

Henry J Lyons

CODE OF PRACTICE FOR INSPECTING AND CERTIFYING WORKS - Article 20G

Requirements for Certificates of Compliance
on Completion and Supporting Documentation





CODE OF PRACTICE FOR INSPECTING AND CERTIFYING BUILDINGS AND WORKS [SEPTEMBER 2016]

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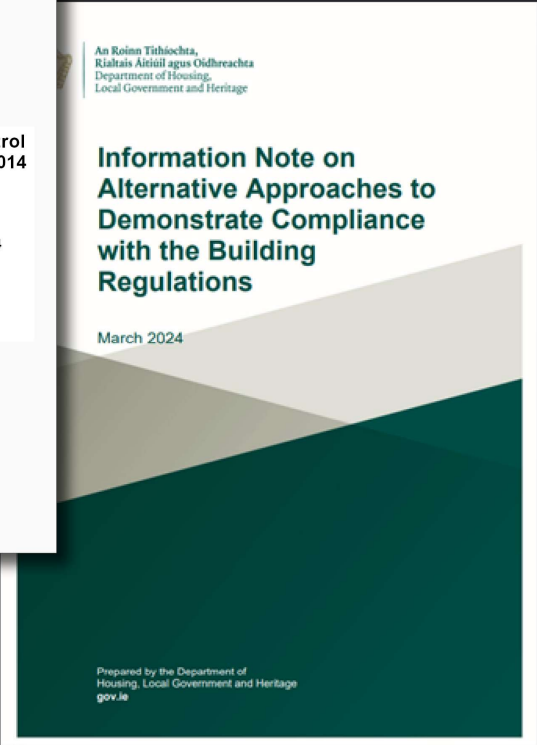
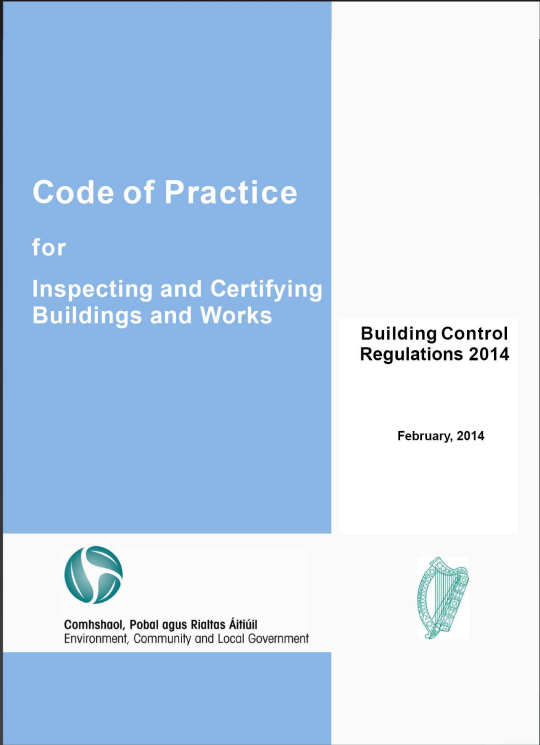
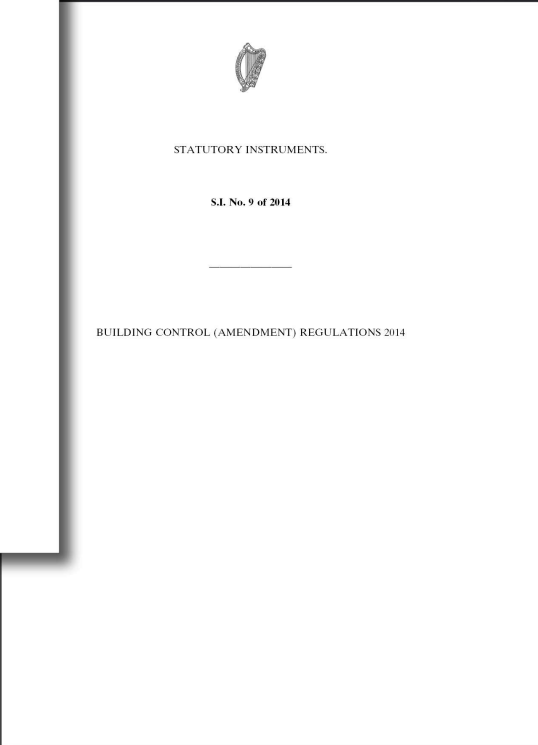
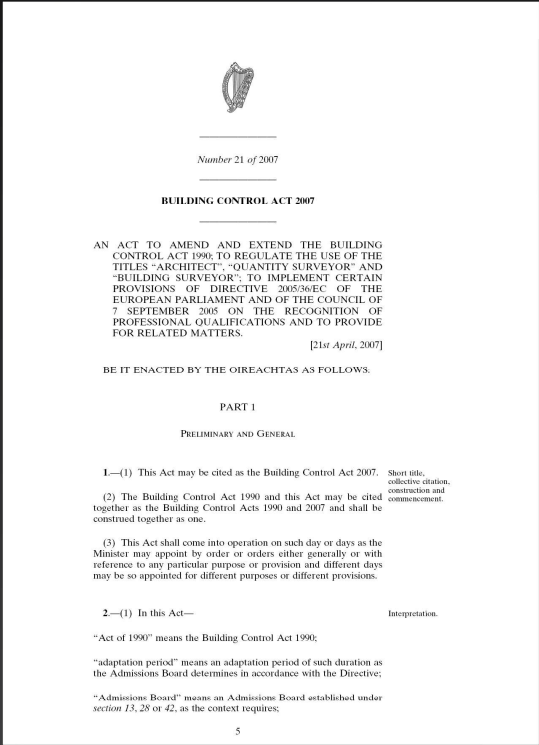
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NBC & MSO CPD - 23rd September 2025

