



# **(Part 1)**

## **Overview and Instructions for Submitting Applications For:**

- AS-3 Program for Accreditation of Employer In-House Coating Applicator Training Programs
- AS-3 ITO Program for Accreditation of Independent Training Organizations

# Overview and Instructions for Submitting Applications for Accreditation

## 1. INTRODUCTION

This application refers to the term “Organization” which can include a contractor, a business/company, an employer in-house training or an independent training organization.

- 1.1. This document identifies the required submissions to perform an audit and achieve the following accreditations:

AS-3: Accreditation of Employer In-House Coating Applicator Training

AS-3 ITO: Program Accreditation of Independent Training Organizations

- 1.2. This application is broken into several parts, depending upon what combination of accreditations the organizations is applying for. All parts of this application are available at [AMPP.org](http://AMPP.org). For assistance with completing the application, technical or administrative questions, please contact the AMPP QP team at [QPApplications@ampp.org](mailto:QPApplications@ampp.org).
- 1.3. The organization is required to review the applicable Audit Standard to understand the program details, procedures, and requirements. For simplicity, requirements stated in the applicable Audit Standards generally will not be repeated in these documents. Please provide all documentation and complete all forms requested to prevent delay in processing your accreditation application. Audit Standards, Audit Score Sheets, forms and document requirements (also listed in Application Part 2) can be found on the AMPP.org website.

## 2. APPLICATION PROCEDURES – PART 1

- 2.1. Obtain and complete Part 1 of the AMPP QP Accreditation Application. Part 1 is used for all Accreditation procedures. Part 1 of the Accreditation Application consists of the following required submissions:
  - 2.1.1. Organization Information Sheet. This sheet is used to define the organization’s Headquarters address, Point of Contact for the Audit, and what combination of accreditations the organization is applying for. AMPP QP uses this form to ensure confidentiality and verify that the AMPP QP Auditor is reviewing the proper documentation.

- 2.1.2. AMPP QP Code of Professional Conduct. This document is an organization attestation of professional and honest conduct.
- 2.1.3. AMPP QP Agreement between AMPP QP and the Organization.
- 2.1.4. AMPP QP Fee Schedule. The organization selects the combination of accreditations desired, and the appropriate cost for the audit based on the audit cycle found on the AMPP.org website.

### 3. APPLICATION PROCEDURES – PART 2

- 3.1. As a readiness tool, your organization may access the applicable Audit Score Sheets on our website ([AMPP.org](http://AMPP.org)) to perform your own internal audit prior to the AMPP QP audit. If an internal audit is completed, please submit a copy with Part 2 of the application.
- 3.2. Obtain and complete the Part 2 AMPP QP Accreditation Application(s) (available at [AMPP.org](http://AMPP.org)) that are applicable for the accreditations you are applying for. Please make an entry for each element listed, even if the entry is “N/A”. These elements and the documents below are the basis of the AMPP QP evaluation for accreditation.
- 3.3. To prevent delay in processing your application, include the following documents (available at [AMPP.org](http://AMPP.org)) with any combination of applications identified above:
  - 3.3.1. **Appendix A; Organization/Facility Information Sheet for Contractors**  
This document provides information on the organization’s place of business. Section A.1 through A.7 is required for each facility to be accredited. Section A.8 is only required for AS-1 Shop applications. **AS-3 ITO use Appendix E.**
  - 3.3.2. **Appendix B; Company Officers’ Information Sheet for Contractors**  
This document is required for each of the principle company officers, management team members, and worker positions listed in Appendix B. Required position functions or titles may be different than listed in Appendix B; however, all functions listed must be covered. Submit one copy for each individual and combine function descriptions as necessary. **AS-3 ITO use Appendix F.**
  - 3.3.3. **Appendix C; List of Attached Documents.**  
This is a list of the organization’s proprietary documents that are required with Part 2 of the application. Some documents may be combined or stand-alone memos or SOPs. Please refer to the applicable Audit Standards for expected content in these documents. Required documents are listed on the AMPP.org website and included in Part 2 of the application.

3.3.4. **Appendix D; Comment Sheet.**

The organization uses this document to provide a brief explanation of any “N/A” responses, or to provide clarification on any subject within the application. Enter the Application Paragraph Number and the comment or clarification.

3.3.5. **Appendix E; Organization/Facility Information Sheet for AS-3 ITO Only**

This document provides information on the independent training organization’s place of business and/or facility.

3.3.6. **Appendix F; Company Officers’ Information Sheet for AS-3 ITO Only**

This document is required for each of the principle company officers, management team members, instructors, and worker positions listed in Appendix F. Required position functions or titles may be different than listed in Appendix F; however, all functions listed must be covered. Submit one copy for each individual and combine function descriptions as necessary.

4. **AMPP QP POINT OF CONTACT**

- 4.1. For any technical or administrative questions, please contact the AMPP QP team at [accreditation@ampp.org](mailto:accreditation@ampp.org).

# ORGANIZATION INFORMATION

## 1. ORGANIZATION INFORMATION SHEET

- 1.1. This document identifies the organization's headquarters location and point of contact. The company name and date is required on each document in the application to ensure the required submissions are kept together, and to provide confidentiality for the organization.
- 1.2. Please provide the following information. Ensure that this information is consistent with the same requested information on other documents used to perform the audit.

