

ASME Conformity Assessment

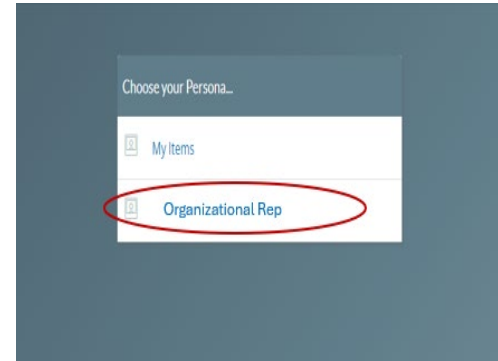
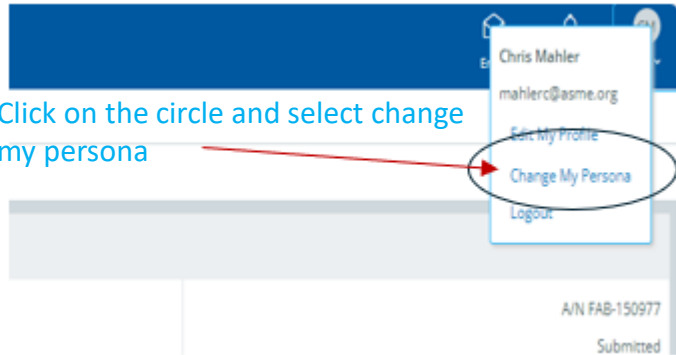
Application Process for NQA-1

If you do not see your dashboard, you may be in the wrong persona.

After logging into CA Connect, if you do not see your dashboard, locate the circle with your initials on the far right of the screen



Click on the circle and select change my persona

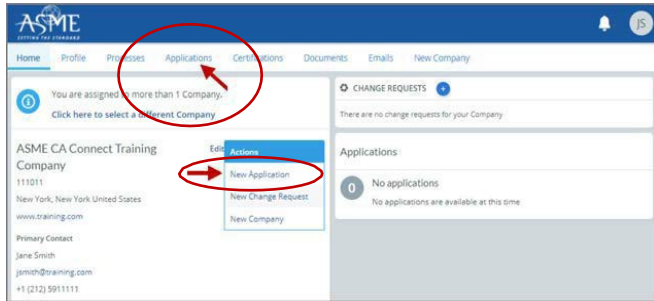


Select Organizational Rep and this will bring you top your dashboard

NQA -1 – Renewal and New Application

- The information required to process information and apply for certification/ accreditation is grouped and divided into multiple tabs and steps.
- The application tabs are **Profile, Certifications, Stamps, Travel, Billing, and Review.**
- Each tab consists of specific application details and downloading/uploading that are required and driven by the Program Type.
- To apply, you must complete all required information found in each of the tabs.

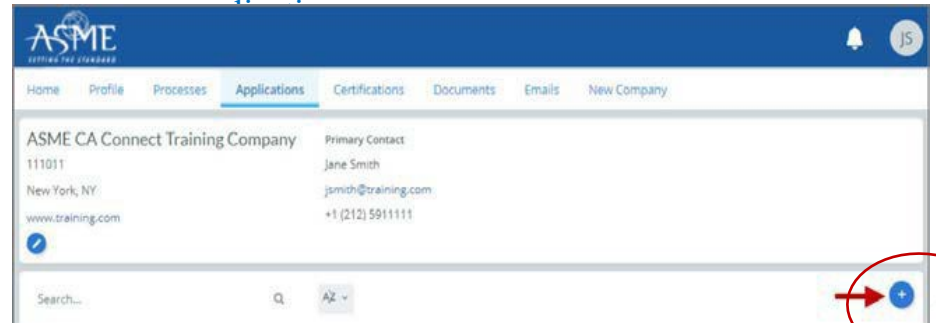
- ✓ To begin the process of renewing your certification, you must be logged into CA Connect as the company's Primary Contact.

