



**QP 6**  
**ANNUAL INTERNAL AUDIT REPORT / CHECKLIST**  
**FOR SSPC CERTIFIED METALLIZING CONTRACTORS**

<b>Company Name:</b>					
<b>Street Address:</b>					
<b>City:</b>			<b>State:</b>		<b>Zip:</b>
<b>Phone:</b>			<b>Fax:</b>		
<b>E-mail:</b>			<b>Web:</b>	http://	

Performed By: \_\_\_\_\_  
Corporate QA/QC Mgr. (print) \_\_\_\_\_  
Signature

Office Audit: \_\_\_\_\_  
Date

Job Audit: \_\_\_\_\_  
Date \_\_\_\_\_  
Name of Site

\*Approved By: \_\_\_\_\_  
S & H Officer (print) \_\_\_\_\_  
Signature

\* Required if Health & Safety portion of audit is performed by someone other than the QA/QC Manager.

Approved By: \_\_\_\_\_  
President, CEO, COO (print) \_\_\_\_\_  
Signature

**NOTE: This internal audit report / checklist must be approved by the CEO, Chief Operations Officer, or President in order to be accepted by SSPC.**

ANNUAL QP 6 INTERNAL AUDIT REPORT

The following questions must be answered by the contractor's representative performing the Annual QP 6 Internal Audit.

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

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

**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 contracting firm, etc.)

Yes       No      (If Yes, please explain - attach sheet to application.)

3. Have you completed and signed the Annual Internal Audit Report? (The certification cannot be continued without performing an annual internal audit and reporting the results to SSPC.)

Yes       No

4. a. Is your company now or has it in the past been associated in any way with a contracting firm operating under another name, which has been disciplined by SSPC under the DAC?

Yes       No      (If Yes, please explain - attach sheet to application.)

b. Are any of your company's officers, directors, owners, managing agents, managers now exercising (or have previously exercised) directly or indirectly control, management or ownership of another contracting firm, which has been disciplined by SSPC under the DAC?

Yes       No      (If Yes, please explain - attach sheet to application.)

If no such association with a firm previously disciplined under the DAC exists, you must state so below.

No, there has not been an association.

Yes, there has been an association (attach explanation).

5. Has your company been disqualified or disbarred from any bidder's list in the past 24 months?

Yes       No      (If Yes, please provide the reason for the disqualification or disbarment and the name of the facility owner.)

6. a. Have the previous SSPC QP 6 external audit results been reviewed prior to completing this Internal Audit?  
 Yes       No
- b. Have previous deficiencies cited at both your last external audit and the most recent internal audit been reviewed and the corrective actions verified?  
 Yes       No

**MANAGEMENT PROCEDURES**

*COMPANY POLICY*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
1. (A.1.a)	5.1.1 Mission Statement	• Mission Statement available.	0 1 2 3	
		• On company letterhead and signed by the president/CEO and updated or reaffirmed annually.	0 1 2 3	
		• Posted at office and job sites.	0 1 2 3	
		• Must address: Quality; Safety & Health, Environmental Protection practices.	0 1 2 3	
<b>Item Score</b>				
2. (A.1.b)	5.1.1 Disseminating Company Policies	There is evidence that management has implemented procedures to disseminate policies to all workers under its direction. Examples may be: - Employee manual or handbook - New employee orientation - Work force conferences	0 1 2 3	
			<b>Item Score</b>	

NOTE: Item numbers in left hand column match item numbers in the application. For example, Item 1 (A.1.a) refers to Item A.1.a in the application and program instructions booklet. **MANAGEMENT PROCEDURES**

