

SSPC Job Notifications (JN)

Observation of Active Work

Observations of coatings work in progress in an integral part of the SSPC Painting Contractor Certification QP 1 and QP 2 audit process.

Job Notification Process

To facilitate that process, SSPC requires QP 1 & QP 2 certified contractors to submit timely job notifications (within 15 days of contract award).

The SSPC on line job notification system is fairly straightforward. Follow the basic instructions found at <http://www.sspc.org/forms/jobnotification/index.nclk>, hit the “submit” button at the bottom of the form, and its done. Immediately upon submitting your job notification, you will receive an email receipt. Save the receipts to show the auditor during your SSPC Audit.

The job notifications help SSPC plan audits in the most cost-efficient manner.

What Jobs to Report

Submittal of specified job notifications is a program requirement. Submittal of job notifications for non-reportable industrial painting jobs is highly recommended to ensure that SSPC is aware of projects you have that it can audit in a given year, especially if you have few or no reportable jobs, or reportable jobs that only last a few days.

Jobs Eligible for Auditing

All industrial cleaning and coating work is eligible for auditing, regardless of whether the job is reportable.

Accuracy of Information Reported

It is critical that the information you report on the job notification is accurate. Project information often changes after submittal a job notification. In those cases, simply submit a revised job notification.

Timely Submittal

It is your responsibility to submit timely and accurate job notifications so SSPC has time to plan and prepare to do an audit.

Job Site Access

In addition to submitting timely, accurate and complete job notifications, you are also responsible for providing access to the job site. This means arranging through your security officer for the necessary passes to get on military installations, to board vessels, to visit nearby shipyards, processing plants and refineries, power plants and bridge sites in larger cities, as well as parking.

In particular, contractors or shipyard painting forces that work throughout a local port are required (on scheduled audits) to ensure the auditor has access to all painting jobs being done by that contractor or shipyard in the port.

PPE

It's important to note what PPE the auditor is required to have in order to access the job site and specific working areas such as containments, storage tanks, etc.

Directions to the job

Some jobs such as powerhouses in remote regions or in mountainous areas require clear and concise travel directions. You are responsible for providing those.

Providing proper job notifications without the ability to gain access to a site negates the value of the job notifications.

POC

It's also important to provide the correct names and cell phone numbers of key POC's for the job. Some audits are unannounced or done on short notice. The SSPC auditor must have accurate information to contact the responsible person at your job site.

Required Documents On Site

Once you submit a JN, be sure that field crews have the required documents on site (or ready access to them) in case that project is audited by SSPC. For more information on what information is required to be on job sites, see the following links on the SSPC web site:

<http://sspc.org/certification/PCCP/auditlistQP1.html>

<http://sspc.org/certification/PCCP/auditlistQP2.html>

Risk of Suspension

Failure to report industrial painting JNs or report them in a timely manner is a violation of program rules and can result in suspension or loss of certification.

Failures to ensure that SSPC audits your field operations as required will also result in suspension or loss of certification.

Questions

Contact the SSPC Certification Manager @ 1-877-281-7772 Extension 2235 or by email: Suzich@sspc.org if you have questions about the job notification process.

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