

## **Pre-Audit Application Form**

Please provide the following information and return responses to AASHTO.  
**Provide all applicable supporting documentation requested.**

### **Plant**

Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mailing Address:  
(if different from above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Proprietary Ownership**

Company Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Primary Contact**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

### **Management**

QC Manager: \_\_\_\_\_  
Plant Manager: \_\_\_\_\_

### **Certifications/Accreditations**

Identify any relevant accreditations/certifications your company has with regard to the production and/or testing of reinforced geosynthetic products:

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

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**Section 1: Standard Specifications**

QC/QA Testing Plan and Procedures				
Test Name	Testing Performed by:		Test Interval	No Testing Performed or N/A
	In House	Outside lab		
<b>Tests for Raw Materials:</b>				
- Resin MI, density				
- Yarn Denier, Tenacity, Tensile Strength				
- Molecular weight, Carboxyl end group content				
<b>Geosynthetic Tests:</b>				
- Mass per Unit Weight (ASTM D 5261)				
- Geogrid tensile strength (ASTM D6637)				
- Wide width tensile strength (ASTM D4595)				
- Junction strength (ASTM D 7737)				
- Permittivity (ASTM D 4491) – GEOTEXTILES ONLY				
- AOS (ASTM D 4751) – GEOTEXTILES ONLY				
- Aperture size and rib width (ruler)				
- Weight / Length (tape measure / ruler)				
- Width & Thickness (tape measure)				
- UV Testing				
<b><sup>1</sup>Names, addresses, and contact information for outside laboratory facility(ies) used:</b>				
<b>Other testing done on production products that is not lot specific:</b>				

**Company Test Procedures:**

Please provide hard copies or electronic copies of any company test procedures used at this plant as substitutes for the standard quality control test procedures listed above.

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**Section 2: Reinforced Geosynthetic Products Produced by the Plant**

Product Line	Product Designation

**A) Manufacturing Plants Used to Produce Product Line:**

Does the company own plants at other locations that produce, or help to produce, one or more of the products within the product line under consideration? YES  NO

If yes, does each plant have its own unique geosynthetic marking? YES  NO

List other locations:

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**Auditor Note:** Obtain information to identify the production lines used to produce products for the product line under consideration, and describe any differences between production lines that produce products for the same product line as defined in the NTPEP REGEO work plan. If more than one production line used to produce a geosynthetic reinforcement product (e.g., a different production line may be used to produce the yarn that is used to manufacture the final product), identify each production line used and what part of the product manufacturing process is conducted on each production line.

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B) Production Line Details:

<b>Manufacturing Plant</b>	<b>Production Line Identification/Description</b>	<b>Products Manufactured on the Production Line</b>

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### Section 3: Geosynthetic Roll Identification Markings

Please provide pictures (hard copy or electronic) that illustrate the geosynthetic identification markings used at this plant to identify the geosynthetic rolls.

### Section 2: Product Raw Materials Information

**Auditor Note** – Complete the following section using information acquired by the pre-audit documentation.

		YES	NO
<b>B)</b>	<b>Resin Information</b>		
	1) Identify raw materials received at the plant to form the products in the product line: <input type="checkbox"/> Resin <input type="checkbox"/> Additives – identify type of additives: _____  <input type="checkbox"/> Coatings – identify type of coatings: _____  <input type="checkbox"/> Fibers <input type="checkbox"/> Yarns – identify types: _____ _____		
	2) How is each raw material received at the plant (e.g., rail car, truck load with hopper, truckload of boxes, etc.)? <input type="checkbox"/> Resin: _____  <input type="checkbox"/> Additives: _____  <input type="checkbox"/> Coatings: _____  <input type="checkbox"/> Fibers: _____  <input type="checkbox"/> Yarns: _____		
	Describe primary polymers or polymer blends used in each raw material used to form the products in the product line	<input type="checkbox"/> Resin: _____  <input type="checkbox"/> Additives: _____  <input type="checkbox"/> Coatings: _____  <input type="checkbox"/> Fibers: _____  <input type="checkbox"/> Yarns: _____ _____	
	3) Describe Raw Material Lot	<input type="checkbox"/> Resin: _____ _____	

