



QP 8
SSPC QP-8 AUDIT CHECKLIST

Company Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____ **Web:** _____

Performed By: _____
Corporate QA/QC Mgr. (print) Signature / Date

Office Audit: _____
Date

Job Audit: _____
Date Name of Site

Approved By: _____
S & H Officer (print) Signature / Date

* Required if Health & Safety portion of audit is performed by someone other than the QA/QC Manager.

MANAGEMENT PROCEDURES

ORGANIZATION AND PERSONNEL

A	QP-8 Reference	M.A.R.	Score	Auditor Comments
3.	4.2.2.a Organization Chart	<ul style="list-style-type: none"> Organization chart exists. Lines of responsibility and authority of key personnel (e.g., Production/Operations Mgr.; Superintendents; EH & S Manager/Director; QCS); are shown and reflect company practice. Must be dated and updated or reaffirmed by the President or CEO as changes occur. 	0 1 2 3 0 1 2 3 0 1 2 3 <p style="text-align: right;">Item Score</p>	
4.	4.2.2.b Job Descriptions for Management and other Key Personnel	<ul style="list-style-type: none"> Written job descriptions for management and those personnel responsible for quality control and safety exist. Responsibilities and duties are clearly stated and current. Required experience, licenses, certifications and training are stated and current. Documentation confirms that duties match job descriptions. Key personnel are paid employees. Training programs for key personnel are in-place or available and correlate with industry jobs and professions. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	

		Item Score		

MANAGEMENT PROCEDURES

ADMINISTRATION AND MANAGEMENT (cont.)

A	QP-8 Reference	M.A.R.	Score	Auditor Comments
5.	4.2.3.a & 4.2.3.b & 4.2.3.f Financial Record-keeping & Legal Viability Indicators	<ul style="list-style-type: none"> • A recognized accounting system is in place. This is confirmed by a CPA or Professional Accounting Firm • There is evidence that tax returns under the applicant’s official company name are submitted annually in a timely manner • Appropriate incorporation and business license papers are available from the appropriate government agencies • There is evidence that worker’s compensation, liability and other insurances are paid and current and in the applicant’s name. • Evidence exists that employees and workers are paid by the company. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
Item Score				
6.	4.2.3.c & 4.2.3.d Procedures for Reviewing Specifications and Bidding Documentation (Contract Review) & Distribution to affected managers and supervisors	<ul style="list-style-type: none"> • There’s a procedure in place, either a checklist or other documentation, that shows that management reviews specification and inquiry documents as part of its contract review process • Auditor checks date of spec vs. date of review documentation. • Evaluation criteria are used to 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	

		define requirements. <ul style="list-style-type: none"> Internal discussion is coordinated, and results are recorded in writing. (e.g., Project Documentation Log) Key personnel are given copies of specifications and any notes from the contract review that can have an impact on field operations 	0 1 2 3 0 1 2 3	
		Item Score		

MANAGEMENT PROCEDURES

ADMINISTRATION AND MANAGEMENT (cont.)

A	QP-8 Reference	M.A.R.	Score	Auditor Comments
7.	4.2.3.e Procedures for Learning About and Complying with Regulations <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> A key person is designated (in writing) to keep abreast of environmental, safety and health and all other regulations affecting the contractor's operations. There is a history of a key person performing these duties at least 6 months prior to the initial audit and routinely thereafter. Current versions of regulations applicable to specific projects are available at the job site (hard copy or electronic). Versions of regulations applicable to general business operations are available at the headquarters and division offices. Executive management is 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	

		informed of regulations and changes to regulations impacting operations	0 1 2 3	
		Item Score		
8.	4.2.3.h Regulatory Citations <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • The contractor’s administration notes and keeps track of any and all regulatory citations/notices of violations issued to the company • Actions taken to avoid repeating affirmed violations is undertaking and documented by executive management 	0 1 2 3 0 1 2 3	
		Item Score		
9.	4.2.3.g Subcontractors	<ul style="list-style-type: none"> • There is an implemented process to qualify all subcontractors. • There is evidence that Subcontractors are hired based on their ability to meet assigned project requirements and comply with applicable regulatory requirements related to the project • Where required, subcontractors are approved by the facility owner or official owner’s representative (e.g., A/E firm; Prime Contractor) 	0 1 2 3 0 1 2 3 0 1 2 3	

