
Accreditation of Utility Infrastructure Providers
under the
Gas Industry Registration Scheme (GIRS)

Gas Industry Guidance
GIG/2

June 2007

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Brief History

First Draft issued to GTs	January 2001
Issued to the UIPs	February 2001
Draft 3.1 issued to GTs	April 2001
Approved and Issued	July 2001
1 st Draft 4.1 issued to GTs	February 2002
2 nd Draft 4.2 issued to GTs	February 2002
3 rd Draft 4.3 issued to GTs	March 2002
4 th Draft V4.6 approved and issued	May 2002
5 th Draft V4.7 approved and issued	May 2003
6 th Draft V4.8 approved and issued	December 2003
7 th Draft V4.9	July 2004
8 th Draft V5.0	December 2004
9 th Draft V5.1	March 2005
10 th Draft V5.2	May 2005
11 th Draft V5.3	September 2005
12 th Draft V5.4 NVQ Level 4 description and inclusion of service alterations and disconnections sub category within the CCCR category	October 2005
13 th Draft V5.5 Inclusion of Technical Adviser requirements under section 5.3 Deletion of First Line Manager competency requirements Revision to Supervisor competency requirements Inclusion of impact on registration status if UIP work intermittent resulting in a failure to maintain surveillance programme – section 7.3 – Continuity of work. Revised definition for Specialist PE branch Connections –App 1 sect 1.4	June 2006
14 th Draft V5.6 Revisions to: Competency requirements of the Technical Adviser Definition of the Specialist PE Branch Connection	January 2007
15 th Draft v6	May 2007

Formatting changes only

16th Draft v5.7

June 2007

Revisions to:

The definition of a Specialist PE Branch Connection

The scope of the Specialist Connections Provider

The GNSP certificate name change to Utility SHEA (GAS)

Fee revision

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Scope

The purpose of this document is to provide guidance on the process for the accreditation of Utility Infrastructure Providers (UIPs) formerly known as 'Self Lay' Organisations (SLOs), for generic aspects of their capability under the Gas Industry Registration Scheme (GIRS). It provides guidance on the assessment criteria against which the UIPs will be measured in respect of key safety, quality, competency and technical issues covering the following categories of registration that may be sought:

- i) Design
- ii) Construction/Commissioning/ Connections (Routine)
- iii) Service Alterations and Disconnections
- iv) Connections (Non-Routine - Basic)
- v) Connections (Non- Routine – Complex/Iris stop)
- vi) Connections (Non- Routine – Complex/Stopple)
- vii) Connections (Non-Routine – Complex/Hot welding)
- viii) Specialist PE branch connections
- ix) Project Management
- x) Audit

A description of the scopes of registration categories are detailed in Appendix 1.

An essential feature of the accreditation process is the assurance that procedures and practices against which accreditation was awarded are consistently applied and maintained by the registered UIP and this is addressed through an ongoing surveillance audit programme, detailed within this document.

The registration process covers new gas infrastructure operating up to 7barg, installed by UIPs, which are to be adopted by Gas Transporters (GTs).

This document was produced by an industry working group comprising Independent Gas Transporters, Transco and Lloyd's Register and is maintained by the GIRSO. Amendments to this document shall only be made by authorisation of the GIRSMG.

Note: To register for Project Management, the applicant shall use organisations accredited for 'Design' and/or 'Construction/Commissioning/ Connections' (Routine) and the relevant Connections (Non Routine) category where appropriate. The organization may obtain registration in one or more of these activities if required.

References

- Energy Utility Skills Competency guidance
- GIG/2
- IGE/TD/101
- Gas Act, Hasawa,NRSWA,EPA
- PSR,GS(M)R
- HS(G)47
- Guidance on Gas Legislation series, IGE/GL
- Recommendations of Transmission and Distribution Practice, IGE/TD
- Material Specifications, BGPL
- NJUG Guidance

Note: The GIG 2 and IGE/TD/101 documents are intended to supplement, but not amend, abridge or override any relevant legislation, or technical standards.

Acronyms

The following abbreviations are used in this guide.

CDM	-	Construction, Design and Management Regulations 1994
EUS	-	Energy Utility Skills
GIG	-	Gas Industry Guidance
GIRS	-	Gas Industry Registration Scheme
GIRSMG	-	Gas Industry Registration Scheme Management Group
GIRSO	-	Gas Industry Registration Scheme Operator
GNO	-	Gas Network Operations
GT	-	Gas Transporter
HSE	-	Health and Safety Executive
IGEM	-	Institution of Gas Engineers and Managers
IGT	-	Independent Gas Transporter
NVQ	-	National Vocational Qualification
OFGEM	-	Office of Gas and Electricity Markets
SLO	-	Self Lay Organisation
UIP	-	Utility Infrastructure Provider (formerly known as SLOs)

Road Map for Users

The guidance supporting the adoption of infrastructure process is as follows:

**Gas Industry Guidance - Accreditation of Utility Infrastructure Providers
GIG/2**

IGEM/TD/101 - This document sets down the minimum management requirements for the laying of newly constructed mains, services and associated installations to facilitate registration and/or adoption by GTs

The GIG/2 and IGEM/TD/101 documents are intended to supplement, but not amend, abridge or override any relevant legislation, or technical standards.