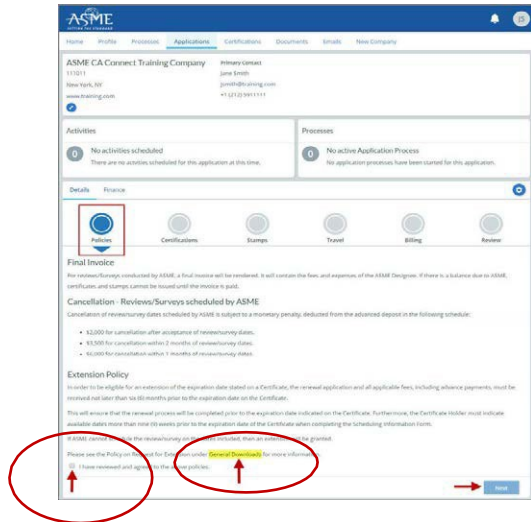


- ✓ 2. Select the Applications tab found on the Company dashboard menu bar or the New Application link that is in the Actions box. *New or Renewals are recognized as “New Application” in CA Connect*

- ✓ On the right side of your Applications page, click the blue circle (+) icon to create a new

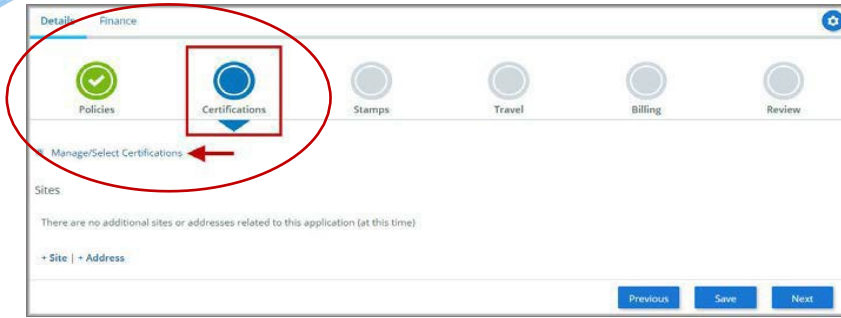
- ✓ The first Application tab is the Policies tab. Review all information.
- ✓ Scroll down the page to the **Extension Policy** section.





- ✓ If you want to see the policy relating to a Request for Extension, select the General Downloads link. You will be directed to the ASME.org website Downloadable Resources page.
 - a. After reviewing the Downloadable Resources, close the page and return to the Policies Tab.
- ✓ Check **I have reviewed and agreed to the above policies** checkbox.

- ✓ The Policies tab is updated to reflect a green checkmark. The application data processing will advance to the **Certifications** tab.
- ✓ Click the Manage/Select Certifications link or checkbox.



✓ The Certificate Types form is displayed. Select the certificate type associated with the certificate you are renewing.

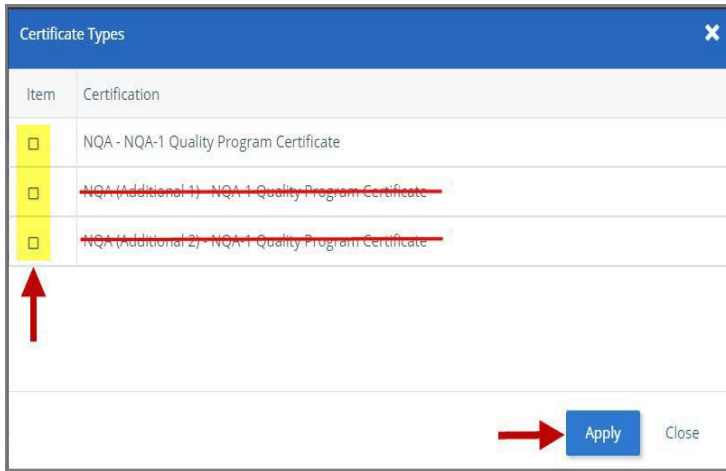
✓ Click the **Manage/Select Certifications** link or checkbox.

