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*Accreditation* permits the prospective AIA to employ National Board Commissioned Inspectors during the process of accreditation. The *Provisional Certificate of Accreditation* also permits employees of the prospective AIA to make application for a National Board commission or endorsement. The organization will not be permitted to perform inspections until Inspectors have received their commissions and the organization has been issued a *Certificate of Accreditation*. Further details of the process are described in Attachment 1.

- The AIA shall include a controlled copy of its quality program with the application for a *Certificate of Accreditation* and the application for a *Provisional Certificate of Accreditation*.
- Where the written quality program exists in more than one language, at least one version shall be in English and identified as the authoritative version.

### \* **3.0 Review of Applicant's Facility**

- Prior to issuance or renewal of a *Certificate of Accreditation*, the AIA, its written quality program, and its facilities are subject to a review and verification of implementation of its quality program by the National Board. The organization shall fully demonstrate the implementation of the Quality Program.
- Upon notification of the review dates from the National Board, it is the responsibility of the AIA to make arrangements for the review.
- The decision to issue, renew or withhold the *Certificate of Accreditation* is determined by the National Board based upon information contained in a *Quality Review Report*, NB-379, prepared by the Review Team Leader.
- When all requirements have been met, a *Certificate of Accreditation* will be issued. The *Certificate of Accreditation* shall describe the scope of inspections (inservice, repair/alteration or both). *Certificates of Accreditation* are issued for a three (3) year period, and shall expire on the triennial anniversary date.

### \* **4.0 Interface with Jurisdictions**

Every jurisdiction has specific requirements for AIAs. The requirements may vary among the jurisdictions. Authorized Inspection Agencies shall understand and abide by the specific laws and regulations of the jurisdiction in which they practice. Where any provision in this document presents a direct or implied conflict with any jurisdictional regulation, the jurisdictional regulation shall govern.

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\* **5.0 Inservice Commissioned Inspector Requirements**

The AIA shall employ Inspectors who meet the requirements of NB-263, *RCI-1, Rules for Commissioned Inspectors* and who hold a valid National Board Inservice Commission (IS), and an R Endorsement if the scope of inspections includes repair/alteration inspections.

\* **6.0 Organization and Management**

- In addition to the employment of the Inspector(s) described in Paragraph 5.0, the AIA shall employ one or more supervisors/technical manager(s), however named, who have the overall responsibility for: carrying out inspection activities in accordance with this document; the required duties described in NB-263, *RCI-1, Rules for Commissioned Inspectors*; and monitoring the performance of the Inspector. The supervisor/technical manager shall hold a valid National Board Inservice Commission (IS) and an R Endorsement, if the scope of inspections includes repair/alteration inspections. .
- The AIA shall provide ongoing training to maintain the competence of its personnel.
- The AIA shall provide instructions to Inspectors specifying their respective duties and responsibilities, including the duty to perform inspections in accordance with jurisdictional requirements.
- The AIA shall have professional liability insurance coverage for its inspection activities.
- The AIA shall identify any entity within its ownership structure that provides a service or product that may create a conflict of interest with its AIA work.
- The AIA shall be an entity recognized as a legal entity under the laws of each jurisdiction in which it does business – such as a corporation, partnership, limited liability corporation, or limited liability partnership.
- The AIA cannot be a sole proprietorship.
- The AIA shall provide the company name as it will appear on the Certificate.
- The AIA shall identify the owner or owners of the AIA and, additionally, any other owners up the chain of ownership to, and including, the ultimate parent or owner.
- The AIA shall ensure confidentiality of information obtained in the course of its inspection activities. Proprietary rights of those inspected shall be protected.

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**7.0 Independence, Impartiality and Integrity**

- The personnel of the AIA shall be free from any commercial, financial and other pressures which might affect their judgement. Procedures shall be implemented to ensure that persons or organizations external to the AIA, cannot influence the results of inspections carried out.
- The AIA shall be independent to the extent that is required with regard to the conditions under which it performs its services. It shall meet the criteria described below:
  - The AIA shall be independent of the parties involved.
  - The AIA and its staff responsible for carrying out the inspection shall not be the designer, manufacturer, supplier or installer, purchaser, owner, user or maintainer of the items which they inspect, nor the authorized representative of any of these parties.
  - The AIA and its staff shall not engage in any activities that may conflict with their independence of judgment and integrity in relation to their inspection activities.

