

## Guide for Completing State Repair and Alteration Reports

See example reports below

- (1) Name and address of the repair organization that performed the work (Line 1a) or the design (Line 1b).
- (2) Report form numbers, if used; otherwise indicate N/A.
- (2a) E-mail address.
- (3) Name and address of the Owner of the boiler.
- (4) Name and address of plant or facility where the boiler is installed.
- (5) Description of the boiler.
- (6) Name of original manufacturer of the boiler.
- (7) Serial number of the boiler as assigned by the original manufacturer.
- (8) Identification of the boiler by National Board number as assigned by the original manufacturer.
- (9) Jurisdiction number assigned.
- (10) Any other identification number, such as the Model number.
- (11) Identify the year in which fabrication/construction of the boiler was completed.
- (12) Indicate edition and addenda of the NBIC under which this work is being performed.
- (13) Indicate the name, section, division, edition, and addenda of the original code of construction for the boiler.
- (14) Indicate the name, section, division, edition, and addenda of the construction code used for the work being performed. If code cases are used, they shall be identified in the "Remarks" section.
- (15) Repair type:
- (16) State exact scope of work and attach additional data, sketch, supplementary sheet, etc. as necessary. If additional data is attached, so state.
- (17) Indicate test pressure applied.

- (18) Indicate the MAWP of the boiler.
- (19) To be completed for all welded pressure components added during the work. Indicate part, item number, manufacturer's name, stamped identification, and data report type.
- (20) Indicate any additional information pertaining to the work involved (e.g. routine repairs, code cases).
- (21) Type or print name of authorized representative of the Certificate Holder.
- (22) Indicate State of Texas Certificate or Authorization number.
- (23) Indicate month, day, and year that the certificate expires.
- (24) Enter date certified.
- (25) Name of Certificate organization that performed the identified work.
- (26) Signature of authorized representative.

**Note: Items 27 through 33 are only recognized if the Inspector's involvement is required by the repair organization and quality control program.**

- (27) Type or print name of Inspector.
- (28) Indicate Inspector's jurisdiction.
- (29) Indicate Inspector's employer.
- (30) Indicate address of Inspector's employer (city and state).
- (31) Indicate month, day, and year of inspection by Inspector. In case of Routine Repairs this shall be the month, day, and year the Inspector reviews the completed Routine Repair package.
- (32) Signature of Inspector.
- (33) National Board commission number and Jurisdiction commission number of Inspector.
- (34) Indicate the reference line number from the appropriate repair or alteration form to which this sheet is supplementary.
- (35) Complete information for which there was insufficient space on the referenced repair or alteration form.



**REPORT OF REPAIR**  
**For State Certificate of Authorization Holders ONLY**  
 in accordance with provisions of the State of Texas Boiler Law and Rules

1. Work performed by: \_\_\_\_\_ (1) \_\_\_\_\_ (2)  
(name of repair organization) (Form No.)

\_\_\_\_\_ (address) \_\_\_\_\_ (2a)  
(e-mail address)

2. Owner: \_\_\_\_\_ (3)  
(name)

\_\_\_\_\_ (address)

3. Location of installation \_\_\_\_\_ (4)  
(name)

\_\_\_\_\_ (address)

4. Unit identification \_\_\_\_\_ (5) Name of original manufacturer \_\_\_\_\_ (6)  
(boiler)

5. Identifying nos.: \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_ (9) \_\_\_\_\_ (10) \_\_\_\_\_ (11)  
(mfg serial No.) (National Board No.) (Jurisdiction No.) (other) (year built)

6. NBIC Edition / Addenda: \_\_\_\_\_ (12) \_\_\_\_\_ (addenda)  
(edition)

Original Code of Construction for Item: \_\_\_\_\_ (13) \_\_\_\_\_  
(name / section / division) (edition / addenda)

Construction Code Used for Repair Performed: \_\_\_\_\_ (14) \_\_\_\_\_  
(name / section / division) (edition / addenda)

7. Repair Type: (15)  Welded

8. Description of work: \_\_\_\_\_ (16)  
(use supplemental sheet, if necessary)

\_\_\_\_\_ Pressure test, if applied \_\_\_\_\_ (17) psi MAWP \_\_\_\_\_ (18) psi

9. Replacement Parts. Attached are Manufacturer's Partial Data Reports properly completed for the following items of this report.  
 \_\_\_\_\_ (19)

10. Remarks: \_\_\_\_\_ (20)

**CERTIFICATE OF COMPLIANCE**

I, \_\_\_\_\_ (21), certify that to the best of my knowledge and belief the statements in this report are correct and that all material, construction, and workmanship on this Repair conforms to the National Board Inspection Code. State of Texas Certificate of Authorization No. \_\_\_\_\_ (22) Expires on \_\_\_\_\_ (23), 20

Date \_\_\_\_\_ (24) \_\_\_\_\_ (25) Signed \_\_\_\_\_ (26)  
(name of repair organization) (authorized representative)

**CERTIFICATE OF INSPECTION**

I, \_\_\_\_\_ (27), holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and certificate of competency issued by the jurisdiction of \_\_\_\_\_ (28) and employed by \_\_\_\_\_ (29) of \_\_\_\_\_ (30) have inspected the work described in this report on \_\_\_\_\_ (31) and state that to the best of my knowledge and belief this work complies with the applicable requirements of the *National Board Inspection Code*.

