



**AUDIT CHECKLIST FOR SSPC CERTIFIED INSPECTION COMPANY (SSPC QP 5) QUALITY SYSTEM AUDITS**

Company Name: \_\_\_\_\_  
 Location Audited: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web: http:// \_\_\_\_\_

		Internal Audit		
Performed By:	_____	_____	_____	_____
	Name & Title	Signature	Date	
	_____	_____	_____	_____
	Name & Title	Signature	Date	
	_____	_____	_____	_____
	Name & Title	Signature	Date	
_____	_____	_____	_____	_____
Name & Title	Signature	Date		
Approved By:	_____	_____	_____	_____
	Name & Title	Signature	Date	

**(Note: Must be approved by your CEO, Chief Operations Officer, President or other Responsible Executive)**

# SSPC: The Society for Protective Coatings

## ANNUAL INSPECTION COMPANY INTERNAL AUDIT REPORT

The following questions must be answered by the inspection company's technical/quality manager or designated responsible executive representative performing the Annual QP 5 internal Audit. Please note that SSPC conducts its annual external QP 5 audit using the same checklist.

1. Have you replaced key management personnel in the past year?

Yes (If Yes, list names and titles below)  No.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

2. Has your company undergone (within the past 12-18 months) or planning to undergo any major organizational changes (e.g. name change; change in ownership; Chapter 7, 11, 13; purchase or takeover of another inspection firm, etc.

Yes If yes, please attach explanation.  No

3. Have you completed and signed the annual internal audit?

Yes  No

(The certification cannot be continued without you completing the annual internal audit).

4. Has your company been disqualified or disbarred from working for any facility owners or contractors?

Yes  No

If yes, please provide the reason for the disqualification or disbarment and the name of the facility owner or contractor and their contact persons.

5. Has the previous SSPC QP 5 external audit been reviewed by the TQM prior to completing this internal audit?

Yes  No

6. Have previous QP-5 major or minor corrective action reports been reviewed and corrective actions verified?

Yes  No

7. Has the firm submitted QP 5 Job Notifications for Inspection projects requiring QP 5?

Yes If yes, please attach explanation.  No

## Rating Procedure

The QP 5 audit criteria contains thirty-nine items of information which coating inspection organizations must comply with.

To complete the Annual Internal audit, rate your company on each item using the scale of 1-3 as explained below.

When completed, maintain the original copy and make it available to SSPC upon request by the auditor or Corporate Certification Specialist.

### SSPC External QP 5 Audit

Please note that the SSPC auditor uses the same “audit checklist” to conduct SSPC’s external QP 5 audit at your main place of business. SSPC may also conduct field audits of your company’s inspectors at job sites, at SSPC’s discretion. Field audits of inspectors are done using the “SSPC Field Inspector Audit Checklist” located at the end of the “standard” QP-5 audit checklist. QP 5 office audits are typically announced. Field audits are typically unannounced, at SSPC’s discretion.

## Scoring Criteria

### Criteria

1. CAR = Corrective Action Report required for each Major or Minor deficiency found by the auditor.
2. Remedial action for a MAJOR CAR requires a submission of a corrective action plan (CAP) within 45 days of notification of audit results to the Corporate Certification Specialist followed by an on-site re-audit to confirm that the deficiency has been corrected and the root cause addressed.
3. Remedial action for a MINOR CAR requires submission of an acceptable corrective action plan (CAP) to the Corporate Certification Specialist within 45 days of notification of audit results. Four (4) or more minor CARs may also trigger a follow-up audit, at SSPC’s discretion.
4. Submit CAPs using the SSPC Interactive CAP Form found on the web at: <http://www.sspc.org/capform/>

