

Citation Number	TCIA Accreditation Standard Requirement	Guide or Information Related to the Requirement	Model Policy or Form	Additional	Status
Corresponding number in Accreditation Standard	Question based on the Accreditation standard requirement	Use the info or guide to determine if you are already in compliance or you may need to make changes.	If you need to make changes these models, samples, or forms may help.	More resources for information, models, samples, or forms	

**Report Legend:**

X = Complete, no action needed. NA = Not applicable.

C = **Critical Corrective Action** requested. Not compliant with an item. The action needs to be implemented before the company can be Accredited

A = **Additional Action** requested. Partial, conditional, or non-documented compliance may result in an additional action

Additional actions will not prevent Accreditation approval, but they do need to be addressed by a specific date.

R = **Recommendation.** Recommendations **do not prevent** Accreditation approval. They are provided as helpful information.

**NA** = not applicable to companies with 9 or fewer employees or with less than 10 full-time production employees (as noted)

**V** = verbal verification acceptable for companies with 9 or fewer employees

**M** = requested for mail-in

5 Best Business Practices	Required	Info or Link to Reference Guide	Link to Model Policy or Form	Additional Info or Resources	Status
5.1.1 Business plan	Company has a <b>business plan</b> less than 2 years old or otherwise still pertinent?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 3-Sample Tree Care Business Plan.doc</a>		
5.1.1A Business plan	Business plan outlines business structure, strengths, and advantages?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 3-Sample Tree Care Business Plan.doc</a>	<a href="#">BestBusinessPractices\ACR-Business Plan\Additional Resources\TCIA Strategic Business Planning Workbook - SWOT Analysis.pdf</a>	
5.1.1B Business plan	Business plan has a section on marketing that includes a pricing strategy?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 3-Sample Tree Care Business Plan.doc</a>		
5.1.1C Business plan	Business plan outlines financial management?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 3-Sample Tree Care Business Plan.doc</a>		
5.1.1D Business plan	Business plan estimates projected monthly cash flow?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">References-additional\Cash Flow\Model Tree Service Cash Flow for P&amp;L.xls</a>	<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcel\Workbooks\Tree Service Income Statement with Ratios-Hourly break-even .xls</a>	
5.1.1E Business plan	Business plan has a projected monthly operating budget?	<a href="#">BestBusinessPractices\ACR-Business Plan\Part 1-Intro to Business Plans.pdf</a>	<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcel\Workbooks\Tree Service Operating Budget.xlsx</a>	<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcel\Workbooks\Tree Service Income Statement with Ratios-Hourly break-even .xls</a>	
5.2.1A,B,C Accounting	CEO letter certifying that company follows: Accepted bookkeeping procedures; record retention requirements according to IRS recommendations; and, the fair labor standards act (pays payroll taxes on employees with correct exempt vs. non-exempt classifications and minimum wage law compliance)?		<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcel\Workbooks\Financial-StandardCertification.dot</a>		