*ORGANIZATION AND PERSONNEL*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
3. (A.2.a)	5.1.2.a Organization Chart	• Organization chart exists.	0 1 2 3	
		• Lines of responsibility are shown.	0 1 2 3	
		• Identifies Thermal Spray Supervisor, all qualified Thermal Spray Operators and the Thermal Spray Inspector	0 1 2 3	
		• <b>Must be updated or reaffirmed annually by President/CEO/COO.</b>	0 1 2 3	
		<b>Item Score</b>		
4. (A.2.b.)	5.1.2.b Job Descriptions for Management and Other Key Personnel	• Written job descriptions for management exist. List of names, titles, duties, and job descriptions for key personnel (management, technical, quality control supervisor, safety officer).	0 1 2 3	
		• Responsibility and duties are clearly stated.	0 1 2 3	
		• Required experience, licenses, certifications, training and refresher courses for each position are stated.*	0 1 2 3	
		• Licenses and certifications are current.	0 1 2 3	
		• Documentation confirms that duties match job descriptions.	0 1 2 3	
* NOTE: Training programs are in place at least six months and correlate with industry jobs, positions and professions.				
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**MANAGEMENT PROCEDURES**  
*ADMINISTRATION AND MANAGEMENT*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
5. (A.3.a)	5.1.3.a Financial Recordkeeping/ Insurances	<ul style="list-style-type: none"> <li>• A recognized accounting system is in place.</li> <li>• Contractor provides a brief written description for method of financial recordkeeping.</li> <li>• Evidence exists that tax returns are submitted when due.</li> <li>• Evidence that worker's compensation, liability and other insurances are paid and current.</li> <li>• Verify documentation that workers are paid by the company.</li> </ul>	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
<b>Item Score</b>				
6. (A.3.b)	5.1.3.b Estimating and Scheduling/Cost Accounting	<ul style="list-style-type: none"> <li>• Estimates for work are recorded.</li> <li>• Procedures used for contract estimating, scheduling and cost accounting exists.</li> <li>• Estimates take into account such items as labor, materials, equipment, training, worker protection and overhead.</li> <li>• Written job schedules are available that outline major activities such as:  (1) mobilization, (2) cleaning, (3) surface preparation, (4) thermal spray, (5) seal coat, (6) demobilization.</li> </ul>	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
<b>Item Score</b>				
7. (A.3.c)	5.1.3.c Procedures for Reviewing Specifications and <b>Bidding</b> Documentation	<ul style="list-style-type: none"> <li>• Demonstrate that there's a procedure in place, either a checklist or other documentation, that shows that management reviews specification and inquiry documents.</li> <li>• Auditor checks date of spec vs. date of review documentation.</li> <li>• Evaluation criteria are used to define requirements.</li> <li>• Internal discussion is coordinated and results are recorded in writing (e.g., Project Documentation Log).</li> </ul>	0 1 2 3 0 1 2 3 0 1 2 3 0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**MANAGEMENT PROCEDURES**

*ADMINISTRATION AND MANAGEMENT (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
8. (A.3.d)	5.1.3.d Procedures for Learning About and Complying with Regulations	<ul style="list-style-type: none"> <li>• A key person is designated (in writing) to keep abreast of environmental, safety and health regulations affecting the contractor's operations.</li> <li>• Formal procedures for learning about and meeting current federal, state and local environmental, health and safety regulations exists.</li> </ul>	0 1 2 3	
			0 1 2 3	
			0 1 2 3	
			0 1 2 3	
			0 1 2 3	
<b><u>CRITICAL ITEM</u></b>		<ul style="list-style-type: none"> <li>• There is a history of someone performing these duties. (6 months)</li> <li>• Current versions of regulations applicable to specific projects are available to personnel at the job site or to personnel on the shop floor.</li> <li>• There is evidence that applicable regulations are followed.</li> </ul>	<b>Item Score</b>	

NOTE: Item numbers in left hand column match item numbers in the application.

Note to Auditor: The contractor must achieve a gross score of 30 in order to earn a "2" rating for Item 9.

