



QP1 Internal Audit Checklist (SSPC)

Revised 12/08

Contractor: _____

Location: _____

Date: _____

Completed By: _____

Date Completed: _____

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating (1, 2, 3)	Comments:
1 A.1.a.	3.1.1a. Mission Statement	<ul style="list-style-type: none"> • Must address the Company's responsibility for Quality and Environmental/Health/Safety (EHS). • Posted at office and job sites. • On company letterhead (signed and dated by current executive management). 	Rating (1, 2, 3)	Comments:
2 A.1.b.	3.1.1b. Disseminating Company Policies	<ul style="list-style-type: none"> • Executive management has implemented procedures to disseminate policies to all workers under its direction (employee manual or handbook, new employee orientation, work force conferences) • Companies with informal policies must record employee orientation attendees, dates, topics covered and documents issued 	Rating (1, 2, 3)	Comments:
3 A.2.a.	3.1.2a. Organizational Chart	<ul style="list-style-type: none"> • Lines of responsibility of key personnel are shown by name and title and reflect company practice (key personnel must include executive management, production management, QCS , and EHS officer). • Key personnel must be full time employees of the Contractor • Must be reviewed annually, signed, and dated by executive management. 	Rating (1, 2, 3)	Comments:
4 A.2.b.	3.1.2b. Job Descriptions for Key Personnel (includes management, quality control, and EHS)	<ul style="list-style-type: none"> • Responsibilities and duties are clearly stated and current. • Required experience, licenses, certifications, and training are stated and current. 	Rating (1, 2, 3)	Comments:
5 A.3.a.	3.1.3a., 3.1.3b. Financial Record-keeping	<ul style="list-style-type: none"> • A formal accounting system is in place using accepted accounting practices. • Current Letter from CPA firm on file that confirms above 	Rating (1, 2, 3)	Comments:

<p>6. A.3.f.</p>	<p>3.1.3f. Legal Viability Subject to verification at Initial, Full, or follow -up, Audit (at discretion of Certification Manager)</p>	<ul style="list-style-type: none"> • Tax returns are filed in a timely manner by audited • Company holds current and valid worker's compensation, general liability, and other insurance coverage required to do business. • Production workers are employed or leased by the company. • Firm holds current licenses for locales where it operates • Appropriate ownership/incorporation papers are available and have been filed with proper authorities • Federal or State Tax ID/EIN statement is available and corresponds with the name of the audited <p>Note to auditor-some items above are subject to verification for new applicants and those having undergone major organization changes. Use discretion.</p>	<p>Rating (1, 2, 3)</p>	
<p>7 IX.D.</p>	<p>3.1.3g. Subcontracting</p>	<ul style="list-style-type: none"> • SP/CA subcontractors are selected based on their ability to meet contract requirements. Where QP 1 is required, subcontractors are qualified. 	<p>Rating (1, 2, 3)</p>	
<p>8 A.3.d.</p>	<p>3.1.3e. Procedures for Learning About and Complying with Regulations (not always auditable at jobsite Audits) <u>CRITICAL ITEM 1</u></p>	<ul style="list-style-type: none"> • A key person is designated (in writing) to keep abreast of and inform key personnel of EPA, OSHA, DOL, Coast Guard, RR, Army Corps and other regulations affecting the Contractor's operations. • There is a history of a key person(s) performing these duties at least 6 months prior to the first audit and routinely thereafter. • Current versions of regulations applicable to specific projects are readily accessible by job site personnel. • Versions of regulations applicable to general business operations are available at the main office and any division offices. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

