



Application Form

Ground Gas Verifier

Ground Gas Verifiers

This category of membership is for practitioners who are involved in the independent testing and verification of ground gas protection measures installed by others. Such third party verifiers will assess the nature of the gas protection system, quality of the products used and the competence and quality of the installation to ensure the prevention of harmful ground gases from entering buildings.

Verifiers will propose appropriate remediation for ground gas protection measures that are found to be faulty, defective or inadequate.

Criteria of membership

Independent Verifiers must meet the following criteria;

- ✓ Have a minimum of 5 years' relevant experience in the industry and/or hold the Level 4 NVQ Diploma in Verification of Ground Gas Protection System.
- ✓ Hold Professional Indemnity (PI) insurance.
- ✓ Prove their competence through the submission of 2 x verification reports which include a full assessment of the gas protection system (from evaluation of the design to inspection of the installation, detailing visits, membrane specification and integrity testing).

Technical Audit Process

Once the reports have been approved, an audit visit will be arranged by a Regional Support Officer (RSO). Further information on what is involved can be found on Page 6.

Please note, it is essential that a site visit is carried out as part of the audit visit for all new membership applications. If there are no site visits available, this will delay your application.

Independent Verifier membership is given to the individual only. If employed by a practice with more than one verifier, each individual verifier must undergo the application process in order to gain membership of the PCA.

Independent Verifier members must not undertake any remedial works and cannot apply for a separate Contractor/installer membership.

The annual cost of subscriptions for Independent Verifiers is £350 + VAT

Continuous Professional Development (CPD) Scheme

Independent Verifiers are required to join the PCA CPD scheme to demonstrate their commitment to keeping their professional knowledge up to date, improve their capabilities and show that they are actively committed to their development.

Participants are required to achieve a minimum of 25 points each year which can be obtained through a variety of activities including training courses, meeting and events, networking, reading relevant publications or mentoring.

The cost of the scheme is £30 + VAT per annum

APPLICATION FORM

Full name of Applicant: _____

Company name: _____

Address: _____

Postcode: _____

Phone: _____ **Mobile:** _____

Email: _____ **Website:** _____

Please sign below to confirm you will agree to the following:

CODE OF ETHICS: I have read and will abide by the PCA Code of Ethics (pages 14 – 16). I accept that violation of the Code of Ethics could mean my offer of membership may be withdrawn at any time.

PERFORMANCE STANDARD: I agree to adhere to the requirements set out in the PCA Contractors' Performance Standards document (pages 10 – 13).

MEMORANDUM & ARTICLES OF ASSOCIATION: I agree to abide by the terms set out in these documents (available as a separate document).

CPD SCHEME: I agree to comply with the CPD requirements and submit an annual activity log (page 3).

SUBSCRIPTIONS: I understand that if my application is successful, subscription fees are due on or before 1st January for that year (if joining part way through a year, subscriptions are invoiced pro rata).

MEMBERSHIP: I understand that Independent Verifier membership is awarded to the individual only.

Signed: _____ **Date:** _____

Please ensure the following documents are included with your application.
Missing paperwork will delay your application.

Required documents:	✓ Tick
Signed Application form (Page 3) and application fee of £240 + VAT made payable to PCA	
Signed Terms and Conditions (Page 4)	
Copy of Professional CV detailing minimum of 5 year's relevant work experience & qualifications.	
A minimum of two recent full inspection reports (which include photographs, test procedure and inspection results).	
Copy of Professional Indemnity Insurance.	

Technical Audit Process

A member of the Technical team will accompany you on a site visit before membership can be offered.

Information and advice will be provided where necessary that will enable your business to conform to best practice. Recommendations will be made when we feel attention is required to ensure that membership criteria and legislation is appropriately adopted and adhered to. Our visit with you will be a constructive experience and our aim is to provide a tangible benefit to the business.

Our team will explore the following areas of your operation during the visit but can also provide information and assistance in other areas if this is felt necessary.

1. Training & Qualifications

The training of staff for competence in their work is required by the Health & Safety at Work Act and other related legislation.

- We will review training and any manuals and records kept for all staff, operators and surveyors included.
- If these are not appropriately established, advice will be given on how to correctly record the information. We would also provide details of training available through the Association

2. Administration – Office Systems, Reports & Submissions

It is important to confirm site and client's needs and illustrate an clear understanding of any conceptual site model and the scores that need to be achieved to meet the required design requirements of the ground protection measures. Reports need to be structured and comprehensive. Verification reports must contain clear observations and recommendations. Final certificates of compliance issued by the verifier will also be reviewed. The Association has established technical documents and Codes of Practices. These provide guidance on many elements of ground protection work including verification.

- We will look at a number of reports relevant to work undertaken by the business, see worksheets & review your complaints system.
- If we believe your current documentation or your administration systems can be improved, recommendations and advice will be provided to you.
- The experience gained over the years by the technical team when dealing with contractors and your clients can be utilised to provide guidance on the delivery of good customer services. Providing good service will enhance your companies image and, hopefully, improve your profitability.

