



STATE OF MINNESOTA

ROUTINE REPAIR PROCEDURE

1. All "R" Stamp Certificate Holder's who desire to perform Routine Repairs in the State of Minnesota shall incorporate this Procedure by including it as a revision of the Certificate Holders Q.C. Manual. After the Q.C. Manual is revised and approved by the Commissioned Inspector with an "A" endorsement (A.I.), the Routine Repair Traveler shall be reviewed with the proper welding procedure documented on the original Traveler. The A.I. will indicate Pre-approval and Authorization of the use of the Procedure and Traveler by signature and date on the top of the Traveler. The Certificate Holder may then make copies of the Original Signed Traveler to document Routine Repairs. The A.I. or the State of Minnesota may revoke the Authorization of Certificate Holders to perform Routine Repairs at any time. The authorization to perform Routine Repairs expires on the same date as the National Board "R" Certificate of Authorization. The authorization to perform Routine Repairs shall then be obtained during the Tri-Annual Audit from the A.I. and the State of Minnesota Chief Boiler Inspector or State of Minnesota Team Leader. Use of this Procedure and Travelers becomes mandatory after 9/1/08.
2. Scope - This procedure shall be used when performing Routine Repairs as Described in the current edition/addenda of the National Board Inspection Code under the heading of "ROUTINE REPAIRS".
3. Routine repairs shall be performed as stated in this Quality Control Manual and shall be in conformance with the NBIC and the State of Minnesota Statutes, Rules and this Procedure. The requirements for stamping and witnessing of the repair by the Authorized Inspector may be waived by the A.I. and The State of Minnesota. Routine Repairs will be documented on the State of Minnesota Routine Repair Traveler and the National Board Inspection Code Form R-1, Report of Repair.

Note: After reviewing and accepting the completed State of Minnesota Traveler if the A.I. is satisfied that the Routine Repair conforms to the NBIC and State of Minnesota Statutes, Rules and Procedure, the A.I. may then sign and date the State of Minnesota Traveler in the signature block. The statement "**Routine Repair**" is then added to the R-1 Form in the remarks section. The A.I. may then sign and date the completed R-1 Form.

4. A copy of the completed signed Traveler and the completed, signed R-1 Form will be submitted to the owner and/or user of the pressure retaining item and retained on file with the "R" Stamp Certificate Holder, for a minimum of 5 years. Routine Repair R-1 Forms need not be filed with the National Board.

State of Minnesota Routine Repair Traveler

CERTIFICATE HOLDER'S NAME			COMPANY NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
SIGNATURE Q.C.M. PREPARED AND APPROVED					DATE
SIGNATURE A.I. REVIEWED & PRE-ACCEPTED THIS PROCEDURE FOR FUTURE USE WITHOUT PRIOR NOTIFICATION					DATE
APPLICABLE CODE SECTION	EDITION	ADDENDA	NBIC EDITION	ADDENDA	JOB NO.

Location of Repair: Draw a Sketch or List Scope of Work Performed

- Welded replacements of tubes or pipes, or sections thereof, five (5) NPS and under, and attachments (seal weld)
- Addition of repair or non-load bearing attachments to pressure retaining items where PWHT is not required
- Weld metal build up of wasted areas in shells and heads not exceeding 100 sq. in. and 25% of nominal wall thickness
- Corrosion resistance weld overlay not exceeding 100 sq. in.

Original Material Specification

Item	Comments / Notes H = Hold Point	Q.C. Manager Signature/Date	A.I. Signature/Date
Copy of Mfg Data Report	Required Yes <input type="checkbox"/> No <input type="checkbox"/>		
Sketch or Drawings			
Material Purchase Order	P.O.#		
Material Inspection and ID			
MTR's			
Welding Procedure	WPS # Rev.		H
NDE: PT <input type="checkbox"/> MT <input type="checkbox"/> VT <input type="checkbox"/>	Pro. No. Rev.		
Nonconformance	Report #:		
Hydro or Pre-approved NDE Method	Test Pressure: or NDE method:		
Test Gauge Calibration	Gauge #		
Final Inspection			
NBIC Form R-1			
Notify A.I. of Routine Repair			H

Operation	Description of Repair	Welder ID	WPS Used	QC	A.I.	Date

Attachments Yes No

- Name plates are not required for repairs of a routine nature
- "R" Stamping is not required for repair of a routine nature
- Routine repairs shall be documented on a Form R-1 with a statement in remarks: "Routine Repair"

H A.I. FINAL REVIEW (sign R-1)	AUTHORIZED INSPECTION AGENCY	CERTIFICATE OF COMPETENCY #	DATE
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