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definition and Numbering System:	<input type="checkbox"/> Additives: <hr/> <input type="checkbox"/> Coatings: <hr/> <input type="checkbox"/> Fibers: <hr/> <input type="checkbox"/> Yarns: <hr/>		
3) Are Certificates of Analysis furnished by the raw materials Manufacturers for each lot?			
Resin: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Additives: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Coatings: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Fibers: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Yarns: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>			

**Section 5: Sample Reports for Geosynthetic Testing**

Please provide sample reports representing the following quality control testing:

- Resin –Melt Index, fiber melting point, CEG, Intrinsic viscosity
- Geosynthetic – Mass/unit weight, permittivity, apparent opening size, grab tensile properties, trapezoid tear strength, and puncture resistance

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### Section 6: Quality Management System (QMS)

*Please attach supporting documentation for each the following requirements:*

		YES	NO
<b>A) Cover Page</b>			
1) Does the QMS cover page contain:			
a) The Company Name	<input type="checkbox"/>	<input type="checkbox"/>	
b) The Company Logo	<input type="checkbox"/>	<input type="checkbox"/>	
c) The Date of Latest Revision	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B) Organization and Organizational Policies</b>			
1) Does the QMS include a document indicating the line of authority from the quality control testing technicians to the quality control manager?			
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C) Quality Mission Statement</b>			
1) Does the QMS include a quality mission statement endorsed by the company's Chief Executive Officer?			
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>			
<b>D) Quality Control of Raw Materials (Resin)</b>			
1) Does the QMS include procedures for the quality control of resin?			
	<input type="checkbox"/>	<input type="checkbox"/>	
2) Do the procedures:			
a) indicate the location of random sampling?	<input type="checkbox"/>	<input type="checkbox"/>	
b) describe the method for random sampling?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Does the method of random sampling include the size of sample and the lot size for the quality control of resin?			
	<input type="checkbox"/>	<input type="checkbox"/>	
4) Does the procedure for the quality control of resin indicate the interval for each test performed?			
	<input type="checkbox"/>	<input type="checkbox"/>	
5) Does the plant conduct any other quality control testing of resin?			
	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please list:			
<b>Comments:</b>			
		YES	NO
<b>E) Quality Control Inspection and Testing (Geosynthetic)</b>			
1) Does the QMS include procedures for the inspection and testing of geosynthetics during and at the completion of the production of the geosynthetic products?			
	<input type="checkbox"/>	<input type="checkbox"/>	
2) Do the procedures:			
a) Require visual inspections of the final product?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Describe a method for random sampling?	<input type="checkbox"/>	<input type="checkbox"/>	

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3) Does the method of random sampling include the size of sample and the lot size for the quality control of reinforced geosynthetic?	<input type="checkbox"/>	<input type="checkbox"/>
4) Does the procedure for the quality control of reinforced geosynthetic indicate the interval for each test performed?	<input type="checkbox"/>	<input type="checkbox"/>
5) Does the QMS include an example of a quality control test report form?	<input type="checkbox"/>	<input type="checkbox"/>
6) Does the QMS document procedures and measurements used to verify the consistency of the manufacturing process (e.g., processing temperatures, fiber forming processes, etc.) and condition of the manufacturing equipment?	<input type="checkbox"/>	<input type="checkbox"/>
7) Does the QMS include the process used to assure that all resins (and 3 <sup>rd</sup> party components) used to manufacture the geosynthetics meet company resin requirements?	<input type="checkbox"/>	<input type="checkbox"/>
8) Does the QMS establish traceability from the final geosynthetic product back to the resin lot used?	<input type="checkbox"/>	<input type="checkbox"/>
9) Are the documents that establish traceability of the final geosynthetic product maintained along with the inventory?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>	
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<b>F) Training and Competency Evaluation for Quality Control Personnel</b>
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<b>Training</b>		
1) Does the QMS include procedures used to ensure that the plant's personnel are trained to perform all quality control tests?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the procedures indicate that the quality control manager is responsible for the training program and maintenance of records?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency Evaluations</b>		
3) Does the QMS include procedures used to evaluate staff competency to ensure that each quality control test is performed in accordance with standard procedures?	<input type="checkbox"/>	<input type="checkbox"/>
4) Do the procedures:		
a) indicate that the evaluations are conducted at least annually and / or whenever there is a change in procedures?	<input type="checkbox"/>	<input type="checkbox"/>
b) indicate that the quality control manager is responsible for evaluating staff competency and maintaining records?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>	
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**G) Continued: Training Information Matrix for Quality Control Testing Conducted In-House**

Please list the names and quality control tests for which they are trained to perform for those individuals conducting quality control testing at the facility:

- **Please include a copy of the training record and competency evaluation record for each employee listed below.**

<u>Personnel</u>	<u>Resin Tests</u>	Melt Index	Carbon Black	<u>Yarn Tests</u>	Yarn Denier	Yarn Tensile	<u>Geosynthetic Tests</u>	Mass/Unit Weight	Rib Tensile	Wide Width Tensile	Junction Strength	Geometry	Permittivity	AOS			
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	YES	NO
<b>H) Statistical Analysis of Test Results</b>		
1) Does the QMS include a document describing the statistical process control plan?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the plan include methods such as control charts to monitor production facility quality control test results to identify trends and make production adjustments as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
<b>I) Resolution of Non-Conforming Product or Test Results</b>		
1) Does the QMS include provisions for resolving non-conforming product or test results?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the provisions require that a test report clearly identify the deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>
3) Do the provisions require that product produced subsequent to the deficiency will be quarantined pending an investigation of the failure?	<input type="checkbox"/>	<input type="checkbox"/>
4) Does the investigation include:		
a) Obtaining and testing check samples?	<input type="checkbox"/>	<input type="checkbox"/>
b) If check sample meets requirements, reasons for original failure documented?	<input type="checkbox"/>	<input type="checkbox"/>
c) After reasons are documented, is the quarantined material released?	<input type="checkbox"/>	<input type="checkbox"/>
d) If check sample fails requirements, corrective action taken?	<input type="checkbox"/>	<input type="checkbox"/>
e) Corrective action noted on test report?	<input type="checkbox"/>	<input type="checkbox"/>
f) A second sample taken to verify the deficiency has been corrected?	<input type="checkbox"/>	<input type="checkbox"/>
g) If second sample fails, is the process (a – f) repeated until the deficiency is corrected?	<input type="checkbox"/>	<input type="checkbox"/>
5) Does the QMS require that test reports indicate the action taken to resolve resin or product failures?	<input type="checkbox"/>	<input type="checkbox"/>
<b>J) Retention of Test Results and Product Traceability</b>		
1) Does the QMS include a process for storing quality control test reports?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the process:		
a) include an identification in such a way that the test results for any geosynthetic can be located including the test results for the resin used to manufacture the geosynthetic?	<input type="checkbox"/>	<input type="checkbox"/>
b) include an identification of the location of the quality control test reports?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

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	YES	NO
<b>K) Records Retention</b>		
1) Does the QMS include requirements for records retention?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the requirements indicate the following documents be retained for at least 5 years:		
a) NTPEP audit documentation?	<input type="checkbox"/>	<input type="checkbox"/>
b) Resin test reports (QC of Raw Material)?	<input type="checkbox"/>	<input type="checkbox"/>
c) Geosynthetic test reports (QC of Product)?	<input type="checkbox"/>	<input type="checkbox"/>
d) Training and Competency Records	<input type="checkbox"/>	<input type="checkbox"/>
e) Equipment calibration / standardization / checks?	<input type="checkbox"/>	<input type="checkbox"/>
f) Internal Audits?	<input type="checkbox"/>	<input type="checkbox"/>
<b>L) Quality Control Testing Facilities</b>		
1) Does the QMS include requirements for the quality control testing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the QMS require that the quality control testing facility maintain accreditation through GAI-LAP, and is that accreditation current?	<input type="checkbox"/>	<input type="checkbox"/>
3) Do the requirements indicate that:		
a) There is a description of how QC responsibilities are covered at all times, including when the QC manager is away from the plant for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
b) The quality control manager be responsible for quality control testing at all facilities and shall assure that all sampling and testing is done by technicians meeting the requirements of manufacturer's technician qualification program as described in the quality system manual?	<input type="checkbox"/>	<input type="checkbox"/>
c) The facilities shall maintain current versions of all AASHTO, ASTM, and Company Test Procedures for all tests performed and a current version of the company's quality system manual?	<input type="checkbox"/>	<input type="checkbox"/>
d) The testing equipment shall be calibrated/verified in accordance with the equipment manufacturer's recommendations at least once every 12 months by personnel customarily involved in such work as documented in the quality system manual?	<input type="checkbox"/>	<input type="checkbox"/>
e) All testing facility equipment shall be properly maintained and maintenance activities shall be documented?	<input type="checkbox"/>	<input type="checkbox"/>
f) The testing facility shall maintain records of all NTPEP reviews and actions taken to resolve any note deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>
g) Records of equipment calibration, verification, and maintenance will be retained and available to the NTPEP for review upon request?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

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	YES	NO
<b>M) Lab Equipment List</b>		
1) Does the QMS include a list(s) giving a general description of physical and chemical test equipment requiring calibration, standardization, or checks?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the list include:		
a) The interval between calibration, standardization, or checks?	<input type="checkbox"/>	<input type="checkbox"/>
b) A reference to calibration, standardization, or check procedures?	<input type="checkbox"/>	<input type="checkbox"/>
c) An identification of the location of calibration, standardization, or check records?	<input type="checkbox"/>	<input type="checkbox"/>
<b>N) Lab Equipment Plan</b>		
1) Does the QMS include procedures for ensuring that equipment standardizations and checks are performed for all required equipment at specified intervals?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the procedures include:		
a) How to handle equipment which is newly acquired, removed from service, or does not meet accuracy requirements?	<input type="checkbox"/>	<input type="checkbox"/>
b) In-house equipment standardization and check procedures, when they cannot be referenced in applicable standards?	<input type="checkbox"/>	<input type="checkbox"/>
c) Certificates or other documents that establish traceability of in-house equipment or reference standards used for standardization and checks?	<input type="checkbox"/>	<input type="checkbox"/>
<b>O) Lab Equipment Maintenance</b>		
1) Does the QMS include procedures for ensuring that equipment maintenance is performed for all required equipment at specified intervals?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the procedures indicate:		
a) The position(s) or employee(s) responsible for ensuring the maintenance is performed?	<input type="checkbox"/>	<input type="checkbox"/>
b) How the maintenance is documented?	<input type="checkbox"/>	<input type="checkbox"/>
c) The location of maintenance records?	<input type="checkbox"/>	<input type="checkbox"/>
<b>P) Marking, Storage, Shipping, and Handling of Finished GTX Products</b>		
1) Does the QMS include procedures for marking, storing, shipping, and handling of finished geosynthetic?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

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	YES	NO
<b>Q) Internal Audits</b>		
1) Does the QMS include procedures for performing internal quality audits? Note – the audit may be performed by an independent auditor (third party) provided all the activities listed under 2) are covered.	<input type="checkbox"/>	<input type="checkbox"/>
2) Do the procedures include:		
a) an evaluation of plant inspection?	<input type="checkbox"/>	<input type="checkbox"/>
b) an inspection of testing equipment and calibrations?	<input type="checkbox"/>	<input type="checkbox"/>
c) an observation of resin sampling and lot control procedures?	<input type="checkbox"/>	<input type="checkbox"/>
d) an observation of geosynthetic sampling and testing procedures?	<input type="checkbox"/>	<input type="checkbox"/>
e) a review of the product certification procedures	<input type="checkbox"/>	<input type="checkbox"/>
f) a review of nonconforming product documentation and actions taken?	<input type="checkbox"/>	<input type="checkbox"/>
3) Are the results of the audit documented?	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the most recent report included in the quality manual?	<input type="checkbox"/>	<input type="checkbox"/>
<b>R) List of Plants, Quality Control Testing Facilities, and Technicians</b>		
1) Are the addresses and telephone numbers of all plants and quality control testing facilities included in the QMS?	<input type="checkbox"/>	<input type="checkbox"/>
2) Are the quality control contacts for each facility identified?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

*Please provide any additional information or comments you would like the auditor to be aware of in the following table.*

<b>S) Optional Comments</b>	
<b>Comments:</b>	

**Section 7: Signature**

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

*I certify that all responses are truthful and accurate.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Plant Name: \_\_\_\_\_ Location (City, State): \_\_\_\_\_