3. Health & Safety Documentation

The Management of Health & Safety Regulations require that, prior to work commencing, an assessment of works is carried out, following which control measures, maintenance and supervision, monitoring and health surveillance (where necessary) and the provision of information and training are all required.

- You will be asked to present copies of company documents including but not limited to, Health & Safety policy, risk & COSHH assessments, safety equipment records, exposure records, company accident book and method statements.
- The importance of these documents will be explained and illustrated to you. If they were not already in place model documents can be provided, with assistance in their completion and ease of their introduction.

4. Other relevant documentation

- The Association has to ensure that members are appropriately insured. We will ask to see current insurance documents.
- Employers, Public and product insurance are all requirements of PCA membership. Professional indemnity is **strongly** recommended for contractor members and a **requirement** for Surveyors and Consultants.
- PCA members can obtain a number of bespoke insurance products from our preferred partners – Kinnell Corporate Ltd at competitive prices.

5. Operational Practices – carrying out a site visit

It is important to visit a site where work is being undertaken, to meet operatives and to ensure that specifications and Codes of Practices are being followed.

- We will look at the company vehicle to ensure people and materials are being transported safely.
- It is essential to engage with staff on site and for them to demonstrate their experience and skills.

Independent Verifiers

1. The Property Care Association (PCA) Independent Verifier membership category is available to individuals who are not employed by a contracting company, manufacturer, supplier or service provider who are directly or indirectly associated with the delivery of ground gas protection installation systems on site.
2. PCA Independent Verifiers have demonstrated to the PCA that they have the necessary skill, knowledge and experience required to inspect, assess, verify and certify Ground Gas Protection Systems.
3. PCA Independent Verifiers must have no *Commercial Link* and is defined as an individual who offer independent verification services and has *no Commercial Link* or interest with any company, organisation or individual that derives profit or gain from any type of work, products or services associated with the supply and installation of Ground Gas Protection Systems.
4. **PCA Independent Verifier Commercial Link Definition:**
PCA Independent Verifiers are required to operate free from commercial links. The PCA definition of a Commercial Link for the Independent Verifier membership category is set out below:

Individuals who are members of the PCA Independent Verifier membership category are deemed to have a '**Commercial Link**' when:

- a) *an amount greater than 10% of their annual income* is received from or*
- b) *they own shares in or*
- c) *they receive a regular financial retainer from or*
- d) *they receive a commission, profit share or other reward as a result of an introduction made by them or inspection conducted by them from –*

a company (*other than their own consultancy company*), product manufacturer, supplier, service company, organisation or individual that derive profit or gain from any type of work, product or service associated with building preservation. It is obligatory for a PCA Independent Verifier member to declare to the PCA when a '*Commercial Link*' exists. Failure to do so may lead to the Independent Verifier's name being removed from the membership listing on the PCA website or other action deemed appropriate by the PCA Board.

* '*One off*' single contracts excepted

Minimum Performance Standards

This document sets out the minimum performance levels that are expected from all Surveyor members of the Association.

General

- A Verifier must operate in accordance with the Property Care Association's Code of Ethics.
- A Verifier must hold Professional Indemnity Insurance, Public Liability insurance and where required in law, Employers liability insurance.

Conflicts of Interest

- To prevent any possible suggestion of complicity a Verifier must declare to the PCA any commercial links with contracting organisations and/or material suppliers. Declarations of commercial links will be available to view on the PCA website.
- A Verifier is at liberty to offer and provide services to any individual or business who may wish to engage them and that remuneration for the provision of such service is agreed in writing in advance.
- A Verifier must not offer any form of inducement to a company, organisation or individual to obtain instructions. An independent Verifier must not receive any commission, profit share, bonus or other incentive or reward resulting from the supply of their services or the execution of any work that may transpire as a result of their assessment.
- A Verifier must take all reasonable measures to avoid conflicts of interest. Where the potential for a conflict of interest exists, the Verifier must either declare their conflict or withdraw from the instruction.

Inspections & Submissions

- A Verifier must at all times demonstrate a commitment to extending professional courtesy to fellow professionals, PCA members and officers of the PCA.
- A Verifier must not use language in promotional material, reports, web sites, internet chat rooms/forums or on site which by inference or innuendo could be regarded as defamatory or derogatory. The use of such language is regarded by the Association as unacceptable, particularly if it brings the Association into disrepute.
- A Verifier must be familiar with relevant British Standards, Codes of Practice and general guidance issued by BSI, BRE and PCA the protection of buildings from harmful ground gas
- Prior to providing professional services the scope and expectations of both client and member should be agreed in writing with the client and the client should be given the opportunity to change, clarify or withdraw instructions if they are not satisfied.
- A Verifier is expected to conduct all site investigations with due care and diligence.
- Verifiers must - as far as practically possible - carry out their site evaluation in accordance with the instructions agreed in advance with their client.
- Reports and submissions produced by a verifier should relate to the facts apparent and exposed during a site investigation or subsequent off-site analysis and must, when relevant, correctly exercise a duty of care to the client.

