

Instructions for completing the IAGI Approved Installation Contractor submittal form

The submittal form is available electronically. You may fill it out then print and submit with the remainder of your documentation. If you have questions about the submittal form or renewal process, please contact Jilien Harvey at The Honnigford Group at +651-554-1895 or via email at Jilien@honnigford.com.

Your company's submittal form must include a third party verification authorization letter (enclosure 1).

Your company must pass the "test" of each section. The criteria for receiving AIC designation are listed below. If your company does not pass a section, you will be allowed to resubmit the information, however a resubmission fee will be charged by the third party verification firm.

Section A1.

Complete all sections as requested on the form to pass this section of the verification.

Section A2.

Every section must be completed except: e-mail and/or website boxes to pass this section of the verification. If your company is not a division of another company write in "not applicable".

Your company must have been in business for one year in order to get approval. Provide a copy of your certificate of registration or certificate from the Secretary of State.

Section A3.

Complete every section.

The third party will call the Surety company to ensure that letter you provide is still current (bonding not revoked). If your company's bonding capability has been revoked, the AIC will not be issued by IAGI. (Level of bonding obtained is not a factor in determining approval.)

First time applicants **must** have installed a minimum of 500,000 ft² or 46,500 m² in the past year. The third party will verify that the information you provide is accurate by contacting the engineer or general contractor on the job. You must list contact information for each job.

If your company is awarded AIC and continuously maintains AIC status, the minimum requirement for geomembrane installed in the previous year is 250,000 ft² or 23,225 m².

Section B1.

General Liability Insurance

- \$1,000,000 (USD) coverage minimum
- Insurance binder (proof of current coverage) must be provided

Worker's Compensation

- Policy Binder must be supplied
- Letter from the insurance company, dated within one month of submission, stating your company's bonding capability is still valid.

Automobile Liability

- \$1,000,000 (USD) coverage minimum
- Insurance binder (proof of current coverage) must be provided

You must list IAGI as a certificate holder on each policy on the accord form. By doing this, IAGI will be notified when a policy is revoked, changed or dropped. The AIC designation will be withdrawn if you cancel an insurance policy and do not replace it with similar insurance coverage.

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Section C1.

Complete this section in entirety.

Section C2.

Complete this section in entirety.

Section C3.

Complete this section in entirety. The verification for this section consists of your providing a table of contents from your company's safety program.

Section C4.

Complete and submit documentation signed by your company employees that the training occurred. CPR training certificates are considered acceptable documentation.

Section C5.

Complete this section in entirety.

Section D1.

A. The number of Field Supervisors and the number of welding technicians must be filled in. The resume must contain the name of the field supervisor, number of years he/she has been employed in the geosynthetic industry, and the total square footage of material installed.

B. You must complete information with a minimum of one employee in each section.

Section D2.

Complete names and CWT numbers. The third party verification firm will provide this information to IAGI and IAGI will verify that the CWTs are valid.

The number of people verified by IAGI as having a CWT must equal 15% of the number of welders you list. If these criteria are met, then your company passes this section of the verification. The field technicians CWT status will be verified when the third party contacts the IAGI office. CWT certificates do not need to be included with the application.

Section D3.

Provide the written references as stated in the document. Send letters on company letterhead and be sure they are *dated within the past 12 months* in order to pass this section of the verification. Faxes of the letters are not acceptable. Copies must be sent via mail.

Section E.

To help your company be sure to include the proper documentation and minimize the chance you're your application will be rejected, Section E is the check off of documents that are needed for submission.

The signature of an officer of the company must be in the signature box and that signature must be notarized.

NOTE: IAGI will establish an appeals panel to review any submissions that are rejected. The submitting company may request this review. The third party administrator will be part of the panel. The company must agree to have their information released to the panel for consideration.

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Submission:

Send this application and supporting documentation directly to Jilien Harvey at Honnigford Group, LLC. This information SHOULD NOT be submitted directly to IAGI.

Make checks payable to *International Association of Geosynthetic Installers*.

Honnigford Group, LLC
1078 S. Smith Avenue
West St. Paul, MN 55345
USA
Telephone: +1-651-554-1895
Fax: +1651-450-6167
e-mail: jilien@honnigford.com

The following is an example third party verification letter to be included in the packet with the initial submission. Please put this letter on your company letterhead.

3 October 2007

The Honnigford Group, LLC
PO Box 18012
St. Paul, MN 55118

SUBJECT: Third Party Authorization for Verification of Information

To Whom It May Concern:

This is to certify that we hereby authorize The Honnigford Group, LLC; PO Box 18012, St. Paul, MN 55118 to verify information provided in our renewal form to IAGI to continue with our Approved Installation Contractor status.

If you need to verify the authenticity of this authorization, please contact John Doe at (123) 345-6789 or email at johndoe@aol.com.

Your assistance in this matter is greatly appreciated.

Sincerely,

STEVE JONES
CEO
Company Name

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Checklist for Items Needed with the AIC Submittal Process

No.	Documents Needed for Submittal	
1.	Third Party Verification letter.	
2.	Certificate of registration /organization from the Secretary of State.	
3.	Letter of Bonding Capability	
4.	General liability insurance binder (\$1million USD minimum)	
5.	Workers compensation insurance binder (statutory)	
6.	Automotive Liability Insurance binder (\$1million USD minimum)	
7.	Sample / outline of the drug free work place program	
8.	Copy of the table of contents of the safety program	
9.	Copy of the Quality Control Plan	
10.	Written references about a job satisfactorily completed within last 12 months from 2 engineers.	
11.	Written references about a job satisfactorily completed within last 12 months from 2 general contractors/owners.	
12.	Written references about a job satisfactorily completed within last 12 months from 2 manufacturers of geosynthetic material. One of the letters must be from a supplier of geomembrane materials.	
13.	Supervisory Experience resumes on file	
14.	Resume detailing amount of geomembrane installed in the past year.	
15.	Renewal Filing fee\$ 1000.00 (USD) for IAGI Members, \$1500 (USD) for Non-members made payable to International Association of Geosynthetic Installers	