



## **Gas Industry Registration Scheme (GIRS) Frequently Asked Questions and How to Prepare for Your GIRS Assessment**

### **What is the Gas Industry Registration Scheme?**

The Gas Industry Registration Scheme (GIRS) has been developed to allow contractors who fulfil scheme requirements to become registered as accredited Utility Providers (UPs). (Ups can be referred to as UPs in gas industry literature).

GIRS accreditation, and subsequent registration, allows UPs to tender for and carry out installation, commissioning and connection of gas mains and services, relevant to their level of accreditation, for adoption by Gas Transporters (GTs).

Any UP contracting to carry out the work as described above can be accredited, and registered, under this scheme. All the GTs on mainland UK recognise this scheme and, provided that UPs hold the appropriate scope of accreditation, will allow that UP to tender for, and if successful, undertake installation and commissioning of gas mains and services work. Under the terms of a pre-start adoption agreement, once the work has been completed the host GT will adopt the system for the remainder of its lifetime. The foundation of GIRS was laid out in the technical publication IGE/TD/101 (Adoption of Pipe Systems by a GT management of UP activities) in 2002.

### **Who is LRQA EMEA?**

LRQA EMEA is a world-wide accreditation and inspection body that has been appointed as Scheme Operator of GIRS. The controlling body of GIRS is the GIRS Advisory Panel (GIRSAP) which is made up of representatives from network owners, GTs, UPs and LRQA. This group meets about every four months and agrees the requirements of the scheme.

### **Who needs accreditation?**

All contractors who wish to undertake any part of the new connections process including project management, design, construction, and audit.



## **What categories of accreditation are available?**

There are four main categories:

**Project management** – for UPs who do not have any construction site staff but wish to negotiate contracts with clients for connection work and be a party to the adoption agreement with the host GT. The Project Manager would then subcontract the construction phase of the connection to appropriately accredited UPs.

**Design** – for UPs wishing to undertake the design element of the connections. All designs have to be submitted to the host GT for approval, and generally GTs will only accept designs from GIRS registered companies.

**Construction, commissioning and connection** – for those UPs who wish to undertake the construction phase of the installation and commissioning of gas mains and services. As detailed below there are a number of scopes of work in this category

**Audit** - for those contractors wishing to undertake third party technical audit process on behalf of another GIRS accredited UP or GT.

## **What scopes of work are available?**

Work associated with the construction of new gas infrastructure operating up to 7 barg pressure, in the following scopes:

- Design
- Construction/Commissioning/Connections (Routine) [CCCR]
- Project Management
- Audit
- Connections (Non Routine, Basic) [CNRB]
- Connections (Non-Routine, Complex/Iris Stop)
- Connections, (Non-Routine, Complex, Stopple)
- Connections, (Non-Routine, Complex, Hot Welding)
- Specialist PE Branch Connections

The UP can request any of the above scope but must be able to demonstrate competence of personnel and must have accreditation for routine connections before progressing to non-routine accreditation.



### **How long does the accreditation take?**

The assessment process is in two parts:

Partial - The Assessor will verify that you have the appropriate Health and Safety Systems, Method Statements and Competencies in place.

Full - The Assessor will verify that you have all other systems in place. In addition, a site visit will be undertaken to ensure that you are applying the correct procedures and that your site staff are competent.

As a guide, the overall assessment process takes about 5 days, but this generally spread over several days/weeks. If a UP has all the processes, procedures, and competencies in place and on site works available then it is possible to achieve full accreditation in a short period. However this is unusual and means that no major deficiencies have been identified during the assessment.

### **What is the difference between Partial and Full Accreditation?**

Partial accreditation was established as a means for contractors, who did not possess a track record in the gas industry, to enter the UP market. If a contractor possesses the competencies (technical and otherwise) and method statements together with safe systems of work relevant to scheme requirements, which indicate that they could safely and competently perform the services for which they are seeking accreditation, then they could be awarded Partial accreditation. This would enable them to bid for contestable work, within the gas industry. Once successful then they would be required to advise Lloyd's Register who would perform a site assessment on their first contract to enable them to gain full accreditation. Without the partial accreditation and subsequent registration phase it would be difficult for contractors with no track record to enter the contestable market.

Full accreditation can only be achieved once you have been awarded work and are undertaking the full scope of works that you have applied for. The Assessor will visit one of your sites to assess the quality of the work being undertaken, and to ensure that the process and procedures demonstrated in the partial assessment are being correctly applied.