### 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.

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
<b>I. ORGANIZATION AND MANAGEMENT</b>				
1.	3.1.1 Legal Identifiability of Organization	<p>There is documentation that all of the company's business offices are legally identifiable based on the laws where the business is located.</p> <p>Examples of acceptable documentation include:</p> <ol style="list-style-type: none"> <li>1. Certificate of good standing from home state.</li> <li>2. Registration or authorization to do business in states where practicing.</li> <li>3. Incorporation documents.</li> <li>4. Tax returns.</li> <li>5. Insurance               <ol style="list-style-type: none"> <li>a. Worker's compensation</li> <li>b. Liability</li> <li>c. Errors and Omissions</li> <li>d. Other</li> </ol> </li> </ol>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	
2.	3.1.2 Managerial staff has expertise, responsibility, authority & resources to review and verify work done by coating inspectors (in the field or shop)	<ul style="list-style-type: none"> <li>• Organization chart, signed by CEO or Responsible Executive (RE), shows clear lines of authority as it relates to coating inspection work</li> <li>• Managers (e.g., inspector supervisors) have training &amp; experience to perform assigned duties</li> <li>• There is documentation that managers (e.g., PM's, Lead Inspectors) consistently review work performed by field inspectors (e.g, review and sign off of daily inspection reports, constant email correspondence) to verify that inspection work is being performed to observe, assess, document and report whether the coating contractor is performing in accordance with contract requirements.</li> </ul>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
3.	<p>5.3.2 &amp; 5.3.3 Technical/Quality Manager (TQM)</p> <p><b>Submittal Item</b> <b>Names of TQM and back-ups and assistants and their formal training and experience</b></p> <p>Minimum qualifications of TQM</p>	<ul style="list-style-type: none"> <li>The company <b>employs</b> a (TQM) with executive responsibility and authority to implement and monitor compliance with quality management procedures as they apply to coating and lining inspection activities.</li> <li>The TQM reports directly to the owner, president, CEO, or COO, or other company executive (hereinafter referred to as Responsible Executive or RE), or is one of these persons. Job duties, organization chart and company practice confirm this.</li> <li>For inspection of steel/metal substrates, the TQM shall:               <ol style="list-style-type: none"> <li>Be SSPC or NACE Certified PCS, or</li> <li>Hold B.S. degree in materials engineering, corrosion engineering or corrosion science, or</li> <li>Hold SSPC PCI Level 3 or NACE CIP Level 3 Coating Inspector Certification or SSPC accepted equivalent</li> </ol> </li> <li>For inspection of cementitious substrates, the TQM shall:               <ol style="list-style-type: none"> <li>Be PCS certified per above, or</li> <li>Hold B.S. Degree per above, or</li> <li>Hold SSPC CCI Level 2 Certification or SSPC accepted equivalent</li> </ol> </li> <li>If company's inspection services includes both steel &amp; concrete substrates, the TQM shall meet the requirements of bullets 1 &amp; 2 above</li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	
4.	<p>5.3.1.2 RE (Responsible Executive)-approved TQM backup plan</p>	<ul style="list-style-type: none"> <li>There is a written plan appointing a designated replacement, by name, who has equivalent qualifications, per Item 3 above.</li> <li>The RE approved plan requires designated "employee" replacements that report directly to the RE.</li> <li>There is documented evidence of implementation of the "back up" plan</li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
5.	5.3.4 Auditor Qualifications (for the Internal audit process)	<ul style="list-style-type: none"> <li>Minimum managerial qualification - SSPC Level 2.</li> <li>Completed auditor training from either a recognized auditor-training source such as ASQ or an internal training program using a curriculum accepted by the SSPC Corporate Certification Specialist. Shall provide evidence of training.</li> <li>Shall possess the ability to communicate orally and in writing.</li> </ul> <p><b>Auditor note 1:</b> An internal auditor may be part of the inspection program when not performing audit functions, however, when functioning as an internal auditor, no individual may audit any inspection work performed by his/her division. The underlying principle is that no one shall be allowed to audit their own work or work they are directly responsible for.</p>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p><b>Auditor</b> training should be curriculum-driven rather than a specific number of hours. See Item G.4 of Additional Explanatory Notes Section in the QP-5 Application/Instruction packet (<a href="http://www.sspc.org/certification/PCCP/PCCPforms.html">www.sspc.org/certification/PCCP/PCCPforms.html</a>)</p>
6.	6.4, 6.5, 6.6 Supervision & Training of Company's Coatings Inspectors	<ul style="list-style-type: none"> <li>There is evidence that the person(s) providing supervision and training of coating inspectors are familiar with all equipment, processes, and procedures for conducting inspections and tests, evaluating results and properly documenting and reporting inspection results.</li> <li>Minimum qualification SSPC Level II, or as alternatively qualified by the TQM.</li> </ul>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
7.	5.3.2 TQM	<ul style="list-style-type: none"> <li>There is evidence that the appropriate processes, procedures, and controls managed by the TQM have been established and distributed to all persons involved in the inspection program.</li> <li>There is evidence that the TQM has acted (i.e., performed prescribed duties) and is actively involved in inspection activities on an ongoing basis.</li> </ul>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	
8.	4.2.9 Confidentiality of client information	<ul style="list-style-type: none"> <li>There are written policies and procedures to ensure confidentiality of client information. Policies describe procedures for basic confidentiality of all records.</li> <li>The company can demonstrate, by written examples, that these policies are current and enforced.</li> </ul>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	
9.	3.2, 3.2.1, 3.2.2 Quality program	<ul style="list-style-type: none"> <li>There is a written quality manual.</li> <li>There is written documentation that it is communicated to all affected personnel.</li> <li>There is evidence that procedures in it are followed by all affected personnel.</li> </ul>	<p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
10.	3.3 Quality manual Content  <b>Submittal Item</b> Quality Manual	<p>The written quality manual clearly states the company's policies and operational procedures as they pertain to inspection activities:            At a minimum, the quality manual shall contain:</p> <ul style="list-style-type: none"> <li>• A quality policy statement, including objectives and commitments, by executive management.</li> <li>• The organization and management structure of the inspection company (group, division, department, etc.), its place in any parent organization and relevant organizational charts.</li> <li>• The reporting relationship between management, technical operations, support services and the quality system.</li> <li>• Procedures for control (including distribution) and maintenance of all quality control procedures and corporate record keeping and retention policies.</li> <li>• Job descriptions of key staff and reference to the job descriptions of other staff.</li> <li>• Identification of the inspection company's approved signatories (where this concept is appropriate).</li> <li>• The inspection company's procedures for achieving traceability of measurements against industry standards and manufacturer's recommendations.</li> <li>• The inspection company's general scope of inspections and tests. (The precise scope of an inspection will be determined by the terms of the individual contract or work order.)</li> <li>• Appropriate and clear reference to the inspection, verification and test procedures to be used.</li> <li>• Procedures for performing inspections and tests.</li> <li>• Procedures for tracking, reporting &amp; documenting non-conforming work performed by the contractor and observed by the inspector</li> <li>• Procedures for tracking completion of corrective actions documented by the inspector in the field, when applicable</li> <li>• Procedures for tracking, reporting &amp; documenting deviations from Quality Manual procedures &amp; verifying corrective actions</li> </ul>	<p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	



