



QP 8 ANNUAL MAINTENANCE APPLICATION

SSPC CONTRACTOR QUALITY CERTIFICATION PROGRAM

GENERAL COMPANY INFORMATION

CompanyName: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone #: _____ Fax #: _____
 QC Supervisor Name: _____
 QC Supervisor EmailAddress: _____
 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):

GENERAL COMPANY INFORMATION:

- 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 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 (e.g., Health & Safety Officer, QC person, Production Manager.)
- Provide names and qualifications of persons who replaced key management personnel who left the company or were reassigned since the last audit.
- "Complete" list of representative industrial painting jobs in progress and those completed since the last evaluation. (See Exhibit "A" for guidelines for defining "complete".) List coatings related work that is subcontracted out, include the names of the subcontractors.
- Annual Certification Maintenance Fee, plus audit deposit, if applicable.
- Has there been a change in ownership/management (e.g. major reorganization) or name change of your company since the last audit. Yes No If yes, provide explanation following notification requirements under J. Special Provisions.
- Who currently owns your company? _____
- Has there been a major change in the company's financial status (e.g. bankruptcy proceedings, Chapter 11 Reorganization, etc) since the last audit. Yes No
- Has your company been disqualified or disbarred from any bidder's list in the past 24 months? 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?

Is your company ISO 9001 (or other Quality Management Certification Organization designations), please describe below:

Federal ID#

ENVIRONMENTAL, HEALTH, AND SAFETY COMPLIANCE INFORMATION:

Workers' Compensation Experience Modification Rate (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 in accordance with applicable state regulations

OSHA 300 Summary for Previous Calendar Year and Current Year, if available.

Copies of OSHA or EPA/DER or local (municipal) Serious/Willful 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. Send us a letter verifying you have no other serious, willful or repeat safety or environmental citations besides the ones you reported.

Has your company been involved in any of the following practices:

1. Fraud, as documented by facility owner or representative. Yes No
2. Altering any 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. List the names and headquarters locations of any industrial coating contractors your company is affiliated with. An affiliated company is: "A company, corporation, partnership, joint venture, or other business entity operating under a different name than the certified firm, which performs surface preparation or coating application or administrative and other support functions for the certified company; and in which an officer, director, owner, partner or stockholder of the certified firm, a previously certified firm disciplined by SSPC, or the certified firm itself, exercises directly or indirectly (such as through family members) any significant degree of ownership, management or control."
5. Misrepresentation of information required for certification, as documented by SSPC. Yes No
6. 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.

Certified contractors are required to submit job information on "reportable" jobs to SSPC within 15 days of contract award. Reportable jobs are defined as follows:

1. All prime contracts for public work that involves coating and related work with a dollar value of \$50,000 (USD) or greater.
2. All public contracts for coating related work in which you are the painting subcontractor, regardless of contract amount
3. All coating and related work where QP1 and/or QP2 is specified as a requirement, or where QP1 and/or QP2 designation is part of the contractor qualification/evaluation process

NOTE: List should include all jobs under contract to your firm, regardless of whether all or any portion of the job was subcontracted. Also, if you do not anticipate receiving any "reportable jobs" this year, submit information for non-reportable jobs in order to fulfill your obligation to be audited in the upcoming calendar year.

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 share in the success. If the audit is not successful, the audit is unsuccessful for all QP firms involved.

In addition, SSPC reserves the right to audit a non JV project being done by one or more of the joint venture contractors

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, and
- The contractor is asked not to represent themselves as a QP certified contractor while the suspension is in effect.

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:

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

Initial: _____ The QP 8 Certification Program Application Form and Instructions.

Initial: _____ The QP 8 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. (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-8 AUDIT DUE:

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