PRACTICE NOTE 1

ANCILLARY CERTIFICATES

1. In order to satisfy the requirements of the Building Control (Amendment) Regulations, SI No. 9 of 2014, Ancillary Certificates have been developed and agreed.

2. Ancillary Certificates have been developed and agreed by the RIAI, ACEI, Engineers Ireland and SCSI to be used by Consultants, Specialists and Unregistered Consultants who have been commissioned to provide professional design services and an appropriate Inspection Plan.

3. Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSI, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.

4. When design work only is undertaken by a party appointed by a Contractor / Builder, and that party does not subsequently undertake the related construction work, then that party would sign one of the Certificates prepared by the Professional Bodies.

5. The CIF Ancillary Certificates have been developed and agreed between the constituent associations to be used by Subcontractors and Sub-Sub-Contractors who undertake construction and supervision work and related elements of design for that work.

6. The wording of the Ancillary Certificates cannot be altered without the collective approval of all the organisations by which the Ancillary Certificates have been agreed.

ANCILLARY CERTIFICATES

The wording of the following Ancillary Certificates has been developed by the RIAI, ACEI, EI and SCSI and cannot be altered without the collective approval of the four professional bodies.

An Ancillary Certificate is provided to be signed by the Architect for situations where the Architect is not the Statutory Design Certifier. This situation may arise where the Architect is part of a design team on a Civil Engineering project, such as a pumping station etc., to which the building regulations still apply.

A_D RIAI ACD 01	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMMENCEMENT NOTICE / 7 DAY NOTICE) *TO BE COMPLETED WHERE THE ARCHITECT IS NOT THE STATUTORY DESIGN CERTIFIER*

Additionally it is proposed that the following Ancillary Certificates will be required to be signed by the Architect for their Design at Completion Stage. This provides two Ancillary Certificates which are appended to Part B of the Statutory Certificate of Completion under Schedule 6 of the Building Control (Amendment) Regulations S.I 9 of 2014. This has been recommended by the RIAI even if the Design Certifier and Assigned Certifier are the same individual.

A_C RIAI ACCD 01	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION) *TO BE COMPLETED BY THE ARCHITECT*
A_I RIAI ACI 01	ANCILLARY CERTIFICATE OF COMPLIANCE: INSPECTION (COMPLETION) *TO BE COMPLETED BY THE ARCHITECT*

The following Ancillary Certificates will be required to be signed by the Engineer for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

E_D ACEI / EI - BCR 1401	Ancillary Design Certificate ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (Commencement Notice / 7 Day Notice)
E_C ACEI / EI - BCR 1402	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE) *DESIGN OF THE WORKS*
E_I ACEI / EI - BCR 1403	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE) *INSPECTION PLAN*

ANCILLARY CERTIFICATES

The following Ancillary Certificates will be required to be signed by the Building Surveyor for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

B^S_D SCSI BS ACD	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (Commencement Notice / 7 Day Notice) *TO BE COMPLETED WHERE THE BUILDING SURVEYOR IS NOT THE STATUTORY DESIGN CERTIFIER*
B^S_C SCSI BS ACCD	ANCILLARY CERTIFICATE OF COMPLIANCE DESIGN (COMPLETION)
B^S_I SCSI BS ACI	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION *INSPECTION*

It is proposed that the following Ancillary Certificates will be required to be signed by competent persons or specialists (i.e. Facade Designer, Fire Systems Designer, Lift Specialist, etc.) for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

S_D RIAI ACD 02	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMMENCEMENT NOTICE / 7 DAY NOTICE) *TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT*
S_C RIAI ACCD 02	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION) *TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT*
S_I RIAI ACI 02	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE -INSPECTION-) *TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT*

ANCILLARY CERTIFICATES

Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSI, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

CERTIFICATE SIGNED BY SUB-CONTRACTOR / SPECIALIST CONTRACTOR ASSIGNED BY THE BUILDER / MAIN CONTRACTOR ON COMPLETION

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

CERTIFICATE FOR SUB-SUB CONTRACTOR TO SUB-CONTRACTOR / SPECIALIST SUB-CONTRACTOR & BUILDER / MAIN CONTRACTOR

Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMMENCEMENT NOTICE / 7 DAY NOTICE)