		Item Score		

TECHNICAL CAPABILITIES

PERSONNEL QUALIFICATIONS

B	QP-8 Reference	M.A.R.	Score	Auditor Comments
10.	4.4. Craft Worker Qualifications <u>CRITICAL ITEM</u>	The contractor has developed and implemented a Craft Worker Assessment Program in accordance with the requirements outlined in "mandatory" Appendix A At a minimum, there is evidence that: <ul style="list-style-type: none"> • A written program exists that was developed by the designated Supervisor. • Procedures exist and have been implemented for conducting training (as needed) and qualifying newly hired, experienced craft workers. • Procedures exist and have been implemented for conducting training (as needed) and qualifying trainees. • Procedures exist and have been implemented for conducting training and qualifying workers on new equipment used by the contractor. • Procedures exist and have been implemented for training and qualifying workers on use of materials not previously used by or unfamiliar to craft personnel. • The contractor complies with contract-specific craft worker training and certification 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	

		<p>requirements.</p> <ul style="list-style-type: none"> • A worker proficiency evaluation system is in place. • There is a designated “Supervisor” and there is evidence that the Supervisor is qualified and performs duties in accordance with requirements of Appendix A of SSPC-QP8 (reprinted at the end of the checklist) 	<p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		

TECHNICAL CAPABILITIES

TECHNICAL RESOURCES

B	QP-8 Reference	M.A.R.	Score	Auditor Comments
11.	4.5.a Industry Group Affiliations	Review of current membership certificates and correspondence confirms that contractor maintains affiliation(s) with industry group(s) that provide information on use of protective coatings for concrete and cementitious substrates in the industrial and light industrial markets.	0 1 2 3	
		Item Score		
12.	4.5.b Technical Standards & References Library	<ul style="list-style-type: none"> • Office and key Management and Production Personnel have access to and are aware of current versions of technical 	0 1 2 3	

	<p><u>CRITICAL ITEM</u></p>	<p>standards applicable to the company's operations.</p> <ul style="list-style-type: none"> • Field crews have ready access (hard copy or electronic) to technical standards and other technical references specified in contracts they are performing and referenced in the contractor's QC and Work Plans for their projects • There is evidence that requirements of these standards are followed when called out in the project specification and manufacturer's Product Data Sheets. 	<p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		
13.	4.6.a Document Control Procedures for Recording of Specifications and revisions and their Receipt	<ul style="list-style-type: none"> • Contractor records/logs receipt of specifications/revisions. • Record is kept of who gets copies. A verification of document acknowledgement form is signed by recipient(s) or acknowledged by text or email. • Superseded or obsolete documents are removed from the workplace. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		

TECHNICAL CAPABILITIES

TECHNICAL RESOURCES (cont.)

<p>14.</p>	<p>4.6.b Procedures for Clarifying Ambiguous Specification and Contract Language</p> <p><u>CRITICAL ITEM</u></p>	<ul style="list-style-type: none"> • There is evidence or correspondence or other communication (e.g., progress meeting and pre-job conference notes) with the owner or prime contractor noting errors, omissions, conflicting requirements, ambiguities, difficult to achieve requirements as stated in the specification/contract or other clarification. • A verification of document/ correspondence acknowledgement by the owner, owner’s rep or prime contractor is available. <p style="text-align: right;">Item Score</p>	<p>0 1 2 3</p> <p>0 1 2 3</p>	
<p>15.</p>	<p>4.6.c Communicating Contract & Technical Requirements to field personnel</p> <p><u>CRITICAL ITEM</u></p>	<ul style="list-style-type: none"> • There is a procedure to show that current contract and technical requirements are communicated to supervisors and their work crews at each jobsite. • This process is in addition to providing copies of forms and compliance plans to the job site <p style="text-align: right;">Item Score</p>	<p>0 1 2 3</p> <p>0 1 2 3</p>	