Castletroy Park Hotel, Limerick

ACT, REGULATION, CODE OF PRACTICE AND INTERPRETATION

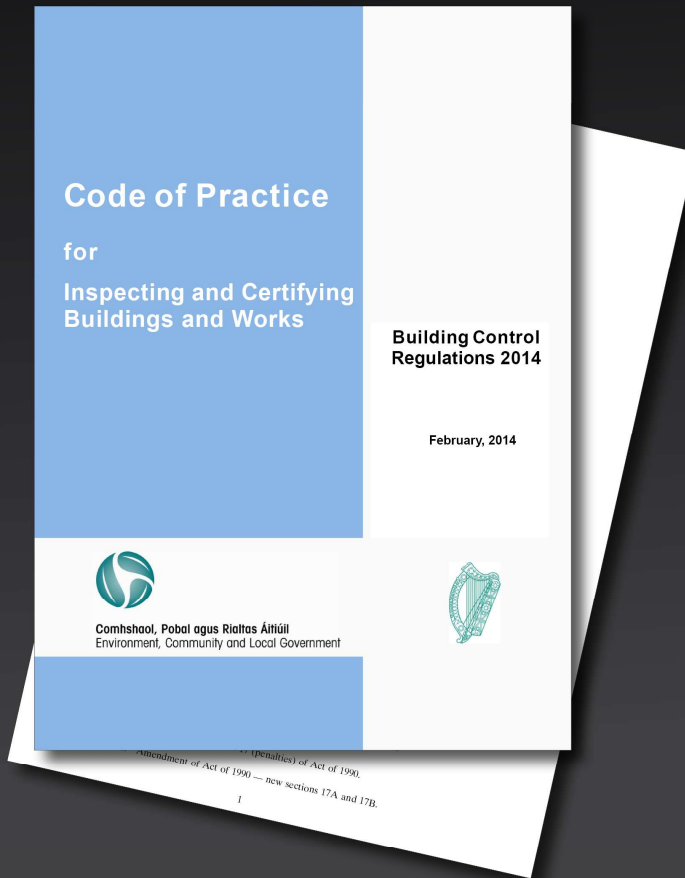
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These Regulations strengthen the current arrangements in place for the control of building activity by requiring greater accountability in relation to compliance with Building Regulations in the form of statutory certification of design and construction, lodgement of compliance documentation, mandatory inspections during construction and validation and registration of certificates.

A Code of Practice for Inspecting and Certifying Buildings and Works will be published by the Minister for the purposes of providing guidance with respect to inspecting and certifying work for compliance with the Building Regulations. Compliance with this Code of Practice shall, prima facie, indicate compliance with the relevant requirements of these regulations.

S.I. 9 2014



The provisions of any guidance contained in this Code of Practice concerning the use of a particular inspection framework or approach will not be construed as prohibiting the use of other suitable frameworks or approaches.