To be completed where the Architect is NOT the Statutory Design Certifier

AD

RIAI ACD 01

BUILDING CONTROL AUTHORITY : _____

PRE-VALIDATION REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the architectural design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice / 7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Architect(s) named on a register maintained by the Royal Institute of the Architects of Ireland, pursuant to Part 3 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMPLETION)

To be completed by the Architect

RIAI ACCD 01

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the architectural design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice/7 Day Notice and Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Architect(s) named on a register maintained by the Royal Institute of the Architects of Ireland, pursuant to Part 3 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: INSPECTION

(COMPLETION)

To be completed by the Architect

RIAI ACI 01

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.

5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: (DESIGN)

(COMMENCEMENT NOTICE / 7 DAY NOTICE)

ED

ACEI / EI - BCR 1401

BUILDING CONTROL AUTHORITY : _____

PRE-VALIDATION REF NO. : _____

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1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the _____(insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Chartered Engineer(s) named on a register maintained pursuant to Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement/ 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE)

- DESIGN OF THE WORKS

ACEI / EI - BCR 1402

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT NOTICE / 7 DAY NOTICE REF NO. :_____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the _____(insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice and the Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Chartered Engineer(s) named on a register maintained pursuant to Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we were responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE)

- INSPECTION PLAN

ACEI / EI - BCR 1403

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

INSPECTION PLAN

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by Resident Engineering Staff, on the basis that all have exercised reasonable skill, care and diligence.

5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMMENCEMENT NOTICE / 7 DAY NOTICE)

To be completed by a Specialist or Unregistered Consultant

SD

RIAI ACD 02

BUILDING CONTROL AUTHORITY : _____

PRE-VALIDATION REFERENCE NUMBER. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element _____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.

4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill)_____: based on _____ (insert accreditation and basis of competence)

5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is _____ (date)

6. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

7. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

8. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 6 and 7 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMPLETION)

To be completed by a Specialist or Unregistered Consultant

RIAI ACCD 02

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element:_____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.

4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill)_____: based on _____ (insert accreditation and basis of competence)

5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is _____ (date)

6. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement Notice / 7 Day Notice and Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

7. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

8. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 6 and 7 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

RIAI ACI 02

(ANCILLARY COMPLETION CERTIFICATE - INSPECTION)

To be completed by a Specialist or Unregistered Consultant

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element of work _____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.

4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill)_____: based on _____ (insert accreditation and basis of competence)

5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is _____ (date)

6. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s), testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

7. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.

8. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMMENCEMENT NOTICE / 7 DAY NOTICE)

To be completed where the Building Surveyor is NOT the Statutory Design Certifier

SCSI-BS ACD

BUILDING CONTROL AUTHORITY : _____

PRE-VALIDATION REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element:_____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the _____(insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice/7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Building Surveyor(s) named on a register maintained by the Society of Chartered Surveyors Ireland pursuant to Part 5 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement Notice/7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

(COMPLETION)

To be completed by the Building Surveyor

SCSI-BS ACCD

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element:_____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by _____(insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out _____(insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice and the Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Building Surveyor(s) named on a register maintained by the Society of Chartered Surveyors Ireland pursuant to Part 5 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we were responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

(INSPECTION)

To be completed by the Building Surveyor

SCSI-BS ACI

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

1. This certificate relates to the following Building Works:

   _____ (project name)

   at _____ (address)

   element:_____ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.

5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed / specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: _____

_____

Date: _____ Tel: _____ Fax: _____ E-Mail: _____

Company or Practice Registration No. _____ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: _____ Signed: _____

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

CIF - 01

Certificate signed by Sub-Contractor / Specialist Contractor

Assigned by the Builder / Main Contractor on Completion

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

To: _____(Name of Builder/Main Contractor)

From:_____(Name of Sub Contractor/ Specialist Contractor)

Main Contract:_____ ("the Main-Contract")

Sub-Contract:_____ ("the Sub-Contract")

Description of the Sub-Contractor / Specialist Contractor buildings or works:

_____

This certificate relates to the buildings or works, the subject of the Sub-Contract as described above, as detailed in the attached Annex (the "**Sub-Contract Works**").

