



ASME v13.1

Manual Sample

Selected Pages out of 49

This is a sample, not a complete manual

Contact:

First Time Quality

410-451-8006

QUALITY MANUAL

TABLE OF CONTENTS

1. Quality System Management and Responsibilities	7
1.1. Overview.....	7
1.2. [CompanyName] Quality Policy.....	7
1.3. Quality Duties, Responsibilities, and Authority.....	7
1.4. Quality System Performance Measures.....	10
1.5. Customer Satisfaction Performance Measures.....	10
1.6. Exceptions.....	10
2. Project Quality Assurance/Quality Control Manual	11
2.1. Overview.....	11
2.2. [CompanyName] Project License and Qualification Requirements.....	11
2.3. Project Personnel and Qualifications.....	12
2.4. Project Quality Assurance/Quality Control Manual.....	14
2.5. Identification of Quality Controlled Work Tasks.....	15
2.6. Project Quality Inspection and Test Plan.....	15
2.7. Project Quality Communications Plan.....	15
2.8. Project Quality Training Plan.....	15
2.9. Customer Training On Operation and Maintenance.....	15
2.10. Project Records and Documentation Plan.....	16
2.11. Project Audit Plan.....	16
3. Contract Specifications	17
3.1. Overview.....	17
3.2. Contract Technical Specifications.....	17
3.3. Contract Drawings.....	17
3.4. Contract Submittals.....	17
3.5. Customer Submittal Approval.....	19
3.6. Contract Warranty.....	20
3.7. Contract Review and Approval.....	20
4. Design Review and Control	21
4.1. Overview.....	21
4.2. Design Input Review.....	21
4.3. Project Design Quality Assurance/Quality Control Manual.....	21
4.4. Design Progress Reviews.....	22
4.5. Design Output Verification and Approval.....	22
5. Project-Specific Quality Standards	23
5.1. Overview.....	23
5.2. Regulatory Codes.....	23

Questions? Call First Time Quality 410-451-8006

5.3. Industry Quality Standards	23
5.4. Material and Equipment Specifications.....	25
5.5. Work Process Specifications.....	25
5.6. Controlled Material Identification and Traceability	25
5.7. Measuring Device Control and Calibration.....	26
5.8. [CompanyName] Quality Standards	26
5.9. Application of Multiple Sources of Specifications	26
6. Project Purchasing	27
6.1. Overview.....	27
6.2. Qualification of Outside Organizations and Company Departments	27
6.3. Quality Responsibilities of Key Subcontractor and Supplier Personnel.....	28
6.4. Requirements for Subcontractor QC Plan	29
6.5. Subcontractor and Supplier Quality Policy	29
6.6. Project Subcontractor and Supplier List	30
6.7. Purchase Order Requirements	30
6.8. Project Purchase Order Approvals.....	30
7. Process Controls.....	31
7.1. Overview.....	31
7.2. Project Startup and Quality Control Coordination Meeting.....	31
7.3. Preparatory Project Quality Assurance/Quality Control Manual Planning	31
7.4. Weekly Quality Planning and Coordination Meetings.....	32
7.5. Process Control Standards.....	32
7.6. Daily Quality Control Report.....	34
7.7. Monthly Quality Control Report.....	34
8. Inspections and Tests	36
8.1. Overview.....	36
8.2. Required Work Task Quality Inspections and Tests.....	36
8.3. Material Inspections and Tests.....	36
8.4. Work in Process Inspections.....	37
8.5. Work Task Completion Inspections	37
8.6. Inspection of Special Processes	38
8.7. Independent Measurement and Tests	38
8.8. Commissioning Functional Acceptance Tests.....	38
8.9. Hold Points for Customer Inspection.....	38
8.10. Quality Inspection and Test Specifications	38
8.11. Inspection and Test Acceptance Criteria	39
8.12. Inspection and Test Status.....	40
8.13. Independent Quality Assurance Inspections	40
8.14. Inspection and Test Records.....	40
8.15. Project Completion and Closeout Inspection	41
9. Nonconformances and Corrective Actions	43
9.1. Overview.....	43

