



IFRM/SFRM (Shop and Field)
Technical Auditor QP-10 (Standard Procedure for Evaluating the Qualifications of
Contractors Who Install Passive Fire Protection (PFP) Audit Checklist
Version #3 – March 12, 2026
M. Damiano

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
1	<p>Contractor Policy/Mission Statement</p> <p>QP Base Item 4.1.1 + PFP mission specific</p>	<ul style="list-style-type: none"> • Must address the Company's commitment to: • Successful and compliant installation of PFP Intumescent Coating systems or Cementitious PFP systems in accordance with contract and mfg's requirements and recommendations. • Compliance with applicable Environmental and Worker Health/Safety regulations during Surface Preparation and PFP Intumescent or cementitious PFP installation operations • Posted at shop and job sites where workers can view. • On company letterhead (signed and dated within the previous 12 months by current member of executive management). 		

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2	Disseminating Company Policies QP Base Item 4.1.2	<ul style="list-style-type: none"> • Procedures have been implemented to disseminate policies to all workers involved in the PFP Intumescent System or Cementitious system installation process under its direction through an employee manual or handbook, new employee orientation materials, work force meetings, company App or other suitable hard copy or digital methods. • Companies with informal policies must record employee orientation attendees, dates, topics covered, and documents issued. 		

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3	Organizational Chart QP Base Item 4.1.2 + Passive Fireproofing Supervisor (PFPS) must be on the organization chart	<ul style="list-style-type: none"> • Lines of responsibility of key personnel responsible for IFRM or SFRM installation, repair or replacement and related operations are shown by name and title and reflect actual company practice (key personnel must include: owner managers or responsible executive; if not owner managed; production management; QCS; PFPS and EHS Manager). • Key personnel (QCS & EHS Mgr) must be "full-time"* employees of the contractor or shop. • Must be signed, and dated by member of current executive management or posted on active company web site with date and signature 		<i>*A full-time employee typically works 25-40 hrs per week or 130 per month, and may perform several different roles for the organization</i>

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4	Job Descriptions for Key Personnel (includes management, quality control, PFPS and EHS Mgr) QP Base 4.1.2 – PFP Job (Descriptions must be developed for persons involved in PFP Operations)	<ul style="list-style-type: none"> • Responsibilities and duties are clearly stated and current. • Required experience, licenses, certifications, training and refresher training for Project and Production Managers, QCS, EH&S Manager, PFPS are stated and current. • If already QP accredited, limit focus to PFPS and other personnel involved in PFP operations 		

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5	Contract Review QP Base 4.1.3	<ul style="list-style-type: none"> • There is evidence (such as an annotated contract review form signed or initialed by management and estimators, prepared prior to production), that key contract documents, listed below, have been reviewed: <ul style="list-style-type: none"> • PFP Project contract documents • PFP Project Specifications and Drawings • PDS & SDS for all PFP materials and their components • PFP Mfg. Application Manuals • PFP Equip Mfg Operating Manuals • PFP Repair Procedures in effect at contract award and initiated during contract execution. Depending on the size of the company, contract review must be shared with Estimating, Production, QC and Safety, at a minimum, to ensure complete understanding of the job requirements 		

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6	<p>Distribution of Specifications to key personnel</p> <p>This is often performed as a 2nd phase of the Contract Review process.</p> <p>QP Base 4.1.3</p>	<ul style="list-style-type: none"> • There is evidence that key project documents (i.e., specifications, drawings, PDS, SDS, mfg.'s application instructions, Equipment Operation procedures, Work Plans, ITP's) are reviewed by one or more key personnel prior to start of production and subsequently distributed to all personnel that will be involved in PFP projects, especially those executing the work in the shop or field. 		
7	<p>Procedures for Learning About and Complying with Regulations (usually auditable at the office during "full" audits)</p> <p>QP Base 4.1.3</p>	<ul style="list-style-type: none"> • A key person is designated by management (in writing) to keep abreast of and inform key personnel of EPA, OSHA, DOL, Coast Guard, RR, Army Corps and other regulations affecting the Contractor's IFRM/SFRM operations. • Versions of regulations applicable to specific projects and general business operations are available at the main office and any division offices. 		<p><i>Evaluation of this item can be waived for organizations currently holding an existing QP accreditation such as QP-1 or QP-2 where this element has already been audited</i></p>

<p>8</p>	<p>Legal Viability</p> <p>Subject to verification of all Initial Audits, and at Full, or Follow-up Audits, or after a major reorganization or a change in ownership (at the discretion of the Auditor, Certification Manager or Program Administrator)</p> <p>QP Base 4.1.3f</p>	<ul style="list-style-type: none"> • (US-based firms) Federal Tax returns are filed in the name of the company on the accreditation application in a timely manner. • (US-based firms) Federal Tax ID/EIN Number statement issued by gov't (US the IRS) under the applicant's name is on file for review during the audit. • Company holds current and valid worker's compensation, general liability, and other insurance coverage required by the gov't or its customers to conduct operations. • There is evidence that production workers (e.g., abrasive blasters, power tool operators, mixers, applicators, are employed or legally under contract to the company. • Firm holds current licenses for locales • Appropriate ownership/incorporation papers under applicant's name are on file with proper authorities and available for review during the audit. <p>Note to auditor-all items above are subject to verification for new applicants and those having undergone major organization or ownership</p>	<p><i>Evaluation of this item can be waived for organizations currently holding an existing QP accreditation such as QP-1, QP-3, etc.</i></p>
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		changes after initial accreditation.		
9	<p>Subcontracting & Monitoring of Subcontractors Performance</p> <p>QP Base 4.5</p>	<ul style="list-style-type: none"> Subcontractors are selected based on their ability to meet contract requirements. Where QP-10 or other QP accreditation is required, subcontractors hold current accreditation(s) and personnel certifications. There is evidence that subcontractor operations are closely monitored by contractor QC and management personnel to ensure conformance with project-specific compliance programs, PDS recommendations, mfg's application instructions and overall contract requirements. 		<p><i>Evaluation of this item can be waived for organizations that historically or by policy do not subcontract PFP installations</i></p>

