



CHARTER

Painting Contractor Certification Program (PCCP) Advisory Committee (AC)

I. ORGANIZATION

The PCCP Advisory Committee (AC) is made up of members of SSPC who volunteer their time to serve on the committee.

The committee has a chairperson. The chair is nominated by a simple majority vote of the AC members. The AC members may nominate more than one candidate. The person(s) nominated must be Contractor members of the AC. The nominee(s) are then sent to the President of the SSPC Board of Governors (BOG) who shall appoint the AC Chair after notifying the SSPC Board of Governors. The Chair is appointed for a three year term.

An incumbent Chair may be re-nominated and reappointed under the same process.

The SSPC President has the authority to remove and replace a chair or vice chair for cause, upon notification of the Board of Governors.

The AC Chair shall be:

- An owner or a management employee of a QP-certified organization in good standing (i.e., a contracting firm that has no affirmed suspensions, revocations or probations on record going back 5 years, prior to the appointment of the AC Chair candidate, for itself or for any affiliated entity)

Vice Chair: The AC Chair has the authority to appoint a Vice Chair with the approval of the majority of the AC members.

II. COMMITTEE MEMBERSHIP

A. Voting Members

The AC committee shall consist of a maximum of 33 voting members who shall be appointed by the Chair after notifying the AC. The 33 members appointed should receive official notification that requires an acceptance of the appointment.

The Committee membership shall consist of the following:

- 20 QP Certified Contractors (including at least one contractor based outside of North America). Contractor membership should represent all QP “Contractor” certification types.
- 5 Facility Owners
- 3 Coatings Industry Consultants
- 1 Material or Equipment Supplier
- 1 Representative from the FTI
- 1 Representative from the IUPAT
- 2 Ex-Officio

B. Ex-Officio Members

The AC Chair retains the option to keep a position open until a qualified person is found to fill a vacancy on the roster.

The AC Chair has the authority to remove committee members for cause upon notification of the AC and ratification by the SSPC President with notification to the SSPC Board of Governors. Any removals for cause shall be communicated to the SSPC President as well and then communicated to the Board.

The AC Chair also has the authority, after notifying the AC, to name non-staff ex-officio committee members who can attend AC meetings and advise the committee on issues concerning contractor certification. Ex-officio members, however, cannot vote on any matters brought before the committee

III. GENERAL PCCP RESPONSIBILITIES

A. SSPC Staff Responsibilities

1. Develop, maintain and revise program documents (e.g. initial and maintenance applications, submittal requirements, program rules, audit criteria, DAC, lists of certified firms). Issue audit item interpretations; issue notices of program changes; investigate and initiate disciplinary action proceedings, when warranted. Maintain accurate and complete program information on the SSPC web site, including posting of committee meeting notes and official positions as soon as feasible.
2. Manage the audit program including hiring and evaluating performance of auditors.
3. Make all decisions regarding certification status including but not limited to: granting, maintaining, reviewing, extending, denying, downgrading, suspending and revoking of certification

4. Provide liaison with the PCCP AC. Arrange and publicize advisory committee meetings. Prepare AC agendas in consultation with the AC Chair and Vice Chair.
5. Document AC recommendations and comments on initiatives.

B. PCCP AC Volunteer Member Responsibilities

1. Approve substantive¹ (i.e., non-editorial) administrative procedure changes, changes to the program rules, audit criteria changes, DAC revisions and special provisions proposed by the staff or initiated by committee members by a super majority vote of 60%, provided at least 75% of the committee members return non-abstaining votes.
2. Advise Staff on Marketing and Promotion Initiatives.
3. Advise staff of public perceptions that affect industry confidence in the program (e.g. complaints; concerns, opportunities for improvement).
4. Coordinate with staff and sponsor special SSPC events (e.g. contractor meetings; town hall meetings; facility owner breakfasts, etc.).
5. Provide feedback to staff on program initiatives or interpretations.

Note: The SSPC Executive Director shall inform the SSPC BOG's of all substantive AC decisions for BOG acceptance.

IV. UPDATES TO THE CHARTER

The PCCP Advisory Committee may update this charter as needed with approval of the Chair by a simple majority vote. The update must also be ratified by the SSPC President with notification to the SSPC Board of Governors.

¹ Substantive is defined by the SSPC Standards Development Manual as:

Technical (Substantive) Change: A change that directly and materially affects the use of the standard. Examples of substantive changes are:

- “shall” to “should” or “should” to “shall”
- addition, deletion, or revision of requirements, regardless of the number of changes
- addition of mandatory compliance with referenced standards