

# Critical Documentation to facilitate the Certification of the Buildings under

## Part B12



CATALYST

Conall Finn Sep 2024

# Outline

- B12 Provision of Information

- TGD B Part B Vol 1 2024 - Part B12 Requirements

“Sufficient information on the active fire safety systems installed for the purpose of fire safety in the building shall be provided to the building owner so that the building can be operated in order to protect the health and safety of the building occupants.”



Rialtas na hÉireann  
Government of Ireland

## Building Regulations Technical Guidance Document B 2024

Fire Safety – Volume 1

Buildings other than Dwelling Houses

Prepared by the Department of  
Housing, Local Government and Heritage

[gov.ie/housing](http://gov.ie/housing)

# Outline

- B12 Provision of Information

Aims to ensure that adequate information is provided upon completion to ensure that the building can be effectively managed, having regard to its design.

- Sources of information
  - Critical Documentation required to achieve BCAR Certification
  - Safety File
  - O&M information
  - Design Team information
  - Build Team information



Rialtas na hÉireann  
Government of Ireland

## Building Regulations **Technical Guidance Document B 2024**

Fire Safety – Volume 1

Buildings other than Dwelling Houses

Prepared by the Department of  
Housing, Local Government and Heritage

[gov.ie/housing](http://gov.ie/housing)

# Regulation B12 Provision of Information

## 0.9

- Regulation B12 requires that the building owner is provided with information, so that the building can be operated in a way that protects the health and safety of its occupants.
- On completion of the works, the owner of the building, or person who commissions the works should be provided with sufficient information about the active systems installed for the purposes of fire safety, and their maintenance requirements, so that the building can operate as designed in the event of a fire. Such active systems may include; a fire detection and alarm system, an emergency lighting system, a sprinkler system, a smoke control system, etc., and any device activated by such a system.
- The owner must be provided with a suitable set of operating and maintenance instructions to allow for the effective use and operation of the critical safety system(s).
- The instructions should be directly related to the particular system(s) installed in the building.



# B12 from a BCAR perspective

## Quality/Compliance



- “The Golden Thread” as coined in the UK = BCAR + B12
- BC(A)R 2014 introduced a formal process of building control and certification of compliance that is subject to regulatory assessment and inspection informed by risk analysis
- Certification paperwork, on its own, is not sufficient however it is crucial to ensure that it can be managed for the life span of the building
- A robust process must be followed to capture the numerous strands of ‘evidence’ required to demonstrate compliance. This information can be leveraged for the purposes of meeting the B12 requirements
- Catalyst’s ‘5 Rocks’
  - Inspection Plan
  - Benchmarks (first of kind)
  - IFCOs
  - Queries
  - Critical Documents

← Reg B12



# obi – BCAR Critical Documents

- Documentation is required to support Ancillary Certificates and demonstrate compliance – including additional certificates, testing & commissioning, checks, warranties and other such confirmations.
- Contractor to ensure that all subcontractors provide the necessary documentation required under the applicable standards and norms – as referenced in the Technical Guidance Documents, supporting National and International standards and in the Employer’s requirements and project specifications.
- We capture this compliance documentation in **obi Critical Documents** and it includes (in addition to ancillary certificates):
  - Subcontractor, Supplier & Specialist Confirmation Letters (Compliance of Design, Construction, Installation)
  - Product & Material Certifications (incl. FPCs, DOPs etc.)
  - Site and Laboratory Performance Tests & Testing Logs
  - Fire Test Reports
  - Technical Submittals (High Risk Work packages)
  - Testing, Installation and Commissioning Certificates
  - As-Built Information
  - Fire Alarm Cause & Effect Matrix and Verification
  - Fire Safety Management Plan
- obi Critical Documents** generates the **Annex of Supporting Documents at Completion** – which is a statutory document submitted with the Certificate of Compliance on Completion

