



NACE INTERNATIONAL INSTITUTE

CONTRACTOR ACCREDITATION PROGRAM

Contractor Accreditation Application

(AS – 1 Part 2)

- AS-1 F Program for Accreditation of Field Coatings Contractor

And/or

- AS-1 S Program for Accreditation of Shop Coatings Contractor

AS – 1 Part 2 - For Field and/or Shop Coatings Contractor

1. CONTRACTOR INFORMATION

- 1.1. This information identifies the contractor’s Headquarters location and Point of Contact. This information is required on each document in the application to ensure contractor’s required submissions are kept together, and to provide confidentiality for the contractor.
- 1.2. Please provide the following information. Ensure that this information is consistent with the same requested information on other documents used to perform the audit.

2. CONTRACTOR HEADQUARTERS LOCATION

- 2.1. Company Name: _____
- 2.2. Company Address: _____
- 2.3. City: _____
- 2.4. State/Province: _____
- 2.5. Postal/Zip Code: _____
- 2.6. EIN: _____

3. CONTRACTOR POINT OF CONTACT INFORMATION

- 3.1. Point of Contact Name: _____
- 3.2. Business Phone: _____
- 3.3. Cell Phone: _____
- 3.4. E-mail: _____

4. ACCREDITATIONS COVERED BY THIS APPLICATION

- AS-1 F: Accreditation of Field Coatings Contractor
- AS-1 S: Accreditation of Shop Coatings Contractor

5. COMPLETING THIS APPLICATION

- 5.1. Please refer to “NIICAP Overview and Instructions” document which identifies the required documentation to be submitted with NIICAP Contractor Application Part 2, this document. Include all documentation requested.
- 5.2. All audit elements in this application must be completed the first time this application is used. For following years, the following allowances apply:
 - 5.2.1. For items that have been identified in a previous audit using this application, and are the same as during the previous audit, check the “No Change” checkbox.
 - 5.2.2. For items that have changed since the previous audit, the same submissions are required as for the initial audit.
 - 5.2.3. For documents that have new review dates but have not been changed otherwise, there is no need to submit the entire document. Simply enter the document title in Appendix

C. Enter the document number from Appendix C in the “Document” block in the application and identify the section or paragraph number where the requirement or change can be found.

5.2.4. For items that are not applicable, check the “N/A” check box. In Appendix D enter the paragraph number from this document and a brief explanation of why the element is not applicable. Appendix D can also be used for adding additional information about an audit element.

6. BUSINESS STRUCTURE

6.1. Quality Statement. Provide the quality statement, and evidence that the quality statement is readily accessible to employees in hard copy or electronic format. Quality statement should as a minimum address product quality, worker safety, health and mishap prevention, hazardous materials, hazardous waste, and environmental compliance.

N/A: No Change: Document: _____ Section #: _____

6.2. Mishap Investigation Process. Mishap Investigation Process or manual should identify accepted investigation methods to determine root cause, corrective and preventive actions. Process must emphasize objectivity, not disciplinary actions.

N/A: No Change: Document: _____ Section #: _____

6.3. Surveillance or audit report review policy. Identify requirement to perform audits/surveillances and for audit report or surveillance report review by appropriate managers. Should include analysis for negative trends, and incorporation of process improvements into instructions or manuals.

N/A: No Change: Document: _____ Section #: _____

6.4. Effective Management Team. Provide a company organizational chart, or contact list identifying personnel by title and name. Organizational chart or list must include contact information such as phone and e-mail for all significant functions.

N/A: No Change: Document: _____ Section #: _____

6.5. Company Officers’ Information Sheet. Complete a copy of **Appendix B** for each Company Officer, Manager, or person assigned for the functions listed below. The functions performed by an individual may be combined, may be performed by the Foreman, or may use different titles; however, each function must be covered.

