

Building Professionals Quality Institute, Inc.

# Polyurethane Foam Sprayer Certification Handbook

Issued April 2016



This handbook contains information on how to become a BPQI certified polyurethane foam sprayer. Information in this Handbook represents current policies for the BPQI polyurethane foam sprayer certification. Information in this Handbook supersedes information contained in any previously published documents.

**Disclaimer:**

BPQI will make a reasonable effort to keep the most up to date version of the document posted at [www.buildingprofessionals.ca/certification](http://www.buildingprofessionals.ca/certification). All documents are subject to change. Before applying for certification through BPQI it is recommended that you check with BPQI to ensure that you have most up-to-date information and documents available.

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# Terms and Definitions

**accreditation**

Confirmation that a legal corporation has policies and procedures in place to meet the requirements of a certification scheme.

**appeal**

Request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification organization related to her/his desired certification status.

**candidate**

Applicant who has fulfilled specified prerequisites, allowing his/her participation in the certification process.

**certification administrator**

Person approved by BPQI, competent to assess and approve an applicant for certification.

**certification process**

All activities by which a certification body establishes that a person fulfils specified competence requirements, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logo/marks.

**certified polyurethane foam sprayer**

Person who successfully passes the BPQI written and field examination requirements for certification.

**certification scheme**

Specific certification requirements related to specific categories of persons to which the same particular standards, rules and same procedures apply.

**competence**

Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the certification scheme

**complaint**

Conformity assessment request, other than an appeal, by any organization or individual to a certification body, for corrective action relating to the activities of that body or to those of any of its customers

**evaluation**

Process that assesses a person’s fulfillment of the requirements of the scheme, leading to a decision on certification.

**examination**

Mechanism that is part of the evaluation, which measures a candidate’s competence by one or more means such as written, oral, practical and observational

**evaluators**

Individuals selected according to their experience and knowledge of the industry and the certification scheme, trained to administer written examinations and practicum evaluations.

**knowledge essential task list (KETL)**

The comprehensive list of knowledge, skills and tasks an individual is expected to demonstrate mastery of in order to earn BPQI certification.

**qualification**

Demonstration of personal attributes, education, training and/or work experience

**recertification**

Process of confirming conformity with current certification requirements.

**scheme committee**

Group of people chosen by the CEO to provide input, recommendation, guidance and reviews of a certification scheme.

**surveillance**

Surveillance is the periodic monitoring, between the periods of certification, of a certified person’s performance to ensure continued compliance with the certification scheme.



**Building Professionals Vision**

Recognition and realization of the value of certification for installers in the energy efficiency and green building industry.

**Building Professionals Mission Statement**

To provide meaningful, credible and professional certification to individuals, to ensure a positive impact on the quality of installations resulting in a positive impact on the environment and added value to the building industry.

## About Building Professionals and the Certification Program

Building Professionals (BP) is recognized as one of the first organizations to provide certification of workers and individuals in the energy conservation, green building and construction industry. BP has a wealth of experience dealing with the installer in the field, and is one of the few organizations that focus on the on-site qualification of installers.

BP has a certification appeal board that is responsible for providing oversight to ensure BPQI is safeguarding impartiality, acting in a fair and transparent fashion and upholding a high level of conduct. The certification appeal board shall:

- Provide oversight to the CEO on how BPQI operates to ensure it is safeguarding impartiality in its operations.
- Review complaints or appeals from candidates, certified persons or any other person or party about the certification process, criteria or performance.

BP has certification scheme committee members that are responsible for providing input and insight into the certification scheme, examination types, processes, recertification, surveillance activities and related matters. The certification scheme committee members:

- Assist BP in defining and reviewing the objectives for the examinations
- Support the initial job designation analysis process as well as the periodic job designation maintenance process which will guide the development of a comprehensive, consensus developed knowledge base for each exam/designation and provide for a system of regular, scheduled periodic review
- Continually produce and review a bank of psychometrically valid exam questions that are accurate, credible and defensible. This is an ongoing process which will continually evolve as technologies and various techniques change over time. This work will include writing questions as well as group review and is a considerable portion of the work performed by the committee each meeting
- Build each test item to be created from a task on the BP Knowledge Essential Task List (KETL) for each exam designation
- Review the statistical information from the examinations for test items to ensure that each is properly discriminating and make appropriate adjustments
- Identify additional subject matter experts for participation on the committee and subcommittees
- Assist BPQI with finding potential candidates who can beta-test examinations
- Participate in the process to develop final test specifications

The Standards Council of Canada (SCC) granted BPQI accreditation to the ISO/IEC 17024:2003 Personnel Certification Body Program in February 2009. The SCC ensures that the accredited body, BPQI, protects the public, ensures fairness to candidates and safeguards various interests of the industry such as product and equipment manufacturers, building officials, architects and homeowners. For more information about the Standards Council of Canada, please visit their website at [www.scc.ca](http://www.scc.ca).

## About the Standards Council of Canada

The Standards Council of Canada (SCC) is a federal Crown corporation. It has its mandate to promote efficient and effective standardization in Canada.

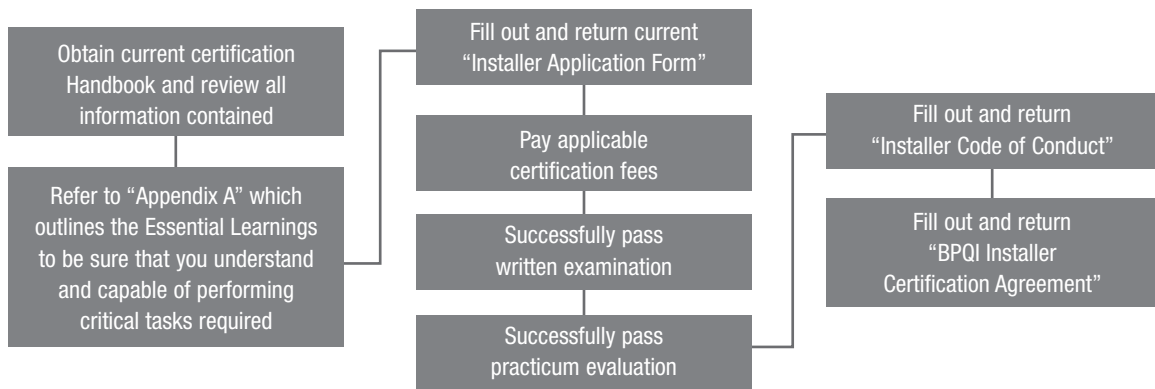
The organization reports to Parliament through the Minister of Industry and oversees Canada's National Standards System.

**Mission:** To lead and facilitate the development and use of national and international standards and accreditation services in order to enhance Canada's competitiveness and well-being.

**Vision:** To improve Canadians' quality of life through leadership of the National Standards System.

The ISO/IEC 17024:2003 Conformity Assessment – General Requirements for Bodies Operating Certification of Persons standard was created by the International Standard Organization and adopted by the Standards Council of Canada as CAN-P-9. This standard can be purchased at the standards store by visiting [www.standardsstore.ca](http://www.standardsstore.ca).

### Steps to become a Certified Polyurethane Foam Sprayer:



- 1 Ensure you have the latest version of this Handbook by calling BPQI at 204-956-5888.
- 2 Review all information contained in this Handbook in its entirety.
- 3 Refer to "Appendix A" which outlines the Essential Learnings to be sure that you understand and are capable of performing the critical tasks required of certified polyurethane foam sprayers.
- 4 Obtain the reference materials or determine if training is required before attempting the required evaluations (written examination and practicum evaluation).

*While BPQI does not require training prior to attempting certification, individuals who complete training typically perform better on BPQI examinations. **BPQI does not directly perform ANY training services.***

- 5 Fill out and return the "Installer Application Form"
- 6 Pay applicable certification fees
- 7 Successfully pass the written examination
- 8 Successfully pass the practicum evaluation
- 9 Fill out and return the "Installer Code of Conduct"
- 10 Fill out and return the "BPQI Installer Certification Agreement"



## Introduction to Certification Schemes

### Medium Density Sprayed Polyurethane Foam

This certification scheme is specifically designed for individuals involved in the installation of medium density spray polyurethane foam in applications such as thermal insulation, air barrier, water resistive barriers and water vapour control.

These applications are included in the construction of residential, commercial and institutional buildings that fall under the National Building Code of Canada and subsequent Provincial/Municipal Building Codes.

These applications can also be done in buildings which do not fall under the building code and on non-building application such as truck bodies, pipe, tanks, roofs, spas, swimming pools, movie sets and on many other items of personal and commercial use.

### Light Density Sprayed Polyurethane Foam

This certification scheme is specifically designed for individuals involved in the installation of light density polyurethane foam in applications such as thermal insulation and sound control.

These applications are included in the construction of residential, commercial and institutional buildings that fall under the National Building Code of Canada and subsequent Provincial/Municipal Building Codes.

The applications are limited to the interior side of the wall and in interior partition walls. The installation of this material is limited to placement between framing members or specific applications approved by the manufacturer of the open cell polyurethane foam system.

## Outline of Spray Polyurethane Foam Certification Scheme for Medium Density & Light Density

### Rationale

The requirements to apply medium density or light density SPF are 80% to 90% the same. Therefore all requirements to become certified in either products are virtually the same and consists of a written examination and practical evaluation on the product you are applying.

Medium density and light density spray polyurethane foam is a site-manufactured material that is supplied to the candidate as two separate chemical components; the final quality product is directly related to the skills of the polyurethane foam sprayer.

The process of installation requires specialized knowledge, skills, equipment, and aspects of the SPF process including safety, an understanding of the related health & safety issues of handling chemicals and the associated off-gassing of materials during installation and post-installation.

The National Building Code of Canada references the installation standard (CAN/ULC S705.2) for the medium density spray polyurethane foam product, which requires that polyurethane foam sprayers be certified in order to apply the product.

## Essential Learnings & Skills

The essential learning task listing shall be reviewed every five years. The essential task listing is available on the website. The listing shall take into account a wide range stakeholder interest including, but not limited to:

- current certified candidates
- spray polyurethane foam system manufacturers
- equipment manufacturers
- health & safety agencies
- inspections & audits
- feedback from trade associations & quality assurance agencies

## Important / Critical Tasks Performed

The important critical tasks performed by a certified medium density and/or light density polyurethane foam sprayer consist of:

- Spray Polyurethane Foam product knowledge
- Equipment and start up procedures
- Installation & Application
- Personal Health and Safety /Job Site Health & Safety
- Quality Control

## Pre-qualifications

There are no pre-qualifications for candidates to become certified in medium density or light density spray polyurethane foam.

## Examination Procedures

### Written Examination

A medium density SPF certification written exam and a light density SPF certification written exam, developed in accordance with the essential learnings task listing that has been approved by the certification scheme committee, will be administered depending on the certification the polyurethane foam sprayer chooses to attain. The exam can be administered at any location and is proctored by an approved BP proctor. The examination is also available on-line and BP has a number of locations across Canada in which candidates to write their exam online, under the supervision of an exam proctor.