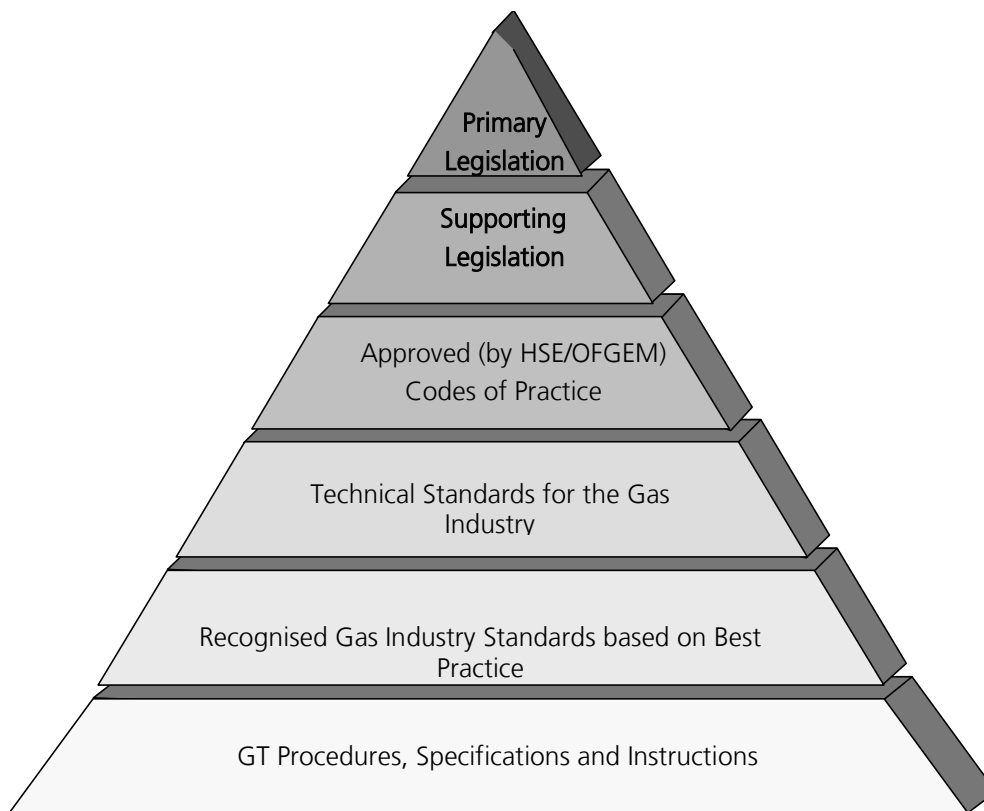
Adoption Criteria

UIPs will be required to satisfy the following criteria before GTs will consider the adoption of new installations.

1. The competency of individuals shall meet the requirements as specified in GIG/2.
2. If a UIP chooses not to apply for Validation, as specified in GIG/2, then all job specific submissions shall also include the following areas,
 - a) Method Statements.
 - b) Quality Assurance.
 - c) Safety Management.
3. Job Specific submissions shall satisfy the requirements specified in IGE/TD/101.

Note: This guidance applies only to new pipelines (including associated installations). There is no intent that the recommendations be applied retrospectively.

Hierarchy of Documents



Primary Legislation	-	Gas Act, Health & Safety at Work Act, New Roads and Streetworks Act, Environmental Protection Act.
Supporting Legislation	-	Pipelines Safety Regulations, Gas Safety (Management) Regulations, Specification for Reinstatement of Openings in Highways.
Approved (by HSE/OFGEM) Codes of Practice	-	Design, Construction and Installation of gas services, HS (G) 47, IGE/GL series.
Technical Standards for the Gas Industry	-	IGEM/TD series.
Recognised Gas Industry Standards based on Best Practice	-	BG PL Material Specifications, Gas Industry Guidance GIG/2, NJUG guidance.
GT Procedures, Specifications and Instructions	-	Engineering Instructions – interim instructions which need to be issued quickly, e.g. lessons learnt from incidents.

The documents illustrated above are not exhaustive

Mandatory/Non Mandatory Terms

May: Indicates an option which is not mandatory.

Must: Indicates a requirement in law and in matters of health and safety.

Shall: Indicates a GT requirement.

Should: Indicates a strong preference, but allows deviations exceptionally.

1. Preface & Background

One of the objectives of Ofgem, the energy regulator, is to further extend competition in the provision of gas infrastructure, through UIPs formerly known as SLOs. The ownership, operation and maintenance of the gas pipes will continue to rest with the Licensed GTs. The GTs, through their Safety Case, must demonstrate that their gas networks are fit for purpose and their activities comply with the Gas Safety (Management) Regulations. Therefore, it is essential that the GTs seek appropriate evidence that the UIPs can demonstrate compliance with all the necessary technical and legislative requirements to satisfy the fitness for purpose criteria, prior to the construction and adoption of the assets. This objective is achieved by means of a thorough assessment of the UIP, prior to work commencing and a technical audit of the work in progress.

The Gas Act allows individuals or organisations, who do not wish to seek accreditation, the right to lay gas pipes. However, this alternative process will represent an equally rigorous examination by the GT.

This document provides guidance on the process for the accreditation of UIPs for generic aspects of their capability under the GIRS.

The national accreditation process defined within this document will enable UIPs to receive accreditation to operate within specified work activities. The initial assessment and on-going management of the accreditation process will be carried out by the GIRSO. Accredited UIPs will be listed on the GIRSO website and will be able to display the GIRS quality mark.

2. Accreditation Process

The accreditation process comprises 6 separate events which are detailed below and illustrated in figure 1.

These are:

- 1 The submission of documentary evidence for desk top review
- 2 A verification of systems implementation audit and a validation meeting
- 3 The award of partial accreditation
- 4 The technical assessment of activities for which accreditation sought
- 5 The award of full accreditation
- 6 The on going audit of work in progress and 3 year review of accreditation

2.1 Documentation

The UIP will be required to submit documentation to the GIRSO which provides evidence of compliance in the following key areas: -

- a) Safety Management Systems
- b) Quality Management Systems
- c) Assessment of Risk
- d) Competency of Personnel
- e) Method Statements
- f) Other Generic Documentation
- g) Audit Process

2.2 Desk Top Review

The documentation, as detailed in 2.1, shall be forwarded to the GIRSO for a desk top review, to establish systems compliance with the scheme requirements. The results of the review will be notified to the UIP in writing. In the event that additional information is sought or modifications to existing systems are required, the UIP will have the opportunity to present this additional/modified data at the verification of systems audit/validation meeting. In addition to demonstrating implementation of the documented systems which were the subject of the review, the meeting also provides the UIP with the opportunity to demonstrate an understanding of key industry processes i.e.

- GIG 2 and IGE/TD/101
- Industry legislation including GT's statutory obligations
- The Licensing process, Emergency Cover Agreements, etc
- Network Exit Agreements
- Communications, etc

On satisfactory completion of the initial assessment, the GIRSO will issue a certificate of Partial Accreditation which will enable the UIP to approach GTs.

A partially accredited UIP may tender for the work scope for which partial registration has been granted. Upon award of contract the UIP shall ensure a full understanding of the adopting GT's technical requirements, specific processes, contact details and contractual arrangements

2.3 Technical Assessment

The full accreditation of a UIP will be dependent on satisfactory technical assessments of activities for which accreditation is sought. The GIRSO will conduct assessments of the activities, performed by the UIP seeking accreditation in those categories (see Appendix 1 for activity scope details).

2.4 Accreditation

When the UIP has been assessed, as performing the activities for which accreditation is sought, satisfactorily, an accreditation certificate will be awarded, which details the accredited activities and the UIP will be added to the list of accredited UIPs on the GIRSO website.