## 2. HEADQUARTERS LOCATION

- 2.1. Company/Facility Name: \_\_\_\_\_
- 2.2. Address: \_\_\_\_\_
- 2.3. City: \_\_\_\_\_
- 2.4. State/Province: \_\_\_\_\_
- 2.5. Postal/Zip Code: \_\_\_\_\_
- 2.6. EIN: \_\_\_\_\_

## 3. POINT OF CONTACT INFORMATION

- 3.1. Point of Contact Name: \_\_\_\_\_
- 3.2. Business Phone: \_\_\_\_\_
- 3.3. Cell Phone: \_\_\_\_\_
- 3.4. E-mail: \_\_\_\_\_

## 4. ACCREDITATIONS COVERED BY THIS APPLICATION

- ☐ AS-3: Accreditation of Employer Coating Applicator Training Program
- ☐ AS-3 ITO: Accreditation of Independent Training Organization

This is to acknowledge that I have read and understand the AMPP QP Overview and Instructions for Submitting Application information and will submit the requested documents in a timely manner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **AMPP CODE OF PROFESSIONAL CONDUCT (FOR ACCREDITED ORGANIZATIONS)**

**I, the undersigned, on behalf of the organization shown below, recognize and acknowledge that:**

Objective audit practices validating: proper surface preparation, coating application and inspection, proper hazardous waste management and in-house or independent training practices can be critical to the safety and welfare of the general public and industrial facilities.

Surface preparation and coating application is obligatory to maximize conservation of our material resources and to reduce economic losses.

The entire field of coatings encompasses many diverse skills and disciplines, and levels of technical competence, which must often be taken into consideration.

Through continual association and cooperation with others in the coatings field, the safest and most economical solutions may be found to many types of coating problems.

The quality of work and personal conduct of each AMPP QP accredited organization reflects on the entire industry of coatings contractors, and the profession of coatings application.

**Therefore, this AMPP QP accredited organization, named below, agrees to:**

Give first consideration in our coatings work to safety and public welfare.

Apply ourselves with diligence, thoroughness, and responsibility to the coating's industry/profession.

Pursue and complete our work with fairness, honesty, integrity, and courtesy, ever mindful of the best interests of the public, asset owner, AMPP QP the industry of coatings contractors, and all industry workers.

Not represent ourselves to be proficient concerning specific coatings-related work for which we are not qualified by knowledge, training and experience.

Avoid and discourage untrue, sensational, exaggerated, or unwarranted statements regarding our organization.

Treat as confidential our knowledge of the business affairs or technical processes of clients, employers, students or customers.

Inform customers of any affiliations, interests, or connections, which might influence, or appear to influence our judgment.

(Insert Company Name) \_\_\_\_\_, under the authority of (Insert Representative's Name) \_\_\_\_\_ hereby agrees to uphold and abide by AMPP's "AMPP QP Code of Professional Conduct" for accredited organizations so long as it is accredited by AMPP QP. We understand that failure to fully comply with the AMPP QP Code of Professional Conduct is a sufficient reason for a reprimand, suspension, revocation, or denial of a AMPP QP accreditation.

Official Business Name of the Organization: \_\_\_\_\_

Name of Organization Representative with Binding Authority: \_\_\_\_\_

Signature thereof: \_\_\_\_\_

Date: \_\_\_\_\_

# AMPP QP PROGRAM AGREEMENT WITH APPLICANT

This Agreement ("Agreement") is entered into by and between AMPP (Association of Materials Protection and Performance (hereinafter referred to as "AMPP"), located at 15835 Park Ten Place Dr., Houston, Texas, USA, 77084, and the coatings contractor company or independent training organization (hereinafter referred to as "Applicant") that is applying for accreditation in AMPP's program titled the AMPP QP Accreditation Program ("AMPP QP").

**The Applicant certifies, to the best of his/her knowledge and belief that the Applicant and/or any of its key management (1) have not within a two (2) year period preceding this application, been convicted of or had a civil judgment rendered against them for committing a criminal offense in connection with job performance or business practices, including violation of any federal, national, provincial, or state antitrust statutes relating to business practices, and (2) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with committing of any of the offenses above.**

**THE APPLICANT AGREES TO THE TERMS AND CONDITIONS REFERENCED HEREIN. THIS AGREEMENT IS NOT EFFECTIVE UNTIL AN AUDIT DATE HAS BEEN SCHEDULED AND CONFIRMED IN WRITING BY NIIBS PERSONNEL. THIS AGREEMENT SHALL REMAIN IN EFFECT FOR THE DURATION OF THE APPLICANT'S PARTICIPATION IN, OR RECOGNITION BY, AMPP QP, UNLESS REVOKED BY AMPP MANAGEMENT, OR THE APPLICANT TERMINATES PARTICIPATION IN NIICAP VIA WRITTEN NOTIFICATION TO THE NIICAP ADMINISTRATOR. IN THE EVENT THAT APPLICANT DOES NOT ACHIEVE ACCREDITATION AND CONCLUDES AVAILABLE APPEALS PROCESSES UNFAVORABLY, THIS AGREEMENT SHALL BE CONSIDERED TERMINATED.**

