

ACHILLES FPAL VERIFY FAQ (TWO-DAY AUDIT)

WHAT IS AN FPAL VERIFY AUDIT?

Achilles FPAL Verify is a Supplier audit that involves a two day visit to a nominated Suppliers' premises and covers Quality, Health & Safety, Environment, Competence & Training practices. The Health, Safety and Environmental elements of the Verify audit are assessed in line with recognised industry standards OGP & NORSOK.

The duration of the audit will depend on whether a Supplier is going through the renewal process or not. All new Suppliers are required to go through 2 days of auditing, whereas a Supplier who has got a Verify certificate may be required to have only one day visit every second audit.

WHAT ARE THE BENEFITS OF PARTICIPATING IN AN FPAL VERIFY AUDIT?

An Achilles FPAL Verify audit should reduce the burden of repetitive Buyer audits by replacing them with a single shared audit which is valid on a supplier profile for two years.

The scheme gives Suppliers information on where they can make possible improvements and allows Suppliers to demonstrate ongoing improvements through a documented Improvement Plan.

The audit results, once agreed, are displayed on the database and enhance the quality of information displayed on the Supplier's record.

WHY DO I ONLY NEED TO COMPLETE ELEMENTS 8, 9 AND 10 OF THE ARQ FOR THE PRE-VISIT SUBMISSION?

A Supplier that agrees to participate in the Achilles FPAL Verify audit process is required to complete a pre-visit submission covering Health & Safety, Environment and Competence & Training using the online Advanced Registration Questionnaire (ARQ). This will provide the pre-audit information to the assessor to assist him/her in understanding the systems a supplier has got in place. This completed ARQ submission also will be available on the Supplier's record throughout the two-year validity period of the audit.

Quality will also be assessed but a supplier does not need to complete an online ARQ questionnaire submission because this element was added to the process at a later date and we did not want to increase the pre-visit effort.

SOME OF THE INFORMATION THAT IS REQUESTED WE CONSIDER CONFIDENTIAL, WHAT DO I DO?

The pre-visit information is necessary for Achilles FPAL Verify audit. This information will not be visible to any suppliers who can be your direct competitors. If you wish to prevent any Buyer from viewing this information, you can restrict their view of your registration. If you feel some information is confidential, and you don't want your customers to view it, you can remove the sensitive information from the documents before uploading them onto ARQ questionnaire submission.

WE DON'T THINK IT APPLIES TO US AS WE DO NOT HAVE SOME OF THE DOCUMENTS REQUESTED, WHAT DO I DO?

Applicability does not depend on what documents you have, particularly if the audit is requested by a Buyer. Our auditor may be able to find any relevant information in a different way during the conduct of the audit (through Interviews with different people in the company and discussion). For the pre-visit submission you need to upload a document explaining your position on that particular topic.

WHAT IS A MANDATORY CODE?

A number of years ago Verify Steering Committee agreed to introduce a new approach to the verification process to ensure the right Suppliers were being audited. This approach saw a number of the Oil and Gas service codes being considered “high risk” which meant that any Suppliers registered under these “high risk” codes it became Mandatory to participate in the Verify audit.

The table overleaf has the current Mandatory Codes listed but these may be added to in the future.

Codes	Description
3.04.00 series	Drilling
3.05.07 / 09 / 10 / 16 / 20 / 31	Construction/Modification/Repair/Maintenance/Refurbishment codes prioritised
3.06.00 series, except 3.06.04	Installation / Marine Contracting
3.15.00 series, except 3.15.01 / 08 / 99	Decommissioning and Abandonment Services
4.05.00 series	Integrated Service

HOW MUCH DOES AN FPAL VERIFY AUDIT COST?

The Achilles FPAL Verify process operates largely on a nominations process where Buyers identify Suppliers working in high risk environments through individual nominations or through the Supplier being registered in a Mandatory Code. In nominating Suppliers to participate in Verify, Buyers carry the associated cost of the audit through an industry collaboration known as the Cross Industry Schedule (CIS) and Suppliers will not be asked to pay for audits.

If a Supplier initiates an audit, the cost associated with this audit is paid by the Supplier and is £3,045 plus VAT and expenses.

IF WE HAVE MULTIPLE FPAL REGISTRATION RECORDS DO THEY ALL NEED TO BE VERIFIED?

Achilles FPAL Verify is a location based audit. Participation will depend on the Buyer request and which codes are included in the registrations. If a Supplier has got a number of Achilles FPAL registrations, all of them might be requested to go through the audit.

WHICH LOCATION IS AUDITED IF WE HAVE SEVERAL LOCATIONS IN OUR RECORD?

The audit would normally be conducted at your main location as shown on your database record. However, especially at a Buyer’s request, you could be requested to have the audit at one of the other locations within your record.

WHY HAVE MY SCORES DROPPED EVEN THOUGH NOTHING HAS CHANGED SINCE LAST AUDIT?

It's unlikely that nothing has changed in the two years since the previous audit, but the audit will confirm your current practices and if they have been maintained since the previous audit. Your Achilles FPAL Verify auditor has access to your previous audit information, which will allow him/her to assess any improvements and changes since last audit.

HOW CAN WE IMPROVE OUR SCORES?

A Supplier has a number of options to improve the scores, and all will involve demonstrating through evidence.

- Evidence based Improvement Plan Submission: A desk evaluation of the improvement plan after the audit along with any supporting evidence.
- Supplier re-audit within 3 months from the original audit date: This option will involve a visit from the auditor to review specific changes introduced in the last 3 months; normally this would be a half day or full day visit depending on the amount of changes.
- A full audit before the two-year renewal.

There are fees associated with each the options that will be charged to Supplier.

Although the scores are not affected, Suppliers can provide an Improvement Plan for upload to their record at any time.

WHO HAS AN ACCESS TO MY ACHILLES FPAL VERIFY REPORT?

Through the database the Achilles FPAL Verify report will only be accessed by the Verify Buyers who pay for the service. You can find the full list of these Buyers by going to the Verify Participation Report option of your Achilles FPAL registration.