Chief Executive Officer
 Quality Assurance Manager
 Project Quality Assurance Manager
 Quality Assurance Technician (QA/QC Functions)
 Training Manager
 Training Instructor(s)
 Environmental, Safety, and Health Manager
 Hazardous Material/Hazardous Waste Manager
 Hazardous Waste Accumulation Area Operator
 Competent Person

6.6. Qualified Person. Isolation of Managers from Production Responsibilities. Provide evidence that the following managers are isolated from production responsibilities. This is not a requirement

in most cases; however, it will improve the contractor's score. Environmental, Safety, Health, Training, QA/QC, and Competent Person.

N/A: No Change: Document: _____ Section #: _____

6.7. Technical Library. Ensure the following documentation is available in hard copy or electronic format at both the Headquarters and the jobsite. Technical library will be verified by visual observation during the audit. Note that the Auditor will request a SDS for one of the materials either on site or indicated as having been used. A "Transportable Copy" of the SDS must be produced within 5 minutes. "Transportable Copy" may be a hard copy, or an electronic copy with a plan in place for someone other than the injured party to travel with the injured party and provide the information to hospital or clinic personnel. Documents include:

- 6.7.1. Applicable industry standards, specifications, and references for work being performed,
- 6.7.2. All employee and manager training and experience evidence as defined in the applicable NIICAP Audit Standard,
- 6.7.3. SDS and PDS for all products currently in use on the jobsite (see note above for SDS requirements),
- 6.7.4. All manuals, compilations of instructions, memos, and directives necessary to verify the elements listed in this administrative review,
- 6.7.5. Manuals covering maintenance and repair of major equipment,
- 6.7.6. Provide evidence that QC data collected is retrievable. The auditor will ask for QC data from a completed job and the contractor must provide access to the information in hard copy or electronic format.
- 6.7.7. Provide copies of documents describing the company's processes for planning and estimating including review of Lessons Learned.
N/A: No Change: Document: _____ Section #: _____
- 6.7.8. Specifications and references for project being audited.
N/A: No Change: Document: _____ Section #: _____
- 6.7.9. Project Emergency Action Plan.
N/A: No Change: Document: _____ Section #: _____

7. SAFETY, ENVIRONMENTAL, AND HEALTH RESPONSIBILITIES

7.1. Environmental, Safety, and Health Manager (or comparable person) Responsibilities. Note that responsibilities may be divided among several managers.

- 7.1.1. Manage the overall Environmental, Safety, and Health Programs.
N/A: No Change: Document: _____ Section #: _____
- 7.1.2. Supervise Project Environmental, Safety, and Health Manager for responsibilities related to these programs.
N/A: No Change: Document: _____ Section #: _____
- 7.1.3. Maintain the Environmental, Safety, and Health Manual(s).
N/A: No Change: Document: _____ Section #: _____

- 7.1.4. Review and maintain all data generated to support the Environmental, Safety, and Health programs.
N/A: No Change: Document: _____ Section #: _____
- 7.2. Project Environmental, Safety, and Health Manager (or comparable person, may be Competent Person, responsibilities may be split among personnel) Responsibilities. Manage the Environmental, Safety, and Health programs at the project level including:
- 7.2.1. Review of inspection sheets and audit or surveillance sheets.
N/A: No Change: Document: _____ Section #: _____
- 7.2.2. Perform/monitor/review employee monitoring for exposure related to PEL for toxic or hazardous elements.
N/A: No Change: Document: _____ Section #: _____
- 7.2.3. Observe work practices, review inspection sheets, inventory, and any other data related to the Hazardous Material and Hazardous Waste Programs at the project level to verify compliance with Environmental, Safety, and Health requirements.
N/A: No Change: Document: _____ Section #: _____
- 7.2.4. Perform audits and surveillances to verify the Environmental, Safety and Health program is being used as stated in the requirements documents.
N/A: No Change: Document: _____ Section #: _____
- 7.3. Competent Person (or similar assignment, duties may be divided among more than one person) Responsibilities.
- 7.3.1. Direct corrective or preventive actions, and stop work if necessary.
N/A: No Change: Document: _____ Section #: _____
- 7.3.2. Safety and monitoring responsibilities are the primary assignment or take precedence, to other production responsibilities and assignments.
N/A: No Change: Document: _____ Section #: _____
- 7.3.3. Frequent jobsite inspections.
N/A: No Change: Document: _____ Section #: _____
- 7.3.4. Confined space entry program assignment.
N/A: No Change: Document: _____ Section #: _____
- 7.3.5. Verify ventilation system operation and filter efficiency (replacement or cleaning).
N/A: No Change: Document: _____ Section #: _____
- 7.3.6. Verify personnel trade skills and safety training prior to work assignment.
N/A: No Change: Document: _____ Section #: _____
- 7.3.7. Verify proper use of Personal Protective Equipment (PPE).
N/A: No Change: Document: _____ Section #: _____
- 7.3.8. Verify proper suit up and un-suiting procedures.
N/A: No Change: Document: _____ Section #: _____
- 7.3.9. Hazardous waste accumulation and hazardous material storage area inspections and corrective actions for discrepancies.
N/A: No Change: Document: _____ Section #: _____