WHEREAS, NIIBS has developed and manages an industry accreditation program known as "AMPP QP" which provides the framework, methods, and required attributes for assessing the business practices, personnel availability, training practices, equipment availability, and company history to provide accreditation of a marine or industrial coatings contractor; and

WHEREAS, Applicant is seeking accreditation by AMPP QP for the purposes of publicly demonstrating that it follows best practices in managing its coating contractor business, businesses or independent training organization;

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties hereto agree as follows:

## 1. ACCREDITATION

- 1.1. In submitting the AMPP QP accreditation application package to the AMPP QP Administrator, the Applicant agrees to be audited by AMPP, and that all reports and accreditation arising out of the AMPP QP audit and accreditation process shall be the sole and exclusive property of AMPP, and that AMPP shall have the right to publish, disseminate or otherwise distribute such reports and accreditation information and results, provided that nothing herein shall affect Applicant's proprietary rights as set forth in this Agreement.
- 1.2. Applicant agrees that the terms of accreditation conferred by AMPP QP in the event the Applicant achieves accreditation, is governed by the AMPP QP Disciplinary Action Criteria, which is incorporated by reference and made a part of this Agreement. Accreditation is for a duration of one (1) year unless the accreditation status is suspended, withdrawn, or cancelled in accordance with the AMPP QP Disciplinary Action Criteria (DAC). Applicant agrees that an accreditation is conferred or terminated as determined by the AMPP QP oversight bodies and AMPP personnel in accordance with the AMPP QP Disciplinary Action Criteria (DAC).
- 1.3. Interim Audits. During the term of an accreditation, AMPP QP auditors may conduct spot audits, at the discretion of AMPP management, to ensure the Applicant is conducting business in accordance with AMPP QP principles. Prior notice is not required for spot audits conducted during the term of accreditation.

- 1.4. The term of AMPP QP accreditation shall be extended upon Applicant's (a) timely payment of program fees, (b) achieving acceptable or superior audit scores via criteria set forth in the AMPP QP auditing standard, and (c) demonstrating compliance with AMPP QP rules and standards, which are incorporated by reference and made a part of this Agreement.
- 1.5. In the event the Applicant disagrees with an audit report, Applicant shall notify the AMPP QP Manager in writing, and AMPP shall have, in its sole discretion, the right to review audit reports and determine whether accreditation should be granted in accordance with the AMPP QP Policies and Procedures Manual.

## 2. TERMINATION

- 2.1. If during the Applicant's term of accreditation, the Applicant is found, in a manner described in the Disciplinary Action Criteria (DAC), to be in violation of this Agreement or any of the elements of the AMPP QP program, then AMPP shall have the right to suspend, terminate, or withdraw the accreditation in accordance with processes set forth in the AMPP Disciplinary Action Criteria (DAC).
- 2.2. Applicant may terminate its AMPP QP accreditation in writing to the AMPP Manager at any time.

## 3. ADDITIONAL AGREEMENTS

- 3.1. Proprietary Information. Applicant recognizes and acknowledges that: (a) in the course of a pre-audit and audit, it may be necessary for Applicant to provide information which could include confidential and/or proprietary information belonging to Applicant or relating to Applicant's business affairs, including the confidential information with whom Applicant is working or from who Applicant is soliciting business (collectively referred to herein as "Proprietary Information"); (b) that while the Proprietary Information is recognized as the property of Applicant, such confidentiality shall not be a reason for nondisclosure to the AMPP QP auditors. It shall be the responsibility of Applicant to identify and to mark all such information as "Proprietary" prior to providing the Proprietary Information to the AMPP QP auditors. Proprietary Information does not include information that is (a) generally available to the public; (b) available to AMPP on a non-confidential basis from a third-party source which is not prohibited from disclosing such information by a legal, contractual or fiduciary duty; (c) in AMPP's possession or known to AMPP on a non-confidential basis prior to AMPP's receipt from Applicant; or (d) required by law to be disclosed.
- 3.2. Applicant shall not (a) solicit from any employee of AMPP or its Service Providers, or any AMPP QP auditor information concerning the outcome of the Applicant's audit or accreditation data; (b) influence or attempt to influence through the use of gifts, bribery or other similar tactics a favorable audit report for accreditation; and (c) communicate or otherwise associate with the AMPP QP auditor or auditors during the pre-audit and audit periods, and for a reasonable period following the completion of an audit event with a AMPP QP auditor.
- 3.3. Applicant shall comply with all relevant federal and state laws, rules, and regulations related to workplace safety and take reasonable steps to ensure the health and safety of any AMPP representative or AMPP QP auditor while on-site at Applicant facility for purposes of conducting an audit.