2.5 Ongoing Review

There will be an ongoing review of the results of audit reports of the accredited UIP, these reports will be from the following sources:

- UIP In-house Health & Safety and Quality audits
- GT audits
- GIRSO surveillance audits

The annual review of the reports will determine whether the frequency of the GIRSO surveillance audits should be modified. Should a report be received, from any of the sources listed, which identifies major deficiencies, which compromised safety systems and potentially put lives at risk, then an immediate follow up site visit shall be instigated, by the GIRSO, to establish the current position and the GT involved, kept abreast of the situation. Depending on the severity of the breach of safety standards and the extent to which actions were required to be implemented, to rectify the position, an improvement notice may be served on the UIP, or accreditation may be revoked. The basis upon which accreditation may be revoked and the associated appeals process are detailed in Appendix 3. Should such an investigation by the GIRSO be initiated by a GT then the costs of the investigation would be attributed as follows:

- If the UIP under investigation is found to be in breach of the terms of registration then the UIP will be required to cover the cost of the investigation
- If the investigation establishes no such breach then the GT initiating the complaint would be required to cover the costs

A 3 yearly formal review of the audit reports will be undertaken and a report issued to justify and support the extent of the re-assessment required for accreditation renewal.

2.6 Recertification

A UIP that has performed satisfactorily over the period under review would be expected to have its Certificate renewed with minimum examination. However, if the number of UIP projects completed, by the UIP, during the review period are limited, or if a number of audit reports for that period identifies a growing trend of minor deficiencies, the GIRSO shall conduct an appropriate level of re-assessment.

The process also deals with unsatisfactory work by the UIP. If such defective work is of a serious nature, or is occurring regularly, the GT has the obligation to bring this to the attention of the GIRSO as well as any contractual action. Such reports to the GIRSO are in addition to the normal random audit sample.

The GIRSO may issue an Improvement Order or in exceptional circumstances revoke the accreditation and notify GTs accordingly.

It should be noted that individual GTs have the right to insist on defective work being corrected and the right to refuse to adopt pipes if they are not fit for purpose, even though the UIP is currently accredited.

ACCREDITATION PROCESS - FLOW DIAGRAM

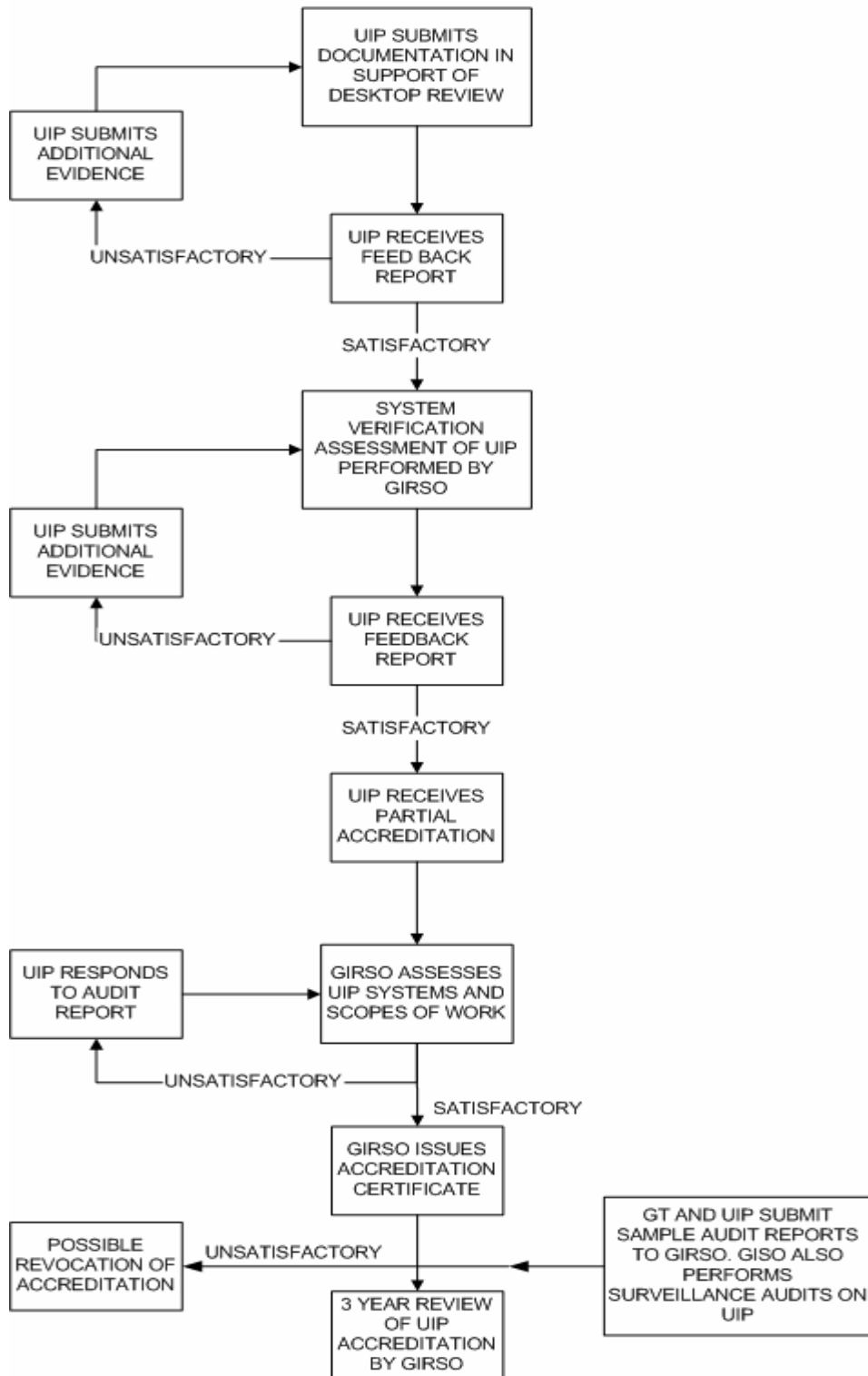


Figure 1

3. Safety Management Systems

Evidence is required, through documentation and discussion, that the UIP has in place the key elements of a successful health and safety management system:

3.1 Policy

The Company's Health, Safety and Environment policies shall clearly provide direction for the organisation to follow.

3.2 Organisation

An effective management structure shall be in place to deliver the policies. The scope of the services provided by the Company should be clearly defined.

Details of the Company structure shall be provided and indicate how key safety responsibilities are allocated between managers and their staff.

Details of relevant insurances shall be provided.