By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any way for any personal injury, property damage or loss of any kind arising from or connected with this inspection.

Date \_\_\_\_\_ (24) Signed \_\_\_\_\_ (32) Commissions \_\_\_\_\_ (33)  
(inspector) (National Board and Jurisdiction Nos.)

This form may be obtained from the Texas Department of Licensing & Regulation

\*\*The Department will add your address to the Boiler Program email notification list, which automatically provides information from the Department on matters affecting the Boiler Program. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public. See additional information at the following link: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

*Compliance Division - Boiler Program - 920 Colorado - Austin, TX 78701*

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*E-mail address: boilers@license.state.tx.us Web site: www.license.state.tx.us*

**REPORT OF ALTERATION**

**For State Certificate of Authorization Holders ONLY**

**in accordance with provisions of the State of Texas Boiler Law and Rules**

1a. Work performed by: \_\_\_\_\_ (1) \_\_\_\_\_ (2)  
(name of organization responsible for work) (Form No.)

\_\_\_\_\_ (2a)  
(address) (e-mail address)

1b. Design performed by: \_\_\_\_\_ (1) \_\_\_\_\_ (2)  
(name of organization responsible for design) (Form No.)

\_\_\_\_\_ (2a)  
(address) (e-mail address)

2. Owner: \_\_\_\_\_ (3)  
(name)

\_\_\_\_\_ (4)  
(address)

3. Location of installation \_\_\_\_\_ (4)  
(name)

\_\_\_\_\_ (5)  
(address)

4. Unit identification \_\_\_\_\_ (5) Name of original manufacturer \_\_\_\_\_ (6)  
(boiler)

5. Identifying nos.: \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_ (9) \_\_\_\_\_ (10) \_\_\_\_\_ (11)  
(mfg serial No.) (National Board No.) (jurisdiction No.) (other) (year built)

6. NBIC Edition / Addenda: \_\_\_\_\_ (12)  
(edition) (addenda)

Original Code of Construction for Item: \_\_\_\_\_ (13)  
(edition) (addenda)

Construction Code Used for Alteration Performed: \_\_\_\_\_ (14)  
(edition) (addenda)

7a. Description of construction work: \_\_\_\_\_ (16)  
(use supplemental sheet , if necessary)

\_\_\_\_\_

\_\_\_\_\_

7b. Description of design scope: \_\_\_\_\_ (16)  
(use supplemental sheet , if necessary)

\_\_\_\_\_

\_\_\_\_\_

Pressure test, if applied \_\_\_\_\_ (17) psi MAWP \_\_\_\_\_ (18) psi

8. Replacement Parts. Attached are Manufacturer's Partial Data Reports properly completed for the following items of this report.  
(19)

\_\_\_\_\_ (19)  
(name of part, item number, data report type, mfg's name, and identifying mark)

\_\_\_\_\_

9. Remarks: \_\_\_\_\_ (20)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESIGN CERTIFICATION**

I, \_\_\_\_\_ (21), certify that to the best of my knowledge and belief the statements in this report are correct and the design change described in this report conforms to the *National Board Inspection Code*.

State of Texas Certificate of Authorization No. \_\_\_\_\_ (22) Expires on \_\_\_\_\_ (23), 20

Date \_\_\_\_\_ (24) \_\_\_\_\_ (25) Signed \_\_\_\_\_ (26)  
(name of design organization) (authorized representative)

**CERTIFICATE OF DESIGN CHANGE REVIEW**

I, \_\_\_\_\_ (27), holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and certificate of competency issued by the jurisdiction of \_\_\_\_\_ (28) and employed by \_\_\_\_\_ (29) of \_\_\_\_\_ (30) have reviewed the design change described in this report and state that to the best of my knowledge and belief such change complies with the applicable requirements of the *National Board Inspection Code*.

By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning any personal injury, property damage or loss of any kind arising from or connected with this inspection.

Date \_\_\_\_\_ (31) Signed \_\_\_\_\_ (32) Commissions \_\_\_\_\_ (33)  
(inspector) (National Board and jurisdiction no.)

**CONSTRUCTION CERTIFICATION**

I, \_\_\_\_\_ (21), certify that to the best of my knowledge and belief the statements in this report are correct and that all material, construction, and workmanship on this Alteration conforms to the *National Board Inspection Code*.

State of Texas Certificate of Authorization No. \_\_\_\_\_ (22) Expires on \_\_\_\_\_ (23), 20

Date \_\_\_\_\_ (24) \_\_\_\_\_ (25) Signed \_\_\_\_\_ (26)  
(name of repair organization) (authorized representative)

**CERTIFICATE OF INSPECTION**

I, \_\_\_\_\_ (27), holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and certificate of competency issued by the jurisdiction of \_\_\_\_\_ (28) and employed by \_\_\_\_\_ (29) of \_\_\_\_\_ (30) have inspected the work described in this report on \_\_\_\_\_ (31) and state that to the best of my knowledge and belief this work complies with the applicable requirements of the *National Board Inspection Code*.

By signing this certificate, neither the undersigned nor my employer makes any warranty, expressed or implied, concerning the work described in this report. Furthermore, neither the undersigned nor my employer shall be liable in any way for any personal injury, property damage or loss of any kind arising from or connected with this inspection.

Date \_\_\_\_\_ (31) Signed \_\_\_\_\_ (32) Commissions \_\_\_\_\_ (33)  
(inspector) (National Board and Jurisdiction nos.)

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