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9.2. Nonconformances	43
9.3. Corrective Actions	44
10. Preventive Actions	45
10.1. Overview	45
10.2. Identify Preventive Actions for Improvement	45
10.3. Train Preventive Actions for Improvement	45
11. Quality System Audits	47
11.1. Overview	47
11.2. Project Quality System Audit	47
11.3. Company-wide Quality System Audit	47
12. Record and Document Controls.....	49
12.1. Overview	49
12.2. Quality System Documents	49
12.3. Document Controls.....	49
12.4. Record Controls	50
13. Appendix.....	52
13.1. Definitions of Terms	52
14. Forms	55

Selected Pages

7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

The fabrication process plan defines how project work is to be done and approved for the overall project. The fabrication process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, work task plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

7.2. PROJECT STARTUP AND QUALITY CONTROL COORDINATION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [CompanyName], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Manual
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

7.3. PREPARATORY PROJECT QUALITY ASSURANCE/QUALITY CONTROL MANUAL PLANNING

7.3.1. WORK TASK REQUIREMENTS REVIEW

In preparation for the start of an upcoming work task, the Superintendent reviews an integrated and coordinated set of documents that collectively define quality requirements for the work task including:

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work task
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements
- Required quality inspections and tests
- Method for clearly marking nonconformances to prevent inadvertent use
- Location of quality system records and documents
- Personnel training

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7.3.2. PREPARATORY SITE INSPECTION

The Superintendent also performs a quality inspection of the work area and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the work task to begin
- Identifies potential problems

7.3.3. WORK TASK PREPARATORY QUALITY PLANNING MEETINGS

Prior to the start of a work task, the Superintendent conducts a meeting with key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Superintendent communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the work task
- Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions
- Standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

7.4. WEEKLY QUALITY PLANNING AND COORDINATION MEETINGS

The Superintendent conducts a meeting with key company, subcontractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

The meeting is held on a nominal weekly schedule. During the meeting, the Superintendent facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Superintendent maintains a record of the meeting event on the Daily Quality Control Report.

7.5. PROCESS CONTROL STANDARDS

7.5.1. JOB-READY START WORK STANDARDS

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

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7.5.2. WORK IN PROCESS STANDARDS

Work is conducted only when conditions do not adversely impact quality; comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

7.5.3. PROTECTION OF COMPLETED WORK STANDARDS

[CompanyName] will preserve and protect work in process, completed work, component parts, materials, and when applicable, delivery to the destination so as to maintain so that compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

7.5.4. MATERIAL STORAGE

The Superintendent ensures all materials will be delivered, stored and handled in a manner that protects them from damage, moisture, dirt and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Superintendent surveys stored materials during daily jobsite reviews and identifies any material that have incurred damage or otherwise become defective and therefore unfit for use.

7.5.5. CONTROLLED USE OF MATERIALS

The Project Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

Only approved materials are used in the fabrication process. Only approved materials are specified in purchase and/or subcontracts.

Materials that are defective, deteriorated, damaged, or not approved are not used. The Superintendent clearly marks such materials for non-use or otherwise holds them aside.

When customer-supplied materials are lost, damaged, or otherwise found unsuitable for use, the Superintendent reports such findings to the customer.

When subcontractor-supplied materials are damaged or otherwise found unsuitable for use, the Superintendent reports such findings to the subcontractor.

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The Superintendent ensures that fabrication uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made only by agreement of the customer and documented by a change order (see section 2.1.3.6).

7.5.5.1. FILLER MATERIALS CONTROLS

Welders must verify the filler material meets specification and welding procedure requirements before welding.

Filler materials of different filler metal types, sizes and heat numbers (if applicable) will be labeled and stored in separately to prevent intermixing.

Filler materials will be stored in a controlled environment to prevent contamination and degradation. The storage environment will conform to any elevated temperature holding requirements of the filler metal manufacturer and the applicable AWS code or filler metal specification.

Filler material issuance and return log sheets will be used to control time sensitive filler materials.

Filler metals which have exceeded the maximum allowable exposure time to the atmosphere must not be used. They may be used only after redrying (baking) requirements of the filler manufacturer are met.

Unusable or damaged filler metals must be clearly marked to prevent inadvertent use and removed from the filler material storage area.

7.5.6. CONTROLLED PRODUCT USE AND INSTALLATION

[CompanyName] fabrication activities conform to manufacturers' product use and installation instructions that apply to the fabrication process.

When installing a product, the Superintendent has access to all applicable product installation instructions.

7.6. DAILY QUALITY CONTROL REPORT

The Superintendent records a summary of daily work activities. The report will include:

8. INSPECTIONS AND TESTS

ASSURE COMPLIANCE

8.1. OVERVIEW

Inspections are necessary to verify that work processes and results conform to both contract requirements and [CompanyName] quality standards.

