



NACE INTERNATIONAL INSTITUTE

CONTRACTOR ACCREDITATION PROGRAM

Contractor Accreditation Application

(AS – 3 Part 2)

- AS-3 Program for Accreditation of Employer Coating Applicator Training Programs

AS – 3 Part 2 – For Employer Coating Applicator Training Programs

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-3: Accreditation of Employer Coating Applicator Training Program

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. Training Goals Statement. Provide the training statement, and evidence that the Training Goals Statement is readily accessible to employees in hard copy or electronic format. Training Goals Statement should address employee preparedness to perform assigned tasks, address product quality, worker safety, health and mishap prevention, knowledge of hazardous materials and hazardous waste requirements, environmental compliance, and the opportunity for advancement through employee development,
N/A: No Change: Document: _____ Section #: _____
- 6.2. Effective Training Management Team. Provide an organizational chart, or contact list identifying training management and instructor 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 #: _____
- 6.3. Company Officers’ Information Sheet. Complete a copy of **Appendix B** for each Training Manager, or person assigned for to develop or deliver training. Include training and trade certifications held currently or in the past, and specific certifications to deliver instruction.

7. TRAINING PROGRAM

- 7.1. Provide evidence of a Training Program Manual or instruction covering the requirements below. Include a copy of the manual or instruction when submitting this document, and list the manual or instruction in Appendix C.
- 7.2. Lesson Plans developed in-house. Provide evidence of a written standard or instruction covering how to develop and manage lesson plans that are developed in-house. Evidence may be a sample lesson plan with instructions regarding development, delivery and schedule for lecture and testing, directions for periodic review and update. This requirement is not applicable for lesson plans provided by industry or government entities.
N/A: No Change: Document: _____ Section #: _____
- 7.3. Training Plans. Provide evidence of a written Training Plan and Lesson Plan for each subject or group of subjects delivered, including testing.
N/A: No Change: Document: _____ Section #: _____
- 7.4. Provide the Training Plan protocol or direction for administering written and hands on testing and quizzes. Program should include provisions for objectivity, security of materials, and written evidence of the score or grade achieved.
N/A: No Change: Document: _____ Section #: _____
- 7.5. Provide evidence of a requirement to comply with trade skills training requirements listed in Appendix A of AS-3. Personnel in training do not affect the percentages.
N/A: No Change: Document: _____ Section #: _____
- 7.6. Provide evidence of an instruction or direction directing maintenance and managing a tracking system for employee trade skills development including classroom, hands-on, and OJT hours and

experience. Evidence may be direction in a Training Program Manual, Training Plan, or other administrative direction.

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

- 7.7. Provide evidence of an instruction or direction for maintaining and managing a tracking system for employee trade skills development schedule for upcoming training. Evidence may be direction in a Training Program Manual, Training Plan, or other administrative direction.

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

- 7.8. Provide evidence of review and analysis of contractor caused discrepancies and resolution, internal and external audits, and surveillances to be considered for training improvements. Evidence may be direct review, or input from other cognizant managers (QA/QC, Safety Health and Environmental, etc.).

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

- 7.9. Contractors often need a specific mix of trade skills and specialized skills to complete a job. An example is surface preparation or application skills along with aerial work platform certification. Provide evidence that the scheduled training reflects resource requirements, and that the skills mix for each employee provides the capability to accomplish the work required by the contractor.

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

8. TRAINING MANAGER RESPONSIBILITIES

- 8.1. Provide evidence that the Training Manager has overall responsibility to maintain and update the training program, and obtain information as appropriate on industry development, discrepancy trends, safety, health, and environmental requirements that may require changes in the training program.

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

- 8.2. Provide evidence that the Training Manager supervises Training Instructors (or personnel assigned to deliver training, proctor tests and quizzes, and supervise OJT) for responsibilities related to training.

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

- 8.3. Provide evidence that the Training Manager is responsible for professional development and maintenance of training related certifications for Training Instructors.

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

9. TRAINING INSTRUCTOR RESPONSIBILITIES

- 9.1. Provide evidence that the Instructor is required to present training materials in accordance with the Lesson Plan.

