

QP 1 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.

E. Auditing in 2006

During 2006, SSPC technical auditors will be evaluating each contractor's worker assessment program in the field. If the program has shortcomings, the auditor will document those shortcomings as "minor" corrective actions. If the shortcomings are not corrected by the 2007 audit, the auditor will issue "major" Critical Item deficiencies.

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.

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