



AMPP/SSPC QP 8
Standard Procedure for Evaluating the Qualifications
of Contracting Firms that Install Polymer Coatings, Surfacing, Linings
or FRP Composites on Concrete and Other Cementitious Substrates

INTERNAL 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: _____
EHS Officer *(print) Signature / Date

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

Approved By: _____
President, CEO, COO (print) Signature / Date

Note: This internal audit report/checklist must be approved by the CEO, Chief Operations Officer, or President to be accepted by AMPP.

ANNUAL QP 8 INTERNAL AUDIT REPORT

- a. Have the previous SSPC QP 8 external audit results been reviewed prior to completing this Internal Audit?
____ Yes ____ No
- b. Have previous deficiencies cited at both your last external audit and the most recent internal audit been reviewed and the corrective actions verified? ____ Yes ____ No
- c. Please note the date of the last internal QP-8 audit, and name of person(s) who performed the audit.

Name & Title of Auditor: _____ Audit Date: _____

Scoring Criteria

Rating Definitions & Scoring Terms

- a. **Rating “1”** – (Major CAR) The required training, written program, practice or procedure is non-existent or required training or written program is inadequate (i.e., required practice and procedure in place sporadically – less than 2/3 implemented).
- b. **Rating “2”** – (Minor CAR) The training or written program is adequate or requires minor revisions (i.e., practice or procedure is in place with isolated instances of non-conformance – no more than 1/3 of the time. e.g., lack of practice or documentation due to personnel turnover, **non-performance by field personnel, or extenuating circumstances.**)
- c. **Rating “3”** – (No CAR required) The company consistently adheres to specific training and written program requirements; required practice and procedures consistently meet the letter of the standard.

MANAGEMENT PROCEDURES (This portion of the checklist can be bypassed for contractor's who are QP-1 or QP-3 accredited)

COMPANY POLICY

A	QP-8 Reference	M.A.R. (Minimum Acceptable Responses)	Score	Auditor Comments
1.	4.2.1.a Mission Statement	<ul style="list-style-type: none"> On company letterhead and signed by the President/CEO and dated. Updated or reaffirmed annually by CEO. Posted at office and job sites. Must address: Company Quality; Safety & Health, Environmental Protection, Commitments. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	Skip if QP-1 Accredited
		Item Score		
2.	4.2.1.b Disseminating Company Policies to Personnel	There is evidence that management has implemented procedures to disseminate policies to all workers under its direction. Examples include: <ul style="list-style-type: none"> employee manual or handbook new employee orientation / handouts work force conferences / staff meetings Digital Onboarding package 	0 1 2 3	Skip if QP-1 Accredited
		Item Score		

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 are shown and reflect company practice. • Must be dated and updated or reaffirmed annually by President or CEO. 	0 1 2 3 0 1 2 3 0 1 2 3	Skip if QP-1 Accredited and if the org chart includes personnel responsible for coating concrete operations.
		Item Score		
4.	4.2.2.b Job Descriptions for Management and other Key Personnel And 4.1.3.e Evaluating Job Functions	<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	Skip if QP-1 Accredited and if the org chart includes personnel responsible for coating concrete operations.
		Item Score		

MANAGEMENT PROCEDURES

ADMINISTRATION AND MANAGEMENT (continued)

A	QP-8 Reference	M.A.R.	Score	Auditor Comments
5.	4.2.3.a & b Financial Record-keeping CPA or equivalent approval that accounting procedures follow accepted accounting practice in the company's areas of operation.	<ul style="list-style-type: none"> A recognized accounting system is in place. Evidence exists that tax returns are submitted in a timely manner. Evidence exists that worker's compensation, liability and other insurances are paid and current. Evidence exists that employees and workers are paid by the company. 3rd party Verification that accounting sys procedures follow accepted accounting practices and principles 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	Skip if QP-1 Accredited
		Item Score		
6.	4.2.3.c & d Procedures for Reviewing Specifications and Bidding Documentation Distribution of specifications and related contract documents to key personnel managing projects CRITICAL ITEM	<ul style="list-style-type: none"> Demonstrate that there's a procedure in place, either a checklist or other documentation, that shows that management reviews specification and inquiry documents. Auditor checks date of spec vs. date of review documentation. Evaluation criteria are used to define requirements. Internal discussion is coordinated, and results are recorded in writing. (e.g., Project Documentation Log). Confirm distribution system of documents to key personnel. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	Skip if QP-1 Accredited
		Item Score		