## 4. APPLICANT'S COVENANTS AND AGREEMENTS

- 4.1. Cooperation. Applicant agrees that it shall provide all information and documents reasonably requested of it by the AMPP QP Administrator or auditors to complete the AMPP QP pre-audit or audit.
- 4.2. Misuse of AMPP QP Logo. An Applicant that has achieved AMPP QP accreditation has the right, as defined in the AMPP QP Policies and Procedures Manual and during the term of its accreditation, to use the AMPP QP logo in its promotional efforts solely in connection with Applicant's accreditation. Any misuse of the AMPP QP logo may, at AMPP's sole discretion, result in suspension or termination of Applicant's accreditation.



- 4.3. Nonsolicitation of AMPP Employees, Its Service Partners, or Its Contractors. Unless otherwise agreed by the parties in writing, Applicant agrees that during this Agreement it shall not solicit or hire any AMPP employees, employees of NIIBS' Service Partners, or its contractors engaged in AMPP QP activities.
- 4.4. Indemnity. Applicant agrees to indemnify, defend, and hold harmless AMPP and its Service Providers, and its directors, officers, employees, representatives, and agents, from and against all claims, demands, causes of action, suits, settlements, judgments, and expenses (including reasonable attorneys' fees) incident to any of the foregoing for death, bodily injury, damage to property, or other damages of any kind arising from or in connection with (a) activities of the Applicant's directors, officers, employees, representatives, or agents; (b) the negligent performance of Applicants obligations under this Agreement; or (c) breach of this Agreement by Applicant.
- 4.5. Authorization. By executing this Agreement, Applicant's representative represents and warrants his/her authority to bind the Applicant organization.
- 4.6. Waiver. Applicant agrees to release, discharge, and hold harmless AMPP, its affiliates, including the Association of Materials Protection and Prevention (AMPP), and AMPP QP Customers and owners of AMPP QP Customers' field audit sites, from any and all liability that may arise, directly or indirectly, now or in the future, by reason of any injury to (including death), damage, loss, or expense incurred by Applicant Institution or Organization's employees, agents or representatives in connection with Applicant Institution or Organization's employees', agents' or representatives' performance of this Agreement, including those caused solely or in part by the fault (including but not limited to negligence, gross negligence, and/or recklessness) of the above-named parties, at any and all audit sites set forth in work orders, including, but not limited to AMPP QP Customers' facilities/work shop and field audit sites. None of the above-named parties shall bear any responsibility for the safety of the Organization, its personnel, employees, agents or representatives or personal property. NIIBS shall have no liability whatsoever for any indirect, consequential, special or incidental damages, regardless of how those damages are incurred.

## 5. WORK EXPERIENCE FORM

- 5.1. Conduct of Audits and Investigations. AMPP represents that it will conduct all audits and investigations of Applicant for AMPP QP accreditation in accordance with the AMPP QP Policies and Procedures.
- 5.2. Non-Disclosure of Proprietary Information. AMPP shall not misappropriate, disclose or make available any third party outside AMPP's Service Providers, contractors, and auditors, either during the term of this Agreement or subsequent to the termination of this Agreement for any reason, any of Applicant's Proprietary Information, except as required in the performance of AMPP obligations AMPP QP accreditation of Applicant, without the prior written consent of Applicant.
- 5.3. Nonsolicitation of Applicant Employees. AMPP agrees that during this Agreement it shall not, directly or indirectly, solicit or hire any Applicant employee, either as an employee, consultant, or expert witness, unless Applicant otherwise agrees in writing.

## 6. MISCELLANEOUS

- 6.1. Agreement in its Entirety. This Agreement represents the entire agreement and supersedes any and all prior or contemporaneous representations, statements or agreements of any kind, whether written or oral, made by or on behalf of either party. If any provision of this Agreement is unenforceable for any reason, it shall be amended rather than voided, if possible, to achieve the intent of the parties. In any event, all other provisions of this Agreement shall be deemed valid, binding, and still enforceable.
- 6.2. Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws principles. All legal proceedings relating to the subject matter of the Agreement shall be subject to a court of competent jurisdiction within Harris County, Texas.
- 6.3. Notice. Any notice permitted or required by this Agreement shall be sent by email, courier (hand delivery, FedEx, UPS, etc.) or certified mail, return receipt requested, to the applicable address below or to such other address(es) as a party may designate in writing. In the event of mailing, a courtesy copy shall also be sent by email.
- 6.4. General Provisions. If any term of this Agreement shall be unlawful, void, or unenforceable, then that term shall be deemed severable from the Agreement and shall not affect the validity and enforceability of any remaining provisions.
- 6.5. Assignment of Rights. No party may assign its rights or obligations under this Agreement without the express written consent of the other Party. The failure of a party to exercise any right provided for herein will not be deemed a waiver of that right or any further rights hereunder.