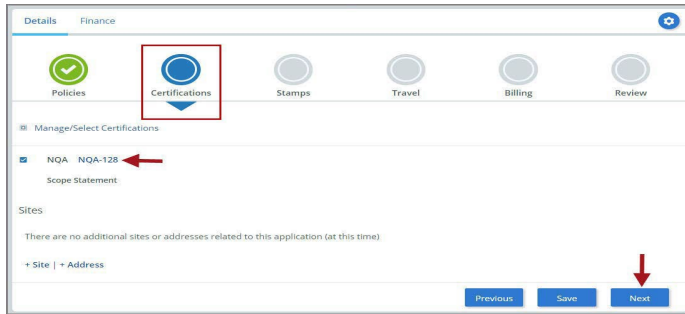
✓ The Certificate Types form is displayed. Select the NQA Certificate Type.

✓ When done, click **Apply** to continue.

✓ The NQA Certificate Type and Certificate Number that you are renewing will be added to the Certifications tab.

✓ When done, click **Next** to continue.





✓ The **Certifications** tab is updated to reflect a green checkmark. The application data processing will advance to the **Stamps** tab.

✓ Click on the **Download Supplemental Form** link.

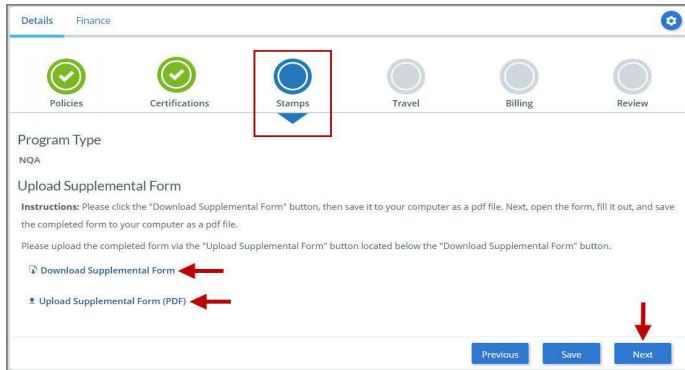
✓ The **Supplemental Application Form** is downloaded to your local drive.

✓ Complete the supplemental form.

✓ Save the completed form on your local drive.

✓ Click the **Upload Supplemental Form (PDF)** link. Locate the completed supplemental form on your local drive and upload the form.

✓ When done, click **Next** to continue.



✓ The **Travel Recommendation Detail** form is presented.

✓ The **Company Plant Address** is pre-populated and displayed in each of the designated fields.

✓ *Note: The **Plant Address** is required in order to complete the application. If the **Plant Address** is not pre-populated on the form, you will need to exit the application and contact CA Connect Customer Support.*

✓ You must enter the information for all required fields which are denoted with a **red * asterisks**.

✓ Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.

✓ Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.

The screenshot shows a web application interface for a 'Travel Recommendation' form. At the top, there are tabs for 'Details' and 'Finance'. Below the tabs are six circular icons representing different sections: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' icon is highlighted with a red box and a blue arrow pointing down. Below the icons is a table titled 'Travel Recommendation' with columns for 'Location Name' and 'Status'. The first row contains the text 'ASME CA Connect Training Company' with a red arrow pointing to it, and the status 'Not Complete'. Below the table is a link 'Add New Location' and two buttons: 'Previous' and 'Next'.

Please review the addresses below.

Hotel	USPS Validated	You Entered
	2 Park Ave	2 Park Avenue
	New York, NY 10016	new york, NY 10013
	United States	United States

Use Valid USPS Address

- ✓ You will be redirected back to the **Travel tab**. Confirm that the **Status** shows as **Complete** and that the Travel tab is green and includes a checkmark.
 - ✓ If the Travel tab is gray, this indicates that required information was missing. Return to the **Travel Recommendation Details** page by clicking on the **Company Name** link. Review the information previously entered and enter the missing information.
- ✓ If you want to add another location, click the **+ Add New Location** link and follow the same steps written above.
- ✓ Confirm that the status for all locations is Complete, then click **Next** to continue.