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5.2.1C Accounting	Evidence of <b>payroll tax deductions</b> : Previous 2 quarters 941 and previous year 940.	We need to collect a copy of each or auditor needs access to review on site. Some payroll reports provide sufficient review of the 940/941 fillings.			
5.2.2 Accounting	Company produces an <b>annual financial statement</b> , preferably prepared and/or certified by a CPA.	Provide a copy of your annual financial statement to TCIA to review or allow TCIA accreditation auditor to verify its existence. If reviewed by CPA, provide verification letter from	<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcelWorkbooks\Tree Service example balance sheet.xls</a>	<a href="#">BestBusinessPractices\ACR-Accounting&amp;SampleExcelWorkbooks\Accounting Guide.pdf</a>	
5.2.3 Accounting	S-corporations and LLCs have a <b>Federal Employer Identification Number (FEIN)</b> .	This number is usually already reported on your 940/941 or payroll report.			
5.3.1 Ethics	Company follows <b>TCIA Code of Ethics</b> ?	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee Handbook\Employee Handbook Guide-V2.doc</a>	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\Ethics-additional\TCIAEthicsCode.pdf</a>	
5.3.2 Ethics	Company pays <b>appropriate annual membership dues</b> to TCIA if applicable.	Call TCIA membership department if unsure. Member dues are based on Gross Revenue in all Tree Care Service lines, including PHC sales.			
5.4.1 Consumers	Company either: 1. Has a standardized, written <b>consumer complaint-dispute resolution policy</b> ; or, 2. Belongs to BBB or an equivalent arbitration program?	TCIA has a model consumer dispute resolution policy you can adapt for your company.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\TCIADisputeRes-SOP-CompletePolicy.doc</a>		
5.4.1A Consumers	The consumer policy has a procedure for accepting complaints?	TCIA has a model consumer dispute resolution policy you can adapt for your company. The employee handbook guide has a sample policy you can adapt to inform your employees.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\TCIADisputeRes-SOP-CompletePolicy.doc</a>	<a href="#">BestBusinessPractices\ACR-Employee Handbook\Employee Handbook Guide-V2.doc</a>	
5.4.1B Consumers	The consumer policy has a procedure for responding to complaints?	TCIA has a model consumer dispute resolution policy you can adapt for your company. The employee handbook guide has a sample policy you can adapt to inform your employees.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\TCIADisputeRes-SOP-CompletePolicy.doc</a>	<a href="#">BestBusinessPractices\ACR-Employee Handbook\Employee Handbook Guide-V2.doc</a>	
5.4.1C Consumers	The consumer policy outlines a system for tracking complaints and resolutions?	Complaints and resolutions can be tracked a number of different ways. A simple spread sheet tracker is available.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\TCIADisputeRes-SOP-CompletePolicy.doc</a>	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-ConsumerComplaintPolicy&amp;Forms\ComplaintTracker.xls</a>	
5.4.3 Consumers	Accredited companies notify consumers of accredited status?	This applies to previously accredited companies only.			

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5.5.1 Insurance	Company can provide <b>insurance certificate</b> with appropriate insurance coverage, company (AM Best B++, VIII), and TCIA listed as certificate holder?	Your insurance company will provide you with a certificate listing TCIA as certificate holder <b>at no cost to you</b> . This is not a request for listing as <i>additionally insured</i> which is provided at a cost.	Note: TCIA performs a monthly check of our records, you may receive a notice to update your certificate if your insurance agent fails to do so automatically.		
5.5.2 Insurance	Workers compensation coverage and proper classification of employees when applicable by state law.	Your insurance company will provide you with a certificate listing TCIA as certificate holder <b>at no cost to you</b> . Workers must be classified correctly.			
5.6.1 Personnel	Company maintains employee files.	You need to maintain employee files to document your workers and any orientations and training you gave them. Files can be conglomerated with tabs or one file for each subject, such as Employment, Safety Training, DOT Driver's File.	<a href="#">BestBusinessPractices\ACR-Employee Personnel File\Employee Personnel File Checklist.pdf</a>		
5.6.2A-1 Personnel	Company maintains a <b>safety policy</b> that incorporates ANSI Z133.1 safety standards?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>		
5.6.2A-2 Personnel	Company maintains a safety policy that designates company safety committee members?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram-Forms\IIPP forms-all.pdf</a>	
5.6.2A-3 Personnel	Company maintains a safety policy that includes a PPE usage guide?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>		
5.6.2A-4 Personnel	Company maintains a safety policy that includes a work zone setup guide?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>		
5.6.2A-5 Personnel	Company maintains a safety policy that includes SOP for equipment maintenance?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram-Forms\IIPP forms-all.pdf</a>	
5.6.2A-6 Personnel	Company maintains a safety policy that includes notice of disciplinary action for safety violations?	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP instructions.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram&amp;Manual-Evaluation&amp;Development\IIPP Policy&amp;SafetyManual.doc</a>		
5.6.2C Personnel	Company maintains a <b>policy</b> for grievance processes for employee harassment/discrimination complaints when applicable by federal/state law?	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee Handbook\Employee Handbook Guide-V2.doc</a>		

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5.6.2D Personnel	Company has a policy for employee performance evaluation procedures?	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Employee-Handbook-Guide-V2.doc</a>		
5.6.2E Personnel	Company has a policy that includes an outline of the formal company training program.	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Employee-Handbook-Guide-V2.doc</a>		
5.6.2F Personnel	Company has a drug-free workplace policy.	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Employee-Handbook-Guide-V2.doc</a>	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Non-DOT-Drug&amp;Alcohol-Booklet_v1.pdf</a>	
5.6.2G Personnel	Company policy include a procedure for enforcement.	TCIA's employee handbook guide has a model policy you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Employee-Handbook-Guide-V2.doc</a>		
5.6.2.1 Personnel	Employee files contain <b>policy receipt/comprehension verification form(s)</b> that are signed and dated.	You need to prove the employee has agreed to follow your policies. You should have a mechanism for verifying that they receive updates. At a minimum they need to know they are responsible for complying with updates and how they can access the updates.	<a href="#">BestBusinessPractices\ACR-Employee-Handbook\Employee-Handbook-Guide-V2.doc</a>		
5.6.3 Personnel	Employee <b>performance evaluations</b> are conducted for new employees during first three months of employment?	TCIA's performance review guide has suggestions for conducting performance reviews and model 3-month and annual review forms you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Performance-Reviews\Performance-Review-Guide.doc</a>		
5.6.4 Personnel	All employees receive a performance evaluation at least once a year?	TCIA's performance review guide has suggestions for conducting performance reviews and model 3-month and annual review forms you can adapt for your company.	<a href="#">BestBusinessPractices\ACR-Performance-Reviews\Performance-Review-Guide.doc</a>		
<b>6 Quality Control, Safety, Regulatory</b>	<b>Required</b>	<b>Info or Guide</b>	<b>Model or Form</b>	<b>Additional</b>	<b>Status</b>
6.1.1 Quality Control	<b>Written estimates</b> state work is being done "in accordance with ANSI A300 standards?"	Proposals need to have the following or equivalent statement either printed on the front or back: "All normal work operations to be performed according to ANSI A300 standards."	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\A300 Industry Proposal Form_v2.doc</a>	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\Tree-Care-WorkOrder-v1.doc</a>	

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6.1.1 Quality Control	Written estimates have work specifications that follow ANSI A300 standards?	There is flow chart, worksheet, and examples to help you understand the process. Basically it is a 3-step process: 1. list an objective, 2. select a method to achieve the objective, and 3. specify the extent of pruning.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\How-to write pruning specs1.pdf</a>	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\TreeCare-WorkOrder&amp;Pre-JobHazAssess.pdf</a>	
6.1.1 Quality Control	Written estimates disclose all terms and conditions?	Any other term or condition you have must be communicated.	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\A300 Industry Proposal Form v2.doc</a>	<a href="#">A300-Standards&amp;CustomerService-Marketing\ACR-A300Proposal-SpecWriting-WorkOrders\A300 Industry Proposal Form.doc</a>	
6.1.2 Quality Control	<b>New employees are trained within the first three months of employment</b> according to 6.1.2?	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\TreeCareApprenticeEmployeeTrainingChecklist.pdf</a>	
6.1.3A Quality Control	<b>Company's formal training program</b> qualifies ground operations employees according to 6.1.3A.	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\GroundOpsSpecialistEmployeeTrainingChecklist.pdf</a>	
6.1.3B Quality control	Company's formal training program qualifies tree climbers according to 6.1.3B.	Qualifying employees as competent to perform their job functions safely is a basic OSHA concept and required under the general duty clause, which is where most tree care companies are cited. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\TreeClimberSpecialistEmployeeTrainingChecklist.pdf</a>	

