

- A. General Meeting – Morning Session
 - 1. Meeting called to order by Rich Capolupo and briefly explained how he was appointed Committee Chairman upon the resignation of Ben Remley.
 - 2. Attendance sheet was sent out for meeting participants to enter name, company, phone number and email address. Copy of the attendance list will be included with the minutes as Attachment #1
 - 3. Marketing Up-Date given by Shawn Needley, SSPC-PCCP Certification Program Specialist, 877-281-7772 (x2210), needley@sspc.org.
 - a. Owners specifying QP certifications:
 - 1). 46 new owners added to list of entities specifying QP certifications:

i. Water/Waste Treatment	22
ii. Bridge/Highway Departments	16
iii. Power	3
iv. Structures	4
v. Marine	1
 - 2). Previous number of Owners that have been added to program list over the past 2 years is 108 entities.
 - 3). Total public and private Owners to date in PCCP program list is 175.
 - b. Certified Companies for 2008
 - 1). 24 New Companies added into QP Program

i. QP1	18
ii. QP2	6
iii. QP3	7
 - c. Marketing for 2009
 - 1). Trade Shows – Shawn showed list of various trade shows to exhibit at that are held throughout the year.
 - 2). Technical Publications – Shawn showed list of technical publications where SSPC advertises Standards, Services and QP Program.
 - 3). 20th Anniversary for QP1 Program.
 - 4. 2008 Top Ten Audit Deficiencies – Read aloud by Tom Smith
 - a. QCS/QC inspector evidence of formal training and experience not at jobsite.
 - b. Daily inspection reports not at job site.
 - c. PA2 not properly implemented when contracted.
 - d. Pre-Job Safety analysis/training/meeting records not at jobsite.
 - e. Major Equipment SOPs not at jobsite
 - f. NCR documents on discovery and repair not at jobsite.

- g. Contract Specifications and Change Orders Documents not at jobsite.
- h. Crew craft worker assessments not at jobsite. *
- i. Job notification forms for active projects not at jobsite. **
- j. Respirator storage violations per Company EHS manual.

* Clarification was made on this item whereas the intent was for the crew associated with a specific job to be included and not the entire payroll of company.

** Clarification was made on this item whereas the intent was for the job being audited to have been on file for notification. Also negligent refusal of job notification will be major deficiency item for 2009 audits and a cause for disciplinary suspension from the program.

5. Approval of 2008 Minutes

Meeting notes were not available at meeting time and will be brought up latter at afternoon advisory committee meeting.

6. Open Meeting Discussions

a. Discussion on adding a minimum contract dollar amount parameter requirement to QP Job Notification. SSPC was going to think about this.

b. QP-1 Craft Assessment Program

Discussion on requirements for Craft Assessment Program and Worker Training.

- 1). Worker Training requirements has been posted on SSPC Website and subject was brought up on number of annual training hours needed. Program states that 40 hours are needed annually per worker and several contractor representatives complained about the cost and time involved to train all their workers on a yearly basis.
- 2). Williams Group who supplies training services to IUPAT spoke of comprehensive programs given throughout the year that will total an additional 160 hrs to 200 hrs. per person.
- 3). Contractor representatives were not clear on the number of hours, cost and time and wanted to know what was intended for requirement.
- 4). Alan DeLange suggested that contractors pay attention to their regularly scheduled company training activities which will total enough hours without having to purchase additional training for resources already in use. This included safety, first aid, CPR and such whereas the contractors will meet these requirements by regular OSHA related and other Safety related activities that companies have.
- 5). One Owner indicated that he would drop the program if onerous training and certification requirements were mandated.
- 6). Finally, it was clarified that the SSPC Worker Training requirement was to be slowly introduced into the company's program within a 7 year to 10-year period.

7. Rich Capolupo requested names for 2 more people to join the PCCP Advisory Committee and closed the meeting at about 11: 45 AM.

