

## SSPC BCI Audit Program

1. Upon receiving an assignment to do bridge coating inspection work in the shop or field, the BCI trained or certified inspector must submit a completed project notification form to the SSPC BCI Recertification Program Administrator (PA) within 15 calendar days of receiving the assignment. It is important to indicate on the Project Notification Form the scope of the inspectors work on the project reported (e.g. full-time inspection; part-time inspection; project oversight, etc.)
2. Failure to submit project notifications in a timely manner can result in suspension or revocation of Level 1 designation or Level 2 Certification. Penalties are
  3. a. failure to submit a notification (1<sup>st</sup> discovery) – letter or warning from PA
  4. b. failure to submit a notification (2<sup>nd</sup> time) – 6 month suspension by PA
  5. c. failure to submit a notification (3<sup>rd</sup> time) – revocation (can reapply after 6 months)
6. At the beginning of each calendar year, The SSPC PA will select BCI Level 1 and Level 2 Bridge Coating Inspectors to be audited.
7. In addition, the SSPC will audit any BCI Inspector on the job site (or on the shop floor), during the course of a QP1/2/3/6 audit.
8. A copy of the completed audit report shall be given to the inspector audited. The BCI PA shall notify audited inspectors when a Corrective Action Plan (CAP) is required to address major audit deficiencies. Corrective Action Plans (CAPs) shall be due within 30 days of notification by the PA.
9. In addition to random audits of the inspector base, the SSPC PA can also conduct an audit of a BCI Inspector if the PA receives a written complaint from a Bridge Owner official or official representative documenting poor inspection practice or other unprofessional behavior on the part of a BCI Inspector inspector working on a project. This information must be validated. A complaint audit will be done at the expense of the inspector or his employer. Before scheduling a complaint audit, the inspector will be given the option to appeal the complaint within 10 days of notification. If the inspector responds satisfactorily to the complaint within 10 calendar days and the party submitting the complaint is satisfied with the inspector's response, the audit request will be cancelled. If the inspector loses an appeal but fails to pay for or be available for the audit if working, the inspector will be suspended for ninety (90) days. If the situation is not resolved in that 90-day period, the inspector will be decertified.

10. Bridge owners or their official representatives will be asked to submit evaluations of BCI inspectors to the PA during or at the completion of a project. Negative evaluations could also trigger an audit, at the PA's discretion.
11. The SSPC BCI auditor audit protocol will consist of the following questions:
  - a. Does the inspector have the proper PPE, training and licenses and physical ability to perform required inspections on the structure?
  - b. Does the inspector have the correct documents for conducting required inspections (i.e. project specifications and any special provisions; product data sheets, technical bulletins and MSDS's for all products used on the project; industry standards directly or indirectly referenced in the project specifications; contractor work plan or process procedures, when applicable)?
  - c. Is the inspector on the job during required checkpoint inspections and are results documented?
  - d. Has the inspector properly documented required inspections (from receipt and storage of material through to surface preparation, application and the curing of the material), noting on the Inspection Reports (IR's) whether the inspections conform to acceptance criteria? Are the IR's signed? Have copies of the IR's been distributed to the appropriate parties?
  - e. Have non-conformities been correctly documented and the proper authorities notified?
  - f. Are the tools in proper working order and are they properly calibrated or field adjusted for accurate use?
  - g. Does the observed coating and related work that the inspector is responsible for correspond reasonably with the observations noted in the inspector's documentation?
12. Upon completion of the audit, the auditor will rate each item on the checklist on a scale of 1-2-3 or N/A and note findings. A rating of 1 requires major corrective action and could trigger a follow up audit. A rating of "2" requires minor corrective action which can be satisfied with an acceptable written response from the inspector. A rating of "3" requires no corrective action. The auditor will present the findings to the inspector and have the inspector sign the report to acknowledge that he/she has received an out-briefing of the findings. A copy of the signed report will be provided to the inspector.
13. If the auditor cites the inspector for one or more major deficiencies, the inspector's Level 1 or Level 2 status will be suspended until the inspector submits a corrective action plan acceptable to the PA and agrees to a follow up audit, if required, to verify implementation of corrective actions at the inspector's or his/her employer's expense,. Failure to respond within 30 days from notification of the deficiencies will result in removal from the program. To become reinstated, the inspector must reapply for BCI designation as a new applicant.
14. If the auditor cites the inspector for minor deficiencies (rating of "2"), the inspector is required to respond to the PA in writing stating how he or she has corrected the minor

deficiencies. If the inspector does not respond satisfactorily to the PA within 30 calendar days from notification, the Inspector will lose Level 1 status or be decertified.

15. If an inspector is cited for one or more major deficiencies on two consecutive audits, the inspector will lose Level 1 or certification status for a period of six (6) months. After the six months, the inspector must reapply for certification. Experience accumulated during any suspension or revocation period will not be counted toward experience required to obtain or renew BCI designation.