<p>11</p> <p>A.3.c., B.3.a.</p>	<p>3.2.3a. and 3.2.3b.</p> <p>Document Control: Procedures for Documenting Receipt of Revisions to Specifications</p> <p><u>CRITICAL ITEM 4</u></p>	<ul style="list-style-type: none"> • Contractor records receipt and distribution of specifications and other contract documents and all changes and revisions (record is kept of who gets copies with signatures and dates of each recipient). • Superseded or obsolete documents are removed from the workplace and returned to the office for appropriate archiving. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>12</p> <p>B.3.b.</p>	<p>3.2.3b.</p> <p>Procedures for Clarifying Ambiguous Specifications</p> <p><u>CRITICAL ITEM 5</u></p>	<ul style="list-style-type: none"> • There is evidence of correspondence or other communication noting exceptions to specifications or other clarifications such as omissions, errors, and conflicting requirements. • Verify that acknowledgement of correspondence on file showing that clarification request was received and the answer to the request. 	<p>Rating (1, 2, 3)</p>	
<p>13</p> <p>B.3.c.</p>	<p>3.2.3b. and 3.2.3c.</p> <p>Communicating Contract and Technical Requirements</p> <p><u>CRITICAL ITEM 6</u></p>	<ul style="list-style-type: none"> • Pre-job and other specification altering meeting notes are formally documented and available at job site as part of contract package • There is a procedure to show that current contract and technical requirements are formally delivered to key jobsite personnel in the field • Contract documents shall include all contract submittals provided to the owner or prime contractor (e.g. containment drawings, environmental compliance plans) by the audited 	<p>Rating (1, 2, 3)</p>	
<p>14</p> <p>B.3.d.</p>	<p>3.2.4a and DAC Re: Job Notifications (JN)</p> <p>Required Audit Item per the DAC</p>	<ul style="list-style-type: none"> • Company is able to produce copies of JNs submitted to SSPC for jobs completed or in progress during previous 12 months. JNs are on file at the job site or accessible by job site personnel during an SSPC Audit. • Discovery of a first omission event is a minor CAR; a second omission event is a major CAR • See DAC Section IX. Special Notes. 		
<p>15</p> <p>B.4.</p>	<p>3.2.4f.</p> <p>Maintenance and Repair of Major Equipment (Office Audit only)</p>	<ul style="list-style-type: none"> • Contractor has a written preventive maintenance plan or copies of manufacturer's maintenance manual for all major equipment, leased or owned. • There are maintenance records that document service and repair of major equipment used by the contractor or its subcontractors. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

				Comments:
<p>16</p> <p>C.1.a.</p>	<p>3.3.1</p> <p>A) Quality Control Supervisor</p> <p><u>CRITICAL ITEM 7</u></p>	<p>Qualifications (QCS)</p> <ul style="list-style-type: none"> • A full time employee (verified by payroll records) is designated in writing by executive management by way of company documents (e.g. organization chart, QCS job description, or letter) as the Quality Control Supervisor (QCS). <p>Training and Experience:</p> <ul style="list-style-type: none"> • Successfully complete formal training Quality Control/Quality Management Systems and Coatings inspection. Acceptable formal Quality training includes the SSPC QCS course or equivalent accepted by the Certification Manager in advance of the Audit. • Acceptable (minimum) formal coating inspection training includes: SSPC (PCI, NBPI, BCI), KTA (Level 1), GPI (Level 1), NACE (CIP Level 1), Frosio • At least 3 years of full-time field experience in Industrial/Marine Coatings QC • Hold valid certifications and licenses where required <p>Primary Duties and Responsibilities (QCS)</p> <ul style="list-style-type: none"> • Ensure that contractor uses qualified personnel for QC • Ensure that proper inspection forms and recording procedures are used for job quality monitoring • Ensure correct and properly operating and calibrated equipment is used. • Review and sign off DIRs on a timely basis (QCS must sign off or authorize review of DIR's by other competent QC personnel) • Ensure that work is inspected for conformance with contract requirements, good painting practice, and internal QC procedures. • Ensure that nonconforming work and rework is properly documented. • Develop and/or review Inspection and Test Plans. • Conduct and/or review Internal Audits. • Oversee company Corrective Action Program (e.g. respond to external CARs, issue internal CARs, document corrective action of QMS). failures for management review 		

