



Two Park Avenue

New York, NY

10016-5990

U.S.A.

tel 1.212.591.7575

fax 1.212.591.8599

www.asme.org

NOTICE ON REQUESTS FOR EXTENSION OF CERTIFICATE EXPIRATION DATE

If a Certificate is being renewed, in order to be eligible for an extension of the expiration date stated on a Certificate, the renewal application and all applicable fees, including advance payments, must be received no later than six (6) months prior to the expiration date on the Certificate. Furthermore, the Certificate Holder must indicate available dates at least ten (10) weeks prior to the expiration date of the Certificate when completing the Scheduling Information Form during the renewal application process.

If the above conditions are not met or if the Certificate Holder does not accept scheduled dates which are at least ten (10) weeks prior to the expiration date of the Certificate, then the Certificate Holder must comply with additional requirements as listed in the following pages for the applicable accreditation/certification program for ASME to consider an extension request:

Boiler and Pressure Vessel (A, E, H, HLW, M, PP, PRT, RP, S, T, U, U2, U3)Page 3

Manufactures and Assemblers of Pressure Relief Devices (HV, TD, TV, UV, UV3, UD, UD 3 & V)Page 4

Manufactures of Miniature Pressure Vessels (UM) Page 5

Manufactures of Heating Boilers (Cast Iron/Aluminum) (H)Page 6

Nuclear Component (N, NA, NPT, NS, NV, & N3)Page 7

Nuclear Material Organization (QSC)Page 8

Nuclear Quality Assurance (NQA-1)Page 8

Authorized Inspection Agency (AIA)Page 8

Laboratory/Authorized Observers of Pressure Relief Devices (PRD)Page 8

Reinforced Thermoset Plastic Equipment (RTP) Page 8

Bioprocessing Equipment (BPE)Page 8

Your request, along with any additional applicable requirements, must be submitted via email at ca@asme.org or via postal mail at the following address: ASME, Conformity Assessment, 2 Park Avenue, 6th Floor, New York, NY 10016 at least two (2) weeks prior to the expiration of the Certificate to allow enough time to process the request. If an extension is granted, then the expiration date of the Certificate will be extended to allow enough time for the renewal process to be completed.



EXTENSION FEE

IF THE CERTIFICATE IS BEING RENEWED, THEN WHEN INDICATED, THERE WILL BE A CHARGE OF \$2,000 FOR EXTENSIONS OF THE CERTIFICATE(S) EXPIRATION DATE.

Certificate Extension to Complete Ongoing Code Work (Work-in-Progress Extension)

If a Certificate is not being renewed, but a Certificate Holder has Code work which will not be completed prior to the expiration date of the Certificate, then in order to be eligible for a work-in-progress extension, the Certificate Holder must comply with the requirements as listed in the following pages for the applicable certification program:

Boiler and Pressure Vessel (BPV) Page 9
Nuclear Component (N-Type)Page 10
Nuclear Material Organization (QSC)Page 11

WORK-IN-PROGRESS EXTENSION FEE

IF THE CERTIFICATE IS NOT BEING RENEWED, THEN WHEN INDICATED, THERE WILL BE A CHARGE OF \$2,000 PER CERTIFICATE FOR EXTENSIONS OF THE CERTIFICATE EXPIRATION DATE.



Boiler and Pressure Vessel Certification Program

A, E, H, HLW, M, PP, PRT RP, S, T, U, U2, U3

ASME will consider extending the expiration date on a Certificate based upon:

1. Receipt of the Certificate Holder's Authorized Inspector Supervisor (AIS) audit report and recommendation to ASME containing the following information:
 - a. The date the audit was performed;
 - b. The Certificate Holder's Quality Control Manual was reviewed and addresses current applicable Code requirements;
 - c. The Certificate Holder has demonstrated the capability to manufacture Code items in compliance with current applicable Code requirements and a description of the Code job or demonstration item that was used for the audit;
 - d. The number of Code items currently in progress that will require Code stamping after the Certificate expiration date and number of Code items since the previous Joint Review; and
 - e. Recommendation to ASME that the Certificate Holder's Certificate(s) of Authorization be extended.
2. Receipt of a letter from the Certificate Holder with reasons explaining one of the following:
 - a. Why the application and fees were not submitted to ASME six (6) months prior to the expiration date on the Certificate;
 - b. Why the proposed review dates as indicated on the Scheduling Information Form are less than ten (10) weeks prior to the expiration date; or
 - c. Why the initial review dates were rejected.
3. Acceptance of the first available review dates offered by ASME. Rejection of the first available review dates or cancellation of the review at any time will terminate any extension granted.
4. Receipt of the extension fee.

Note: The above requirements do not apply to UM, H (cast), V, UV, and UD Certificate Holders.