<p>16.</p>	<p>4.3.2 Documentation that the contractor is currently involved in or has successfully applied protective coatings/surfacings over concrete in mild to moderate, non-immersion, chemical environments (pH above 2.0 but below 12.0) within the last 18 months. The documentation shall include (see column to the right). Note supplemental "immersion service" qualification information is described in Item 17 below.</p>	<ul style="list-style-type: none"> • Facility name, address, including zip code, telephone and fax number of owner's and prime contractor's (where applicable) representative in charge of your field operations. • Scope of work performed • Materials applied and approximate quantities • Equipment used for surface preparation and coating installation • Types (e.g., installers; surface preparation operators; helpers) and number of field personnel employed • Special safety and environmental (e.g., containment; confined space entry; working at heights) requirements • Duration of project (start-finish date) • Confirm evidence of successful completion of projects • Note any terminations of contract for convenience, cause or other reason • Note any legal action(s) taken or in progress 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
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		<p>concerning any of the company's in progress or recently completed projects</p> <p>NOTE: List should include all coating installation work under contract to your firm regardless of whether all or any portion of the job was subcontracted.</p> <p style="text-align: right;">Item Score</p>		
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17.	<p>4.3.1.2; 4.3.2.3; 4.3.1.4; 4.3.4.1.1 & 4.3.4.1.2</p> <p>Supplemental Endorsements</p> <p>1) <u>Immersion Service</u></p> <p>2) <u>FRP Atmospheric Service</u></p> <p>3) <u>FRP Immersion Service Applied in:</u> <u>Atmospheric Conditions or;</u> <u>Applied Underwater</u></p>	<p>Contractors who meet the QP-8 core requirements (application of polymer coatings/surfacings to concrete structures in mild to moderate non-immersion chemical exposure (pH above 2.0 but below 12.0) may choose to qualify for QP-8 supplemental endorsements, noted in the column to the left.</p> <p>When the Program Manager has requested that the auditor verify supplemental qualification, proceed to confirming the following:</p> <p>Immersion Service: The contractor can provide evidence that it has successfully installed coatings/surfacings on concrete in petrochemical storage, secondary containment, wastewater treatment,</p>	<p>0 1 2 3</p>	<p>Note: auditor can circle #3 if contractor meets supplemental qualification or simply state "meets" or "does not meet" in the comment section of the checklist.</p>
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		<p>or other immersion service where the pH is below 2.0 or above 12.0</p> <p>FRP Atmospheric: The contractor can provide evidence that it has successfully installed bonded FRP on concrete structures for re-enforcement and repair of load-bearing structures exposed to atmospheric, chemical and controlled environments</p> <p>FRP Immersion: The contractor can provide evidence that it has successfully installed bonded FRP on concrete structures for re-enforcement and repair of immersed and splash zone structures for load-bearing and structural installations</p> <p>FRP Immersion Subcategories: a) applied in atmospheric conditions b) applied underwater on submerged concrete piles, pipes, columns, seawalls and other submerged structures with trained divers.</p>	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		
18.	<p>4.6.1 Technical Procedures for Coating and Surfacing Concrete</p> <p>CRITICAL ITEM</p>	<p>The contractor can provide standard company procedures or Work Plans, based on best practices, current industry standards, project-specific requirements for:</p> <p>1) Repair 2) Pretreatment of substrate (removal of contaminants such</p>	<p>1 2 3</p> <p>Yes or No Yes or No</p>	

		as grease, oil, form release agents, laitance, efflorescence) 3) Surface Preparation (SP) Yes or No 4) Testing for Contamination after SP Yes or No 5) Evaluating Texture after SP Yes or No 6) Testing for Moisture Yes or No 7) Testing for Moisture Emission Rate Yes or No 8) Storage, Mixing and Thinning of Materials Yes or No 9) Avoiding contamination of coated surface (e.g., wearing shoe covers, spikes) Yes or No 10) Testing environmental conditions (e.g., ambient; surface temp) Yes or No 11) Testing for Cure, Thickness, Holidays, Adhesion Yes or No 12) Cleaning of Tools after installation Yes or No 13) Disposal of excess materials, containers, cleaners Yes or No 14) Illumination (SSPC Guide 12) Yes or No		
		Item Score		