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10	<p>Regulatory Citations and related documents (e.g., settlement agreements, final orders, affirmation of violations, court documents) <u>CRITICAL ITEM</u> <u>1</u></p> <p>QP Base 4.1.3</p>	<ul style="list-style-type: none"> Records and fine amounts are kept of all federal/Govt, state, provincial and local regulatory citations, notices of non-compliance and violations issued to the contractor for IFRM/SFRM operations, and their resolution. Note to auditor: Affirmed violations/final orders/settlement agreements are documented by the auditor for referral to the Program Director for potential disciplinary action review under the DAC. There is evidence that management reviews all significant (e.g., "serious, willful or repeat") regulatory citations, etc., and documents root cause analysis (RCA) for each and takes (and documents) corrective action to avoid repeat violations 		<p><i>Evaluation of this item can be waived for organizations currently holding an existing QP accreditation such as QP-1, QP-3, etc., that have already been evaluated for this element</i></p>

<p>11</p>	<p>IFRM/SFRM Craft Worker Qualification and Project- Specific Requirements</p> <p><u>CRITICAL ITEM</u> <u>2</u></p> <p>QP Base 4.2.1</p> <p>QP-10 Mandatory Appendix "A" for "Application" Personnel A1.1.1 thru A1.1.7</p> <p>Mandatory Appendix "A" for</p>	<ul style="list-style-type: none"> • The contractor has qualified Craft Workers performing IFRM/SFRM operations, depending on type of PFP being installed • Individual applicators shall: • (1) successfully complete the AMPP PFP Applicator training ECourse or PFP material manufacturer training program or other alternative program acceptable to AMPP In addition: • (2) Individual Applicators shall also be qualified by the material mfg for the specific product being applied • (3) Applicators installing IFRM shall be CAS L 2 with fireproofing specialty endorsement, or certified to C-12, or an alternative acceptable to AMPP • (4) Applicators/Operators performing Plural Component Spray shall be C-14 or C-15 certified, or qualified by the equipt or material mfg • (5) Applicators performing SFRM installation shall be trained and qualified through a documented in-house, consultant, equipt or material mfg., or trade or labor organization program • (6) Applicators performing non-spray applications (e.g., trowel or mesh/scrim application) shall be 	<p>Quick Quals for Applicators</p> <p><i>A1.1.1 – AMPP IFRM training</i></p> <p><i>A1.1.2 – Matl Mfg. Qualified</i></p> <p><i>A1.1.3 – CAS L 2 or C-12</i></p> <p><i>A1.1.4 – Equip Mfg Training</i></p> <p><i>A1.1.5 – C-14 for Plural Appl.</i></p> <p><i>A1.1.6 - SFRM training</i></p> <p><i>A1.1.7 – Non-Spray Qualified</i></p>
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	<p>“Surface Preparation” Operators A1.2.1 thru A1.2.3</p>	<p>trained and qualified per # (5) above</p> <ul style="list-style-type: none"> • Surface Preparation • (1) Abrasive Blasters (Wet or Dry) shall be C-7 or CAS Level 2 certified, or an alternative acceptable to AMPP • (2) Operators performing other surface preparation such as hand and power tool cleaning, LP water cleaning, shall be trained and qualified through a documented in-house, consultant, mfg., trade or labor organization program acceptable to AMPP • (3) Operators performing HP or UHP water jetting shall be C-13 certified, or qualified through an alternative acceptable to AMPP <p>Annual Performance Verifications</p> <ul style="list-style-type: none"> • Performance Verifications are accessible to the auditor at the job site or shop for those non-certified craft personnel who have or are performing craft assignments (e.g., surface preparation; application of coating; mesh preparation and installation; SFRM installation) 	<p>Quick Hints – Surface Preparation Operators A1.2.1 – C-7 or CAS L 2 A1.2.2 - Hand and Power Tool qualified A1.2.3 – C-13 for HPWJ</p> <p>-Annual Performance Verifications are available for non-certified operators</p>
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<p>12</p>	<p>Technical Resources & Standards Library <u>CRITICAL ITEM</u> <u>3</u> QP Base 4.2.2</p>	<ul style="list-style-type: none"> • Versions of project-specified technical standards, drawings, all PDS, SDS for all material components (e.g., Parts A and B), and material certifications for products being applied at each project are at the job site/shop or immediately accessible and available to craft workers, production supervisors, QC personnel and all other contractor/shop personnel or subcontractors who have a need to know to effectively perform their tasks. • Contractor shall maintain a library (e.g., hardcopy, desktop, in house intranet or on-line) at the home and division offices of current technical standards such as but not limited to SSPC PA-2 current version, AWCI Technical Manual 12B, ASTM D2240, AMPP SSPC/NACE or ISO Dry and Wet Blast Cleaning Standards, AMPP SSPC/NACE or ISO Water Jetting and Power Tool Cleaning Standards, applicable visual standards such as VIS-1 and VIS 3 	<p><i>This element can be waived for already accredited entities provided applicable IFRM and SFRM materials and standards are readily available to PFP personnel</i></p> <p><i>Key PFP Standards include:</i> -<i>AWCI Technical Manual</i> -<i>SSPC PA-2, PFP Appendix 11</i></p>
<p>13</p>	<p>Document Control: Procedures for</p>	<ul style="list-style-type: none"> • Contractor records receipt and distribution of specifications and other contract documents and all changes and revisions (record is 	<p><i>This element can be skipped for already accredited entities that have standard, verified document control procedures</i></p>

