

STANDARD PDCA P2-04



THIRD PARTY INSPECTIONS: QUALIFICATIONS, RESPONSIBILITIES, AND PROCEDURES

1. Scope

1.1. The purpose of this standard is to establish third party inspection qualifications, responsibilities and procedures.

2. Significance and Use

2.1. The Contracting Entity, Painting and Decorating Contractor, material supplier and third party inspector have a vital interest in the success of the project.

2.2. Effective third party inspection can contribute to the success of a project and reduce needless delays, costs, general disruptions and tension between the Contracting Entity, Painting and Decorating Contractor and material supplier.

2.3. This standard shall utilize standards already set forth by the Society For Protective Coatings (SSPC), the National Association of Corrosion Engineers (NACE) and the American Society for Testing and Materials (ASTM).

3. Reference Documents and Standards

3.1. ASTM D-4537-91 Standard Guide for Establishing Procedures to Qualify and Certify Inspection Personnel for Coating Work in Nuclear Facilities (re-approved 1996).

3.2. SSPC, Coating Lining Inspection Training Manual, SSPC publication #91-12, Bechtel, August 1991.

3.3. NACE International Coating & Inspection Training and Certification Program.

3.4. SSPC, Painting Manual Volume 1, Good Painting Practice, 3rd edition 1993.

3.5. MPI, The Master Painters Glossary-Painting and Decorating Terminology, 1997 & 2004.

3.6. Webster's New World Collegiate Dictionary, 4th Edition, 2002.

3.7. PDCA, Painting and Decorating Craftsman's Manual and Textbook, 1995, 8th edition.

3.8. PDCA Standards

3.9. If there is a conflict between any of the references and this standard, the requirements of this standard shall prevail.

4. Definitions

4.1. **CALIBRATE:** To determine the indication of output of a measuring device with respect to that of a standard. [SSPC]

4.2. **CERTIFICATION:** Confirmation by document under hand or seal as being

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- true, or as meeting a standard or as being as represented. [SSPC]
- 4.3. COATING APPLICATOR:** One who applies a protective or decorative coating (Paint). [SSPC] (Painting and Decorating Contractor).
- 4.4. COATING WORK:** An all-inclusive term used to define all operations required to accomplish a complete coating job; the term shall be construed to include materials, equipment, labor, preparation of surfaces, control of ambient conditions, application of coating systems, inspection, etc. [SSPC]
- 4.5. CONTRACTING ENTITY:** The general contractor, owner of the property, construction manager, developer or other entity legally responsible for the agreement, or authorized agent of any of the above. [PDCA, P9-04]
- 4.6. DEFECTIVE:** Subnormal with respect to written specifications. [SSPC]
- 4.7. DESIGN DEFECTS:** A physical condition, created by the design of a structure, vessel, etc., that prevents meeting the specification requirements for surface preparation and/or coating application to a surface by standard industry methods. [PDCA, P9-04]
- 4.8. DEVIATION:** Completed work that is not in accordance with the specification requirements. [SSPC]
- 4.9. DOCUMENTATION:** The assembling and dissemination of written information, communication directives or records in substantiation of work done or facts quoted. [SSPC]
- 4.10. HOLD POINT:** The point at which work must be stopped until inspection or testing is performed. [SSPC] Upon approval by the Contracting Entity the process may be resumed.
- 4.11. INSPECTOR:** A trained, qualified person who examines and documents materials used and work performed to confirm adherence to accepted trade practices, standards and specifications. [MPI]
- 4.12. NONCOMPLIANT:** Deficiency in characteristic, documentation or procedure that renders quality of an item unacceptable or indeterminate. [PDCA, P9-04]
- 4.13. PAINTING AND DECORATING CONTRACTOR:** The individual or company contracted to apply paints, coatings, wallcoverings and other decorative finishes. [PDCA, P9-04]
- 4.14. PAINTING AND DECORATING CONTRACTOR'S REPRESENTATIVE:** An individual identified to the Contracting Entity as having the authority, within stated parameters, to speak and act for the Painting and Decorating Contractor. [PDCA, P9-04]
- 4.15. QUALIFICATION:** Any quality, skill, knowledge, experience, etc. that fits a person for a position, office, profession, etc.; requisite. [Webster's]
- 4.16. QUALITY ASSURANCE (QA):** Verification of the conformance of materials and methods of application to the governing specification in order to achieve a desired result. [Craftsman's]

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4.17. QUALITY CONTROL (QC):

Administrative and engineering procedures employed to attain the desired level of quality assurance. [Craftsman's]

4.18. THIRD PARTY: An independent contractor or business entity that is not a principal (Contracting Entity, Painting and Decorating Contractor or material supplier), or employee or subsidiary of a principal, to the contract for coatings application work. [PDCA, P9-04]

4.19. TRAINING: The process or experience of being trained. (Train- to instruct so as to make proficient or qualified). [Webster's]

5. Standard Specification

5.1. General Requirements for Inspection Personnel

5.1.1. Education, Training and Experience

5.1.1.1. As a minimum requirement, an inspector shall have successfully completed an education and training program from a recognized organization offering curriculum equivalent to the NACE Training Course Session 1- Basic Coating Inspection Course and/or similar course from SSPC or MPI.