TECHNICAL CAPABILITIES

EXPERIENCE, EQUIPMENT, AND FACILITIES

B	QP-8 Reference	M.A.R.	Score	Auditor Comments
19.	4.7 Maintenance/Repair of Equipment	<ul style="list-style-type: none"> Contractor has a written preventive maintenance plan and copies of manufacturer's maintenance manual and repair intervals for major equipment. 	0 1 2 3	

		<ul style="list-style-type: none"> • There is evidence (e.g., maintenance records; service/repair invoices;) that maintenance schedules are followed for owned, rented or leased equipment to avoid or limit un-necessary downtime & production interruptions 	<p>0 1 2 3</p>	
		<p style="text-align: right;">Item Score</p>		

QUALITY CONTROL

PERSONNEL QUALIFICATIONS

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
20.	4.8.1.1 Personnel Qualifications/ Q.C. Supervisor (QCS) <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • A key person employed by the contractor is designated by the CEO/COO as the company QCS. • The QCS has successfully completed the SSPC CCI Level 2 Certification and the SSPC QCS course or alternative training acceptable to the SSPC Program Manager. • In addition, the QCS must have at least 3 year’s experience in the concrete surfacing installation industry as one or more of the following: <ul style="list-style-type: none"> – Installer – Superintendent – Coating Project Manager – Owner of concrete coating/surfacing installation company – Concrete coating or surfacing inspector – Technical representative for concrete coating material supplier <p style="text-align: right;">Item Score</p>	0 1 2 3 0 1 2 3 0 1 2 3	

		QCI's have the physical (including visual) capability to perform required inspections.		
		Item Score		

QUALITY CONTROL

PERSONNEL QUALIFICATIONS (cont.)

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
22.	4.8.1 Authority of QC Personnel <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Q.C. Inspectors have written authority to report nonconforming work directly to management and inform the production supervisor of required corrective rework. • This authority may be written into a site-specific plan or job description or company procedure plan. <p>Note: Contractor may choose to delegate this authority to someone other than the inspector, provided that person has the authority to direct production to take corrective actions to meet contract/specification requirements.</p> <p style="text-align: right;">Item Score</p>	0 1 2 3 0 1 2 3	
23.	4.8.2 d & g Identifying Non-conforming Work and Processing Deviations from Specification Requirements <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • There are procedures for checking for non-conforming work and stopping work, if necessary. There is evidence that these procedures are used by on-site Q.C. Personnel when necessary. • There is evidence (e.g., NCRs, hold tags) that QC inspectors notify operations supervisors 	0 1 2 3 0 1 2 3	

		<p>of nonconforming work and identify re-work requirements.</p> <ul style="list-style-type: none"> • Non-conformities and required corrective actions are routinely recorded by QC inspectors. • There is evidence that re-work inspections are performed and/or NCRs or hold tags are removed when work is accepted by QC. • Deviations from above procedures or for specified circumstances (e.g., client request or deviations from contract requirements) are clearly controlled and documented. Deviations from the specification are requested through proper channels before being implemented. Documentation must state the deviation, the person authorizing the change, and the technical justification for the change or substitution. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		

		<p>applicable (e.g., AB 1,2,3,4)</p> <ul style="list-style-type: none"> - Surface profile achieved (per ICRI or SP-13) - Specified Concrete and Coating Adhesion Tests - Illumination per Guide 12 <ul style="list-style-type: none"> • Inspection reports must be signed and dated by the designated QC inspector for the job. • Inspections and tests and reports of results are maintained and filed for a minimum of 3 years. As a minimum, inspection shall be accomplished in accordance with the contractor's QC & technical procedures, Manufacturer's PDS and any additional customer QC requirements referenced directly or indirectly. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
Item Score				

QUALITY CONTROL

INSPECTION PROCEDURES AND RECORDING SYSTEMS (cont.)