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	Receipt of Revisions to Specifications & Removal of Obsolete and Superseded Documents from the Active Project Files QP Base 4.2.3	<p>kept of who gets copies with signatures of recipients or acknowledgement, and dates of receipt).</p> <ul style="list-style-type: none"> • Superseded or obsolete documents are removed from the workplace as active documents from the workplace so those performing the work, QC, and other key functions are working with the most current requirements. 		<i>in place that have already been audited</i>

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14	<p>Procedures for Clarifying Ambiguous Specifications</p> <p><u>CRITICAL ITEM</u></p> <p><u>4</u></p> <p><u>QP Base 4.2.3</u></p>	<ul style="list-style-type: none"> • There is evidence of correspondence or other communication noting exceptions to specifications or other clarifications such as omissions, errors, and conflicting requirements. • Verify that acknowledgement of correspondence/email is on file showing that the clarification request was received and answered. <p>Note: In isolated cases contractors will submit a request for clarification and receive a “verbal” response from the owner or its representative. Clarifications received through a “verbal” process should be documented by the contractor (name & title of person responding and date / method of response). This approach still presents risks for the contractor.</p>		<p><i>This element can be skipped for already accredited entities that have standard document control procedures in place.</i></p> <p><i>Nevertheless, check for PFP related RFI’s.</i></p>

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14	Communicating Contract and Technical Requirements <u>CRITICAL ITEM</u> <u>5</u> QP Base 4.2.3c	<ul style="list-style-type: none"> • Pre-job and other contract/specification altering meeting notes are formally documented and available at the job site as part of the contract information package • There is a procedure to show that current contract and technical requirements, including changes and clarifications, are formally delivered to key jobsite personnel in the field or shop responsible for ensuring conformance with contract requirements. • Contract documents shall include all contract submittals provided to the owner or prime contractor (e.g., drawings; safety programs; QC program) by the auditee 		<i>This element can be skipped for already accredited entities that have standard, verified document control procedures in place that have already been audited</i>

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15	Quality Control Programs CRITICAL ITEM 6 QP Base 4.2.3	<ul style="list-style-type: none"> • The contractor has developed a written Quality Control Program to be followed for all IFRM/SFRM installations, depending on which PFP materials are applied • Project-Specific QC plans are developed when determined by the QCS or required by contract. 		<i>A PFP-specific QC Program (either corporate or site-specific) must be in place. Whichever approach is provided for review, it must cover QC for the requirements of the job(s) being audited</i>

<p>16</p>	<p>Work Plans/Process Control Procedures</p> <p>CRITICAL ITEM 7</p> <p>This item is evaluated when applicable for a specific project or required by contractor in-house procedure</p>	<ul style="list-style-type: none"> • The contractor has developed written procedures for all production processes (excluding QC & Safety which are addressed in separate Plans) used by its production crews performing IFRM/SFRM installations. • Examples of production processes include but are not limited to: <ul style="list-style-type: none"> - Abrasive Blasting (dry or wet) & related processes - Hand and Power Tool Cleaning & related processes - Water jetting - IFRM Mixing & related processes - Masking - PFP Application Methods (e.g., Brush, Roller, Airless Spray, Plural Component Spray, Trowel) & related processes - Preparation and Installation of Mesh or Scrim - Primer and Finish/Top coating Procedures (e.g., mixing; application conditions; meeting and exceeding recoat windows; compatibility requirements) 	<p><i>While having Work Plans is best practice, this element can be skipped if a "Work Plan" is not required by contract for the PFP job(s) audited</i></p>
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		<ul style="list-style-type: none"> - Curing process for materials applied - Storage (FIFO) & temperature control of Material prior to and up to start of application - Containment and Scaffolding set up for field work - Preparation of Mock Ups/Witness Panels - Preparation and loading of new construction for shipment for Shop applied PFP Intumescent Systems 		

