SSPC: The Society for Protective Coatings

QUALIFICATION PROCEDURE NO. 7

Procedure for Evaluating Painting Contractors With Limited Industrial Work Experience

1. Scope

1.1 The procedure describes a method for evaluating the qualifications of field painting contracting firms with less than 6 months industrial painting experience. The procedure defines minimum requirements for this qualification.

1.2 The procedure determines if a painting contractor has the personnel, organization, qualifications, procedures, and knowledge to perform surface preparation and coating application of the required quality for complex steel structures under the conditions and restrictions specified by the owner.

1.3 The procedure encompasses assessment of resources to perform field application of coatings in the industrial market. Specialty applications, such as lining materials, bituminous products, galvanizing, metallizing, etc., are not covered by the requirements of this standard procedure.

1.4 Meeting the requirements of this special qualification program is not equivalent to SSPC certification (e.g., QP 1 or QP 2). Firms meeting requirements of this procedure have **not** been observed by a qualified auditor performing coating operations in the field on a complex steel structure project.

1.5 This procedure qualifies contractors only for contracts that are specifically designated by owners or their representatives as being open to bids from contractors who meet the requirements described below.

2. Description and Use

2.1 DEFINITIONS:

Auditor: The person possessing the necessary technical competence to review contractors' submittals, conduct on-site audits of contractors, and report results to the qualifying agency (henceforth SSPC) in compliance with the requirements of this procedure and the written requirements of the formal audit program.

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, the public, and the environment, and who has authorization to take prompt corrective measures to eliminate them. OSHA requires a competent person on-site during exposure-producing operations.

Painting Contractor: An individual or firm whose primary business is providing surface preparation and coating application services in the industrial, marine, or heavy commercial markets.

Qualifying Agency: The body responsible for development, maintenance, and operation of the program to ensure uniform compliance with the provisions of this procedure. In this procedure SSPC is the qualifying agency.

Qualification: The procedure by which written assurance is given that a contractor conforms to the prescribed set of conditions or requirements of this procedure.

Procedure: The sequence of steps taken to carry out a particular course of action.

2.2 USAGE: The qualification procedure may be used by a residential, commercial, or light industrial contractor desiring to enter the heavy industrial market and/or to become qualified to SSPC-QP 1 and QP 2.

2.3 FUNCTIONS TO BE EVALUATED: The procedure identifies five function areas to be evaluated depending upon the qualification category sought: Management Procedures; Technical Procedures; Quality Control Procedures; Personnel Qualifications; Safety, Health and Environmental Compliance Programs; including proper handling and disposal of hazardous waste. General requirements for each of these function areas are presented in Section 3.

2.4 EVALUATION PLANNING: SSPC must develop criteria or rating plans to evaluate each contractor against this standard. SSPC shall also determine which of the specific critical items within the five function areas are to be evaluated for subsequent follow-up or evaluation, ensuring the items evaluated are the same for all contractors. The sequence of steps for conducting an evaluation within this program is outlined in Section 5. The auditor will perform the evaluation, in each instance.

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3. Referenced Standards

3.1 The latest issue, revision, or amendment of the standards shall govern, unless otherwise specified.

3.2 SSPC STANDARDS

SSPC Guide 7	Guide for the Disposal of Lead-Contaminated Surface Preparation Debris
SSPC-QP 1	Standard Procedure for Painting Contractors (Field Application to Complex Industrial Structures)
SSPC-QP 2	Standard Procedure for Evaluating the Qualifications of Painting Contractors to Remove Hazardous Paint

General Qualification Requirements

4.1 QUALIFICATION CATEGORIES: This procedure defines two qualification categories: Category 1–Surface Preparation and Coating Application and Category 2– Hazardous Paint Removal in Conjunction with Coating Operations.

4.1.1 Firms seeking qualification under Category 1 shall meet all the requirements of Sections 4.2, 4.3, 4.4, 4.5.1, 4.5.4, 4.5.5, 4.6.1, 4.6.2, 4.6.4 and 4.6.6.

4.1.2 Firms seeking qualification under Category 2 (Hazardous Paint Removal) shall meet all the requirements of Category 1 plus those of Sections 4.5.2, 4.5.3, 4.6.3, and 4.6.5.

4.2 MANAGEMENT PROCEDURES: The applicant must demonstrate adequate procedures for disseminating company policy and for personnel, administrative and financial management as follows:

4.2.1 Contractor Policy: The contractor shall have:

a. Written policies on quality, safety and health, and environmental compliance.
b. Written procedures for disseminating company policies to personnel within the organization.

4.2.2 Organization and Personnel: The contractor shall have:

a. An organizational chart showing division of responsibility within the company.
b. A list of names, titles, duties, and job descriptions for key personnel (management, technical, quality control, safety, health and environmental compliance). Each job description shall state the experience, licenses, certifications and training, and refresher courses required for each position.

4.2.3 Administrative and Management Procedures: The contractor shall provide:

a. A brief, written description of the contractor's method of financial record keeping.
b. Procedures used for contract estimating and scheduling, and for keeping track of job costs.
c. Procedures used to review specifications and other bid documents.
d. Formal procedures for learning about and meeting current federal, state, and local environmental, health, and safety regulations.

4.3 TECHNICAL KNOWLEDGE: The contractor shall have adequate technical resources, suitable job conversion procedures, and appropriate equipment and facilities to perform work. The contractor shall provide the following:

4.3.2 Technical Resources:

a. A list of technical societies, trade associations, other industry groups, or Internet resources utilized by the contractor to keep abreast of technology developments.
b. Verification that the company maintains a library of current SSPC and other technical standards appropriate for types of work the contractor intends to compete for and obtain.

4.3.3 Procedures: Formal procedures, which are used to convert job specifications into field work orders, job plans, etc., including procedures for:

a. Logging receipt of specifications and revisions and recording who gets copies, as well as removing obsolete or superseded documents from active files.
b. Documenting communication that notes exceptions to specifications or other clarifications.
c. Communicating specification requirements to site-based personnel.
d. Quality assurance programs (where used). Work procedures should specifically define quality control methods and criteria.
e. Safety, health and environmental compliance programs.

4.3.4 Equipment and Facilities:

a. List of contractor-owned or leased equipment.
b. Formal description of maintenance and repair procedures utilized for equipment, including repair logs.

4.4. QUALITY CONTROL: The contractor must demonstrate that it has proper inspection and recording procedures for job quality control.

4.4.1 Inspection Procedures and Recording Systems: The contractor must demonstrate the following:

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