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
25.	4.3.2.c Calibration Standards-- Checking Accuracy of Inspection Instruments <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Calibration standards exist for use by Quality Control personnel on site. • There is evidence that inspection equipment on site is checked for accuracy before use. • Records of calibration/accuracy checks of inspection equipment used on site are maintained. • Planned maintenance of inspection equipment is carried out. • Calibration and verification of accuracy program meets contractor's QC procedure, equipment manufacturer's instructions and any contract requirements. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
Item Score				
26.	4.8.3.e Corrective Action Procedures <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • There is a written and implemented procedure which documents actions taken by Management and the QCS to eliminate recurring, systematic, administrative and technical non-conformances. • Actions include but are not limited to evaluating root cause and changing procedures and practices to reduce rework and improve production and product quality • There is follow up to ensure corrective actions take hold and are working as designed 	0 1 2 3 0 1 2 3 0 1 2 3	
Item Score				

27.	4.8.2.e Procedures for Verifying Proper coating application in the field <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • The QCS prepares project-specific QC procedures for each job based on applicable portions of the contractor’s technical procedures for coating concrete that ensure that repair work, surface preparation, coating/surfacing applications and cure are performed in accordance with contract requirements. • Project-Specific QC procedures are issued to and utilized by all effected site personnel 	0 1 2 3	
			0 1 2 3	
Item Score				

SAFETY

PROCEDURES

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
28.	4.9.2. Safety Program and Safety Education <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Contractor has a written Safety and Health Compliance Program based on current OSHA or equivalent standards applicable to all of its operations. • At a minimum, the program must address applicable portions of the following topics as well as project-specific hazards encountered at individual job sites: <ul style="list-style-type: none"> – Hazardous Materials – Personal protective and life-saving equipment – General Safety & Health Provisions 	0 1 2 3	
			0 1 2 3	

		<ul style="list-style-type: none"> - Occupational Health & Environmental Controls as applicable to coating concrete - Fire Protection & Prevention - Signs Signals, and Barricades - Materials Handling, Storage, Use, and Disposal - Hand and Power Tools - Electrical (Equipment & working near live Power sources) - Scaffolds - Fall Protection and fall arrest - Cranes, Derricks, Hoists, Elevators, and Conveyors - Ladders - Toxic & Hazardous Substances - Airless Injection - Abrasive Blast Cleaning - High Pressure and Ultra High Pressure WJ - Confined space entry - Control of Vapor Transmissions below LEL • There is evidence that program requirements are communicated to workers. • There is evidence that general and job-specific safety rules are enforced. • There is evidence that workers receive general safety refresher training (at least annually for full-time employees) or as required by applicable regulations or contract. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
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		Item Score	
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SAFETY

PROCEDURES (cont.)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
28. (cont.)	3.4.1. Safety Program and Safety Education <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • There is evidence that work area safety assessments are conducted and corrective actions taken when necessary to correct existing or potential hazards or as required by the customer or safety officer. 	0 1 2 3	
		<ul style="list-style-type: none"> • There is evidence that safety performance is part of each manager’s written job description (if contractor is managed by a non-owner). 	0 1 2 3	
		<ul style="list-style-type: none"> • The safety and health program is reviewed by ownership or management, including the EH & S Manager, at least annually to determine whether the goal of protecting workers at all work sites is being achieved under the program, 	0 1 2 3	
		<p>Note to Auditor: Item score is determined by averaging the four sub bullet scores.</p>		
Item Score				

SAFETY

PROCEDURES (cont.)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
29.	4.9.2.b Pre-job Hazard identification & Analysis Program	<ul style="list-style-type: none"> • A written job-specific implementation plan is developed as a result of the pre-job hazard analysis. • In this plan, Safety and health hazards are identified and documented by the contracting firm’s safety officer or designated safety professional for each job/phase activity during the pre-job hazard analysis. • Project-specific requirements are communicated to work crews at the start of each project and throughout as determined by contractor management. • Evidence of such an analysis on the three most recent jobs is documented. 	0 1 2 3	
Item Score				

30.	4.9.2.c. Accident Reporting	<ul style="list-style-type: none"> Contractor has a written accident reporting procedure. 	0 1 2 3	
		<u>Sub-scores</u> <ul style="list-style-type: none"> Accident reports address: <ul style="list-style-type: none"> what happened to whom where it happened how it happened root cause immediate follow-up actions to prevent recurrence 	0 1 2 3	
		<ul style="list-style-type: none"> There is evidence that the procedure is used (e.g., compare against OSHA 300 log; workers' compensation loss runs) 	0 1 2 3	
		<ul style="list-style-type: none"> There is evidence that supervisors assigned follow up actions complete necessary corrective action at the job site within a week after the accident, if feasible, to ensure hazard is removed or properly controlled. 	0 1 2 3	
		Note to Auditor: Average of 3 sub-scores.		
		Item Score		