Qualified personnel inspect every project throughout the fabrication process. Additional reviews validate the accuracy of the field quality inspections and ensure that the quality standards apply uniformly.

An inspection and test plan defines the quality inspections and tests required for a specific project.

Personnel may only inspect work activities for which they have been qualified by the Quality Manager.

8.2. REQUIRED WORK TASK QUALITY INSPECTIONS AND TESTS

The Quality Manager identifies each Task that is a phase of fabrication that requires separate quality controls to assure and control quality results. Each Task triggers a set of requirements for quality control inspections before, during and after work tasks.

Tasks are divided into two categories:

- Discrete Tasks are standard type of work where a completion inspection is performed one time at the completion of a phase of work.
- Process Tasks are tasks where completion inspections are performed continuously. Continuous inspections are required when there is a limited window of time to perform a completion inspection before the next task begins. Process tasks may also be characterized by independent monitoring of a work process, such as welding, where the observer verifies conformance to work procedures.

Process tasks undergo additional quality controls that continuously monitor compliance to specifications.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Fabrication projects may execute a work task multiple times in a project, in which case a series of quality inspections are required for each work task.

8.3. MATERIAL INSPECTIONS AND TESTS

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements.

8.3.1.1. MATERIAL RECEIVING INSPECTION

The Superintendent inspects or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements. The receiving inspection includes a verification that the

Correct material has been received

The material is identified and meets the traceability requirements for the material

Material certifications and/or test reports meet the specified requirements

Materials are tested and approved for the specific application

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The Superintendent ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the material quality inspection or test.

8.3.1.2. SOURCE INSPECTIONS

Source quality inspections are required when quality characteristics cannot or will not be verified during subsequent processing. The Quality Manager determines if a source inspection is necessary to validate supplier quality before materials are delivered to the project jobsite.

The Superintendent ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the source inspection.

8.4. WORK IN PROCESS INSPECTIONS

Work in process quality inspections continuously verify compliance project quality standards beginning at the start of a work task, as work is conducted, and continues until the work task is complete.

8.4.1.1. INITIAL JOB-READY INSPECTIONS

For each work task, the Superintendent or a qualified inspector performs job-ready quality inspections to ensure that work activities begin only when they should begin. Job-ready quality inspections verify that conditions conform to the project quality requirements.

8.4.1.2. INITIAL WORK IN PROCESS INSPECTION

For each work task, the Superintendent or a qualified inspector performs an initial work in process inspection when the first representative portion of a work activity is completed.

8.4.1.3. FOLLOW-UP WORK IN PROCESS INSPECTIONS

The Superintendent or a qualified inspector performs ongoing work in process quality inspections to ensure that work activities continue to conform to project quality requirements. Punch Items

If the Superintendent or inspector observes an item for correction prior to a work task completion inspection, the item is identified for correction. During the work task completion inspection each punch item correction is verified.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

8.4.2. ADDITIONAL INSPECTION REQUIREMENTS FOR PROCESS TASKS

For each process task, a qualified person inspects the ongoing completion work for conformance to project quality requirements. This is in addition to discrete task completion inspections that are performed one time at the end of a phase of work.

The continuous monitoring inspections are conducted before starting other work activities that may interfere with an inspection.

8.5. WORK TASK COMPLETION INSPECTIONS

14. FORMS

[CompanyName] Controlled Materials Form	56
[CompanyName] Material Inspection and Receiving Report	57
[CompanyName] Daily Production Report	58
[CompanyName] Work Task Inspection Form	59
[CompanyName] Nonconformance Report	60
Form QW-484A Welding Operator Qualification	61
Form QW-484B Welding Operator Qualification	62
Form QW-483 Welding Procedure Qualification Record	63
Form P-4A Welded Piping Inspection	65
Form P-4B Assembled Piping Inspection	67

Selected Pages

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[CompanyName] Controlled Materials Form				
Version 20141020				
Contract ID	Contract Name	Preparer	Date	
[ProjectNumber]	[ProjectName]			
Contract Section/ Activity ID	Material	Intended Use (if description is necessary)	Lot Traceability Requirements	Method for identification of Approved Inspection Status