7.3.10. Manage and report worker exposure monitoring data. Normally the Competent Person does not perform the testing.

N/A: No Change: Document: _____ Section #: _____

7.3.11. Generating, accumulating, reporting, and archiving required data collection related to all of the above actions.

N/A: No Change: Document: _____ Section #: _____

7.4. Safety, Health, and Environmental Policies.

7.4.1. Provide access to the Health and Safety Plan that provides for identification, evaluation, and implementation of controls for potential site safety and health hazards. This plan or program contributes to selection of PPE, on site safety practices, engineering controls, and methods to accomplish work.

N/A: No Change: Document: _____ Section #: _____

7.4.2. Requirements for personnel to be qualified by training, experience, or certification prior to using tools.

N/A: No Change: Document: _____ Section #: _____

7.4.3. Policy prohibiting use of tools or equipment that have been altered, have removed guards, or have been damaged.

N/A: No Change: Document: _____ Section #: _____

7.4.4. Policy to ensure personnel have had the required training and briefings regarding hazardous materials/hazardous waste exposure required by the United Nations Globally Harmonized System (formerly "Right to Know"), or other locally applicable system prior to exposure.

N/A: No Change: Document: _____ Section #: _____

7.4.5. Written and accessible Safety and Health Plan that provides for identification, evaluation, and implements controls for potential site safety and health hazards, and directs the most appropriate employee actions.

N/A: No Change: Document: _____ Section #: _____

7.4.6. Provide for explosion proof storage facilities, spill prevention, spill kits, and eyewash stations when required by specification, Compliance Plan, Hazardous Waste Accumulation Area Plan, or higher tier documents.

N/A: No Change: Document: _____ Section #: _____

7.4.7. Direction for First Aid Services and provisions for on site or local emergency support.

N/A: No Change: Document: _____ Section #: _____

7.4.8. Provide evidence of written direction for employees to use proper PPE during work operations, and follow suit up and un-suiting procedures.