The screenshot shows a web application interface with a top navigation bar containing 'Details' and 'Finance' tabs. Below this is a progress indicator with six circular icons: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' icon is highlighted with a green checkmark and a red arrow pointing to it. Below the progress bar is a 'Travel Recommendation' section with a table. The table has two columns: 'Location Name' and 'Status'. The first row contains the following information:

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Complete

The 'Complete' status is circled in red with a red arrow pointing to it. Below the table is an 'Add New Location' link with a red arrow pointing to it. At the bottom right of the section are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- ✓ The Travel tab is updated to reflect a green checkmark. The application data processing will advance to the **Billing** tab.
- ✓ **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links.
- ✓ You can elect to use any one of these addresses to auto-populated the address for the Billing Address or you can enter a different address. This information is required and must be entered for the application to be submitted.
- ✓ Select Next to be directed to the “Billing” section.

The screenshot shows the ASME Billing section. At the top, there are navigation tabs: Policies, Certifications, Stamps, Travel, Billing (highlighted with a red box), and Review. Below the tabs, there is a 'Billing' section with a note: 'A retainer is billed to cover cost associated with the review process. Any left over remittance will be refunded.' Underneath, there are two sub-sections: 'Billing Address' and 'Company Banking Details'. The 'Company Banking Details' section is highlighted with a red circle and has a red arrow pointing to it. The 'Company Banking Details' form includes fields for: Company Banking Details, Bank Account Name / Beneficiary, ABA Routing Number, Billing Contact Email, Account Number / IBAN #, SWIFT Code / BIC, Bank Transit Number, and Tax ID Number. At the bottom of the form, there is a 'Credit Card Processing Form' section with a red arrow pointing to the 'Credit Card Processing Form' link. At the very bottom, there are 'Previous', 'Save', and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- ✓ In the **Company Banking Details** section,
 - a. Enter the banking details in the fields provided on the tab.
 - b. Click the **Credit Card Processing Form** link to download the form. Complete the **Credit Card Processing Form** and upload form to ASME.
 - c. When done, click **Next** to continue.
- * Acceptable methods of payment is by wire transfer or credit card.

*Please note** The credit card form must be downloaded to your computer first to properly open.*

The screenshot shows a software interface with a navigation bar at the top containing tabs for Policies, Certifications, Stamps, Travel, Billing, and Review. The Review tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Please confirm availability dates' with a 'View More' link circled in red. Below this, there are fields for 'Earliest Date', 'Start Date', and 'End Date', each with a red arrow pointing to it. The 'Start Date' and 'End Date' fields are part of a 'Dates Unavailable Add Dates' section.

- ✓ The **Billing** tab is updated to reflect a green checkmark. The application data processing will advance to the **Review** tab.
- ✓ The **Review** tab displays a summary of the information that was entered in each of the tabs.
- ✓ Click the **View More** link to display additional information on availability dates.
- ✓ Enter the **Earliest Date** that your company will be available for the review. *Please note the dates you enter must be a minimum of three months in the future.*
- ✓ Select the **Add Dates** link to enter your unavailable **Start Date** and **End Date**. *Please note the dates you enter must be a minimum of three months in the future.*

- ✓ Prior to submitting the application, confirm the information appearing on the Review tab is accurate and that all tabs are green with a checkmark. If they are not, return to the uncheck tab using the **Previous** button or clicking on the tab. Enter the missing information on that tab, then return to the Review tab.
- ✓ Select the **Edit** links to modify any of the information you entered.
- ✓ Click on the **Credit Card Processing Form** to download the form if needed.

Please review the details of your application

Travel edit	Hotel Information	Airport Information	Emergency Contact
Division Information	Marriott	JFK	Marc Anthony
1 Park Ave	475 Park Avenue	Queens	Phone: +1 (212) 5911234
New York, NY 10016	New York, NY 10016	Miles From Airport To Hotel: 10	
United States	United States		
	Miles from Hotel to Site: 10		
	Phone: +1 (212) 2021234		

Billing edit

Credit Card Processing Form
Credit Card Processing Form

- ✓ Scroll down the tab and select the **Upload Company Manual** link. Locate the manual on your local computer and upload the file.
- ✓ Select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
- ✓ Locate the file and complete, sign, and save the completed Agreement Form on your local computer. your local computer and upload the file.
- ✓ Select the **Upload Agreement Form** link.
- ✓ Locate the signed agreement form on
 - ✓ If necessary, can remove the form. However, uploading a completed and sign Agreement Form is required.
- ✓ Click **Save** to continue.

