
Accreditation Documents

ACC104

Installation Accreditation Scheme

British Geomembrane Association

Installation Accreditation Scheme

1. Aim

- 1.1. To provide an auditable system of accreditation for installers of geomembrane liners for environmental protection
- 1.2. To set minimum standards for the industry
- 1.3. To raise standards in the industry
- 1.4. To provide guidance on best practise to installers and other industry stakeholders

2. Objectives

- 2.1. To set minimum standards to ensure environmental protection
- 2.2. To assure consistent high standards of workmanship through accreditation
- 2.3. To measure and implement continuous improvement

3. Constituents of the scheme

- 3.1. The accreditation scheme is owned by the British Geomembrane Association.
- 3.2. Management of the accreditation scheme is the responsibility of the BGA Installation Accreditation Committee.
- 3.3. Audits will be carried out by an independent auditor.
- 3.4. Audits cover the following:
 - Environmental protection management
 - Health and Safety
 - o Including equipment and machinery
 - Technical ability
 - Supervision and site management
 - Training and technician appraisal
 - Business sustainability
- 3.5. BGA members and non-members are eligible to apply for accreditation.
- 3.6. The scheme covers installation of all geosynthetic liners including flexible membrane linings (FMLs) and Geosynthetic clay liners (GCL) liners.
- 3.7. The scheme covers all environmental protection projects using geosynthetic liners.

4. BGA Installation Accreditation Committee

- 4.1. The Accreditation Committee will be appointed by the BGA Board.
- 4.2. The Committee is responsible for the management of the accreditation scheme.
- 4.3. The Committee is responsible for the appointment of the auditor.
- 4.4. The Committee is responsible for setting the level of remuneration of the auditors and the terms of engagement of the auditors.
- 4.5. The board is responsible for reviewing the objectives and the constituents of the scheme on an at least bi-annual basis.
- 4.6. The Committee will report annually to the BGA AGM.

5. The Audit

5.1. Information to be provided

5.1.1. An application form for audit (available from the BGA and the auditor) should be submitted at least 28 days prior to audit

5.1.2. Each installer will provide pre-audit documents for assessment consisting of a pre-audit questionnaire and copies of relevant paperwork

5.2. Procedure and criteria

5.2.1. Criteria for the marking system are set out in Appendix ?

5.2.2. Changes to criteria will be communicated on the BGA website

5.2.3. Each of the sections will be assessed on a number of predetermined criteria

5.2.4. The criteria and marking system will be decided by the BGA Committee in discussion with the auditors

5.2.5. The auditors may, at their discretion, visit the Head Office, regional offices, workshops, sites and any other locations that they deem necessary in order to reach a decision

5.2.6. The company being audited agrees, as a condition of the audit process, to give access to personnel, records, documents and other information that the auditors deem necessary to reach a decision

5.2.7. Audits will need to be renewed every 2 years

5.2.8. The decision of the auditors is final. An appeal may be made in accordance with the Appeal procedure detailed in 10

6. Accreditation acceptance

6.1. Accreditation will demand a standard of X or above

6.2. The standard will be reassessed annually by the committee with the auditors. It may be raised over time to encourage the raising of industry standards.

7. Results

7.1. An audit acceptance will receive a letter from the Auditor

7.2. An audit not reaching the required level will receive an “improvement notice” from the auditor.

7.3. Installers achieving acceptance will be listed as such on the BGA website.

7.4. Audit statistics will be tracked and published

7.5. Accreditation can be stated by installers following accreditation. **Note: Non-BGA members cannot use the BGA logo.**

8. Maintaining Accreditation

8.1. The accreditation will be subject to alternate yearly audits on site and paperwork.

9. Fees

9.1. Fees will be set by the BGA committee

9.2. A discounted fee will be available to BGA Members. A fee structure will reflect membership of the BGA

9.3. The fee must be paid in advance and will be non-refundable

9.4. Audit fees will be payable directly to auditor

10. Appeals

10.1. In the case of an appeal against the Auditor an Appeals Committee will be put in place.

10.2. The Appeals committee will be made up of an officer of the BGA plus a minimum of 2 members of the BGA Accreditation Committee.

10.3. An appeal fee will need to be lodged with the treasurer of the BGA prior to an appeal hearing and will be refunded in the case that the appeal is upheld in favour of the appellant

11. Changes to the Accreditation Scheme

11.1. Changes and updates to the system will be made with majority resolution by the BGA Accreditation Committee

11.2. The BGA Accreditation Committee will inform the BGA board of any changes

12. Liability

12.1. Installers accept and agree that the following persons and entities shall not be liable for anything done or omitted to be done by them (whether acting alone, collectively or jointly) in the discharge or purported discharge of their functions under the Accreditation Scheme unless the act or omission in question is in bad faith:

12.1.1. The BGA

12.1.2. any member of the Accreditation Committee

12.1.3. the Auditor

12.1.4. where the context admits: any employer, employee, officer, adviser or agent, of any of the above.

12.2. In the event that clause 12.1 or any part of it should be held to be void or otherwise unenforceable then the remainder of the clause shall apply with such modification as may be required to make it effective.

13. The above paragraphs are without prejudice to the right of the BGA and the persons identified in clause 13.1 to rely on any rights of immunity conferred upon them under common law.

14. Document control

Issue No.	Date Published	Comments

List by date of revisions included in this document

Appendix