### AMPP

By: Helena Seelinger, Executive Director \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant

Name of Organization: \_\_\_\_\_

Facility Location(s): \_\_\_\_\_

\_\_\_\_\_  
Name of Facility Manager

\_\_\_\_\_  
Name of Binding Authority

\_\_\_\_\_  
Title of Binding Authority

\_\_\_\_\_  
Signature of Facility Manager

\_\_\_\_\_  
Signature of Binding Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Independent Training Organization  
Accreditation Application**

**(AS – 3 ITO Part 2)**

- AS-3 Program for Accreditation of Coating Applicator  
Independent Training Programs

## Required Documents per Audit Standard\*\*\*

AS-3 In-House & ITO
Training Goals Statement
Trade Skills Training Manual or collection of instructions
Organizational Chart
Position Description definitions including Training certification for instructors and experience as appropriate:  ESH Instructor requires additional training or academic credentials, and experience
Process Instructions, written policies, or direction for: <ul style="list-style-type: none"> <li>Development, update, review, and delivery of lesson plans (the documents and presentations used to perform training)</li> </ul>
<ul style="list-style-type: none"> <li>Development, update, review, and delivery of training plans (the program and direction used to direct training)</li> </ul>
<ul style="list-style-type: none"> <li>In-house surveillances or in-house audits &amp; review</li> </ul>
<ul style="list-style-type: none"> <li>Tracking OJT (when appropriate)</li> </ul>
<ul style="list-style-type: none"> <li>Assessing language skills (must be functional in reading, writing, and understanding language used on the worksite – may be more than one language used)</li> </ul>
<ul style="list-style-type: none"> <li>General Knowledge training</li> </ul>
<ul style="list-style-type: none"> <li>Surface Preparation training</li> </ul>
<ul style="list-style-type: none"> <li>Coating Application training</li> </ul>
<ul style="list-style-type: none"> <li>Data Collection and hold point training</li> </ul>
<ul style="list-style-type: none"> <li>Testing Policies</li> </ul>

\*\*\* If you do not have one or more of these documents, please contact us at [QPApplications@ampp.org](mailto:QPApplications@ampp.org) to discuss comparable alternatives that may apply.

# **AS – 3 ITO Part 2 – For Independent Training Organizations of Coating Applicator Training Programs**

## **1. ORGANIZATION INFORMATION**

- 1.1. This information identifies the organization’s facility location and point of contact. This information is required on each document in the application to ensure organization’s required submissions are kept together, and to provide confidentiality for the organization.
- 1.2. Please provide the following information. Ensure that this information is consistent with the same requested information on other documents used to perform the audit.

## **2. FACILITY LOCATION**

- 2.1. ITO Name: \_\_\_\_\_
- 2.2. Facility Address: \_\_\_\_\_
- 2.3. City: \_\_\_\_\_
- 2.4. State/Province: \_\_\_\_\_
- 2.5. Postal/Zip Code: \_\_\_\_\_

## **3. POINT OF CONTACT INFORMATION**

- 3.1. Point of Contact Name: \_\_\_\_\_
- 3.2. Business Phone: \_\_\_\_\_
- 3.3. Cell Phone: \_\_\_\_\_
- 3.4. E-mail: \_\_\_\_\_

## **4. ACCREDITATIONS COVERED BY THIS APPLICATION**

AS-3 ITO: Accreditation of Independent Training Organizations of Coating Applicator Training Program

## **5. COMPLETING THIS APPLICATION**

- 5.1. Please refer to “AMPP QP Overview and Instructions” document which identifies the documentation to be submitted with AMPP QP ITO Application Part 2, this document. When preparing the documents requested and listed in Appendix C, please include the entire document that is requested, not excerpts.
- 5.2. All audit elements in this application shall be completed the first time this application is used for each facility. For following years, the following allowances apply:
  - 5.2.1. For items that have been identified in a previous audit using this application, and are the same as during the previous audit, check the “No Change” checkbox.
  - 5.2.2. For items that have changed since the previous audit, the same submissions are required as for the initial audit.
  - 5.2.3. For documents that have new review dates but have not been changed otherwise, there is no need to submit the entire document. Simply enter the document title in Appendix C. Submit a copy of the changed page and enter the document number from Appendix C in the “Document” block in the application and identify the section or paragraph number where the requirement or change can be found.

5.2.4. For items that are not applicable, check the “N/A” check box. In Appendix D enter the paragraph number from this document and a brief explanation of why the element is not applicable. Appendix D can also be used for adding additional information about an audit element.

## 6. BUSINESS STRUCTURE

6.1. Statement of Training Goals. Provide the statement of training goals or mission statement, and evidence that the statement is readily accessible to students and students in hard copy or electronic format. Statement of Training Goals shall as a minimum address quality of educational products, worker safety, health and mishap prevention, hazardous materials, hazardous waste, and environmental compliance.

N/A: ☐ No Change: ☐ Document:                      Section #:

6.2. Mishap Investigation Process. Mishap Investigation Process or manual should identify accepted investigation methods to determine root cause, corrective and preventive actions. Process must emphasize objectivity, not disciplinary actions.

N/A: ☐ No Change: ☐ Document:                      Section #:

6.3. Surveillance or audit report review policy. Identify requirement to perform audits/surveillances and for audit report or surveillance report review by appropriate managers. Should include analysis for negative trends, and incorporation of process improvements into instructions or manuals.

N/A: ☐ No Change: ☐ Document:                      Section #:

6.4. Effective Management Team. Provide a company organizational chart, or contact list identifying personnel by title and name. Organizational chart or list must include contact information such as phone and e-mail for all significant functions.