MANAGEMENT PROCEDURES

ADMINISTRATION AND MANAGEMENT (continued)

A	QP-8 Reference	M.A.R.	Score	Auditor Comments
7.	4.2.3.e Procedures for Learning About and Complying with Regulations	<ul style="list-style-type: none"> • A key person is designated (in writing) to keep abreast of environmental, safety and health and 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. • Versions of regulations applicable to general business operations are available at the main office. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	Skip if QP-1 Accredited
		Item Score		
8.	4..2.3. f Legal Viability	<ul style="list-style-type: none"> • Confirmation of legal viability (e.g., review of incorporation documents; IRS Tax ID notification; tax returns; contracting licenses; registration with government agencies) 	0 1 2 3	<ul style="list-style-type: none"> • Skip if QP-1 Accredited • Skip for annual internal audits of existing QP-8 companies
9.	4.2.3.g Subcontracting	<ul style="list-style-type: none"> • Subcontractors are evaluated for their ability to comply with regulations and meet contract requirements. • Review documented evidence 	0 1 2 3 0 1 2 3	Skip if QP-1 Accredited
		Item Score		

		<p><i>(continued)</i></p> <ul style="list-style-type: none"> 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 requirements. 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. 	<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		

TECHNICAL CAPABILITIES (Required for QP-8 regardless of whether firm is QP-1 or QP-6)

TECHNICAL RESOURCES

B	QP-8 Reference	M.A.R.	Score	Auditor Comments
12.	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 substrates.	0 1 2 3	<ul style="list-style-type: none"> Identify Coating Concrete-Specific Technical Resources and affiliations
		Item Score		
13.	4.5.b & 4.8.2.a Technical Standards Library <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> Office and key Management, QC and Production Personnel have access to and are aware of current versions of technical standards (e.g., ASTM, ICRI, legacy NACE & SSPC) applicable to the company's operations. 	0 1 2 3	<p><u>FIELD</u></p> <p>Verify availability of contract-applicable technical documents in the field at job sites</p> <p>Library is confirmed at Headquarters</p>

		<p><i>(continued)</i></p> <ul style="list-style-type: none"> • Current hard copy or digital versions, or specified versions of technical standards applicable to each project are at or accessible at the job site. • There is evidence that requirements of these standards are followed when called for in the project specification/Product Data Sheet/P.O., Work Order • QC inspectors have copies of applicable standards and documents applicable to work being performed (continued) • For FRP work possess: <p>-NCHRP Report 609 - ADCI Consensus standards</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		
14.	<p>4.6.1 Technical Procedures</p> <p><u>CRITICAL ITEM</u></p> <p><u>SUBMITTAL ITEM</u> <u>WITH INITIAL APP</u></p>	<p>At a minimum, the contractor must have standard company procedures based on industry standards & best practices:</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Repair of deficient concrete • Pretreatment of substrate including removal of contaminants • Surface Prep Methods • Testing for contamination after Surface Prep • Evaluating surface texture after Surface Prep • Testing for moisture in concrete • Testing for MV Transmission rate • Proper storage, mixing and thinning of materials installation methods used. • Protecting installed materials during 	<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>This is a key document that describes procedures for coating concrete</p> <p><u>FIELD</u>-This document or project-specific procedures are available to personnel in the field</p>

