



ASME EXTENSION POLICY

Process to extend an ASME Certificate of Authorization/Accreditation to a maximum of six months.

An ASME Certificate Holder may be permitted to perform activities under an expired ASME certificate through either an Extension Letter or a Work-In-Progress Extension Letter. An Extension Letter is issued permitting a Certificate Holder to perform activities for a short interim period to complete the renewal process, refer to Part I. A Work-In-Progress Extension Letter is issued permitting a Certificate Holder to complete active Code work to be completed under an expired certificate which will not be renewed, refer to Part II. For ASME to consider and review a request for an extension letter, the request must be submitted, and fees remitted minimum of one month prior to certificate expiration date, through a CA Connect change request, “Change Request: Extension”. The current fee may be obtained from the [Price Guide](#), Common Program Fees.

All Extension related inquiries should be sent to ca@asme.org

Extension Request related audit reports must contain the following information to be considered by ASME. When Authorized Inspection Agency (AIA) oversight is required, the AIA Supervisor assigned to the company should be the person conducting the audit and making the recommendation to ASME.

- 1) Company Name (as listed on ASME Certificate of Authorization), ASME Certificate of Authorization number(s), and Expiration Date(s) of company that requested extension.
- 2) Date of audit conducted.
- 3) A review of the quality management system has been performed and verification that it is being implemented as written.
- 4) List of ASME Code jobs being worked on at that moment in time or during extension period. If there are no active code jobs, state that in the audit report.
- 5) Recommendation to ASME as to whether extension should be granted, signed, Title, National Board Commission number (if applicable) and dated.

PART I – Extension Letters

An Extension Letter, when granted, is issued under the condition that the Certificate Holder is working with ASME on having the certificate(s) renewed and issued within six (6) months from the expiration date of the certificate(s). ASME is not obligated to decide on a team’s recommendation for renewal prior to the extension date nor granting additional extensions when a decision has been made to require verification on the closure of a deficiency, audit for cause, re-survey, re-review, or re-audit.

All work performed under an extension is to be initiated with the Commissioned Authorized Inspector or Certified Individual, as applicable, monitoring and accepting all activities. A list of in-progress and completed items is required to be provided to the ASME Team Leader upon the arrival of the ASME assessment team. All certification activities performed under an Extension Letter are to be indicated on Data Reports and Certificates of Conformance with a remark stating that the work was completed under an ASME Extension Letter with extension date identified.



A request for the Extension Letter must be submitted through a CA Connect change request, “Change Request: Extension”. The “Change Request: Extension”, is to be created under the Application Number the current certificate had been issued. ASME may elect to have the Certificate Holder provide additional information or be subjected to an audit at the expense of the Certificate Holder, at any time to support the change request. ASME will consider granting an Extension Letter when the Certificate Holder:

- 1) Creates and submits the Change Request: Extension, prior to the expiration date of the certificate(s).
- 2) Remits the nonrefundable extension fee for the “Change Request: Extension” and the remittance is received by ASME.
- 3) Submits an application for renewal within CAConnect.

The extension, when granted, is valid until the date of the extension identified on the Extension Letter. ASME will terminate the extension when:

- The assessment (review, survey, or audit) cannot be conducted on or before the extension date due to the scheduled event being cancelled, at any time or, when in-progress, is terminated at the time of the assessment.
- When information is provided from the AIA of Record or Certified Individual, that indicates a lack of confidence in the quality management system, or the inability of the Authorized Inspector or Certified Individual to perform duties involving inspections, monitoring, verification, witnessing.
 - An agreement with an AIA is no longer in place.
 - The individual identified as the Certified Individual is no longer qualified due to changes in the certification requirements or employment.
- A complaint is received at any time.

PART II – Work-In-Progress Extension Letters

- 1) Work-In-Progress extension letters are issued to Certificate Holders performing Code activities under the ASME Boiler and Pressure Vessel Code. Certificate Holders are eligible for a Work-In-Progress extension when:
 - a. The Certificate Holder’s request and fee for the extension are received a minimum of one month prior to the current expiration date of the certificate. The request is created through CA Connect under a change request, Change Request: Extension.
 - b. The request for a Work-In-Progress extension is submitted under the Certificate Holder’s CA Connect account through a change request, i.e., “Change Request: Extension Request”, associated with the application number under which certificate(s) had been issued.
 - i. The request from the Certificate Holder must identify the work that has been started



and the estimated date of when the work will be completed. A detailed description of the Code items or Code material to be completed must be provided. At a minimum, the description will identify the work/job order number of the Code items that will be constructed or Code material that will be manufactured or supplied.

- c. The Certificate Holder agrees to have its ASME quality program audited by ASME at the expense of the Certificate Holder. ASME may elect to have the AIA of Record, or ASME Designee conduct the audit.
- 2) The issuance of the Work-In-Progress extension letter is based on the information contained in the audit report, required under item (1)(c) above. The audit and the audit report shall include the current effectiveness of management and the Certificate Holder's quality program relative to what was in place and presented to the ASME Team at the last assessment. The decision for issuance of the Work-In-Progress extension letter shall be based upon the audit report and shall be made prior to the expiration date of the current certificate.
- 3) No new work can be initiated under the Work-In-Progress extension. All work identified in the request is required to be completed within 6 months of the current expiration date of the certificate. Work which cannot be completed under the Work-In-Progress letter will require the Certificate Holder to apply for new certificates.
- 4) There is a nonrefundable extension fee for each Certificate requested to be extended.