N/A: ☐ No Change: ☐ Document:                      Section #:

6.5. Company Officers’ Information Sheet. Complete a copy of **Appendix F** for each Company Officer, Manager, or person assigned for the functions listed on Appendix F. The functions performed by an individual may be combined, or use different titles; however, each function must be covered.

## 7. ADMINISTRATIVE REQUIREMENTS

7.1. Technical Library. Ensure the following documentation is available in hard copy or electronic format at the training facility. Technical library will be verified by visual observation during the audit. Note that the Auditor will request an SDS for one of the materials either on site or indicated as having been used. A “Transportable Copy” of the SDS must be produced within 5 minutes. “Transportable Copy” may be a hard copy, or an electronic copy with a plan in place for someone other than the injured party to travel with the injured party and provide the information to hospital or clinic personnel. Examples of documents include:

7.1.1. Applicable industry standards, specifications, and references for training and testing being performed,

7.1.2. All student and manager training and experience evidence as defined in the applicable AMPP QP Audit Standard,

7.1.3. SDS and PDS for all products currently in use on the jobsite (see note above for SDS requirements),

7.1.4. All manuals, compilations of instructions, memos, and directives necessary to verify the elements listed in this administrative review,

7.1.5. Manuals covering maintenance and repair of major equipment,

7.1.6. Provide evidence that training and exam data that is generated is retrievable. The auditor will ask for certification data for a student and the ITO shall provide access to the information in hard copy or electronic format.

7.1.7. Facility Emergency Action/Evacuation Plan.

N/A: ☐ No Change: ☐ Document: Section #:

7.1.8. Policy to ensure personnel and students have had the required training and briefings regarding hazardous materials/hazardous waste exposure required by the United Nations Globally Harmonized System (formerly "Right to Know"), or other locally applicable system prior to exposure.

N/A: ☐ No Change: ☐ Document: Section #:

7.1.9. Written and accessible Safety and Health Plan that provides for identification, evaluation, and implements controls for potential site safety and health hazards and directs the most appropriate employee and student actions.

N/A: ☐ No Change: ☐ Document: Section #:

7.1.10. Provide for explosion proof storage facilities, spill prevention, spill kits, and eyewash stations when required by Compliance Plan, Hazardous Waste Accumulation Area Plan, or higher tier documents. There may be no requirement for explosion proof storage if all containers are new and unopened.

N/A: ☐ No Change: ☐ Document: Section #:

7.1.11. Direction for First Aid Services and provisions for on site or local emergency support.

N/A: ☐ No Change: ☐ Document: Section #:

7.1.12. Provide evidence of written direction for employees and students to use proper PPE during work operations and follow suit up and unsuiting procedures.

N/A: ☐ No Change: ☐ Document: Section #:

7.2. Physical and Intellectual security of tests, quizzes, and answer keys.

7.2.1. Provide evidence of written direction to maintain physical and intellectual security of test materials, quizzes, test keys, and student records.

N/A: ☐ No Change: ☐ Document: Section #:

## 8. FACILITY REQUIREMENTS

8.1. Provide that the test panel is consistent with requirements of ASTM D4228. If test panel is not consistent with ASTM D4228 provide equivalency rationale in Appendix D and provide photos.

N/A: ☐ No Change: ☐ Document: Section #:

8.2. Provide evidence that ensures the ITO has adequate surface preparation and coating application equipment to perform testing and spare parts in case of equipment failure. Examples are:

8.2.1. Abrasive blast booth and paint application booth (indicate sizes).

8.2.2. Spare hoses, clips, nozzles, repair parts for the abrasive blast pot,

8.2.3. Hand and power tools, are hoses or extension cords to attach power tools,

N/A: ☐ No Change: ☐ Document: Section #:

8.3. Provide evidence that the ITO has adequate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) for the number of students that may require equipment at any given time. Amount of equipment may be mitigated by cleaning procedures that can be used between students.

N/A: ☐ No Change: ☐ Document: Section #:

## 9. TRAINING AND SKILLS DEVELOPMENT

### 9.1. Training Manager Responsibilities

9.1.1. Provide evidence that the Training Manager is responsible for overall Training Program management including:

(a) Training Plan Development.

N/A: ☐ No Change: ☐ Document: Section #:

(b) Lesson Plan Development for any classes taught in-house.

N/A: ☐ No Change: ☐ Document: Section #:

(c) Review of audit findings, surveillance findings, Lessons Learned or discrepancy assessment reports to contribute to Training Plan and Lesson Plan development.

N/A: ☐ No Change: ☐ Document: Section #:

(d) Provide certification for employees who have successfully completed training and testing. Review of support materials such as tests, quizzes, test results for compliance and potential improvements.

N/A: ☐ No Change: ☐ Document: Section #:

9.2. Provide evidence of a formal documented training program (Training Manual or Instruction, Training Plan for all training required, Lesson Plan for any subjects taught in-house) for participant development. Program must include definition of required trade skills and proficiencies (position description) meeting the requirements of Appendix A of AS-1.

N/A: ☐ No Change: ☐ Document: Section #:

9.3. Provide evidence of a tracking system to ensure student training and certifications are kept current prior to assignment requiring the training or certification. Tracking system must include:

9.3.1. Training programs completed by the student,

9.3.2. Certifications held by the student,

9.3.3. Skills testing completed by the student (examples include a class training roster or individual training record for each student).

