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QP 5 Notice:

To: QP 5 Certified Inspection Companies
From: Susan Prokopchak
Date: Wednesday, April 21, 2004
Re: Application, Audit and Fee Notes

QP 5 Certified Inspection Companies:

This memo is to notify all companies certified to QP 5 that the following text has been added or adjusted in one or both documents: the application instructions and the internal audit checklist. The new text will help to clarify program procedures. All companies currently certified and any new applicants will be held to the posted requirements.

We recommend that each company visit the SSPC Lists, Forms, & Applications web page for the most current version of the QP 5 requirements. (www.sspc.org/certification/PCCP/PCCPforms.html)

Areas of change:

Anniversary Date

The application has been amended to bring all QP 5 companies to a uniform anniversary date. Each company's certification year will now coincide with the calendar year (January 1 through December 31). The specific text change can be found in the section titled "Application Renewals."

Fee Schedule

Changes to the fee schedule reflect an adjustment that more accurately covers the program expenses, and shows the information in a format that is in keeping with the other QP certification programs. The new fee requirements can be found in the "Fee Schedule" section of the QP 5 application.

Internal Audit Requirements

The text for "Internal Auditing of Inspection Activities" has been clarified to reference the recent SSPC position memo, and reduce the internal audit requirement from all projects to 50% of the projects where more than one day of inspection services are provided. These changes can be found in the application's "Quality System, Audit and Review" section.

NOTE:

A separate memo has been issued to address SSPC's position regarding internal auditing requirements for all QP 5 companies. An electronic copy is posted to the SSPC web site in the Certification News Center (<http://www.sspc.org/certification/PCCP/pccpNews.html>).

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