This Code of Practice gives practical guidance on relevant statutory provisions for persons who undertake the role of Assigned Certifier as provided for in the Control Regulations and who are tasked with preparing an inspection plan to be implemented by themselves and others during construction in order that they are in a position to sign the Certificate of Compliance on Completion as Assigned Certifier.

The code sets out standards and procedures that should be adhered to by:

- *Building owners*
- *Designers*
- *Builders*
- *Certifiers*
- *Building Control Authorities*
- *Building materials and component manufacturers.*

Code of practice for Inspecting and Certifying Buildings and Works 2016



- Perform their duties in accordance with the Code of Practice for Inspecting and certifying Buildings and Works and the Building Control (Amendment) Regulations.
- Develop the Inspection Notification Framework (INF) in conjunction with the Builder and the Design Certifier.
- Prepare a compliance appraisal record for the relevant Contract, identifying the interface between the Certifier, Inspection type and relevant part of the Building Regulations. This document should clearly identify the roles and responsibilities for certification and ancillary certification.
- In consultation with the appointed design team prepare a risk assessment of specific elements to be identified in the Preliminary Inspection Plan.
- Prepare the Preliminary Inspection Plan and set out any testing requirements. in consultation with the members of the design team.
- Set out the ancillary certificates, in conjunction with the Builder, upon which they propose to rely when signing the Certificate of Compliance on Completion. Co-ordinate and collate this ancillary certification – whether provided by the Contractor, members of the Design Team, specialists, subcontractors, suppliers, designers or other relevant bodies.



"Design" has the meaning assigned to it in the Act of 1990 and includes the preparation of plans, particulars, drawings, specifications, calculations and other expressions of purpose according to which the Construction, extension, alteration, repair or renewal concerned is to be executed and "designed" will be construed accordingly..

Code of Practice for Inspecting and Certifying Buildings and Works 2016.

"Design" means the preparation of drawings, particulars, specifications, calculations, and bills of quantities insofar as they contain specifications or other expressions of purpose, according to which a project, or any part or component of a project, is to be executed. Design includes the preparation of bills of quantity only insofar as they specify articles, substances, or other particulars.

"Design process" means the process for preparing and designing a project, including alterations to the design and the design of temporary works to facilitate construction of the project.

"Designer" means a person engaged in work related to the design of a project.

Guidelines on the Procurement, Design and Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013

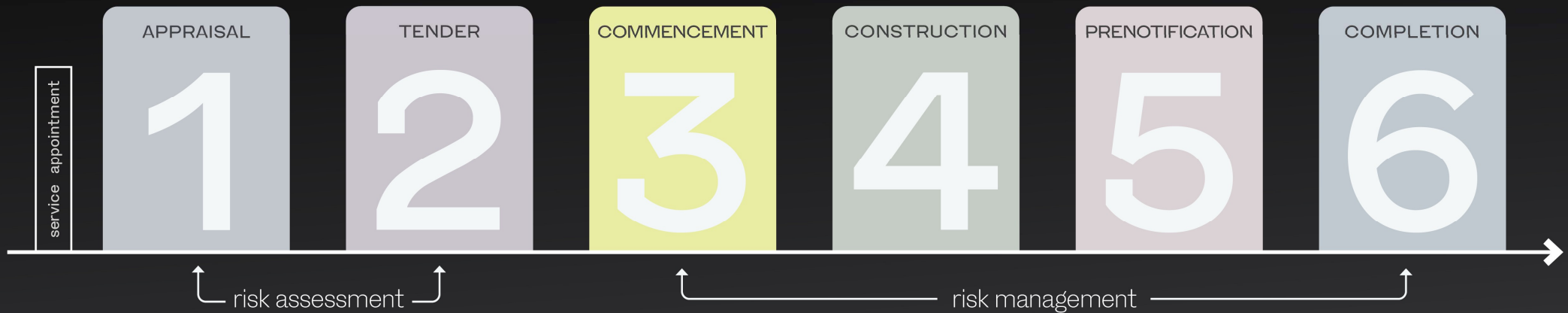


General

- National Building Standards Regulator
- NSAI and Agreement Certification
- Modern Methods of Construction
- Climate Change – EPBD, EU Net Zero Act, Part F and L compliance
- Cost of compliance.

