



STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
HAWAII OCCUPATIONAL SAFETY & HEALTH DIVISION  
BOILER & ELEVATOR INSPECTION BRANCH

Princess Keelikolani Building, 830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813

**INSTRUCTION SHEET FOR APPLICATION FOR CERTIFICATE OF  
AUTHORIZATION TO FABRICATE/REPAIR NON-BOILER EXTERNAL  
PIPING (NBEP)**

**Instructions**

Please completely fill out the APPLICATION FOR CERTIFICATE OF AUTHORIZATION TO FABRICATE/REPAIR NON-BOILER EXTERNAL PIPING (NBEP).

The **Delivery Information** section below lists various delivery options. Please select the most convenient method and submit the completed form accordingly.

**Please remember to sign and date the form before submitting it.**

**Delivery Information**

**Delivery by U.S. Mail or In-Person**

Department of Labor and Industrial Relations, Hawaii Occupational Safety & Health Division  
Princess Keelikolani Building, 830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813

**Delivery via Fax**

Department of Labor and Industrial Relations, Hawaii Occupational Safety & Health Division  
(808) 586-9104



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APPLICATION FOR CERTIFICATE OF AUTHORIZATION TO  
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Date of Application \_\_\_\_\_

<input type="checkbox"/> New application <input type="checkbox"/> Renewal <input type="checkbox"/> Revision to previous application	
Company Name (as it will appear on the certificate)	
Print name of primary contact within the company (Note: If you have organizational changes at any time which affect the primary contact within your company, please notify us as soon as possible with the new individual's name and email address.)	
Mailing Address (No., Street, City, State, Zip Code)	
Physical Address (Write if different from mailing address, otherwise write "same as above")	
Telephone No. (      )	Fax No. (      )
Email Address	
Check Requested Scope <input type="checkbox"/> Shop Only <input type="checkbox"/> Field Only <input type="checkbox"/> Shop & Field	

The applicant agrees:

- a. That only the named company shall use the certificate.
- b. To possess and maintain a copy of the current edition of the National Board Inspection Code (NBIC) and required sections of the American Society of Mechanical Engineers (ASME) Code.
- c. To allow access for Boiler inspection staff of the State of Hawaii to make audits or unannounced visits as deemed necessary to assure compliance with the NBIC.
- d. To fabricate/repair NBEP (Non-Boiler External Piping) designed for use at or below 150 PSI steam.

A check in the amount of \$ 750.00 payable to "Director, Budget & Finance" is enclosed

\_\_\_\_\_  
Signature of Authorized Representative within your company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Authorized Representative within your company

**Please review the following carefully:**

A review team will conduct an evaluation of the organization's quality system. The organization must demonstrate sufficient implementation of the quality system to provide evidence of the organization's knowledge of welding and other repair activities performed that are appropriate for the requested scope of work.

Team members are prohibited from discussing the organization's proprietary information as well as the information contained in their report at any time. Information obtained by the team or the staff will be held in strict confidence.

A renewal application shall be made four (4) months prior to the expiration date on the certificate. The quality control manual must be submitted to this office one (1) month prior to a mutually agreed upon date for the shop/program review. A quality control program review must be conducted 30 days prior to the expiration date. A triennial certificate of authorization will be issued upon successful completion of the shop/ program review.

Visit our Website at [www.hawaii.gov/labor](http://www.hawaii.gov/labor) for ALL interactive and downloadable forms.