Manufacturers/Assemblers of Pressure Relief Devices

HV, TD, TV, UV, UV3, UD, UD3 & V

For Holders of Certificates for Pressure Relief Devices, where the review is conducted by the National Board of Boiler and Pressure Vessel Inspectors, the following information must be submitted to ASME for an extension to be granted when the application and fees for the renewal review are not submitted to ASME at least six (6) months prior to the expiration date stated on the Certificate(s) of Authorization:

1. A written report from the National Board Pressure Relief Department stating either that an audit of the Certificate Holders facility or review of documentation submitted by the Certificate Holder indicates that the current quality control system meets that applicable ASME Code requirements for the type of Pressure Relief Device certification that the Certificate Holder currently holds.
2. The report should indicate that the National Board Pressure Relief Department is recommending that an extension be issued until the renewal review can be completed.
3. The report by the National Board should state the date the renewal review will be conducted at the Certificate Holder's facility.

When the application and required fees for the renewal review are received by ASME at least six months prior to the Certificate's expiration date and the ASME review conducted by the National Board cannot be conducted at least three weeks prior to the expiration date stated on the Certificate of Authorization, the Applicant will need to contact the National Board to request the Pressure Relief Department submit an email to ASME indicating when the fees to schedule the National Board review were received by the National Board indicating that scheduling conflicts prevented the renewal review from being scheduled on time.

If the fees to allow the National Board to schedule the renewal review were not received by the National Board within one month of the Certificate Holder receiving a notice from ASME informing the Certificate Holder to contact the National Board to schedule the renewal review, the Certificate Holder will need to follow the procedure stated above (for failure to submit required application and fees for renewal of Certificates) to allow for ASME to grant an extension.

There will be an extension fee involved when the Certificate Holder has not submitted their required fees to the National Board, to allow for the scheduling of the renewal review less than one (1) month from receipt of notification from ASME to contact the National Board to schedule the renewal review.



Manufactures of Miniature Pressure Vessels (UM)

If the 'UM' audit report has been submitted by the Certificate Holder's Authorized Inspector Supervisor (AIS) per UG-117(f) prior to the expiration date of the certificate and additional time is required for the renewal of the certificate, then ASME will grant an extension for one month from the expiration date on the 'UM' Certificate of Authorization without any additional charge. If the audit report is not received at the end of the one month extension, the UM Certificate of Authorization will be suspended until the UM audit report is received.

Removal of the UM suspension will require that both the Certificate Holder and their AIA submit a report to ASME indicating the reason for the failure to conduct the UM audit prior to the certificate expiration date, a copy of the UM audit report, and the approval from ASME.



Manufactures of Heating Boilers (Cast Iron/Aluminum) (H)

ASME will automatically grant an extension for one month from the expiration date on the Certificate Holder's 'H (cast/aluminum)' Certificate without charge. For holders of 'H (cast/aluminum)' Certificates the following information must be submitted to ASME for an extension to be granted when the application and fees for the renewal review are not submitted to ASME at least six (6) months, BUT at least four (4) months prior to the expiration date stated on your Certificate(s) of Authorization:

1. The Certificate Holder shall submit a request for an extension to ASME explaining the reason for the delay in submittal of the renewal application and required fees;
2. A copy of the current QC Manual will be submitted to ASME for review by the ASME Team Leader who conducted the last review for the Team Leader's review and acceptance;
3. Upon acceptance of the QC Manual by the Team Leader and a favorable recommendation by the Team Leader, ASME will issue an extension for up to 3 months from the current expiration date on the 'H (cast/aluminum)' Certificate of Authorization to allow enough time for the renewal review to be conducted.
4. The Certificate Holder must accept the first available review dates offered by ASME or the extension will be voided.
5. If the renewal review cannot be conducted within the allotted extension period, another extension will be granted to allow for processing of the QRR by ASME staff without any additional fee.
6. The Certificate Holder will be charged a Manual Review Fee for the manual review by the ASME Team Leader.

When the application and applicable fees for the renewal review are submitted less than four (4) months prior to the Certificate expiration date, the Certificate Holder will need to comply with the above requirements to obtain an extension. In addition to the Manual Review Fee, an additional fee of \$1,000.00 will be charged for each 4 week period starting with the day after the 'H (cast/aluminum)' Certificate has expired until the day after the renewal review is completed. The maximum fee for the extension will be no more than the current extension fee for all other ASME certification programs.