3.3 Planning

There shall be a planned and systematic approach to implementing the health and safety policy through effective management systems.

3.4 Measuring Performance

Performance shall be measured against agreed standards to reveal when and where improvements are needed.

3.5 Auditing and reviewing performance

The UIP shall demonstrate how it learns from all relevant experiences and applies the lessons.

3.6 Assessment of risk

Evidence of the company approach to the assessment of risk shall be provided, indicating all key operations, the associated risks, preventative measures, management systems procedures and method of communication.

3.7 Gas escapes and incident management

UIPs must demonstrate understanding of gas escape and incident management procedures.

4. Quality Management Systems

The UIP shall demonstrate that it has implemented Quality Management Systems which generally comply with the ISO 9000 model and which cover the scope of the services for which accreditation is sought.

The topics covered shall include:

- Quality Policy
- Scope of activities
- Management structure
- Recruitment, training and competency of personnel
- Organisational interfaces
- Planning and design methodology
- Process control and approval
- Construction procedures
- Equipment inspection
- Document and data control
- Contractor and sub-contractor selection
- Material procurement
- Materials handling
- Non-conformance and improvement process
- Management Review process
- Internal quality audits
- Technical audit process (see later section)
- Environment/waste management

Within the assessment emphasis will be placed on compliance with relevant gas industry regulations, standards, specifications as well as IGEM recommendations detailed in IGE/TD/101.

5. Competency of Personnel

5.1 Basic Requirements

A fundamental requirement of the UIP is to demonstrate that the personnel employed to design and construct the gas assets are competent to do so. Therefore sufficient current, valid, credible and authenticated documentary evidence shall be provided to satisfy the adopting authority that the individuals designing, installing and administering the process are competent. This may be a combination of qualifications, training, experience, aptitude and fitness for the job.

5.2 Design

Persons engaged on the design of gas infrastructure should be able to provide evidence of both competence and knowledge and understanding of the design phase. This may be achieved by an appropriate combination of education, training and practical experience relating to the design activity undertaken. Formal qualifications shall include Incorporated Engineer or higher, through the IGEM.

An alternative design review and approval process from that defined above may be established and this shall require the design process to be overseen by a suitably experienced IGEM Incorporated Engineer or higher, who would perform a risk based percentage review and sign off of designs completed by the design Engineers provided they are qualified to NVQ Level 4 in the following modules:

Unit 16 – Create designs
Unit 17 – Evaluate designs
Unit 18 – complete designs
And additionally either:
Unit 20 – Identify client requirements
Or
Unit 21 – Establish a design brief

If the design includes meter sizing then the UIP should be a registered Meter Installer under the OFGEM Registration Scheme.

5.3 Construction

Persons engaged in the construction of gas infrastructure shall be able to provide evidence of both competence and knowledge and understanding of the construction phase. This may be achieved by an appropriate combination of education, training and practical experience relating to the construction activity undertaken. Formal qualifications may include Incorporated Engineer registration or higher through the IGEM.

Technical Adviser – A Technical Adviser shall be nominated by the UIP to oversee the competency assessment process, approve and carry out annual reviews of the method statements and perform periodic technical audits. The Technical Adviser may be an employee of the UIP or employed on a consultancy basis, if the latter then his responsibilities must be clearly defined within the contract of employment. The Technical Adviser shall have an appropriate level of operational experience within the gas industry and be qualified to a level of HNC/HND/NVQ level 4, or hold membership of an appropriate professional institution to at least Engineering Technician level.

Supervisor – Relevant education training and practical experience. Qualifications may include Gas Network Engineering series at level 2 to 5.

Operative - Relevant education training and practical experience.

5.3.1 Operative Qualifications

The following qualifications were issued by the CITB and provided evidence of training. All operatives who formally held GD qualifications shall ensure that a new Energy Utility Skills (EUS) registration card has been obtained for these activities

The following qualifications as issued by EUS provide evidence of competency:

- GD 1 (act as mate only)
- GD 2 (act as mate only)
- GD 3 (assist in main laying operations)
- GD 4 (lay services up to and including 63mm)
- GD 5 (lay mains)

Where an individual holds GD4 and 5 qualifications they can lay gas services and mains for all pipe diameters.

The following qualifications were issued by operatives working for the former British Gas and Transco and provided evidence of training. All operatives who formally held these qualifications shall ensure that a new EUS registration card has been obtained for these activities:

British Gas and Transco series

- PM 3 (pipes up to and including 180mm)
- PM 4 (all sizes)
- PM 5 (Gas distribution)

Gas Distribution CGLI

- CGLI/CGL1 Public Utilities Distribution (level 3) Competency based
- CGLI Gas Network Engineering Competency based

5.3.2 Operative Qualification Structure

The Gas Networks Operations qualifications structure, as detailed below, incorporates the NVQ framework, introduced in April 2002

Level 1 Gas Network Operations

The S/NVQ, introduced by the EUS, has replaced the GD training scheme and the requirements for the training of Gas Distribution Assistants (GDAs) under the new scheme, shall be implemented by registered UIPs from August 2004.

Once registered as a GDA trainee, the trainee must complete stages 1 to 4 of the training before he may participate as a member of a team and the process from registration as trainee to registration as a GDA should take no more than 6 months. Failure to comply with these criteria will result in the raising of a non conformance, under GIRS. The full GDA registration and qualification requirements may be found on the GIRS website.

The minimum number of units required for a full GDA qualification is nine with eight mandatory units and one optional. Unitary credit can be given against individual units (the mandatory and optional units for each category of competence is included under Appendix 5)

Level 2 Gas Network Operations – Service Laying

The level two qualification Gas Network Operations Service laying is aimed at Senior Distribution Operatives employed as Service laying team leaders. The minimal evidence requirements for the qualification is thirteen units with nine mandatory units and four optional. Evidence being gathered from networks operating up to 75mbar and 63mm. Where service layers are required to normally work above these sizes and pressures, such as in Northern Ireland and Scotland, then evidence of this experience should be presented from jobs working at the larger size and higher pressures.

Level 2 Gas Network Operations – Main Laying

The level two qualification Gas Network Operations Main laying is aimed at Senior Distribution Operatives employed as Main laying team leaders. The minimal evidence requirements for the qualification is thirteen units with nine mandatory units and four optional. Evidence being gathered from networks operating up to 2 bar and 400mm. Where main layers are required to normally work above these sizes and pressures, then evidence should be presented from jobs working at the larger size and higher pressures.