17	3.3.1	Quality Control Inspector:	Rating (1, 2, 3)	Comments:
C.1.b.	B) Personnel Qualifications (Quality Control Inspectors) <u>CRITICAL ITEM 8</u>	<ul style="list-style-type: none"> • Formal training: Acceptable coating inspection training programs include: SSPC (PCI, NBPI, BCI), KTA Level 1, GPI (Level 1), NACE (CIP Level 1, Frosio) or equivalent formal in-house inspection training • In house training must be accepted by the Certification Manager (24 hour minimum curriculum, 8 hours of practical instrument training, etc., see Appendix B). • Qualifications of instructors must meet formal training requirements above • Curriculum, attendance sheets, written exams and scores are on file and available for review • The QC Inspector must have at least 2 years of full-time field experience in Industrial/Marine Coatings QC or related work. • When required by contract, all licenses and certifications must be valid and available for verification. <p>Notes: QC personnel must have access to all specification and/or contract invoked written and/or visual standards (e.g., SSPC, ASTM standards).</p>		
18	3.3.1 Written QC Authority from Executive Management <u>CRITICAL ITEM 9</u>	<ul style="list-style-type: none"> • QCS and QC Inspectors must have written authority to perform QC duties to include continuous improvement of all QC internal procedures • Confirm written authority by way of a letter from executive management or statement in written job descriptions or company formal procedures 	Rating (1, 2, 3)	Comments:

19 C.2.c.	3.3.2b Daily Documentation of Surface Preparation and Coating Application QC Inspections <u>CRITICAL ITEM 10</u>	<ul style="list-style-type: none"> • Daily Inspection Reports and all results of related testing are maintained IAW project-specific reporting procedures • At a minimum, DIRs and results of related testing are maintained for each project (during all surface preparation and coating application operations). <p style="text-align: center;"><i>DIRs must record project relevant observations of:</i></p> <ul style="list-style-type: none"> • compressed air cleanliness • dry film thickness (measured and documented for each coat and according to the contract) • air temperature (dry and wet bulb) • relative humidity • dew point • substrate surface temperature • abrasive cleanliness • surface preparation cleanliness specified and achieved • surface profile specified and achieved • illumination of work area (foot candles for surface preparation, coating application, and inspection). See SSPC Technology Guide 12. • batch numbers of coatings and thinners • mixing of coatings (quantity, mix numbers, satisfactory or unsatisfactory (for mixes witnessed)) • DFT readings for each applied coating meet specification requirements. • DFT readings for specifications requiring SSPC PA 2 are properly documented and meet specification requirements. • inspection instruments used (manufacturer, model, and serial number) • documentation of conformance to any indirect requirements of specified technical standards <p style="text-align: center;"><i>Note: DIRs must be signed and dated by Inspector and formally reviewed by QCS or other designated and competent QC personnel.</i></p> <p style="text-align: center;"><i>Final inspection records retained 3 years after project completion (unless a longer term is required by contract).</i></p>	Rating (1, 2, 3)	Comments:

<p>20</p> <p>C.2.d</p>	<p>3.3.2.c.</p> <p>Inspection Equipment Calibration and Calibration Accuracy Checks</p> <p><u>CRITICAL ITEM 11</u></p>	<ul style="list-style-type: none"> • Must be part of the Contractor's formal Quality Program. • Inspection instruments that require formal calibration shall have calibration records at the office and project site if required by contract specifications. Instruments shall be properly labeled in conformance with industry standards showing serial #, date of calibration, and date removed from service. <p>QP1 minimum:</p> <ul style="list-style-type: none"> • Calibration verification of instruments or testing and measuring devices used for inspection or testing (namely DFT gages) are performed and documented IAW either equipment manufacturer's instructions or industry standards. 	<p>Rating (1, 2, 3)</p>	
<p>21</p> <p>C.2.c.</p>	<p>3.3.2d.</p> <p>Documenting Non-Conforming Work and authorized deviations</p> <p><u>CRITICAL ITEM 12</u></p>	<ul style="list-style-type: none"> • Contractor is able to demonstrate that non-conforming work is documented. • Identification and repair of all non-conforming work must be documented (DIRs or non-conformance logs), or otherwise addressed as determined by the owner or its representative • Requests for deviations from contract requirements are documented and processed through proper channels. Contractor maintains copies of notices or correspondence showing deviation the engineer of record has accepted requests or other owner authorized representative. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

