



# NPS COMMERCIAL SERVICES ENVIRONMENTAL AUDIT Pre-Visit Checklist

Date Completed	Timeline	Responsible Party*	Task	Comments
	At least 6 weeks before site visit	Coordinator	Send Pre-Visit Materials to park: cover email and Audit Questionnaire, Pre-Visit Letter to Park, and Pre-Visit Letter to Concessioner.	Audit support staff (i.e., audit handler) will prepare these transmittal documents for the Audit Coordinator.
	6 weeks before site visit	Audit Team Leader (ATL)	Contact park point of contact (POC) and begin planning audit logistics.	
	3-5 weeks before site visit	ATL	Arrange travel plans (i.e., flights, lodging, car rentals). Begin preparation of audit logistics plan.	
	3 weeks before site visit	ATL	Confirm accommodations for work space, computer, Internet, telephone, and fax.	
	2 weeks before site visit	Coordinator	Forward completed Audit Questionnaire and other Pre-Visit Materials to ATL (maps, any previous park or concessioner audits).	
	2 weeks before site visit	ATL	Forward completed Audit Questionnaire and other Pre-Visit Materials to auditors.	
	2 weeks before site visit	ATL	Receive completed Audit Questionnaire and Pre-Visit materials. Review Audit Questionnaire, concessioner contract, Operation and Maintenance Plans (O&M Plans), Exhibits (identifying assigned buildings), and develop summary of key environmental requirements.	ATL may delegate these tasks to auditors or audit support (i.e., audit handler) O&M Plan may be revised annual by the park so it is essential that the audit team obtains the <u>most recent</u> copies of these contract exhibits.
	2 weeks before site visit	ATL	Forward state/local/park/tribal/National Park Service (NPS) Regional regulatory summary to audit team.	ATL may delegate these tasks to auditors or audit support (i.e., audit handler)
	2 weeks before site visit	ATL	Assign EnviroCheck Sheets to audit team members and make certain that the most recent/appropriate audit database will be used.	
	1 week before site visit	ATL	Check that auditors have reviewed the Federal Audit Criteria and their assigned EnviroCheck Sheets.	
	1 week before site visit	ATL	Check that auditors have thoroughly looked into state, regional, or local regulations that are more stringent than Federal standards.	
	1 week before site visit	ATL	Confirm that audit logistics are fully arranged and coordinated.	
	1 week before site visit	ATL	Finalize Audit Team Audit Logistics Plan and forward to Audit Coordinator.	
	1 week before site visit	ATL	Confirm audit schedule with park (including Superintendent) and concessioner availability, onsite logistics, in/out-brief times, and locations.	
	1 week before site visit	ATL	Prepare In-Brief and forward to Audit Coordinator.	
	2 days before site visit	ATL	Ensure all necessary copies (e.g., sign in sheets, Audit Questionnaires, EnviroCheck Sheets, environmental summaries, concessioner contracts, audit logistics plan, Assistance CDs) and equipment (e.g., audit notebooks, laptops, digital cameras, overhead projector) are available for the site visit.	