#	Design Discipline	Requirement Name	Details Criteria	Project Phase	Designer Stage	Document Type	To Be Submitted By	To Be Reviewed By	# Uploads	Status (%)	
<a href="#">View</a> <a href="#">Edit</a>	11	Structural	(f) List of Civil & Structural Engineering designs and details to be completed at a later date.	On company headed paper provide a schedule/register of any such design; plans, details, calculations, specifications, particulars to be prepared at a later date including: (1) Designs and details to be completed by the Civil & Structural Engineer. (2) Designs and details to be completed by specialists or sub-contractors.	Pre-Commencement	Pre-Commencement	Supporting Documents and Drawings-Commencement	Conor Gath - i3PT	Jack Dinneen - i3PT	1 of 1	100
<a href="#">View</a> <a href="#">Edit</a>	12	Mechanical	(b) Mechanical Engineer Ancillary Certificate of Compliance (Ed): Design (commencement notice)	Completed Ancillary Certificate of Compliance (Ed): Design (commencement notice)	Pre-Commencement	Pre-Commencement	Ancillary Certificates-Design	Reviewer Three - XYZ	Edgar Afonso - i3PT	0 of 1	0
<a href="#">View</a> <a href="#">Edit</a>	13	Mechanical	(c) Part L Compliance Report	Part L Compliance Report including Building Energy Rating (Non-domestic BER) demonstrating means of achieving Part L compliance.	Pre-Commencement	Pre-Commencement	Supporting Documents and Drawings-Commencement	Reviewer Three - XYZ	Submitter Three - XYZ	0 of 1	0

# BCAR Document Review Process

## Key participants & roles

- ❑ **Uploader** (designated on the online system) – The party responsible for the efficacy of the information
- ❑ **Reviewer/s** (designated on the online system) – Design Team Lead Reviewer/ Secondary Reviewer/s Assigned Certifier
- ❑ Having a competent **BCAR Coordinator and Document Controller** on the Build-Team greatly improves the information efficacy
- ❑ Agree up-front on what will represent an acceptable Certificate
- ❑ A Schedule of Critical Documents should be collated as an early deliverable

### ANCILLARY CERTIFICATES

<b>A<sub>D</sub></b> PARAGRAPH 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMMENCEMENT NOTICE / 7 DAY NOTICE) TO BE COMPLETED PRIOR TO THE ARCHITECT ISSUING THE COMMENCEMENT NOTICE
--------------------------------------	---

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 2014. This has been recommended by the RIAI even if the Design Certifier and Assigned Certifier are the same individual.

<b>A<sub>C</sub></b> PARAGRAPH 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION) TO BE COMPLETED BY THE ARCHITECT
<b>A<sub>I</sub></b> PARAGRAPH 10	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.

<b>E<sub>D</sub></b> SECTION 10	Ancillary Design Certificate ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (Commencement Notice / 7 Day Notice) TO BE COMPLETED PRIOR TO THE ARCHITECT ISSUING THE COMMENCEMENT NOTICE
<b>E<sub>C</sub></b> SECTION 10	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE) DESIGN OF THE WORK TO BE COMPLETED BY THE ARCHITECT
<b>E<sub>I</sub></b> SECTION 10	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE) INSPECTION PLAN TO BE COMPLETED BY THE ARCHITECT

### 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>B<sub>D</sub></b> SECTION 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (Commencement Notice / 7 Day Notice) TO BE COMPLETED PRIOR TO THE ARCHITECT ISSUING THE COMMENCEMENT NOTICE
<b>B<sub>C</sub></b> SECTION 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION) TO BE COMPLETED BY THE ARCHITECT
<b>B<sub>I</sub></b> SECTION 10	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (COMPLETION) TO BE COMPLETED BY THE ARCHITECT

It is proposed that the following Ancillary Certificates will be required to be signed by competent persons or specialists (i.e. Façade 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.

<b>S<sub>D</sub></b> PARAGRAPH 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMMENCEMENT NOTICE / 7 DAY NOTICE) TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT
<b>S<sub>C</sub></b> PARAGRAPH 10	ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION) TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT
<b>S<sub>I</sub></b> PARAGRAPH 10	ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE - INSPECTION) TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT

# Recap of the Process

## Key participants & roles

### □ Ancillary Certificates – Which Cert' type is appropriate for a Sub-Contractor with Installation & Design Responsibility???



#### 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.

#### 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<sup>8</sup> 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 (Sp or Sc 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.



# Recap of the Process

## Key Certification

### □ Ancillary Certificates – Which is the correct Cert type for a Sub-Contractor with Design Responsibility???

**ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION**

*Certificate signed by Sub-Contractor / Specialist Contractor  
Assigned by the Builder / Main Contractor on Completion*

BUILDING CONTROL AUTHORITY: \_\_\_\_\_

COMMENCEMENT / 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:  
***Design, Fabrication, Installation, and Commissioning of the Sprinkler System***

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").