### Practicum Evaluation

If and when the polyurethane foam sprayer is ready to perform the practicum evaluation, the polyurethane foam sprayer shall make arrangements for a medium density SPF practicum evaluation or light density SPF practicum evaluation. The practicum evaluation shall confirm the hand's on skills of the candidate. The practicum evaluation is based upon the essential learnings task listing outlined by the certification scheme committee.

### Training and Spray Experience

While BPQI does not require training, nor prior spray experience prior to attempting certification, individuals who complete training or obtain experience typically perform better on BPQI examinations. **BPQI does not directly perform ANY training services** and strongly suggests that individuals attend training programs offered by equipment and product manufacturers, trade associations and other training organizations or seek to gain experience under the supervision of an existing certified installer.





# Written Examination

## Written Examination Knowledge Areas

The medium density spray polyurethane written examination covers critical areas of knowledge that each candidate is required to demonstrate. The written examination shall provide documented proof of the polyurethane foam sprayer's knowledge to manufacture good quality foam in place in a safe and consistent manner.

Knowledge Area	Weighting <sup>(%)</sup>
Spray Polyurethane Foam Product Knowledge	20%
Equipment and start up Procedures	15%
Installation and Applications	35%
Personal Health & Safety/Job-Site Safety	15%
Quality Control	15%

The exam is available in English or French language only.

## Exam Questions Posed

The written examination shall be constructed in multiple choice formats in order to maintain objectivity. Each question will have four choices in which one shall be true and three shall be completely false. Each question shall be related to the essential learning task list.

*Written Examination Sample questions:*

- 1 Medium density spray polyurethane foam is a:
  - a. Rigid predominantly closed cell plastic material
  - b. Rigid predominantly open cell plastic material
  - c. Flexible predominantly closed cell plastic material
  - d. Flexible predominantly open cell plastic material
2. For most spray foams, maximum continuous service temperature should not exceed:
  - a. 66°C (150°F)
  - b. 82°C (180°F)
  - c. 180°C (350°F)
  - d. 99°C (210°F)

Answers: 1.(a); 2.(b)

## Time Length for Examination

The time length for the written examination will be 3 hours in length.

## Method for Establishing Acceptance Level of the Mark

The passing mark for the examination has been set by the certification body at 75%.

## Exam Registration

### Scheduling an Exam

Appointments are scheduled on a first come, first served basis. Register early to get your preferred date. To schedule an exam contact BP at 204-956-5888.

### Exam Fees

Examination fee of \$200.00 covers the costs of exam location coordination and staffing, examination development, review, production and scoring. Please refer to the latest registration form or call BP at 1-204-956-5888 for current exam fees.

### Hours of Operation

BP business hours are between 8:00am and 5:00pm CST, Monday to Friday.

The exam may be administered Monday to Friday, with the exception of national holidays or holiday weekends. BPQI experiences heavy exam volume from December – February so be sure to book in advance during these times.

### Cancelling and Rescheduling an Exam

To change or cancel your reservation you must notify BP **no later than 2 business days** before your scheduled examination. **If you call BP after this time you will be charged \$50.00.**

You can reschedule your exam date by calling 204-956-5888 between 8:00am and 5:00pm CST, Monday to Friday.

### Failure to Appear for a Scheduled Exam

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to policy, you will owe the full examination fee for the missed examination. You will not be permitted to take future exams until the fee owed for the previous missed exam is paid in full.

There are no refunds for examinations not taken. All individuals seeking excused absences must submit written verification and supporting documents of the situation to BP within 5 days of the original examination date. If on the day of your exam you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

- Documented illness, either yourself or immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty; or
- Military duty

### Inclement Weather or Other Emergencies

Exam administration will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the exam location inaccessible or unsafe, the exam administration may be cancelled. In the event of the exam location closing due to inclement weather, individuals will be contacted by BP to reschedule their appointment free of charge.

### Re-examination

There is no limit to the number of times unsuccessful individuals may take the exam. Exam individuals will be charged the full exam fee for each exam session scheduled.

## Individuals with Disabilities

Applicants for certification shall meet the standard physical requirements for working in the construction industry on a job site. If you have a disability that would prevent you from taking the examination under standard conditions, such as visual or hearing impairments, you may request a reasonable accommodation, as permitted by law. Disabled applicants must request an accommodation prior to taking the exam. Reasonable accommodations are granted to ensure that every individual has the opportunity to test on a level field with other individuals, but not to provide any individual with an unfair advantage over other individuals. Accommodation requests are considered on a case by case basis.

To request an exam with special conditions, please contact BPQI at 1 204-956-5888.

***We highly recommend that you submit your request for accommodation at least 30 days prior to your preferred exam date.***



## Examination Day

### Admitting the Candidates to the Exam

Candidates should enter and leave the exam room through a single check-in point staffed by one or more proctors. Candidates will be required to present photo identification and their exam notice at the check-in table.

### What to Bring

You must present a form of ID: with a photo and signature. Examples of acceptable forms of photo ID are:

- driver's license
- passport
- military identification
- employee identification card

### Please note that photo ID cannot be expired.

Be sure to register with the exact same name that will be presented as identification at the exam location or you will not be allowed to take the exam.

### Arrival Time

It is recommended that you arrive at the exam location at least 30 minutes prior to your scheduled exam appointment to get settled and checked-in. Individuals who arrive at the exam location 30 minutes after their scheduled exam times will lose their reservations and be considered absent, and the policy for ***Failure to Appear for a Scheduled Exam*** will apply.

Your exam session should begin within 30 minutes of your scheduled appointment. If circumstances arise at the exam location that delay your exam session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.

### Sitting the Exam

You must remain in your seat during the examination except when authorized to leave by the examination administrator.

As you progress through the exam, answer every question presented even if you are unsure of your answer choices. You can mark these questions for later review and return to them to re-evaluate your response if time permits. All unanswered questions will be scored as incorrect when your time expires.

### Reporting a Problem with Your Exam Experience

Raise your hand to notify the examination administrator if:

- You need additional scratch paper or pencil
- You need to take a break (exam time will NOT be suspended)
- You need to leave the exam location for any other reason

In the event that you encounter negative conditions at the exam location such as bad lighting, excessive noise or uncomfortable temperature conditions we recommend that you immediately notify the examination administrator. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

### After the Exam

If you complete the examination before the time limit has expired you may conclude your examination appointment and leave.

## Exam Integrity

### Written Examination Security

To ensure the integrity of the BP Certified PF sprayer certification program, specific measures are enforced during the administration of your exam.

Exam questions and answers are the exclusive property of BP.

The examination and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever.

Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.

Theft or attempted theft of exam items is punishable to the fullest extent of the law.

You will be observed at all times while taking the exam. This may include direct observation by the examination administrator as well as audio and video recording of your exam session. Your participation in irregular behavior during the exam may result in invalidation of the results of your examination, termination of your individual status, civil liability, criminal prosecution, or other appropriate sanctions.

**Exam Allowances**

The following is a list of items you are permitted to have with you and review during your examination:

- Training organization SPF manuals
- CAN/ULC S705.1 or/and S712.1 Standard
- CAN/ULC S705.2 or/and S712.2 Standard
- Manufacturer Instructions, guidelines and technical data sheets
- Equipment Manufacturer Operating Guidelines
- Light Density Installer’s Manual

The following is a list of items you are not permitted to have during your examination:

- Papers or books other than the materials listed above.
- Food, beverages, bags (including pocketbooks and purses), or electronic devices

Eating, drinking, and tobacco use are prohibited in the exam room. Unauthorized paper shall not be brought into or removed from the exam room (scrap paper and pencils will be provided by the examination administrator and will be collected at the conclusion of your exam). You may not leave

the exam room without the examination administrator’s permission. You must present acceptable photo ID each time you enter the exam room.

**Grounds for Dismissal from the Exam Location**

Any individual who engages in misconduct or does not comply with the examination administrator’s warning to discontinue inappropriate behavior may be dismissed from the exam location, have exam results invalidated, or be subject to other appropriate sanctions. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Using any prohibited aids (any device that would provide an advantage while taking the exam)
- Attempting to take the exam for another person
- Creating a disturbance of any kind
- Removing or attempting to remove examination questions, answers or notes about the exam, in any format from the exam room
- The use of electronic devices
- Failure to comply with the exam regulations of the examination administrator

**Examination Irregularities**

Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination.

Communication with other examinees or with any outside source by way of telephone, personal computer, Internet, or any other means during the course of the exam is prohibited.



The examination administrator is authorized to take appropriate action to investigate, stop or correct an observed or suspected irregular behavior, including discharging examinees from the exam location and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reported to BP for further action.

#### Exam Statistics

Official statistics regarding the BP Certification exam, including all item performance data, individual data, and demographic data, will be considered confidential unless officially released by BP. Individuals' scores will always remain confidential unless released with written consent of the examinee.

#### Individual Confidentiality

BP recognizes your rights to control personal information and as such will safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, exam scores are released only to you, the exam taker and authorized BP staff. BP does not release exam scores except for use in research studies that preserve your anonymity.

### After the Exam

#### Certification Privileges

Passing the BP PF sprayer certification written exam is a distinguishing achievement. Once you successfully pass the exam you will receive a congratulatory letter from BPQI.

## Practicum Evaluation

### Practicum Evaluation Knowledge Areas

The medium density spray polyurethane practicum evaluation covers critical task areas of knowledge and skills that each candidate must have in order to pass, each area being weighted based on importance.

The practicum evaluation shall provide practical proof of the polyurethane foam sprayer's knowledge and skills to manufacture good quality foam in place.

Knowledge Area	Weighting <sup>(%)</sup>
Environmental conditions	10%
Substrate conditions	10%
Personal safety, handling and protection	10%
Safety precautions in job site area	5%
Daily spray machine verification	10%
Test spray pattern	10%
Spray atomization process & Application	20%
Daily machine shut down procedures	5%
Site foam quality control testing	15%
Documentation	5%

Passing mark for practicum evaluation is 75%. The practicum evaluation is available in English or French language only.

## Time Length for Practicum Evaluation

The time length for the practicum evaluation will be 4 hours maximum in length.

## Administration

The certification handbook shall be sent out immediately to the candidate who contacts BPQI with any questions pertaining to certification or inquires about the examinations. The candidate shall allow a minimum of 14 days to schedule the evaluation with the evaluator.

- ❶ Documentation to be provided on site by the candidate during the practicum evaluation:
  - Daily work records
  - MSDS sheets for all materials
  - Technical data sheets for all chemicals on site
  - Job site specification (if applicable)
  - Job site label
  - Inspection report
  - CAN/ULC S705.2 standard for thermal insulation, spray applied rigid polyurethane foam, medium density – application
- ❷ Testing equipment requirements:
  - Anemometer
  - Surface temperature reader
  - Humidity indicator
  - Site Test Kit which meets the requirements of CAN/ULC S705.2

The duration of the evaluation should not exceed four hours. However if extenuating circumstances exist that require extra time for the evaluation, this would be at the discretion of the evaluator.

The Evaluator may use his discretion to extend exam time for such items as:

- Equipment break down.
- Weather related issues.
- Substrate preparations.
- Other construction site issues.