Without prejudice to the rights and obligations of the Builder/Main Contractor and the Sub-Contractor/Specialist Contractor under the Sub-Contract, in consideration of the payment of one euro (€1) by the Builder/Main Contractor to the Sub-Contractor/Specialist Contractor, (the receipt of which the Sub-Contractor/Specialist Contractor hereby acknowledges), the Sub-Contractor/Specialist Contractor warrants as follows:-

Sub-Contractor/Specialist Contractor's Confirmations:

1. I confirm that I am the Sub-Contractor/Specialist Contractor assigned by the Builder/Main Contractor to construct, supervise and certify the Sub-Contract Works.

2. I certify, having exercised reasonable skill, care and diligence, that the Sub-Contract Works as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the Sub-Contract Works, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.

3. Reliant on the foregoing, I certify that the Sub-Contract Works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the Sub-Contract Works concerned.

Signature:_____ **Date**:_____

(to be signed by a Principal or Director on behalf of the Sub Contractor / Specialist Contractor only)

Name: _____

Address: _____

Tel: _____ Fax: _____ E-Mail: _____

Construction Industry Register Ireland Registration No. _____

ANNEX

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

1. Drawings, Calculations, Specifications and particulars provided by the Builder/Main Contractor.

SCHEDULE

2. Associated design undertaken by Sub-Contractor/Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.

SCHEDULE

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

Certificate for Sub-Sub Contractor to Sub-Contractor / Specialist Sub-Contractor & Builder / Main Contractor

CIF - 02

BUILDING CONTROL AUTHORITY : _____

COMMENCEMENT/7 DAY NOTICE REF NO. : _____

To: _____

(Name of Sub-Contractor/Specialist Sub-Contractor and of Builder/Main Contractor)

From:_____

(Name of Sub-Sub Contractor)

Main Contract:_____ ("the Main-Contract")

Sub-Contract:_____ ("the Sub-Contract")

Sub-Sub-Contract:_____ ("the Sub-Sub-Contract")

Description of the Sub-Sub-Contractor's buildings or works:

_____

This certificate relates to the buildings or works, the subject of the Sub-Sub-Contract as described above, as detailed in the attached Annex (the "**Sub-Sub-Contract Works**").

In consideration of the payment of one euro (€1) by each of the Builder/Main Contractor and the Sub-Contractor/ Specialist Sub-Contractor to the Sub-Sub-Contractor (the receipt of which the Sub-Sub-Contractor hereby acknowledges), the Sub-Sub-Contractor warrants:-

Sub-Sub-Contractor Confirmations:

1. I confirm that I am the Sub-Sub-Contractor assigned by the Sub-Contractor/Specialist Sub-Contractor to construct, supervise and certify the Sub-Sub-Contract Works.

2. I certify, having exercised reasonable skill, care and diligence, that the Sub-Sub-Contract Works as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the Sub-Sub-Contract Works, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.

3. Reliant on the foregoing, I certify that the Sub-Sub-Contract Works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the Sub-Sub-Contract Works concerned.

Signature:_____ **Date**:_____

(to be signed by a Principal or Director on behalf of the Sub-Sub-Contractor only)

Name: _____

Address: _____

Tel: _____ Fax: _____ E-Mail: _____

Construction Industry Register Ireland Registration No. _____

ANNEX

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

1. Drawings, Calculations, Specifications and particulars provided by the Sub-Contractor/Specialist Sub-Contractor.

SCHEDULE

2. Associated design undertaken by the Sub-Sub-Contractor necessary for completion of the Sub-Sub-Contract works in accordance with the Building Regulations.

SCHEDULE

PRACTICE NOTE 2

PURPOSE OF PRACTICE NOTE

1. A suite of the Ancillary Certificates for use with the BC(A)R regime of Building Control has been agreed between the Professional Bodies and the Construction Industry Federation (CIF) representing the principal stakeholders in the building sector.

2. These Ancillary Certificates were introduced in Practice Note 1.

3. The primary purpose of this Practice Note 2 is to provide further guidance on the application of these Ancillary Certificates in respect of elements designed and/or constructed by Sub-contractors.

4. This guidance takes the form of a series of examples of elements of building works commonly Sub-contracted, for which the appropriate Ancillary Certificates are identified in each case.