**TECHNICAL CAPABILITIES**  
*QUALIFIED PERSONNEL*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
9. (B.1.a)	5.2.1.a Personnel Qualifications – Worker Training & Experience  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>• Documentation exists (training records, certificates, relevant correspondence) for training, experience and work history of qualified workers including thermal spray supervisor (TSS), thermal spray operators (TSO), and abrasive blasters, if applicable.</li> </ul> <p>Examples of training providers are:</p> <ul style="list-style-type: none"> <li>- labor organization (e.g., IUPAT)</li> <li>- craft training organization (e.g., ABC, AGC, NCCER)</li> <li>- material and equipment suppliers</li> <li>- trade or vo-tech schools</li> <li>- thermal spray consultants</li> <li>- documented in-house training</li> </ul>	0 1 2 3	
<b>Item Score</b>				
9. (cont.) (B.1.a) (App. A)	6.1.1.1 Experience  <b><u>CRITICAL ITEM</u></b>  6.1.1.1.a Thermal Spray Supervisor (TSS) Steel  6.1.1.1.b Thermal Spray Supervisor (TSS) Concrete	<ul style="list-style-type: none"> <li>• Thermal Spray Supervisor (TSS) has the required experience in accordance with AWS C2.16/C2.16M:2002</li> <li>• The TSS-Steel has documented evidence of at least (2) years satisfactory performance in managing and supervising abrasive blast cleaning projects of steel surfaces in conformance with the requirements of SSPC-SP 5 and SP 10. (Alternatively, the supervisor shall have 1 year experience and successful completion of the SSPC C-7 qualification program).</li> <li>• The TSS-Concrete has at least (1) year of satisfactory performance in managing and supervising abrasive blast cleaning projects of concrete surfaces.</li> </ul>	0 1 2 3  0 1 2 3  0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**TECHNICAL CAPABILITIES**

*QUALIFIED PERSONNEL (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
9. (cont.) (B.1.a) (App. A)	6.1.1.2 Training  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>Evidence exists that the TSS participated in an SSPC Thermal Spray Training Course or equivalent, or documentation of at least (2) years of experience in thermal spray application.</li> </ul>	0 1 2 3	
	6.1.1.2.a Steel Category	<ul style="list-style-type: none"> <li>Documented Training of (16) hours of theoretical and quality related training in general accordance with SSPC-CS 23.00/AWS 2.23M/C2:23/NACE No. 12.</li> </ul>	0 1 2 3	
	6.1.1.2.b Concrete Category	<ul style="list-style-type: none"> <li>Training course consists of (16) hours of theoretical and quality related training in general accordance with AWS C2.20/C2.20M.</li> </ul>	0 1 2 3	
	6.1.1.2.c Both Categories	<ul style="list-style-type: none"> <li>Documentation exists for Supervisor by the thermal spray equipment supplier as having participated and exhibited knowledge (theoretical and practical) in the use of specific thermal spray equipment.                             <ul style="list-style-type: none"> <li>(8) hours of practical w/ QC instruments included</li> <li>Supervisors with (2) years of documented experience have been trained and qualified by equipment manufacturer or formal (8) hour training procedure</li> </ul> </li> </ul>	0 1 2 3	
		<b>Item Score</b>		

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**TECHNICAL CAPABILITIES**  
*QUALIFIED PERSONNEL (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
9. (cont.) (B.1.a) (App. A)	6.1.1.3.a Qualification	<ul style="list-style-type: none"> <li>Evidence exists that the TSS is qualified under the contractor's program as a thermal spray operator</li> </ul>	0 1 2 3	
	<u><b>CRITICAL ITEM</b></u>			
	6.1.1.3.b Steel Category	<ul style="list-style-type: none"> <li>Specific testing requirements include:                             <ul style="list-style-type: none"> <li>AWS C2.16/C2.16M-2002</li> <li>TSOQT No. JK-1 - Job Knowledge</li> <li>TSOQT No. AS-1 - Arc Spraying</li> <li>TSOQT No. FS-1 - Flame Spraying</li> <li>Annex A – Safety Information</li> </ul> </li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>TSS supervisor is re-qualified every two years w/ a min. passing score of 75%.</li> </ul>	0 1 2 3	
6.1.1.3.c Concrete Category	<ul style="list-style-type: none"> <li>Specific Testing Requirements include:                             <ul style="list-style-type: none"> <li>TSOQT No. JK-1 – Job Knowledge</li> <li>TSOQT No. A&amp;FS-1 – Arc and Flame Spraying</li> <li>Annex A – Safety Information</li> </ul> </li> </ul>	0 1 2 3		
	<ul style="list-style-type: none"> <li>TSS supervisor is re-qualified every two years w/ a min. passing score of 75%.</li> </ul>	0 1 2 3		
		<b>Item Score</b>		

NOTE: Item numbers in left hand column match item numbers in the application.