### **What is the cost of the accreditation?**

The costs of accreditation are based on a set of standard charges and an information sheet detailing costs is available on the LRQA GIRS website. The cost will depend on the scopes requested and the size of the UP.

Quotations are based on the assumption that, when the assessment is done, the UP will have all the necessary processes and procedures in place. If the Assessor finds that this is not the case and has to make additional visits then the UP will be invoiced for the additional costs.

### **How do you apply for accreditation?**

If you visit the LRQA website at [www.lrqa.com](http://www.lrqa.com) you will find a link to the WIRS website which has a downloadable application form which can be emailed to the Utilities Team on [utilities@lrqa.com](mailto:utilities@lrqa.com). For any queries please call the team on 0800 014 9152.

Following receipt of an application a quotation for the assessment will be issued by the Utilities Team along with a LRQA Request for Services form.

### **Are there any guidance notes available?**

Guidance on the detailed scheme requirements is available in the GIRS Requirements Document which is available on the GIRS website accessible from [www.lrqa.com](http://www.lrqa.com).

### **What happens after I have agreed the quotation?**

Once you have accepted the quote and returned the signed Request for Services Form, an assessor will be nominated for your company. The assessor will contact you and agree the dates for the assessment. Please note, that no payment is required at this stage unless after a financial check your credit limit is below the quoted amount

### **Does LRQA EMEA provide any consultation services to assist in compiling the GIRS procedures?**

No, as LRQA is the Accreditation Body they are unable to offer any consultation. They can, however, carry out gap assessments, or desk top reviews, prior to the main assessment in order to carry out gap analysis of your procedures to advise on any scheme requirements that are not covered by your systems and procedures.



### **What will the LRQA Assessor be looking at during the assessment?**

The Assessor will send you an agenda prior to the visit. This will cover the headings listed in the tabled breakdown “How to prepare for GIRS Assessment” - Appendix 1 of this document

### **What happens if the LRQA Assessor finds things wrong during the assessment?**

As the assessment progresses your Assessor will tell you where he thinks the requirements of GIRS are not being met. He will discuss the issues with you and agree the actions that need to be taken to address the deficiency. There are 2 types of deficiency:

Major – this is when you do not have a procedure in place as required by GIRS. You will not be able to gain accreditation until you have addressed this type of deficiency.

Minor – this is when you have a procedure in place but it doesn't quite meet the GIRS requirements or you are not adhering to it. Provided that you only have limited number of minor deficiencies you will still be able to gain accreditation. Close out of these deficiencies will be confirmed by your Assessor at surveillance visits.

### **What happens after I have gained accreditation?**

Your company's name and scope of accreditation will be registered onto the GIRS website. This means that any prospective clients can use the website to find suitable UPs to carry out new gas infrastructure work. You will also receive a GIRS Certificate listing your scope of approval. Subject to complying with the rules for its use, once you have gained full accreditation, you will be entitled to use the GIRS logo on your letterheads etc.

### **How long does accreditation last for?**

Accreditation will be for 3 years subject to successful surveillance audits by your LRQA Assessor. The number of surveillance visits you will receive is dependent on the number of staff undertaking connection work and your scope of works. Most UPs have about 3 surveillance visits a year, although a small company just undertaking design may only have one.

### **Can I use subcontractors to carry out the works?**

Yes – however using a subcontractor has restrictions and is dependant on whether you and the sub contractor hold the appropriate accreditation relevant to the particular scope of work you want them to do. Alternatively sub contractors can work under the direct control of you, effectively under your duty of care, in a 'labour only' capacity, as long as you are an appropriately accredited UP for the work being done. For full details and



restrictions on the use of subcontractors see section 5 of the Scheme Requirements document

### **What happens if I fail to comply with scheme terms of registration once accredited?**

If, during a surveillance visit, the Assessor notes a deficiency, it will be discussed with you. If it is a major deficiency, i.e. a significant breach of the scheme rules e.g. working outside your scope then, dependant on the nature of the issue you may be face immediate suspension\* or be given an appropriate timescale (a month) to take appropriate corrective actions. If you fail to take action within this timescale then your accreditation will be suspended\* and you will not be able to carry out any more relevant to and under GIRS accreditation until you have successfully closed out the deficiency.