Level 3 Gas Network Operations - Craft

The level three Gas Network Operations Craftsperson is aimed at Distribution Crafts persons who are employed as Craft level team leaders working in diverse situations and dealing with multiple agencies. The minimum requirements for the qualification is 12 mandatory units and five optional.

5.3.3 Qualification for First Line Managers and Supervisors

NVQ Level 4 – This qualification has been developed specifically for the people managing activities on the Gas network. It is awarded by the Open University and contains a mandatory core and four optional additional routes to the full award. This is to enable applicants to select the most appropriate route, in terms of evidence gathering, for the route that they undertake. It is also possible to complete single units (or combinations of units) and obtain unit accreditation for these if preferred. This option is often undertaken when a particular role does not easily generate evidence to meet all of the award requirements.

5.3.4 Grandfather Rights

Anyone currently possessing a GD Series qualification or equivalent, or who is currently embarked on the GD Series or equivalent course, will possess a valid qualification, for a maximum 5 year term, from the date of award. The qualification holder will then be required to be re assessed in the same manner as would an NVQ qualification holder.

5.3.5 Administration

Although formal qualifications are not generally required for Administrative posts, measures of performance should be in place which ensure that the quality of the administration service is satisfactory and an understanding of procedures governed by legislation.

5.3.6 General

In all cases irrespective of the qualification held, sufficient current, valid, credible and authentic evidence should be provided to ensure individuals are competent to operate within the work scope.

Companies operating as UIP's, should show they have comprehensive training records for individuals at all levels and a training policy to refresh and update staff as required.

5.3.7 Utility SHEA (Gas) - formerly the Gas Network Safety Passport

The Utility SHEA (GAS) safety competency certificate is a scheme administered by Energy & Utility Skills (EUS), with the aim of providing a consistent level of basic safety awareness for all persons carrying out work on, or in support of, gas distribution operations at Gas Distribution Sites.

6 Method Statements

The UIP shall be required to produce a full description of how the work is to be undertaken, the standards to which the installation will comply, the specification of the materials and how these criteria will be measured on site. The method statements detailed below are not exhaustive but provide guidance as to the method statements that would be expected to be fully implemented by staff involved in the activities for which accreditation was sought:

- Design of gas networks
- Signing and guarding excavations and traffic management
- Safe working in vicinity of buried plant
- Excavating procedures
- Laying of PE mains
- Laying PE Services
- Moling
- Electrofusion of PE pipe
- Butt fusion of PE pipe
- Testing of PE joints and fittings
- Laying steel pipe up to 7 barg pressure
- Non routine operations procedure
- Purging and commissioning of mains and services
- Pressure testing of mains and services
- Installation of gas equipment e.g. pressure reduction equipment
- Preparation of as-laid drawings
- Managing gas escapes and incidents
- Environmental assessments
- Welding steel pipe up to 7 barg pressure
- IGE/GL/ 5 Process
- Waste Management

If a UIP is scheduled to perform work for which it does not have an acceptable Method Statement or the GT requires a variation to the methodology, the specific procedures shall be written by the UIP and confirmation of acceptance received from the GT, in advance of work commencement. Each of the above listed method statements shall be supported by a risk assessment identifying the risks associated with the work, the preventative measures and the related management monitoring systems.

7 Audit Process

The registration process demonstrates that the UIP has systems and documentation in place which should result in the construction of assets which are fit for purpose. However, the GTs, who adopt and subsequently operate and maintain the pipes, must be confident that they have actually been constructed to the standards agreed between the two parties. This is achieved by a series of audits. Prior to full accreditation, technical audits will be conducted by the GIRSO which will contribute to the accreditation process. Audits will continue to be carried out on works post accreditation. These audits are categorised below and will follow accepted audit procedures and protocols in respect of frequency and follow up actions.

7.1 UIP Audit

The UIP shall have an audit policy and a rationale regarding the levels of audit for particular work activities.

Technical audits will be conducted by the UIP to ensure the work is in compliance with the industry agreed standards. The level of these internal audits will be determined by the UIP, having regard to the fact that they are responsible for any defects.

The internal audit reports should be made available on request to the adopting GT and submitted at agreed frequencies to the GIRSO.

7.2 GT Audit

The GT will conduct its own audits and the results of such audits, which identify non conformances, should also be communicated to the GIRSO on the basis of 2 audit reports per year per UIP.

7.3 GIRSO Audits

The GIRSO will conduct an appropriate level of assessment/audits in support of the accreditation process as detailed below:

Level of Surveillance Audits by GIRSO

Periodicity of surveillance will be based on:

- Size of UIP
- Scopes of Approval
- Track record
- Continuity of work

Size of UIP:

- UIP >50 employees (inclusive of subcontractors): Quarterly
- UIP <50 >20 employees (" " "): 4 monthly
- UIP <20 > 10 employees (" " "): 6 monthly
- UIP <10 employees (" " "): Annually

Scope of Approval

Each accredited activity shall be subject to audit, as a minimum annually.

Track Record:

The frequency of audit may be increased if:

- In house quality and safety audit results indicate upward trend in deficiencies
- GT audit results indicate potential problems
- GIRSO surveillance audits identify major deficiencies/ significant number of minor deficiencies

Under such circumstances the UIP will be advised of the revised programme and the basis for change. Alternatively if the results of the audits consistently present a view of work performed safely and competently then the level of GIRSO surveillance audits may be scaled down.

Continuity of Work

The GIRSO surveillance audits will be carried out on UIP work. It is recognized, however, that UIP work may be intermittent and if the registered UIP does not have any UIP work to present to the GIRSO, when the surveillance visit is due, then the registered UIP shall be required to advise the GIRSO when such work may be made available for review. In the event that the registered UIP's programme of work does not incorporate any UIP work for a period which extends beyond one month of the surveillance visit due date, then the UIP registration status shall be downgraded to partial. Under these circumstances the surveillance visit programme shall be revised to 2 per year and shall be limited to ensuring competency and competency systems, against which the initial registration was awarded, is maintained.

Once UIP work is again being undertaken by the partially registered UIP, then full registration shall be reinstated once the scopes of work, for which registration was originally granted, have been satisfactorily assessed through site surveillance visits.

8. Post Registration Process

Although this document addresses the registration process and accreditation of the UIP, it should be recognised that, for specific projects the UIP shall follow the particular procedures of the adopting GT. To achieve this objective, the GT and UIP shall meet on the initial project(s) to agree the commercial terms of adoption for each site and establish communications with operational personnel **before** any work starts on site. This will also include details of job specific work not included in the generic validation process.

The GTs are not only interested in the fitness for purpose of the pipes but need to ensure that flow of documentation, customer care etc. are appropriate.

The transfer of assets, from the UIP to the GT, is achieved through an Adoption Agreement. The conditions of such agreements may differ from GT to GT, but the ability to satisfy the obligations should be understood at the post partial accreditation award meeting. Typically, the agreement will include, Schedule of Works, Payments – general provisions, Warranties, Liabilities, Insurances, Confidentiality, Relationships, Work Standards, Amendment processes, Certificates and CDM files.

Appendix 1 - Scope of Registration Categories

1.1 Design

The design of gas mains and services having a maximum operating pressure of 7 bar, in full technical compliance with IGE/TD/101 and organizational compliance with GIG2.

To achieve registration for the design category, the UIP shall demonstrate fully implemented procedures which incorporate the requirements of Health and Safety Legislation, and the recommendations of the Institute of Gas Engineers and Managers.

The Design Engineers involved in the design development and review process shall demonstrate competence to perform their assigned tasks, which shall as a minimum conform to those defined in section 5.2 of this document.

1.2 Construction/Commissioning/Connections (Routine)

The laying of gas mains and services, including associated installations, having a maximum operating pressure of 7 bar, for adoption by a GT, in full technical compliance with IGE/TD/101 and organizational compliance with GIG 2.

The assessment under this category seeks to verify the integrity of the installed systems and the safety standards applied throughout installation.

Accreditation under this category will require the UIP to demonstrate that documented method statements conforming to section 7, as applicable, are implemented and are of sufficient detail to provide clear direction to operatives involved in infrastructure installation. All such operatives should have competencies which conform to section 5.3. and work to an integrated and comprehensive safety management system.

Contractors may only be employed by the registered UIP, if they are registered for this scope of work. The exception to this requirement relates to specialist connections providers who are registered for non routine operations, these UIPs are required to undertake their specialist activities under contract to a UIP registered for CCCR.

Alternatively contractors may be employed on a 'labour only' basis, provided their activities are wholly managed by the registered UIP and they operate to his systems and method statements and practices. Appendix 6 provides a detailed definition of 'labour only'.

The registered UIP may be directed by the developer to install gas mains and services in trenches excavated and re-instated by groundworkers, this is recognized as custom and practice and is acceptable provided full compliance with the requirements defined in Appendix 7 for the control and management of groundworkers by the registered UIP can be demonstrated.

Connections in this category are those that fall outside the scope of connections detailed in IGE/GL/6, excluding specialist PE branch connections. It is not necessary for the GIRSO to witness the routine connection in order that registration may be granted.

PE branch saddles where the branch connection on to the PE Main is 125 mm diameter or below may be considered to fall within the CCCR category. Mains Layers who have a track record of performing branch saddle connections to a PE main, within this category, will be conferred grand father rights which will extend to the expiry date of the individual's current GNO2 competency. Renewal of the competency card will, at that stage, include an assessment of branch saddle connections competency.

Service Alterations and Disconnections

A restricted registration under the scheme has been established for service alterations and disconnections which will enable UIPs registered under this category to perform such work on LP services up to 63mm.

The assessment process will be in accordance with the requirements as defined for the CCC(R) scope but will require the input of a consultant technical adviser for the following activities:

- Competency assessment
- Approval of method statements
- Periodic technical audits

The UIP applying for this category of registration will also be required to document a process for interfacing with a registered design house.

1.3 Connections (Non routine)

Connections (Non routine) are those connections that fall within the scope of connections as detailed in IGE/GL/6.

This represents a separate scope and associated assessment process, from the construction commissioning and connections (routine) scope.

The connections (non routine) activities are divided into two categories, basic and complex:

- Connections (Non Routine - Basic)
Included within this category are the following basic connection types covered by IGE/GL/6:
 - PE Squeeze off
 - Metallic bag stop
 - Under pressure tee
 - Branch saddle (excluding specialist branch saddle connections)
- Connections (Non Routine -Complex)
This category is subdivided into 3 connection types covered by IGE/GL/6:
 - Connections (Non Routine – Complex/Iris stop)
 - Connections (Non Routine – Complex/Stopple)
 - Connections (Non Routine – Complex/Hot welding)Each of the above detailed Connections (Non Routine -Complex) categories require to be individually registered.

Process for Connections (Non Routine) Accreditation

Connections (Non Routine – Basic)

In order to gain accreditation under this category the UIP must demonstrate the following:

- full accreditation for Construction/Commissioning/Connections (routine)
- evidence that the UIP has experience of performing connections in this scope category

-
- competence of operative for performing connection work in accordance with GIG/2 section 5 competency which must include evidence that the operative has a record of carrying out connections in this scope
 - successful site audit by GIRSO of the completion of a NRO

Connections (Non Routine – Complex)

The assessment process for this category of NRO will be provided on application

1.4 Specialist PE Branch Connection

Connections in this category are those PE branch connections on PE mains where the diameter of the branch is greater than 125mm. Registered Specialist Connections Providers who are accredited for this category of connection are automatically qualified for performing PE branch connections which fall within the CCCR category

1.5 Project Management

This scope has been introduced for companies who project manage either design or construction activities by subcontracting either of these activities to a GIRS registered design or construction organization. The role requires the organization to have processes, procedures and technical competency to manage the subcontract relationship and interface with a Gas Transporter to manage the adoption of equipment in line with IGE/TD/101. A UIP registered for CCCR under GIRS would not require to be additionally registered for project management in order to subcontract to a registered design house.

UIPs seeking registration under this scope shall demonstrate such competence through the appointment of a designated Technical Adviser who shall demonstrate competence which incorporates both design and construction and he shall be qualified to a minimum level of Incorporated Engineer status in IGEM. Or an equivalent Institute. Site supervisors should be qualified to GD4/5 and demonstrate the level of competence as defined in section 5.3 of this document or alternatively have more than 5 years performing that role in another utility sector and have attended an EUS approved 'Gas Mains and Service Laying for Managers,' course. In the latter circumstance, the Technical Adviser will oversee the supervisor's technical audit function until such times as the Adviser considers the supervisor competent to perform the role unsupervised and this decision shall be documented.

Additionally UIPS seeking registration under this scope shall be required to provide evidence of the implementation of method statements which clearly define the project management role and assign responsibilities throughout the project life cycle.

1.6 Audit

The audit scope is designed for companies who are seeking to perform third party audits.