N/A: No Change: Document: _____ Section #: _____

8. QUALITY ASSURANCE RESPONSIBILITIES

8.1. Quality Assurance Manager responsibilities.

8.1.1. Direct or indirect supervisory assignment for Project Quality Assurance Manager and Quality Control Technician.

N/A: No Change: Document: _____ Section #: _____

- 8.1.2. Overall Quality Assurance Program management.
N/A: No Change: Document: _____ Section #: _____
- 8.1.3. Maintain Quality Assurance Manual.
N/A: No Change: Document: _____ Section #: _____
- 8.1.4. Review all data generated to support the functions defined in the Quality Assurance Manual (QA/QC data, training records, calibrated equipment data, surveillance or audit reports, instruction changes, preventive and corrective actions).
N/A: No Change: Document: _____ Section #: _____
- 8.1.5. Perform audits/surveillances on site and of documentation generated for each jobsite.
N/A: No Change: Document: _____ Section #: _____
- 8.1.6. Manage the Calibration Program.
N/A: No Change: Document: _____ Section #: _____
- 8.2. Project Quality Assurance Manager responsibilities (may not be applicable for AS-1 S).
- 8.2.1. Overall Quality Assurance program management at the project level including data collection, recordkeeping, reporting functions for QA/QC for each project managed.
N/A: No Change: Document: _____ Section #: _____
- 8.2.2. Reports directly to the Quality Assurance Manager, not the Project Manager for QA/QC functions. Must be independent of the Project Manager when independent QA/QC is specified.
N/A: No Change: Document: _____ Section #: _____
- 8.2.3. Review all data generated by the project to support the functions defined in the Quality Assurance Manual (QA/QC data, training data, surveillance or audit reports, instruction changes, preventive and corrective actions).
N/A: No Change: Document: _____ Section #: _____
- 8.3. Project Quality Control Inspector responsibilities.
- 8.3.1. Reports directly to the Project Quality Assurance Manager (may be the same person as the Project Quality Assurance Manager), and indirectly to the Quality Assurance Manager.
N/A: No Change: Document: _____ Section #: _____
- 8.3.2. Responsible to perform:
- 8.3.2.1. QC functions, such as data collection, checkpoint-hold point inspections.
N/A: No Change: Document: _____ Section #: _____
- 8.3.2.2. Recordkeeping, and reporting functions for each project being worked. Position description must include training requirements.
N/A: No Change: Document: _____ Section #: _____
- 8.3.2.3. In-Process audits and surveillances to ensure Quality Assurance Program requirements are met.
N/A: No Change: Document: _____ Section #: _____

8.4. Formal Quality Assurance Program.

8.4.1. Provide a copy of the Quality Assurance/Quality Control Manual, and evidence that the Quality Assurance Program and Manual are readily available to managers and workers in electronic or printed format.

8.4.2. Manual must address the subjects and provides program direction listed below. Evidence includes a PDF copy of the manual and in process forms, QC data collection forms, audit/surveillance/inspection forms, training records, and instruction change recommendations.

8.4.2.1. Provide a documented method for tracking calibrated equipment recall system for recalibration, equipment maintenance, and segregation or marking for tools that are out of service or damaged.

N/A: No Change: Document: _____ Section #: _____

8.4.2.2. Evidence that QA/QC Managers and Inspectors have current inspection certification from NACE, KTA Tator, SSPC, FROZIO or other recognized certification organizations. Training must include data collection, field verification of data collection equipment calibration, sampling methods and frequency of applicable standards.

N/A: No Change: Document: _____ Section #: _____

8.4.3. Evidence of receipt inspection requirements and job site practices. Evidence may include such things as receipt inspection forms, spread sheets, or receipt inspection criteria.

N/A: No Change: Document: _____ Section #: _____

8.4.3.1. Evidence of material storage requirements such as technical direction for environmental controls and monitoring, segregation or secondary containment, storage area inspections, and job site practices. Evidence would also include records and verification of corrective actions.

N/A: No Change: Document: _____ Section #: _____

8.4.3.2. Requirement for explosion proof material storage area when required by specification or higher tier requirements.

N/A: No Change: Document: _____ Section #: _____

8.4.4. In Process Observations.

8.4.4.1. Defines check points – hold points and directs that the QC Inspector is required to perform them in accordance with project specification and applicable industry standards.

N/A: No Change: Document: _____ Section #: _____

8.4.4.2. Surface cleanliness standards prior to surface preparation.

N/A: No Change: Document: _____ Section #: _____

8.4.4.3. Surface profile.

N/A: No Change: Document: _____ Section #: _____

8.4.4.4. Chlorides/contaminants (as appropriate).

N/A: No Change: Document: _____ Section #: _____

- 8.4.4.5. Cleanliness including surface preparation meets specified standard immediately prior to coating application (each coat).
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.6. Coating/lining application complete visual inspection (each coat).
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.7. DFT readings (each coat).
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.8. Environmental readings and analysis (prior to each task, and at specified frequency through curing).
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.9. Surface preparation and coating/lining application repairs.
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.10. Final acceptance.
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.11. Requires 100% visual inspection.
 N/A: No Change: Document: _____ Section #: _____
- 8.4.4.12. Required environmental data collection and analysis.
 N/A: No Change: Document: _____ Section #: _____