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

- 9.2. Provide evidence that the Instructor is required to proctor and grade tests, quizzes, and hands on evaluations in accordance with Training Manual or other instructions, submit required documentation to the Training Manager, and maintain security of sensitive material such as test and quiz keys.

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

- 9.3. Provide evidence that the Instructor is required to provide feedback regarding possible Lesson Plan improvements, errors, or misstatements in the presentation or curriculum.

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

10. SHOP OR FIELD SUPERVISOR RESPONSIBILITIES

10.1. Provide evidence of direction that the Shop or Field Supervisor provides input on employee progress, strengths and weaknesses to address additional training needs, and curriculum development.

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

11. EMPLOYEE RESPONSIBILITY

11.1. Provide evidence of direction for employees to participate in progress reviews and sign the reviews.

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

12. GENERAL KNOWLEDGE REQUIREMENTS

12.1. Provide evidence that the Lesson Plan, presentations, testing or other methods will verify the employee's capability to read, write, speak, and understand instructions in the language of the job site. NOTE: THERE MAY BE MORE THAN ONE LANGUAGE IN COMMON USE AT THE JOB SITE.

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

12.2. Provide evidence of a requirement for employees to receive general safety, health, and environmental training, and training specific to potential job site exposure, prior to exposure to job site hazards.

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

13. ENVIRONMENTAL CONDITIONS AND CONTROLS

13.1. Provide evidence that employees are trained in the principles of environmental conditions (temperature, humidity and dew point), detrimental effects of poor environmental conditions, and methods to measure environmental conditions.

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

13.2. Provide evidence that employees are trained in the principles and methods of implementing environmental controls.

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

14. CORROSION AND CORROSION CONTROL

14.1. Provide evidence that employees receive training covering the initial assessment of an unpainted surface to be prepared using industry standards and materials.

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

14.2. Provide evidence that employees receive training covering existing coating assessment.

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

14.3. Provide evidence that employees are trained in the principles of corrosion, detrimental effects of corrosion, and principles of corrosion prevention.

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

15. SURFACE PREPARATION

15.1. Provide evidence that employees receive training covering the following surface preparation subjects:

15.1.1. Visible and invisible surface contaminants, methods to verify them, and methods to remove them.

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

- 15.1.2. Surface preparation cleaning standards from NACE/SSPC, SSPC, and ISO, and/or others as appropriate. Training must include acceptance criteria.
N/A: No Change: Document: _____ Section #: _____
- 15.1.3. Common abrasives.
N/A: No Change: Document: _____ Section #: _____
- 15.1.4. Special substrates such as zinc, aluminum, stainless steel.
N/A: No Change: Document: _____ Section #: _____
- 15.1.5. Dissimilar metals.
N/A: No Change: Document: _____ Section #: _____
- 15.1.6. Complex geometry.
N/A: No Change: Document: _____ Section #: _____
- 15.1.7. Surface defects.
N/A: No Change: Document: _____ Section #: _____
- 15.1.8. Various forms of surface preparation. Auditor will verify that employees are trained on all methods of surface preparation used by the contractor; however, this is a general knowledge requirement. Therefore, additional common methods of surface preparation are expected as well.
N/A: No Change: Document: _____ Section #: _____
- 15.1.9. Surface preparation equipment required for the methods of surface preparation presented above. For equipment that will be used by the employee training must be in depth. For equipment that will not be used by the employee training may be awareness level.
N/A: No Change: Document: _____ Section #: _____
- 15.1.10. For personnel performing in-process testing, provide evidence that the employee receives training on test methods and documentation.
N/A: No Change: Document: _____ Section #: _____

16. COATING/LINING PRINCIPLES AND APPLICATION

16.1. Provide evidence that employees receive training covering the following subjects:

- 16.1.1. Physical properties of common industrial coatings.
N/A: No Change: Document: _____ Section #: _____
- 16.1.2. Appropriate coating selection for a specific service environment.
N/A: No Change: Document: _____ Section #: _____
- 16.1.3. Availability and use of SDS and Product Data Sheet (PDS) emphasizing the specific information to be found on each one.
N/A: No Change: Document: _____ Section #: _____
- 16.1.4. Material storage and staging conditions based on the PDS.
N/A: No Change: Document: _____ Section #: _____
- 16.1.5. Material mixing and thinning requirements based on the PDS.
N/A: No Change: Document: _____ Section #: _____