Safety & Health and Safety Management

- A Verifier must comply with requirements of the Health and Safety at Work Act 1974 and regulations there under including in particular The Management of Health and Safety at Work Regulations 1999
- A Verifier should not put them self or others at risk when conducting an inspection or site visit.
- Risks associated with specialist recommendations made by a Verifier should be identified and reported to their client.
- A Verifier must immediately verbally report to the client any hazardous situation, material or substance discovered or exposed during the course of an inspection. This initial reporting should be followed up in writing as soon as practicably possible.

Personnel, Training & Instruction

- A Verifier must be appropriately trained, experienced and qualified and must not take on any instruction that from the onset is known to be beyond their experience, qualification or practical ability.
- A Verifier is expected to commit to a process of continual learning and knowledge development.

Site Management & Site Supervision

- Should a verifier be engaged to provide a site management service, or to act in a supervisory role for specialist work, he or she must take all reasonable steps to ensure that as far as practicably possible all work is undertaken effectively, in accordance with industry best practice and the terms of engagement agreed and contained with the written work specification.
- A Verifier must be honest, fair and equitable at all times when dealing with contractors or other third parties.

Dispute Resolution – Complaint Management

- In the event of a dispute arising between a client and a Verifier it must be handled in accordance with a written complaint's procedure. This procedure will have provision for recourse to an independent dispute resolution service. This is available through the Property Care Association and the Chartered Institute of Arbitrators.

Code of Ethics

Members of the PCA together with employees, partners and associates of member organisations and individual members shall abide by and comply with the PCA Code of Ethics.

The PCA Directors and Officers will impose adherence to the Code of Ethics upon its members with rigor and fairness to maintain the expectation and performance of high standards by its members in the execution of their profession.

PCA Members Must:

1. Fully comply with all requirements and matters appertaining to insurance as set out in the rules of the PCA.
2. Commit to the continual development of knowledge, skills and understanding in all matters relevant and applicable to their professional activities.
3. Perform all aspects of their work and professional activities in accordance with all relevant Codes of Practice and Codes of Conduct published by the PCA and other bodies relevant and applicable to their work and/or professional activities.
4. Be honest, truthful and clear in all communications with their clients, potential clients and guarantee/warranty beneficiaries.
5. Be fully compliant with all statutory requirements necessary in the execution of their professional activities.
6. In the event of a dispute situation arising with a client, property owner, guarantee/warranty beneficiary or another member of the PCA, fully co-operate with the PCA and its officers to seek a resolution without delay.

PCA Members Must not:

1. Participate in, instigate, encourage or tolerate any unethical or unprofessional work practice that will bring or have the potential to bring the PCA into disrepute.
2. Instigate, participate in or encourage the deliberate, reckless, or negligent sale of products or services in circumstances where the contract is either misrepresented, or the product or service being suggested or offered is unsuitable or unnecessary for the customer's needs.
3. Mislead, make a false or untrue statement(s) to understate the extent of any defects, repairs or treatment concerning an enquiry or inspection requested by a potential client, property owner or guarantee/warranty beneficiary seeking a professional diagnostic investigation and guidance.
4. Overstate, exaggerate or create any work, treatment, installation or procedure concerning an enquiry or inspection requested by a potential client, property owner or guarantee/warranty beneficiary seeking a professional diagnostic investigation and guidance.
5. Make, publish or distribute any derogatory or demeaning remarks, statements, comments or comparisons in respect of personnel, materials, equipment or work practices of any other company or organisation.
6. Offer or provide, either directly or indirectly, any form of reward, gift or inducement to any person or organisation to perform unsatisfactory work or service of any type.
7. With the exception of normal business networking, marketing promotions and a moderate seasonal token of appreciation, offer or provide, either directly or indirectly, any form of reward or inducement of any kind to any person or organisation in order to unduly influence that person or organisation to introduce, recommend or accept services or products provided and offered by the PCA member.
8. Unnecessarily delay the completion of work, correspondence or provision of any service.

9. Following an enquiry from a client or property owner, unnecessarily delay, put off or ignore the investigation of alleged defective workmanship, a complaint, or a guarantee/warranty claim.
10. Unnecessarily delay, put off or ignore attending to the execution and completion of any work or the provision of any service deemed necessary in connection with a justified claim in respect of defective workmanship, a complaint, or a guarantee/warranty claim
11. Advertise, market, display or broadcast their services or products in a manner that is not clear, accurate, or correctly descriptive of the products or services being offered or provided.
12. Advertise, market, display or broadcast their business, products or services in a manner that is not accurate, legal, decent, truthful and honest.
13. Instigate, participate in or contribute to any forum, blog or other means of electronic or social media in a manner that brings the PCA and/or its members into disrepute.

Professional Courtesy

1. PCA members, their staff and associates must, at all times, extend a professional courtesy towards fellow members, other professionals and officers of the PCA.
2. In the event of a PCA member being asked to inspect or comment upon any work or service carried out or performed by a fellow member or fellow professional, be it orally or in writing, they should act in strict accordance with PCA guidelines addressing such matters that are in place at that time.