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| **Step** | **Instruction** |
| 1 | Verify the code of record is ASME B31.3. |
| 2 | Verify the piping component is not within the scope of ASME B31.3 paragraphs K304.1–6. If it does, exit this form and evaluate to the applicable code paragraph. |
| 3 | Verify the piping component is within the scope of ASME B31.3 paragraph K304.7.2. |
| 4 | Determine what justification will be used to propose acceptance of an unlisted piping component, and check the “Completed (attached)” box for Item A, Item B, or Item C.  |
| Note: If a range of sizes, wall thicknesses, or classes it is allowable to interpolate between data evaluations, but not extrapolate outside of data sets. |
| 5 | Perform the justification (Item A, Item B, or Item C along with any required multiples for interpolations) and attach to the form. |
| 6 | Sign the form in the “Evaluated By:” location and date the signature. |
| 7 | Send the completed form to the CPSO (or other SMPO Designee) for review. |
| 8 | CPSO will perform the review and determine if acceptable. If acceptable it will be signed. If not, it will be returned to the person who signed in Step 6. |
| 9 | After acceptance, CPSO will add item to the “Allowed Unlisted Components Listing per ADMIN-2, Article Z -- Unlisted, Specialty, or Unique Components, para 2”. |
| 10 | The signed form will be released from CPSO to CoE SI-DC for archive. |