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INFORMATION AND PROCEDURES FOR OBTAINING AN ASME NQA-1 QUALITY PROGRAM CERTIFICATE

An organization seeking to supply items/services in conformance with the ASME NQA-1 Standard, Quality Assurance Requirements for Nuclear Facility Applications, may have its Quality Assurance Program audited by ASME.

ASME will not perform audits or certify:

- to the ASME NQA-1 Standard published prior to the 2008 edition.
- activities pertaining to weaponry; and
- owners of nuclear facilities - facilities for power generation, spent fuel storage, waste management, fuel reprocessing, nuclear material processing, fuel fabrication, and other related facilities.

In order to obtain and maintain an ASME NQA-1 Quality Program Certificate, the Applicant must comply with requirements given in the ASME NQA-1 Standard and the conformity assessment requirements document titled, "Requirements for ASME NQA-1 Certification". The "Requirements for ASME NQA-1 Certification" document can be found on the Nuclear Quality Assurance (NQA-1) Certification web page.

ASME, by using Audit Teams, audits the Applicant's Quality Assurance Manual and its implementation. Any findings noted during the audit, are discussed between the Applicant and the Team, and a written report of the audit is submitted to ASME. This report is to be reviewed by ASME, which either authorizes the issuance of a Certificate valid over a three-year period or requests additional action by the Applicant. The Certificate does not authorize the use of the ASME Certification Mark; therefore, the stamp for the ASME Certification Mark will not be issued with the Certificate. Two announced interim audits will be performed by ASME over the three-year life of the certificate. A copy of all audit reports will be furnished to the Applicant when ASME has completed its evaluation of the reports.

Audit Teams consist of ASME Consultants experienced in the field of quality assurance who are knowledgeable with the requirements of the NQA-1 Standard and its application in the nuclear industry. Depending upon the Team's experience and knowledge of the Applicant's scope of activity, a technical expert may be involved in the audit. Audits are performed at all locations where the activities as described in the Quality Assurance Manual are being performed by the Applicant. The Audit Team will not be auditing organizations performing subcontracted activities for the Applicant.

The Quality Assurance Manual and documentation which support understanding of the program must be in English. The Applicant is not prohibited from having a Quality Assurance Manual in its native language; however, the English version shall govern when there is a discrepancy.

It is a requirement for the Applicant to perform an internal audit of its Quality Assurance Program prior to the scheduled ASME audit.

Quality Assurance Programs vary in complexity, detail, and structure as to an Applicant's size, scope, and volume of work. An estimate can be provided upon request when the application form is completed and returned. The estimate provided is not a firm quotation. If your facility requires an extended audit, because of its complexity, the estimate could be exceeded. The Audit Team will make every effort to conclude their visit in a minimum length of time.

ASME requires an advanced deposit prior to the establishment of audit dates. This will be applied to the cost of the Audit. If the Applicant withdraws their application after the remittance is received by ASME, there is an administrative fee which will be deducted from the original remittance as outlined in the [Price Guide](#).

A completed application package contains:

- A controlled and approved copy of the Quality Assurance Manual.
- A completed "NQA-1 Quality Assurance Manual Checklist". The Checklist can be downloaded from the Nuclear Quality Assurance (NQA-1) Certification web page.
- Completed application forms; and
- Fees/Payments: Applicant must remit the required Audit deposit and fees (refer to [Price Guide](#) for applicable deposits and fees)

Please submit the application package and advanced deposit fee to

ASME
Accreditation/Certification Processing Dept.
150 Clove Road
Little Falls, NJ 07424

Cancellation of audit dates is subject to a monetary penalty, deducted from the advanced deposit, (refer to [Price Guide](#))

In addition to the above, the Applicant will be charged for any committed travel and miscellaneous expense associated with the scheduled audit.

At the conclusion or termination of an audit for new issuance or renewal, an invoice will be rendered, or an Applicant may be entitled to a refund of the excess deposit. The invoice will include a three-year Certificate fee if the recommendation of the Audit Team is to issue the Certificate in addition to the fees and expenses of the ASME AuditTeam and the ASME administrative fees. If it is preferred that the refund be done electronically, please provide banking particulars in CAConnect. At the conclusion of each interim audit, unannounced audit, or audit for cause, an invoice will be rendered for the fees and expenses of the ASME Consultant(s) and the ASME administrative fees. ASME will take action to withhold or withdraw the Quality Program Certificate for any nonpayment of invoices which are past due.

ASME will make every effort to conduct an evaluation of an Applicant's program at the earliest possible date after receipt of the application forms and deposit. However, it should be expected that a lead time of four to six months is usual because of scheduled audits of other companies. For renewals, to assure continuity of the Certificate, the application form, and advanced deposit must be submitted at least 9 months prior to the expiration date shown on the Certificate.

ASME can accept no liability for any consequences to the Applicant, which may be the result of an audit or subsequent ASME actions.

The Applicant is required to have a copy of the ASME NQA-1 Standard published by ASME. Reproductions from any source are not accepted for ASME certification, as they provide no assurance of completeness or that the user will be made aware of revisions and interpretations of the Standard.

If you have any questions, please contact the ASME Conformity Assessment Department via email, ca@asme.org.