**TECHNICAL CAPABILITIES**

*TECHNICAL RESOURCES*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
11. (B.2.a)	5.2.2.a Industry Group Affiliations	<ul style="list-style-type: none"> <li>• Review of current membership certificates and correspondence confirms that contractor maintains affiliation(s) with industry group(s) that provide information on surface preparation, thermal spray and coating technology (technical societies, trade bodies, etc...).</li> </ul>	0 1 2 3	
<b>Item Score</b>				
12. (B.2.b)	5.2.2.b & 5.3.2 Technical Standards Library  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>• Office and key management and production personnel have access to and are aware of current versions of:               <ol style="list-style-type: none"> <li>(1) SSPC CS-23.00</li> <li>(2) AWS C2.16M:2002</li> <li>(3) AWS C.20/C2.20M (if you do concrete metallizing)</li> <li>(4) AWS C2.23M/C2.23:2003</li> </ol> </li> <li>• Current versions of technical standards, references applicable to the job, and job reference standards are available to personnel at each job site.</li> <li>• There is evidence of their use.</li> </ul>	0 1 2 3  0 1 2 3  0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.



**TECHNICAL CAPABILITIES**

*TECHNICAL PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
16. (B.3.d)	5.2.4.a Documentation that the contractor is currently involved in or has completed industrial metallizing jobs within the last 18 months. The documentation shall include:	<p>Does the company have evidence of current and past industrial metallizing jobs within the last 18 months. (May be combination of concrete &amp; steel)</p> <p>Does the documentation include:</p> <ul style="list-style-type: none"> <li>• Facility name, address, including zip code, telephone and fax number, owner's prime contractor's representative in charge of your field operations.</li> <li>• Scope of work performed</li> <li>• Materials applied and approximate quantities</li> <li>• Equipment used for surface preparation and metallizing</li> <li>• Types (e.g., thermal spray operators; blaster; helpers) and number of personnel field employed</li> <li>• Special safety (e.g., protection from lead; working at heights) or environmental (e.g., containment) requirements</li> <li>• Duration of project (start-finish date)</li> </ul> <p>NOTE: List should include all jobs under contract to your firm regardless of whether all or any portion of the job was subcontracted.</p> <p style="text-align: right;"><b>Item Score</b></p>	NOTE: Not rated during audit — submitted with initial and maintenance applications.	

NOTE: Item numbers in left hand column match item numbers in the application.

**TECHNICAL CAPABILITIES**  
*EXPERIENCE, EQUIPMENT, AND FACILITIES*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
17. (B.4)	5.2.4.b Maintenance/Repair of Equipment	<ul style="list-style-type: none"> <li>Contractor has a written preventive maintenance plan or copies of manufacturer's maintenance manual and repair intervals for major equipment.</li> <li>There is evidence (e.g., maintenance records; service/repair invoices) that maintenance schedules are followed.</li> <li>Formal description of maintenance and repair procedures utilized for equipment used to do thermal spraying/metallizing, including repair logs.</li> </ul>	0 1 2 3	
			0 1 2 3	
			0 1 2 3	
			<b>Item Score</b>	

NOTE: Item numbers in left hand column match item numbers in the application.

**QUALITY CONTROL**  
*PROGRAM*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
18. (C.1)	6.2 & 5.3.2.e Quality Control Program  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>Contractor's quality control program complies with the requirements specified in <b>SSPC CS-23.00 / AWS C2.23M/C2.23:2003 for steel</b> and <b>AWS C2.20/C2.20M-2002 for concrete</b></li> <li>Contractor demonstrates that it uses qualified personnel and proper inspection and recording procedures</li> <li>This procedure is available to and utilized by site personnel. It can be amended for job-specific needs. It must be at the job site.</li> </ul>	0 1 2 3	
			0 1 2 3	
			0 1 2 3	
			<b>Item Score</b>	

NOTE: Item numbers in left hand column match item numbers in the application.