## Arranging for an evaluation

The candidate shall have completed the following with BP for their evaluation to occur:

- ❶ Completed the evaluation request form from BP.
- ❷ Paid the evaluation fee in advance.
- ❸ Allow a minimum of 14 days notice to the evaluator to schedule the practicum evaluation.
- ❹ The Evaluator will confirm that the Candidate received the “Certification Handbook” 14 days prior to the practicum evaluation date.
- ❺ The candidate shall address any questions on the policies and procedures for the evaluation to BPQI at least 7 days before the scheduled exam.

## Cancellation Policies

If the candidate cancels the evaluation for any reason without sufficient notification, the candidate would be required to pay for the evaluation and reschedule another day for a subsequent evaluation. The candidate would have to prepay for the subsequent evaluation prior to the evaluation occurring. BPQI shall provide in writing to the candidate the cancellation policy.

If the evaluator cancels an evaluation prior to the evaluation, the evaluator shall provide sufficient notice to the candidate. The evaluator shall provide a written statement to BPQI identifying the reasons for the cancellation. The evaluator shall also inform BPQI of the new evaluation date and time. BPQI will contact the candidate to confirm further evaluation details.

If the evaluator is delayed in attending an evaluation, the evaluator shall contact the candidate to inform them of the expected delay and new time of arrival.





## Suspending the evaluation

If at any time the evaluator feels that evaluation needs to be suspended, the evaluator can do so if one or more of the following conditions exist:

- ❶ The contractor / candidate did not supply or have available:
  - Personal protective equipment
  - SPF equipment
  - CAN/ULC S705.1 listed chemicals for the SPF application of buildings
  - Testing equipment is unavailable or does not meet the CAN/ULC S705.2 standard.
- ❷ Health and safety of anyone is being jeopardized.
- ❸ Weather / climactic conditions are not acceptable.
- ❹ Equipment is unsafe or inoperative.
- ❺ Equipment breakdown that will take too long to repair.
- ❻ Candidate is suspected of being under the influence of alcohol or drugs.
- ❼ Candidate or helper will not cooperate with instructions / requests of the evaluator.

## Location of Practical Evaluation

The practical evaluation can take place on a real life job site or in a mock-up setting.

## Mock up requirements

The mock up shall consist of a minimum of one four foot (1200 mm) wide by eight foot (2400mm) high sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 16 inches (400mm) 4 x 8 vertical. The other side of the sheathing shall be left open to simulate an exterior wall application. The candidate shall spray both sides of the mock-up wall for the evaluation to simulate interior installation and exterior installations.

When evaluations are conducted with the use of mock ups the candidate shall follow the procedures set out in the CAN/ULC S705.2 or S712.2 standard for the application of spray polyurethane foam. The evaluation shall be conducted as if the evaluation was occurring at a construction site.

## Construction site requirements

The candidate shall ensure that a minimum of 64 square feet (5.95 square meters) wall space is available to conduct the practicum evaluation. The evaluation may occur as an interior application of stud walls, on poured concrete, in a crawl space, in an attic or a cathedral ceiling. Outside applications on walls are also accepted. The evaluator shall verify the space and application prior to commencing the evaluation. All areas selected shall have easy and safe access.

## Helper / Assistant to the candidate

It is acceptable for the candidate that is being evaluated to have a helper available to assist in the typical spray polyurethane foam operations. The evaluator shall explain to the helper that they cannot in any way help, assist, coach and interfere with the candidate that is being evaluated during the evaluation. The helper is only allowed to mask off areas that may get overspray, assist in dragging out the hose, adjust the temperatures & pressures of the equipment if requested by the candidate that is being evaluated. The helper can assist in setting up the signs and caution tapes for the job at the request of the candidate that is being evaluated.

If it is determined that the helper is attempting to interfere in the process, he/she shall be asked to leave for the duration of the evaluation. If the helper is unwilling to cooperate with the evaluator requests at this time, the evaluation would be terminated.

## Evaluation requirements

It is recommended that, if possible, all evaluations be conducted on construction sites. All procedures shall be followed in accordance with the S705.2 or S712.2 standard for spray polyurethane foam.

- ❶ The evaluator shall inform BPQI of the arrangements confirmed with the candidate.
- ❷ The evaluator should confirm with the candidate that all of the essential equipment outlined in the S705.2 or S712.2 standard for spray polyurethane foam is available for the evaluation. I.E., Testing Equipment, personal protective equipment, etc.
- ❸ The evaluator would arrive at the location to conduct the evaluation with the required personal protective equipment and documentation for the evaluation.
- ❹ The evaluator will videotape whenever possible and should this not be possible, the evaluator shall take pictures of the evaluation.

## Evaluation Procedures

- Step 1: Evaluate knowledge and process for environmental conditions check
- Step 2: Evaluate steps to complete substrate conditions check
- Step 3: Observe Polyurethane Foam Sprayer (PFS) Personal Safety, handling of chemicals and personal protection during set-up and spray application.
- Step 4: Observe the candidates safety precaution's in spray-applied job site area
- Step 5: Evaluate ability to start up Spray Machine and related equipment and program settings based on manufacturers recommendations
- Step 6: Observe candidate spray a test spray pattern to determine proper equipment setting and working order of spray gun.
- Step 7: Observe the spray atomization process
- Step 8: Observe and verify spray thickness control at 25mm, 50mm, 75mm
- Step 9: Evaluate the process to shut down the Spray Machine
- Step 10: Observe adhesion / cohesion, density and visual observation done by candidate on the foam sprayed
- Step 11: Evaluate the candidates ability to fill in the daily work quality control record and job site sticker

\* See Appendix B for Medium Density Evaluation Process Overview and Evaluation Details.  
This must be reviewed prior to Evaluation.





# Process to Challenge Written Exam and Practicum Evaluation Results

## Challenging Results

Following completion of the exam or practicum evaluation, individuals may submit in writing comments on any question(s) they believe contain errors in content on the written examination.

## General Comments, Questions and Inquiries about Specific Questions

If you have comments or questions concerning your examinations, direct your comments in writing to the address provided within 10 days of your written exam or practicum evaluation date. In your correspondence, include your contact information, examination date, as well as the specific concerns about the question and or process in which you were evaluated.

The installer shall have the opportunity to appeal the complaint findings, following the procedures outlined in the complaint appeal.

# Maintaining Certification

## Surveillance

Surveillance shall be conducted on the certified candidate during the certification period by a variety of methods that have been approved by the certification scheme committee.

## Surveillance Methods and Frequency

The surveillance may include but is not limited to the following:

- Feedback from customers (complaints/concerns)
- Confirmation of continuing satisfactory work (declaration sheet from contractor about sprayer)
- Continuing education within 5 years (technical information sessions provided by material manufacturer, health & safety training, etc.)
- On-site assessment within 5 years
- on site quality control testing review

## Annual Activities

- Confirmation that any complaints about non compliance to the certification scheme have been resolved.
- Polyurethane foam sprayer demerit points review (take appropriate action).
- Confirmation of receipt of fees (confirm account is up to date).

Infraction	Range of Demerit Points
Environmental Conditions	25
Substrate	15-25
Application Methodology	50
Foam Thickness	50
Visual Inspection	50
Testing	10-25
Documentation	5-50
Material	10-100
Safety	5-100
Waste Disposal	25
Installer Awareness	100

### Demerit Point System

The certification administrator shall assess demerit points to the certified installer when infractions of the certification scheme have been identified and documented.

The demerit points system is outlined in the installer demerit points spreadsheet. The following is an example of infractions and the range of points that would be assessed in a particular certification scheme.

At the point where a certified installer accumulates 250 points, the certification administrator shall review the file of the certified installer and send a written warning letter to the certified installer outlining what infractions have resulted in the accumulation of the points and include any appropriate corrective / preventative action that should be taken.

When the certified installer accumulates 500 points, the certification of the certified installer shall be suspended and the certified installer notified. The certification administrator and the CEO shall determine what corrective action shall be taken by the installer to be reinstated. A reinstatement fee shall be assessed to the installer.

### Re-certification

The re-certification of certified installers is conducted at 5 year intervals and shall include the following:

- Successfully complete and pass a practicum evaluation.
- All outstanding complaints or deficiencies found in audits must be resolved
- All demerit points found in surveillance audits must be addressed and corrective action completed
- All fees must be up to date

The re-certification requirements shall be completed prior to re-issuance of the certification certificate and certification photo-identification card.

The re-certification of the polyurethane sprayer shall be withdrawn due to the certified PF sprayer’s negligence to follow the re-certification requirements.



## Withdrawal of Certification

The certification shall be withdrawn in cases where the certified candidate does not maintain / continue to prove their competence.

The certification administrator shall review the polyurethane foam sprayer's record and provide a written report outlining the steps to be taken in order for the candidate's certification to be re-instated.

The following circumstances shall require the certificate to be withdrawn:

- Failure to abide by the Code of Conduct (i.e. quality control testing of SPF material, working under building code requirements).
- Accumulation of demerit points over time.
- Verification of a consumer complaint and refusal to correct the deficiencies.
- Failure to complete a practicum evaluation.
- Failure to successfully complete a written exam.

## Complaint Procedures

When BP receives a verbal complaint on the certified installer's performance, the complainant shall be instructed to submit the complaint in writing and the CEO shall be notified.

The CEO shall review each written complaint received and send to the installer for a response. The installer shall investigate the

complaint, resolve where possible and produce a response on each complaint. The complaint and response shall be provided to the CEO for review.

The installer shall have the opportunity to appeal the complaint, following the procedures outlined below.

## Appeal Procedure

There is a 3 tiered process for review and appeal of suspension or withdrawal of certification or assessment of demerit points. The CEO shall make all appeal decisions in consultation with the certification board.

Should the installer feel that the CEO's decision is not satisfactory to them; the installer shall approach the certification board.

Should the installer feel that the certification board's decision is unsatisfactory; the installer shall request a review from an independent commissioner.

Should the installer feel that the document certification process has not been followed, they may register a written complaint with the Standards Council Canada.

### Tier 1 Appeal Process with CEO

For a review of suspension or withdrawal of certification or assessment of the demerit points assessed to them, the installer must follow the following procedure.

Request for review must be made within 10 business days of notice of suspension or withdrawal of certification or assessment of demerit points.

The request for review must be in writing and sent by registered mail to BPQI CEO, c/o 250 McDermot Avenue, Suite 410, Winnipeg, Manitoba, R3B 0S5.

The request for review must specifically state the reasons why the installer believes the initial decision should be modified or overturned.

The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the CEO who will provide a decision in writing within 30 business days of receiving the written request for review.

If the CEO concludes, based on the current version of the certification scheme as amended to the time of assessment, suspension or withdrawal, that the demerit points should not have been assessed, or that the installer should not have had their certification suspended, the installer will have the demerit points removed specific to the violation in question or suspension lifted as the case may be.

Should the CEO conclude that the actions taken are valid; the installer will be notified of such conclusion, in writing. The installer will receive a letter by fax, courier or registered mail. The installer is deemed to have received the notice of the written review decision 5 business days after the notice is sent.

