



## Preserving a GSS Certification

Congratulations on obtaining a Gold Shovel Standard Certification. Obtaining a certification is *the first step* in an ongoing continuous improvement journey. This document details the steps that need to be taken on an *ongoing basis* to retain an “Active” status and remain “In Good Standing” with the Gold Shovel Standard program. This document is only a summary. For specific details, please call our team and ask for help.

*It is critical that all GSS Certified Excavators understand that failure to do any of these items listed below will, in effect, cause a company’s Gold Shovel Standard Certification to become invalid.*

### Monthly Reporting

Every month, a representative from your company must login to the ShovelSafe system and update your company’s records. A reminder email is sent each month.

### Incident Reporting

Every incident, regardless of customer, network and whether or not at-fault needs to be reported to the ShovelSafe system within 5 days of the incident.

What should be reported? Any incident (regardless of fault, regardless of who your company was working for at the time) that results in the need to repair an underground conductor, pipe or structure used in providing electric or communications service, or used in carrying products (oil, gas, water, sewage, storm drainage, etc.); including to the coating of any oil, gas or other hazardous material pipeline. (There are more specific examples and details available by request)

### Accuracy of Reporting

Every month, the software will ask your company to certify the information entered by your company. Only companies that have accurately and completely reported can remain in good standing. *All data is routinely checked against unconnected sources, and excavators whose data is incomplete or inaccurate cannot remain in good standing.*

### Subcontractors

Ensure all excavation subcontractors are also GSS Certified. For the purpose of this requirement, it is important to think of “excavation subcontractors” as any entity hired by your business that performs a ground disturbance activity that goes below ground, not simply classic or pure excavation entities. Examples of activities less commonly thought of as “excavation” include grading, tunneling, scraping, cable or pipe plowing and driving, foundation work, fencing, pole-setting, vegetation and tree management, plumbing, sewer and drainage work, geology and environmental work.

GSS has a team of people to assist you with subcontractor enrollment.

### Employee Training

All employees must be trained as detailed during the certification process. Importantly, the records of those trainings must be preserved.

### Investigations and Corrective Actions

Every strike to a line must be investigated and a corrective action must be completed as detailed during the certification process. Importantly, the records of those investigations and corrective actions must be preserved.