Please review the details of your application

Travel edit ←	Hotel Information	Airport Information	Emergency Contact
Division Information	Marriott	JFK	Marc Anthony
1 Park Ave 📍	475 Park Avenue 📍	Queens	Phone: +1 (212) 5911234
New York, NY 10016	New York, NY 10016	Miles From Airport To Hotel: 10	
United States	United States		
	Miles From Hotel to Site: 10		
	Phone: +1 (212) 2021234		
Billing edit ←			
Credit Card Processing Form			
 Credit Card Processing Form			

Banking Details
Bank Name:
ABA Routing Number:
Account Number/IBAN #:
Swift Code:
Bank Transit Number:
Bank Account Name:
Tax ID Number:
Contact/Attention Name: Conbox
Contact/Attention Email:

Billing Address
1 Park Ave. 9/22
New York, NY 10016
United States

Please print, sign and upload the Agreement Form
Instructions: Please click the "Print Agreement" button, then save it to your computer as a pdf file; Next, open the form, print out a hard copy, and sign it. Scan the signed form and save it as a pdf file on your computer. Finally, upload the scanned document via the upload box located below the "Print Agreement" button.
Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box.

Download Agreement Form
Upload Agreement Form

Previous Save

Once your application is complete and all tabs display a green checkmark, the **Submit** button will be presented for application submission. Click the **Submit** option.

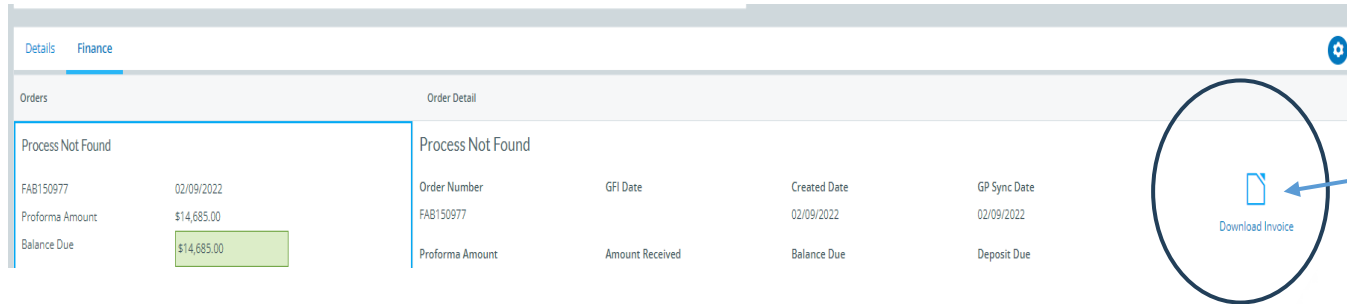
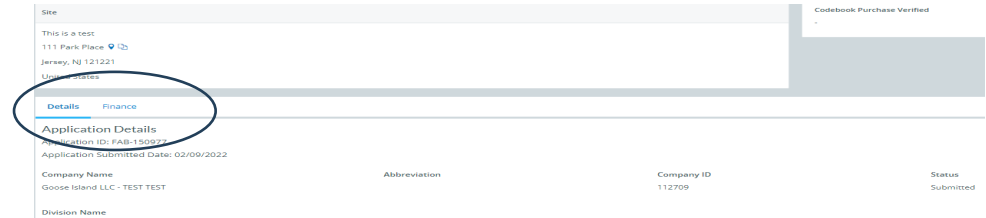
IMPORTANT: This is the only opportunity you will have to alter any of the information prior to submission of the application. After the application is submitted, in order to make any changes, you will need to submit a change request to ASME.

Previous Save Submit

50. You will be redirected to the **Application Details** section of the Applications tab. *Note: If you applied for a renewal and new certificate, the status of the new certificate will be listed as Pending. Following certificate issuance, the new certificate will be assigning the certificate number.*

Locate your Invoice

In the middle of the application page will be two icon, “Details” & “Finance” – After they application is submitted, select Finance



Selecting the “Download Invoice” icon on the upper right side the screen, will download a copy of your proforma invoice

Please Note – Your application is “completed” and your audit scheduled after all deposit fees are received.