**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**

Design provided to Sub-Contractor/ Specialist from the Design Team via the Builder should include FSCs & DACs where applicable

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

**SCHEDULE**

Design carried out by Sub-Contractors to be clearly listed or append a Drawing and Document Register to the Certificate

**ANCILLARY CERTIFICATE OF COMPLIANCE DESIGN**  
(COMMENCEMENT NOTICE / DAY NOTICE)

It is completed by a Designer or Competent Consultant

BUILDING CONTROL AUTHORITY: \_\_\_\_\_

DESIGN RESPONSIBILITY REFERENCE NUMBER: \_\_\_\_\_

1. This certificate relates to the following Building Works: \_\_\_\_\_

2. This certificate has been prepared in accordance with the Code of Practice for Issuing and Certifying Building and Works (as published by the Minister under section 2(7) of the Building Control Act 1992) or equivalent.

3. We certify that we have been commissioned by \_\_\_\_\_ (insert or appropriate) to design, in accordance with other, the works described above in 1 and to certify our design.

4. We confirm that we are engaged to carry out our design and to maintain and integrate the design with that of others as a part of our work.

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

6. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement Notice / Day Notice, which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared in accordance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations (unless or they apply to the drawings concerned).

7. Under our Conditions of Engagement we are responsible for coordinating and integrating with our overall design of any other design of the works the design of such parts of the works as will be designed in the requirements of our performance specifications by specialist engineers or other subcontractors and our appointment in connection with 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 (unless or they apply to the drawings 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 regard to auxiliary conditions and particulars referred to in 4 and 6 above, our design of those elements of the works for which we are responsible in the annex is in compliance with the requirements of the Second Schedule to the Building Regulations (unless or they apply to the drawings concerned).

Company Name & Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_ Position: \_\_\_\_\_  
 Design to be signed by a Principal or Director: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

and integrating with our overall design as set out designed in the requirements of our performance specifications and of the Second Schedule to the Building Regulations (unless or they apply to the drawings concerned).

2. 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 regard to auxiliary conditions and particulars referred to in 4 and 6 above, our design of those elements of the works for which we are responsible in the annex is in compliance with the requirements of the Second Schedule to the Building Regulations (unless or they apply to the drawings concerned).

Company Name & Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_ Position: \_\_\_\_\_  
 Design to be signed by a Principal or Director: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

3. 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 regard to auxiliary conditions and particulars referred to in 4 and 6 above, our design of those elements of the works for which we are responsible in the annex is in compliance with the requirements of the Second Schedule to the Building Regulations (unless or they apply to the drawings concerned).

Company Name & Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_ Position: \_\_\_\_\_  
 Design to be signed by a Principal or Director: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

# BCAR Certification Documentation

## Key Statutory and Ancillary Documents

- ❑ **Commencement Documentation** – Statutory Forms and supporting Documents at Commencement Stage
- ❑ **Construction Documentation** – On-going evidence of compliant works (Inspections, Pre-Pours Check Sheets, Cube logs, Fire Stopping reports, DFT readings, Commissioning reports, installation checks, Build Team Design Team and AC inspections\*).
- ❑ **Completion Documentation** - Statutory Cert on Completion and supporting Documents at Completion Stage

Countdown Address BCMS Building Control Management System

**Certificate of Compliance on Completion**  
Building Control Act 1990 and 2002 (Article 101)

**Part B - Certificate signed by Assigned Certifier**

5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.

6. Plans, calculations, specifications and ancillary certificates and particulars submitted for the purposes of Part 10C of the Building Control Regulations are included in the Annex (see schedule).

7. I have verified that the subsection plan drawn up having regard to the Code of Practice for Inspection and Certifying Building and Works, or equivalent, has been prepared by the undertaker having exercised reasonable care and diligence and to which appropriate checks or inspections on the basis that all have exercised reasonable care and diligence in certifying compliance with the ancillary conditions included.