8.4.5. In-House Surveillance/Audit Program.

- 8.4.5.1. Provide evidence of direction, and data from an in-house surveillance or audit program. Program must include tracking findings, contractor caused discrepancies, and root cause analysis, corrective and preventive actions.
 N/A: No Change: Document: _____ Section #: _____

9. PLANNING AND ESTIMATING PROCESS

- 9.1. Read and Understand Specification. Provide evidence of a process to ensure an effective specification review. Evidence may include meeting notes, notes from communications indicating review and understanding, instructions, or spread sheets.
 N/A: No Change: Document: _____ Section #: _____
- 9.2. Job Site Tour. Provide evidence of a policy to normally perform job site tours, or an alternative, such as photos. Provide evidence such as notes, e-mails, spread sheets, etc. validating that the policy is used.
 N/A: No Change: Document: _____ Section #: _____
- 9.3. Review Processes and Material for Feasibility.
 - 9.3.1. Provide evidence of a process to ensure that the proposed surface preparation and coating/lining application processes and materials are appropriate for the job being planned. Include consideration for personnel access, containments, ventilation and curing.
 N/A: No Change: Document: _____ Section #: _____

- 9.3.2. Provide evidence that the process review identifies tasking and sequencing to reduce or prevent rework, such as reviewing discrepancies from similar jobs, tasking shop prep and coating/lining application when items are removed or prior to installation.
 N/A: No Change: Document: _____ Section #: _____
- 9.3.3. Provide evidence of the ability to retrieve historical files for similar jobs to review lessons learned and actual costs.
 N/A: No Change: Document: _____ Section #: _____
- 9.3.4. Provide evidence that the cost of potential hazardous waste removal and management has been addressed in the estimating and bidding process when required by specification or higher tier regulations.
 N/A: No Change: Document: _____ Section #: _____

10. COMMUNICATIONS

- 10.1. Provide evidence of effective communication during pre-bid and pre-job meetings, as well as daily meeting. Documentation may be e-mails, meeting minutes, phone logs, etc.
 N/A: No Change: Document: _____ Section #: _____
- 10.2. Provide examples of phone lists for projects listing significant personnel within the organization and project.
 N/A: No Change: Document: _____ Section #: _____

11. COST AND SCHEDULE MANAGEMENT

- 11.1. Provide direction or example of work breakdown structure used to verify completion of specific tasks on large projects, and roll up cost and progress to support schedule and cost assessment. Evidence may be spread sheets, database printout, meeting minutes, action assignments, certified work orders, or task assignments.
 N/A: No Change: Document: _____ Section #: _____

12. HAZARDOUS MATERIAL – HAZARDOUS WASTE MANAGEMENT

- 12.1. Provide the Hazardous Material Manual and the Hazardous Waste Management Manual covering the following tasks and responsibilities. Note that the responsibilities may be combined in one manual, or over a number of manuals.
- 12.2. Provide evidence or statement that the Hazardous Material Manual and system, and the Hazardous Waste Manual and system cover “Cradle to Grave” handling of hazardous material and hazardous waste.
 N/A: No Change: Document: _____ Section #: _____
- 12.3. Provide evidence that material and solvent quantities and delivery dates are managed based on job site need, material received and used, and job site inventory. Program must provide for material segregation based on compatibility and reactivity, and verification by the foreman to the planner that material has been received.
 N/A: No Change: Document: _____ Section #: _____
- 12.4. Provide evidence of a method to communicate to the job site personnel if material thinning is allowed, what thinner is acceptable for use, and the quantity of thinner allowed.
 N/A: No Change: Document: _____ Section #: _____