SAFETY

PROCEDURES (cont.)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
31.	4.9.2.d Monitoring Safety and Loss Control	<ul style="list-style-type: none"> There is evidence that contractor's owners or managers review safety performance at least annually. 	0 1 2 3	
		<ul style="list-style-type: none"> OSHA incidence rates are within industry norms (N/EH x 200,000). 	0 1 2 3	
		<ul style="list-style-type: none"> Workers' compensation experience rating (EMR) averaged over most recent 	0 1 2 3	

		3-year period does not exceed 1.10. No single E.M.R., during the 3-year period exceeds 1.25.		
		Item Score		
32.	4.9.2.e SOPs for Major Equipment <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Written SOP's for major equipment are available at job site. (e.g., pressurized equipment) • Owners and/or managers have approved these procedures and review them annually and document that review. • These procedures have also been reviewed by the contractor's safety director or designated safety professional. • There is evidence that these procedures incorporate equipment manufacturers' recommendations for safe operation. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		

SAFETY

PROCEDURES (cont.)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
33.	4.9.2.f Personal Protective Equipment and Respiratory Protection <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • As part of contractor's comprehensive Health and Safety Program, the contractor has implemented a written respiratory protection program based on the requirements of OSHA 1910.134 or equivalent regulation or standard. This includes designating a Program Administrator and performing and documenting fit tests IAW OSHA • Contractor also has written procedures for issuing and use of other PPE such as protective clothing & gloves for skin protection, devices for eye protection, devices for hearing protection, foot protection, head protection, knee protection, life jackets if applicable, lifesaving equipment. • Required respirators and protective equipment are available. • There is evidence that workers use respirators and PPE at each job site per company safety plan and applicable SDS's. • There is evidence that workers are trained in the use and maintenance of respirators and PPE. • The contractor uses formal system to check the effectiveness of PPE used on site and to maintain PPE used on site in good working condition. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	

		Note to Auditor: Average 6 bullet scores to obtain total item score.		
		Item Score		

SAFETY

PROCEDURES (cont.)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
34.	4.9.2.g First Aid-Trained Employees	<ul style="list-style-type: none"> • An approved first aid kit is available on the jobsite and is accessible in case of an emergency. Check if filled. • There is at least one person available on each job site that has first aid (and CPR) training certificates issued by the Red Cross or an equivalent organization. This is applicable to a crew of 6 or more on a project that lasts 2 or more days. Check credentials on site. • Provisions are made during pre-job planning for prompt medical attention in case of serious injury including transportation and communication. Emergency telephone numbers and emergency procedures are posted at job site where workers and management 	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	

		can see.		
		Item Score		
33.	4.9.1. EH & S Manager/Director <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Contractor employs a full-time EH & S Manager/Director, qualified by training and experience (see job description for this position), who is responsible for managing the contractor’s safety program, including enforcement of safety rules • EH & S Manager has completed a minimum of 40 hours of OSHA training or alternative acceptable to the Program Manager • There is evidence that the EH & S Manager reviews the safety program at least annually for effectiveness or more often, when necessary, due to a change in operations or issuance of a new or amended regulation 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

SAFETY

PROCEDURES (cont)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
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<p>34.</p>	<p>4.9.4 Environmental Compliance Program</p> <p><u>CRITICAL ITEM</u></p>	<ul style="list-style-type: none"> • The contractor has a written plan to protect the environment from hazardous coatings or other debris generated at the job site. This plan shall include at a minimum: <ul style="list-style-type: none"> – An environmental protection plan detailing how the contractor will prevent discharges to air, soil, and water – A hazardous waste materials management and disposal plan (see SSPC-Guide 7 and 40 CFR subchapter 1, “Solid Wastes” Parts 260 to 263 and 268). 	<p>0 1 2 3</p> <hr/> <p>Item Score</p>	
<p>35.</p>	<p>4.9.3 Sources of Safety Information</p>	<ul style="list-style-type: none"> • Contractor operates a formal program to acquire information on safety and safety equipment from such recognized sources as: <ul style="list-style-type: none"> – OSHA and NIOSH bulletins – BNA Occupational Safety and Health Reporter – ASA Safety Handbook – PDCA Safety Manual – Trade publications/clipping services – AIHA publications and journals • Relevant safety information and materials are available to on-site personnel. 	<p>0 1 2 3</p> <p>0 1 2 3</p> <hr/> <p>Item Score</p>	