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[CompanyName] Nonconformance Report <small>Version 20141020</small>		
Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date		Quality Manager Signature / Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> Use As-is	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Customer approval signature /date: _____	
Corrective Actions	<input type="checkbox"/> Corrective actions completed Name/Date: _____	
	Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Name/Date: _____	
Preventive Actions		
	<input type="checkbox"/> Preventive actions completed Name/Date: _____	

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Form QW-484A Welding Operator Qualification

QW-484A SUGGESTED FORMAT A FOR WELDER PERFORMANCE QUALIFICATIONS (WPO)
(See QW-301, Section IX, ASME Boiler and Pressure Vessel Code)

Welder's name _____ Identification no. _____

Test Description

Identification of WPS followed _____ Test coupon Production weld
 Specification and type/grade or UNS Number of base metal(s) _____ Thickness _____

Testing Variables and Qualification Limits

Welding Variables (QW-350)	Actual Values	Range Qualified
Welding process(es)	_____	_____
Type (i.e.: manual, semi-automatic) used	_____	_____
Backing (with/without)	_____	_____
<input type="checkbox"/> Plate <input type="checkbox"/> Pipe (enter diameter if pipe or tube)	_____	_____
Base metal P-Number to P-Number	_____	_____
Filler metal or electrode specification(s) (SFA) (info. only)	_____	_____
Filler metal or electrode classification(s) (info. only)	_____	_____
Filler metal F-Number(s)	_____	_____
Consumable insert (GTAW or PAW)	_____	_____
Filler Metal Product Form (solid/metal or flux cored/powder) (GTAW or PAW)	_____	_____
Deposit thickness for each process	_____	_____
Process 1 _____ 3 layers minimum <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Process 2 _____ 3 layers minimum <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Position qualified (2G, 6G, 3F, etc.)	_____	_____
Vertical progression (uphill or downhill)	_____	_____
Type of fuel gas (OFW)	_____	_____
Inert gas backing (GTAW, PAW, GMAW)	_____	_____
Transfer mode (spray/globular or pulse to short circuit-GMAW)	_____	_____
GTAW current type/polarity (AC, DCEP, DCEN)	_____	_____

RESULTS

Visual examination of completed weld (QW-302.4) _____

Transverse face and root bends [QW-462.3(a)] Longitudinal bends [QW-462.3(b)] Side bends [QW-462.2]

Pipe bend specimen, corrosion-resistant weld metal overlay [QW-462.5(c)]
 Plate bend specimen, corrosion-resistant weld metal overlay [QW-462.5(d)]

Pipe specimen, macro test for fusion [QW-462.5(b)] Plate specimen, macro test for fusion [QW-462.5(e)]

Type	Result	Type	Result	Type	Result

Alternative Volumetric Examination Results (QW-191): _____ RT or UT (check one)

Fillet weld — fracture test (QW-181.2) _____ Length and percent of defects _____

Fillet welds in plate [QW-462.4(b)] Fillet welds in pipe [QW-462.4(c)]

Macro examination (QW-184) _____ Fillet size (in.) _____ x _____ Concavity/convexity (in.) _____

Other tests _____

Film or specimens evaluated by _____ Company _____

Mechanical tests conducted by _____ Laboratory test no. _____

Welding supervised by _____

We certify that the statements in this record are correct and that the test coupons were prepared, welded, and tested in accordance with the requirements of Section IX of the ASME BOILER AND PRESSURE VESSEL CODE.

Manufacturer or Contractor _____

Date _____ Certified by _____

(07/10)

<http://files.asme.org/asmearg/Codes/Publications/BPVC/16605.pdf>

Form P-4A Welded Piping Inspection

FORM P-4A MANUFACTURER'S DATA REPORT FOR FABRICATED PIPING
As Required by the Provisions of the ASME Code Rules, Section I

1. Manufactured by _____ Order No. _____ P-4A ID No. _____
(Name and address of manufacturer)

2. Manufactured for _____ Order No. _____
(Name and address of purchaser)

3. Location of installation _____ Boiler Registration No. _____

4. Identification _____ Piping Registration No. _____
(Main steam, boiler feed, blow-off, or other service piping — state which)

5. Design Conditions of Piping _____ Specified by _____
(Pressure) (Temperature) (Name of Co.)

Code Design by _____

6. The chemical and physical properties of all piping meet the requirements of material specifications of the ASME BOILER AND PRESSURE VESSEL CODE. The construction and workmanship conform to Section I of the ASME BOILER AND PRESSURE VESSEL CODE _____
(Year)

Addenda to _____ (if applicable), and Code Cases _____
(Date) (Number)

7. Description of Piping (include material identifications by ASME specification or other recognized Code designation)

8. Shop Hydrostatic Test _____

9. Remarks _____

CERTIFICATE OF SHOP COMPLIANCE

We certify the statement in this data report to be correct and that all details of design, material, construction, and workmanship of the described piping conform to Section I of the ASME BOILER AND PRESSURE VESSEL CODE.

