



Sustainable Green Printing Partnership Pre-Audit Document Review

Review for:		
Address:		
City:	State/Province:	Zip/Postal:
Auditor:		Auditor Phone:

Auditor's Recommendation: Proceed with audit
 Suspend audit

Overview

Facilities that apply to the Sustainable Green Printing PartnershipSM, also known as the SGP PartnershipSM, to become certified must undergo and pass an audit, in which they demonstrate conformance with the requirements in the SGP Criteria. Certification has three distinct phases of activities:

- Pre-audit document review
- On-site audit
- Post-audit activities such as addressing any identified deficiencies

In the pre-audit stage, the auditor requests the company seeking certification to submit specific documents and records for review. These documents are listed and described below. The auditor then conducts a *pre-audit review*, in which the auditor determines whether the company's sustainability management system and best management practices conform to the criteria and the facility is prepared for the on-site audit. If the auditor reports to the SGP Executive Director that the company is not prepared for the audit, the SGP Executive Director will decide if the audit will be suspended until the issues are resolved.

Definitions

- ***Audit*** is the process of assessing whether the company can sufficiently demonstrate conformance to the registration criteria as contained in the SGP Registration Criteria document.
- ***Auditor*** is the individual who is performing the certification.
- ***Audit program*** is the sum of all activities comprising the audit process, starting with assigning an auditor to a specific company and ending with the auditor's final recommendation to the SGP Executive Director, with respect to certification.
- ***Certification criteria*** are the specific elements that must be implemented and maintained by the company for it to become a certified under the SGP Program. The criteria are detailed in the SGP Criteria document.
- ***Company representative*** is the person at the company who has responsibility for coordinating the audit with the SGP Executive Director and the auditor.
- ***Facility*** is the business that has applied to become certified.

Document Submission and Review

Prior to conducting an onsite audit, a SGP Auditor will need to review key documents. Copies of the following are required to be submitted electronically to info@sgppartnership.org (in electronic, preferably PDF format) and to your auditor, who will be assigned by SGP when you indicate you are ready to proceed. As indicated below, the digital file names must contain the facility name and document name.

Note: The written procedures in item 3 can be a single document file with titled procedure sections, or adequately identified individual files.

Digital File Name	Documents	Criteria Section	Date Submitted	Auditor Verified
	<u>Sustainable Management System</u>			
	1. Sustainability Policy – signed & dated with the following commitments: a. Identify, monitor and maintain EHS and employment labor compliance b. Continuous improvement emphasizing source reduction, reuse and recycling c. Information sharing with stakeholders	3.1.1		<input type="checkbox"/>
	2. Sustainability committee: a. List of members of sustainability team b. Last meeting agenda c. Last meeting minutes d. Meeting schedule for the upcoming year (4 meetings min) e. Description of how the committee monitors SMS activities	3.1.2		<input type="checkbox"/>
	3. Written procedures for:			
	a. Identifying and maintaining EHS and labor law compliance	3.1.3.1		<input type="checkbox"/>
	b. Annual communication with stakeholders to create awareness of the facility sustainability program. Must document how stakeholders are identified to ensure systematic communication is attained.	3.1.3.3		<input type="checkbox"/>
	c. Describing the process to identify annual continuous improvement project	3.1.3.2		<input type="checkbox"/>
	d. Training employees about sustainability program and responsibilities	3.1.3.4		<input type="checkbox"/>

	e. Training contractors about sustainability program and responsibilities	3.1.3.5		<input type="checkbox"/>
	f. Conducting an annual SMS audit	3.1.4		<input type="checkbox"/>
	g. Conducting an annual management review	3.1.5		<input type="checkbox"/>
	h. Conducting an environmental audit every two years	3.1.4.1		<input type="checkbox"/>
	i. Conducting a safety and health audit every two years	3.1.4.2		<input type="checkbox"/>
	j. Document control including a process for the creation, review, revision, removal and distribution of documents.	3.1.6.1		<input type="checkbox"/>
	4. Description of current annual Continuous Improvement Project with SMART goal and a description of how it will be accomplished and performance measured ie an action plan.	3.1.3.2		<input type="checkbox"/>
	5. Latest EHS compliance audit report and summary of completion status of recommendations. (Required every other year.)	3.1.4		<input type="checkbox"/>
	6. Inspection reports from regulatory agency visits in the past two years.	3.1.3.1		<input type="checkbox"/>
	7. Most recent SMS audit report. (Not necessary for first time SGP applicants)	3.1.4.3		<input type="checkbox"/>
	8. Most recent Management Review audit. (Not necessary for first time SGP applicants)	3.1.5.2		<input type="checkbox"/>
	9. Evidence of annual awareness communication with all stakeholder groups. Evidence must indicate that the communication reaches all members in each group.	3.1.3.3		<input type="checkbox"/>
	10. List of environmental and safety and health laws that apply to the facility	3.1.3.1.1		<input type="checkbox"/>

Digital File Name	Documents	Criteria Section	Date Submitted	Auditor Verified
	<u>Best Practices</u>			
	1. Indoor Air Quality evaluation report or test results.	4.5.2		<input type="checkbox"/>
	2. Air emissions reduction assessment including written inventory of products containing VOC/HAPs and emissions from each product	4.5.1		<input type="checkbox"/>
	3. Written procedure to minimize make-ready and production waste	4.13.1		<input type="checkbox"/>
	4. Description of preventative Maintenance Program	4.7.1		<input type="checkbox"/>
	5. Latest energy efficiency audit	4.15.2		<input type="checkbox"/>
	<u>Metrics</u>			
	Completed metrics form	4.1		<input type="checkbox"/>
	<u>Annual Report</u>			
	Last two annual reports submitted to SGP Program	3.2		<input type="checkbox"/>