5. Ancillary Certificates are proposed in respect of a sample of elements which require contractor / sub-contractor certification under the Building Control Regulations. Many projects will incorporate a vast range of such elements which it will not be possible to comprehensively identify prior to the commencement of the works on site.

6. Additionally, this Practice Note also considers an example in relation to specialist manufacturer systems complying with the Building Regulations.

EXAMPLE 1

PRECAST CONCRETE UNITS

1. Precast concrete units are produced by Precast Sub-Contractors in accordance with a Performance Specification (loading, spans, opes, etc.) from the Engineer.

2. Based on the spans, loadings, etc. provided by the Engineer, the Precast Sub-Contractor confirms the size, reinforcement, the necessity for a structural topping, the necessity for propping during construction, etc.

3. Where a Precast Concrete Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and installed** the precast concrete units, and also fill in the **Annex*** setting out the associated design work undertaken by them.

4. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

5. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 2

STRUCTURAL STEELWORK

1. CE Marking is now mandatory for structural steel. Steel Sub-contractors must therefore demonstrate their right to CE Mark their products, in accordance with the Execution Class(es) specified for the works, by the provision of:

    - A Factory Production Control (FPC) Certificate – issued by a notified body
    - A Welding Certificate – issued by a notified body
    - A Declaration of Performance (DoP) – issued by the steelwork Sub-contractor.

2. Where a Steel Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and erected** the steelwork, and also fill in the **Annex*** setting out the associated design work undertaken by them, e.g. connection design.

3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

4. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 3

PREFABRICATED STRUCTURAL MEMBERS ASSEMBLED WITH PUNCHED METAL PLATE FASTENERS (TIMBER TRUSSED RAFTERS & OPEN WEB JOISTS)

1. CE Marking is now mandatory for Prefabricated Structural Members Assembled with Punched Metal Plate Fasteners. Manufacturers must therefore demonstrate their right to CE Mark their products, by the provision of:

    - A Factory Production Control (FPC) Certificate – issued by a notified body
    - A Declaration of Performance (DoP) – issued by the manufacturer

2. Timber trussed rafters & Open Web Joists are produced by the manufacturer in accordance with the general arrangement drawings and Performance Specification (Loadings and Elemental Fire & Acoustic resistance) provided by the Design Certifier or designated Ancillary Certifier. Where resistance is a characteristic dependent on an assembled system, the manufacturer must provide an execution standard for site assembly and specification for any ancillary materials required to demonstrate compliance with the Performance Specification.

3. Where a manufacturer is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and installed** the prefabricated structural members, and also fill in the **Annex*** setting out the associated design work undertaken by them.

4. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

5. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **(CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 4

TIMBER FRAMED BUILDINGS

1. Timber framed buildings are proprietary systems incorporating Wall, Floor and Roof elements; designed and manufactured by the Specialist System Provider in accordance with the general arrangement drawings and Performance Specification (Loadings and elemental Thermal, Fire & Acoustic resistance) provided by the Design Certifier or designated Ancillary Certifier.

2. Based on the Performance Specification, the Specialist System Provider designs and manufactures the timber framed building in accordance with the requirements of I.S. 440:2009+A1:2014. Where resistance is a characteristic dependent on an assembled system, the manufacturer must provide an execution standard for site assembly and specification for any ancillary materials required to demonstrate compliance with the Performance Specification.

3. Incorporated Prefabricated Structural Members Assembled with Punched Metal Plate Fasteners must be CE Marked, with manufacturers demonstrating their right to CE Mark their products, by the provision of:

    - A Factory Production Control (FPC) Certificate – issued by a notified body
    - A Declaration of Performance (DoP) – issued by the manufacturer

4. Where a Specialist System Provider is appointed, they must sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and erected** the timber framed building, and also fill in the **Annex*** setting out the associated design work undertaken by them.

5. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

6. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 5

ANCHORS

1. All anchors must be designed in accordance with the Code of Practice for the Design and Installation of Anchors, published by the Health and Safety Authority.

2. This Code of Practice allows two alternative approaches to the design of anchors in a Safety Critical Situation (SCS).