## Tier 2 Appeal Process with Certification Board

If the Installer still feels that the action taken after the completion of the Tier 1 process has not met the requirements of the certification scheme, the installer may appeal to the certification board.

Request for review must be made within 10 business days of the Tier 1 decision.

The request for review must be in writing and sent by registered mail to BPQI CEO, c/o 250 McDermot Avenue, Suite 410, Winnipeg, Manitoba, R3B 0S5.

The request for review must specifically state the reasons why the installer believes the initial decision should be modified or overturned.

The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the certification board that will provide a decision in writing within 30 business days of receiving the written request for review.

If the certification board concludes, based on the current version of the certification scheme as amended to the time of assessment, suspension or withdrawal, that the demerit points should not have been assessed, or that the installer should not have had their certification suspended, the installer will have the demerit points removed specific to the violation in question or suspension lifted as the case may be.

Should the certification board conclude that the actions taken are valid; the installer will be notified of such conclusion, in writing. The installer will receive a letter by fax, courier or registered mail. The installer is deemed to have received the notice of the written review decision 5 business days after the notice is sent.

## Tier 3 Appeal Process with Independent Commissioner

If the Installer still feels that the action taken after the Tier 2 process has been completed has not met the requirements of the certification scheme, the installer may appeal to an independent commissioner.

In order to proceed with the appeal going to an independent commissioner, the following is to be completed:

Notice of appeal must be received within 10 business days after receipt of the written review decision from the Certification Board.

Notice of appeal must be in writing and sent by registered mail to the Chief Executive Director of BPQI, c/o 250 McDermot Avenue, Suite 410, Winnipeg, Manitoba, R3B 0S5.



Notice of appeal must specifically state the grounds for appeal.

The installer shall forward a certified cheque or bank draft payable to BPQI in the amount of \$1,000.00 (deposit fee) with the notice of appeal.

An independent commissioner will be appointed by the Chief Executive Officer of BPQI within thirty days of receiving a notice of appeal.

The commissioner is to be from a government agency, arbitration or conflict resolution group or a non-partisan group.

A number of commissioners (between 3 and 5) will be used by the association in rotating order of availability to ensure different commissioners are used.

The commissioner will contact each party to the appeal to set a hearing date for the appeal.

All documentation is to be forwarded to the Commissioner c/o 250 McDermot Avenue, Suite 410, Winnipeg, Manitoba, R3B 0S5. The documentation is to be submitted at least 5 business days in advance of the hearing date.

Each party is to provide a copy of all documentation that will be submitted to the commissioner to the other party at the same time as it is submitted to the Commissioner.

The commissioner shall hold a hearing to hear the appeal.

After the hearing has been completed, the decision of the commissioner is to be delivered within 15 business days in writing to both parties. The written decision of the Commissioner is final and not subject to further appeal to a court.

If the commissioner decides that the demerit points should not have been assessed or that the installer should not have had their certification suspended or withdrawn, the installer will have the demerit points removed specific to the appeal or suspension lifted as the case may be and the \$1,000 will be returned.

If the commissioner confirms the written review decision of the certification board that the points are to stay in place, the \$1,000 will NOT be returned to the installer.

The installer shall be provided with a written report from the commissioner.

## Final Appeal Process

If the Installer still feels that the action taken after the Tier 3 process has been completed has not met the requirements of the certification scheme, the installer may appeal to Standard Council of Canada who will review and confirm that all requirements outlined in ISO 17024 and CAN P9 have been met.

Notice of appeal must be in writing and sent by registered mail to:

Standard Council of Canada  
270 Albert Street, Suite 200  
Ottawa ON K1P 6N7

## Frequently Asked Questions

### 1 How do I get signed up to take the written exam or practicum evaluation?

For the most up to date information on registration/scheduling requirements, dates, locations and fees contact BPQI at 204-956-5888.

### 2 Where can I take the written exam?

Examinations are administered frequently across the nation. To get current locations call 204-956-5888. Online solutions are available at approved facilities.

### 3 Can I get my results over the phone?

No. Examination results are confidential and will only be provided in writing.

### 4 When will I receive my exam results?

Results for examinations will be mailed within three weeks after the exam date.

### 5 Does BP offer courses to pass examinations?

No. However training is available through a variety of sources such as product manufacturers, equipment manufacturers, trade associations and various private learning institutions.

### 6 Can I review my exam that I recently took?

You can review only those questions on the exam that you marked incorrectly by making arrangements to visit BP's office. A review is typically done for the purpose of completing a challenge. There is a \$25.00 fee for a review session.

### 7 How often can I take the written exam?

You may take the written exam as many times as needed until you pass the exam. You must wait 10 days between each time you take the written exam.

### 8 Can I reschedule or cancel my exam?

Yes but you must notify BPQI at least 2 days before the examination for which you have registered.

### 9 Can I get a copy of my results mailed to me?

Yes, your exam results will be mailed to you.

### 10 Are the examinations open book?

Yes, you are allowed to bring in a number of documents to assist you in writing the examination. These are limited to the following: Any training organization Sprayed Polyurethane Foam student manuals, CAN/ULC S705.1 or/and S712.1 Standard, CAN/ULC S705.2 or/and S712.2 Standard, Manufacturer Instructions, guidelines and technical data sheets, or Equipment Manufacturer Operating Guidelines.

### 11 How long are the written examinations?

The length of time is 3 hours maximum.

### 12 What type of format will the examination questions be in?

Exam questions are in four-option, multiple-choice, with one answer on each question scored as correct.

### 13 Should I guess if I don't know the answer to a question?

There is no guessing penalty, so answer every question.

### 14 What is considered a passing score?

The passing mark for the examination and practicum evaluation is 75%.

### 15 What language is the exam available in?

The exam is available in English or French.

## Other Information

### Contact Information

Building Professionals Quality Institute Inc.  
410-250 McDermot Ave  
Winnipeg, MB  
R3B 0S5

CEO: Ryan Dalglish

Phone: (204) 956-5888

Fax: (204) 956-5819



# Appendix A

## ESSENTIAL LEARNINGS FOR MEDIUM DENSITY SPRAY POLYURETHANE FOAM

### Section A: SPF Material

Introduction to Spray Polyurethane Foam, Product Knowledge, Material Selection, Storage & Handling and Empty Container Handling.

- A.1 What is Spray Polyurethane Foam?
- A.2 History of Spray Polyurethane Foam
- A.3 Product Knowledge
- A.4 Material Standards (CAN/ULC S705.1 and S712.1)
- A.5 Factors Affecting Material Selection
- A.6 Proper Storage of Liquid Chemicals
- A.7 Water Seepage into Containers
- A.8 ISO Containers
- A.9 Resin Containers

### Section B: Equipment

Installation Equipment & Start Up Procedure

- B.1 Material Component Heating
- B.2 Transfer Pumps
- B.3 Proportioner
- B.4 Hoses
- B.5 Hose Heaters
- B.6 Spray Guns
- B.7 Compressor
- B.8 Generators
- B.9 Fresh Air Pump
- B.10 Maintenance
- B.11 Check Equipment
- B.12 Check Material Supply
- B.13 Test Pattern

### Section C: Installation

Product Knowledge, Environment Conditions, Start Up Procedure, Troubleshooting, Substrate Preparation, Installation Methodology & Housekeeping

- C.1 Installation Standard (CAN/ULC S705.2)
- C.2 Ambient Temperature
- C.3 Humidity
- C.4 Wind
- C.5 Substrate Temperature
- C.6 Substrate moisture
- C.7 Start Up Checklist
- C.8 Work Order / Job Requirements
- C.9 Manufacturer Instructions
- C.10 Blisters
- C.11 Resin Rich
- C.12 ISO Rich
- C.13 Stress Cracking
- C.14 Scorching
- C.15 Friability
- C.16 Tackiness
- C.17 Shrinkage
- C.18 Speed of Reaction
- C.19 Improper adhesion
- C.20 Improper Cohesion
- C.21 Foam Types
- C.22 General Conditions
- C.23 Cleaning
- C.24 Priming
- C.25 Masking and Covering
- C.26 Distance



- |      |                                     |      |  |
|------|-------------------------------------|------|--|
| C.27 | Angle of Spray                      | D.13 | Open Flame   |
| C.28 | Cross Hatching                      | D.14 | Warning Signs for Hot Work   |
| C.29 | Thickness                           | D.15 | Spray Area Isolation Barriers  |
| C.30 | Surface Texture                     | D.16 | Protection of Apprentice / Helper  |
| C.31 | Coverage                            | D.17 | Protection of Others (Trades, Vehicles, Building Components, Owners, etc.) |
| C.32 | Hot / Cold Weather Installation     | D.18 | Handling of Liquid Chemicals   |
| C.33 | High Wind Installation Requirements | D.19 | Isolation Requirements   |
| C.34 | Removing Excess Foam                | D.20 | During Installation and Post Installation Ventilation Requirements         |
| C.35 | Clean Up                            | D.21 | Spill Containment  |
| C.36 | Site Waste                          | D.22 | Spill Clean Up   |
| C.37 | Buns of Foam                        | D.23 | Decontamination  |
| C.38 | Disposal                            | D.24 | Disposal   |
|      |                                     | D.25 | Reporting  |

## Section D: Health & Safety

Health & Safety, Fire Protection, Site Isolation and Protection, Storage & Handling, Isolation & Ventilation and Spill Handling

- D.1 Basic Understanding of the Liquid Chemicals
- D.2 WHMIS
- D.3 Personal Protection
- D.4 Transportation of Dangerous Goods (TDG)
- D.5 Confined Spaces
- D.6 Electrical Hazards
- D.7 Fire Extinguishers
- D.8 Warning Signs
- D.9 Smoking
- D.10 Welding
- D.11 Acetylene Torch Cutting
- D.12 Metal Grinding

## Section E: Quality Control

- E.1 Site Testing
- E.2 Documentation



# Appendix B

## MEDIUM DENSITY FOAM SPRAYER EVALUATION PROCESS OVERVIEW

This Overview contains information on how to complete the evaluation process. Information in this overview represents current policies for the BPQI PF sprayer certification. Information in this overview supersedes information contained in any previously published documents.

This booklet may not be brought into any examination.

Eligibility standards, fees, and guidelines are subject to change. Please contact Building Professionals Quality Institute Inc. (BPQI) at 204-956-5888 for updates.

### Important Items to Remember for Your Evaluation

- Ensure that you have completely read and understand this handbook prior to scheduling your practicum evaluation or recertification evaluation. Please feel free to call the BPQI office at 204-956-5888 if you have any questions.
- To cancel your scheduled evaluation, please call the BPQI office a minimum of 7 days prior to the date. All costs incurred to date (travel arrangements or penalties) for the cancelled evaluation is the responsibility of the candidate.
- Please ensure that the spray polyurethane foam material and equipment is ready to be utilized by the time the evaluation is to commence.
- In the event that YOU HAVE NOT successfully passed the **practicum** evaluation, you must re-take the evaluation and pay all costs associated.
- In the event that YOU HAVE NOT successfully passed the **re-certification** evaluation, you must successfully repeat both the evaluation and written examination and pay all costs associated.