Our Certificate of Authorization No. _____ to use the (S) or (PP) Designator _____ Expires _____

Date _____ Signed _____ by _____
(mm/dd/yyyy) (Manufacturer or Fabricator) (Authorized Representative)

CERTIFICATE OF SHOP INSPECTION

I, the undersigned, holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and employed by _____ have inspected the piping described in this Manufacturer's Data Report and state that, to the best of my knowledge and belief, the manufacturer has constructed this piping in accordance with the applicable sections of the ASME BOILER AND PRESSURE VESSEL CODE.

By signing this certificate, neither the Inspector nor his employer makes any warranty, expressed or implied, concerning the piping described in this Manufacturer's Data Report. Furthermore, neither the Inspector nor his employer shall be liable in any manner for any personal injury or property damage or a loss of any kind arising from or connected with this inspection.

Date _____
(mm/dd/yyyy)

(Authorized Inspector) Commission _____
(National Board Commission Number and Endorsement)

(07/11)

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Form P-4B Assembled Piping Inspection

FORM P-4B MANUFACTURER'S DATA REPORT FOR FIELD INSTALLED MECHANICALLY ASSEMBLED PIPING As Required by the Provisions of the ASME Code Rules, Section I			
1. Manufactured by _____ <small>(Name and address of manufacturer)</small>	Order No. _____	P-4B ID No. _____	
2. Manufactured for _____ <small>(Name and address of purchaser)</small>	Order No. _____		
3. Location of Installation _____	Boiler Registration No. _____		
4. Identification _____ <small>(Main steam, boiler feed, blow-off, or other service piping — state which)</small>	Piping Registration No. _____		
5. Design Conditions of Piping _____ <small>(Pressure) (Temperature)</small>	Specified by _____ <small>(Name of Co.)</small>	Code Design by _____	
6. The chemical and physical properties of all piping meet the requirements of material specifications of the ASME BOILER AND PRESSURE VESSEL CODE. The construction and workmanship conform to Section I of the ASME BOILER AND PRESSURE VESSEL CODE _____ Addenda to _____ <small>(Date)</small> (if applicable), and Code Cases _____ <small>(Numbers)</small> _____ <small>(Year)</small>			
7. Description of Piping (include material identifications by ASME specification or other recognized Code designation)			
8. Field Hydrostatic Test _____			
9. Remarks			
CERTIFICATE OF FIELD ASSEMBLY COMPLIANCE			
We certify that the field assembly of the described piping conforms with the requirements of Section I of the ASME BOILER AND PRESSURE VESSEL CODE. Our Certificate of Authorization No. _____ to use the (A), (S), or (PP) Designator expires _____			
Date _____ <small>(mm/dd/yyyy)</small>	Signed _____ <small>(Authorized Representative)</small>	Name _____	_____ <small>(Assembler)</small>
CERTIFICATE OF FIELD ASSEMBLY INSPECTION			
I, the undersigned, holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and employed by _____ have compared the statements in this Manufacturer's Data Report with the described piping and state that the parts referred to as Data Items _____ have been inspected by me and that, to the best of my knowledge and belief, the manufacturer and/or assembler has assembled this piping in accordance with the applicable sections of the ASME BOILER AND PRESSURE VESSEL CODE. The described piping was inspected and subjected to a test of _____.			
By signing this certificate, neither the Inspector nor his employer makes any warranty, expressed or implied, concerning the piping described in this Manufacturer's Data Report. Furthermore, neither the Inspector nor his employer shall be liable in any manner for any personal injury or property damage or a loss of any kind arising from or connected with this inspection.			
Date _____ <small>(mm/dd/yyyy)</small>	_____ <small>(Authorized Inspector)</small>	Commission _____	_____ <small>[National Board Commission Number and Endorsement]</small>

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<http://files.asme.org/asmeorg/Codes/Publications/BPVC/10717.pdf>



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