<p>17</p>	<p>Qualification Category (QP-10 Sec 3)</p> <p>QP Base 4.2.4</p> <p>Experience Facilities DAC items Job Notifications (for accredited firms)</p>	<p>• Qualification Categories:</p> <ul style="list-style-type: none"> • Category "A" – Contractor or Shop can produce documentation confirming successful experience installing "Hydrocarbon Fires" Intumescent Systems (UL 1709; BS 476_ • Category "B" – Contractor or Shop can produce documentation confirming successful experience installing "Cellulosic Fires" Intumescent Systems (ASTM E119; UL 263) <p>Note: Contractors or Shops qualified to Category "A" automatically qualify for Category "B" regardless of project experience</p> <ul style="list-style-type: none"> • Category "C" – Light weight (Low Density) Cementitious Coating • Category "D" – Heavy weight (Medium to High Density) Cementitious Coating • There is evidence that the contractor has successfully completed projects in its qualification category within the previous 18 calendar months under the current company name and ownership 	<p>Quick Hints</p> <ul style="list-style-type: none"> -Category "A" Hydrocarbon -Category "B" Cellulosic -Category "C" Light Weight -Category "D" Med-Heavy <p><i>-Category "A" automatically qualifies for Category "B"</i></p> <p><i>-min 18 month history under same company name and ownership</i></p>
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		<ul style="list-style-type: none"> • Initial applicants are required to submit a list of recently completed or in progress PFP projects, that have been reviewed & accepted by the AMPP Program Manager as valid experience for the qualification category sought • Acceptable evidence includes (but is not limited to): <ul style="list-style-type: none"> - Copies of facility owner project performance evaluations - Letters of commendation or recommendation from the Owner or prime contractor - Statements of final payment - Punch list acceptance • Job Notifications – there is evidence that currently accredited firms have: <ul style="list-style-type: none"> - Submitted JN’s for eligible PFP jobs completed or in progress since the company’s previous QP 10 audit - Discovery of 1st omission – minor CAR – 2nd and subsequent omission – major finding 		<p><i>Evidence of Successful Completion:</i></p> <ul style="list-style-type: none"> -Payment -Punch List -Owner Letter of Acceptance -Owner Testimonial <p><i>-Job Notifications required per ammp.org guidance</i></p>
18	Required information Reporting of:	<ul style="list-style-type: none"> • Contractor is required to notify the Program Manager and the Auditor (when asked during an audit) of any projects that the 	Yes – Incidents to report	

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	<p>Defaults, Contract QP Base 4.2.4</p> <p>Terminations, Disbarments, Projects in Litigation, ADR or Arbitration, etc.</p> <p><i>While not a Critical Item per se, treat as a Critical Item by asking the appropriate questions during all audits conducted after initial certification</i></p> <p>QP Base 4.2.4</p>	<p>contractor has failed to complete or failed to complete satisfactorily, according to the facility Owner.</p> <ul style="list-style-type: none"> • The contractor is also obligated to report contract terminations, disbarments, disqualifications, etc., when asked by the auditor during the audit. • Provide any details re: above reported during the audit on the audit summary. Instruct contractor representatives to submit detailed information to the Program Manager of any reportable incidents. 	No – (nothing to report)	

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19	Maintenance and Repair of Major Equipment	<ul style="list-style-type: none"> • Office/Shop Audit - Contractor has mfg. recommended written preventative maintenance schedules for all production and material handling equipment as well as repair logs in evidence showing that maintenance plans are carried out to reduce equipment downtime for all major equipment, leased, rented or owned. • Active Project Audits – Equipment is in good operating condition & appears to be well-maintained. • Equipment, especially application equipment, is carefully cleaned after each shift as recommended by the equipment mfg. • Document equipment observed with time and dated photos, when permitted. 		