8. Based on the above, and relying on the undertaker's certificate schedule, I am satisfied, having exercised reasonable care and diligence, that the building or works in question meet the requirements of the Second Schedule to the Building Regulations, insofar as they apply to the building or works concerned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration No.: \_\_\_\_\_  
(where the assigner is an employee) OR name of \_\_\_\_\_

Name of assigner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Email: \_\_\_\_\_  
(where relevant) Number (where relevant): \_\_\_\_\_

Page 2 of 3

**BCMS Building Control Management System (Article 101)**

Signature: \_\_\_\_\_

Building Control

Which we designed /  
Code of Practice for  
work or prepared a  
small Preliminary  
plan in the building  
team compliance of  
the Inspection and  
to being returned  
on the basis that all  
certifier certifies  
signature has been  
taken of the Second

Page 3 of 3

Compliance or Practice Registration No. \_\_\_\_\_ (where relevant)

Signature to be signed by a Principal or Director: Name \_\_\_\_\_ Signed \_\_\_\_\_

# Critical Documentation

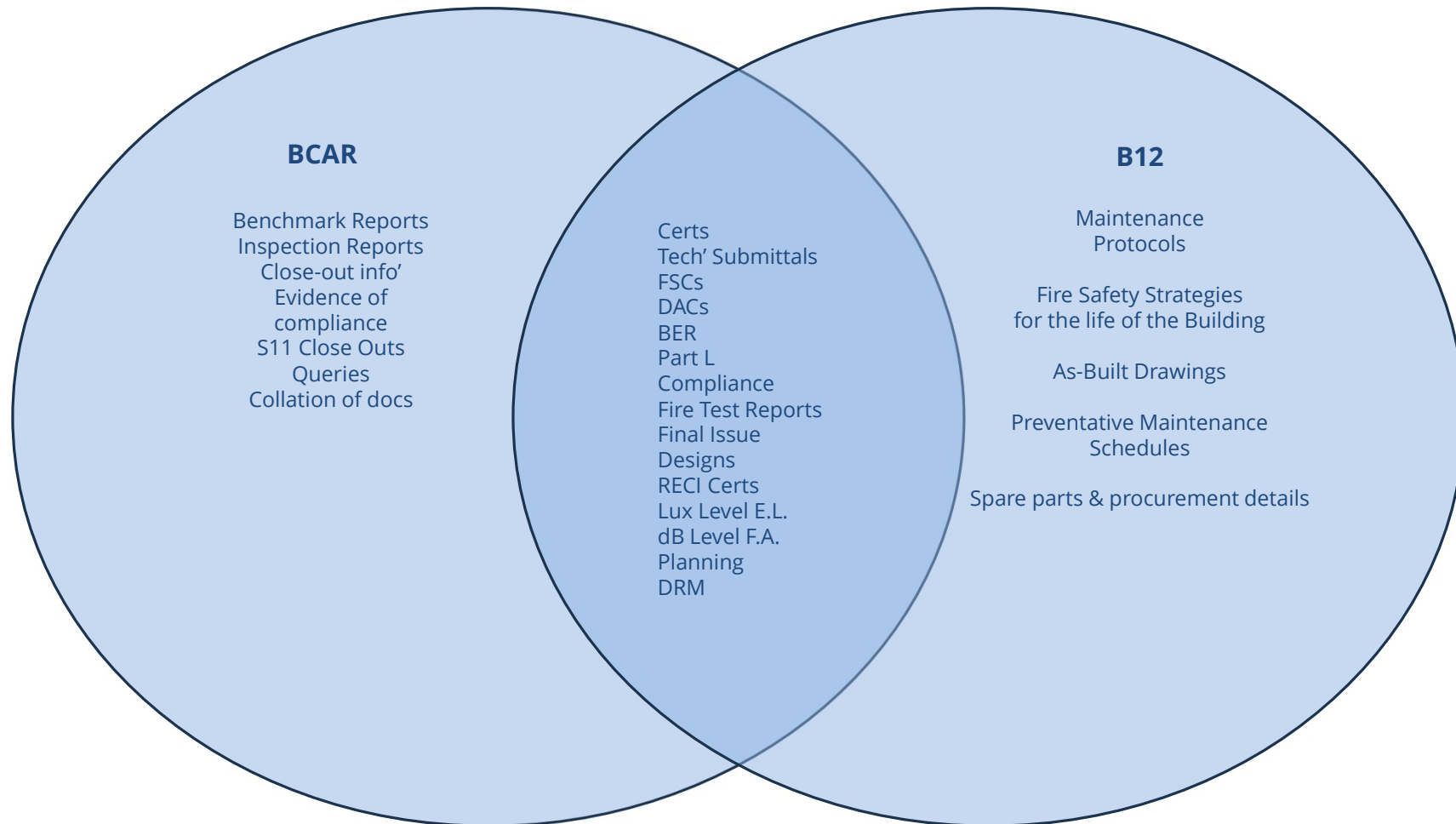
Document Type	Description	Provided By:	Reviewed By:
<b>Design Information</b>	Final Issue Design (M&E/ Architectural/ Fire/ C&S/ Façade/ etc)	Consultants	Design Certifier/ Assigned Certifier
<b>Materials</b>	Material Data Sheets/ Global Test Reports/ Key Technical Submittals	Specialist Sub-Contractors/ Builder	Respective Consultant
<b>Critical Systems information</b>	Commissioning Documentation Fire Detection Alarm IS 3218s Cause & Effect/ Emergency Lighting IS 3217s/ Smoke Extract Systems/ Sprinkler Systems/ Fire Rated Ducts & Damper/ Lifts etc/ Disabled Refuge/ AOV's/ Suppression Systems	Specialist Sub-Contractors/ Builder	Respective Consultant
<b>Passive and Active evidence of Part B compliance</b>	Compliance Statements/ Fire Stopping Photographic log & As-Builts/	Specialist Sub-Contractors/ Builder	Fire Engineer
<b>Fire Safety Certificate/s</b>	All FSC submissions	Fire Engineer	Assigned Certifier
<b>Ancillary Certificates</b>	Fire Engineers Part B (Ed/Ec/Ei) Architects (Ad/Ac/Ai) C&S Engineer (Ed/Ec/Ei) Façade Engineer (Sd/Sc/Si)*	Consultants	Assigned Certifier
<b>Certificate of Compliance on Completion</b>	Part A (Builder) Part B (Assigned Certifier)	Builder & AC	Assigned Certifier