- 12.5. Provide evidence of a program, database, or spread sheet for tracking material delivery, segregation, use and disposal.
N/A: No Change: Document: _____ Section #: _____
- 12.6. Provide evidence of a program to treat material being removed as hazardous waste or to sample and test/characterize material prior to removal in accordance with higher tier requirements.
N/A: No Change: Document: _____ Section #: _____
- 12.7. Provide evidence of a policy for secondary containment and/or isolation when required by specification, material segregation, Compliance Plan, for incompatible materials or waste, storage, or higher tier requirements.
N/A: No Change: Document: _____ Section #: _____
- 12.8. Provide evidence of direction for, and location of fire extinguishers, fire alarm and spill control materials as appropriate.
N/A: No Change: Document: _____ Section #: _____
- 12.9. An explosion proof storage area is generally required in storage areas that have open flammable materials, or a mixing area. Provide evidence that when applicable, contractor policies require explosion proof storage.
N/A: No Change: Document: _____ Section #: _____
- 12.10. Waste Accumulation Requirements.
- 12.10.1. Provide evidence that hazardous waste is managed in accordance with higher tier requirements, such as accumulation quantities, start date, labeling requirements, and waste inventory.
N/A: No Change: Document: _____ Section #: _____
- 12.10.2. Provide evidence of waste segregation and labeling:
- 12.10.2.1. Prior to characterization,
- 12.10.2.2. In cases of incompatible waste,
- 12.10.2.3. When waste is defined as non-hazardous.
N/A: No Change: Document: _____ Section #: _____
- 12.10.3. Provide direction for Hazardous Material and Hazardous Waste Accumulation Areas to be kept locked or secure when not in operation.
N/A: No Change: Document: _____ Section #: _____
- 12.10.4. Provide direction that the Hazardous Waste Accumulation Area is prominently posted with contact information for someone local in case of an emergency.
N/A: No Change: Document: _____ Section #: _____
- 12.10.5. Provide direction for non-hazardous waste, such as empty paint containers.
N/A: No Change: Document: _____ Section #: _____

13. DISCREPANCY IDENTIFICATION, REPORTING, AND RESOLUTION PRACTICES

- 13.1. Provide evidence of a method or program for discrepancy identification, tracking, reporting, and analyzing for root cause for all contractor caused discrepancies.
N/A: No Change: Document: _____ Section #: _____

13.2. Provide evidence of a review prior to submission to determine if the reported discrepancy is valid, and if it accurately defines the problem.

N/A: No Change: Document: _____ Section #: _____

NOTE: 10.3 THROUGH 10.5 DO NOT APPLY UNLESS THE CONTRACTOR IS REQUIRED TO PROVIDE PROPOSED TECHNICAL RESOLUTION.

13.3. Provide requirements that the proposed recovery action is based on sound technical rationale, specification, or higher tier requirements.

N/A: No Change: Document: _____ Section #: _____

13.4. Provide evidence of a second technical review of proposed recovery action to verify technical accuracy.

N/A: No Change: Document: _____ Section #: _____

13.5. Provide evidence that the discrepancy review process includes review and acceptance by the owner's representative prior to directing the recovery actions.

N/A: No Change: Document: _____ Section #: _____

13.6. Provide evidence of an effective tracking and discrepancy analysis program or debriefing process. Process must include root cause analysis and potential changes to prevent recurrence, Lessons Learned or similar program.

N/A: No Change: Document: _____ Section #: _____

14. TRAINING AND SKILLS DEVELOPMENT

14.1. Training Manager Responsibilities

14.1.1. Provide evidence that the Training Manager is responsible for overall Training Program management including:

N/A: No Change: Document: _____ Section #: _____

14.1.1.1. Training Plan Development.

N/A: No Change: Document: _____ Section #: _____

14.1.1.2. Lesson Plan Development for any classes taught in-house.

N/A: No Change: Document: _____ Section #: _____

14.1.1.3. Review of audit findings, surveillance findings, Lessons Learned or discrepancy assessment reports to contribute to Training Plan and Lesson Plan development.