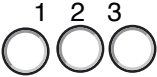
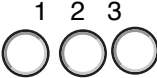

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
		<ul style="list-style-type: none"> <li>• Procedures for confidentiality of client information and proprietary rights</li> <li>• Procedures for confidentiality of client information and proprietary rights</li> <li>• Procedures for periodic verification of inspection &amp; testing through supervisory review of inspection reports, duplicative inspections &amp; testing, verification of equipment operation &amp; internal or external audits</li> <li>• Procedures for qualification &amp; training of inspection staff, auditors, supervisory personnel &amp; TQMs</li> <li>• Reference to any inspection equipment and reference measurement standards used.</li> <li>• Reference to procedures for inspection, calibration (including traceable references to standards used for calibration), verification, maintenance and control of equipment as required</li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	
11.	3.3 Management review (By TQM)	There is evidence that the TQM periodically (daily upon project or inspector “start-up”, weekly until manager is satisfied with inspector’s ability to act independently, and monthly thereafter) reviews “work” performed by inspection personnel.	<p>1 2 3 ○ ○ ○</p>	<p><b>Auditor note:</b> “Work” is defined, in this instance, as project documentation but could also include onsite observation of the inspector in the field. This function might be performed by the TQM or an Assistant TQM, consistent with the structure of the company,</p>

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
12.	3.3.14 Independent verification of inspection result by Supervisor	There is written evidence (sign off) that inspection results are verified by a competent supervisory level person not directly performing the inspections.	1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Auditor note 1:</b> This should be accomplished by a supervisor or an assistant TQM, or the TQM, consistent with the structure of the company. Every inspection report shall be reviewed and “signed off” by a qualified person while the project is in progress, to the extent practical.</p> <p><b>Auditor note 2:</b> If a person is not minimum SSPC Level II, check the written qualifications and verify that the requirements of the position have been appropriately considered. The individual’s qualifications and the hiring official’s basis for hiring must be fully documented.</p> <p><b>Auditor note 3:</b> Supervision is not the same as internal auditing.</p>

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
13.	3.3. Review of "field work" for conformance with company procedures & contract requirements	<ul style="list-style-type: none"> <li>• There is written evidence that inspection results/tests are independently reviewed <b>in the field</b> or at the desk, as applicable, on a spot basis by a competent supervisor (e.g., Proj Mgr, Division Mgr., RE or other company executive or manager, consistent with the company's structure) to ensure conformance with specifications and other contract requirements as well as company procedures.</li> <li>• There is a company policy for spot checks, and documentation of specific project changes. Look for sign-off specific to this task and corresponding travel/expense/trip records.</li> <li>• Spot checks include (at a minimum):               <ol style="list-style-type: none"> <li>1. Verifying supervisory review of inspection results</li> <li>2. Performing replica inspection or testing</li> <li>3. Verifying that certified reference materials or in-house reference materials are being used</li> <li>4. Verifying that appropriate statistical methods (e.g., PA 2 spot readings) are used by inspectors when applicable</li> <li>5. Verifying that inspectors and their supervisors maintain proficiency in use of equipment and standards &amp; maintain their qualifications</li> </ol> </li> </ul>	<p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>1 2 3  <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p><b>Auditor note:</b> Where specifically documented, and performed by a qualifying auditor, independent of the inspection program, such field checks can be considered part of the internal audit process</p>