The UIP seeking registration under this category shall demonstrate a documented methodology for the audit process that conforms to ISO10011 and includes comprehensive checklists, a guide to the use of the checklist, guidance to auditors, and a generic competency profile of auditors which should incorporate a formal audit qualification and a minimum GD4/GD5 qualification

Internal auditing for the purposes of managing design or construction activity is already included in the GIRS scopes detailed in sections 1.1 to 1.5.

Appendix 2 - Cost of Accreditation

The costs of operating the validation scheme are supported by a fee structure for members. The level of fees will be set by the GIRSO and will be structured as follows:

Fee Structure

The fee structure is made up as follows:

Basic Fee		£2223
Plus		
Scope Fee	(Table 1) as applicable	
Plus		
Scale Fee	(Table 2) as applicable	
Total.....		

Table 1 – Fees relating to scope:

Audit	£360
Project management	£1445
Design	£1445
Construction/Commissioning/ Connections (routine)	£2410
Connections (Non Routine - Basic)	£1445/£2033**
Connections (Non Routine – Complex)	£1445/£2033**

Table 2 – fees relating to size of UIP

< 10 employees (inclusive of subcontractors)	£360
11 – 20 employees ()	£600
21 – 50 employees ()	£722
51 – 100 employees ()	£1202
>100 employees ()	£2410

Additional regions for which accreditation is sought, managed from depots/regional offices may require additional assessments, the cost of which would be additional to the fees detailed above. Such additional visits would be charged on a day rate basis. The inclusive site rate is currently £721 per day.

Note – Fees are subject to revision in July of each year.

**The higher fee is applicable if the CNRB/CNRC scope is not included in the initial application and the assessment is therefore performed in isolation.

Appendix 3 – Appeals Procedure

Removal of and Re-instatement of Accreditation

Accreditation shall be subject to cancellation or amendment by the GIRSO if a UIP:

- is found to have made false claims within the application for accreditation which are considered to impact on the integrity of the UIP
- fails to complete, to the satisfaction of the GIRSO, the remedial action required within the agreed time scales as a result of a major or series of minor deficiencies raised against the UIP
- is found to continually fail to maintain safe systems of working and working practices which result in the workforce or members of the public being exposed to danger or serious risk of injury through the use of faulty materials, materials not conforming to recognised standards, or through faulty workmanship/working practices
- becomes bankrupt or insolvent
- claims to have been accredited for work not included at the time in the scope of its accreditation
- commits a breach of any of the obligations imposed by the GIRS
- undertakes work below the standard required and demonstrates a lack of commitment to achieve the required standard or is unable to continue to comply with the criteria set out in the GIRS
- makes use of the Scheme and /or the GIRSO's approved mark or logo in a manner which, in the opinion of the GIRSO, is likely to bring the Accreditation Body into disrepute

The GIRSO shall notify the UIP in writing of its intention to cancel its certification, detailing fully such reasons for its action. If the UIP wishes to object, it shall respond to the GIRSO in writing, within twenty-one days, of its objections, for consideration by the GIRSO.

Appeals, Complaints and Disputes concerning Accreditation

A UIP may appeal to the GIRSMG against any decision of the GIRSO, in respect of its accreditation.

The UIP shall give notice in writing, setting out clearly the grounds for such an appeal. Such an appeal shall be served on the GIRSO within twenty-one days of the date of notification of the cancellation decision. Any such appeal will be assessed by a panel within the GIRSO, independent of those members of the Body involved in the original withdrawal process.

The results of the review will be communicated to the UIP in writing, detailing clearly the basis for the decision.

If the decision is not to the satisfaction of the UIP then it can appeal to the GIRSMG who will be furnished with the basis for the original accreditation withdrawal and the findings of the appeals review.

The GIRSMG shall be the final arbiter of all such appeals.

The UIP and the GIRSO shall bear their own costs associated with any appeal, regardless of the outcome.

Reinstatement of Accreditation

- undertakes work below the standard required and demonstrates a lack of commitment to achieve the required standard or is unable to continue to comply with the criteria set out in the GIRS
- makes use of the Scheme and /or the GIRSO's approved mark or logo in a manner which, in the opinion of the GIRSO, is likely to bring the Accreditation Body into disrepute

The GIRSO shall notify the UIP in writing of its intention to cancel its certification, detailing fully such reasons for its action. If the UIP wishes to object, it shall respond to the GIRSO in writing, within twenty-one days, of its objections, for consideration by the GIRSO.

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The results of the review will be communicated to the UIP in writing, detailing clearly the basis for the decision.

If the decision is not to the satisfaction of the UIP then it can appeal to the GIRSMG who will be furnished with the basis for the original accreditation withdrawal and the findings of the appeals review.

The GIRSMG shall be the final arbiter of all such appeals.

The UIP and the GIRSO shall bear their own costs associated with any appeal, regardless of the outcome.

Reinstatement of Accreditation

Re-instatement of Accreditation will be effected under the conditions prescribed by the GIRSO review or the GIRSMG, should the finding be that the accreditation withdrawal was not warranted.

Alternatively, if the appeals process finds the accreditation withdrawal to be the right course of action or if the UIP accepted the original finding then re-instatement would entail a full re-evaluation.

Appendix 4 - Definitions of Major and Minor Deficiencies

Major Deficiency:

- Significant safety implications
- Procedures not fully developed for the activity being assessed
- No procedures in place
- Consistent failures in a specific category
- Excessive number of minor deficiencies

Minor Deficiency:

- Isolated cases of non conformance to procedures
- Isolated instances of failure to comply with Health & Safety procedures
- Isolated instances of failure to comply with good safety/working practice
- Limited shortfall in established documented management and H&S systems

Appendix 5 - Gas Network Operations Qualification Structure

Level One - Gas Networks Operation

Mandatory Units

- GNO101 Assist in locating and avoiding supply apparatus and sub-structures
- GNO102 Working under supervision excavate holes and trenches in ground and pavement structures
- GNO103 Assist in preparing for re-instatement of excavation and pavement surfaces
- GNO104 Working under supervision, contribute to an efficient and effective work environment
- GNO105 Working under supervision, contribute to Health, Safety and Environment in the workplace
- GNO106 Working under supervision, operate powered tools and equipment for routine and predictable requirements during gas network operations
- GNO107 Working under supervision, join materials by manually controlled thermal processes
- GNO108 Working under supervision, assemble components to meet specifications

Optional Units-Select one unit from the two options

- GNO109 Assist in preparing resources and segregating the area for highways works
- GNO110 Assist in preparing resources and segregating the area for site works