**QUALITY CONTROL**  
**PERSONNEL QUALIFICATIONS**

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
19. (C.1)	5.3.1 Qualifications of Company QC Supervisor  <b><u>CRITICAL ITEM</u></b>	<u>QC Supervisor</u>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• There is a history of someone in this position.</li> <li>• Auditor questions the QC Supervisor or checks personnel records to determine that he or she has 2 years' (full time) varied thermal spray experience appropriate for the QC tasks at hand. (e.g., inspection, calibration, corrections, corrective re-work)</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• The QCS completes and submits the SSPC Quiz for the category of certification:               <ul style="list-style-type: none"> <li>- Steel – Quiz 6113B</li> <li>- Concrete – Quiz 6113C</li> </ul> </li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• TSS supervisor is re-qualified every two years w/ a min. passing score of 75%.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• The QCS successfully completes the SSPC QCS training program no later than December 2006.</li> </ul>	0 1 2 3	
<b>Item Score</b>				
20. (C.3)	6.1.3 Thermal Spray Inspector  <b><u>CRITICAL ITEM</u></b>	Contractor has a program for training, qualifying and certifying its thermal spray inspector(s) for all the inspection procedures listed in Item 22 of this checklist and any other procedures required by customers.  Note: Inspector training should follow requirements of ASTM D3276 and SSPC-C2.23.00/AWS C2.23/MC2:23/NACE No. 12.	0 1 2 3	
		<b>Item Score</b>		

NOTE: Item numbers in left hand column match item numbers in the application.

**QUALITY CONTROL**  
*INSPECTION PROCEDURES AND RECORDING SYSTEMS*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
21. (C.4)	5.3.2.d Identifying Non-Conforming Work  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>There are procedures for checking for non-conforming work and stopping work, if necessary. There is evidence that these procedures are properly utilized.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>There is evidence (e.g., NCRs, hold tags) that TSI's notify operations supervisors of non-conforming work and identify re-work requirements.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>Non-conformances and required corrective actions are routinely recorded by TSIs.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>There is evidence that re-work inspections are performed and/or NCRs or hold tags are removed when work is accepted by the TSI.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>Deviations from above procedures for specified circumstances (e.g., client request) are clearly controlled and documented. Technical justifications are documented.</li> </ul>	0 1 2 3	
<b>Item Score</b>				

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NOTE: Item numbers in left hand column match item numbers in the application.

**QUALITY CONTROL**

*INSPECTION PROCEDURES AND RECORDING SYSTEMS (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
23. (C.6)	5.3.2.c Calibration Standards – Checking Accuracy of Inspection Instruments  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>• Inspection equipment and calibration procedures are available and properly utilized                             <ul style="list-style-type: none"> <li>– DFT Gage</li> <li>– Profile Gage (Micrometer)</li> <li>– Ambient Conditions Equipment</li> <li>– Adhesion Tester</li> </ul> </li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• Calibration standards exist for use by Quality Control personnel on site.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• There is evidence that inspection equipment on site is checked for accuracy before use.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• Records of calibration/accuracy checks of inspection equipment used on site are maintained.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• Planned maintenance of inspection equipment is carried out.</li> </ul>	0 1 2 3	
<b>Item Score</b>				
24. (C.7)	5.3.2.f Hold Point Inspections	There is evidence that hold point inspections are conducted during each major operation. <u>Examples</u> of inspections done: <ul style="list-style-type: none"> <li>– pre-cleaning</li> <li>– treatment of flame cut edges</li> <li>– surface preparation</li> <li>– bend test</li> <li>– thermal spray (primer) application</li> <li>– adhesion test</li> <li>– cut test</li> <li>– seal coat</li> <li>– top coat</li> <li>– cure</li> </ul>	0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application. **SAFETY PROCEDURES**