<p>20</p>	<p>A) Quality Control Supervisor (QCS)</p> <p><u>CRITICAL ITEM</u> <u>9</u></p> <p><u>QP Base 4.3</u></p>	<p>Qualifications (QCS)</p> <ul style="list-style-type: none"> • A full-time employee (verified by payroll records) is designated in writing by executive management by way of company documents (e.g., organization chart, QCS job description, or letter) as the Quality Control Supervisor (QCS) for PFP installations and given written authority to perform the duties of the QCS position. <p>Training and Experience:</p> <ul style="list-style-type: none"> -A qualified IFRM QCS is an AMPP Certified Coating Inspector (CIP L2), or alternative accepted by AMPP, has completed the AMPP QCS course and the AMPP Fireproofing Inspector ECourse, and has a minimum of 3 years Protective Coating Industry Experience, and a minimum of 2 years experience with PFP installations - A qualified SFRM QCS has successfully completed mfg’s material training as well as application equipment mfg training for the material and equipment used 	<p><i>-Contractors already holding accreditations for other QP programs such as QP-1 will have a QCS in place that may also function as the PFP QCS. Additional (beyond QP-1) requirements include:</i></p> <ul style="list-style-type: none"> <i>-2 yrs experience with PFP installations, repairs, replacement systems</i> <i>- AMPP Fireproofing Inspection eCourse completion</i>
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		<p>Note: The Intumescent and Cementitious QCS may be the same person</p> <ul style="list-style-type: none"> • The QCS, regardless of Category, has successfully completed The AMPP Fireproofing Inspector eCourse or equivalent third-party training accepted by the Program Manager prior to the audit, and has: • At least 2 years of field/shop experience in PFP installations, and • Holds valid certifications and licenses where required <p>Primary Duties and Responsibilities (QCS)</p> <ul style="list-style-type: none"> • Ensure that contractor uses qualified personnel for QC Inspections • Ensure that adequate inspection forms and recording procedures are used for job quality monitoring (QC) • Ensure that ITP's are developed for each project • Ensure correct and properly operating and calibrated MTE is used for inspections and tests. • Review and sign off on DIRs on a timely basis (QCS must sign off or authorize review of DIR's 		
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		<p>by other competent QC personnel)</p> <ul style="list-style-type: none">• Ensure that work is inspected for conformance with contract requirements, mfg's application instructions, and internal QC procedures.• Ensure that nonconforming work and rework repair is properly documented for acceptance.• Conduct or review Internal Audits of PFP Projects.• Oversee company Corrective Action Program (e.g., respond to external CARs, issue internal CARs, document corrective action of QMS failures for management review.)• Review Quality Procedures Manual for adequacy and ensure distribution to affected personnel <p><i>Notes: QC personnel must have access to all specifications and/or contract invoked written and/or visual standards (e.g., NACE, SSPC, ASTM standards).</i></p>		
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<p>21</p>	<p>B) Personnel Qualifications (PFP Quality Control Inspectors)</p> <p><u>CRITICAL ITEM</u></p> <p><u>10</u></p> <p>QP Base 4.3.1</p>	<p>Quality Control Inspector:</p> <ul style="list-style-type: none"> • Formal training (intumescent installation): (CIP Basic Coating Inspector, formerly Level 1, Frosio) or alternative program accepted by the Program Manager prior to the audit • The AMPP Fireproofing Inspector eCourse or alternative accepted by AMPP • Each QC Inspector must have at least 2 years of full-time field or shop experience in the Industrial/Marine Protective Coating Industry • When required by contract and in-house procedures, all licenses and certifications must be valid and available for verification. Required PFP Intumescent mfg technical training for materials being applied should be on record • Visual acuity can be assessed by the Standard Jaeger Test Chart or equivalent and color perception by using the Ishihara Test or the Farnsworth D-15 Test • QC inspectors have written authority from the PFP QCS to perform their jobs. 	<p><i>-Similar qualifications to the QP-1 QCI with the exception that the PFP QCI also must complete the AMPP Fireproofing Inspector eCourse or PM accepted alternative</i></p>
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		Notes: QC personnel must have immediate access (on the job site or shop floor) to all contract and PDS referenced written and/or visual standards (e.g., NACE, SSPC, ASTM standards).		

