

GPVS Scheme Audit Template		Refer to Scheme Audit Plan at: https://www.daire.co.uk/gpvs before completing this template.
Audit Timelines & Details:		Notes
Declaration Reference		
Site name		
Scheme auditor name		
Generic email request date		
To whom - name		
To whom - organisation		
Follow up email request date		
To whom - name		
To whom - organisation		
Date documents received		
From whom - name		
Date request any missing docs		
To whom - name		
To whom - organisation		
Date missing docs received		
Action taken if responses not received. Contact Scheme Administrator if reasonable attempts fail.		
Declaration Details:		
Date Declaration Receipt Issued?		
GPVS name?		
GPVS number?		
Are there other declarations related to the site?		Yes/No give details
Purpose of the verification report?		eg Residential/Commercial/School/Hospital/Other
Auditor Declaration		Conformance
Has the declaration been completed with justification?		Yes/No give details
Has suitably experienced and qualified personnel verified the work and what level? Eg TGPV, NVQ etc		Yes/No
Is there justification that the verification is proportionate to the level of risk identified in the site investigation report/gas risk assessment?		Yes/No cross reference to checklist on next tab
Is there evidence that the verification strategy is in line with industry guidance?		Yes/No cross reference to checklist on next tab
Has evidence been demonstrated/considered that the interpretation and conclusions are reasonable?		Yes/No
Has the declaration been signed?		Yes/No
Overall		
Comments		

Conforming - Good	Document accords well with GPVS guidance and meets the requirements
Conforming - Improvement possible	Document is acceptable but there are some areas that could have been completed better
Non-conforming - minor	Document is not sufficiently GPVS compliant
Non conforming - major	Document is not close to being GPVS compliant.
N/A	

Checklists

The Verification Plan should address how the gas protection measures will be installed and what verification information will be provided to demonstrate the installation has been carried out in accordance with the appropriate guidance.

As a minimum the report should include (but not be limited to):

- A summary of the gas risk assessment.
- The gas protection measures proposed (including reference to the appropriate guidance documents) and confirmation they will meet the gas protection requirements for the lifetime of the development.
- Technical drawings showing how the gas protection measures will be incorporated.
- Formal qualifications/experience/training of the person carrying out the installation.
- Formal qualifications/experience/training of the person carrying out the verification.
- Clear demonstration of the independence of the person carrying out the verification.
- The manufacturer's specification of the gas protection membrane to be used.
- Full details of what the verification process will comprise and at what stage verification will be carried out.
- Details of how any non-conformance will be dealt with.
- Details of the number of plots to be validated. (Deviation from verification of every plot will need to be justified and agreed with the Local Planning Authority).

Verification/Validation Report

As a minimum the report should include (but not be limited to):

- Site details.
- Planning Application details (if available).
- Summary of Gas Risk Assessment (including original CSM).
- Details of who carried out installation (qualifications/experience/training).
- Details of who carried out verification (qualifications/experience/training).
- Description of protection measures installed with reference to method statements and drawings and manufacturers specification of the materials used.
- Details of the verification inspection regime.
- Supporting information, plans, air vent installation, photographs, as built drawings.
- Summary of verification data (completed proformas, test results)
- Details of non-conformances and how they were rectified.
- Clear statement saying remedial objectives been achieved supported by lines of evidence including reference to CSM.
- Where necessary further works and/ or long term management