N/A: No Change: Document: _____ Section #: _____

14.1.1.4. Provide certification for employees who have successfully completed training and testing. Review of support material such as tests, quizzes, test results for compliance and potential improvements.

N/A: No Change: Document: _____ Section #: _____

14.2. Provide evidence of a formal documented training program (Training Manual or Instruction, Training Plan for all training required, Lesson Plan for any subjects taught in-house) for employee development. Program must include definition of required trade skills and proficiencies (position description) meeting the requirements of Appendix A of AS-1.

N/A: No Change: Document: _____ Section #: _____

- 14.3. Provide evidence of a tracking system to ensure employee training and certifications are kept current prior to assignment requiring the training or certification. Tracking system must include:
 - 14.3.1. Training programs completed by the employee,
 - 14.3.2. Certifications held by the employee,
 - 14.3.3. Skills testing completed by the employee (examples include a class training roster or individual training record for each employee).
 - 14.3.4. List of qualified personnel.
 N/A: No Change: Document: _____ Section #: _____
- 14.4. Provide evidence that Training Manager, Supervisor, or equivalent personnel is assigned to manage an employee development program that tracks job experience and includes periodic employee progress review with individual counseling, supervisor comments, and employee signature.
 N/A: No Change: Document: _____ Section #: _____
- 14.5. Provide evidence that training is provided for employee development into higher skilled positions as appropriate for the tasks performed by the contractor.
 N/A: No Change: Document: _____ Section #: _____
- 14.6. Provide evidence of a formal, documented, program for employee training related to safety, health, hazardous material handling, and hazardous waste handling. Training Program must include all the applicable sections defined in Appendix A of AS-1 including requirements for the Globally Harmonized System or regional/local equivalent as well as locally applicable Hazardous Material and Hazardous Waste training requirements. Employees must be trained and certified prior to exposure to the applicable hazard.
 N/A: No Change: Document: _____ Section #: _____
- 14.7. Program must include periodic progress reviews and tracking of employee certifications required for the tasks assigned.
 N/A: No Change: Document: _____ Section #: _____
- 14.8. Provide evidence that the ESH Instructor is qualified to deliver training based on OSHA or locally applicable requirements. ESH Instructor must be qualified in the courses s/he is providing instruction for, as well as additional training as defined by local requirements.
 N/A: No Change: Document: _____ Section #: _____

15. USE OF IN-HOUSE OR SUB-CONTRACTED RESOURCES

- 15.1. Provide evidence of a written policy or program for managing the decision on when and how to use sub-contracted surface preparation or coating/lining application labor. If the contractor does not use sub-contracted labor to perform surface preparation or coating/lining application, items 15.1 through 15.5 are all not applicable.
 N/A: No Change: Document: _____ Section #: _____
- 15.2. Provide evidence of a decision-making process or policy and selection practices that considers the type and significance of risk when sub-contracting.
 N/A: No Change: Document: _____ Section #: _____

15.3. Provide evidence of Contractor’s oversight practices related to assignment, safety, task completion, and environmental compliance for sub-contractors.

N/A: No Change: Document: _____ Section #: _____

15.4. Provide evidence of Contractor’s verification of sub-contractor’s certifications, licenses, and permits to perform work required by the specification.

N/A: No Change: Document: _____ Section #: _____

15.5. Provide evidence of Contractor’s quality oversight of sub-contractors. Include description of inspection and acceptance of work performed, data collection and/or review, and recovery actions.

N/A: No Change: Document: _____ Section #: _____

This is the end of the AS-1 SHOP AND AS-1 FIELD Application. Ensure that you attach:

- APPENDIX A – Contractor Facility Information Sheet for Each Facility
- APPENDIX B – Company Officers’ Information Sheet for Each Title Listed on Appendix B
- APPENDIX C – List of the Attached Documents
- All Documents Listed in APPENDIX C
- APPENDIX D – Comment Sheet to Explain any “N/A” Entries or to add Information on a Specific Element