B. Advisory Board Meeting – Afternoon Session

1. Minutes to the PCCP Advisory Board meeting held at PACE-2008 in Los Angeles were reviewed.
 - a. Discussion on revisions to DAC that were not made and it was felt by SSPC that the DAC was working well and did not need revision. Unless members see a specific need for change, the DAC will left as-is.
 - b. Minutes were approved by a unanimous vote count by board members present at afternoon meeting.
2. 6 Year Term on PCCP Advisory Board Members
 - a. Limits to board membership is 6 years and new members will be needed in order to replace those who's term has expired.
 - b. 3 Names of members who have served for 6 years and will have to step down:
 - 1). Mitch Blum
 - 2). Ben Remley
 - 3). Billy Hames
 - b. 7 Names of new members to make application to be on board:
Contractor Representatives:
 - 1). Barry McCoy
 - 2). Jeff Brown
 - 3). David Cohen
 - 4). Tom Koussis
 - 5). Brian Monteon
 - 6). Lewis O'Neill**Consultant Representative:**
 - 1). Sonya Peters
3. Attendance List was sent around for those present at afternoon meeting to sign in.
 - a. List for Advisory Board Committee Members
 - b. List for General Attendance
 - c. Copies of Committee Members Attendance List will be attached to meeting minutes as Attachment #2 and General Attendance List will be attached to meeting minutes as Attachment #3.
4. ISO 9001 vs. PCCP QP certification
 - a. Discussion on ISO 9001 certification requirements to account for SSPC PCCP requirements.
 - b. Approximately 15 companies are ISO certified
 - c. Discussion on relief on Fee Structure
 - d. Tom Jones recapped the comparison between ISO 9001 and QP1 requirements

- e. Discussion to implement the WRAP Program when a PCCP company utilizes the ISO 9001 audit structure and certification as the basis for the QP1 certification with the following requirements
 - 1). A current copy of the ISO 9001 Certification on company paint shop.
 - 2). 1st Year of application to require a full blown SSPC QP audit
 - 3). 2nd Year of application for the 3 year WRAP duration cycle.
 - 4). ISO certification for 3 years minimum prior to SSPC QP WRAP

- 5. PCCP Certification for Companies with Multiple Entities and Locations
 - a. Discussion on PCCP fee structure and requirements for companies with multiple entities or multiple locations such as a Parent Company with several subsidiaries.
 - b. PCCP QP certification to be based on each subsidiary or entity of the parent company that has a separate Tax ID number for each.
 - c. In the case of a parent company having one (1) Tax ID number for the corporation and having on-going operations at multiple locations, the question came up about whether a Disciplinary Action at any one location can impact the operations at the other locations? Examples were given using the conditions of a large parent company with several subsidiaries with separate Tax ID numbers and the conditions of a small company with one Tax ID number having several projects located in multiple states.
 - d. In order for the Disciplinary Action(s) for the operations at one location to not impact the operations at any other location for a large multiple location company having one (1) Tax ID number, it will be necessary for that company to spin off each entity or location into a separate unit(s) with a separate Tax ID numbers in order to maintain separate PCCP QP Certifications.
 - e. Companies with multiple entities will be given a break in the PCCP QP Fee Structure when applying for certifications.
 - f. Michael Damiano was going to consult with legal counsel on issues and report findings.

- 6. QP-9: Commercial Painting Contractor
 - a. Discussion on how the QP-9 was introduced into the SSPC QP Certifications and why this addition and program was not brought before the PCCP Advisory Board Committee.
 - b. Michael Damiano spoke about the inception of this program as a carry over from the PDCA inability to generate such a program at the request of the US Navy. He also mentioned that a select few people were involved with forming the requirements and auditing criteria for QP-9 and said that nothing will be started until the Advisory Committee gets the opportunity to comment on the program by March 15, 2009.

- c. Discussion on how effective the PCCP program was for lowering the life cycle costs on the Navy's industrial tank projects and the need to incorporate the same logic into the upcoming commercial painting projects that are planned for the various Naval land based properties. With contract work scheduled to be valued in the tens of millions of dollars per year, the potential life cycle cost savings from this type of program will be substantial.
 - d. Full committee voted to accept QP-9
7. QCS Training Implementation for 2009
- a. Discussion on how the QCS training requirements for QC inspection personnel were introduced in the SSPC QP1 Certification Requirements and the 2009 Audit list without any notification or discussion with the PCCP Advisory Board Committee.
 - b. The QCS formal training requirements are a minimum of 32 hours from an accredited training program like SSPC PCI and BCI, NACE CIP, KTA Coating Inspector Training and others.
 - c. Michael Damiano indicated that a select few people were also involved with forming this requirement and auditing criteria and will give the Advisory Board Committee a chance to comment on the subject by March 15, 2009.
8. Future Business
- a. SSPC will be submitting proposed QP changes to the committee for comments on the following items:
 - 1). PCCP Charter
 - 2). Audit Checklist
 - 3). QC Inspection Requirements
 - b. Michael Damiano was considering to increase the size of the committee to include Shipyard Representation.
9. Rich Capolupo closed the afternoon meeting at about 3:30 PM.