5.1.1.2. An Inspector shall have a minimum of three (3) years experience in the painting industry related to the type of work to be inspected. A current resume of work experience of the inspector shall be available to all parties at the pre-job conference.

5.1.2. Physical Qualifications

5.1.2.1. An inspector should be examined annually to ensure natural or corrected near-distance visual acuity in at least one eye. The individual shall read the J-1 letters on a Standard Jaeger Chart, or equivalent, at a distance of not less than 12 inches with one or both eyes, uncorrected or corrected. An inspector shall also be examined for color perception using the Ishihara Test or the Farnsworth D-15 Test when being certified or recertified.

5.1.2.2. An Inspector shall be physically capable of performing the required inspection work on industry standard, OSHA-approved equipment as utilized by the Contractor.

5.1.2.3. Inspector's Safety Training: The inspector must show that he or she has received current training in all safety aspects that will be encountered during the execution of his or her duties on the project.

5.1.3. Functional Qualifications of Inspectors

5.1.3.1. An inspector shall have a current working knowledge of the operation and use of the inspection equipment required for the project.

5.1.4. Coating Knowledge

5.1.4.1. An inspector shall conduct a complete review of the coating specification and be capable of understanding the requirements of those documents.

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5.1.5. Conflict of Interest Disclosure

5.1.5.1. Full disclosure shall be made by the inspector of any reasons that would prevent an impartial evaluation of the Painting and Decorating Contractor's performance.

5.2. Job Coordination Requirements

5.2.1. Pre-Job Conference: A pre-job conference shall be held to review information pertinent to the job. The inspector shall be present with the Contracting Entity, Material Supplier (or representative) and Painting and Decorating Contractor. At a minimum, the following topics shall be reviewed:

5.2.1.1. Scope of Work

5.2.1.2. Specification Requirements

5.2.1.3. Identification of Design Defects

5.2.1.4. Material Safety Data Sheets (MSDS) and Product or Technical Data Sheets

5.2.1.5. Pre-Bid Job Walk Minutes

5.2.1.6. Work Schedule

5.2.1.7. Acceptance Procedures

5.2.1.8. Inspector Qualifications

5.2.1.9. Inspector's Authority: Prior to job start, the Painting and Decorating Contractor shall be advised as to the level and limits of

authority and responsibility that the inspector will be exercising.

5.2.1.10. Testing Procedures and Instrumentation: If not specifically addressed in the specifications, testing procedures and the required list of instruments, including calibration, shall be determined at the pre-job conference.

5.2.1.11. Resolution of Disputes

5.2.1.12. Inspection Hold Points and Documentation

5.3. Resolution of Dispute Procedure

5.3.1. To ensure timely completion of the project, a procedure shall be written to resolve any dispute or conflict regarding specifications, manufacturers' literature, work in progress or completed work.

5.3.2. Minimum resolution procedure shall include:

5.3.2.1. Establishment of levels of communication and responsibility and authority of personnel.

5.3.2.2. Identification of personnel having levels of authority.

5.3.2.3. Time frame and procedure to identify and resolve disputes or conflicts.

5.4. Inspection Hold Points & Documentation

5.4.1. A schedule of points in the sequence of work operations shall be identified, after which timely inspections/testing procedures are to

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be performed prior to further work being completed. Inspections/testing procedures should not unreasonably delay the Painting and Decorating Contractor's work.

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5.4.2. The inspector shall understand the project schedule and shall perform activities in accordance with the Painting and Decorating Contractor's schedule. Inspection hold points shall be mutually agreed upon to minimize disruption to the Painting and Decorating Contractor's work.

5.4.3. Non-compliant conditions, work practices or defective work phases shall be immediately reported in writing to the Painting and Decorating Contractor's representative and the Contracting Entity.

5.4.4. The inspector shall provide the Painting and Decorating Contractor with all QA/QC reports and documentation concurrent with issuance to the Contracting Entity.

6. Comments

6.1. This standard clarifies areas of responsibility. Improved communication reduces misunderstandings.

6.2. This standard is a nationally recognized consensus document for the Painting and Decorating industry's work practices.

7. Disclaimer of Liability