<p>22</p> <p>C.2.e.</p>	<p>3.3.2g.</p> <p>Written Procedures and Inspection Plans/Hold or Checkpoint Inspections</p>	<ul style="list-style-type: none"> • The contractor shall have written procedures that it uses to convert awarded contracts into field work orders, job work plans, instructions to craft workers, etc. • Quality Control Programs. Procedures shall specifically define quality control methods and criteria as required by 3.3.2 of QP 1 • Inspection and Test Plans. Written company or contract specified procedures for verifying that coating and related operations are performed IAW contract requirements and industry best practices and are available on site. • Hold Point Inspections. Procedures or inspection and test plans to ensure that each major operation (see below) is properly performed and documented daily or IAW contract requirements are available to on site personnel and used to perform in-process inspections of work at key hold/check points. At a minimum, the follow hold point inspections shall be performed and documented: Major Operations: <ul style="list-style-type: none"> • surface pre-cleaning • surface preparation • primer application • intermediate coat(s) application • finish coat application • cure testing (when specified) <p>Note: Contractor must have a procedure for QC inspection and documentation of each hold-point.</p>	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>23</p> <p>C.2.f.</p>	<p>3.3.3</p> <p>Corrective Action Procedures</p> <p><u>CRITICAL ITEM 13</u></p>	<p>The Contractor shall document actions taken by management to eliminate recurring nonconformities. These actions include identification of the root cause of recurring nonconformities, implementing changes to company procedures and practices to improve production and follow-up to ensure implementation has been effective.</p>	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

24 D.1.	3.4 Corporate Health and Safety Program <u>CRITICAL ITEM 14</u>	<p><i>Contractor has a written Health and Safety Program based on current OSHA or equivalent standards applicable to its operations.</i></p> <p>At a minimum, the program must address all Contractor applicable sections of the following topics:</p> <ul style="list-style-type: none"> • Hazardous Materials • Personal Protective Equipment • General Health and Safety • Occupational Health and Environmental Controls • Personal Protective Equipment • Fire Protection and Prevention • Signs Signals, and Barricades • Materials Handling, Storage, Use, and Disposal • Hand and Power Tools • Welding and Cutting • Electrical • Scaffolds • Fall Protection • Cranes, Derricks, Hoists, Elevators, and Conveyors • Ladders • Toxic and Hazardous Substances • Airless Injection • HPWJ <p>There is evidence that program requirements are communicated to workers.</p> <ul style="list-style-type: none"> • Corporate Health and Safety Program and requirements are communicated to workers. • There is evidence that general and job-specific health and safety rules are enforced according to program rules. EHS program violations are documented and written notices given to employees documenting disciplinary action taken). • There is evidence that workers receive annual general health and safety refresher training (or as required by applicable regulations). • There is evidence that EHS violations are filed (office and at applicable job sites). 	Rating (1, 2, 3)	Comments:

<p>24 (Continued)</p> <p>D.1. (Continued)</p>	<p>3.4</p> <p>Corporate Environmental Health and Safety (EHS) Program (Continued)</p>	<ul style="list-style-type: none"> • There is evidence that workers receive training on site-specific health and safety assessments (including containment platform integrity and moving of containments) are conducted and corrective actions taken when necessary to correct existing or potential hazards. • There is evidence that safety performance is part of each manager's written job description. • Executive management annually reviews the safety and health program. • The Corporate Health and Safety Plan must be approved by a CIH, CSP or safety professional with a minimum of 5 years full-time health and safety experience in the Industrial/Marine Coatings (or similar) industry. • The Corporate Health and Safety Plan must be approved by a qualified safety professional at least once every 3 years or as material changes in process or regulations are implemented. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>25</p> <p>D.2.</p>	<p>3.4.1b.</p> <p>Job Specific Hazard Identification</p>	<ul style="list-style-type: none"> • Show that field crew competent persons perform and document job specific hazard identification and analysis and provide documented notification of results to all site-specific crews on a routine and as needed basis. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>26</p> <p>D.3.</p>	<p>3.4.1c</p> <p>Accident Reporting</p>	<ul style="list-style-type: none"> • Contractor has a written accident reporting procedure. • Accident reports address (what happened, to who, where, how it happened, root cause (with follow-up action to prevent recurrence) • There is evidence that supervisors assigned follow up actions complete necessary corrective action at the job site within a week after the accident, if feasible, to ensure hazard is removed or properly controlled. • Accidents are documented in accordance with federal/state/local regulations and contract requirements. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>27</p> <p>D.4.</p>	<p>3.4.1d.</p> <p>Monitoring Safety and Loss Control</p>	<ul style="list-style-type: none"> • Contractor can provide written evidence that safety personnel and executive management perform a comprehensive annual review of accidents, near misses, and safety procedures, etc. in an effort to improve safety performance. • The required annual review of safety performance includes review of OSHA 300 series and Workers Compensation incident rates (these reviews must be documented). 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