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
14.	7.0/5.3.4/5.3.4. Internal audit of inspection activities	<ul style="list-style-type: none"> <li>• Company has a plan (set of procedures) that outlines the particulars of internal audits (who, when, where, etc.). At a minimum, the plan meets SSPC Guidelines for internal auditing</li> <li>• Audits are conducted, findings documented, and results reported to the person responsible for quality (e.g., RE) in accordance with company procedure for internal audits.</li> <li>• Projects requiring internal auditing by clients are audited.</li> <li>• Corrective actions are documented and implemented &amp; tracked to ensure they take hold.</li> <li>• Clients, whose work is affected by an audit finding, are notified in writing within <u>applicable contract requirements, or company procedures for reporting to client.</u></li> <li>• Audits are conducted by <u>qualified</u> personnel as described below:               <ul style="list-style-type: none"> <li>- Each auditor must:                   <ol style="list-style-type: none"> <li>1. meet QP-5 Level II inspector qualifications</li> <li>2. have successfully completed auditor fundamentals training (ASQ or SSPC-accepted equivalent) meeting the requirements of 5.3.4.3</li> <li>3. Audit training and required skill sets (i.e., qualifications) are documented</li> </ol> </li> </ul> </li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	<p><b>Auditor note:</b> Auditor training should be curriculum-driven rather than a specific number of hours. See Item G.4 of Additional Explanatory Notes Section in the QP-5 Application/Instruction packet</p>
15.	Quality system review by the Responsible Executive (RE)	<ul style="list-style-type: none"> <li>• The quality manual and implemented system is reviewed at least annually by the RE.</li> <li>• The review is documented in writing.</li> <li>• There is documentation that changes are made and disseminated to affected staff according to a review and revision schedule.</li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
16.	3.3.16 Periodic checks by the Responsible Executive (RE)	Final deliverable reports to clients/structure owners are internally audited periodically for compliance with applicable QP-5 data collection and reporting procedures.	1 2 3 ○ ○ ○	
17.	6.3 Qualification and training program  <b>Submittal Item Summary of Qualification Program</b>	<ul style="list-style-type: none"> <li>There is a written documented program in place to qualify and train coatings inspectors to ensure they have the necessary education, training, physical capabilities, technical knowledge and experience for inspection assignments.</li> <li>The program, at a minimum, must qualify inspectors on three levels as defined in QP-5.</li> <li>Inspectors must pass written and practical tests. The results are recorded in their personnel files.</li> </ul>	1 2 3 ○ ○ ○  1 2 3 ○ ○ ○ 1 2 3 ○ ○ ○	
18.	6.3.1 & 6.4.1 Qualification and training of inspectors  <b>SSPC LEVEL I</b>	1. SSPC Level I Coatings Inspectors shall have one of the following 3 combinations of education and minimum coating inspection experience: <ul style="list-style-type: none"> <li>High school diploma or equivalent plus 6 months general coating inspection experience. or</li> <li>Associate Degree or higher, plus three months of general coating inspection experience, or</li> <li>SSPC or NACE CIP Inspector Certification Level 1, 2 or 3 designation plus 6 months general coating inspection experience</li> </ul>	1 2 3 ○ ○ ○	
		2. Capabilities: <ul style="list-style-type: none"> <li>Implementing &amp; recording all inspection and testing</li> <li>Verifying accuracy of DFT gage</li> </ul>	1 2 3 ○ ○ ○	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
19.	6.4.2 Qualification and training of inspectors  <b>SSPC LEVEL II</b>	1. SSPC Level II Coatings Inspectors shall have one of the following 3 combinations of education and minimum work experience: <ul style="list-style-type: none"> <li>• High school diploma or equivalent plus 3 yrs general coating inspection experience with 1 yr as a QP-5 Level I inspector with the applicant (or certified) inspection company, OR</li> <li>• Associates Degree or higher plus one year as a QP-5 Level 1 inspector with the applicant (or certified) inspection company OR</li> <li>• SSPC or NACE CIP Inspector Certification Level 1,2 or 3 designation with 2 yrs general coating inspection experience with 1 yr as an SSPC QP-5 Level 2 inspector with the applicant (or certified) inspection company</li> </ul>	1 2 3 	
		2. Capabilities: Level I duties, plus: <ul style="list-style-type: none"> <li>• planning and supervising inspections</li> <li>• initiating inspection plans</li> <li>• Reviewing, organizing and approving results of inspections</li> <li>• Monitoring the performance of and supervising the work of Level I coating inspectors</li> <li>• Verifying qualifications of Level I inspectors</li> <li>• Implementing the QA Program</li> </ul>	1 2 3 	
20.	6.3.3 & 6.4.3 & 6.4.4 Qualification and training of inspectors  <b>SSPC QP-5 LEVEL III</b>	1. SSPC Level III Coatings Inspectors shall be capable of carrying out all of the duties and responsibilities of a SSPC Level II Coatings Inspector. In addition, the SSPC Level III Coatings Inspector shall be capable of : <ul style="list-style-type: none"> <li>• Certifying SSPC Level I and SSPC Level II Coatings Inspectors</li> <li>• Being responsible for evaluating the adequacy of coating inspection training.</li> <li>• Being responsible for authorizing SSPC Level II Inspectors to do training &amp; examination duties.</li> </ul>	1 2 3 	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
		<p>2. SSPC Level III Coatings Inspectors shall meet one of the following 7 combinations:</p> <p>A. High school diploma or equivalent plus six years experience as a QP-5 Level II Coatings Inspector, or</p> <ul style="list-style-type: none"> <li>• High School diploma or equivalent plus 8 years general coating inspection experience with 2 yrs as a QP-5 Level II inspector with applicant (or already certified) inspection company, <b>or</b></li> <li>• High school diploma or equivalent plus ten years of general coating inspection experience with 1 yr as a QP-5 Level II inspection with the applicant (or certified) inspection company or</li> </ul> <p>B. Associate Degree and minimum seven years of general coating inspector experience with 2 yrs as a QP-5 Level II inspector with applicant (or certified) inspection company, or</p> <p>C, B.A. or B.S. Degree plus minimum five years of general coating inspection experience with 2 yrs as QP-5 Level II with applicant (or certified) inspection company</p> <p>D. SSPC Inspector Certification Level 2 or NACE CIP Level 2 Certification, plus minimum of 5 yrs general coating inspection experience, with 1 yr as QP-5 Level II inspector with applicant (or certified) inspection company or</p> <p>E. SSPC or NACE Inspector Certification Level III, plus a minimum 3 yrs general coating inspection experience, with 1 yr as SSPC QP-5 Level II with the applicant (or certified) company</p> <p>Note: all of the above plus any project-specific qualification requirements.</p>	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">○ ○ ○</p>	
21.	6.5 Continual qualification of inspectors	The company shall have a written policy for training or technical society participation to keep the inspector qualified at a given level.	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">○ ○ ○</p>	