<p>22</p>	<p>Passive Fireproofing Supervisor (PFPS) QP-10 – 5.1.1 through 5.2</p>	<p>PFPS Experience *Category "A" (1) Demonstrate Knowledge of and have at least 2 years' experience with application of "Hydrocarbon Fires" IFRM on steel or metal, or (2) Managing and Supervising "Hydrocarbon Fires" IFRM projects, or (3) A combination of both application and supervision Training & Certification *Category "A" (1) C-7 Certification (2) C-14/15 Certification, or Equipment and Material Mfg documented training</p> <p>PFPS Experience *Category "B" (1) At least 1 yr applying "Cellulosic" IFRM, or (2) Managing and Supervising "Cellulosic" projects, or (3) a combination of application or supervision Training and Certification *Category "B" (1) C-12 Certification, or (2) Training on the material and airless spray equipt from either the Equipt Mfg., AMPP or other AMPP accepted training provider</p>		
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		<p>on application and abrasive blast cleaning standards, specific to the material being used</p> <p>PFPS Experience & Training *Category "C"</p> <p>(1) knowledge of and minimum of 2 years' experience in:</p> <ul style="list-style-type: none"> a. applying low density SFRM, or b. managing and supervising SFRM projects on steel/metal substrates, or c. combination of a and b <p>Training</p> <p>Possess documented training on material and spray equipment from the Equipt or Material Mfg, or AMPP or other AMPP approved training provider. Training to include knowledge of abrasive blast cleaning standards</p> <p>Category "D" Experience</p> <p>(1) knowledge of and minimum of 2 years experience in:</p> <ul style="list-style-type: none"> a. applying medium-high density SFRM, or b. managing and supervising SFRM projects on steel/metal substrates, or c. combination of a and b <p>Training</p> <p>Possess documented training on material and spray equipment from the Equipment or Material</p>		
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		<p>Mfg, or AMPP or other AMPP approved training provider. Training to include knowledge of abrasive blast cleaning standards</p> <p>PFPS Training and Certification requirements-all Categories</p> <ol style="list-style-type: none"> (1) Must complete training and possess any certifications held by the applicators for the accreditation category (2) Must provide documentation from by the spray equipment mfg., that they use, that the PFPS exhibits both theoretical and practical knowledge in the use of the equipment used by the contractor. The practical training shall be a minimum of 8 contact hours (3) Must be qualified to operate the equipment used by the contractor through successful completion of equipment mfg training 		
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<p>23</p>	<p>Daily Documentation of Surface Preparation and System Application QC Inspections</p> <p><u>CRITICAL ITEM</u></p> <p><u>11</u></p>	<ul style="list-style-type: none"> • Daily Inspection Reports (DIRs) and all results of related testing are maintained IAW project-specific PFP QC plans and company procedures • At a minimum, DIRs and results of related testing are maintained on file for each project (during all surface preparation and PFP application operations). <p><i>DIRs and other daily reports must record project-relevant observations of:</i></p> <ul style="list-style-type: none"> • Compressed air cleanliness • Air temperature (dry and wet bulb) • Intumescent material temperature at application • Relative humidity • Dew point • Substrate Type (Steel, Galvanized) & surface temperature • Abrasive Type and Size used • Abrasive cleanliness (ASTM D7393; ASTM D4940) • Surface preparation cleanliness specified and achieved • Surface profile specified and achieved • Peak count specified and achieved, when required 		
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		<ul style="list-style-type: none"> • Soluble Salt Testing & Results, when required • Illumination of work area (foot candles for surface preparation, coating application, and inspection) SSPC Technology Guide 12 recommendations or contract requirements. • Material Receipt Verification (PFP material & Abrasives) • Product identification & Batch numbers of PFP intumescent coatings and thinners • % thinner used • Batch numbers of primer and finish coats, when applicable • Shelf Life confirmation • Mixing of PFP coatings (in accordance with PFP manufacturer's mixing instructions) and mixing of primer and finish coats • Mix ratio achieved (by volume, weight or both) Parts A & B • Block Outs/Termination areas/Masking • Sampling of In-Process WFT readings (Single leg, Plural or Trowel) • Application parameters (intumescent) (where applicable): <ul style="list-style-type: none"> - Tip size (optional) - Fan (optional) 		
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		<ul style="list-style-type: none"> - Spray hose size (optional) - Heater Temperature - Hose line Temperature setting - Gun Type (optional) - Gun Exit Temperature - Fluid Pressure - Recoat Windows • Application parameters (cementitious) (per PDS or mfg instructions) *Application Method: <ul style="list-style-type: none"> - Brush (Type and Width) - Roller (Nap Type and Height) - Trowel - Spray (see below) * Finish Coat Appearance (for Cellulosic only -optional for Hydrocarbon) * DFT readings for each applied coating meet specification/PDS requirements. <ul style="list-style-type: none"> • DFT readings for specifications requiring SSPC PA 2 or AWCI 12.B or alternative are properly documented and meet specification requirements. • Inspection instruments used (manufacturer, model, and serial number, Calibration due date) • Accuracy verification of inspection and test instruments • Storage temperature & storage conditions to include min/max 		
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		<p>daily temperature pre-application temperature, or as required.</p> <ul style="list-style-type: none">• Durometer hardness, when required• Verification with PFP Mock Up/Witness Panel• Mesh attachment (Stand Off; Type, Means, Overlap)• Spray Equipment Used (Airless Single leg or Plural Component PFP Unit) <p><i>Note: DIRs must be signed and dated by Inspector and formally reviewed by the QCS or other designated competent QC personnel.</i></p>		
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Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
24	<p style="text-align: center;"> Inspection Equipment Calibration and Calibration Accuracy Checks <u>CRITICAL ITEM</u> <u>12</u> QP Base 4.3.2 </p>	<ul style="list-style-type: none"> • Unless more stringent requirements are specified or stated in the contractor's Quality Manual, calibration verification of instruments used for inspection is performed and documented in accordance with either the equipment manufacturer's instructions or industry standards. The contractor maintains MT&E mfg., or approved lab calibration records and certificates in the office for all instruments that require formal calibration. • Calibration records are available at the job site/shop floor for instruments being used by QC personnel on site or at the shop. 		<p>-MT & E Calibration Program shall be modeled per AMPP Guideline 21529 (2024)</p> <p>-Calibration of Instrumentation for QP-10 Projects can only be performed by the equipment mfg., an accredited lab familiar with coating MT & E, or an equipment mfg authorized, in writing, agent</p> <p>-Do not accept "in-house" calibrations for QP-10 specified projects</p>

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
25	Documenting Non-Conforming Work and Authorized Deviations <u>CRITICAL ITEM</u> <u>13</u> <u>QP Base 4.3.2</u>	<ul style="list-style-type: none"> • Nonconforming work, identified by contractor QC personnel, Owner, prime contractor, QA personnel or owner's representative performing QA on behalf of the owner or prime contractor, is documented, repaired or otherwise addressed, or accepted as is, as determined by the facility owner or authorized representative. • Requests for deviations from contract requirements are documented and processed through proper channels. Contractor maintains copies of notices or correspondence showing that any deviation from specification (DFS) or PDS has been accepted by the contracting officer or engineer of record or other Owner authorized representative. 		-Verify that QC is at least documenting in process defects that can be and are repaired/corrected prior to final acceptance

