

Job Site Documentation for QP 1/QP 2 Accredited Contractors

Unless stipulated by law or regulation, onsite documentation can be hard copy, digital or both.

QP 1

General:

- Mission Statement posted where workers have access to it.
- OSHA required postings for US contractors.
- Required permits (e.g., Confined Space; WAF)
- Emergency Contact Information

Personnel Qualifications:

- Payroll records to confirm workers on site are employees (Public projects)
- Required certifications and licenses for craftworkers, competent and qualified persons, QC personnel, EHS personnel onsite.
 - Non-certified craftworker training and evaluation records
- 1st Aid/CPR training records for crew first responders
- Required equipment operator records (e.g., material handling equipment-fork lifts; aerial lifts, loading cranes, etc.)

Project Documents:

- Specifications and Drawings
- Request to Deviate from specification.
- Change Orders
- RFIs and responses
- Subcontractor Agreements, when applicable

References

- Contract referenced standards, guides etc. (includes indirectly referenced documents such as ASTM or ISO test methods)
- PDS & SDS for materials on site
- COC's when required for material and equipment onsite.
- Other documents as required by specification.

Quality Control Documents:

- Daily Inspection Reports (recent and past for the project being audited) including DFT worksheets (downloaded or hard copy; other digital data dumps such as ambient conditions and storage area temperatures)
- Daily site reports (e.g., worked performed; start and stop time; equipment breakdowns; equipment on site; deliveries; visitors; weather conditions, etc.)
- Project-Specific QC Program or Corporate Program if no Project Plan required.
- ITP, when required by specification or work order or by contractor QC procedure.
- Calibration and accuracy verification records for MTE used on site to perform inspection and testing.
- External and internally generated NCRs and documented responses (internal records should show rework notations and other defect repairs needed to obtain compliance)
- Hold point QC plan, if separate from Project QC Plan
- Executive Management Authority Letters for site QC personnel

E H & S

- SOPs for site equipment (e.g., Compressor; Abrasive Blasting or WJ equip; Power Tools and other specialty application equipment such as Thermal Spray Units; Dust Collectors; DH when applicable; Material Handling equipment; Vacuum equipment; heaters; fans; Abrasive Recycling Units, Aerial Lifts, Suspended Scaffolds, Power Tools, etc.)
- Project Safety Plan including supplemental plans for addendums to general plan for Hazardous Coating Removal Operations
- JHA, JSA or AHA
- Required worker training records and Toolbox meeting records & sign-in sheets for JHA JSA, AHA noted hazards.
- Hazard communication training: OSHA 10 when required; facility owner required training; other special training such as Confined Space Training; Silica hazard training; Lead paint exposure training, Customer specific training (e.g., Process Safety at Refinery); OQ Pipeline Training
- Respirator Fit Tests
- Accident reporting forms and procedures including accident, incident or near miss reports already submitted for job visited.
- Site safety audits and periodic safety walk-thru inspections
- Scaffolding and Fire Extinguisher Tags
- Gas meter readings for work in confined space, other hazardous environmental conditions (e.g., waste-water treatment facility; chemical processing facility)

QP 2

- CP Authorization Letters from Executive Management
- Specific Hazardous Coating Compliance Plan (e.g., Lead, Cadmium, Chrome VI, Arsenic, Silica, Beryllium Exposure)
- CP Daily Inspection Reports (e.g., ventilation; air movement; negative pressure; emissions, waste storage area, etc.)
- Biological Monitoring Results (names can be cross out)
- Worker signs off that results were provided
- Personal Air Monitoring Results
- Ambient Air Monitoring Results, when required.
- Containment Drawings, when required – In-house drawings required for Category A projects when Drawings not specified.
- Waste Sampling, On site storage, Disposal Compliance Plan
- Chain of Custody records; Manifests
- Wastewater test results
- TCLP Results