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## Evaluation Knowledge Areas

The medium density spray polyurethane evaluation covers critical task areas of knowledge and skills that each candidate must have in order to pass, each area being weighted based on the importance of each.

The evaluation shall provide practical proof of the polyurethane foam sprayer's knowledge and skills to manufacture good quality foam in place.

The important critical tasks performed by certified medium density polyurethane foam sprayer consist of:

- Spray Polyurethane Foam product knowledge
- Equipment and start up procedures
- Installation
- Health and Safety
- Quality Control

Passing mark for recertification or practicum evaluation is 75%. This requirement is independent of the written examination; each requires a minimum of 75%.

Knowledge Area	Weighting <sup>(%)</sup>
Environmental conditions	10%
Substrate conditions	10%
Personal safety, handling and protection	10%
Safety precautions in job site area	5%
Daily spray machine verification	10%
Test spray pattern	10%
Spray atomization process & Application	20%
Daily machine shut down procedures	5%
Site foam quality control testing	15%
Documentation	5%



## Evaluation Process

### Administration

BPQI will send a certification handbook to the candidate prior to the evaluation that outlines all of the rules, procedures and requirements for the evaluation.

The evaluator will review the evaluation process, rules and requirements at the beginning of the evaluation with the candidate and (helper if applicable).

The certification handbook shall be sent out immediately to the candidate who contacts BPQI with any questions pertaining to certification or inquires about the examinations. The candidate shall allow a minimum of 14 days to schedule the evaluation with the evaluator.

The certification handbook shall contain the following information:

- ➊ Contact information for the evaluator in the candidate's area.
- ➋ Policies & procedures for the evaluation.
- ➌ Mock up requirements.
- ➍ Job site requirements.
- ➎ Personal protective equipment requirements.
- ➏ SPF application equipment requirements.
- ➐ Documentation to be provided on site by the candidate during the evaluation:
  - a. Daily work records
  - b. MSDS sheets for all materials
  - c. Technical data sheets for all chemicals on site
  - d. Job site specification (if applicable)
  - e. Job site label
  - f. CAN/ULC S705.2 standard for thermal insulation, spray applied rigid polyurethane foam, medium density – application
  - g. Thermal Insulation Inspection Report
- ➑ Testing equipment requirements.
  - a. Anemometer
  - b. Surface temperature reader
  - c. Substrate humidity reader
  - d. Site Test Kit which meets the requirements of CAN/ULC S705.2

The duration of the evaluation should not exceed four hours. However if extenuating circumstances exist that requires extra time for the evaluation, this would be at the discretion of the evaluator.

Things that may be considered acceptable and require addition time would be:

- Equipment break down.
- Weather related issues.
- Substrate preparations.
- Other construction site issues.

### Arranging for an evaluation

The candidate shall have completed the following with BPQI for their evaluation to occur:

- ❶ Confirm that the candidate has reviewed the certification handbook
- ❷ Completed the evaluation request form from BPQI.
- ❸ Paid the evaluation fee in advance.
- ❹ Confirmed that all of the requirements set out in the certification handbook for equipment, chemicals, documentation, and health & safety issues are acceptable.
- ❺ BPQI will contact the evaluator in the area to arrange for the evaluation.
- ❻ Allow a minimum of 14 days notice to the evaluator to schedule the evaluation.
- ❼ The Evaluator will confirm with the candidate understands the policies and procedures for the evaluation.

### Cancellation Policies

If the candidate cancels the evaluation for any reason without sufficient notification, the candidate would be required to pay for the evaluation and reschedule another day for a subsequent evaluation. The candidate would have to prepay for the subsequent evaluation prior to the evaluation occurring. BPQI shall provide in writing to the candidate the cancellation policy.

If the evaluator cancels an evaluation prior to the evaluation, the evaluator shall provide sufficient notice to the candidate. The evaluator shall provide a written statement to BPQI the reasons for the cancellation. The candidate shall also inform BPQI of the new evaluation date and time. BPQI will contact the candidate to confirm further evaluation details.

If the evaluator is delayed in attending an evaluation, the evaluator shall contact the candidate to inform them of the expected delay and new time of arrival.

### Suspending the evaluation

If at any time the evaluator feels that evaluation needs to be suspended, the evaluator can do so for one or more of the following conditions exist:

- ❶ The contractor / candidate did not supply or have available:
  - a. Personal protective equipment
  - b. Proper signs or caution tape to isolate the spray area.
  - c. SPF equipment
  - d. CAN/ULC S705.1 listed chemicals for the SPF application of buildings
  - e. Testing equipment is unavailable or does not meet the CAN/ULC S705.2 standard.
  - f. All documentation as outlined in the certification handbook sent to the candidate.
- ❷ Health and safety of anyone is being jeopardized.
- ❸ Substrate that is not acceptable.
- ❹ Weather / climactic conditions are not acceptable.
- ❺ Equipment is unsafe or inoperative.
- ❻ Equipment breakdown that will take too long to repair.
- ❼ Candidate is suspected of being under the influence of alcohol or drugs.
- ❽ Candidate or helper will not cooperate with instructions / requests of the evaluator.
- ❾ Spraying foam off ratio and not trouble shooting.

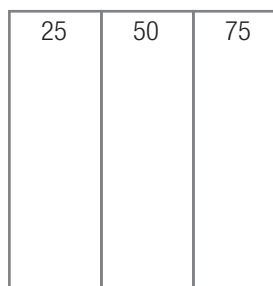


**Mock up requirements**

*Please note:* Mock-ups are intended for initial practicum evaluations only. All recertification evaluations are to be conducted in the field at an actual job site rather than a mock-up setting. An exception to use mock ups for recertification evaluations can be granted under certain conditions and special requests made to the certification organization. Written requests must be made to BPQI by the Contractors/Installers to use mock ups for recertification evaluations. The decision to accept the reasons given by a Contractor/Installer to allow mock-ups to be used for recertification evaluations will be made by the CEO.

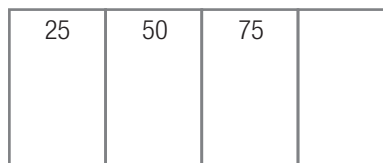
**Type 1** – The mock up shall consist of a minimum of one four foot (1200 mm) wide by eight foot (2400mm) high sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 16 inches (400mm) 4x8 vertical. See diagram. The other side of the sheathing shall be left open to simulate an exterior wall application. The candidate shall spray both sides of the mock-up wall for the evaluation to simulate interior installation and exterior installations.

4x8(16inch studs)



**Type 2** – The mock up shall consist of a minimum of one eight foot wide(2400 mm) by four foot high (1200 mm) sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 24 inches (600mm). See diagram. The other side of the sheathing can be left open to simulate an exterior wall application. The candidate shall spray both sides of the mock-up wall for the evaluation to simulate interior installation and exterior installations.

8x4(24inch studs)



For mock ups to be re-used, cardboard inserts can be used as a liner within the stud spaces.

A separate 4x8 sheet of plywood or OSB can be used in replace of using the back of the studded wall. The 4x8 sheet would be used to spray 25mm, 50mm and 75mm thickness. The flat wall can be turned over and reused for 2nd application.

Thickness testing shall be conducted on both the studded and flat wall.

When evaluations are conducted with the use of mock ups the candidate shall follow the procedures set out in the CAN/ULC S705.2 standard for the application of spray polyurethane foam. The evaluation shall be conducted as if the evaluation was occurring at a construction site.



### Construction site requirements

The candidate shall ensure that a minimum of 64 square feet (5.95 square meters) wall space is available to conduct the practicum or recertification evaluation. The evaluation may occur as an interior application of stud walls, on poured concrete, in a crawl space, in an attic or a cathedral ceiling. Outside applications on walls are also accepted. The evaluator shall verify the space and application prior to commencing the evaluation.

### Helper / Assistant to the candidate

It is acceptable for the candidate that is being evaluated to have a helper available to assist in the typical spray polyurethane foam operations. The evaluator shall explain to the helper that they cannot in any way help, assist, coach and interfere with the candidate that is being evaluated during the evaluation. The helper is only allowed to mask off areas that may get overspray, assist in dragging out the hose, adjust the temperatures & pressures of the equipment if requested by the candidate that is being evaluated. The helper can assist in setting up the signs and caution tapes for the job at the request of the candidate that is being evaluated.

If it is determined that the helper is attempting to interfere in the process, he/she shall be asked to leave for the duration of the evaluation. If the helper is unwilling to cooperate with the evaluator requests at this time, the evaluation would be terminated.

### Evaluation requirements

It is recommended that all evaluations be conducted on construction sites. All procedures shall be followed in accordance with the S705.2 standard for spray polyurethane foam.

- ① The evaluator contacts the candidate to arrange for the evaluation date, time and location.
- ② The evaluator shall confirm with the candidate that they have received and reviewed the certification handbook from BPQI.

- ③ The evaluator shall inform BPQI of the arrangements confirmed with the candidate.
- ④ The evaluator should confirm with the candidate that all of the essential equipment outline in the S705.2 standard for spray polyurethane foam is available for the evaluation. IE Testing Equipment, personal protective equipment etc.
- ⑤ The evaluator would arrive at the location to conduct the evaluation with the required personal protective equipment, documentation for the evaluation.
- ⑥ The evaluator would videotape whenever possible and should this not be possible, the evaluator shall take pictures of the evaluation.

### Prior to Spraying

- ① The evaluator shall explain the process that will be required for the evaluation. The evaluator shall explain that the candidate will be evaluated on the process “prior to spraying, during spray operations, and after completion of spray foam applications.
- ② The evaluator shall inform the candidate that “No Smoking” is allowed in any of the areas where chemical are stored or spray foam operations are occurring.
- ③ Explain to the candidate that he will be checking off items on the evaluation form as the evaluation is in progress.
- ④ The evaluator will ask the candidate for all of the required documentation for the installation of SPF, such as:
  - a. Daily work sheets
  - b. MSDS sheets for all products that are used.
  - c. Technical Data sheets for the SPF system.
  - d. Job Site Specification (If applicable)
  - e. Job Site Label.
- ⑤ The evaluator would now have the candidate begin the routine procedures that are required for the installation of spray polyurethane foam.
- ⑥ The candidate would now prepare the work area by masking off all areas that need to be protected from overspray.
- ⑦ The candidate would isolate the work area with yellow caution tape or red no entry tape to prevent other trades people from entering the work area.



