

# QP2 ANNUAL CERTIFICATION MAINTENANCE APPLICATION

## (Due January 15)

### SSPC PAINTING CONTRACTOR QUALITY CERTIFICATION PROGRAM

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)

Owner(s); Please Provide a list if you are not publicly traded):

- 
- Contractor acknowledges responsibility to provide all information, in a timely manner, needed to schedule the annual audit.
  - Internal Audit: Provide signed and dated letter on company letterhead acknowledging that at least one internal audit has been completed in the previous 12 months.
  - Provide qualifications of Safety, Health and Environmental Compliance personnel, Competent persons (CP), company safety/environmental compliance officer, etc., who were added to staff or who replaced persons in those positions during the previous 12 months.
  - List of hazardous paint removal jobs in progress or completed in the past 12 months. Include: Facility name, owner's and prime contractor's representative in charge of the project or operation engineering, etc.), structure, brief summary of work performed, dates on site, coating removal method used, environmental controls used, types of containment used, types of ventilation used, portion of project specification dealing with safety, health and environmental controls, verification of successful completion of job or most recent phase if job is still in progress. Name of competent person on the job and qualifications and percentage of time during production competent person on site.
  - Refresher training completed by staff, (competent persons) related to this certification.
  - Summary of changes to Corporate Safety, Health and Environmental Compliance Plans made since previous evaluation, if any. If none, list N/A.
  - QP2 Maintenance Fee, plus audit deposit, if applicable.
  - Has your company informed SSPC of any and all citations, 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?

- 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 12 months up to the date of this application. Canadian contractors should provide record of Serious Violations assessed by Provincial WC Board. Send us a letter verifying you have no other serious, willful or repeat safety or environmental citations besides the ones you reported. If the agency issuing a citation does not classify its violations, submit any and all citations and notifications.
  
- 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 suspension and the name of the entity.

---

---

---

**SPECIAL NOTICES:**

**Joint Venture:**

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 share in the 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.]

Failure to maintain QP1 Certification automatically suspends QP 2 Certification.

Contractors placed on suspension for failing a maintenance audit during their certification term will be formally notified in writing (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, and
- The contractor is asked not to present itself as a QP certified contractor during the suspension period

During a suspension period the contractor's name will be removed from SSPC's web list of QP certified contractors (<http://www.sspc.org/qp-programs/qp-programs-home/>). 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:**

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

Initial: \_\_\_\_\_ The QP2 Certification Program Application Form, Instructions and Program Rules.\*

Initial: \_\_\_\_\_ The QP2 procedure set forth therein.



Initial: \_\_\_\_\_ The Disciplinary Action Criteria.

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.

Company Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Official Signature: \_\_\_\_\_  
(President, Chief Operations Officer, Chief Executive Officer)

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

\*Forms and documents can be found at [www.sspc.org](http://www.sspc.org)

---

**For SSPC Use:**  
DATE RECEIVED:

AUDIT YEAR: