

International Association of Geosynthetic Installers Approved Installation Contractor (AIC) Program

Policy and Procedures Manual



Updated October 2018

Section 1. What is the AIC?

IAGI's Approved Installation Contractor program aims to promote industry growth and provide better quality workmanship. The program recognizes geosynthetic installation companies that meet a minimum level of professionalism, ethics and business practices. Approved Installation Contractors must meet requirements in the following areas: corporate history and business practices, insurance verification, safety training, and professional competence and experience. Click on the links below for additional AIC program information.

IAGI developed this program based upon dialogs with member installers, member suppliers, outside experts in the containment field, and government officials involved in the geomembrane business and who want to establish a benchmark for installation contractors.

The AIC program recognizes geosynthetic installation companies that meet a minimum level of professionalism and business practices. The term "Approved" should be interpreted to mean that evidence is available to show that the information provided is verified as best as possible by a third party organization.

The AIC program was developed based on the principles and business practices that an industry advisory board determined were important to geomembrane installation companies who consistently perform quality installations. As with any good system, this set of requirements is subject to improvements and revisions. As experience is gained with this program, the Board of Directors of IAGI fully expects to change and improve the program to meet both the needs of the customer of the installation company as well as the installation company itself.

This program outlines a basic level of business practices a company must meet in order to fulfill the AIC requirements. The companies that achieve AIC status must show that they have the ability to be bonded. The Board of Directors of IAGI is cognizant that geomembrane installers come in many sizes and many of the very small specialty operators do excellent work. It was not the intent of IAGI to prevent these small specialty contractors from competing for work within the industry. The Board also felt that it was important that a company have some financial backing in order to meet the various challenges that come from running a specialty trade company. Hence, there is not a minimum level of bonding capability that a company must achieve, just that they are capable of purchasing a bond. The company does not have to actually own a bond at the time of AIC process – but they have to have a current letter from a bonding company stating they can purchase a bond.

The key elements that must be submitted for AIC third party review and verification include:

- Company history and information
- Minimum 500,000 square feet installed annually
- Ability to be bonded
- Proof of general liability insurance
- Proof of worker's compensation insurance
- Proof of automobile liability insurance
- Safety training program
- Health and safety orientation program
- Drug free work program
- Resumes of key personnel – professional competence/experience
- Fifteen percent of crews must be Certified Welding Technicians
- Two letters of reference from engineers that are dated within the past year
- Two letters of reference from contractors/owners that are dated within the past year
- Two letters of reference from geosynthetic manufacturers that are dated within the past year

The application must be signed by a company officer and notarized. All of this information is submitted to a third party accountant for review and verification of information. The entire process must be completed annually. The initial cost for the AIC application is \$1500 (USD) for IAGI members and \$2500 (USD) for nonmembers. The renewal cost annually is \$1000 (USD) for IAGI members and \$2000 for nonmembers. Applications for renewal must be complete within 60 days of the original approval date or will be subject to the initial cost for renewal past that date.

There are many performance expectations that geomembrane installation contractors must meet on any jobsite. Safety management is important criteria of this program. The safety requirements stated within the program are not a substitute for local, federal, and/or state/provincial requirements. Safety provisions and plans are generally provided by the jurisdiction in which the work is being performed.

As of March 2014, the IAGI Board has approved a modification to the submittal and renewal process. The company applying for the AIC designation must submit a comprehensive application the first year and every other year (biennially) that the company wishes to be an AIC. In between the comprehensive applications, the company must comply with the mid-cycle requirements found in Section 4. The fee paid in the comprehensive year will cover the two year cycle.

Section 2. AIC Checklist for Submittal

Each company submitting an application for the AIC receives a checklist to assist them through the application process. The third party verification company also utilizes this checklist to assist them with the approval process.

Each company's submittal form must include a third party verification authorization letter

Each 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, information is allowed to be resubmitted; 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.

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.

Section 3. AIC International

AIC International was established after the AIC program began due to the increase in interest from companies outside the US and Canada. The AIC program was originally established based on the best business practices in the United States and Canada. However, the demand for the AIC program to broaden to the standards accepted in countries around the world was great and IAGI has made provisions for these countries. Based on the many different qualifications that the AIC program requires, the AIC International program takes into consideration the best business practices in the applicant country. The provision for this is if a company adheres to the best business practices of their country, the company is only AIC approved in their country of submission. Therefore, if a company is listed on the AIC Companies list as AIC International and their country name, this company may only place the AIC designation on bids and jobs within the country specified. Companies may apply for the general AIC program but must adhere to all of the standards and qualifications that were set forth when the program began.

For those companies that are not in the United States and Canada and would like to apply for the AIC under the AIC International rules and regulations, please review the AIC International Checklist for more information. For all International applicants, all forms, letters and applications must be submitted in English. Any items that are submitted in another language must be accompanied by a translated version. A representative of your company may translate this or you may pay for a third party company aside from The Honnigford Group.

For all International applicants, all forms, letters and applications must be submitted in English. Any items that are submitted in another language must be accompanied by a translated version. A representative of your company may translate this or you may pay for a third party company aside from The Honnigford Group.

AIC International Checklist

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 or Official Government entity of your country that mandates business regulations.

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.)

If your country does **not require** you to have bonding, please submit a letter from your official company bank (the President or bank officer) stating how long you have been banking with them and the amount of money they would back for you in case of a faulty contract.

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

- \$500,000 (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

- \$500,000 (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.

If your country does not require some of these specific insurance coverage's, please provide the coverage you have and a legal document stating what the country you do business in requires from each company to do work. These documents must be in English translation with an official document enclosed.

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.

If the letter or references is written in a language other than English, please include the original letter as well as a translated version from the Primary contact of your company.

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 or your company equivalent.

Section 4. Renewal of AIC

Once a company is an approved AIC, the entire renewal process must be completed biennially (every other year). In the years between the full submittal for renewal, the AIC company must provide a list of the jobs performed within the past year totaling at least 23,225 m² (250,000 ft²) and a sworn statement that:

- a. The company has the required 15% of their welders that must hold the CWT designation.
- b. The company has the ability to get a Bond
- c. The company has the required insurance
- d. The company has successfully installed 23,225 square meters (250,000 square feet) of geosynthetics within the past year.
- e. There have been no significant changes to the safety programs
- f. There have been not significant changes to any matter covered in the previous full documentation renewal year.
- g. The AIC renewal fee of \$1000USD for members (\$2,000 USD for nonmembers) has been paid.
- h. The letter must be notarized.

Section 5. Appeals Process

IAGI has established an appeals panel to review any submissions that are rejected at the request of the applicant. The third party administrator will be part of the panel. The company must agree to have their information released to the panel for consideration. The appeals panel should also include non-industry, non-competitors. No conflict of interest will be allowed between members of the appeals process and the applicant company.

Section 6. Processing AIC once approved

The Approved Installation Contractor program is still growing. The Honnigford Group has been handling the auditing and confirmation of the submittals after taking over from a 3rd party accounting firm. AIC candidates must send The Honnigford Group the full packet with all documentation at the time of submittal. In addition, to begin processing of the AIC the fee for the submittal or renewal must be received prior to the audit beginning.

Once the Honnigford Group or another 3rd party that is agreed upon by IAGI confirms all of the AIC submittal as accurate and fully complying with the program, IAGI provides a certificate of completion and the requisite plaque.

For renewals- all documentation must be submitted and once documentation is confirmed, then the IAGI office orders another updated plate of the current year that the renewal is good for from Creative Marketing.

Once the plaque or year plate is received, a letter along with the appropriate plaque or plate and a paper certificate (In files) with the AIC and IAGI seals/stickers placed on it are sent to the primary contact of the company receiving the designation.

The database is updated with the appropriate information to designate on the website those companies that are awarded AIC status.

The year listed on the side of the plaque is a separate piece that sticks to the plaque with a magnet. For renewals, just the year insert is ordered. Every five years, a new plaque will be ordered.

Submission:

Send this application and supporting documentation directly to Honnigford Group, LLC.

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

Honnigford Group, LLC
8601 W. Cross Drive, F5, #220
Littleton, CO 80123
USA
Telephone: +1 (720) 353-4977
e-mail: laurie@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 2016

The Honnigford Group, LLC
8357 N. Rampart Range Road, Unit 106
PMB #154

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 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 Steve Jones at (123) 345-6789 or email at johndoe@aol.com.

Your assistance in this matter is greatly appreciated.

Sincerely,

STEVE JONES
CEO
Company Name

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.	IAGI Member First Application Fee \$1500 (USD) or IAGI Member Renewal Filing fee \$ 1000.00 (USD)	
16.	Non-member First Application Fee \$2500 (USD) or non-member Renewal Filing fee \$ 2000.00 (USD)	