- 8 The candidate should place signs that indicate that respirators are required.
- 9 The candidate could now locate a fire extinguisher in the spray area and check that it is fully charged.
- 10 Set up safe lighting in the spray area if required.
- 11 If the evaluation is being conducted on an construction site with other trades people that are present, the other trades need to be made aware of the spray foam application that is about to take place.
- 12 The candidate shall have on the following protective equipment during preparation only, if appropriate:
  - a. Tyvec type suite
  - b. Steel toed work boots
  - c. Hard hat
  - d. Safety goggles or glasses
  - e. Gloves
  - f. Fresh Air
- 13 The candidate shall be evaluated for their ability to:
  - a. Turn on the "Main" power to the proportioner.
  - b. Turn on the power to the control panel
  - c. Roll out the spray hose to the spray area.
  - d. Turn on the hose heater fifteen to twenty minutes prior to spraying.
  - e. Check the quantity of chemical in the "A – polymeric isocyanate" & "B – resin" barrels.
  - f. Check the temperature of chemicals in the drums.
  - g. Connect the air supply lines to the stickpumps.
  - h. Remove the vent plugs from the "A – polymeric isocyanate" & "B – resin" side barrels.
  - i. Open the supply valves from the drum stick pumps.
  - j. Turn on primary heater.
  - k. Set temperatures and pressures for the "A – polymeric isocyanate" & "B – resin" sides.
  - l. Turn on the hydraulic motor.
  - m. Check pressures are balanced within 100 psi.
  - n. Check that there is a fire extinguisher in the rig and that it is fully charged.
  - o. Check that he has a supply of one of the following products available on board the spray rig for decontaminating Isocyanate:
    - p. Check that sufficient spill containment materials (ammonium hydroxide, ammonia and sodium carbonate) are available in the event of a chemical spill.
    - q. Check that the carbon monoxide detector from fresh air supply.
    - r. Set the pressure for the fresh air supply.
    - s. Put on the fresh air respirator
    - t. Connect the gun the hose (if not already completed)
    - u. Open the supply valves on the gun
    - v. Open the air supply valve to the gun (when applicable)
    - w. Assess climatic & substrate conditions
    - x. Fill out weather section of the Daily Work Record
    - y. Demonstrate that all health & safety equipment is available



### During Spraying Operations

During the spraying activities the candidate shall be evaluated on his/her ability to:

- a. The candidate shall have a full face fresh air supplied respirator prior to spraying activities.
- b. Set/check the spray pattern on some polyethylene plastic or cardboard.
- c. Picture frame in a stud cavity application.
- d. Able to achieve an average thickness of 25mm, plus 15mm (no areas less than 20mm)
- e. Able to achieve an average thickness of 50mm, plus 20mm (no areas less than 40mm)
- f. Able to achieve an average thickness of 75mm, plus 25mm (no areas less than 60mm)
- g. Check for thickness on a regular basis to achieve the desired thickness.
- h. Spray with a smooth fluid motion.
- i. Achieve a smooth finish on the surface of the installed foam.
- j. On all applications:
  - Have the ability to achieve 50mm maximum thickness, minimum 25mm on the initial pass and advance to the desired thickness with the remaining pass(es).
  - Have a smooth finish to the surface of the installed spray foam
  - Regularly check for the correct thickness
  - Have an approximate 75% overlap for each pass

### After Spraying Operations

- ① Testing & documentation procedures.
  - a. The contractor shall supply an approved SPF testing kit that meets the requirements for the CAN/ULC S705.2 standard for the candidate being evaluated.
  - b. The evaluator shall confirm that the test kit meets the requirements of the CAN/ULC S705.2 standard.
  - c. The candidate shall demonstrate the adhesion / cohesion test.
  - d. The candidate shall demonstrate the proper core density test
  - e. The candidate would complete the Daily Work Record
- ② The evaluator can now complete the evaluation forms and discuss any areas of concern with the candidate as well as the areas in which the candidate did well.
- ③ The evaluator shall document in the report the discussion of evaluation results with the candidate.
- ④ The evaluator shall include in the report, any conflict of interest the evaluator has with the evaluation.

### End of Evaluation







# CERTIFIED INSTALLER CHECKLIST

## Forms & Documentation - Complete and submit the following:

- \_\_\_\_\_ Installer Application Form – F-090-004
- \_\_\_\_\_ Installer Code of Conduct Form – F-090-007
- \_\_\_\_\_ Installer Certification Agreement – F-090-008
- \_\_\_\_\_ Certification Fees & Cost Order Form – F-090-005
- \_\_\_\_\_ Practical Evaluation Request Form – F090-006 (submit only when ready to be evaluated)

## Installer Requirements:

- \_\_\_\_\_ Pay One time registration fee of \$250+tax (details in Certification Fees & Cost Order Form – F-090-005)
- \_\_\_\_\_ Pay Written Examination fee (details in Certification Fees & Cost Order Form – F-090-005)
- \_\_\_\_\_ Successfully pass the written examination
- \_\_\_\_\_ Pay Practical Evaluation fee (details in Certification Fees & Cost Order Form – F-090-005)
- \_\_\_\_\_ Successfully pass the practical evaluation
- \_\_\_\_\_ Provide a digital color photo (for future use of the installer ID card)

## Ongoing Installer Requirements:

- Annual Installer Certification Renewal Fee (May 1<sup>st</sup> to April 30<sup>th</sup>) - \$150
- Re-instatement fee (only if the installer certification lapsed) - \$250

PLEASE SUBMIT ALL DOCUMENTS TO:

BPQI - Building Professionals Quality Institute

Suite 410 – 250 McDermot Avenue

Winnipeg, MB R3B 0S5

Fax: 1-866-956-5819 or e-mail: [admin@buildingprofessionals.com](mailto:admin@buildingprofessionals.com) Questions? Please call: 1-866-272-0000



# CERTIFICATION FEES AND COSTS ORDER FORM

Installer's Name(s): *(please print)* \_\_\_\_\_ | \_\_\_\_\_  
 \_\_\_\_\_ | \_\_\_\_\_  
 \_\_\_\_\_ | \_\_\_\_\_

**Charge to:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_

Expected Certification Costs	Description	Fees*	Quantity	Total
Initial ESTIMATED Certification Costs Total: \$1450.00*	One-time Registration Per Certification	\$250.00		
	Written Paper Exam (3hr max. 'open book') <b>Does not include proctoring and travel costs</b>	\$200.00		
	Written Paper Exam at a Proctored Facility	\$325.00		
	Proctored Online Digital Exam <b>Includes cost of exam and online proctor fee</b>	\$250.00**		
	Practicum Evaluation (approx. 4 hours per individual-call office for a quote)	\$1000.00 (est.)		
Annual Costs (May 1 <sup>st</sup> to April 30)	Annual Certification Maintenance	\$150.00		
Re-Instatement Fee for Lapsed Certification	For non-renewed individuals	\$250.00		
Every 5 year Estimated Re-Certification Costs	Estimated Re-Certification Practical Evaluation	\$700.00 - \$1200.00		

\* All fees/costs are subject to GST/HST, are subject to change without notice, are not pro-rated, non-transferrable or refundable and must be pre-paid. All fees are based on one (1) Installer. BPQI reserves the right to withdraw or suspend certification when payment is not received or evaluations are not conducted. It is the responsibility of the Installer to request evaluations. BPQI reserves the right to administer a financial penalty to certified installers for neglecting the certification scheme requirements. Depending on the actual cost of the written or practicum evaluation, the Applicant is responsible for the actual costs above and beyond the pre-paid estimated amount. Your account will be credited in the event of overpayment of your evaluation.

GST/HST

TOTAL

\*\* For online written examinations, please call BPQI for details and logistics.

- My cheque for total payment, made out to BPQI, is enclosed.
- Send invoice to Company and address above.
- Charge my VISA credit card     Charge my MasterCard credit card

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ C S C \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Please forward this form and payment to: **BPQI** Suite 410, 250 McDermot Avenue, Winnipeg, MB R3B 0S5 Questions? Ph: 866-272-0000



# INSTALLER APPLICATION FORM

*\$250.00 + GST/HST One Time Certification Registration Payment is required with initial registration  
(This Fee is Not Included in your Training or Examination Costs)*

1) Please list your information: *(please print)*

Installer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, Province: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City, Province: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

2) Do you currently have a valid MD SPF certification with another program?  No  Yes

If so, please provide certification program and certification number: \_\_\_\_\_

3) Please list your trade experience:

Type of Projects	Number of Years/Hours of Experience
<input type="checkbox"/> Residential Industry	
<input type="checkbox"/> Commercial Industry	
<input type="checkbox"/> Industrial Industry	
<input type="checkbox"/> Roofing Industry	

Type of Spray Foam	Number of Years/Hours of Experience
<input type="checkbox"/> Light Density Foam	
<input type="checkbox"/> Medium Density Foam	
<input type="checkbox"/> Roofing Foam	

4) Please list any other qualifications / trade experience: *(including level of education)*

\_\_\_\_\_  
\_\_\_\_\_

Use the back of the page if required.

5) Please review and sign the following:

I, *(print name)* \_\_\_\_\_, do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effects as if made under oath and by virtue of the "Canadian Evidence Act". I hereby authorize BPQI to provide, on request, my status as a certified installer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# INSTALLER CODE OF CONDUCT

I, (print name) \_\_\_\_\_, hereby agree to the following installer certification obligations:

- i. Comply with all regulations and processes set forth by BPQI (*i.e. surveillance, inspection and re-certification activities*).
- ii. Install the product according to the CAN/ULC S705.2 application standard and any other application standard or specification.
- iii. Conduct the required daily on-site testing.
- iv. Complete the required documentation.
- v. Affix the job site label.
- vi. Use the required safety equipment including positive fresh air supplied full face respirator.
- vii. Adhere to all local and provincial regulations.
- viii. Work in a safe manner.
- ix. Conduct oneself in a professional manner.
- x. Advise the supervisor or contractor of any potential problems with the installation of the spray polyurethane foam material.
- xi. Provide all information requested to the BPQI Certified Spray Foam Evaluator.
- xii. Approve BPQI to provide certification status to interested persons.
- xiii. To only install spray polyurethane foam material which meets the appropriate standard or has received a Canadian Construction Material Centre (CCMC) Evaluation Report.

I also agree that my failure to meet any of the above installer certification obligations can result in the suspension or withdrawal of my certification.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature



# BPQI CERTIFICATION AGREEMENT

THIS AGREEMENT is made with effect as of \_\_\_\_\_ (the "Effective Date").

BETWEEN

**BUILDING PROFESSIONALS QUALITY INSTITUTE INC.**  
**("BPQI")**  
and

Installer Full Legal Name: *(please print clearly)* \_\_\_\_\_

Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

("Certified Installer licensee")

WHEREAS BPQI is a body dedicated to setting high standards for on-going professional practice in the spray polyurethane foam industry through the Certification program and certifies qualifying Installers to use its Certification Mark. Use of the BPQI Certification Mark symbolizes that such parties have met BPQI's standards of practice and regulation;

AND WHEREAS BPQI has agreed to grant a non-exclusive license to the Certified Installer licensee to use its Certification Mark on the terms and conditions set out in the this Agreement;

NOW THEREFORE, in exchange for good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

## 1. DEFINITIONS.

The following terms shall have the meanings set forth below:

- 1.1 "Approved System" means a spray applied rigid polyurethane cellular plastic thermal insulation system which meets the CAN/ULC S705.01 National Standard (which includes any amendments thereto or any National Standard that replaces or succeeds this standard), there being supporting documentation (including without limitation any CCMC evaluation report and a copy of all test reports that support the evaluation).
- 1.2 "BPQI" means the Building Professionals Quality Institute Inc.
- 1.3 "CCMC" means the Canadian Construction Materials Center, operated by the National Research Council Canada, Government of Canada, or its successor or assign.
- 1.4 "SCC" means the Standard Council of Canada.
- 1.5 "Certification Mark" means any certification mark(s) used, applied for or registered by BPQI in accordance with the provisions of the Trademarks Act of Canada (or similar or successor legislation) which BPQI expressly confirms in writing to the Certified Installer licensee as falling within the definition of Certification Mark under this Agreement.
- 1.6 "Certified Field Auditor" means a person who has been certified as a Certified Field Auditor by BPQI (or its designate) in connection with the certification program or by a third party approved by BPQI, such Certified Field Auditor having also entered into, with BPQI, both a Certification agreement and an agreement that outlines professional conduct, scope of work and requirements when performing audits on behalf of BPQI.
- 1.7 "Certified Installer" means an Installer of spray polyurethane foam who, in the view of BPQI or its designate, has successfully completed the requirements for an Installer as set out in the certification scheme and who has signed a certification agreement with BPQI with respect to the use of the Certification Mark.
- 1.8 "Term" has the meaning set forth in paragraph 2.1 below.