		<p>the installation process</p> <ul style="list-style-type: none"> • Testing coating for cure, holidays, pinholes, adhesion, static dissipation, as applicable • Proper cleaning of installation tools • Disposal of excess materials • Maintaining acceptable and safe conditions (e.g., temp control; lighting [SSPC Guide 12]; ventilation) • Curing of coating • Measuring and documenting ambient conditions of substrate and atmosphere. • Work in Confined Spaces • Use of heating equipment • Maintaining vapor concentrations at 10% of LEL in tanks and confined spaces • Worker training on specific specialty tasks 	<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>	
		Item Score		
14.	<p>4.6.a Document Control Procedures for Recording of Specifications and Revisions and Their Receipt</p> <p>CRITICAL ITEM</p>	<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). • 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.)

15.	4.6.b Procedures for Clarifying Ambiguous Specs <u>CRITICAL ITEM</u> <u>SUBMITTAL</u> <u>ITEM</u>	<ul style="list-style-type: none"> • There is evidence of correspondence or other communication noting errors, omissions, ambiguities, conflicting requirements in the specification or other clarification. • A verification of document/ correspondence acknowledgement is available. 	0 1 2 3 0 1 2 3	
		Item Score		
16.	4.6.c Communicating Contract & Technical Requirements <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • There is an implemented procedure to show that current contract and technical requirements are communicated to supervisors and their work crews at each jobsite. 	0 1 2 3	
		Item Score		
17.	4.3.2 Documentation that the contractor is currently involved in or has successfully applied protective coatings over concrete within the last 12 months. The documentation shall include (see column to the right): <u>SUBMITTAL ITEM</u> <u>WITH INITIAL</u> <u>APP</u>	<ul style="list-style-type: none"> • Facility name, address, including zip code, telephone and fax number of owner's and prime contractor's 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) requirements • Duration of project (start-finish date) <p>(continued)</p>	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	

	<u>SUBMITTAL ITEM WITH INITIAL APP</u>	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.		
		Item Score		
18	4.3 Qualification requirements <u>SUBMIT QUAL CATEGORIES BEING APPLIED FOR WITH INITIAL APP</u>	Check all qualification categories below that apply based on contractor's documented work history of successfully completed projects. If not applicable, note (N/A)	0 1 2 3	
		Item Score		

EXPERIENCE, EQUIPMENT, AND FACILITIES

B	QP-8 Reference	M.A.R.	Score	Auditor Comments
19a	4.3.1.1 Core Requirements	<ul style="list-style-type: none"> Documented evidence showing that contractor has successfully installed polymer coatings or surfacing's, or both in mild and moderate non-immersion chemical exposure-Ph below 2.0 or above 12.0 in industrial facils. 	0 1 2 3	
19b	4.3.1.2 Immersion	<ul style="list-style-type: none"> Documented evidence of successful completion of coating concrete for immersion svc (e.g., secondary containment; wastewater, chemical storage or other immersion surface – ph. <2.0 or >12.0 	0 1 2 3	

19c	4.3.1.3 FRP Atmospheric	<ul style="list-style-type: none"> Documented evidence – successful installation of bonded FRP on concrete for reinforcement, repair or load bearing strs exposed to atmospheric, chemical and controlled environments 	0 1 2 3	
19d	4.3.1.4. FRP Immersion	<ul style="list-style-type: none"> Documented evidence -successful installation bonded FRP for reinforcement and repair of immersed or splash zone for load bearing strs 	0 1 2 3	
19e	4.3.1.4.1 Applied in Atmospheric SVC	<ul style="list-style-type: none"> Installed in atmosphere, however coating will be submerged when in service Includes installation of FRP on secondary containment, water treatment or storage or other immersion svc – ph.<2.0 or >12.0 	0 1 2 3	
19f	4.3.4.1.2 Applied Underwater	<ul style="list-style-type: none"> Use of trained divers to install FRP on submerged concrete piles, pipes, columns, beams, seawalls & other underwater structures 	0 1 2 3	
20.	4.7 Equipment List, Maintenance/Rep air of Production Equipment used <u>SUBMITTAL ITEM WITH INITIAL APP</u>	<ul style="list-style-type: none"> Provide list of owned or leased production equipment used; confirm that equipment is applicable to type of work performed Contractor has a written preventive maintenance plan and copies of manufacturer's maintenance manual and repair intervals for major equipment. There is evidence (e.g., maintenance records; service/repair invoices;) that maintenance schedules are followed. 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

