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**ASME NUCLEAR
PRESURVEY QUESTIONNAIRE FOR
ASME N-TYPE CERTIFICATES OF AUTHORIZATION**

The following information is requested in connection with the upcoming ASME Survey of your Facility. This information is needed by the Society's Survey Team at the time of its presurvey meeting, at which time your Quality Assurance Manual will be reviewed prior to the Team's conducting the Survey. Kindly answer the following questions to the best of your ability to assist the Survey Team in its presurvey meeting. You may, if you desire, supplement this general information in any manner which, in your opinion, will be of assistance in understanding your system, facility, or anything your Company does which has a significant bearing on Code activities within your organization. If additional space is needed, supplemental sheets may be used and keyed to the question number. The original of this questionnaire and a copy is to be provided to the Survey Team Leader with sufficient additional copies for each member of the Team.

1 GENERAL INFORMATION

Company Name: _____

Office Address: _____

Site or
Plant Address: _____
(if different)

Mailing Address: _____
(if different)

Company Contact Name: _____ Title: _____

Telephone: _____

2 CLASSIFICATION

2.1 What are the Code Items including Code Class you desire to construct? (Note: See Subarticle NCA-1200, Article WA-1000, and HAA-1110 to aid you in specifying the items.)

(a) Manufacture: _____

(b) Install: _____

3 DESIGN SPECIFICATIONS, DESIGN REPORTS/LOAD CAPACITY DATA SHEETS/CONSTRUCTION SPECIFICATIONS AND CONSTRUCTION REPORTS

3.1 (a) Do you prepare the Design Specifications? (See NCA-3211.19, WA-3350, and HAA-3250) - Explain your responsibility. (If you do not, how do you otherwise fulfill the Code requirements?).

(b) If the Design Specification is provided by the Owner or preparation is subcontracted, how do you assure all requirements of the Code are included in the Design Specification? Who has this responsibility?

3.2 Do you prepare or subcontract the preparation of the Design Documents, Design Report/Load Capacity Data Sheets/Certified Design Report Summaries? (See NCA-3211.40 and WA-3350)

3.3 Do you prepare or subcontract the preparation of the Fabrication Specification? (See WA-3360).

4 AUTHORIZED INSPECTION AGENCY AND ENFORCEMENT AUTHORITY/REGULATORY AUTHORITY

4.1 Do you have a contract with an Authorized Inspection Agency? Have you reviewed the Quality Program with them prior to this Survey? Enter the name of the agency and the Authorized Nuclear Inspector Supervisor.

4.2 Are you prepared to make available a copy of the Design Specifications (or information from the Design Specification for NA & NPT Certificate Holders/Applicants) to the Authorized Nuclear Inspector before construction begins? (See NCA-3211.19(e) and WA-3351) – Who has this responsibility?

4.3 Have site specific design or licensing criteria that must be met to satisfy the requirement of Division 3 been included in Design documents? (WA-3111)

Yes ____ No_____

Are program controls defined to assure such inclusion when applicable? Describe briefly who is responsible for such determination?

- 4.4 Are you prepared to make available copies of the completed Design Reports, Certified Design Report Summaries and Fabrication Specifications to the Authorized Nuclear Inspector? (NCA-3211.20, WA-3358 and WA-3360)? Who has this responsibility?

5 INSTALLATION

- 5.1 Are you prepared to file the Design Specifications and Design Report at the location of installation and make copies available to the Authorized Nuclear Inspector and Enforcement Authority? (See NCA-3211.20 and NCA-3211.19(e)) (Not applicable for Division 3).

6 QUALITY ASSURANCE

- 6.1 Does your Q.A. Manual document in detail the control features and responsibilities of the Q.A. Program in a manner suitable for use as a working document? Do you explain the use of your forms and documents?

(Note: Properly filled in forms for use by the Survey Team during the review of the Manual are useful in explaining the Program.)

- 6.2 Are you aware of the provisions of the Code dealing with the filing and control of your Quality Assurance Manual with your Authorized Inspection Agency? (See NCA-4134.2 and WA-4100) Please explain.

- 6.3 Is the authority of those in charge of your Q.A. Program clearly established? Does Q.A. Management, in order to carry out the provisions of NCA-4134.1 and WA-4100, report directly to responsible management? Please explain.
- 6.4 Please furnish the name and title of the persons responsible for each of the following areas of nuclear endeavor.
- 1- Principal management -
 - 2- Fabrication -
 - 3- Installation (if required) -
 - 4- Quality Assurance -
 - 5- Quality Control -
 - 6- Engineering -
 - 7- Purchasing -
 - 8- Construction (Div. 2 - Table NCA-3200-1) -
- 6.5 Who is responsible for writing and maintaining your Quality Assurance Manual?
- 6.6 (a) Do you have personnel in your organization who meet the requirements of ASME Section III and SNT-TC-1A or CP-189? List the names of your Level III individuals and the NDE methods in which they are certified.
- (b) Do you have a written practice (procedure) for training, examination and certification of NDE personnel including complete documentation as required by SNT-TC-1A?

- (c) If NDE is subcontracted, do you have complete documentation as per 6.6(b) available for the team at the location of the survey for NDE personnel used on your work?

7 ADDITIONAL INFORMATION

Describe any phase of your Code operation which will be helpful to the ASME Survey Team in understanding your system of operation and Quality Assurance Program.

8 CONSULTANTS

If you have employed a consultant in establishing your QA Program, please state consultant's name and organization.

9 JOINT VENTURES

9.1 Is your organization a Joint Venture? If it is, indicate whether the legal relationship between the participants of the Joint Venture is that of a Partnership or Corporation.

9.2 If a Joint Venture Partnership, have all Partners in the Partnership signed the application? Indicate the partner having overall responsibility.

10 QUESTIONS

It is the desire of ASME to assist you in acquiring ASME certification. Please list any questions.

Submitted by: _____

Title: _____

Signature: _____

Date: _____