

## Active QP Field and Shop Coating Project – Audit Checklist August 2025

Introduction: The following QP “generic” audit evaluation items are to be evaluated each time a QP auditor visits an active field or active shop project to perform a QP audit. Most of the items noted below can only be “effectively” audited and verified at an active project during an annual unannounced or announced audit, or as part of the site visit at an initial or full audit. **If the project or QP does not require an item noted below, note it as N/A. All the key QP-2 documentation can be placed in the various areas of this report.**

- Contractor/Shop Name & Project #:
- QP Specified YES      NO
- Facility Owner Name:
- **Review previous audits for CAPs and confirm corrective actions have been implemented.**
- Verify Job Notification Number Submission YES      NO

Audit date:

QP Audit Standard used:

Contractor point of contact:

Title:

Phone:

Email:

**Item 1:** Copy of Contract or other clear evidence that the project is under contract to the auditee to confirm that the contractor being audited is the legitimate QP contractor or applicant that you believe you are auditing.

**Item 2:** Copy of Specification or Work Order, Purchase Order, Contractor Submittal to the Owner, in order to know what the Owner is paying the contractor/shop to perform.

**Item 3:** Product Data Sheets (PDS) for materials being applied/used (e.g., coatings, thinners, sealers, caulking, blast cleaning abrasive, cleaning chemicals)

**Item 4:** SDS/PDS for materials being used - Contractors and shops should be complying with SDS recommendations for PPE, emergency medical treatment, etc. Verify SDS & PDS are available in the language of the workforce.

**Item 5:** Other technical documents such as mixing instructions or other technical guidance provided by the material manufacturer when such is applicable.

**Item 6:** Copies of current versions of all project-specific referenced industry standards in the specification or PDS, or both and are accessible to responsible field/shop personnel. This includes:

- Directly or indirectly referenced ISO, NACE, SSPC, AMPP, ASTM, etc., documents.
- For example, SP-10/NACE 2 references SP-1; AB Abrasive Specification requirements for abrasives, such as testing for clean compressed air (ASTM D4285), checking for Oil in Abrasives (ASTM D7393), evaluating conductivity (ASTM D4940).
- Also, when performing Abrasive blast cleaning, the contractor should have a copy of ASTM D4417 (measuring surface profile) and possibly PA-17 if it is specified in the contract or the contractor's QC procedures.

- This also includes SP-13 for surface prep of concrete (QP-8)
- CS 23.00 for Thermal Spray Metallizing (QP-6)

**Note:** For site visits we expect the working crew leaders to have immediate accessibility to all project-related or referenced technical documents. Shops, being a fixed facility, should have a full library of referenced documents applicable to the work the shop performs for all clients.

**Item 7 Facility Owner's Representative:** Always ask who the owner's representative(s) is/are and obtain names and contact information. If the owner's representative is on site, ask for a quick meeting. If not, follow up with the owner's rep by phone or email to see how the project is going from the Owner's perspective. If the onsite Owner's rep is a QP-5 firm, perform a QP-5 inspector audit while at the job site or at the shop; regardless of whether there has been any previous field inspector audit for the QP5 firm.

Ask about any NCR's, accidents, OSHA visits (for US contractors) issues in dispute, waivers from the original specification, adherence to schedule.

Owner's Representative name:

Company (if 3<sup>rd</sup> party):

Title:

Phone:

Email:

QP-5 field audit YES

NO

**Item 8 Safety:** Verify that there's a Generic or Project-Specific Safety Program available on site. Verify that the work crew has access to the program or has at least received recent training on the program requirements for the project being visited/observed.

Safety program onsite date/rev:

Project specific safety program: YES      NO

Corporate safety program: YES      NO

**Item 9 Site Scan Safety Checklist:** Scan the site visually and take photos when permitted (QP-1 Item #37) Photos can be input on CHECKLIST in TRU. Auditor provides written description of site scan for how Safety is being enforced or not enforced:

a. Verify that the field site shows evidence that workers are made aware of safety and related issues such as but not limited to:

- warning signs in place
  
- charged and tagged fire extinguishers placed near equipment, flammable materials
  
- emergency evacuation plan

- emergency medical information postings, fully stocked industrial construction first aid kits
- tagged scaffolding
- lifelines and guard rails where appropriate for work at heights
- working over water rescue equipment (safety lines, rings, boat in water)
- working near power lines notices
- LOTO where applicable, hole watch and air monitoring if working in a confined space
- Ladders in good condition and secured
- Awareness of material moving by other trades or shop cranes (crane and forklift operators are trained and qualified)
- Awareness of vehicular traffic when applicable (no crossing barriers)
- working with high pressure lines such as UHP Water-jetting units and airless spray pump lines
- Grounded equipment (spray pumps/abrasive blast pots)
- Pressure vessels properly certified and tested
- Noise mitigation equipment
- Eye protection from debris or for UV
- Tripping hazards

- Unmarked hazards (e.g., floor holes; drop off areas; unguarded area)
- Heat & cold stress & hydration concerns

b. PPE: verify that appropriate PPE, in accordance with the project-specific safety program, SDS, is being worn and is in operational condition. Look at harnesses and lanyards; look to see if there is spare equipment in the trailer. Look at “standard” PPE e.g., (eye and head protection, work boots, protective clothing, vests for visibility, FR rated coveralls when applicable, hearing protection, hand/body protection).

c. Does PPE fit properly (not too large, not too small)

d. Has respirator been fit tested when applicable?

e. Is the Blast Hood Protection Factor (PF) adequate for the material being abrasive blasted off of the substrate?

f. Each project site should have at least one first-aid/CPR trained person on site along with a backup. Provide name, training provider and date of training (1st aid/CPR training is usually good for 2 years thus the need to know and record the date).

g. That there's an accident handling and reporting procedure available on site to supervisory personnel in the event of an accident so medical personnel can act as quickly as possible. Report any accidents or injuries occurring on project.

i. Competent Persons are named, trained, and qualified, and on site when required for Hazardous Coating work, review CP compliance documentation (e.g., ladders, lead, scaffolding, fall protection)

JSA Date:

Author of JSA:

Evidence of Worker Sign off:

Ask for: A copy of the project JSA/JHA and evidence that the work crew members have signed the JSA and have been “trained” through daily or weekly tool box-meetings on hazcomm, project hazards and their controls as described in the JSA/JHA and as required by OSHA, contract or governing regulations.

