

Quality Control System Review Information

A New York State Repair Certificate of Authorization allows you to perform welded repairs or alterations to boilers. Please read this form for more information.

Certificate Requirements

Insurance Agency

You must have a current contract with an Authorized Insurance Company Inspection Agency to inspect your repair service.

Quality Control System

You must develop your:

- Quality Control Manual
- Repair Procedures
- Quality Control System
 - Your Authorized Insurance Company Inspection Agency must approve your Quality Control System before you file your application with the Bureau.

How to Apply

Application

Complete the "Quality Control System Review Application" (SH-380), in duplicate. It is available at: www.labor.ny.gov/formsdocs/wp/SH380.pdf.

You must indicate on the application whether you are seeking a certificate to repair boilers at a specific location only (owner/user), or at your shop and/or field locations. This is needed to issue the appropriate certificate and for scheduling purposes.

Submit your completed SH-380 application to the Boiler Safety Bureau at the address above.

General Information

Scheduling a Review

When your Authorized Inspection Agency advises the Bureau that your Quality Control System has been approved, a review will be scheduled at the earliest possible date.

We will notify you of the date, time and name of the Inspector who will conduct the review with your Insurance Company Representative.

You must send a copy of your approved Quality Control Manual to the assigned Inspector at least 15 days before the review date. Failure to submit the manual in a timely manner will result in cancellation of the review.

Certification

A Repair Certificate of Authorization will be issued within two weeks after the review is completed.

Note: If a repaired boiler is transferred out of New York State, the repairs or alterations may not be recognized in other states.

You must report all welded repairs and/or alterations to the Boiler Safety Bureau at the address given above. You may use either of the following forms for your reports:

- the "Welded Repair/Alteration Report" (SH-386) available at: www.labor.ny.gov/formsdocs/wp/SH386.pdf.
- the National Board of Boiler and Pressure Vessel Inspectors' form "Report of Welded Repair or Alteration (R-1)," available at: www.nationalboard.org.

A certificate is good for a period of three years.

Renewals

Three months prior to the expiration of the certificate, the Bureau will mail a renewal notice to you with a copy to your Authorized Insurance Company Inspection Agency.

Note: To receive this notice you must report any name or address changes to the Bureau at the address above.

Submit your completed renewal application at least two months prior to the expiration of your certificate to avoid delay in the review inspection and/or issuance of your new Repair Certificate of Authorization.

If you have questions or need more information, contact the Chief Inspector at the address above or call: (518) 457-2722 or visit our web site at: http://labor.ny.gov/workerprotection/safetyhealth/DOSH_BOILER_SAFETY.shtm