Code of Practice-Regulation

- Compliance and Certification – absolute compliance is impossible.
- Ancillary Design Certification – designer definition
- Disappearance of the design certifier on commencement
- Include Builder competence definition from Building Control Act
- Individual, not corporate assigned certifier certification



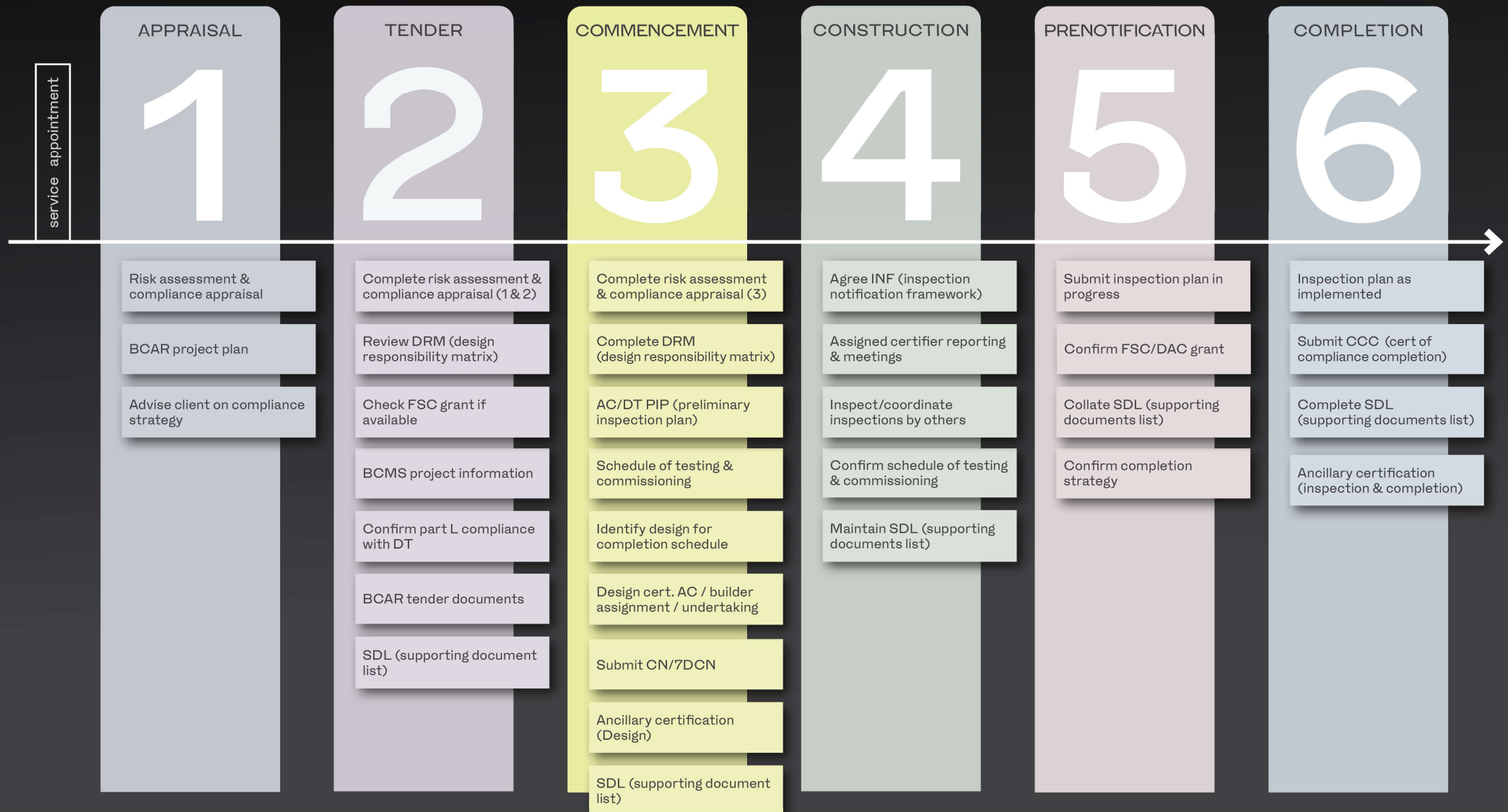
CODE OF PRACTICE (2016):

‘The overall objective of the revised building control system is to achieve better building construction.’