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
25. (D.1)	5.4.1 Safety Program and Safety Education  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>• Contractor has written Safety and Health Compliance Program based on OSHA or equivalent standards applicable to its operations. At a minimum, the program must address applicable portions of the following topics:                             <ul style="list-style-type: none"> <li>- Hazardous Materials</li> <li>- Personal Protective Equipment</li> <li>- General Safety &amp; Health Provisions</li> <li>- Occupational Health &amp; Environmental Controls as applicable to the thermal spray industry</li> <li>- Personal Protective &amp; Life Saving Equipment</li> <li>- Fire Protection &amp; Prevention</li> <li>- Signs, Signals and Barricades</li> <li>- Materials Handling, Storage, Use, and Disposal</li> <li>- Hand and Power Tools</li> <li>- Welding and Cutting</li> <li>- Electrical</li> <li>- Scaffolds</li> <li>- Fall Protection</li> <li>- Cranes, Derricks, Hoists, Elevators, and Conveyors</li> <li>- Ladders</li> <li>- Toxic &amp; Hazardous Substances</li> <li>- Thermal Spray Operation Hazards</li> <li>- HPWJ</li> </ul> </li> </ul>	0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
25. (cont.) (D.1)	5.4.1.a Safety Program and Safety Education	<ul style="list-style-type: none"> <li>• There is evidence that program requirements are communicated to workers.</li> <li>• There is evidence that general and job-specific safety rules are enforced.</li> <li>• There is evidence that workers receive general safety refresher training (at least annually for full-time employees) or as required by applicable regulations.</li> <li>• There is evidence that work area safety assessments are conducted and corrective actions taken when necessary to correct existing or potential hazards at least monthly or required by the customer.</li> <li>• There is evidence that safety performance is part of each manager's written job description (if contractor is managed by a non-owner).</li> <li>• The safety and health program is also reviewed by ownership or management at least annually to evaluate whether the goal of protecting workers at all work sites is being achieved.</li> </ul> <p>Note to Auditor: Item score is determined by averaging the sub bullet scores.</p>	0 1 2 3	
	<p><b><u>CRITICAL ITEM</u></b></p>		0 1 2 3	
	0 1 2 3			
	0 1 2 3			
	0 1 2 3			
	0 1 2 3			
<b>Item Score</b>				
26. (D.2)	5.4.1.b Pre-job Safety Meetings	<ul style="list-style-type: none"> <li>• A written job specific implementation plan is developed as a result of the pre-job hazard analysis.</li> <li>• In this plan, Safety and Health hazards are identified and documented by the corporate safety officer or designated safety professional for each job/phase activity during the pre-job hazard analysis.</li> </ul>	0 1 2 3	
			0 1 2 3	
			0 1 2 3	
		<ul style="list-style-type: none"> <li>• Evidence of such an analysis on the three most recent jobs is documented.</li> </ul>	0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
27. (D.3)	5.4.1.c Accident Reporting	<ul style="list-style-type: none"> <li>• Contractor has a written accident reporting procedure.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• Accident reports address:                             <ul style="list-style-type: none"> <li>- what happened</li> <li>- to whom</li> <li>- where it happened</li> <li>- how it happened</li> <li>- root cause</li> <li>- immediate follow-up actions to prevent recurrence</li> </ul> </li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• There is evidence that procedure is used (e.g., compare against OSHA 300 log; workers' compensation loss runs)</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>• There is evidence that supervisors assigned follow up actions complete necessary corrective action at the job site within a week after the accident, if feasible, to ensure hazard is removed or properly controlled.</li> </ul>	0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.

**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments	
28. (D.4)	5.4.1.d Monitoring Safety and Loss Control	<ul style="list-style-type: none"> <li>• There is evidence that contractor's owners or managers review safety performance at least annually.</li> </ul>	0 1 2 3		
			<ul style="list-style-type: none"> <li>• Operate a formal procedure for determining the proficiency of the safety and loss control program.</li> </ul>		0 1 2 3
			<ul style="list-style-type: none"> <li>• OSHA incidence rates are within industry norms (N/EH x 200,000).</li> </ul>		0 1 2 3
			<ul style="list-style-type: none"> <li>• Workers' compensation experience rating (EMR) average over most recent 3 year period does not exceed 1.10. No single E.M.R., during the 3 year period exceeds 1.25.</li> </ul>		0 1 2 3
			<b>Item Score</b>		
29. (D.5)	5.4.1.e SOPs for Major Equipment  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>• Written Safe Operating Procedures (SOPs) for major equipment are available <b>at job site. (Thermal Spray equipment)</b></li> </ul>	0 1 2 3		
			<ul style="list-style-type: none"> <li>• Owners and/or managers have approved these procedures.</li> </ul>		0 1 2 3
			<ul style="list-style-type: none"> <li>• These procedures have also been reviewed by the contractor's safety director or designated safety professional.</li> </ul>		0 1 2 3
			<ul style="list-style-type: none"> <li>• There is evidence that these procedures incorporate equipment manufacturers' recommendations for safe operation.</li> </ul>		0 1 2 3
			<b>Item Score</b>		

NOTE: Item numbers in left hand column match item numbers in the application.