<p>26</p>	<p>Written Procedures and Inspection Plans/Hold or Checkpoint Inspections</p> <p>QP Base 4.3.2</p>	<ul style="list-style-type: none"> • Standard company or contract-specific procedures are available to and used by on-site personnel for verifying that PFP installation and related operations are performed in accordance with contract requirements and mfg application instructions • Inspection procedures or project-specific inspection plans ensuring that each major operation is properly performed and documented on a daily basis during coating operations or documented in accordance with contract requirements, are available to on-site personnel, and are used to perform in-process inspections of work at key hold points. <p>Major Operations are defined as:</p> <ul style="list-style-type: none"> • surface pre-cleaning • surface preparation • primer application • intermediate PFP application • finish coat application • initial cure testing/hardness testing • shipment of new construction (from shop) <p>Note: Contractor must have a procedure for QC inspection and documentation of each hold-point.</p>	<p>1q</p>	
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Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
27	<p>Corrective Action (CA) Procedures</p> <p><u>CRITICAL ITEM</u></p> <p><u>14</u></p> <p><u>QP Base 4.3.3</u></p>	<p>The Contractor shall maintain a non-conformance log and document, on an annual basis, actions taken by management to identify and eliminate recurring (happening more than once) nonconformities. These actions include identification of the root cause of recurring nonconformities, implementing changes to company procedures and practices to improve production and follow-up to ensure implementation has been effective.</p> <p>Note: The auditor shall review internal and external non-conformity or CAR logs to verify that Corrective Action has been implemented</p> <p>Internal NCR/CARs are written by anyone within the contractor's organization. External CARs are those written by owners or their representatives, the AMPP auditor or other external auditors.</p>		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
29	Environmental Health & Safety Manager CRITICAL ITEM NO. 15 QP Base – 4.3.1	<ul style="list-style-type: none"> • The EHS Manager shall be qualified through experience and training, to the level required by the contractor or shop • Minimum qualifications: <ul style="list-style-type: none"> -3 yrs construction industry EHS experience & 80 hrs of training related to hazards encountered during the contractor’s operations, or -1 year EHS Construction experience and EHS body certification requiring minimum of 3 yrs experience 		

<p>30</p>	<p>Corporate Environmental Health and Safety (EHS) Program</p> <p>QP Base 4.4</p> <p>CRITICAL ITEM NO. 16</p> <p>Note to auditor: Rate each evaluation item under "Safety Program" separately. Issue findings for each nonconformity under "Safety Program." For example, if you find that the program has not been reviewed and approved, and job site safety assessments</p>	<ul style="list-style-type: none"> • There is a written Worker Health and Safety Program that covers all known hazards faced by the contractor/shop during PFP operations as well as governmental and facility requirements in locations where the contractor/shop operates • There is evidence that workers receive annual general health and safety refresher training (or as required by applicable regulations). • There is evidence that EHS violations are filed (office and at applicable job sites). • There is evidence that workers are made aware of the contents of the corporate safety and health program • There is evidence that workers receive project-specific training (e.g., weekly toolbox talks, job specific hazard training) • The Corporate Health and Safety Plan must be reviewed and approved in writing by the Owner Manager or Responsible Company Executive and EH & S officer at least annually. • <p style="text-align: center;">Safety Assessments</p>	<p>Companies already accredited to QP-1 and QP-2, for example, may have already had their safety program reviewed</p>
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Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
	are not being conducted, issue two major findings.	<ul style="list-style-type: none"> • Pre-job safety assessments identifying specific job site hazards are conducted and documented. • Job site safety assessments are routinely conducted (at least weekly) by the EH & S officer or his/her delegate and immediate corrective actions are taken when potential hazards or safety violations are identified 		
31	Routine Job Specific Hazard Identification QP Base 4.4.1	There is evidence that field crew competent persons, directed or performed by the EH & S Manager, perform project-specific hazard identification analysis and provide documented notification of results to all project crews on a routine and as needed basis.		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
32	Accident Reporting QP Base 4.4.1	<ul style="list-style-type: none"> • Contractor has a written accident reporting procedure. • Accident reports address (what happened, to who, where, how it happened, root cause, and follow-up action to prevent recurrence) • There is evidence that supervisors assigned follow up action's complete necessary corrective action at the job site within a week after the accident, if feasible, to ensure hazard is removed or properly controlled. • Accidents are documented in accordance with federal/state/local regulations and contract requirements. 		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
33	Monitoring Safety and Loss Control QP Base 4.4.1	<ul style="list-style-type: none"> • Contractor can provide written evidence (i.e., documentation of management review) that executive management & key personnel perform a comprehensive annual review of accidents, near misses, and safety procedures, etc., in an effort to improve safety performance or maintain good safety performance. • The required annual review of safety performance includes review of OSHA logs, Workers Compensation incident rates as well as actual losses. 		
34	SOPs for Major Equipment <u>CRITICAL ITEM</u> <u>17</u> QP Base – 4.	Copies of equipment manufacturer’s standard operating and safety procedures, written so they are understood by the workers on the job site, are on the job site, on or in close proximity to the piece of operating equipment and available for reference by personnel operating the equipment and their field supervisors.		

