

Gas Protection Verification Accreditation Scheme

Scheme Audit Plan 2024



1 INTRODUCTION

In line with the overview of the Gas Protection Verification Accreditation Scheme (GPVS) scheme, this plan has been developed with the objective of creating a documented audit process to ensure that standards are being upheld in the application of the GPVS. CL:AIRE is responsible for deciding whether any proposals for scheme amendments are needed and for reporting such proposals to the wider industry.

CL:AIRE as the Scheme Administrator is responsible for maintaining this auditing procedure and for holding records of individual declarations for auditing purposes.

The Scheme Administrator will publish an annual audit report and make it available on the GPVS website that summarises the results of all auditing.

NOTE: The auditing of the GPVS (Scheme Audit) is not to be confused with the technical checks that are made by an Specialist in Gas Protection Verification (SGPV) while operating the scheme.

To assist a SGPV to demonstrate (to clients, regulators and stakeholders) that a document has been properly checked, the SGPV is required to provide a documented response to a list of critical questions before signing off the declaration which accompanies any report.

2 FEEDBACK

It is anticipated that local authority regulators will perform their own assessments and audits to investigate whether reports carrying the GPVS declaration are meeting their expected standards. It is the aim of the scheme that the GPVS declaration will provide additional confidence in the quality of the verification reports being submitted to local authorities. The Scheme Administrator will actively work with local authority regulators to receive feedback.

In addition, the Scheme Administrator encourages SGPVs and Technicians in Gas Protection Verification (TGPVs) to provide feedback on the GPVS.

3 SCHEME AUDITING PROCESS

3.1 Selecting Declarations

- A maximum of 5% (rounding to the closest whole number) of the total number of declarations submitted in the previous 1 year should be selected for audit.
- At least one declaration per SGPV to be selected.
- Declarations will initially be selected randomly and declarations then added or deleted from the audit list, in order to meet the above criteria with any subsequent selection likewise being carried out randomly.
- Only one declaration will be selected per project.
- The declaration number should be used as the audit reference number.

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3.2 Check SGPV is Active

- Check if the SGPV is active on the GPVS Register and record whether they are active or inactive.
- If the SGPV is no longer active, obtaining the project documentation may be harder, particularly if there are no longer relevant contact details. In this situation, contact should be made with the project team.
- If efforts to obtain the project documentation fail due to the SGPV being inactive or having moved organisation, then the audit will terminate and another project will be selected.
- If SGPV is active but not adhering to the GPVS and purchasing declarations, this will be noted.

3.3 Requesting Project Documents for Audit

- Send a generic email to the SGPV requesting the project documentation. This includes a copy of the signed declaration, copy of the verification method statement/plan, copy of final verification/validation report submitted to the client/local authority regulator linked to the declaration and a completed auditing checklist (not mandatory) but encouraged following results of 2023 audit.
- SGPV is advised that the deadline for providing project documents is 2 calendar weeks from notification.
- Documents can be emailed directly or using a transfer site such as Dropbox/WeTransfer/One Drive.
- Record the date that the email requesting the documents is sent and to whom.
- Allow for one follow up email for any missing documentation or if no response has been received within 2 weeks, record the non compliance and record dates of all correspondence.
- Record the date the documents are received and from whom.
- Check that all required documents have been received.
- Once a declaration and the supporting reports it relates to have been audited and the audit result has been accepted by CL:AIRE, all requested project documentation must be deleted.
- Do not retain project documents on computers or devices following audit report completion.

3.4 Auditing Template

- The audit should be documented within the GPVS audit template
- There are four grading categories (conforming-good, conforming-improvement possible, non-conforming-minor, non-conforming-major) and the description for each is provided below in Table 1.
- The GPVS declaration, based on the supporting documentation, should be assessed on how well it accords with the GPVS and assigned a grade.

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Table 1- Grading Criteria

Conforming - Good	Document accords well with the GPVS guidance and meets the requirements.
Conforming-Improvement Possible	Document is acceptable but there are some areas that could have been done better.
Non-conforming Minor	- Document is not sufficiently GPVS compliant.
Non-conforming Major	- Document is not close to being GPVS compliant or is outside the scope of the GPVS.

- It is important to remember to use the above as a guide only as each project and site is different.

3.5 Reviewing the Documentation and GPVS Declaration

- Is the declaration included in the verification report or appended in an annex?
- Is the verification report signed off by the SGPV clearly stating name and SGPV number?
- Has the declaration been completed with full justifications as per questions in drop down menu when declaration originally prepared?
- Has suitably experienced and qualified personnel verified the work and at what level?
- Is there justification that the verification is proportionate to the level of risk identified in the site investigation report/gas risk assessment?
- Is there evidence that the verification strategy is in line with industry guidance?
- Has evidence been demonstrated/considered that the interpretation and conclusions are reasonable?
- Has the declaration been signed and dated in a timely manner (close to the date of preparation)?
- Has the SGPV used the auditing checklist and supplied with documentation?

3.6 Outcomes and Feedback

- For projects that are graded as “Good” or “Improvement Possible” no further action is taken.
- Projects that are found to be “Non-Conforming” may trigger the use of CL:AIRE’s GPVS Disciplinary & Grievance Procedures.
- CL:AIRE will not provide specific individual feedback to SGPVs on the outcome of audits.
- Generalised feedback will be provided in an annual audit summary report which will be published on the GPVS website audit page and issued to all SGPVs to indicate the primary findings of the audit with the purpose of assisting SGPVs improve in the future. The report will also highlight any learning outcomes and areas that the scheme may be adapted to improve processes and procedures.
- All new SGPVs will be signposted to the latest audit report.