    - **Approach A** - The anchor supplier is the 'anchor specifier'
    - **Approach B** - The consultant is the 'anchor specifier'

3. Under **Approach A** where the anchor supplier is the 'anchor specifier' (which is the approach recommended by EI/ACEI)

    - The manufacturer/supplier signs the **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

4. Under **Approach B** where the consultant is the 'anchor specifier'

    - The consultant signs the **Ancillary Certificate of Compliance on Completion - Design of the Works (Ec)**

5. If the anchor is installed by a Sub-contractor, then that Sub-contractor must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs(CIF-01)** or **Css(CIF-02)*.**

6. Additional Permanent Works Design Certificates or Temporary Works Design Certificates also need to be completed under Health and Safety Legislation.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 6

PILING

1. The Piling Sub-Contractor produces the piling in accordance with a Performance Specification provided by the Engineer.

2. Where a Piling Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and installed** the piling, and also fill in the **Annex*** setting out the associated design work undertaken by them.

3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

4. Where a Sub-Contractor is appointed to undertaken site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 7

FACADES

1. The Facade Sub-Contractor produces the facade in accordance with a Performance Specification provided by the Engineer and/or Architect.

2. Where a Facade Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css(CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they **supplied only** or **supplied and installed** the facade, and also fill in the **Annex*** setting out the associated design work undertaken by them.

3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design** (**S_D or S_C as appropriate**).

4. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css(CIF-02)**, with annex completed as appropriate.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 8

FIRE ALARM SYSTEMS

1. The Building Services Engineer would either design the system or would provide a performance specification for a system to be produced by specialist suppliers and/or sub-contractors.

2. In either case the Building Services Engineer would sign the **Ancillary Certificates of Compliance (Design and Completion), E_D and E_C, or if not an Engineer, would sign Ancillary Certificates S_D and S_C.**

3. The Building Services Engineer would also have an inspection role under BC(A)R, and would prepare and implement an Inspection Plan and would sign **Ancillary Certificate E_I (or S_I) on completion.**

4. Where a Fire Alarm System Provider is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css(CIF-02)**, clarifying, under "Description of the Sub-Contractor / Specialist Contractor buildings or works", whether they s**upplied only** or **supplied and installed** the fire alarm system, and also fill in the **Annex*** setting out the associated design work undertaken by them.

5. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S_D or S_C as appropriate)**.

6. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css(CIF-02)**, with annex completed as appropriate.

7. In addition to BC(A)R requirements, IS 3218 requires a Commissioning Party to certify that they have inspected, tested and commissioned the system in accordance with IS 3218. It also requires a Design Certificate and a Certificate of Installation.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

EXAMPLE 9

UNBOUND GRANULAR FILL FOR USE UNDER CONCRETE FLOORS & FOOTPATHS

1. Paragraph D1 of the Building Regulations requires that "All works to which these Regulations apply shall be carried out with proper materials - - -".

2. Aggregates for unbound granular fill (hardcore) for use under concrete floors and footpaths should comply with the requirements of IS EN 13242 and Annex E of SR 21 (informative).

3. IS 888, "Code of Practice for the procurement and use of unbound granular fill hardcore material for use under concrete floors", gives a summary in Annex A (informative), of supply chain responsibilities and the responsibilities of each party.

4. In particular it notes that, in the case where the Builder orders directly from the manufacturer, the Builder must:

    - Order the material in accordance with the project specification,
    - Request the Declaration of Performance (DoP),
    - Review the DoP for compliance with the specification,
    - Review the manufacturer's delivery docket,
    - Retain the manufacturer's delivery docket in respect of every load of material received,
    - Make available the CE Marking, DoP and original delivery dockets for inspection.

5. The builder, intermediary and manufacturer may have other responsibilities e.g. **legally**, **contractually** etc. which are not covered by the above.

EXAMPLE 10

SPECIALIST MANUFACTURER SYSTEMS
e.g. FRAMED PARTITION SYSTEM

1. Framed partition systems are often specified in relation to performance requirements in a combination of the following categories - structural, robustness, fire, acoustic, thermal and moisture properties.

2. System manufacturers will provide a system warranty and performance substantiation report for each such system accompanied by relevant test results (as carried out by accredited third party testing agencies), and associated expert calculations.