**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
30. (D.6)	5.4.1.f Personal Protective Equipment and Respiratory Protection	<ul style="list-style-type: none"> <li>As part of contractor's comprehensive Health and Safety Program, the contractor has written respiratory protection program based on OSHA 1910.134 or equivalent regulation or standard.</li> </ul>	0 1 2 3	
	<b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>Contractor also has written procedures for issuing and use of other personal protective equipment (PPE) such as protective clothing for skin protection, devices for eye protection, devices for hearing protection, foot protection, head protection, life jackets if applicable, life saving equipment.</li> </ul>	0 1 2 3	
	<ul style="list-style-type: none"> <li>Required respirators and protective equipment are available.</li> </ul>	0 1 2 3		
	<ul style="list-style-type: none"> <li>There is evidence that workers use respirators and PPE.</li> </ul>	0 1 2 3		
	<ul style="list-style-type: none"> <li>There is evidence that workers are trained in the use and maintenance of respirators and PPE.</li> </ul>	0 1 2 3		
	<ul style="list-style-type: none"> <li>The contractor uses a formal system to check the effectiveness of PPE used on site and to maintain PPE used on site in good working condition.</li> </ul> <p>Note to Auditor: Average 5 sub bullet scores to obtain total item score.</p> <p style="text-align: right;"><b>Item Score</b></p>	0 1 2 3		

NOTE: Item numbers in left hand column match item numbers in the application.

**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
31. (D.7)	5.4.1.g First Aid-Trained Employees	<ul style="list-style-type: none"> <li>An approved first aid kit is available on the job site and is accessible in case of an emergency. Check to see that it is filled.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>There is at least one person available on each job site who has first aid (and CPR) training certificates issued by the Red Cross or an equivalent organization. This is applicable to a crew of 6 or more who are on project that lasts 2 or more days. Check credentials on site.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>Emergency telephone numbers (e.g., police, fire, ambulance) are posted at each job site where 911 service is unavailable.</li> </ul> <p style="text-align: right;"><b>Item Score</b></p>	0 1 2 3	
32. (D.8)	5.4.1.h Compliance Plan/Procedures  <b><u>CRITICAL ITEM</u></b>	<ul style="list-style-type: none"> <li>Contractor owners or management discuss and keep records of non-compliance with federal, state and local regulations and also report allegations of non-compliance to SSPC Headquarters.</li> </ul>	0 1 2 3	
		<ul style="list-style-type: none"> <li>Corrective actions taken by upper management to avoid receiving citations for repeat violations are documented.</li> </ul> <p style="text-align: right;"><b>Item Score</b></p>	0 1 2 3	

NOTE: Item numbers in left hand column match item numbers in the application.



**SAFETY**

*PROCEDURES (cont'd.)*

Item	QP 6 Reference	M.A.R.	Score	Auditor Comments
33. (D.9)	5.4.2.a Sources of Safety Information	<ul style="list-style-type: none"> <li>• Maintain a list of available safety resource materials.</li> </ul>	0 1 2 3	
	5.4.2.b Acquiring Safety Information	<ul style="list-style-type: none"> <li>• Contractor operates a formal program to acquire information on safety and safety equipment from such recognized sources as:                             <ul style="list-style-type: none"> <li>- OSHA and NIOSH bulletins</li> <li>- BNA Occupational Safety and Health Reporter</li> <li>- ASA Safety Handbook</li> <li>- PDCA Safety Manual</li> <li>- Trade publications/clipping services</li> <li>- AIHA publications and journals</li> </ul> </li> </ul>	0 1 2 3	
	5.4.2.c Safety Info. On Site	<ul style="list-style-type: none"> <li>• Relevant safety information and materials are available to on-site personnel.</li> </ul>	0 1 2 3	
<b>Item Score</b>				

NOTE: Item numbers in left hand column match item numbers in the application.