



## Application Document Submittal for the Sophisticated Paint Endorsement

Please submit the following through electronic media. Maximum file size shall not exceed 20 MB:

- A copy of your Quality Manual and the documented procedures as outlined in Sections 5 through 19 of the *Certification Standard for Shop Application of Complex Protective Coating Systems SPE/QP 3 420-10* (the *Standard*).
- **A copy of this completed checklist. You must include the corresponding Procedure number, Quality Manual section number, or the Document name in the (✓) column.**

This document references the AISC *Certification Program Requirements for Applicators of Complex Coatings Endorsement (Program Requirements)*.

Documents Required to be Submitted	✓
<p><b>Facility Description – Shop Descriptor</b>                      Provide a summary describing your coating facility that meets the requirements of a: (P1) Enclosed Shop; a (P2) Covered Shop, or a (P3) Open (Exposed) Shop as defined in Element 1 of the <i>Standard</i>. Describe how coating materials are stored and environmental conditions are controlled.</p>	
<p><b>Organizational Chart</b>                      An organizational chart showing all key personnel positions that are responsible for coating preparation and application, surface preparation, coating inspection, purchasing, inventory and the management of those functions. Titles must match those used in the biographical information required below. The chart must show formal reporting relationships and informational (dotted line) relationships between positions pertaining to quality. Refer to Element 5.4.1 of the <i>Standard</i>.</p>	
<p><b>Job/Position Descriptions and Qualifications</b>                      Job/Position descriptions including qualifications and relevant experience required for key personnel responsible for paint application, surface preparation, and paint inspection, including positions that manage these functions. Refer to Element 5.4.2 of the <i>Standard</i>.</p>	
<p><b>Biographical Information</b>                      The biographical data must show title(s) of the position held. That title must match a title on the organization chart. Information must be included relating to the individual’s qualifications for the responsibilities of the position(s) filled, which may be illustrated by education, internal or external training, certifications or years of experience performing complex coating operations, and professional certifications and registrations. Refer to Element 5.4.2 of the <i>Standard</i>.</p>	
<p><b>Internal Audit</b>                      A record of an internal audit that has been conducted, of the coating process, procedures and all the elements of the <i>Standard</i> at least once a year. The format for this record is not restricted and can be any system or form that allows your facility an effective means to evaluate compliance in accordance with Element 19 of the <i>Standard</i>.</p>	
<p><b>Record of a Management Review Meeting</b>                      A record of a management review meeting <u>that has been conducted</u>, addressing at a minimum, the requirements of Element 5.2 of the <i>Standard</i>.</p>	
<p><b>Quality Policy and Goals</b>                      A written quality policy statement describing company policy, a commitment to meeting the contract requirements and a minimum of one written quality goal related to coating operations per Element 5.1 of the <i>Standard</i>.</p>	



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Quality System Procedures Required to be Submitted		
Refer to Section 4 of the <i>Standard</i> for the definition and requirements for a documented procedure.		
Standard Element No.	Title	✓
7	Coating System Communication	
9.3	Minimum Required Quality Records	
10.1	Purchasing	
10.2	Purchasing Data	
10.3	Evaluation of Subcontractors	
10.4	Qualification and Evaluation of Suppliers	
12	Process Control	
12.1	Surface Preparation	
12.2	Coating and Mixing Application	
12.2.1	Application Records	
12.2.2	Equipment	
13	Inspection and Testing	
13.1	Assignment of Inspection of Surface Preparation and Application of Coating	
13.2	Inspection Records	
14	Verification of Accuracy of Inspection, Measuring, and Test Equipment	
15	Control of Nonconformities	
16	Corrective Action	
17	Handling, Storage, and Delivery of Product and Materials	
18.1	Qualification and Training of Production Personnel	
18.2	Qualification and Training of Inspection Personnel	

Checklist to be completed by Management Representative / Certification Contact

\_\_\_\_\_ Date \_\_\_\_\_  
 (Print name) (Signature)