9.3.4. List of personnel qualified through the ITO.

N/A: ☐ No Change: ☐ Document: Section #:



9.4. Provide evidence that Training Manager, Supervisor, or equivalent personnel is assigned to manage a student development program that tracks job experience (as reported by student or employer) and includes periodic student progress review with individual counseling, supervisor comments, and student signature.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.5. Provide evidence that training is provided for student development into higher skilled positions as appropriate for the tasks performed by the contractor.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.6. Provide evidence of a formal, documented, program for student training related to safety, health, hazardous material handling, and hazardous waste handling. Training Program must include all of the applicable sections defined in Appendix A of AS-1 including requirements for the Globally Harmonized System or regional/local equivalent as well as locally applicable Hazardous Material and Hazardous Waste training requirements. Students must be trained and certified prior to exposure to the applicable hazard.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.7. Provide evidence that the ESH Instructor is qualified to deliver training based on OSHA or locally applicable requirements. ESH Instructor must be qualified in the courses s/he is providing instruction for, as well as additional training as defined by local requirements.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.8. Training Manager responsibilities.

9.8.1. Direct or indirect supervisory assignment for Instructors.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.8.2. Overall Training Program management.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.8.3. Maintain Training Program Manuals and instructions.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.8.4. Review all data generated to support the functions defined in the Training Manual and other manuals and instructions (test and exam data, training records, surveillance or audit reports, instruction changes, preventive and corrective actions).

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.8.5. Perform audits/surveillances of training and exam sites and of documentation generated for each task.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.9. Trade Skills Training Instructor responsibilities.

9.9.1. Overall Training Program management at the classroom, test site, and student level including delivery of the curriculum in accordance with applicable lesson plans, data collection, recordkeeping, reporting functions for training and exams for each subject managed.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.9.2. Reports directly to the Training Manager.

N/A: ☐ No Change: ☐ Document: ☐ Section #:

9.9.3. Review all data generated during training and exam practices to support the functions defined in the Training Manual (training data, surveillance or audit reports, instruction changes, preventive and corrective actions).

N/A: ☐ No Change: ☐ Document:                      Section #:

9.10. Formal Training Program.

9.10.1. Provide access to the Training Manual and support manuals, and evidence that the Training Program and Manual are readily available to managers and instructors in electronic or printed format.

9.10.2. Manual must address the subjects and provides program direction listed below. Evidence includes a PDF copy of the manual and in process forms, QC data collection forms, audit/surveillance/inspection forms, training records, and instruction change recommendations.

(a) Evidence that Training Manager and Instructors have current Instructor Certification from NACE, KTA Tator, SSPC, FROZIO or other recognized certification organizations.

N/A: ☐ No Change: ☐ Document:                      Section #:

(b) Evidence of material storage requirements such as technical direction for environmental controls and monitoring, segregation or secondary containment (as required), storage area inspections, and job site practices. Evidence would also include records and verification of corrective actions.

N/A: ☐ No Change: ☐ Document:                      Section #:

(c) Requirement for explosion proof material storage area when required by specification or higher tier requirements.

N/A: ☐ No Change: ☐ Document:                      Section #:

9.10.3. In Process Exam Observations.

(a) Define check points – hold points and directs that the applicator is required to perform them in accordance with project specification and applicable industry standards.

N/A: ☐ No Change: ☐ Document:                      Section #:

(b) Surface cleanliness standards prior to surface preparation.

N/A: ☐ No Change: ☐ Document:                      Section #:

(c) Surface profile.

N/A: ☐ No Change: ☐ Document:                      Section #:

(d) Chlorides/contaminants (as appropriate).

N/A: ☐ No Change: ☐ Document:                      Section #:

(e) Cleanliness including surface preparation meets specified standard immediately prior to coating application (each coat).

N/A: ☐ No Change: ☐ Document:                      Section #:

(f) Coating/lining application complete visual inspection (each coat).

N/A: ☐ No Change: ☐ Document:                      Section #:

(g) DFT readings (each coat).

N/A: ☐ No Change: ☐ Document: Section #:

(h) Environmental readings and analysis (prior to each task, and at specified frequency through curing).

N/A: ☐ No Change: ☐ Document: Section #:

(i) Surface preparation and coating/lining application repairs.

N/A: ☐ No Change: ☐ Document: Section #:

(j) Final acceptance.

N/A: ☐ No Change: ☐ Document: Section #:

(k) Requires 100% visual inspection.

N/A: ☐ No Change: ☐ Document: Section #:

(l) Required environmental data collection and analysis.

N/A: ☐ No Change: ☐ Document: Section #:

#### 9.10.4. In-House Surveillance/Audit Program.

(a) Provide evidence of direction, and data from an in-house surveillance or audit program. Program must include tracking findings, contractor caused discrepancies, and root cause analysis, corrective and preventive actions.

