

NGICP SELF AUDIT FORM 1

This form provides a self-checklist that is required for each company to review and provide appropriate documentation as they apply for the NGICP Certificate of Compliance. All submittals and responses should be properly organized, formatted and must be thorough and complete.

It is important that each company prepares these documents to address their specific needs and expertise.

Criteria	Best Practice Guide Reference	Provided Documents, Attachment Title and Number	Example Proof of Conformance
Overview			
Does the company have materials, mechanisms, and procedures to resolve job site issues?	1.3.3.6		Employee operating procedure manual
The company shall identify policies related to training of its employees involved with GI projects and document.			Employee training manual
The company shall have an established procedure to document all safety practices and protocols.			Employee safety manual
Site Conditions			
The company shall have procedures to assure that approvals have been obtained from permitting authorities.	4		Example Letter from local gov't authority. Example Stamped drawing

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The company shall have procedures to organize and document pre-construction meetings with governing authority and site supervisor.	4		Template schedule of meetings; meeting minutes
The company shall have procedures to identify and protect existing infrastructure (e.g. utilities, vegetation, trees, etc.).	4		Tree save plans, soil vegetation plans
The company shall have procedures to identify and document the natural hydrology of the site.	4.2.3		Design - not part of contractor documents
The company shall identify methods to minimize erosion and sedimentation.	4.2.10.4		Approved erosion and sediment control plan
Materials			
The company shall maintain all material certifications and standards.	5.6		Copies of materials list and procurement documents
The company shall have procedures to verify specified feasibility testing.	5.3		Employee operating procedure manual

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Construction			
The company shall have established procedures for site materials storage and disposal.	6.6		Employee operating procedure manual
The company shall have procedures to document equipment used on site and processes for environmental protection associated with equipment use.	6.3.2		Employee operating procedure manual
Monitoring & Inspections			
The company shall have procedures to develop green infrastructure inspection and maintenance plans.	7.2		Plan design and review checklist
Operations, Maintenance, Care and Restoration			
The company shall document the process for providing as-built record drawings.	8		Copy of approved or recorded as-built drawing