QUALITY CONTROL
PERSONNEL QUALIFICATIONS

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
21.	4.8.1.1 Personnel Qualifications/ Q.C. Supervisor <u>CRITICAL ITEM</u> <u>SUBMITTAL ITEM WITH INITIAL APP</u>	<ul style="list-style-type: none">• A key person employed by the contractor is designated by the CEO/COO as the company QC Supervisor.• The QC supervisor has successfully completed the SSPC QCS training, and is CCI Level 2 certified or equivalent certification acceptable to the AMPP QP PM• In addition, the QC Supervisor must have at least 3 years' experience in the concrete surfacing installation industry	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

QUALITY CONTROL

PERSONNEL QUALIFICATIONS (continued)

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
22.	4.8.1.2. QC Inspectors <u>CRITICAL ITEM</u>	<u>Inspectors</u> <ul style="list-style-type: none"> • QC inspectors have formal inspection training documented with a certificate and a copy of the curriculum used and exam (e.g., CCI L 1 or equivalent accepted by the AMPP QP PM): Training should include topics in ASTM D6237 and contain at least 24 hrs. of contact time • QC inspectors must have at least 2 years' experience in the concrete surfacing installation industry, and at least 1 year of "field" experience in any related capacity • For those inspecting FRP categories, the QCI is required to have applicable 3rd party or in-house training • QC Inspectors at all sites have applicable standards, specifications and technical references used for normal coating inspection work. • Verify that the inspector has the physical ability to perform required inspections. This includes eye exams and ability to climb when applicable 	<div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div>	
		Item Score		

QUALITY CONTROL

PERSONNEL QUALIFICATIONS (cont.)

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
23.	4.8.2.d Authority of QC Personnel – identifying & handling of non-conforming work <u>CRITICAL ITEM</u> <u>SUBMITTA ITEM IF NOT QP-1 ACCRED.</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> <ul style="list-style-type: none"> Logs & documentation are maintained to i.d., non-conforming work (in process or i.d., by the client or client rep). Client i.d'd non-conforming work is repaired or accepted as is per client choice 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

24.	4.8.2.g Deviations from Specification Requirements <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Deviations from the 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. 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

INSPECTION PROCEDURES AND RECORDING SYSTEMS

[illegible]

QUALITY CONTROL

INSPECTION PROCEDURES AND RECORDING SYSTEMS (cont.)

C	QP-8 Reference	M.A.R.	Score	Auditor Comments
26.	4.3.2.c Calibration Standards-- Checking Accuracy of Inspection Instruments used specifically for coating concrete QC Inspections and Testing <u>CRITICAL ITEM</u> <u>SUBMITTAL 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 or contract requirements. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		
27.	4.8.2.e Verifying Proper Surface Preparation and Coating Application and Inspection <u>CRITICAL ITEM</u> <u>SUBMITTAL ITEM WITH INITIAL APP</u>	<ul style="list-style-type: none"> • There is a written QC procedure, either general or site-specific, defining how the company's site personnel are to ensure that proper repair work, surface preparation, installation and curing takes place in the field. • This procedure is available to and utilized by site personnel. 	0 1 2 3 0 1 2 3	
		Item Score		

		<ul style="list-style-type: none"> – Fire Protection & Prevention – Signs Signals, and Barricades – Materials Handling, Storage, Use, and Disposal – Hand and Power Tools – Electrical – Scaffolds – Fall Protection and fall arrest – Cranes, Derricks, Hoists, Elevators, and Conveyors – Ladders – Toxic & Hazardous Substances – Airless Injection – High Pressure and Ultra High Pressure WJ – Confined space entry • 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. 	<div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div>	
		Item Score		

