



QP5 ANNUAL CERTIFICATION MAINTENANCE APPLICATION (Due January 15)

SSPC COATING AND LINING INSPECTION FIRM QUALITY CERTIFICATION PROGRAM

APPLICATION INSTRUCTIONS: fill in the appropriate information, check off the applicable items and sign & return with submittals.

GENERAL COMPANY INFORMATION:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____
Telephone #: _____ Fax #: _____

QC Supervisor Name: _____

QC Supervisor Email Address: _____

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):

- Inspection Firm acknowledges responsibility to provide all information, in a timely manner, needed to schedule the annual audit, including a list of jobs where inspectors can be visited in the field, when requested by SSPC.
- 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 signed, dated annually and clearly show key positions by name and title (e.g., T.Q.M.). Company employees, not leased workers, must fill key positions unless back-up plans are developed based on agreements with consultants or other qualified persons.
- Provide names and qualifications (resume) of any persons who replaced key management (e.g. T.Q.M or R.E.) personnel.
- Annual Certification Administrative Fee and Audit Deposit.
- Has there been any major changes in the company's organization since the last audit? Yes No 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? Yes No

- Currently, who owns your company? _____
 - Is your company currently disqualified, disbarred, or ineligible to bid for a particular facility owner or other customer soliciting coating inspections services? Yes No
If yes, please provide the reason for the disqualification and the name of the entity that disqualified your firm and the circumstances surrounding the action to disqualify.
 - 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?
 - Federal Tax ID#/EIN (Provide change notification on IRS, or Secretary of State letterhead)
 - Is your company ISO 9001 (or other Quality Certification Organization designations), please describe below:
-

ENVIRONMENTAL, HEALTH, AND SAFETY COMPLIANCE INFORMATION:

- Federal Tax ID#/EIN (Provide change notification on IRS, or Secretary of State letterhead)
- Attach current OSHA 300 and 300A forms
- Copies of OSHA Serious/Willful/Repeat Violation Citations issued to your firm for any of its inspection operations during the last 18 months.
- Has your company been involved in any of the following practices:
 1. Fraud, as documented by a facility owner or representative or other customer. Yes No
 2. Altering reports, documents or test results on a project, as documented by a facility owner, representative or other customer. Yes No
 3. Allegations, Criminal charges or conviction of the owner, officers, directors or managing agents of the inspection firm for a felony related to coating inspection operations, whether the conviction arises by a finding of guilty by a judge or jury, a plea of guilty, or a plea of nolo contendere (i.e. bribery) Yes No
 4. Misrepresentation of information submitted that is required for certification, as documented by SSPC. Yes No
 5. Illegal business practices. Yes No

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

SPECIAL NOTICES:

Failure of Audit:

Firms who fail the annual maintenance evaluation will be given up to 90 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.

Firms 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 firm is given 90 days from notification to make corrective actions and be re-audited
- The firm is asked to return original certificates
- The firm is asked not to represent itself as QP5 certified, while the suspension is in effect

During a suspension period, the firm’s name will be removed from SSPC's web site list of QP5 certified firms (<http://www.sspc.org/certification/PCCP/PCCPforms.html>). Firms will be formally notified in writing when a suspension is lifted, valid certificates will be reissued, and the Firm’s name will be added back to the web site list of QP5 certified inspection firms.

VERIFICATION AND ACKNOWLEDGEMENT OF PRINCIPAL OFFICER:

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

Initial: _____ The QP5 Certification Program Application Form and Instructions

Initial: _____ The QP5 procedure set forth therein

Initial: _____ The QP5 Disciplinary Action Criteria

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

As a principal officer of the coating inspection firm, 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 or RE).

Company Name: _____

Date Submitted: _____

Official Signature: _____

(President, Chief Operations Officer, Chief Executive Officer, R.E.)

Print Name: _____

Print Title: _____

For SSPC Use

DATE RECEIVED: _____ AUDIT YEAR: _____

TYPE OF QP5 AUDIT DUE:

- STANDARD ANNUAL AUDIT
- CAP FOLLOW UP