

**APPLICATION FOR APPROVAL OF A SCHEME FOR
CERTIFICATION OF CONSTRUCTION OR DESIGN – SECTION 7(2)**

GUIDANCE NOTES

Before completing the application form please refer to the guidance notes below as well as to the guidance contained in both the Scottish Government Building Standards Division (BSD) Procedural Handbook and Certification Handbook. Both of these publications can be viewed or downloaded from the BSD Website at (www.sbsa.gov.uk) .

Title of Scheme	The title should be very precise identifying the specific areas of work being certified and highlighting any limitations of the proposed Scheme.
Section A	Scheme Details
<i>This section identifies the Scheme the applicant wishes to deliver. The title and scope of the Scheme should clearly identify the specific area of work being certified and any limitations that may apply.</i>	
A1.1	Scope should be described in terms of elements of construction/design or performance of construction/design. Description should make reference to the relevant associated Building Standards or to a self-contained project and should include any general limitations that apply. For example: <i>‘Compliance of design of Heating and Ventilation installation, non-domestic, with Building Scotland Regulations 2004’</i>
A1.2 – 1.3	Provide details of any specialist activities that require a higher level of qualification or experience which not all Approved Certifiers may be competent to undertake. There is no limit to the number of designations that can be included. BSD will consider the range of skills and capacity within the organisation to deliver them.
A1.4	Outline the viability of the proposed Scheme in terms of demand within the industry, existing competing schemes and probable market share. If demand or projected uptake is low, or unknown, please explain the rationale for proposing this Scheme. BSD must be satisfied that there will be sufficient uptake to justify approval of the Scheme.
Section B	Criteria for Membership of the Scheme
<i>This section requests details of the set criteria for membership of the Scheme in terms of minimum levels of competence, qualifications and experience for both Approved Certifiers and relevant personnel within Approved Bodies. Details are also required of the initial and ongoing assessment and training of all personnel involved in the delivery of the Scheme.</i>	
B1.1 – 1.2	Specify the minimum level of qualifications and experience required to become an Approved Certifier, including those relevant to any applicable designations identified at Section A1.3. Details of relevant qualifications and range of experience required for membership must also be specified within the membership application form.
B1.3	Explain how you will assess an applicant’s understanding of the Building (Scotland) Regulations, interpretation of the Building Standards and the inter-relationship of the Building Standards relevant to the Scheme. Will a training course be developed and will attendance be mandatory?

	Note: Building Standards Division will assist the development of any training course or guidance material relating to the building standards.
B1.3	Describe what procedures will be adopted by Approved Certifiers to establish that work complies with building regulations. For example, use of Scheme checklists, reference to third parties, peer checking of work done.
B1.4	Members must have an understanding of the certification processes – such as the role and responsibilities of an Approved Certifier, Certification Coordinator and Approved Body and the documentation required for certification etc. Explain how you will assess the understanding and competence of applicants to the Scheme in relation to the operation of the Scheme and the certification processes as well as their understanding of the Scottish building regulations. For example, development of a training course and relevant assessment/examination.
B2.1	Specify the minimum experience and level of authority required for the Certification Co-ordinator role.
B2.2	What procedures will be put in place to confirm that checking covers all relevant building standards and any inter-relationship between standards? For example, will Scheme checklists be used or independent checks be carried out by others to establish that work complies with building regulations?
B2.3	What measures will be put in place to ensure Approved Bodies provide Approved Certifiers with ongoing access to relevant documentation such as Scheme technical guidance, relevant building legislation, technical handbooks etc.
Section C	Scheme Documentation
<i>This section requests details of the logbooks and application forms which will need to be developed for issue to applicants to the Scheme as either an Approved Body or Approved Certifier. These forms should be submitted with your application.</i>	
C1.1	The Approved Certifier application form should give as much detail about the applicant including full personal and contact details, qualifications, experience (type of work, number of projects and level of involvement, supervisory experience) as well as undertakings to adopt specific procedures to establish whether work complies with building regulations. The Approved Body application form must include evidence of employment of at least one Approved Certifier, a named Certification Co-ordinator, details of financial viability of firm, provision of adequate levels of insurance (professional indemnity and public liability) and undertakings to provide access to training and relevant documentation for Approved Certifiers.
C1.2	Approved Certifiers and/or Approved Bodies will be required to maintain logbooks to record the means used to check compliance with building regulations. This information will be required for audit purposes. Information to be recorded must include Approved Body registration number, certificate number, name of verifier, copy of certificate, copy of any checklist used, record of how compliance was determined and details of any 3 rd party used to establish compliance.