- Roles and Responsibilities:
Design Certifier & Assigned Certifier
- Statutory Obligations
- Record of Inspections
- Annex of Documents
- Ancillary Certificates

BCAR PROJECT PLAN (ISO PROCESS TRACKED)

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1

Risk assessment &
compliance appraisal

BCAR project plan

Advise client on compliance
strategy

- Advise client on their BCAR obligations & HJL BCAR Project Plan
- Introduce DT to HJL BCAR Project Plan
- Introduce DT to Risk Assessment & Compliance Appraisal
- Establish risk-based approach to Inspection Planning – including use of any shared platform by DT of inspection reporting and tracking

2

Complete risk assessment & compliance appraisal (1 & 2)

Review DRM (design responsibility matrix)

Check FSC grant if available

BCMS project information

Confirm part L compliance with DT

BCAR tender documents

SDL (supporting document list)

- DT to complete Risk Assessment & Compliance Appraisal Parts 1 & 2
 - » DT to consider factors in determining Inspection Plan (Section 7.1.1 of CoP)
 - » DT to identify risk factors / consider frequency of inspections (Section 7.1.2 of CoP)
- Design Responsibility Matrix – Design Certifier review of scope of works
- DRM – Identify Specialist Sub-Contractor design not yet completed
- Issue BC(A)R Tender document – BC(A)R Preliminaries
- Establish Standard CN or 7-day CN (status of FSC application)
- DT to provide all BCMS project information, including Part L compliance

RISK ASSESSMENT

COMPLIANCE APPRAISAL

Identification of risk Factor to the particular project

Risk Factor (example)

Type of building, type of construction, expertise of builder

How complex or straightforward the method of construction is

Recent experience of problems in interpreting and/ or achieving compliance with certain requirements

How serious the consequences of a particular contravention might be

The impracticability or impossibility of subsequent inspection of closed-up work

Contract type

Construction speed, or methods of fast-track construction

Material specification

Design for later completion

Part 2: BUILDING REGULATIONS COMPLIANCE APPRAISAL

Guidance for completion of part 2

In each section header please select the level of input; full, partial or none.
Please complete all sections according to your discipline, whether fully or partially responsible.

Applicable Building Regulations		Relevant Design Elements	Method of Compliance Confirmation
PART A: Structure Level of input: Choose an item			
A1	Loading		
A2	Ground movement		
A3	Disproportionate Collapse		
PART B.1: Fire Safety - Volume 1 Buildings other than Dwelling Houses Level of input: Choose an item			
B1	Means of warning and escape in case of fire		
B2	Internal fire spread (linings)		
B3	Internal fire spread (structure)		
B4	External fire spread		
B5	Access and facilities for the fire service		
B12	Provision of Information		

DESIGN RESPONSIBILITY MATRIX

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DESIGN RESPONSIBILITY MATRIX

Project: **Template Consultant's DRM**

Location:

Client:

Date:

Rev:

NOTE:
This document is to be completed by the Design Certifier for the purposes of confirming design responsibility for all Ancillary Certifiers on the project.
Sub-Contractors with Design Responsibility must provide the full suite of S4, S5 and S6 Ancillary Certificates for Design & Inspection.
Where Sub-Contractors contract / install they must also provide a S4/S6 Ancillary Certificate.
S1 Ancillary Certificates, to be signed by Chartered Engineers on the register maintained by Engineers Ireland
S2 Ancillary Certificates, to be signed by Architects on the register maintained by the RIAI
S3 Ancillary Certificates, to be signed by the Building Surveyor
S4 Ancillary Certificates, to be signed by Specialists or Unregistered Consultants (who must have PI, & issue Inspection Plan, Reports)
Disclaimer: Any gaps in Specialist Sub-Contractor Design Responsibility must be fulfilled by the Main Contractor.

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DESIGN RESPONSIBILITY MATRIX

CONSTRUCTION ELEMENTS	TGD	DESIGN TEAM	SPECIALIST SUBCONTRACTORS
3.0 Sub-Structure			
1.01 Ground conditions / Bearing Stratum	A		
1.02 Foundations	A		
1.03 Specialist piling (Driven precast piling, Bored Cast-in place piles, Continuous Flight Auger / Displacement Auger Piles, Micropiles, Helical Steel Piles, Steel Bearing Piles, Timber Piles, Diaphragm Walls & Barrettes, Contiguous Pile Walls, King Post Walls, