



# 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 Partnership<sup>SM</sup>, also known as the SGP Partnership<sup>SM</sup>, 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, an SGP Auditor will need to review key documents. Copies of the following are required and submitted electronically to [info@sgppartnership.org](mailto:info@sgppartnership.org) (preferably in a 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
	<b>Sustainable Management System</b>			
	1. Sustainability Policy – signed & dated with the following commitments: a. EHS compliance b. Continuous improvement c. Pollution prevention d. Information sharing with external 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	3.1.2		<input type="checkbox"/>
	3. Written procedures for:			
	a. Maintaining EHS Compliance including conducting a compliance audit every 2 years	3.1.3.1		<input type="checkbox"/>
	b. Communication with stakeholders	3.1.3.2		<input type="checkbox"/>
	c. Describing the process to identify annual continuous improvement project	3.1.3.3		<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"/>
	4. Description of current annual Continuous Improvement Project with SMART goal and a description of how it will be accomplished and performance measured.	3.1.3.3		<input type="checkbox"/>
	5. Latest EHS compliance audit and summary of recommendations completion status. (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. (Not necessary for first time SGP applicants)	3.1.3.2		<input type="checkbox"/>
	8. Most recent Management Review audit. (Not necessary for first time SGP applicants)	3.1.5.2		<input type="checkbox"/>

Digital File Name	Documents	Criteria Section	Date Submitted	Auditor Verified
	<b><u>Best Management Practices</u></b>			
	1. Indoor Air Quality evaluation report or test results.	3.2.2.1.1		<input type="checkbox"/>
	2. Air emissions reduction assessment audit.	3.2.2.1.3		<input type="checkbox"/>
	3. Written procedure to minimize make-ready waste on press and post-press equipment.	3.2.2.1.12		<input type="checkbox"/>
	5. Preventative Maintenance Program	3.2.2.1.6		<input type="checkbox"/>
	4. Written procedure to minimize run waste on press and post-press equipment.	3.2.2.1.13		<input type="checkbox"/>
	5. Latest energy efficiency audit	3.2.3.2.2		<input type="checkbox"/>
	<b><u>Metrics</u></b>			
	Completed metrics form	3.4		<input type="checkbox"/>
	<b><u>Annual Report</u></b>			
	Last annual report submitted to SGP Program	3.5		<input type="checkbox"/>