<p>28 D.5.</p>	<p>3.4.1e. SOPs for Major Equipment <u>CRITICAL ITEM 15</u></p>	<ul style="list-style-type: none"> Copies of equipment manufacturer's standard operating and safety procedures are on the job site and available for reference by crews. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>29 D.6.</p>	<p>3.4.1f. Personal Protective Equipment and Respiratory Protection <u>CRITICAL ITEM 16</u></p>	<ul style="list-style-type: none"> Contractor has an OSHA 1910.134 compliant (or equivalent regulatory compliant) respiratory protection program (documented annual fit testing and training). Contractor also has written procedures for issuing and using other PPE such as (protective clothing for skin protection, eye protection, hearing protection, foot protection, head protection, and all other life saving equipment (skiffs, life jackets, fall protection, etc.). Required respirators and protective equipment are available. There is evidence that workers use respirators and PPE at each job site per company safety plan and applicable MSDS's. The Contractor maintains PPE used on site in good working condition. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>30 D.7</p>	<p>3.4.1g. First Aid Trained Employees</p>	<ul style="list-style-type: none"> An approved first aid kit is available on the jobsite and is accessible in case of an emergency (kit must be functional). At least one person is available on each job site that has had current first aid and CPR training certificates issued by the Red Cross or an equivalent organization. This is applicable to all projects that last 2 or more days. A crew of 6 or more will require a back up first aid and CPR trained person. Check credentials on site. Emergency telephone numbers (e.g. police, fire, ambulance) are posted at each jobsite where 911 is not available. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

<p>31 D.8.</p>	<p>3.4.1h. Compliance Plan/Procedures <u>CRITICAL ITEM 17</u></p>	<ul style="list-style-type: none"> • Field crews keep record of all job site alleged violations (federal/state/local workers compensation, environmental protection, safety, labor wage rate, and other regulatory non-compliances). • Company keeps copies of all alleged job site violations at the office. • Corrective actions have been taken to avoid receiving citations for repeat violations and are documented and operational. <p>Note: auditors have the option to review payroll records on site to confirm who is or has been officially working on the job. However, it is not the SSPC auditor's role to confirm that certified payroll or other records on site are in conformance with applicable regulations. However, contractor supervisory personnel on site are required to answer any questions regarding violations of wage and hour regulations even if they direct the auditor to the responsible person back at the office.</p>	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>
<p>32 D.9.</p>	<p>3.4.2 Sources and Job Site Availability of Safety Information and Equipment</p>	<ul style="list-style-type: none"> • Contractor has corporate procedures to provide job site access to relevant EHS information (OSHA, EPA, etc.) and equipment. 	<p>Rating (1, 2, 3)</p>	<p>Comments:</p>

Note to Auditor: Issue a deficiency if 20% of crew is in violation of a safety rule or if you believe a person on the work site is in imminent danger. Contact the Senior Auditor or Certification Manager immediately by cell phone for guidance if you encounter what you deem to be an imminent danger situation and have concerns on how to proceed.

QP1 Audit Checklist Appendix A

A. GENERAL DESCRIPTION

In order to meet the requirements of QP1 section 3.2.1(a)(b)(c), the contractor must implement a written program to:

- (1) Assess the skills and general training needs of newly hired craft workers* and qualify them for their assigned tasks;
- (2) Verify the qualifications of existing craft workers;
- (3) Train inexperienced craft workers (trainees) as necessary
- (4) Evaluate the performance of craft workers at least once per calendar year and provide additional training as necessary
- (5) Ensure compliance with contract specific worker training/qualification requirements

*A craft worker is one who performs surface preparation and/or applies coating materials

B. CONTENTS OF THE PROGRAM - GENERAL TRAINING AND QUALIFICATION REQUIREMENTS

NEWLY HIRED EXPERIENCED CRAFT WORKERS

The program must contain provisions to administer written tests and/or a hands-on evaluation to assess the skills of new hires that claim to have previous experience, or verify previous qualifications through a formal training or qualification program

(1) When written tests are used, they shall include information that the contractor determines to be necessary to verify the general knowledge of the trade and the qualifications of the individual tested to perform work assigned. While it is left to the contractor to create or use the test that works best for its business, the contractor must show that the questions and answers are based on training materials, or standards or publications developed by SSPC, ASTM, PDCA, the IUPAT or its affiliates; NCCER or materials developed by another organization, that are acceptable to SSPC.