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
22.	6.6 Qualification documentation	<ul style="list-style-type: none"> <li>Records of relevant qualification, training and skills, and experience are maintained &amp; are accurate and current.</li> <li>The above records shall be made available to employees and clients upon request. Written records of disclosure to clients are maintained</li> </ul>	1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>Auditor note:</b> Sample 2 or 3 inspector records at random from each qualification category (e.g., Level I, II, III)
23.	6.2. Near distance visual acuity	<ul style="list-style-type: none"> <li>Each inspector is examined annually to ensure natural or corrected near distance visual acuity in at least one eye. The inspector shall read the J-1 letters of a standard Jaeger Test Chart or equivalent, at a distance of not less than 12 inches with one or both eyes, corrected or uncorrected.</li> <li>The exams are administered by a licensed medical practitioner or a person familiar with the tests involved. The results of the vision tests are documented on a "Vision Test Record."</li> </ul>	1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>Auditor note:</b> Sample 2 or 3 inspector visual test records at random from each category (SSPC Level I, II, III).



	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
24.	6.2.2/6.2.3/6.2.4 Color perception	<ul style="list-style-type: none"> <li>Each inspector is initially examined for color perception using the Ishihara Test or the Farnsworth D-15 Test.</li> <li>The exams are administered by a licensed medical practitioner or a person familiar with the tests involved. The results of the vision tests are documented on a "Vision Test Record."</li> <li>If an Inspector fails to pass Farnsworth D-15 Test, the inspector is evaluated by a licensed medical practitioner to provide the necessary data to determine the inspector's color perception. After evaluation, such individuals are certified to perform inspection work that is within the inspector's color perception capability.</li> </ul>	<p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p> <p>1 2 3 ○ ○ ○</p>	<p><b>Auditor note:</b> Sample 2 or 3 inspector visual test records at random from each category (SSPC Level I, II, III). Also verify through review of selected personnel files that records of limited-duty inspectors are clearly annotated.</p>
25.	6.2.5 Other physical qualifications	The responsible organization shall identify any other physical qualifications (in addition to the visual tests referenced above) required to perform assigned inspection duties. The coating inspection company shall verify, prior to assigning an inspector to a project, that, in addition to the visual acuity requirements, the inspector has the physical capability to perform required inspections.	<p>1 2 3 ○ ○ ○</p>	<p>For all of the medical qualification testing, there should be documentation between the company and its doctor concerning the specific tests and evaluations required for inspectors, including pass/fail criteria.</p> <p><b>Auditor note:</b> A sampling of 4-5 records from each qualification category confirms compliance.</p>
<b>IV. INSPECTION EQUIPMENT</b>				

	QP 5 REFERENCE	M.A.R.	SCORE	COMMENTS
26.	8.1 Equipment and equipment reference materials	<ul style="list-style-type: none"> <li>Inspection personnel are furnished all items of equipment, including references to perform inspections &amp; tests.</li> </ul> <p><b>Auditor note:</b> Project records should document all equipment issued to each project or each inspector. This item can also be verified “in the field” during job visits or “floor” audits of inspectors by phone or skype or other electronic media.</p>	1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Review of inspection reports and equipment calibration records confirm compliance.
27.	8.2 Maintenance & calibration of inspection equipment	<ul style="list-style-type: none"> <li>Company Procedures (or manufacturer’s instructions) for maintenance and calibration requirements for each piece of equipment are provided to each inspector.</li> <li>All equipment is maintained in accordance with manufacturer’s recommendations.</li> <li>Records indicate that defective equipment is clearly identified and removed from service.</li> </ul>	1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>! Auditor note:</b> Review of records should establish that all measuring & testing equipment having an effect on the accuracy and validity of inspections or tests performed by the company’s inspectors shall be calibrated before being put into service. No exceptions!
28.	8.3	Calibration records, shall be maintained for each		