**Item 10 Quality Control Verify that:**

- a. There is a qualified QCI on the job employed or under contract to the contractor.

**Note:** The QCI is qualified by training and certification – **QP-1 projects always require a minimum Level 1 QC inspector unless otherwise specified.** QCI's on Non QP projects should still be trained and competent even if not “certified.” (QP1)

- b. The QCI has the appropriate documents (Specification, PDS, QC Plan, ITP, applicable Industry Standards) to effectively perform QC inspections and tests in order to advise production whether the in-process work is acceptable or requires corrective rework.
- c. the contractor is performing QC regardless of whether a 3rd party QA has been hired by the Facility Owner or Prime Contractor. Not performing its own QC on QP-1 and non QP jobs is a Major finding.
- d. The QCI uses calibrated, and accuracy verified equipment that is appropriate for the project. Verify Cal certificates for electronic and other equipment requiring periodic (1-2 years depending on company policy or contract requirements) mfg or calibration lab accreditation certificate(QP1 Item #25; QP3 Item #46)
- e. Sample at least 10% of DIRs at random on any project lasting more than a few weeks to confirm that all key contract requirements are being inspected and the results documented. Auditees should be following the QP checklist requirements that are applicable to the project.
- f. DIRs should be signed and formatted per the company's policy and procedures manual.
- g. QCI is aware of RFI's and change orders having an effect on the work. Note and briefly describe RFI's, Change Order requests and facility owner/Prime contractor response; verify documentation or internal & external NCRs/CARs and their resolution

**Item 11 Production Equipment-Verify that:**

- a. The equipment on site is appropriate for the task and is in good operating condition – take photos when allowed or describe in writing when not allowed. (QP1 Item #21; QP3 Item #7)

- b. that filters, gaskets etc., are changed out as required (by mfg and company procedures) at project startup and at periodic intervals (e.g., hours operated) for longer term projects. Shop equipment maintenance should be easier to verify given that it's there all the time.
  
- c. SOPs are on site or easily accessible to limit down time when there's a breakdown and to advise operators of "safe operation" of production equipment.; some contractors have back up equipment on site to avoid lost production time. Ask shop maintenance personnel what they do to prevent lost production due to breakdown of owned or rented/leased equipment.
  
- d. Equipment specific training and certifications have been provided for operators of such equipment as forklifts, aerial lifts, scissor lifts, cranes, and other moving vehicles.
  
- e. Job or Shop ventilation equipment is evident and operational (For Enclosed and Covered Shops).

**Item 12 Craft Worker Qualifications and Training-Verify that:**

- a. All workers, whether employees or hired through a staffing agency, performing surface preparation and application, are skills-trained and evaluated at least annually by a competent trainer. There should be evidence that new craftworker hires are skills- trained, etc. at start up.
  
- b. When required by contract or CAS Implementation for QP-1 projects, Craftworkers on site are certified to the appropriate "C" certification or Owner/AMPP accepted alternative. Failure to meet CAS implementation and contract requirements results in a Major finding.
  
- c. Look for documentation of material mfg and equipment mfg training, especially for new equipment or materials not historically applied by the contractor

**Item 13 Environmental Compliance-Verify that:**

- a. Operating equipment has tarps underneath in the event of a leak or spill.
- b. Containment has been erected and is being operated per approved or in-house created drawings.
- c. Containment emissions are controlled, monitored and documented, per contract & contractor submission plan.
- d. Fuels are properly stored in secondary containment or double-hulled tanks with warning signage.
- e. Shop floor and field ground is free of project created debris.
- f. Waste Material is properly drummed/stored, secured, and labelled, typically on pallets away from a flood zone
- g. Shipment of waste is documented.
- h. There is a spill kit on site.
- i. monitoring equipment (e.g., dust tracker; tsp lead) in place and operational, when specified? Required biological, personal air monitoring, area monitoring performed per regulation, contract & contractors submitted plan. BLL & ZPP range is: **ug/dl**
- j. Water and soil sampled when required by contract or local regulation.

## **QS1 addendum**

**Item 1:** Qualified TQM (FT Employee) in place (e.g., AMPP Senior Coating Inspector or AMPP PCS or CCI certified for QP-8 firms or Engineering Degree); evidence in place that TQM actively monitors QS-1 program compliance in the field/shop, and that TQM is independent of Production

Item 2: There is a TQM back up plan supported by an existing, qualified person (may not be able to confirm in the field)

Item 3: Project-Specific, Internal Audit Program in place and implemented; Audits performed by qualified auditors

Item 4: Project-Specific Work Plan (which includes an ITP) in evidence (TQM approved/Client accepted)

Item 5: ON site QC Inspectors have vision exams every two years

Item 6: Complaint Procedure in place and Complaints documented per procedure (TQM Approved) QS-1 Quality Procedures Manual accessible to Project Personnel

**Auditor signature & date:**