



QP1 ANNUAL CERTIFICATION MAINTENANCE APPLICATION (Due January 15)

APPLICATION INSTRUCTIONS: fill in the appropriate information, sign & return with submittals.

GENERAL COMPANY INFORMATION

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone : _____ Fax : _____
 QC Supervisor Name: _____
 QC Supervisor Email Address: _____
 Production Manager: (auditable projects) _____
 Security Officer: (for access to secure jobsites) _____

Attach List of all Branch / Division Office Addresses and Contact Information (names, phone numbers, and email addresses)

- By checking this box, the contractor acknowledges this maintenance application includes a QS1 certification renewal with a list of QS1 projects in progress/completed since the last evaluation, changes in key QS1 personnel/organization, and the appropriate QS1 maintenance fees.
- By checking this box, the contractor acknowledges that at least one QP1 internal audit has been completed in the previous 12 months. The SSPC auditor may ask for a copy of the internal audit.
- By checking this box, the contractor has provided a diagram that shows lines of authority and responsibility for major activities of the company. The organization chart must be dated, clearly showing key positions by name and title (e.g., Health & Safety Officer, QCS, Production Manager.). Company employees, not leased workers, must fill key positions.
- By checking this box, the contractor has provided names and qualifications of persons who replaced key management personnel who left the company or were reassigned since the last application.
- By checking this box, the contractor has provided the annual Certification Maintenance Fee, plus audit deposit, as applicable.
- Has there been any major changes in the company's organization since the last application submittal?
 Yes If yes, provide explanation following notification requirements per Special Provision A – See section IX of program rules.
- Are any major changes in the company's organization planned within the current calendar year?
 Yes No
- List company owners: _____
- Is your company currently disqualified, disbarred, or ineligible to bid for a particular facility owner?
 Yes No
 If yes, please provide the reason for the disqualification and the name of the entity

- Has your company informed SSPC of any and all Court citations (local, state, or federal), or other notifications, issued to it or an affiliated company for alleged or actual violations of regulations or laws pertaining to its operations, and the current status of each? Yes No, If no, please attach supporting documentation.

- Is your company ISO 9001 2008 Certified (or hold other 3rd party Quality Management Certifications)? If yes, please attach copies of current certificates.

ENVIRONMENTAL, HEALTH, AND SAFETY COMPLIANCE INFORMATION:

- By checking this box, the contractor has provided Workers' Compensation Experience Modification Rates (EMR, Both Interstate & Intrastate) for State/Province of Domicile and each principle State/Province of Operation (provide on Insurance Company and/or State/Province Workmen's Compensation Bureau Letterhead). Canadian contractors can provide most recent ERA from their Provincial WC Board. If no EMR, provide support documentation that Worker's Compensation is/has been provided in accordance with applicable regulations
- By checking this box, the contractor has provided current OSHA 300 and 300A forms
- Copies of OSHA or EPA/DER or local (municipal) Serious/Willful/Repeat Violation Citations issued to your firm for any of its painting operations during the last 18 months up to the date of this application. Canadian contractors should provide record of Serious Violations assessed by Provincial WC Board.
- Has your company been involved in any of the following practices:
1. Fraud, as documented by facility owner or representative. Yes No
 2. Altering reports, documents or test results on a project, as documented by facility owner or representative. Yes No
 3. Criminal conviction of the owner, officers, directors or managing agents of the contracting firm for a felony related to surface preparation and coating application operations of the business, whether the conviction arises by a finding of guilty by a job or jury, a plea of guilty, or a plea of nolo contendere. Yes No
 4. Misrepresentation of information required for certification, as documented by SSPC. Yes No
 5. Illegal business practices, such as falsification of certified payroll, or systematic violation of labor or tax laws. Yes No

NOTE: If you answered yes to any of these questions (1 through 5), attach detailed explanation and supporting documentation.

SPECIAL NOTICES:

Joint Ventures:

When SSPC audits a project being done by one or more QP certified firms as a Joint Venture (JV), the audit counts as an audit for all the QP certified companies involved in the JV. That is, if the audit is successful, all the JV QP companies audited would share this success. If the audit is not successful, the audit is unsuccessful for all QP firms involved. See Special Provisions "D" and "E".

In addition, SSPC reserves the right to audit a non-JV project being done by one or more of the joint venture contractors. See Special Provisions "D" and "E" in program instructions and rules.

Failure of Audit:

Contractors who fail the annual maintenance evaluation will be given 45 days after notification of audit results to submit a Corrective Action Plan and request that SSPC re-evaluate. SSPC reserves the right to withhold certification from firms who fail a maintenance or follow-up evaluation until a Corrective Action Plan (CAP) is submitted and accepted by SSPC. SSPC may opt, in certain cases, to extend the company's certification status following acceptance of a CAP for a limited period subject to certain conditions.

Contractors or Shops placed on suspension for failing a maintenance audit during their certification term will be formally notified in writing (e.g. by letter or email) of the suspension.

- The contractor is given 45 days from notification to make corrective actions and be re-audited
- The contractor is asked to return original certificates
- The contractor is asked not to represent themselves as QP certified, while the suspension is in effect



During a suspension period, SSPC will remove the contractor's name from the SSPC website list of QP certified contractors (<http://www.sspc.org/qp-programs/qp-programs-home/>) and post notice of suspension. Contractors will be formally notified in writing when a suspension is lifted, valid certificates will be reissued, and the contractor's name will be added back to the web list of QP certified contractors.

VERIFICATION AND ACKNOWLEDGEMENT OF PRINCIPAL OFFICER:

Note: By my initialing and signature below, I acknowledge that I have read and understand:

Initial: _____ The QP1 Certification Program Application Form and Instructions

Initial: _____ The QP1 procedure set forth therein

Initial: _____ The Disciplinary Action Criteria

Note: Forms and documents can be found at www.sspc.org

As a principal officer of the application contractor, we agree to abide by and be bound by the rules, regulations, and procedures set forth therein (must be initialed and signed by the President, COO, or CEO).

Company Name: _____

Date Submitted: _____

Official Signature: _____
(President, Chief Operations Officer, Chief Executive Officer)

Print Name: _____

Print Title: _____

For SSPC Use

DATE RECEIVED:

AUDIT YEAR:

TYPE OF QP-1 AUDIT DUE:

- STANDARD MAINTENANCE
- CRITICAL ITEM AUDIT
- NEW TERM FULL AUDIT