\* Note if you are suspended your website listing will be immediately changed to show the situation

If it is a minor deficiency then you will have until the next surveillance visit to take corrective action and this will be verified by your assessor at that time. If you have not taken any action to close out a minor deficiency, then it will be re-classified as a Major Deficiency.

### **What recourse to appeal do I have if I do not accept a judgement of the scheme operator?**

If you do not agree with any of the findings that your assessor has highlighted to you then you can appeal against the decision. The full appeals process is shown in the Scheme Requirements Document.

### **How do I prepare for GIRS assessment?**

Firstly it is important that you familiarise yourself with the GIRS Requirements Document (Sometimes referred to as GIG 2) and other relevant guidance/information documents available on the GIRS section of the LRQA website - [www.lrqa.com](http://www.lrqa.com)

You may find that the following tabled breakdown is of assistance whilst either producing new systems and procedures or seeing whether existing systems/procedures meet the scheme requirements. This breakdown includes the relevant references in the GIRS Requirements Document.

Some Providers have also found it of assistance to use the services of a consultant technical advisor to help them develop GIRS compliant systems and procedures.



## "HOW TO PREPARE FOR YOUR GIRS ASSESSMENT!"

These notes in this tabled breakdown are for the guidance of Utility Connection Providers (UPs) unfamiliar with the GIRS assessment process. Whilst they provide summary of what is involved in the process, they do not replace the scheme requirements document. They may not cover every aspect that GIRS requires but should provide you with general guidance and your assessor will be able to answer any more specific points you have

### INTRODUCTION

The accreditation and scopes requested requires that you have systems and procedures that satisfy scheme requirements – where scheme requirements indicate those procedures shall be **documented**.

The **GIRS Requirements Document** gives details about the scheme and what is required to attain accreditation.

If the Utility Infrastructure Provider (UP) being assessed has and can show evidence that they fulfil the specific requirements (including any systems and procedures), and they are found to be satisfactory at the initial (Partial Stage) visit, then Partial Accreditation in the scopes requested may be granted.

Successful demonstration of these systems and procedures in operation, coupled with a successful demonstration of the physical and technical aspects of the work, relevant to the scope(s) requested, should then lead to Full Accreditation

*The assessment coverage at the Full evaluation stage is shaded in grey below*

### UP RESPONSIBILITIES

The evaluation will seek to see if the UP being assessed understands their responsibilities for working in ways which comply with the requirements of the scheme. Guidance on this requirement is in Section **2.-2.2 of the GIRS Requirements Document**

### SCOPE SPECIFIC REQUIREMENTS-

**Evaluation here is dependant on which scopes the Provider has applied for**

#### DESIGN SCOPE SPECIFIC REQUIREMENTS - AT PARTIAL STAGE

**(Refer to Sections 3.1 and 4.2.1 of the GIRS Requirements Document )**

The UP being assessed should be able to demonstrate that an appropriate design organisation is established with designer role profiles that satisfy scope competency requirements. They should have a **documented design procedure** which utilises appropriate design tools and;-

- That specifies design practices from receiving information from the client to handover of construction pack to the constructor.
- That is compliant with legislation, industry and adopting utility specifications
- Includes within it the control of design documents, data and other information **(also see section 9 of the GIRS Requirements Document)**.

A **Competency assessment procedure** should be in place that includes a Competency matrix defining the minimum competencies for each grade of technical staff and the actual competencies of the named staff within each grade.

#### AT FULL STAGE THE assessor will check the following

- Required design organisation is in place
- Design work undertaken to procedure and specifies work to the requirements of the adopting utility
- All necessary approvals, planning and consents are obtained



- Output of design process is a plan and has the relevant accompanying documentation that fully specifies the work to be constructed
- Design work is being carried out relevant to actual designer competence and a current Competency matrix is available
- Designs are reviewed as required by design procedure
- Designs are documented and records kept (which include both inputs and outputs of the design process).

### **PROJECT MANAGEMENT SCOPE REQUIREMENTS - PARTIAL STAGE** **(Refer to 3.2 and 4.2.2. and Appendix 2 of the GIRS Requirements Document )**

UPs being assessed against this scope, or control and management of it, should be able to demonstrate an appropriate project management organisation is in place that has the required technical competence(ies) to manage work relationship and quality and that establishes interfaces and reporting lines between (as applicable) clients, developers, designers, constructors and adopting utility companies.