<p>35</p>	<p>Personal Protective Equipment and Respiratory Protection</p> <p><u>CRITICAL ITEM</u></p> <p><u>18</u></p> <p>QP Base 4.4.1</p>	<ul style="list-style-type: none"> • Contractor has an OSHA 1910.134 compliant (or equivalent regulatory compliant and SDS recommended) respiratory protection program (documented annual fit testing and training). • Contractor also has written procedures for issuing and using other PPE such as (protective clothing for skin protection, eye protection, hearing protection, foot protection, head protection, and all other life saving equipment (e.g., skiffs, life jackets, fall protection, confined space rescue equipment, etc.). • Required respirators and protective equipment are available and there is evidence that workers use respirators and PPE at each job site per company safety plan or project-specific plan or PPE Assessment, and applicable SDSs. • The Contractor has a process to ensure that any PPE used is in the appropriate condition for effective usage as defined by the PPE manufacturer and the contractor’s safety program. 		
<p>36</p>	<p>First Aid Trained Employees</p>	<ul style="list-style-type: none"> • An approved, functional, first aid kit is available on the jobsite or 		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
	QP Base 4.4.1	<p>shop and is accessible in case of an emergency.</p> <ul style="list-style-type: none"> • At least one person is available on each job site or in the shop on each shift, that has current first aid and CPR training certificates issued by the Red Cross or an equivalent organization. • Check credentials on site. • Emergency telephone numbers (e.g., police, fire, ambulance, nearest hospital or clinic) are posted at each jobsite 		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
37	Enforcement of Safety Rules <u>CRITICAL ITEM NO. 19</u>	<ul style="list-style-type: none"> • There is tangible and documented evidence that contractor management and supervision enforce all safety rules, per its own compliance programs, whether general or project-specific, and per customer requirements when installing • PFP on the Owner's/Client's property • During Active Project Audits, walk through the job site or shop to observe and document by photo or written description safety awareness items such as, safety related equipment, practice, safety supplies, signage and other indications to protect the workforce 		

Audit and Initial Application Item Number:	Quality Procedure Reference Number:	Audit Criteria:	Rating 1 2 3	<u>Expectations for Auditors during full office and field audits.</u>
38	Environmental Compliance CRITICAL ITEM NO. 20 QP Base 4.4.2	<ul style="list-style-type: none"> • The contractor has a “general” environmental compliance program for proper handling and disposal of un-used or expired paint, paint cans & solvent waste, wastewater, spill waste, unused mesh, etc. • There is evidence of implementation at the shop or job site 		

Note to Auditor: Issue a major deficiency if anyone on the crew is in violation of a safety rule or if you believe a person on the work site is in imminent danger. Contact the Program Manager immediately by cell phone for guidance if you encounter what you deem to be an imminent danger situation and have concerns on how to proceed. Otherwise, proceed. The contractor has the option to appeal your finding.

Scoring

The AMPP QP auditor rates your company on all applicable* evaluation items. Only findings rated 1 or 2 are reported on the deficiency schedule, which is given to the auditee at the closing interview. Lack of a finding for an evaluation item means that the auditor rated it "3," or did not rate the item.

*More items are evaluated on initial and full audits than are evaluated on maintenance, spot-check or corrective action follow-up audits.

Below are the ratings and what they mean.

The rating of 1, (a.k.a. a major CAR or deficiency), indicates: (a) the required training, written program, practice or procedure is non-existent; (b) the required training or written program is inadequate; or (c) the required practice or procedure has not been in place for the minimum amount of time (six consecutive production months) or it has been in place sporadically (e.g., less than 2/3 implemented).

Important Note: Typically, auditors will not issue major deficiencies for isolated breakdowns in a contractor's PFP Quality System. However, there are exceptions: For example, auditors will issue a rating of "1" when they observe one or more safety violations or safety hazards that could result in an injury or serious incident. An obvious example would be a person working without appropriate fall protection as required by the contractor's safety and health plan and/or governing regulations. Auditors will also issue a rating of "1" if they discover one or more unauthorized deviations from contract requirements or deviations from good painting practices found in the paint shop, shipyard or field job site. There may be instances where a finding may apply across different checklist elements, however, avoid writing two findings for two very similar deficiencies. QCS duties, QCI assignments, and DIR review are all QCS requirements. If multiple findings under these headers write one finding, a major or minor depending on the severity. For deficiencies documented, take photos and attach under the appropriate checklist block. Do not attach them to the end of the report. Document what each photo entails.

The rating of 2, (a.k.a. a minor CAR or deficiency), indicates the training or written program is adequate but requires minor revision. Examples include a practice or procedure that is in place with isolated instances of non-conformance (no more than 1/3 of the time), lack of practice or documentation due to personnel turnover, non-performance by field personnel, personal hardship, and natural disaster.

The rating of 3 indicates that a contractor, based on audit sampling, consistently adheres to specific training and

written program requirements, and required practices and procedures consistently meet the letter of the standard. When there are no audit findings, it means that all items evaluated during the audit were rated "3."

Corrective Action Report

A Corrective Action Report (CAR), using the AMPP QP CAP form found on the AMPP web site (<http://www.ampp.org/capform/>), is required for each major deficiency (rating of "1") found by the auditor. Remedial action for a Major CAR requires the submission of a corrective action report followed by an on-site audit to confirm that the contractor has corrected the deficiency and implemented the corrective action plan submitted

Remedial action for a Minor CAR requires that the auditor confirm remediation at the next audit. Minor CARs that are not remediated by the contractor by the next audit turn into a Major CAR or deficiency.

Note: Initial Audits require corrective action report submission for all deficiencies cited (major or minor).

Concerns - Occasionally, the auditor will note a "concern" on an audit report. A concern is not a rating. It is simply a statement for the contractor to consider for its own business purposes. No response is required for a "concern."

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