Nuclear Components (N-Type) Certification Program

N, NA, NPT, NS, NV, & N3

ASME will consider extending the expiration date on a Certificate based upon:

1. Receipt of the Certificate Holder's Authorized Nuclear Inspector Supervisor (ANIS) audit report and recommendation to ASME containing the following information:
 - a. The date the audit was performed;
 - b. The Certificate Holder's Quality Assurance Manual was reviewed and addresses current applicable Code requirements;
 - c. The Certificate Holder has demonstrated the capability to manufacture Code items in compliance with current applicable Code requirements and a description of the Code job or demonstration item that was used for the audit;
 - d. The number of Code items currently in progress that will require Code stamping after the Certificate expiration date; and
 - e. Recommendation to ASME that the Certificate Holder's Certificate(s) of Authorization be extended.
2. Receipt of a letter from the Certificate Holder with reasons explaining one of the following:
 - a. Why the application and fees were not submitted to ASME six (6) months prior to the expiration date on the Certificate;
 - b. Why the proposed survey dates as indicated on the Scheduling Information Form are less than ten (10) weeks prior to the expiration date; or
 - c. Why the initial survey dates were rejected.
3. Acceptance of the first available survey dates offered by ASME. Rejection of the first available survey dates or cancellation of the survey at any time will terminate any extension granted.
4. Receipt of the extension fee.



QSC/NQA-1/AIA/BPE/PRD/RTP Certification/Accreditation Programs

ASME will consider extending the expiration date on a Certificate based upon:

1. Receipt of a letter from the Certificate Holder with reasons explaining one of the following:
 - a. Why the application and fees were not submitted to ASME six (6) months prior to the expiration date on their Certificate;
 - b. Why the proposed review dates as indicated on the Scheduling Information Form are less than ten (10) weeks prior to the expiration date; or
 - c. Why the initial audit/survey dates were rejected.
2. Acceptance of the first available audit/survey dates offered by ASME. Rejection of the first available audit/survey dates offered by ASME or cancellation of the audit/survey at any time will terminate any extension granted.
3. Receipt of the extension fee.



Boiler and Pressure Vessel (BPV) Work-In-Progress Extensions

The following conditions must be met for a work-in-progress extension to be issued:

1. The request by the Certificate Holder and the applicable fees must be received at least thirty days prior to the current expiration date on the Certificate(s);
2. The request from the Certificate Holder must contain a detailed description of the work to be completed (including work/job order number, number and physical description (size, temperature and pressure) of the Code items that will be fabricated) and an estimate of when the Code work is scheduled for completion;
3. The Certificate Holder's AIA or ASME Designee, as appropriate, must submit detailed written description of the Code work that will be completed after the Certificate(s) expire and that this Code work was started prior to the expiration date stated on the Certificate(s);
4. An audit of the Certificate Holder Quality Control Program has been conducted by the AIA/ASME Designee and the AIA is the same organization that had the inspection agreement with the Certificate Holder prior to the Certificate(s) expiration and will be providing the inspection service for all Code items fabricated under the work-in-progress extension.
5. The AIA/ASME Designee recommends that ASME issue an extension to the Certificate Holder to complete Code work (described in AIA/ASME Designee's letter) to ASME.

Staff on receipt of a satisfactory reports from the Certificate Holder, AIA or ASME Designee, as appropriate, may issue an extension for up to six months beyond the original expiration date on the Certificate. Staff will advise, the Certificate Holder's in writing of the scope and duration of the extension and the Code work that is covered by the extension. No further work-in-progress extensions will be granted. Any additional Code work or work that is needed and cannot be completed within the six month period that the extension is granted will require an application to be made to ASME for renewal of ASME certification.

There is an extension fee for each Certificate that is issued a work-in-progress extension.



Nuclear Components (N-Type) Work-In-Progress Extensions

The following conditions must be met for a work-in-progress extension to be issued:

1. The request by the Certificate Holder and the applicable fees must be received at least ninety days prior to the current expiration date on the Certificate(s). The request from the Certificate Holder must contain a description of the work to be completed and when it is scheduled for completion. The Certificate Holder should copy the Enforcement Authority for the location of the work-in-progress and the Authorized Inspection Agency of Record.
2. Receipt from the AIA of Record a written report on evaluation the Certificate Holder's present activity. The evaluation shall include the current effectiveness of management and quality assurance program of the Certificate Holder relative to what was in place and presented to the ASME Survey Team at the last survey.
3. Receipt of the work-in-progress extension fee.

Please be advised that the extension will not be for more than six months beyond the Certificate expiration date and that only Code work described in the request is permitted during the six month extension period. Any additional Code work or work that cannot be completed within the six month period will require an application to be made to ASME for renewal of ASME certification.



Nuclear Material Organizations (QSC) Work-In-Progress Extensions

The following conditions must be met for a work-in-progress extension to be issued:

1. The request by the Certificate Holder and the applicable fees must be received at least ninety days prior to the current expiration date on the Certificate(s). The request from the Certificate Holder must contain a description of the work to be completed/supplied and when it is scheduled for completion.
2. Agreement by the QSC Holder to allow an ASME announced audit during the extension period at the QSC Holder's expense.
3. Receipt of the work-in-progress extension fee.

Please be advised that the extension will not be for more than six months beyond the Certificate expiration date and that only Code work described in the request is permitted during the six month extension period. Any additional Code work or work that cannot be completed within the six month period will require an application to be made to ASME for renewal of ASME certification.