Installer Initials: \_\_\_\_\_



# BPQI CERTIFICATION AGREEMENT

## 2. GRANT AND TERM

- 2.1 The Certified Installer licensee hereby agrees that it shall, throughout the Term, participate in and successfully complete any required recertification that BPQI, under its certification scheme, may require for Certified Installers from time to time.
- 2.2 This Agreement shall commence on the Effective Date and shall continue until terminated by the parties in accordance with paragraph 7 hereof (the "Term").
- 2.3 Subject to the provisions of this Agreement and as long as the Certified Installer licensee is not in default hereunder, BPQI hereby grants to the Certified Installer licensee the non-exclusive right, license and privilege to use the Certification Mark in Canada during the Term in the manner and for the purposes set forth in this Agreement.
- 2.4 The Certified Installer licensee shall not be entitled to sub-license to third parties any of its rights or obligations under this Agreement.
- 2.5 The parties each hereby confirm to the other that he/she/it has full power and authority to enter into this Agreement, and that in doing so (or carrying out any of its obligations hereunder) he/she/it is not violating the rights of any third party or any agreement by which it is bound.

## 3. CERTIFIED INSTALLER LICENSEE

### True and Accurate Representations

- 3.1 The Certified Installer licensee represents and warrants that all information he/she/it has given to BPQI (or its employees, agents or designates) under this Agreement, the BPQI code of conduct, and in connection with the certification program, is true and correct, and acknowledges and agrees that BPQI is relying on such representations and warranties in entering into this Agreement.

### Proprietary to BPQI

- 3.2 The Certified Installer licensee acknowledges and agrees that the certification program is a proprietary program of BPQI and that he/she/it will not challenge such proprietary right during the Term or thereafter. The Certified Installer licensee shall not use the certification program (including without limitation any documents or materials relating thereto) for any purpose other than to carry out the terms of this Agreement. For greater certainty, and without limiting the generality of the foregoing, the Certified Installer licensee may not use the certification program for any other purpose nor may it, directly or indirectly, copy, distribute or make available the certification program to third parties, without the prior written consent of BPQI. The obligations set out in this paragraph survive the expiration or termination of this Agreement.

### Certified Installer Licensee and Compliance with Obligations

- 3.3 During the Term of this Agreement, the Certified Installer licensee agrees that he/she/it shall pay an Installer Certification fee on a yearly basis, as set by BPQI, notice of same being mailed to all Certified Installers annually, and comply with the terms of this Agreement.
- 3.4 The Certified Installer licensee hereby undertakes to comply with all of the provisions of the certification program applicable to Certified Installers for the duration of the Term. Without limiting the generality of the foregoing, the Certified Installer licensee will install Approved Systems or Evaluated Systems in a professional manner.
- 3.5 Without limiting the generality of the foregoing, the Certified Installer licensee shall, all times during the Term, comply with all standards, specifications and requirements necessary to meet the then-current certification requirements for Installers under the certification program. The Certified Installer licensee acknowledges and agrees that the certification program (including without limitation, the systems, programs, standards, requirements and methods relating thereto) may be amended from time to time. BPQI shall provide the Certified Installer licensee with notice in writing of any such amendments, and the Certified Installer licensee shall forthwith comply with same.

Installer Initials: \_\_\_\_\_



# BPQI CERTIFICATION AGREEMENT

3.6 The Certified Installer licensee agrees to carry at all time on all job sites, the photo identification card issued to him/her by BPQI which identifies him/her as a Certified Installer.

## **Quality Control (Products and Licensing Requirements)**

3.7 During the Term, the Certified Installer licensee agrees to install spray applied polyurethane cellular plastic thermal insulation, Approved Systems and/or Evaluated Systems according to the requirements of the applicable Manufacturer and the applicable BPQI standards and specifications forming part of then-current certification scheme. The Certified Installer licensee shall not alter an Approved System or an Evaluated System in any way, including by the addition of a coloring agent.

3.8 During the Term, the Certified Installer licensee will only install spray applied polyurethane foam materials and/or products which meet the CAN/ULC S705.1 material standard set by CCMC (or any amendment thereto or any National Standard that replaces or succeeds this standard) or products which have received a CCMC evaluation number to any building which falls under the authority of the local building code or for any project where the documents require material to meet the CAN/ULC S705.1 Material Standard.

3.9 The Certified Installer licensee shall meet all of the requirements of the CAN/ULC S705.2 Installation Standard (or any amendment thereto or any National Standard that replaces or succeeds this standard).

3.10 The Certified Installer licensee agrees to permit any audits deemed necessary by BPQI in order to ensure compliance with the certification program.

3.11 Without limiting the generality of the foregoing, the Certified Installer licensee agrees to permit a Certified Field Auditor to audit his/her/its work on any job site, as well as his/her/its installation practices, apparatus, materials, services and documentation to ensure that he/she/it meets the standards required of a Certified Installer under the certification program. The Certified Installer licensee shall cooperate fully with any such audit or inspections by a Certified Field Auditor. The Certified Installer licensee shall pay any and all costs of BPQI, the certification Organization or the Auditor associated with any such audit.

3.12 Should the Certified Installer licensee be required to provide any information to BPQI or to a Certified Field Auditor, or to complete any documentation under this Agreement or the certification program, it shall do so accurately and completely. Failure to provide accurate and complete information and documentation may, in BPQI's sole and absolute discretion, constitute a material breach of this Agreement and may lead to the suspension or termination of this license under the terms of this Agreement.

3.13 The Certified Installer licensee shall forthwith, upon request from BPQI, provide such further or other information as BPQI may require from time to time with respect to the Certified Installer licensee, its products, services, processes, procedures, or otherwise (including access to its books and records, Approved Systems, Evaluated Systems) as reasonably required to assess compliance with this Agreement. The Certified Installer licensee shall cooperate fully with BPQI, in good faith, with respect to any such assessment.

3.14 The Certified Installer licensee will not provide or otherwise communicate, directly or indirectly, to any third parties any information or make any statements which have specifically been communicated to the Certified Installer licensee by BPQI, verbally or in writing, as being incorrect or not meeting the standards of professional conduct set or determined by BPQI.

## **Additional Requirements – Conduct**

3.15 The Certified Installer licensee agrees to pay fees due to BPQI, as outlined by BPQI from time to time. Failure to pay the required fees may result in a suspension and/or termination of certification and this license.

3.16 The Certified Installer licensee will notify BPQI of any breaches to this Agreement, which are made by him/her, or, to his/her knowledge, by other Certified Installers.

## **Regulatory Requirements**

3.17 The Certified Installer licensee shall be responsible for obtaining all licenses, permits, consents and approvals which are required by all applicable governmental or other regulatory authorities with respect to the its business, products, services or the subject matter of this Agreement. The Certified Installer licensee shall provide BPQI with copies of all such consents or approvals.



# BPQI CERTIFICATION AGREEMENT

## 4. CERTIFIED INSTALLER LICENSEE'S USE OF CERTIFICATION MARK

- 4.1 During the Term, the Certified Installer licensee agrees to use the Certification Mark on all advertisements, promotional materials, and otherwise to identify itself as a Certified Installer under the BPQI certification program, such use to be in accordance with the terms and conditions of this Agreement. The Certified Installer licensee shall not otherwise use the Certification Mark, for any purpose. The Certified Installer licensee shall use no trade-mark other than the Certification Mark during the Term to identify itself as a Certified Installer of spray polyurethane foam.
- 4.2 The Certified Installer licensee will use the Certification Mark (i) in a manner expressly approved by BPQI; (ii) in association with an Approved System or an Evaluated System; and (iii) in association with the general class of services comprising of contracting services carried on by the Certified Installer licensee for the installation of spray-applied rigid polyurethane cellular plastic thermal insulation.
- 4.3 The Certified Installer licensee shall provide BPQI with copies of all materials, documents, packaging, advertisements and otherwise, bearing the Certification Mark in advance of any use or distribution of same. Any failure of BPQI to comment shall not be interpreted as a consent for such use. Should BPQI advise the Certified Installer licensee of any objection to any uses of the Certification Mark, the Certified Installer licensee shall immediately cease use of same in accordance with BPQI's demand.
- 4.4 No advertising by the Certified Installer licensee shall contain any statement or material which may, in the sole judgment of BPQI, contain objectionable language, be in bad taste or be inconsistent with BPQI's public image of a first class professional organization representing high standards of safety, conduct and professionalism in the spray polyurethane foam industry.
- 4.5 The Certified Installer licensee agrees not to use the Certification Mark in any manner calculated to represent that the Certified Installer licensee is the owner of the Certification Mark or that the Certified Installer licensee is anything other than a licensed user of the mark. The Certified Installer licensee further acknowledges that BPQI's Certification Mark is the sole and exclusive property of BPQI, its successors and assigns, and agrees that during the term of this Agreement and thereafter he/she will not dispute or contest the validity or enforceability of the Certification Mark, including without limitation any amendments thereto or future marks forming part of the Certification Mark, nor council or procure or assist anyone else to do the same, directly or indirectly. The Certified Installer licensee shall not during the Term of this Agreement or thereafter register or attempt to register, directly or indirectly, any business or trade name or trade-mark that is confusingly similar with the Certification Mark(s).
- 4.6 The Certified Installer licensee agrees that any and all rights that may be acquired by the use of the Certification Mark by Licensee shall ensure to the sole benefit of BPQI as licensor.
- 4.7 The Certified Installer licensee agrees to forthwith provide all necessary information and to execute all papers reasonably requested by BPQI to effect the registration, maintenance or defence of the Certification Mark or to renew same. This obligation shall survive any termination or expiration of this Agreement.
- 4.8 The Certified Installer licensee shall immediately notify BPQI of any apparent or actual infringement or challenge to BPQI's Certification Mark, and the Certified Installer licensee will not communicate with any person other than BPQI in connection with any such infringement, challenge, or claim. The Certified Installer licensee shall cooperate with BPQI (and assist BPQI, upon reasonable request) with respect to the prosecution of any litigation relating to such infringement or the challenging of the Certification Mark. BPQI shall, in its discretion, make any and all decisions with respect to such litigation (or the settlement of any disputes) and BPQI shall be solely entitled to any awards may on account of such litigation.

