

PROCEDURE FOR ADDING ADDITIONAL BUILDING LOCATION TO CURRENT CERTIFICATE

Requests to add an additional building to an existing Code shop, the address identified on the Certificate of Authorization, will only be considered for an established Quality Control System. ASME will consider use of an additional building when the distance between the additional building and the Code shop, in ASME's judgement, are in close proximity, typically within 1 mile (1.6 km) to each other to be considered as one facility permitting the assigned Authorized Inspector Supervisor and Authorized Inspector at the Code shop to perform authorized inspection activities at all locations. No more than 3 additional buildings may be requested.

The Certificate Holder must submit a request to ca@asme.org to add an additional building under a current Certificate of Authorization. The request should include a diagram/map showing the location of the additional building and Code shop, the address of the additional building, and the distance and travel time between the two locations.

At ASME's discretion the assessment of the implementation of the established Quality Control System at an additional building may be performed at a renewal Review, by a Review Team; or an audit conducted by the AIA of Record or an ASME Designee. The report of the Review or audit shall contain the following information:

1. The address of each additional building;
2. Verification that each additional building and the Code shop are all within the same jurisdiction;
3. Verification that:
 - the AIA of Record has an inspection agreement to perform authorized inspection activities at the address of each additional building and Code shop;
 - The AIA has assigned the same Authorized Inspector Supervisor and Authorized Inspector to perform authorized inspections activities at all addresses covered under the inspection agreement. Provide the names of the Authorized Inspector Supervisor and Authorized Inspector.
4. Verification that each additional building is under the full control of, and operated by the Certificate Holder at all times, under the same upper management, quality control personnel and Quality Control System that is implemented at the Code shop;
5. Verify that all welders at each additional building are employed by the Certificate Holder or otherwise comply with the applicable Code requirements (e.g., UW-26d, Section VIII-2 part 6, 6.2.2.1c, KG-420d, PW1.2, etc.);
6. Verification that the Code activities are within the scope of the Certificate(s) of Authorization;
7. Listing of Code activities that will be occurring at each additional building;
8. Verification that the QC Manual has been revised to list the address of each additional building, identifies the Code activities occurring at each additional building, and confirmation that these changes have been accepted by the Authorized Inspector assigned to the Code shop;
9. Verification that all necessary controls are in place to ensure Code requirements are being met at each additional building;
10. Verification that the Quality Control System has been reviewed or audited at each additional building and confirmation by the Team Leader or when audited by the AIA of Record, the AIS, that the Code activities performed at each additional building are in compliance with the Quality Control System and Code requirements;
11. The estimated days (8 hour days) required to complete a renewal review to be conducted at the code shop address and each additional building; and
12. Make a recommendation to ASME as whether each additional building should be considered as one facility covered under the Certificate of Authorization.

Once the use of an additional building is approved by ASME, the additional building will be considered a part of the Code shop as long as the Code shop maintains its ASME Certification. The address of each additional building will not appear on the Certificate(s) that are issued to the Code shop. At any time, ASME may suspend or withdraw use of an additional building when based on information obtained at an audit, Review, or complaint.

Requests for use of an additional building must be accompanied with the Application contained on Page 3 of this Procedure. There is no application fee charged for requests to add an additional building to an existing Code shop.

Prior to the renewal of ASME Certificate(s) (except for UM Certificates), the Certificate Holder will need to submit the Application contained on Page 3 as a Supplement to the ASME Application Form so the assigned ASME Team Leader will be able to conduct a review of the additional building as part of the overall ASME renewal review.

When the request to add an additional building is made less than 4 months (but not less than 4 weeks) from the date of your next scheduled renewal Review, the Certificate Holder is to inform the Team Leader, at the time of the Review, that an application for use of an additional building has been submitted to ASME. The Team Leader will make a recommendation on acceptance of the additional building to ASME as part of the overall ASME renewal Review. Because of time constraints of a Review, in the event the application for an additional building(s) is not made prior to the Review, requests for an additional building(s) may not be able to be part of the Review and would require an additional audit by the AIA.

Additional time may be required to complete the renewal Review to allow the Review Team sufficient time to review the demonstration of Code activities/implementation of the established Quality Control System at each additional building.



Two Park Avenue, New York, NY 10016

Additional Building Application

Company ID# _____

Company: _____
(Company name as it appears on the current Certificate(s))

Address: _____
(Address of Code shop as it appears on the current Certificate(s))

NOTE: Indicate below the physical address of each additional building you are requesting to be added to the Code shop identified above.

Identify the AIA of Record, Authorized Inspector Supervisor, and Authorized Inspector providing authorized inspections at the Code shop identified above and at the additional buildings identified below.

Name of the AIA of Record: _____

Name of Authorized Inspector Supervisor: _____

Name of Authorized Inspector: _____

Additional Building Location 1:

(Distance from Code shop) (Travel Time from Code shop)

Additional Building Location 2:

(Distance from Code shop) (Travel Time from Code shop)

Additional Building Location 3:

(Distance from Code shop) (Travel Time from Code shop)

Print Name: _____

Title: _____

Signed: _____
Signature must be by a Company Officer or Designee

Date: _____