They shall have a **documented procedure** in place that specifies the project management role, including the detailing and assigning of responsibilities throughout the project life cycle. The procedure should also contain provision:-

1. That covers all aspects of the construction work undertaken and ensures that all projects are evaluated by competent personnel ensuring that all adopting utility specifications, requirements etc are met.
2. For the appointment of a Technical Advisor to oversee the projects and role competencies.
3. For completion and handover to the adopting utility and for carrying out technical audit.
4. That ensures those responsible for site supervision/delivery and co-ordination are qualified and can demonstrate a level of competence
5. That ensures that method statements of the contractors they employ deliver work to the scheme requirements.
6. That ensures appropriate project planning controls are in place ensuring that CDM requirements are met, risk assessments and method statements produced, and resource requirements are met.
7. For referencing intended contractors to be used i.e. contractor with the required level of scheme of accreditation

### **AT FULL STAGE THE assessor will check the following**

- Required project management organisation is in place
- Procedure for project managing work being followed & responsibilities assigned throughout project life cycle.
- Adopting utility requirements have been identified and being acted upon
- Project(s) evaluated and planned in accordance with procedures
- Appropriate site management arrangements are in place
- Work is relevant to and takes account of Project Managers competence
- Appointed contractor vetted and their working methods approved
- There is a clear line between project manager and contractor responsibilities and audit checks done on any aspect of project manager responsibility is delegated to constructor

### **OTHER SCOPE REQUIREMENTS-PARTIAL STAGE**

**Evaluation will depend on the scopes requested. The scopes available and sections to be referenced in GIRS Requirements are:\_**

Construction/Commissioning/Connections (Routine) –CCCR - **Ref section 3.3**

Service alterations and disconnections –**Ref section 3.4:** Connection –non routine basic –CNRB-**Ref section 3.5**

Specialist Connections –**Ref section 3.6:** Audit – **Ref 3.7**

Subject to the scope(s) requested, the UP being assessed should be able to demonstrate

- an appropriate organisation, in place, that details roles/ responsibilities, and that interfaces, reporting lines etc





- that individual requirements of each relevant scope have been met i.e. **Documented** Method Statements –Ref **Section 6 : 6.2 of GIRS Requirements**
- that role profiles satisfy scope specific competency requirements as relevantly detailed in **4.1: 4.2 –(4.2.1-4.2.7) of GIRS Requirements**

Each scope calls for procedures/processes that should be in place. Procedures :-

- for managing work that assigns responsibilities throughout the construction life cycle, covering all aspects of the construction work to be undertaken.
- covering project completion and handover to adopting utility.
- that ensure all projects are evaluated by competent personnel to ensure that all adopting utility specifications, requirements etc are met.
- that ensure technical audits are carried out as detailed section **7.1 of the GIRS Requirements Document**

**Note:** where indicated in particular scopes -procedures should be **documented**.

**THE EVALUATION WILL ALSO INCLUDE QUESTIONS RELATING TO THE PARTICULAR SCOPES APPLIED FOR**

**AT FULL STAGE THE assessor will check the following**

- Appropriate construction organisation is in place for work being done
- Staff are able to demonstrate that they hold required qualifications relevant certificates and competency records for work being done
- Work instruction, relevant method statement and risk assessments available on site
- Adopting utility requirements have been identified and being acted upon
- Work is being done in accordance with instructions and to adopting utility requirements

**GENERAL & ROLE COMPETENCY REQUIREMENTS (Refer to 4.1 General Competency Requirements + the relevant sections of 4.2 Role Specific Competency Requirements in the GIRS Requirements Document)**

The GIRS Scheme is specific in its requirements relating to the competencies of those who carry out work. The referenced sections in the GIRS Requirements Document provide details of specific competency requirements.

Subject to the scopes sought, the UP being assessed should

- be able to demonstrate that it has defined the competencies for all the roles identified in the scheme requirements
- appoint a Technical Advisor relevant to the scopes sought and relevant to the particular scope requirements -Ref **4.2.2 and/or 4.2.3 of GIRS Requirements –dependant on scopes sought**
- have a competency assessment procedure in place that ensures the minimum competency requirement are satisfied before work is done. It should demonstrate the technical competency to define and assess role competencies with technical advisor support.
- be able to demonstrate that it has in place a system of recording competencies with that record being readily available

**AT FULL STAGE THE assessor will check the following**

- Competency assessment of **all** staff done with reference to Competency records
- Training programme and interim arrangements in place to cover any role where competency deficiencies identified
- A Process in place that ensures the refreshing of time limited qualifications
- Annual competency appraisals/reviews/arrangements are in place
- Technical advisor with the required level of qualification/competency in place and actively supporting the delivery process
- Personnel engaged in the following activities (as relevant ) satisfy scope specific competency requirements
  - o design
  - o project management
  - o construction



### SUB CONTRACTED WORK-PARTIAL STAGE

(Refer to Section 5 of GIRS Requirements Document)

The UP being assessed should be able to demonstrate an understanding of sub-contracting proposals and requirements in relation to the scheme.