\* **8.0 AIA Quality Program**

The AIA Quality Program shall, at a minimum, include the following elements and be documented in a manual:

- a) *Statement of Authority.* The program shall identify the authority and responsibility of those persons charged with ensuring the quality program is implemented as described, and their freedom to identify quality problems, and to initiate, recommend, and provide solutions. The quality program shall have full support of management, which shall be indicated by the signature of a representative of the organization's senior management and the date of the signature.
- b) *Organization.* The Program shall document the organizational structure, functional responsibilities, levels of authority, and lines of responsibilities for activities required for compliance with requirements of this document.
- c) *Program Description.* The Program shall describe the scope of the activities for which the Program applies. The Program shall document the policies and describe the process for the implementation of the requirements of this document.
- d) *Document Control.* The Program shall describe the process for the review and revision of the Program. Changes to the Program shall be controlled

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and the process for review and approval of changes shall be specified. The Program shall be controlled to assure appropriate distribution to and use at the location(s) where the prescribed activity is performed.

- e) *Training.* The Program shall describe the process for the indoctrination and training of personnel.
- f) *Records.* The Program shall describe the process for records management. The description shall include the requirements and the responsibilities for record identification, generation, distribution, and retention. Documentation of inspector qualifications shall be retained, including NB Commission number, by the employer and shall be made available for review by the Jurisdictional Authorities and the National Board upon request.

The records necessary to verify compliance with this document, except for personnel qualification records, shall be maintained for a minimum of five (5) years. The personnel qualification records necessary to verify compliance with this document shall be maintained while the individual is providing inspection services and for a minimum of five (5) years after the individual ceases to provide services.

- g) *Corrective Actions.* The Program shall describe the corrective action process for issues related to the quality program.
- h) *Approval.* All changes to the program, except as noted below, shall be provided to the National Board for review and acceptance prior to implementation. Editorial or other minor changes that do not materially impact the Program are not required to be approved by the National Board. Such changes shall be processed in accordance with the document control provisions of the Program.
- i) *Audits.* The Program shall describe the process for internal audits.
- j) *Forms.* Internal forms used in the implementation of the quality program shall be included in the written program.
- k) *National Board Copy.* The AIA shall provide the National Board with a controlled copy of the AIA Quality Program manual.

**9.0 Due Process**

The National Board provides procedural due process in connection with accreditation activities. There are several levels to which an aggrieved party may appeal. The process may be initiated by contacting the National Board's Executive Director.

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**10.0 National Board Forms/Information**

- The Application form for a new or renewed *Certificate of Accreditation* and the Application form for a *Provisional Certificate of Accreditation* may be obtained from the National Board Accreditation Department.
- The AIA may submit the Application and the Quality Program via email or through conventional mail services.
- Contact with the National Board for Application forms, submittal of Applications/Quality Programs and general correspondence may be made as follows:
  - Email: [accreditation@nationalboard.org](mailto:accreditation@nationalboard.org)
  - Address: The National Board of Boiler and Pressure Vessel Inspectors  
Accreditation Department  
1055 Crupper Avenue  
Columbus, OH 43229

**Issuance of National Board Commissions/Endorsements  
to Inspectors Employed by  
Prospective AIA's Making an Initial Application  
for a *Certificate of Accreditation***

- Inspectors/Supervisors holding valid National Board commissions and applicable endorsements may have their Commissions and Endorsements transferred from a previous employer to the prospective AIA making initial application for an AIA *Certificate of Accreditation*. The Inspector shall submit an *Application for Change of Employment*, NB-216-1, to the National Board.

Upon acceptance of the Application, the National Board will send an acknowledgement to the prospective AIA indicating the Inspector's/Supervisor's commissions/endorsements will be transferred to the AIA upon issuance of the AIA *Certificate of Accreditation*.

- Inspectors not holding a National Board commission shall submit an *Application for the Inservice Commission*, NB-120-1, to the National Board, and shall:
  - identify the prospective AIA as their employer,
  - comply with the education and experience requirements of NB-263, *RCI-1, Rules for Commissioned Inspectors*, and
  - complete any required training and pass the examination for the commission.

When the above requirements are met, the National Board will send an acknowledgement to the prospective AIA indicating the individual's commission will be issued to the AIA upon issuance of the AIA *Certificate of Accreditation*.