3. Where a sub-contractor is appointed to install the specialist framed system they must familiarise themselves with the manufacturers installation requirements and must sign one of the CIF Ancillary Certificates as the party assigned "to construct, supervise and certify the Sub-Contract Works", **Cs (CIF-01)** or **Css(CIF-02)**. **Annex*** 1 of the CIF Ancillary Certificate must reference the manufacturers system used.

* Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.

NOTES

1. Designers responsible for design and specification, including performance specifications, should complete the appropriate Ancillary Certificates from Practice Note 1.

2. The responsibility for procuring products that comply with the Specification, the Building Regulations and, where applicable, the Construction Products Regulations, rests with the Builder.

3. The Construction Products Regulations (CPR), under which CE Marking operates, are concerned with the placing of products on the market. CE Marking is not a mark of quality.

4. Not all construction products are currently covered by the Construction Products Regulations, and therefore by CE marking. Examples of European Standards not covered under the CPR are:

    - Concrete: Specification, Performance, Production and Conformity
    - Steel for the reinforcement of concrete - Weldable reinforcing steel,

      CARES certification should be provided for reinforcing steel.
    - Execution of concrete structures.

PRACTICE NOTE 3

COMMENCEMENT NOTICE DRAWINGS & DOCUMENTATION

1. **S.I. 9 of 2014** requires under *"Form of Commencement Notice"*

9. (1) "A commencement notice shall be—

(a) --------

(b) Subject to paragraph (2), accompanied by—

(i) "**such plans, calculations, specifications and particulars** as are necessary to outline how the proposed works or building will comply with the requirements of the Second Schedule to the Building Regulations relevant to the works or building concerned, and including—

(I) **general arrangement drawings** including plans, sections and elevations,

(II) **a schedule** of such plans, calculations, specifications and particulars as are currently designed or as are to be prepared at a later date,

(III)--------

(IV) the preliminary Inspection Plan prepared by the Assigned Certifier, ---".

2. The **Schedule**/list of documents designed and to be designed during the course of construction for demonstrating compliance with Parts A to M of the Building Regulations may be requested at any time by the Building Control Authority for upload during the construction or at completion stage. An Example of a **Schedule of Documents**, which may demonstrate compliance with Parts A – M, is attached in **Appendix B.** Designers must use their **professional skill and judgement** in deciding what elements in the Schedule are **appropriate** to their particular project.

3. The Detail Drawings included in the **Schedule** show specific elements and details for compliance with the Building Regulations and are generally separate to the layout plans, sections and elevations shown in the general arrangement drawings. An Example for a **Domestic Dwelling**-not prescriptive is also attached in **Appendix A**. Designers must use their **professional skill and judgement** in deciding what elements are **appropriate** to their particular project.

4. Paragraph 5.1 of the **Code of Practice** for Inspecting and Certifying Buildings and Works repeats, at (a), (b) and (d), the requirements of S.I. 9 of 2014 referred to at 1 above.

5. **Paragraph 5.1** also states that the plans and documentation required at commencement stage

   "may, typically, also include:

   (e) drawings of particular details as appropriate;

   (f) drawings showing work that is below ground;

   (g) general arrangement structural drawings showing the main structural elements

   (h) specifications including materials and products; and performance specification for elements that may be the subject of ancillary certification."

6. Paragraph 5.2, under "**Other Documentation**" notes the following:

   "Key documents as is appropriate should be submitted depending on the particular building works.

   Structural calculations and site investigation reports do not have to be submitted at commencement stage. However, they should be kept and made available on request to the Building Control Authority. The information should be provided to the Building Control Authority within two weeks of being requested."

7. Paragraph 5.3, under "**Lodgement of plans at a later stage**" notes:

   "Design work that is due for completion and specialist design that is not available for submission at commencement stage should be certified and submitted at a later stage. Drawings and documentation for these designs should be submitted before the relevant work commences, with Ancillary Certificates of Compliance, where appropriate. Similarly, drawings and documentation for **significant changes or omissions** should be certified and submitted before the relevant work commences."

*(Emphasis added to extracts from **S.I. No. 9** and the **Code of Practice**)*

APPENDIX A

Example of Schedule of Documents which may Demonstrate Compliance – Domestic Dwelling Houses – not prescriptive

Available prior to commencement (and/or may be requested at any time by the Building Control Authority for upload during the construction or at completion stage).