Mandatory Units Service Laying

- GNO201S Locate and avoid supply apparatus and sub-structures during gas network operations (service laying)
- GNO202S Excavate holes and trenches in ground and pavement structures to access the gas network (service laying)
- GNO203S Re-instate excavation and pavement surfaces after gas network operations (service laying)
- GNO204S Contribute to an efficient and effective work environment during gas network operations (service laying)
- GNO205S Contribute to Health, Safety and Environment in the workplace during gas network (service laying)
- GNO206S Operate powered tools and equipment during gas network operations (service laying)
- GNO212S Install engineering products or assets (service laying)
- GNO213S Replace assembly or sub-assembly components (service laying)
- GNO214S Conduct specified testing of engineering products or assets (service laying)

Optional Units Service laying

Section A: Select a minimum of one unit from section A

- GNO209S Prepare resources and segregate the area for highways works during gas network operations (service laying)
- GNO210S Prepare resources and segregate the area for site works during gas network operations (service laying)

Section B: Select a minimum of one unit from section B

- GNO207S Join materials by manually controlled thermal processes (service laying)
- GNO211S Join materials by machine controlled thermal processes (service laying)

Section C: Select a minimum of two units from section C

- GNO208S Control allocated resources to achieve requirements (service laying)
- GNO215S Prepare work areas and materials for engineering activities (service laying)
- GNO216S Restore components to operational condition by repair (service laying)
- GNO217S Contribute to the organisation of work activities (service laying)
- GNO218S Contribute to effective working relationships (service laying)

Mandatory Units-Main laying

- GNO201M Locate and avoid supply apparatus and sub-structures during gas network operations (Main laying)
- GNO202M Excavate holes and trenches in ground and pavement structures to access the gas network (Main laying)
- GNO203M Re-instate excavation and pavement surfaces after gas network operations (Main laying)
- GNO204M Contribute to an efficient and effective work environment during gas network operations (Main laying)
- GNO205M Contribute to Health, Safety and Environment in the workplace during gas network operations (Main laying)
- GNO206M Operate powered tools and equipment during gas network operations (Main laying)
- GNO212M Install engineering products or assets (Main laying)
- GNO213M Replace assembly or sub-assembly components (Main laying)
- GNO214M Conduct specified testing of engineering products or assets (Main laying)

Optional Units-Main laying

Section A: Select a minimum of one unit from section A

- GNO209M Prepare resources and segregate the area for highways works during gas network operations (Main laying)
- GNO210M Prepare resources and segregate the area for site works during gas network operations (Main laying)

Section B: Select a minimum of one unit from section B

- GNO211M Join materials by machine-controlled thermal processes (Main laying)

Section C: Select a minimum of two units from section C

- GNO208M Control allocated resources to achieve requirements (Main laying)
- GNO215M Prepare work areas and materials for engineering activities (Main laying)
- GNO216M Restore components to operational condition by repairs (Main laying)
- GNO217M Contribute to the organisation of work activities (Main laying)
- GNO218M Contribute to effective working relationships (Main laying)

Mandatory Units-Craft

- GNO301 Locate and avoid supply apparatus and sub-structures in diverse situations
- GNO302 Excavate holes and trenches in ground and pavement structures in diverse situations
- GNO303 Re-instate excavation and pavement surfaces in diverse situations
- GNO304 Contribute to an efficient and effective work environment in diverse situations
- GNO305 Contribute to Health, Safety and Environment in the workplace in diverse situations
- GNO306 Operate powered tools and equipment for routine and predictable requirements in diverse situations
- GNO308 Control allocated resources to achieve requirements in diverse situations
- GNO312 Install engineering products or assets in diverse situations
- GNO313 Replace assembly or sub-assembly components in diverse situations
- GNO314 Conduct specified testing of engineering products or assets in diverse situations
- GNO315 Prepare work areas and materials for engineering activities in diverse situations
- GNO319 Analyse and interpret the results of engineering tests in diverse situations

Optional Units Craft

Section A: Select a minimum of one unit from section A

- GNO309 Prepare resources and segregate the area for highways works in diverse situations
- GNO310 Prepare resources and segregate the area for site works in diverse situations

Section B: Select a minimum of one unit from section B

- GNO307 Join materials by manually-controlled thermal processes in diverse situations

GNO311 Join materials by machine-controlled thermal processes in diverse situations

Section C: Select a minimum of three units from section C

GNO316 Restore components to operational condition by repairs in diverse situations

GNO317 Contribute to the organization of work activities in diverse situations

GNO318 Contribute to effective working relationships in diverse situations

GNO320 Determine technical requirements to achieve objectives in diverse situations

GNO321 Determine resource requirements to achieve objectives in diverse situations

Appendix 6 - "Labour Only" Definition

Contract with subcontractor to clearly define responsibilities in respect of the labour only relationship which should comply with the following:

- Subcontract personnel - to be fully integrated into the Utility Infrastructure Provider's Health and Safety and Quality systems, which mean being fully inducted and working strictly in accordance with the Accredited UIP's safety systems and method statements.
- PPE - whilst the UIP need not supply PPE they shall specify the PPE requirements which are documented and presented to the 'labour only' contractor and ensure the requirements are implemented and that the PPE is maintained in good condition
- Competency - check competency of 'labour only', subcontractors and include on the accredited UIP's matrix to ensure validity of all relevant competencies for duration of work.
- Provision of approved tools and equipment - as for PPE
- Calibrated equipment - shall fall within accredited UIP's calibration regime. In the event that calibrated tools and equipment are sourced from a hire company then the order must be placed by the Accredited UIP.
- Accredited UIP shall purchase all materials
- Supervision – the accredited UIP shall demonstrate effective management control process and structure to control on/off site activities

Appendix 7 - Groundworkers

Groundworkers are contractors, who work directly for developers and who have a basic level of competence to excavate trenches, lay ducts, reinstate and potentially lay <32mm continuously coiled dead service pipe.

The registered UIP may agree with the developer to install gas mains and services in trenches excavated and re-instated by ground workers, this is recognized as custom and practice and is acceptable provided the following procedure is implemented by the registered UIP:

- The registered UIP shall develop a procedure which details the specification for excavations, laying ducts, laying <32mm continuous coiled dead service pipe laying and reinstatement;
- The procedure shall be cross referenced in the contract with the developer.
- The specification shall be presented to the Site Manager at the pre-start site meeting and this is documented;
- The UIP shall implement an audit regime to ensure that the ground workers adhere to the specification.

Quality control processes must ensure compliance with GIG 2 and IGE TD/101.

The UIP is responsible for ensuring that all pipe is laid to the relevant standards and that EUS registered operatives are responsible for the integrity, connection and commissioning of all pipe work.