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
28.	8.3 Calibration records of Inspection Instruments	<p>Calibration records, shall be maintained for each instrument that requires laboratory calibration and include:</p> <ul style="list-style-type: none"> <li>• The name of the instrument.</li> <li>• Manufacturer's name, type identification, and serial number or other unique identification.</li> <li>• Date instrument was received &amp; date placed in service.</li> <li>• Condition of the instrument when received (e.g., new, used reconditioned).</li> <li>• Manufacturer's operating and calibrating instructions for the instrument.</li> <li>• Dates and results of the instrument's calibration &amp; date that the next calibration should be performed.</li> <li>• Details of maintenance procedures carried out to date</li> <li>• History of any damage, malfunction, modification or repair</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
29.	8.4 & 8.5 & 8.6 Measurement traceability	<ul style="list-style-type: none"> <li>• There is evidence that measurements, where applicable, are traceable to nationally or internationally recognized standards.</li> <li>• Calibration certificates &amp; records shall indicate the traceability to nationally or internationally recognized standards of measurement.</li> <li>• Reference standards used to calibrate inspection equipment shall have evidence of calibration.</li> <li>• When traceability to national standards is not applicable, the company has a procedure or instrument manufacturer's instructions to confirm correlation of results.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
30.	8.4 Measurement traceability (in service)	<ul style="list-style-type: none"> <li>Where relevant, reference standards and measuring and testing equipment is subjected to in-service checks between calibrations.</li> <li>Inspectors note field verification of accuracy checks on inspection reports.</li> </ul>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	
<b>V. INSPECTION METHODS AND PRACTICES</b>						
31.	5 Inspection methods/practices (general)	<ul style="list-style-type: none"> <li>Inspectors are furnished up-to-date instruction manuals, which include current standards as referenced, instructions on calibration verification and use of equipment references, at least annually.</li> <li>There is evidence that inspectors are brought up-to-date on new standards, new tests, new instruments, and new practices.</li> <li>Inspection reports (in-process and final) are retained for a minimum of 3 years after project</li> </ul> <p><b>Auditor note:</b> Look for an annual (or routine) meeting or class to discuss inspection changes. Review meeting outline or class syllabus for applicability. Other acceptable methods include disseminating changes through traceable documents and self-study materials. See also note at end of document concerning FLOOR AUDIT (BY SSPC) OF INSPECTORS TO VERIFY COMPANY SUPPORT.-\</p>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	<input type="radio"/>  <input type="radio"/>  <input type="radio"/>	