1. **Compliance Report based on Building Regulations A – M 1997 – 2017:**

   Including any calculations/specifications which cannot be visually demonstrated on a plan drawing where such information is required for initial procurement or early stages of the works e.g. timber frame selection, substructures, requirements for discharge pipes, required distances between drainage access points, etc.

2. **Site Location/Layout plan at a scale of 1:1000/1:2500**
3. **Any site investigation reports**
4. **Floor plans (each floor separately) at a scale of 1:100**
5. **Elevations (each elevation) at a scale of 1:100**
6. **Sections (long & cross sections) at a scale of 1:100**
   1. **Foundation details at a scale of 1:50**
   2. **Ground floor details at a scale of 1:50**
   3. **First & subsequent floor details at a scale of 1:50**
   4. **External wall details at a scale of 1:50**
   5. **Surface & foul wastewater plans & sections**
7. **Roof plan & sections**
8. **DEAP Calculations (provisional BER, where appropriate)**
9. **Details relating to any soakaways, SUDS, percolation area, septic tanks/ advanced wastewater treatment systems, (where necessary)**
10. **Details relating to any gas/heat installation showing location of Oil Heating appliances and Flues ***
11. **Structural calculations ****

Designers must use their **professional skill and judgement** in deciding what elements in the Schedule are **appropriate** to their particular project.

*** Full details of design to be available prior to commencement of works and before completion cert stage**

**** Structural calculations to be available on request by Building Control Authority**

APPENDIX B

e.g. for Apartments, Duplexes and other Multi Unit Developments requiring FC & DAC

Schedule of Documents which may Demonstrate Compliance Part A-M		
Structure (Part A)	Site Investigation Report	Report
	Foundations - general arrangement	Plan
	Super structure - genreal arrangement & disproportionate collapse	Section
	External wall cladding structural arrangement	Section
	Structural design calculations/codes used/assumptions made, etc	Report
Fire (Part B) - Mandatory Up Load if Fire Certificate Required or 7 Day Notice submitted	Fire Certificate/7 day notice. Full account of both Part B sections of TGD's for both dwellings and multi unit dwellings requiring FSC should be reflected in submission	Certificate
	Fire Cert report	Report
	And/Or	And/Or
	Means of escape	Plans & elevation
	Internal spread of fire (linings & structure)	Plans & elevation
	External spread of fire	Plans & elevation
	Access and facilities for fire	Plans & elevation
	Design Certificates as may be required under an Irish Standard e.g. Fire Alarm System, Emergency Lighting System	
Site Preparation (Part C)	Subsoil drainage arrangement	Plans & cross sections
	Treatment of site contaminants/landfill gas	Report
	Radon measures	Design
Resistance to Moisture (Part C)	Resistance to moisture (incl cladding)	Plans & sections
Materials (Part D)	Specification of material fit for use in conditions of use incorporating CPR Requirements	Specification Documents
	Location of Letter plates	Elevation
Sound (Part E)	Sound resistance build-up of relevant floors and walls	Plans & sections
	Airborne Sound	**Tests Report** ***
	Impact Sound	**Tests Report** ***
Ventilation (Part F)	Ventilation rate calculations	Report
	Ventilation system – general arrangement	Plans, sections, elevations
	Adequate Roof ventilation	Sections & elevations
Hygiene (Part G)	Adequate Bathroom and Kitchen facilities	Plans
	Adequate Hot and Cold Water Supply	Plans & Sections
	Adequate Sanitary conveniences and washing facilities	Plans