Important Note to Auditor: Issue a deficiency if 20% of crew is in violation of a safety rule or if a person on the job is in imminent danger as a result of a violation (e.g., working up high without adequate fall protection or working on a platform or using a ladder that lacks integrity). Contact the Senior Auditor, Certification Program Manager or Program Director immediately by cell phone for guidance if you encounter what you deem to be an imminent danger situation and have concerns on how to proceed.

Scoring

The SSPC auditor rates your company on all applicable* evaluation items. Only findings rated 1 or 2 are reported on the deficiency schedule, which is given to the auditee at the closing interview. Lack of a finding for an evaluation item means that the auditor rated it "3," or did not rate the item. *More items are evaluated on initial and full audits than are evaluated on maintenance, spot-check or corrective action follow-up audits.

Below are the ratings and what they mean.

The rating of 1, (a.k.a. a major CAR or deficiency), indicates: (a) the required training, written program, practice or procedure is non-existent; (b) the required training or written program is inadequate; or (c) the required practice or procedure has not been in place for the minimum amount of time (six consecutive production months) or it has been in place sporadically (e.g., less than 2/3 implemented).

Important Note: Typically, auditors will not issue major deficiencies for isolated breakdowns in a contractor's Quality System. However, there are exceptions: For example, auditors will issue a rating of "1" when they observe one or more safety violations or safety hazards that could result in an injury or serious incident. An obvious example would be a person working without appropriate fall protection as required by the contractor's safety and health plan and/or governing regulations.

Auditors will also issue a rating of "1" if they discover one or more unauthorized deviations from contract requirements or deviations from good painting practices found in the paint shop, shipyard or field job site.

The rating of 2, (a.k.a. a minor CAR or deficiency), indicates the training or written program is adequate but requires minor revision. Examples include a practice or procedure that is in place with isolated instances of non-conformance (no more than 1/3 of the time), lack of practice or documentation due to personnel turnover, non-performance by field personnel, personal hardship, and natural disaster.

The rating of 3 indicates that a contractor, based on audit sampling, consistently adheres to specific training and written program requirements, and required practices and procedures consistently meet the letter of the standard. When there are no audit findings, it means that all items evaluated during the audit were rated "3."

Corrective Action Report

A Corrective Action Report (CAR), using the SSPC CAP form found on the SSPC web site (<http://www.sspc.org/capform/>), is required for each major deficiency (rating of "1") found by the auditor. Remedial action for a Major CAR requires the submission of a corrective action report followed by an on-site audit to confirm

that the contractor has corrected the deficiency and implemented the corrective action plan submitted
Remedial action for a Minor CAR requires that the auditor confirm remediation at the next audit. Minor CARs that are not remediated by the contractor by the next audit turn into a Major CAR or deficiency.

Note: Initial Audits require corrective action report submission for all deficiencies cited (major or minor).

Concerns - Occasionally, the auditor will note a “concern” on an audit report. A concern is not a rating. It is simply a statement for the contractor to consider for its own business purposes. No response is required for a “concern.”

Appendix A

A. GENERAL DESCRIPTION

In order to meet the requirements of QP 1 section 3.2.1(a)(b)(c), the contractor must document implementation of the program to:

- (1) Assess the skills and general training needs of newly hired craft workers* and qualify them for their assigned tasks;
- (2) Verify the qualifications of existing craft workers;
- (3) Train inexperienced craft workers (trainees) as necessary
- (4) Evaluate the performance of craft workers at least once per calendar year and provide additional training as necessary
- (5) Ensure compliance with contract specific worker training/qualification requirements

*A craft worker is one who performs surface preparation and/or applies coating materials