Installer Initials: \_\_\_\_\_





# BPQI CERTIFICATION AGREEMENT

## 5.0 OWNERSHIP AND MARKING

5.1 The Certified Installer licensee acquires no right, title or interest in or to the Certification Marks except as expressly provided in this Agreement. The Certified Installer licensee shall at all times observe the requirements with respect to trade-mark notices and other forms of marking with respect to the Certification Mark as BPQI may from time to time, in its sole discretion, direct and communicate to the Certified Installer licensee. Licensee shall, when using the Certification Mark, so describe the Certification Mark to indicate clearly that the mark is owned by BPQI and that it is being used by the Certified Installer licensee under license.

5.2 The Certified Installer licensee shall ensure that any and all cheques, letterhead, contractual documents, or writings of any nature, will not directly or indirectly state that BPQI or the certification organization is responsible or liable in any way for the obligations or responsibilities of the Certified Installer licensee.

## 6. BPQI'S OBLIGATIONS

6.1 BPQI will provide a directory of Certified Installers for use by SCC Standards Council of Canada solely in connection with its obligations under this Agreement. Any other use is strictly prohibited. This directory may be updated by BPQI from time to time.

## 7. BREACH AND TERMINATION

7.1 This Agreement may be terminated by the Certified Installer licensee on any anniversary date of this Agreement by providing BPQI with four (4) months advance written notice of its intention to terminate its BPQI membership and this Agreement.

7.2 BPQI may terminate this Agreement at anytime by providing four (4) months advance written notice to the Certified Installer licensee.

7.3 The Certified Installer licensee agrees that his/her certification can be suspended or terminated by BPQI immediately, in its discretion, if the Certified Installer licensee is found, by BPQI, acting reasonably, to be in default or breach of any of its obligations under this Agreement, the BPQI code of conduct or of any requirements under the certification program.

7.4 Without limiting the generality of the foregoing, the Certified Installer licensee shall be deemed to be in default under this Agreement where:

- (a) the Certified Installer licensee fails to participate in or successfully complete any certification scheme requirements of Certified Installers under the certification program, if any, or fails to complete any recertification requirements for Installers under the certification scheme;
- (b) the Certified Installer licensee is found to have provided BPQI, the Certification organization or a Certified Field Auditor with inaccurate or incomplete information;
- (c) the Certified Installer licensee is in default of any of its obligations under this Agreement, the BPQI code of conduct, or the applicable Certification standards under the certification program;
- (d) the Certified Installer licensee makes a general assignment for the benefit of creditors or a proposal arrangement under the Bankruptcy and Insolvency Act (Canada) or any successor legislation (the "Act"), if a petition is filed against the Certified Installer licensee under the Act, if Licensee shall be declared or adjudicated bankrupt, if a liquidator, trustee in bankruptcy, custodian, receiver, receiver and manager or any other officer with similar powers shall be appointed of or for the Certified Installer licensee or if the Certified Installer licensee shall commit any act of bankruptcy or insolvency or consents to the institution of such appointment or proceedings or admits in writing its inability to pay debts as they become due except to the extent that BPQI's right to terminate may be limited by the Act;

Installer Initials: \_\_\_\_\_



# BPQI CERTIFICATION AGREEMENT

- 7.5 Should BPQI elect to impose a suspension rather than a termination, giving the Certified Installer an opportunity to cure the default, it shall notify the Certified Installer licensee in writing of the default, the suspension of certification, the default to be remedied and the period granted to the Certified Installer licensee to correct any such default, failing which BPQI may, in its discretion, terminate this Agreement and the certification program. Should a suspension be imposed, any fees due and payable to BPQI must be paid in full prior to the re-instatement of any suspended Certified Installer licensee.
- 7.6 In the event of a suspension, or should this Agreement be terminated for any reason, the Certified Installer licensee shall immediately:
- (a) cease to use, directly or indirectly, the Certification Mark(s) and the certification program, in any manner and for any purpose whatsoever;
  - (b) surrender to BPQI his/her photo identification card and all other documents requested by BPQI;
  - (c) remove the Certification Mark(s) and any reference to the certification program from any and all materials, including without limitation packaging, signs and advertisements, under its custody or control upon which the Certification Marks or reference to the certification program appears, and shall deliver up same to BPQI upon request;
  - (d) immediately pay to BPQI all fees, amounts and other charges as are or have become due and payable; and
  - (e) immediately cease to and thereafter not, directly or indirectly, hold itself out as a licensee of BPQI or the Certification organization.
- 7.7 The Certified Installer licensee agrees that the requirements set forth in paragraph 7.6 are reasonable and necessary to protect the integrity of the Certification Mark and that these requirements are enforceable by injunction, including without limitation by interlocutory injunction, by any court of component jurisdiction.

## 8. INDEMNITY AND RELEASE

- 8.1 The Certified Installer licensee acknowledges that while BPQI has made its best effort to carry out its certification program, neither BPQI, nor its directors, officers, agents, employees, shall be responsible to the Certified Installer licensee or any third party for any loss, cost, damage, liability or claim howsoever occasioned, whether by act, omission, failure to act, negligence, or willful conduct, in respect of the services, materials or products of the Certified Installer licensee, or the use and delivery of the BPQI certification program in connection therewith. The Certified Installer licensee shall hold BPQI, its directors, officers, agents, employees and the Certification organization harmless from any claims relating thereto.
- 8.2 Without limiting the generality of the foregoing, BPQI shall not be obligated or liable for any injury or death of any person or damage to any property caused by or relating to the services, materials, or products used or provided by the Certified Installer licensee. The Certified Installer licensee undertakes to hold appropriate and adequate insurance to cover its liability.
- 8.3 The Certified Installer licensee covenants and agrees that in no event is BPQI or any authorized representative, liable for any loss, cost or damage that may be suffered by the Certified Installer licensee by virtue of his/her/its certification or the suspension or termination of his/her certification.

## 9. GENERAL

- 9.1 The Certified Installer licensee is and will at all times remain an independent contractor and is not and shall not represent itself to be the agent, joint venture or partner of BPQI. No representations will be made or acts taken by the Certified Installer licensee which could establish any apparent relationship of agency, joint venture or partnership and BPQI shall not be bound in any manner whatsoever by any agreements, warranties or representations made by the Certified Installer licensee to any other person or with respect to any other action of the Certified Installer licensee.

Installer Initials: \_\_\_\_\_



# BPQI CERTIFICATION AGREEMENT

- 9.2 This Agreement shall be interpreted and construed in accordance with the laws of the Province of Manitoba and Canada applicable hereto and the parties irrevocably attorn to the jurisdiction of the Courts of Manitoba with respect to any dispute relating hereto.
- 9.3 All notices under this Agreement shall be in writing and shall be sent by prepaid courier, certified post, facsimile or served personally. If sent by courier or certified post, service shall be deemed to have been made on the second day following delivery of the notice by the transmitting party to the courier or Canada Post. Any Notice transmitted by facsimile shall be deemed given and received on the first business day after its transmission. Unless changed in writing, BPQI's address for the purpose of notice is: 410 - 250 McDermot Avenue, Winnipeg, Manitoba R3B 0S5, Fax No. (204) 956-5819; for the licensee, it will be the address listed at the top of this document, unless BPQI is otherwise notified in writing.
- 9.4 This Agreement represents the entire Agreement between the parties and no representation, warrant or condition shall apply hereto unless expressed herein in writing. This Agreement may not be amended except by written agreement executed by the parties.
- 9.5 In this Agreement, the masculine singular includes the feminine singular, the neuter and all plural forms thereof.
- 9.6 The headings herein are inserted for convenience of reference only and do not affect the interpretation of any provision of this Agreement.
- 9.7 The failure of BPQI to exercise any right, power or option given hereunder or to insist upon the strict compliance with the terms and conditions hereof by the Certified Installer licensee shall not constitute a waiver of the terms and conditions of this Agreement with respect to that or any other or subsequent breach thereof nor a waiver by BPQI of its rights at any time thereafter to require strict compliance with all terms and conditions hereof including the terms or conditions with respect to which the Certified Installer licensee has failed to exercise such right, power or option.
- 9.8 If any provision of this Agreement is declared invalid, illegal, or unenforceable by a court of competent jurisdiction such provision shall be severed from the Agreement and all other provisions of the Agreement shall remain in full force and effect.
- 9.9 Time is of the essence of this Agreement
- 9.10 This Agreement may be executed by the parties in separate counterparts, each of which will be deemed to constitute an original, but all of which together will constitute one and the same agreement. This Agreement will be considered to be fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. This Agreement and those contemplated herein may be executed and delivered by facsimile signatures and will be binding on all parties hereto as if executed by original signature and delivered personally.
- 9.11 This Agreement shall ensure to the benefit of and be binding upon BPQI and the Certified Installer licensee and their respective successors and permitted assigns. This Agreement contains the entire Agreement between the parties in respect of its subject matter and supersedes all earlier agreements, understandings, negotiations and discussions, whether verbal or written. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as herein provided.

THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT on the date first written above.

Installer Full Legal Name: *(please print clearly)* \_\_\_\_\_

Installer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **FOR BPQI OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Ryan Dalglish *(Authorized Signing Officer)* Signature: \_\_\_\_\_



# PRACTICAL EVALUATION REQUEST FORM

Installer's Name(s): *(please print)* \_\_\_\_\_ | \_\_\_\_\_  
\_\_\_\_\_ | \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_

\* Evaluation payment is due prior to evaluation dates. (Outlined in the *Certification Fees and Costs Order Form*)

### Written Examination

Date Preferred: \_\_\_\_\_

Exam Location:  Job Site  Company Office  Other  Online at an approved BPQI facility

Location Address: *(attach directions)* \_\_\_\_\_

Accommodation required for written exam?  Verbal Delivery  Large Print  Other – Specify

### Practicum (On-site) Evaluation

Date Preferred: \_\_\_\_\_

Type:  Job Site  Mock up Wall

Project Name: \_\_\_\_\_

Location Address: *(attach directions)* \_\_\_\_\_

How to contact you?  Cell Phone: \_\_\_\_\_  Home Phone: \_\_\_\_\_  Office Phone: \_\_\_\_\_

Type of Foam?  Medium Density  Light Density (Open Cell)

Do you require foam released to you for your Evaluation?  No  Yes *(Maximum Foam Release Allowance Is Two Sets)*

List your Foam Manufacturer: \_\_\_\_\_

Certification Handbook/Evaluation Overview was received by Installer on: \_\_\_\_\_

I have received the BPQI Certification Handbook/Evaluation Overview Handbook. I have reviewed and understand what I am being evaluated on. I also understand and agree that if I should be unsuccessful, I must retake and pay all incurring costs to re-do the written or Practicum Evaluation.

Please print name and sign to approve this form:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

In addition to this form, please fill out the *Certification Fees and Costs Order Form* for payment.



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