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6.1.3C Quality Control	Company's formal training program qualifies aerial lift operators according to <b>6.1.3C</b> , when applicable.	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\AerialLift SpecialistEmployee TrainingChecklist.pdf</a>	
6.1.3D Quality Control	Company's formal training program qualifies tree care technicians/sales associates according to <b>6.1.3D</b> , when applicable.	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\TreeCareSpecialistEmployee TrainingChecklist.pdf</a>	
6.1.3E Quality Control	Company's formal training program qualifies PHC technicians according to <b>6.1.3E</b> , when applicable.	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>		
6.1.3F Quality Control	Company's formal training program qualifies crew leaders according to <b>6.1.3F</b> , when applicable.	Qualify your employee as competent to perform their job functions safely. This is a basic OSHA concept and required under the general duty clause. You may grandfather existing employees, but you should have a qualified person do the grandfathering and be sure the employee signs and dates the checklists for proof of documentation.	<a href="#">Safety&amp;QualificationTraining\How to meet training guidelines.pdf</a>	<a href="#">Safety&amp;QualificationTraining\CrewLeaderEmployeeTrainingChecklist.pdf</a>	
6.1.4 Quality Control	Company employs at least 1 ISA Certified Arborist per every 10 full-time production employees (or equivalent, Reference section 6.1.4)?				
6.2.1 Safety	Company gives all new employees an <b>orientation program</b> within the first week of employment?	This is similar to qualification of employees, except you want to be sure each employee is informed immediately upon hire of the job hazards. Use the form as proof and documentation.	<a href="#">Safety&amp;QualificationTraining\InitialSafetyBriefingNewEmployee.pdf</a>		
6.2.2 Safety	Company holds weekly, documented <b>safety training meetings</b> ?	You need to prove this with, at a minimum, signed and dated attendance rosters.	<a href="#">Safety&amp;QualificationTraining\Employee Training Form &amp; Tailgate Safety Attendance.pdf</a>	<a href="#">Safety&amp;QualificationTraining\Registro de Entrenamiento.pdf</a>	

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6.2.3 Safety	Company enforces safety policy?	This should be done with documentation of violations, worksite inspections, near-miss and accident investigations. An employee suggestion systems helps as well.	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram-Forms\EmployeeSafetyViolation&amp;ImprovementAction-Form.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram-Forms\IncidentInvestigation&amp;Pre-JobHazAssess-Forms.pdf</a>	
6.2.3C Safety	Company documents that the action plan has been carried out?		<a href="#">Injury&amp;IllnessPreventionProgram\IIPP-SafetyProgram-Forms\EmployeeSafetyViolation&amp;ImprovementAction-Form.pdf</a>		
6.2.4 Safety	Accredited companies with 10 or more full-time production employees shall employ a minimum of one Certified Treecare Safety Professional (CTSP) per facility (facilities with 50 or more full-time production employees shall employ two CTSPs).	Companies that qualify should, at a minimum, have the required number of CTSP applicants enrolled in the program.			
6.2.5 Safety	Accredited companies with less than 10 full-time production employees shall employ or contract with a Certified Treecare Safety Professional (CTSP) for a specific period as approved by TCIA.	TCIA maintains a list of CTSP who may be available for consulting. Submit a consulting plan to TCIA for approval. At a minimum, the CTSP should review your safety program twice a year.			
6.3.1 Regulatory – Business	Company holds proper <b>business license</b> and/or certificates required for doing business in their service area when applicable?	This is any local or state business license you may need to perform business.			
6.3.3 Regulatory – OSHA, applies to companies with 10 or more <b>total</b> employees.	File <b>OSHA 300 series of forms</b> , including 300 log and 301 incidence report. Post OSHA 300A log Feb. 1 – April 15 of every year.	OSHA accident reports (301), accident log (300), and log posting (300A) need to be complete as applicable.	<a href="#">Injury&amp;IllnessPreventionProgram\OSHA&amp;OSHA-Forms\OSHARecordkeeping-Guide&amp;Forms.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\OSHA&amp;OSHA-Forms\Preparing for an OSHA Inspection.pdf</a>	
6.3.4A Regulatory – OSHA	<b>CMV's</b> (10,001 GVW or greater) are registered with Fed DOT, when applicable according to state DOT guidance?	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\DOT Number Applic+Instructions.pdf</a>		
6.3.4B Regulatory – DOT	Daily <b>vehicle inspections</b> are documented?	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\DVIR-English.pdf</a>	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\DVIR-Bilingual.pdf</a>	
6.3.4C Regulatory – DOT	<b>Maintenance and repair logs</b> are maintained?	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT-FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\insp maint repair.pdf</a>		