B. CONTENTS OF THE PROGRAM - GENERAL TRAINING AND QUALIFICATION REQUIREMENTS

NEWLY HIRED EXPERIENCED CRAFT WORKERS

The program must contain provisions to administer written tests and/or a hands-on evaluation to assess the skills of new hires that claim to have previous experience, or verify previous qualifications through a formal training or qualification program

(1) When written tests are used, they shall include information that the contractor determines to be necessary to verify the general knowledge of the trade and the qualifications of the individual tested to perform work assigned. While it is left to the contractor to create or use the test that works best for its business, the contractor must show that the questions and answers are based on training materials, or standards or publications developed by SSPC, ASTM, PDCA, the IUPAT or its affiliates; NCCER or materials developed by another organization, that are acceptable to SSPC.

(2) Hands on Skill Evaluation - At a minimum abrasive blasters shall be qualified using the SSPC C-7 hands-on skill assessment protocol for testing blasters or an equivalent hands-on evaluation, acceptable to SSPC. The hands-on evaluation can be done in a controlled qualification session in the shop or yard or in the field at an actual production site. The C-7 skills assessment form is available from SSPC.

(3) Spray painters shall be qualified per the contractor's Quality Control Procedures Manual using industry accepted qualification procedures from one or more of the sources listed in B. (1) above.

(4) Specialty skill qualifications for such processes as UHP Water Jetting, Thermal Spray Metallizing, or Plural component spray shall be developed in house (or outsourced) based on material or equipment supplier best practices when industry standard training or training materials do not exist.

(5) Craft workers previously trained or qualified by your company who have been laid off or who have left to work for another contractor, only to return to work for your company within a two-year period need not be re-qualified to update your assessment of their skills.

TRAINEES

General training for trainees - shall be based on training materials developed by SSPC, PDCA, the IUPAT or its affiliates; NCCER or equivalent materials, acceptable to SSPC.

C. QUALIFICATION TO APPLY SPECIFIC MATERIAL AND USE NEW EQUIPMENT

The program must contain procedures to qualify craft workers to apply materials or use equipment unfamiliar to the craft worker. The program must also document that those workers have been qualified/trained.

D. SUPERVISOR

Each contractor shall designate a "Supervisor" to be responsible for implementation of the company's craft worker training and qualification program and monitoring its effective use in the field.

The "Supervisor" shall have sufficient technical knowledge and documented training in the use of specific materials and equipment.

ANNUAL PERFORMANCE EVALUATION

The contractor must have implemented procedures and documentation to show that his/her production supervisor evaluates each craft worker's performance at least annually. Annual performance evaluation will be changed from a non-critical "minor" evaluation item to a "major" critical item.

SSPC highly recommends but does not require a written craft worker assessment program.

QP-8/Appendix B

In-house Training Alternative

QCS Formal Training Course (SSPC QCS or equivalent). For alternative training:

- Course material should meet the BOK outlined in ASQ Quality Management System (basics)
- 16-hour course minimum (final lecture examination, minimum passing grade 80%)
- Curriculum must include definitions of quality systems, quality manuals and procedures, documentation and data controls, calibration programs, contract document and specification review, work plans and process control procedures, inspection plans, inspection reports, internal audits, and SSPC QP audit requirements)
- Certificates must be issued after successful completion
- Minimum Instructor qualifications (SSPC QCS or equivalent, 3 year's experience in industrial/marine protective coatings on concrete operations , coating concrete inspection or quality system auditing.

- QC Inspector (QCI) Formal Training Course (SSPC CCI Level 1 or acceptable alternative. Alternative training:
- Course material should meet the BOK outlined in ASTM D 6237
 - 24-hour course minimum contact time
 - Course must include at least 8 hours of hands-on inspection instrument workshops (graded instrument use examination, minimum passing grade 70%)
 - Inspection plan development
 - Documentation of inspection results
 - SSPC Standards & ICRI Guidelines
 - Specification review and product data sheets
 - Certificates must be issued after successful completion
 - Minimum Instructor qualifications (e.g. include SSPC PCS or CCI Level 2; 3 year's experience in industrial/marine protective coatings over concrete QC inspection)

For QC Inspector course equivalency consideration, please submit the following:

- Curriculum, course schedule, and course locations
- Training materials
- Quizzes and examinations
- Instructor roster and instructor qualifications