	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
<b>VI. RECORDS AND RECORDKEEPING</b>						
33.	3.3 ,3.4 & 3.5 Standard Operating Procedures (SOPs)	<p>There are procedures for insuring quality of inspection and support activities as follows:</p> <ul style="list-style-type: none"> <li>• Inspection procedures and recording systems.</li> <li>• Procedures for receipt of specifications and revisions.</li> <li>• Procedure for identifying the structure or equipment to be tested or inspected so there is no confusion regarding the identity of such items at any time.</li> <li>• Records of standards and specifications or coatings inspection work records and their utilization.</li> <li>• System for filing, distribution, storing and retrieving of inspection reports.</li> <li>• Availability of required inspection equipment, calibration standards, and procedures.</li> <li>• Procedures to ensure that each major significant activity (e.g., surface preparation, coating application, and curing of primer, intermediate and topcoat application) is inspected and documented.</li> <li>• Procedures to verify that specified steps are taken in sampling, handling, transport and storage, an analysis of inspection or test data.</li> <li>• Where methods are not specified, the Inspection company shall select methods from nationally recognized standards published by SSPC, NACE, ASTM or other nationally recognized technical organizations.</li> <li>• Where non-standardized methods are used, these shall be fully documented &amp; subject to agreement with client and coating manufacturer and made available to same or others</li> <li>• Where sampling is carried out for a test method, documented procedures and appropriate statistical techniques are used</li> <li>• Calculations and data transfers are subject to appropriate checks</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
34.	3.3.4.1 Record system	<p>There is evidence that:</p> <ul style="list-style-type: none"> <li>The inspection company maintains a record system to suit its particular circumstance and comply with any applicable regulations.</li> <li>It retains on record all original observations, calculations and derived data, calibration records and a copy of the calibration certificate, or inspection report, for an appropriate period.</li> <li>The records for each inspection and test contain sufficient information to permit their repetition.</li> <li>Records shall include the identity of personnel involved in sampling, preparation, inspection and testing.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
35.	3.3.4.2 & 3.3.4 Storage of records	<ul style="list-style-type: none"> <li>All records (including those pertaining to calibration and test equipment), certificates and reports are safely stored, held secure and in confidence to the client.</li> <li>Reasonable efforts (e.g., locked room, vault, or file cabinets with controlled access) are made to keep records safe and secure.</li> </ul> <p>Where computers or automated equipment are used for the recording, processing, manipulation, reporting, storage or retrieval of calibration or inspection data, the inspection company ensures that:</p> <ul style="list-style-type: none"> <li>Procedures are established and implemented for protecting the integrity of data; such procedures shall include, but not be limited to, integrity of data entry or capture, data storage, data backup and replication, data transmission and data processing, controlled access to computer files.</li> <li>Inspection records are retained for a minimum of 3 yrs unless otherwise required.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
36.	4. (4.1-4.6) Certificates and reports	<p>There is evidence that:</p> <ul style="list-style-type: none"> <li>The results of each inspection, test, or series of inspections or tests carried out by the inspection company are recorded in a written report accurately and objectively, in accordance with any instructions in the inspection or test plan. The reports include all the information necessary for the interpretation of the inspection or test results and all information required by the method used. Data recorded is legible.</li> <li>Each report includes at least: <ol style="list-style-type: none"> <li>A descriptive title.</li> <li>Name and address of inspection company, and location of job site where the inspection was carried out.</li> <li>Identification of the instrumentation (such as serial number).</li> <li>Name (and address of client.)</li> <li>Name (and address of coating application contractor.)</li> <li>Description and clear identification of the structure or equipment inspected.</li> <li>Description of the test area and results of the inspection or test.</li> </ol> </li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Auditor Note:</b> Particular care and attention is paid to the arrangement of data recorded on all inspection reports. Information recorded shall be legible, easy to read and complete.</p>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
	4. (continued) Certificates and reports	<ul style="list-style-type: none"> <li>8. Date of inspection.</li> <li>9. Identification of the inspection or test method used, or clear description of any non-standard method used.</li> <li>10. Reference to sampling procedure, where relevant.</li> <li>11. Any deviations from, additions to or exclusions from the inspection or test method, and any other information relevant to a specific inspection or test, such as environmental conditions.</li> <li>12. Measurements, examinations and derived results, supported by tables, graphs, sketches and photographs as appropriate, and any failures identified.</li> <li>13. A signature and title, or an equivalent identification of the persons accepting responsibility for the content of the report and date of issue.</li> <li>14. Where relevant, a statement to the effect that the results relate only to items inspected/tested.</li> <li>15. A statement that the report shall not be reproduced except in full, without the written approval of the inspection company's management.</li> <li>16. Where the report contains results of inspections or tests performed by sub-contractors, these results shall be clearly identified.</li> <li>17. There is evidence that clients are promptly notified in writing of any event that casts doubt on the validity of results given in an inspection report or an amendment to a report.</li> <li>18. Inspectors or support staff follow established procedures for electronic transmission of inspection reports, including guarding confidentiality where applicable</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
37.	9. & 10. Subcontracting of Inspection and Testing & Outside Support and Supplies	<ul style="list-style-type: none"> <li>Subcontracted coatings and linings inspection or testing work is performed, without exception, by firms that are QP-5 certified.</li> <li>There is a definitive agreement between all parties in subcontracting arrangements (e.g., owner and inspection firm; prime and inspection firm) as to the responsibilities of each.</li> <li>The client is notified in writing of the inspection company's intention to subcontract inspection work. Written client approval is obtained where required.</li> <li>Outside suppliers and service providers are qualified in accordance with company procedures. At a minimum, the firm has implemented procedures to ensure that services &amp; supplies meet client and company standards for quality and reliability.</li> <li>The company maintains records of all suppliers from whom it obtains support services or supplies required for inspections or tests.</li> </ul> <p><b>Auditor note:</b> Where a QP 5 inspection company retains all management responsibility, this is not considered subcontracting, regardless of how the inspectors are hired. The intent is to have qualified inspection managed and documented in accordance with SSPC QP 5, and as long as this is accomplished, the underlying contractual agreements with individual inspectors are not important.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	QP 5 REFERENCE	M.A.R.	SCORE			COMMENTS
			1	2	3	
38.	3.3.11 Complaints	<ul style="list-style-type: none"> <li>• There is a documented policy and specific procedures for: (1) receiving, (2) assessing, (3) documenting and (4) responding to client complaints</li> <li>• There is evidence that the complaint procedures have been implemented.</li> <li>• Complaints are referred to the RE for investigation and resolution.</li> <li>• There's evidence of applicable corrective action documentation and implementation.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Auditor note:</b> We are looking for a definitive policy, and evidence that a policy is followed that outlines for all employees the process that is to be followed upon receipt of a complaint.
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
39.	3.3.12 Audits triggered by significant complaints/coating failure.	There is evidence that complaints that raise concern about the company's compliance with policies and procedures, conformance to this standard, or the quality of inspection work trigger a prompt audit in accordance with item 15 above.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Appendix A

### QP-5 Internal Audit

#### Compliance with QP-5

SSPC expects QP-5 firms to perform internal audits on a minimum of 50% of their coatings and linings inspection projects. One way to demonstrate compliance with this quantitative requirement is to keep a log of annual (FY calendar) inspection projects with notations on the log showing which jobs were internally audited, the name of the internal auditor, and the date(s) of the internal audit. The log should link specific project records to the appropriate internal audit records.

If you already have such a log or list and use it for other purposes, this is acceptable.