Drainage (Part H)	Adequate – foul waste drainage system to main sewer	Plans, sections and elevations
	Adequate surface water drainage system to main sewer or watercourse	Plans, sections and elevations
	Adequate wastewater treatment system (septic tank or packaged wastewater treatment system)	Plans and services
Heat producing appliances (Part J)	Air supply to appliances	Plans and elevations
	Discharge from appliances (Chimneys, flues, fireplaces)	Plans and elevations
	Carbon monoxide alarms	Plans
	Flue terminals	Plans & elevations
	Flue storage system	Plans & sections
Stairways, Ladders, Ramps and Guards (Part K)	Safety Details – Guarding at edges (floors, balconies, roofs to prevent people and vehicles falling) and stairs configuration	Plans & sections
Conservation of Fuel and Energy (Part L)	DEAP/NEAP calculation	Report - BER
	Build-up of fabric elements – walls, ground floors, roofs etc.	Plans & sections
	Space and water heating system	Plans & sections
Access and Use (Part M – Mandatory upload if DAC Required	DAC	DAC
	Statement of Compliance	Report
	And/Or	And/Or
	Approach to dwelling	Plans, sections & elevations
	Access to dwelling	Plans
	Circulation within dwelling	Plans
	Sanitary facilities for dwelling	Plans
	Switches and sockets in dwelling	Plans sections & Elevation
	Aids to communication	
General	Any design certificate or document prescribed under an Irish Standard, where that Irish Standard is specifically referred to in a TGD, should also be referenced, whether available, or to be made available	

Designers must use their **professional skill and Judgement** in deciding what elements in the schedule are **appropriate** to their particular project.

Elements that have been designed at commencement stage and have yet to be designed should be clearly identified.

***** Tests to be carried out when appropriate and prior to completion certification stage**

Non Compliance Report

Job No:	
NCR No:	

Issued By:		
Date of Inspection:		
Project:		
NCR Issued to:	Main Contractor -	
NCR Copied to:	Assigned Certifier -	

By:

Provide description of Non Compliance Items/Works with Reference to Drawings and/or Specification

Response By Contractor
Provide description of Corrective Actions Taken to Resolve Non Compliance Items/Works noted above with reference to record photographs, test report etc.

Signed by Contractor:		Date:	

INSPECTION PLAN

1. The primary reference in relation to Inspection Plans is the **Code of Practice for Inspecting and Certifying Buildings and Works**, current at the time the Inspection Plan is being prepared. **The Assigned Certifier** and other persons nominated to undertake necessary inspections should adopt an appropriate Inspection Plan which takes full account of relevant factors for the building work concerned. **Ancillary Certifiers should notify the Assigned Certifier** of their proposed inspection regime for inclusion in the Overall Inspection Plan, subject to the appropriate professional judgement **and risk assessment**.

2. The Assigned Certifier should, as part of the Inspection Plan and before the commencement of work on site, **agree with the Building Owner and Builder an Inspection Notification Framework (INF).**

3. As an example for Ancillary Certifiers, a **Template for Targeted Inspections** for Civil and Structural Works, which would be part of an INF, is attached. This should be produced for **Tender Purposes,** where appropriate, to identify generally **the stages or items of work** that the Consultant wishes to be notified of, as and when they are ready for inspection. The actual number of inspections required for each Work Stage element is dependent upon the Builder's Programme, and on the Importance of the Element, the Builder, the Site and the Size and Complexity of the Structure.

4. Multiple inspections may be necessary for each element of the Work Stages listed in the template for Targeted Inspections.

5. On receipt of the Builder's Programme, the **Preliminary Inspection Plan**, produced by the Assigned Certifier in conjunction with the Design Professionals, will be filled in taking into account the construction programme for the works. The Preliminary Inspection Plan will be issued for inclusion with the **Commencement Notice**.

Inspection Report

	Job No:	
Inspection By:		
Date and Time:		
Project:		
People/Involved/Present:		

List of Items Inspected

Comments

Number of Targeted Inspections Covered during this Site Visit:	

6. The Inspection Plan is a **live document** and is updated on an on-going basis during construction, to reflect the actual conditions and Builder's performance. Two further copies are included to illustrate stages of this development for an **individual Ancillary Certifier.**

7. **Sample Record Sheets** for recording inspections and for notifying the Builder of issues identified during inspections are also attached.

8. It is critical that Inspection Plans are developed using **professional skill and judgement**, taking full account of relevant factors applicable to the **particular Discipline and Project** (Risk Assessment).

9. The provision of any guidance contained in this Practice Note, concerning the use of a particular inspection framework or approach, should not be construed as prohibiting the use of other suitable frameworks or approaches.

10. An example of an Inspection Template for a Detached Non-Complex Dwelling House is included in Table C.1 of the Code of Practice [Sept 2016].

August 2017