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6.3.4D Regulatory – DOT	CMV drivers are documented by company as <b>qualified drivers</b> (unless prohibited by state law)?	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Drivers Qualification File Checklist-2.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Certificate of Drivers Road Test.pdf</a>	
6.3.4E Regulatory – DOT	An <b>accident log</b> is maintained when an accident has occurred in the past 12 months, when applicable according to state DOT guidance?	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\accident register.pdf</a>		
6.3.4F Regulatory – DOT	CMV drivers have <b>medical examiner's card</b> , when applicable according to state DOT guidance?	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\med exam report.pdf</a>		
6.3.4G Regulatory – DOT	<b>Companies with trucks with 26,001 lbs. GVW or greater only:</b> CMV drivers of vehicles 26,001 GVW or greater have valid CDL licenses?	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Driver's Application for Employment.pdf</a>		
6.3.4H Regulatory – DOT	<b>Companies with trucks with 26,001 lbs. GVW or greater only:</b> CDL drivers undergo drug and alcohol screening, according to federal regulations (unless prohibited by state law)?	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\ACR-Requirements-DOT-FMCSR\Accreditation DOT Quick Guide.pdf</a>	<a href="#">DOT- FederalMotorCarrierSafetyRegulations\DOT-Drug&amp;Alcohol-Testing\DOT-Drug &amp; Alcohol Compliance Guide.pdf</a>		
6.3.5A Regulatory – FIFRA	Pesticide applicators have a valid commercial <b>pesticide applicator's license</b> (when required by state regulations)?	<a href="#">Injury&amp;IllnessPreventionProgram\OSHA-HazCom-CompleteGuide\PestAppLicense ByState.doc</a>			
6.3.5B Regulatory – OSHA HazCom	Company provides an annual HazCom training session that includes <b>pesticide storage areas</b> (with correct labeling) and <b>MSDS sheet</b> location and availability?	TCIA's Tailgate Safety program has a number of sessions that could be used to meet the training requirement. Implementation of TCIA's HazCom program could also be done to meet this requirement (implementing the complete HazCom program is recommended for companies with larger-scale PHC operations with more than 10 PHC employees)	<a href="#">Injury&amp;IllnessPreventionProgram\OSHA-HazCom-CompleteGuide\HAZCOM Program Checklist.pdf</a>	<a href="#">Injury&amp;IllnessPreventionProgram\OSHA-HazCom-CompleteGuide\HAzCom Guide.doc</a>	
Citation Number	On-site Operational check	Info or Guide	Model or Form	Additional	Status
6.1.1, 6.1.3 Operations	Work meets ANSI A300 Standards?				
5.6.2A-1, 6.1.3 Operations	Crew follows ANSI Z133.1 Standards?				
Annex A	Recommended	Info or Guide	Model or Form	Additional	Status
5.1.2 Business Plan	<b>Business plan</b> includes a capital plan for maintaining and replacing equipment?				
6.3.3 Regulatory	Company calculates an <b>incidence and DART rate</b> .				



Citation Number	TCIA Accreditation Standard Requirement	Guide or Information Related to the Requirement	Model Policy or Form	Additional	Status
Corresponding number in Accreditation Standard	Question based on the Accreditation standard requirement	Use the info or guide to determine if you are already in compliance or you may need to make changes.	If you need to make changes these models, samples, or forms may help.	More resources for information, models, samples, or forms	
A-1.1 Professional Image	Company maintains a <b>professional image</b> including appropriately dressed staff, well-maintained vehicles, similar color schemes, and neat and orderly facilities?				
A-1.2 Professional Image	Applications, forms, policies, handbooks, training material, etc. are standardized throughout the company and contain company letterhead or equivalent official marking (logo, etc.)?				
A-1.3 Professional Image	Non-tree care staff positions are filled with credentialed professionals as appropriate?				
A-1.4 Professional Image	Company belongs to local chapter of the BBB or other equivalent ethical business reporting group?				
A-1.5A Professional Image	Company performs reference checks on new employees?				
A-1.5B Professional Image	New employees undergo a physical exam conducted by a physician?				
A-1.5C Professional Image	New employees undergo drug/substance screening?				