



GAS PROTECTION VERIFICATION ACCREDITATION SCHEME AUDIT REPORT 2024

1. Introduction

This second audit of the Gas Protection Verification Accreditation Scheme (GPVS) was carried out on declarations purchased between February and December 2024. As intended, it was confined to the process whereby an accredited “Specialist” under the GPVS known as SGPV implements the requirements of the GPVS, i.e. provides the documentary evidence specifically relating to that process. It did not look at any other aspects of projects or sites.

As stated in the GPVS audit plan¹:

- A maximum of 5% (rounding up to the closest whole number) of the total number of declarations submitted in the previous year would be selected for audit
- At least one declaration per SGPV would be selected
- Declarations will initially be selected randomly and declarations then added or deleted from the audit list, in order to meet the stated 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.

At the time of audit sixteen people had been awarded SGPV status, however only eight SGPVs had purchased declarations within the audit period. Some SGPVs purchase a larger number of declarations than others, those SGPVs were requested to submit two projects for auditing. Therefore ten declarations were initially selected from eight SGPVs. Following feedback from two SGPVs that their projects were still ongoing, eight declarations from six SGPVs were audited.

CL:AIRE undertook the audits and communicated with the SGPVs directly, requesting the relevant information in line with the audit plan. This included a copy of the signed declaration, a copy of the verification method statement/plan and a verification report linked to the declaration.

Apart from the auditor and the audit co-ordinator, the identity of the SGPV and the project/site which relates to each one of the audit results sheets remains confidential. All six SGPVs selected are currently active.

When requested for the information, all SGPVs corresponded within the required time frame.

Ahead of the audit, all SGPVs were made aware of the auditing procedures and template that CL:AIRE had prepared and would use to audit against for each audited declaration and

¹ <https://claire.co.uk/component/phocadownload/category/70-gvps-guides?download=1022:gpvs-audit-plan-2024>

supporting documentation.

2. Results

Out of the eight SGPV declarations and supporting information audited against the audit checklist, six SGPVs were fully conforming, with two non-conforming – minor, see Table 1.

There was a very wide spectrum of projects audited from simple one visit projects to multiple verification visits due to a complex membrane installation system.

Table 1: Summary of audit result grading

Number Graded in Category	Grading	Descriptor
6	Conforming - Good	Document accords well with GPVS guidance and meets the requirements
0	Conforming - Improvement possible	Document is acceptable but there are some areas that could have been completed better
2	Non-conforming - minor	Document is not sufficiently GPVS compliant
0	Non-conforming - major	Document is not close to being GPVS compliant

2.1 Observations on the declarations

- The declaration questions in the drop-down menu had been completed in more detail than last years audit. However, on occasions the responses were too standardised, where better care and more detail should be taken in answering the questions. SGPVs will need to be reminded that the purpose of the declaration is for the SGPV to demonstrate that they have checked the report in detail to ensure that they are satisfied that the verification report complies with industry standards and contains the level of detail required. **SGPVs are required to provide justification against each statement on the declaration.**

2.2 Observations on the reports submitted

- The verification reports did not always clearly state that the remedial objectives had been achieved and supported by a lines of evidence approach. This is considered good practice.
- The verification plan should always provide details of what the inspection strategy will include. Just stating it will be in line with industry guidance is not sufficient.
- The verification report should take a lines of evidence approach and explain where there is variation to what was detailed in the verification plan. It is acknowledged what is set out in a verification plan is not always what is carried out on the site and implemented. It is therefore important to document variations from the plan within the verification report. Often not all information is available at the time of preparation of the verification plan, therefore this information should be documented when available and captured in the method statement and verification report. For example, information about who the installers are, their competencies, what types of integrity testing are undertaken, variation to the materials used on site should all be documented and evidenced in the verification report.
- GPVS declarations associated with the verification report must always be included either in the front of the report or as an appendix. The declaration must be signed and dated in a timely manner. It is acknowledged that often declarations are

purchased some time before the whole project is finished and therefore there can be a delay in printing the final declaration, however it is not acceptable for the auto date (created when declarations are printed) to be after the date that the declaration is signed off.

- Verification reports must be signed off by the SGPV stating their name clearly, with signature and SGPV number to be compliant with the GPVS. It is the responsibility of the SGPV to review the information within the verification report, complete the declaration fully and then append with the report. It is acknowledged in bigger companies site visit reports may be prepared by others within the company, but the verification report must bring these site visit reports together providing suitable concluding remarks and signing appropriately to demonstrate that the report is compliant with the GPVS.
- No SGPVs submitted the auditing checklist when projects were requested for audit.

3. Recommendations

1. SQPs will be reminded to complete the questions as fully as possible.
2. SGPVs to be reminded that the auditing checklist exists and can be used as an aide memoire when preparing a verification plan and report. These can be kept on file with their reports in case they are requested for audit.
3. Due to a number of SGPVs not purchasing declarations in the 2024 audit period, SGPVs will be written to, to remind them of the expectation that all verification reports signed off by SGPVs should include a GPVS declaration. The benefit of this is three fold:
 - It demonstrates to the regulator that the verification report has been prepared by a competent person.
 - The report will be eligible for auditing, which in turn gives confidence to the clients and regulators that reports are prepared by competent professionals.
 - It sets SGPV accredited people apart from non accredited people.