# Critical Documentation

## Documentation

Document Type	Description	Provided By:	Reviewed By:
<b>As-Built Information</b>	As-Built Design (M&E/ Architectural/ Fire for Specialist elements/ Structural/ Façade/ etc) Fire Alarm dB and E.L. Lux ratings	Sub-Contractors	Respective Consultant
<b>Ancillary Certificates</b>	Sub-Contractor & Specialist Certificates Fire Stopping/ Partitions/ Fire Doors/ Mechanical and Electrical Systems/ Lifts including FF lift/ Specialist Active systems (Sprinkler/ Gas Suppression)/ AOV's/ Smoke Curtains/ Facades etc/ Lifts/ Fire Damper	Cs/Css Sd/Sc/Si	Respective Consultant
<b>Systems information</b>	Part F, L & Part M compliance	Door Installer/ Supplier	Fire Engineer
<b>Maintenance Protocols</b>	Maintenance Information for Fire Safety Critical Building Elements Steel DFT Schedule/ Fire Doors/ Fire Dampers & passive fire systems	Specialist/s	Structural Engineer/ Fire Engineer
<b>Intumescent Paint</b>	DFT readings/ Instructions to maintain/ Mark-Up drawings	Specialist	Fire Engineer
<b>Electrical Certification</b>	RECI Cert/s	Electrical Engineer	Electrical Consultant

# BCAR - B12 overlap?





# Critical Safety Systems Certification and Maintenance Information



- *“The information should be formatted to ensure that the Building Owner or their representative can readily access, the necessary information to maintain life safety critical systems and building elements.”*
- Post Grenfell this critical information is referred to as “The Golden Thread” in the UK
- In Ireland it equates to “BCAR + B12”

# What does obi® do?

Everything from quality control... to document control



A single source of truth for the project

- **Quality Management**
  - Inspection and Test Planning
  - Defect Management
  - Quality Benchmarking
- **Design Management**
  - Technical Submittals
  - Design Review and Collaboration
  - Design Responsibility Matrix
- **Health and Safety**
  - H&S Observations log
  - Incidents, Accidents and First Aids
- **Query and RFI Management**
- **Common Data Environment (BIM enabled)**
- **Meeting Minutes Tool**
- **LEED and BREEAM Environmental Certification**
- **Document Management**
  - Critical Documentation workflows
  - Routing of files to bespoke folder structure
  - O&M Manual & Safety Files
- **Statutory Consents Tracker**
- **Change Order/Variations Manager**
- **Mobile Applications in iOS and Android**



Any questions, please contact

[conallfinn@catalyst-group.com](mailto:conallfinn@catalyst-group.com) | [catalyst-group.com](http://catalyst-group.com)