Payment Options and Instructions

Acceptable methods are:

- » Wire Transfer/ACH Payments
- » Credit Card - All credit card processing forms must be submitted either by fax to the number listed on the form itself or to our accounting team's secure share folder. Both methods submit the credit card information directly to our accounting team and ensure that no unauthorized personal can view your credit card information. Credit Card form and download site are at <https://www.asme.org/certification-accreditation/asme-certification-process/price-guide>

Please **DO NOT** submit any financial information by email. All credit card forms received by email will be deleted upon receipt without being opened in accordance with our protocol on customer financial security.

Resources

Downloadable Resources can be found on:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

General Downloads Notices

- Conduct
- Due Process
- Notice on Requests for Certificate Extensions
- Notice on Use of Electronic Version of the Boiler Pressure Vessel Code by Certificate Holders
- Policy on the Use of the Certification Mark in Advertising
- How to Change Primary Contact Information
- CA-1 2022

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

General Downloads Forms

- Accreditation and Certification Agreement Form
- Criteria for Reapplication of a Certification Mark
- Nuclear Component Supplemental Application Form
- Nuclear Material Organization Supplemental Application Form
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Program
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program
- Form V – Supplemental Application for Quality Program System

Boiler and Pressure Vessel (BPV) Certification Forms

- BPV "General" Checklist
- BPV "Cast Boilers" Checklist
- BPV "Pressure Relief Devices" Checklist
- BPV "RP" Checklist
- BPV Product Certification Program Informational Handbook (New Applicants and Renewals)
- Process to Request Name Change on Certificate(s)
- BPV Certificate Scopes
- Notice Concerning National Board "R" Stamp
- Procedure For Adding Additional Building Location To Current Certificate
- Temporary Location Used by Certificate Holders
- Expedited Joint Reviews for the Boiler and Pressure Vessel Certification Program for Reviews Conducted by ASME Only

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Data Report Forms

- Bioprocessing Equipment (BPE) Certification Forms
- BPE Application – Information and Procedures
- BPE Quality Management System Checklist
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program.

Nuclear Component Certification Forms

- Material Organization Checklist
- Nuclear Component Application and Price Information
- Nuclear Component Checklist
- Nuclear Owner's Application and Price Information
- Nuclear Owner's Checklist
- Polyethylene Material Organization Checklist
- Nuclear Component Pre-survey Questionnaire
- Procedure for Renewal of Nuclear Owner's Certificates
- Nuclear Component Supplemental Application Form.

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

[Nuclear Quality Assurance Certification Forms and Resources](#)

- Nuclear Quality Assurance (NQA) Application – Information and Price
- Nuclear Quality Assurance (NQA) Checklist
- Requirements for ASME Nuclear Quality Assurance (NQA) Certification
- Notice on Nuclear Quality Assurance (NQA) Program Certificate Scope Statements
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program.

[Nuclear Certification Additional Information](#)

- Applicant Information Handbook
- Notice on Nuclear Scope Statements
- Procedure for Name Change on Nuclear Component Certificate

[Nuclear Material Organization Certification Forms](#)

- Material Organization Application and Price Information
- Guide for Quality System Certificate/Material Organization
- Guide for Polyethylene Material Organization
- Material Organization Pre-survey Questionnaire
- Nuclear Material Organization Supplemental Application Form

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Reinforced Thermoset Plastic (RTP) Corrosion-Resistant Equipment Forms

- RTP Application and Price Information
- RTP Checklist
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program.

Authorized Inspection Agency (AIA) Forms and Resources

- AIA Application and Price Information
- AIA Checklist
- List of Authorized Inspection Agencies (AIAs)
- QAI Interpretations
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Programs

Pressure Relief Device (PRD) Testing Lab Forms and Resources

- PRD Application and Price Information
- PRD Checklist

*If you have any issue or questions,
please contact us at your
convenience.
ca@asme.org*