A **documented procedure** shall be in place that caters for the use and control of ground workers to ensure that any work they do adheres to appropriate specifications/codes of practice. This procedure should contain specification details re excavations, laying ducts, and any allowable infrastructure and backfill and should indicate how this information will be transmitted to the developer and site manager. **Ref Section 5.3 GIRS Requirements**

#### AT FULL STAGE THE assessor will check the following

- Any 'labour only' subcontractors (on all scopes of work) have been assessed in accordance with the Provider competence regime.
- Any work done by ground workers is to specification

### WORK ISSUE AND CONTROL- PARTIAL STAGE

(Refer to Section 6 and 7 GIRS Requirements Document)

The UP being assessed should be able to demonstrate:-

**Processes/ procedures**, for managing work from inception through to adoption such that :-

- they demonstrate that they know how to recognise, access and comply with adopting utility and industry specific requirements
- they are relevant and appropriate to the scopes sought
- they include provision for adequate and appropriate site supervision arrangements
- they cater for the issue of **documented** work instructions
- they cater for scheduling work to ensure that sufficient competent personnel are deployed

The UP shall have **documented procedures** that define how the technical elements of tendering, planning and construction work are controlled and how variations are managed.

They should also have **procedures** in place:-

- that cover the formal handover of assets to adopting utility
- for assessing risk which covers all relevant operations
- that shows that they have identified equipment requirements including determining how these will be provided and how they will, if necessary be examined and calibrated including keeping them calibrated and inspected with results/records
- that ensures all materials goods and services are procured from approved suppliers to specification of adopting utility and that adequate arrangements made for receiving, handling and storing goods.

**Note:** Assessment will include a review of Method statement(s) whose requirement is specific within particular areas of scope sought. A list of those required, as relevant to scope sought, can be found in **section 6.2-of GIRS Requirements**

#### AT FULL STAGE THE assessor will check the following

The items checked at Full stage will be relevant to the scopes undertaken

- Work undertaken has been managed in accordance with established work control & management procedures
- Notice and communication arrangements meet the requirements of the adopting utility.
- Work instructions clearly describe full extent of work to be carried out including layout & necessary, specification.
- Provider has adequate resources for the work being done and schedules the work in accordance with a defined process



- Site supervision arrangements are adequate
  - Operatives are clear about what constitutes a variation and any variations have been managed in accordance with stated procedure
  - Method statements fully detailing the work being done and it is being done to specification and as they direct.
  - Work completion and adoption of assets is being done in accordance with procedure and to adopting utility requirements
  - Generic and /or project specific and site specific risk assessments have been completed/communicated to all staff
  - Sufficient equipment is available for the work being done and is maintained and kept in calibration
  - Materials goods and services have been procured in accordance with procedures
- Goods receipt processes ensure receive goods comply with purchase requisition and specification

#### AUDIT-PARTIAL STAGE

(Refer to Section 8 of GIRS Requirements Document)

The UP being assessed should have a **documented** audit procedure that takes account of and is relevant to the different levels of audit undertaken. Procedure should;

- specify frequency, content and close-out arrangements for technical audits
- require technical audits to be done by the Technical Advisor or other technically competent person
- ensure that works are constructed within appropriate industry standards
- include a close out facility that ensures deficiencies are closed out within a defined period
- ensure that all work activities are covered by health, safety, quality and environmental audits and specifies the competencies of persons carrying out such audits

**Notes:**

UPs with project management accreditation shall have a technical audit regime independent to that used by their contractors.

UPs should look to establish a risk management process that covers requirements from IGEM/GL/4 Gas systems assets –risk management such as to evaluate on going risk to their accreditation status. .