N/A: ☐ No Change: ☐ Document: Section #:

This is the end of the AS-3 Accreditation for Independent Training Organization Programs Application. Ensure you attach:

- APPENDIX C – List of the Attached Documents
- APPENDIX D – Comment Sheet to explain any “N/A” entries or to add information on a specific element
- APPENDIX E –Independent Training Facility Information Sheet
- APPENDIX F – Company Officers’ Information Sheet for each title requested

**NOTE:** CCA Testing Facilities require a CCA application as well.

## APPENDIX C

### LIST OF ATTACHED DOCUMENTS

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Enter the title of each document submitted. - Throughout this application enter the document number from Appendix C and the Paragraph or Section number within that document where the requirement is found in the manual/document in the provided boxes of the application.

Document Number	Document Title
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
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17.	
18.	
19.	
20.	

## APPENDIX D

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Complete one entry on this Appendix for each paragraph that was checked “N/A” throughout the application(s). Enter the paragraph number and a brief description of why the paragraph is not applicable. If several consecutive paragraphs are not applicable for the same reason, you may enter the range of paragraph numbers and one comment covering all of them. Also, please use this Appendix for any comments you want to make about an entry.

[illegible]

## APPENDIX E

### INDEPENDENT TRAINING FACILITY INFORMATION SHEET

Complete a copy of this form for each facility or office where AS-3 ITO accreditation is requested. The first time this appendix is completed for a facility “No Change” cannot be used. For subsequent submissions of this appendix for the same facility, if there have been no changes simply check the “No Change” box.

- A.1. Facility Name: \_\_\_\_\_
- A.2. Facility Address: \_\_\_\_\_
- A.3. City: \_\_\_\_\_ State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_
- A.4. EIN #: \_\_\_\_\_
- A.5. Website: \_\_\_\_\_ No change: ☐ N/A: ☐
- A.6. Business Phone (at this facility): Country Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Number: \_\_\_\_\_
- A.7. Contractor Business Model:
- ☐ Publicly Held Corporation
  - ☐ Corporation: C-Corp, S-Corp, LLC
  - ☐ Sole Proprietorship
  - ☐ Partnership
  - ☐ Not-for-Profit Organization
  - ☐ Labor Organization
- A.8. Do student testing panels conform to ASTM D4228? Yes ☐ No ☐ ☐ No Change
- A.8.1. If not, provide description, dimensions, photos, and technical justification for equivalency.
- 
- A.9. Number of ASTM D4228 panels (or equivalent) available: \_\_\_\_\_
- A.10. Surface preparation equipment and facilities available (answer “Yes” or “No”):
- A.10.1. Abrasive blast booth large enough to accommodate working with the ASTM D4228 panel:
- |                                      |                              |                             |                                    |
|--------------------------------------|------------------------------|-----------------------------|------------------------------------|
|                                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
| A.10.2. Abrasive blast cabinet:      | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
| A.10.3. Vapor Blast equipment:       | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
| A.10.4. List Mechanical tools:       | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
| A.10.5. List Hand tools:             | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
| A.10.6. Environmental Controls used: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> No Change |
- A.10.6.1. Describe environmental controls used during surface preparation, coating application, and curing:
-

A.11. Coating Application equipment and facilities available (answer "Yes" or "No"):

A.11.1. Spray booth large enough to accommodate working with the ASTM D4228 panel:

Yes ☐ No ☐ ☐ No Change

A.11.1.1. If not, describe spray booth: \_\_\_\_\_

A.11.2. Airless spray: Yes ☐ No ☐ ☐ No Change

A.11.3. Conventional spray: Yes ☐ No ☐ ☐ No Change

A.11.4. HVLP spray: Yes ☐ No ☐ ☐ No Change

A.11.5. Brush and roll: Yes ☐ No ☐ ☐ No Change

A.12. Curing:

A.12.1. Heat and ventilation capability. Can the HVAC system maintain the ambient temperature within the work and curing area between 50 and 100 degrees?

Describe environmental controls: \_\_\_\_\_

A.12.2. Type of enclosure: ☐ No Change

Description: \_\_\_\_\_

A.13. Are the following manuals the same as provided with this application? If not, provide PDF copy of any manuals that are different and enter the manuals in AS-3 ITO Appendix C.

A.13.1. Surface Preparation Training Plan:

Copy Provided ☐ Same ☐

A.13.2. Coating Application Training Plan:

Copy Provided ☐ Same ☐

A.13.3. Environmental, Health and Safety Manual:

Copy Provided ☐ Same ☐

A.13.4. Emergency Action Plan:

Copy Provided ☐ Same ☐

A.13.5. Hazardous Materials/Hazardous Waste Management Plan:

Copy Provided ☐ Same ☐

A.13.6. Standard Operating Procedures or Instructions:

Copy Provided ☐ Same ☐

A.14. Classrooms and support equipment:

A.14.1. How many classrooms are in the facility? \_\_\_\_\_

A.14.2. How many students can each classroom accommodate? If there are different size classrooms describe each type and indicate the number of classrooms of each type.

\_\_\_\_\_  
\_\_\_\_\_

A.14.3. Describe classroom support equipment such as audio/visual equipment

\_\_\_\_\_  
\_\_\_\_\_

A.15. Provide any explanations needed on Appendix (D).

### AS-3 INDEPENDENT TRAINING ORGANIZATION (ITO)