- 16.1.6. Coating/lining application methods, pros, and cons. Training should cover brush and roll, airless, plural component airless, conventional and HVLP.
N/A: No Change: Document: _____ Section #: _____
- 16.1.7. Coating/lining application tools. Training should cover principles for all employees. Detailed training is required for tools and methods that each employee will use.
N/A: No Change: Document: _____ Section #: _____
- 16.1.8. Coating/lining application errors including description of errors, and corrective or preventive actions.
N/A: No Change: Document: _____ Section #: _____
- 16.1.9. Taking and recording DFT readings, taking and adjusting work practices for WFT readings, testing for holidays, and the principles of adhesion testing.
N/A: No Change: Document: _____ Section #: _____

17. **DATA COLLECTION**

NOTE: IN-HOUSE TRAINING DOES NOT QUALIFY AN INDIVIDUAL FOR INDEPENDENT QA/QC FUNCTIONS. CURRENTLY THE ONLY WAY TO OBTAIN CERTIFICATION FOR INDEPENDENT QA/QC FUNCTIONS IS VIA ONE OF THE COMMERCIALY AVAILABLE COURSES, SUCH AS NACE CIP, SSPC, OR FROZIO.

This section applies to personnel performing in process QC monitoring and verification.

- 17.1. Provide evidence that employees performing QC in process monitoring receive precision measurement equipment prior to performing monitoring. Training must include description of the equipment, how to operate the equipment, how to validate calibration of equipment and validation frequency, taking readings, hands on use of tools, and proficiency testing.
N/A: No Change: Document: _____ Section #: _____
- 17.2. Provide evidence that employees have been trained on actions to take when out of specification data is collected.
N/A: No Change: Document: _____ Section #: _____
- 17.3. Provide evidence that training includes description of hold points, defines the specific types of testing required for each hold point, general observation requirements including proper use of applicable or representative forms, and determining what data should be entered in each specific block.
N/A: No Change: Document: _____ Section #: _____
- 17.4. Provide evidence that employees receive training on the importance of objectivity and integrity when selecting random sample sites, collecting data, and recording data for test requirements, and general observation requirements.
N/A: No Change: Document: _____ Section #: _____

18. **TESTING POLICIES TO VERIFY TRADE SKILLS KNOWLEDGE**

- 18.1. Provide evidence of a written policy requiring physical and intellectual security of test material, written test keys, hands on test guidelines, student records, and grades.
N/A: No Change: Document: _____ Section #: _____
- 18.2. Provide evidence of a formal documented policy that any cheating during a written or hands on test will be cause for failing the test.
N/A: No Change: Document: _____ Section #: _____

- 18.3. Provide evidence that separate but similar question banks are used for quizzes and testing.
N/A: No Change: Document: _____ Section #: _____
- 18.4. Provide evidence of a question log, or similar method to verify that each quiz and test question is covered in the curriculum or presentations.
N/A: No Change: Document: _____ Section #: _____
- 18.5. Provide evidence that the panel used for hands on testing meets the requirements of ASTM D 4228 or is of comparable complexity. Similar complexity must be documented with written description or photographic evidence, and written technical justification for the comparability.
N/A: No Change: Document: _____ Section #: _____
- 18.6. Provide evidence of a test key used for correcting written tests and quizzes.
N/A: No Change: Document: _____ Section #: _____
- 18.7. Provide evidence of written test guidelines used for grading hands on testing. Guideline must provide definition of acceptable ranges for data collection testing.
N/A: No Change: Document: _____ Section #: _____

This is the end of the AS-3 Program for Accreditation of Employer Coating Applicator Training Programs Application. Ensure you attach:

- APPENDIX B – Company Officers’ Information Sheet for each title requested above.
- 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.