To assist you in identifying projects for auditing, here is a list of situations that might pose unusual risks and must be considered high-priority projects for internal auditing:

- Using or having used an inspector “new” to your company
- Using or having used a newly trained, inexperienced inspector
- Doing inspection work for a new client
- Doing inspection work in a new category of work, regardless of whether you have an experienced inspector on the project
- Receiving a complaint about the level or quality of inspection from your client, the prime contractor, the painting contractor, or the material or equipment supplier
- Receiving a formal request from a client to audit project documents and test procedures/results
- Executing a contract that requires internal auditing

You should allow for internal audits to be both announced and unannounced at the discretion of your total quality manager (TQM) or the responsible executive (RE).

#### Audit Sample Size

Much value can be derived from internal audits when appropriate sampling techniques are used. The inspection company should have procedures in place to implement the internal audit policy, including selecting projects, sampling, evaluating, and reporting.

Internal audits should be fair and objective. Before beginning any audit, the internal auditor must become familiar with the details of the coating specification, especially acceptance criteria, as well as details of the QMS. Records and test procedures and results must be reviewed for completeness, accuracy, and relevance.

When the audit is complete, the internal auditor must sign the report and distribute copies to the TQM and the RE. All audit reports (internal and external), management reviews, and corrective actions and resolutions (internal and external) shall be part of the controlled records.

#### Periodic Spot Checks at Job Sites

In addition to the annual QP-5 external audit conducted at your headquarters or at a division office by SSPC, SSPC auditors visiting job sites to conduct other types of SSPC audits may, at their discretion, do a spot check of your QP-5 procedures as they apply to a particular job. Please notify your field inspectors and project managers so they are prepared to respond to an auditor's questions about QP-5 related procedures. If the SSPC auditor cites your company for a deficiency or a corrective action as a result of a job-site spot check, the auditor will inform your inspector on site of the deficiency or corrective action and have the inspector sign-off that he/she has been notified. The SSPC Corporate Certification Specialist will notify the TQM formally after the QP-5 field audit report is received and processed.

**SSPC  
Internal Audit Corrective Action Report  
QP 5 Coating and Lining Inspection Company Certification Program**

(Use Separate Sheet for Each Audit Type & Location)

Firm Name: \_\_\_\_\_ Reference #: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Type of Audit: QP 5 Initial  Annual  Follow-up   
(Circle any that apply)

Location of  
Corrective Action: Job Site Office \_\_\_\_\_  
(Circle location & give name of job)

**MAJOR CARs are for Scores of "1", MINOR CARs are for Scores of "1"**

ITEM#		CORRECTIVE ACTION(S)
Company Representative's Signature: _____		Auditor's Signature: _____
Printed Name & Title: _____		Printed Name: _____
<p>Contractor's signature is to confirm receipt of the above listed Corrective Actions and that the contractor is responsible for implementing the proper corrective actions and follow-up. Failure of the contractor to fix corrective actions will be cause for issuing a deficiency.</p>		

Corrective Action Form 07/05



**INSPECTOR AUDIT FORM**

**Inspector Name:**  
**Inspector Scope of Work:**  
**Date:**

Inspector Certification or QP5 Program (Check all applicable boxes):	Number:	Certification Level:	Expiration Date:
PCI:			
BCI:			
NBPI:			
QP5 Field Audit:			
Photographed Inspector ID Check:	Driver's License, Employer ID Card, Other (Please Specify Below):		

	Rating
	0 1 2 3
1. Does Inspector have proper PPE, training, licenses, and appear to possess the physical abilities needed to perform his / her contracted inspection of this structure?  <b>Comments:</b>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2. Does Inspector have all necessary Contract documents: Project Specification and Special Provisions, Contract Invoked Standards, Product Data Sheets, Technical Bulletins, SDS, Contractor Work Plans, Approved Containment Drawings, Etc.?  <b>Comments:</b>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3. Is there evidence that the Inspector is observing and documenting all QA or QC Inspection "Hold - Points" on a daily basis (including identification of all non - conformances and associated re - work)?  <b>Comments:</b>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>



		Rating
		0   1   2   3
4. Has the Inspector properly documented, receipt / storage of material, surface preparation, coating application, cure testing, etc. on the Daily Inspection Reports (DIR's are signed, dated, and distributed as required by the Contract(s))?  <p style="text-align: center;"><b>Comments:</b></p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
5. Have structure owners or other authorities been promptly notified of all non-conformances?  <p style="text-align: center;"><b>Comments:</b></p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
6. Are Inspection instruments and gages functioning are gage calibration records available, are calibration verifications being conducted and documented?  <p style="text-align: center;"><b>Comments:</b></p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
7. Do the Inspector DIR's reasonably represent the progress of work observed during the Inspector Audit?  <p style="text-align: center;"><b>Inspector Signature and Date:</b></p> <p style="text-align: center;"><b>Auditor Signature and Date:</b></p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

**Rating Key:**

- 1 Major Deficiency: inadequate equipment, procedures, documentation, and training observed (Less than 2/3 of the requirements of the standard are being met).
- 2 Minor Deficiency: minor revisions to procedures, documentation, and training needed (At least 2/3 of the requirements of the standard are being met).
- 3 No Deficiency - Compliant Inspection procedures, documentation, and training.