Subcontracted aspects of their accredited scopes of work should be incorporated into this process **Ref 2.2**

#### AT FULL STAGE THE assessor will check the following

- Technical audits undertaken by a competent person and in accordance with procedure
- Deficiencies identified are closed out within defined period
- Technical and HSQE audits done reviewed and close-out actions adequate
- Identification of risks affecting compliance reviewed and up to date

#### CONTRACT DOCUMENT AND RECORD CONTROL-PARTIAL STAGE

(Refer to Section 9 of GIRS Requirements Document)

The UP being assessed should be able to demonstrate that a **procedure** is in place for:-

- controlling all documents, data and information
- ensuring records are identified, maintained and disposed of

#### AT FULL STAGE THE assessor will check the following

- Records and documents in use are controlled
- Adequate records of the work being done are kept



### **LEGISLATION, STANDARDS AND GUIDANCE -PARTIAL STAGE**

#### **(Refer to Section 10 of GIRS Requirements Document)**

The UP being assessed should be able to demonstrate access to appropriate legislation, technical standards and guidance documents + other relevant documents e.g. NJUG publications etc. For reference library minimal list **see section 10.1**

Technical Advisors should ensure that reference libraries, for paper copies and electronic/on-line referencing, are kept up to date and that all information is current

#### **AT FULL STAGE - the assessor will check the following**

That appropriate technical standards are available to those responsible for specifying and directing the work and where needed standards have been accessed and used



### QUALITY AND SAFETY SYSTEMS

(Refer to Section 11 of GIRS Requirements Document)

The UP being assessed should have: \_

- Quality management system in place that is relevant to the scopes and related activities sought
- Health, Safety & Environmental provision in place, regularly reviewed with HSE guidance available
- Scheme specific environmental factors adequately covered in working practices.
- Procedures in place and/or established for
  - o complying with CDM regulations, including operating on sites managed by others.
  - o providing safety briefings to personnel
  - o investigating and reporting accidents and incidents
  - o compliance with COSHH regulations.
  - o the identification, provision, control and use of PPE

#### AT FULL STAGE - the assessor will check the following

- Customer complaints have been investigated and followed through
- Working methods accord with any quality management and HSQE systems
- Work done has complied with CDM requirements
- Safety briefings have been held with proof record available
- Any accidents and incidents have been investigated and reported
- COSHH regulations are complied with
- PPE and other safety equipment has been provided and is being used

### HUMAN RESOURCE SYSTEMS PARTIAL STAGE

(Refer to Section 12 of GIRS Requirements Document)

The UP being assessed should have in place

- Human Resources procedures relevant to scheme requirements
- Job descriptions prepared for all relevant scheme specific roles-i.e. Designers, Project Managers, Technical Advisors, 1st line Managers (Supervisors), Team Leaders and Assistants etc. for all activities carried out under this scheme.

Job descriptions should detail:

1. responsibilities with respect to Health, Safety, Environment and Quality
2. minimum training/experience/qualification criteria for each post responsible for providing elements of the new assets

#### AT FULL STAGE THE assessor will check the following;

- Recruitment has been done in accordance with procedure with records kept of the interview/selection process for new starters
- Job descriptions available and issued to role holders for relevant scheme specific roles
- Any scheme specific role requirements adequately managed through HR procedures.

### TRAINING PARTIAL STAGE

(Refer to Section 12 of GIRS Requirements Document)

The UP being assessed should have



- A training policy in place covering
- Who carries it out (should be only formal recognised technical and operational training providers)
- Record of training
- Provision for personal supervision –circumstances, by who and when
- Ensure employees have sufficient training/knowledge to identify and cope with unexpected dangers arising out of work activities.

Induction arrangements in place for new starters and any personnel starting ‘competitive’ work for the first time

**AT FULL STAGE THE assessor will check the following;**

- Training records held for all staff encountered in the appraisal including record of competency available on site
- Proof of Inductions held for new starters and any personnel starting ‘competitive’ work for the first time

**SURVEILLANCE VISITS**

**Note:**

Once full accreditation in a particular scope is achieved - it’s retention at that level over the accreditation period is dependant on the accrediting body conducting surveillance visits on the scope concerned. These visits are a scheme requirement and you will be required to agree to and meet the surveillance schedule. The number of surveillance visits over the 3 year accredited period is dependant on the number of scopes attained at full and the number of staff undertaking connection work in those scopes

**Reference Appendix 1 (A1.3) of GIRS Requirements**