

UVDB Verify



Achilles UVDB Verify is an independent audit of an organisation's Safety, Health, Environment, Quality (SHEQ) management systems and Corporate Social Responsibility (CSR). By undertaking the assessment process, suppliers and contractors will gain a clear understanding of the industry's qualification requirements.

High risk profile suppliers or contractors providing works or services into the utilities sector will be required to complete an Achilles UVDB Verify Audit in addition to their Achilles UVDB subscription.

Achilles UVDB Verify provides your company with:

- A comprehensive annual audit process with practical guidance and feedback from an Achilles auditor
- A demonstration of your capabilities to key clients within the sector
- Credibility and recognition in the market place
- A programme designed by the industry for the industry supporting continual improvement.

A category that is applicable to your business

There are different Achilles UVDB Verify categories tailored to the requirements of different types of organisations, depending on the risk profile your company poses to the buying organisation.

Category A - All supplier types

A desktop audit that is to be used for high risk small suppliers who are typically working under supervision, under local set to work rules or have a permit to work on a site that remains under the control of the utility.

Additionally, these sites could be domestic properties on which the utility is subcontracting the works. The utility maintains control of the working site/ environment for the duration of the works.

Category B1 - Operational Site Works

A one day audit for high risk medium sized suppliers providing works or services into the utilities sector. The audit will be split into two parts; a half day Management Systems Evaluation and a half day Site based assessment. This is for contractors or suppliers who work or provide services on operational sites owned, managed or controlled by a utility.

Category B2 - Operational Site Works

A two day audit for high risk large suppliers providing works or services into the utilities sector. The audit will be split into two parts; a one day Management Systems Evaluation and a one day Site based assessment. This is for contractors or suppliers who work or provide services on operational sites owned, managed or controlled by a utility.

Category C - Consultants and Designers

A one day management systems audit for all high risk suppliers who provide consultancy or design type services to the utilities sector. Suppliers can provide their services on operational sites/or working on behalf of a utility, as long as the activity does not involve physical site based construction type activities. If operational site based work is required, a Category B audit should be selected.

Category D - Manufacturing, Fabrication, Servicing Stockists and Distributors

A two day audit for those high risk suppliers whose services include Manufacturing, Fabrication, Servicing of products that are being provided to the utilities sector that will be incorporated into the utilities assets or operational/generation plant. This will also apply to Stockists and Distributors providing imported products to the utilities sector that will be incorporated into the utilities assets or operational/generation plant.



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A Audits	B1 Audits	B2 Audits	C Audits	D Audits
Turnover being less than or equal to £1m or Less than or equal to 10 employees, contractors and/or subcontractors	Turnover being less than or equal to £1m or Less than or equal to 20 employees, contractors and/or subcontractors	Turnover being more than £1m or More than 20 employees, contractors and/or subcontractors	Turnover being more than £1m or More than 10 employees, contractors and/or subcontractors	Turnover being more than £1m or More than 10 employees, contractors and/or subcontractors

Fast Track Option

To help with meeting tight deadlines during a tender process, a *Fast Track Option is available and consists of:

- Priority in the scheduling of the Verify process
- Publication of the Verify audit report within 10 working days from the last day of the audit.

*The Fast Track Option is subject to availability; terms and conditions apply.

How to prepare for your audit

Prior to your audit, you will be sent an Achilles UVDB Verify content document for both the office and if appropriate, on-site elements of the audit. It is important you read through this document thoroughly as it provides an indication of the assessment content that the auditor will cover throughout the day. Reading this document in advance allows you to better prepare for the audit and outlines all of the necessary documentation you need to collect in advance, saving time on the day. For the on-site visit, you need to ensure that there will be work in progress by your operatives during the assessment.

You must also ensure you have all your SHEQ and CSR documentation, and staff resource available, whether internal or by consultation. Involving them in assembling the required information in advance can make a substantial difference to the assessment result.

What to expect on the day

All Achilles UVDB Verify auditors have been trained to approach the audit process in an open and friendly partnership style, and to give your organisation feedback. We encourage you to raise issues and ask questions throughout the assessment process to benefit from the day as much as possible.

Office visit: During the audit, the auditor will record his or her findings in a report template. The size and complexity of document management systems varies greatly across organisations. Therefore, the time taken to undertake this part of the process will depend heavily on the amount of material to review. The office visit is expected to last between 6 and 8.5 hours.

Site visit: The auditor will initially carry out a tour of the work on-site including viewing the equipment, materials and welfare facilities in use, and in doing so, he or she will want to interview a number of your operatives. The audit will be completed by viewing any additional records that relate to the activities on-site and any environmental considerations. The on-site visit is expected to last between 3.5 and 6.5 hours.

Verify Audit Reports and Scores

The audit report, once approved, is published online for authorised buyers to view. The existence of an audit can also be used by buyers as a criteria to filter or refine search results. Audit reports contain the following information:

- Executive summary
- Scores/status for each discipline and section areas
- Detailed scores, responses and evidence
- Findings: Critical non-compliance, Major non-compliance, Minor non-compliance, Observations, Positive elements, Questionnaire discrepancies.



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