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
30.	4.9 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. There is evidence that safety performance is part of each manager's written job description (if contractor is managed by a non-owner). The safety and health program is reviewed by ownership or management at least annually to determine whether the goal of protecting workers at all work sites is being achieved based on applicable regulations, SDS's and contract requirements. 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		
31.	4.9.1 EH&S Mgr. SUBMITTAL ITEM WITH INITIAL APP IF NOT QP-1	<ul style="list-style-type: none"> See QP-1 for minimum EHS Mgr. requirements for training, credentialing and experience. EHS Mgr. is an employee. Provide name of EHS Mgr. and C.V. 	0 1 2 3 0 1 2 3	
		Item Score		

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
32.	4.9.2.a & b Pre-job Safety Meetings	<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/onsite competent persons (e.g., training, toolbox talks) • Evidence of such an analysis is documented. 	<div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div> <div>0 1 2 3</div>	
		Item Score		

33.	4.9.2.c Accident Reporting	<ul style="list-style-type: none"> Contractor has a written accident reporting procedure. <p><u>Sub-scores</u></p> <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 There is evidence that the procedure is used (e.g., compare against OSHA 300 log; workers' compensation loss runs) 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. <p>Note to Auditor: Average of 3 sub scores.</p>	<p>0 1 2 3</p> <p>0 1 2 3</p> <p>0 1 2 3</p>	
		Item Score		

SAFETY

PROCEDURES (continued)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
34.	4.9.2.d Monitoring Safety and Loss Control <u>SUBMIT IF NOT QP-1</u>	<ul style="list-style-type: none"> • There is evidence that contractor's owners or managers review safety performance at least annually. • OSHA incidence rates are within industry norms (N/EH x 200,000). • Workers' compensation experience rating (EMR) averaged over the most recent 3-year period does not exceed 1.10. No single E.M.R., during the 3-year period exceeds 1.25. 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		
35.	4.9.2.e SOPs for Major Equipment <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> • Written SOPs for major equipment are available at the 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. 	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		

SAFETY

PROCEDURES (continued)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
36.	4.9.2.f Personal Protective Equipment and Respiratory Protection <u>CRITICAL ITEM</u>	<ul style="list-style-type: none"> As part of the contractor's comprehensive Health and Safety Program, the contractor has a written respiratory protection program based on OSHA 1910.134 <i>or</i> equivalent regulation or standard. Contractor also has written procedures for issuing and use of other PPE such as protective clothing 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 a formal system to check the effectiveness of PPE used on site and to maintain PPE used on site in good working condition. <p>Note to Auditor: Average 6 bullet scores to obtain total item score.</p>	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		

SAFETY

PROCEDURES (continued)

D	QP-8 Reference	M.A.R.	Score	Auditor Comments
32.	4.9.2.g First Aid-Trained Employees	<ul style="list-style-type: none"> • An approved & fully stocked first aid kit is available on the jobsite and is accessible in case of an emergency. • 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. 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 can see. 	0 1 2 3 0 1 2 3 0 1 2 3	
		Item Score		
D	QP-8 Reference	M.A.R.	Score	Auditor Comments
33.	4.9.4 Environmental Compliance Program <u>CRITICAL ITEM</u> <u>SUBMITTAL ITEM WITH INITIAL APP IF NOT QP-1 ACCREDITED</u>	<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). 	0 1 2 3	
		Item Score		

Appendix A

A. GENERAL DESCRIPTION

In order to meet the requirements of QP 8 section 4.4 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

- 0 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 the 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 NACE, ICRI, SSPC, ASTM, PDCA, the IUPAT or its affiliates; NCCER or materials developed by another organization, that are acceptable to SSPC.
- 1 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.
- 2 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.
- 3 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.

- 4 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 AMPP, PDCA, the IUPAT or its affiliates; NCCER or equivalent materials, acceptable to the QP PM.

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. 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.