(2) Hands on Skill Evaluation - At minimum abrasive blasters shall be qualified using the SSPC C-7 hands-on skill assessment protocol for testing blasters or an equivalent hands-on evaluation, acceptable to SSPC. The hands-on evaluation can be done in a controlled qualification session in the shop or yard or in the field at an actual production site. The C-7 skills assessment form is available from SSPC.

(3) Spray painters shall be qualified per the contractor's Quality Control Procedures Manual using industry accepted qualification procedures from one or more of the sources listed in B. (1) above.

(4) Specialty skill qualifications for such processes as UHP Water Jetting, Thermal Spray Metallizing, or Plural component spray shall be developed in house (or outsourced) based on material or equipment supplier best practices when industry standard training or training materials do not exist.

(5) Craft workers previously trained or qualified by your company who have been laid off or who have left to work for another contractor, only to return to work for your company within a two year period need not be re-qualified to update your assessment of their skills.

TRAINEES

General training for trainees - shall be based on training materials developed by SSPC, PDCA, the IUPAT or its affiliates (NCCER or equivalent materials, acceptable to SSPC).

C. QUALIFICATION TO APPLY SPECIFIC MATERIAL AND USE NEW EQUIPMENT

The program must contain procedures to qualify craft workers to apply materials or use equipment unfamiliar to the craft worker. The program must also document that those workers have been qualified/trained.

D. SUPERVISOR

Each contractor shall designate a "Supervisor" to be responsible for implementation of the company's craft worker training and qualification program and monitoring its effective use in the field.

The "Supervisor" shall have sufficient technical knowledge and documented training in the use of specific materials and equipment.

E. PROJECT OR WORK PLAN (Optional unless required by contract)

The contractor's job specific work plan or process procedures must state how the work is to be done in order to meet customer requirements and define the qualifications of the craft workers performing that work.

Beginning in CY 2006, Contractors will be required to submit their assessment program as a submittal item to SSPC with their initial and maintenance applications. Calendar year maintenance applications are due January 15, 2006. For contractors already in the program after 2006, they only have to submit changes to their program with their annual maintenance applications.

QP1 Audit Checklist / Appendix B

2008 QCS and QC Inspector Training Criteria (2009 may include changes resulting from anticipated QP1 Standard revision)

QCS Formal Training Course (SSPC QCS or equivalent):

- course material should meet the BOK outlined in ASQ Quality Management System (basics)
- 16 hour course minimum (final lecture examination, minimum passing grade 80%)
- curriculum must include definitions of quality systems, quality manuals and procedures, documentation and data controls, calibration programs, contract document and specification review, work plans and process control procedures, inspection plans, inspection reports, internal audits, and SSPC QP audit requirements)
- certificates must be issued after successful completion
- minimum Instructor qualifications (SSPC QCS or equivalent, 3 years experience in industrial/marine protective coatings QCS and inspection)

QC Inspector Formal Training Course (e.g. include SSPC PCI, NBPI, BCI; NACE CIP Level I, KTA Level I, or equivalent):

- course material should meet the BOK outlined in ASTM D 3276
- 24 hour course minimum (final lecture examination, minimum passing grade 70%)
- course must include an 8 hour hands-on inspection instrument workshop (graded instrument use examination, minimum passing grade 70%)
- inspection plan development
- documentation of inspection results
- SSPC industry standards and visual guides
- specification review and product data sheets
- certificates must be issued after successful completion
- minimum Instructor qualifications (e.g. include SSPC PCS, PCI, NBPI, BCI; NACE CIP Level I, KTA Level I, or equivalent; 3 years experience in industrial/marine protective coatings QC inspection)

For QP course equivalency consideration, please submit the following:

- curriculum, course schedule, and course locations
- training materials
- quizzes and examinations
- Instructor roster and qualifications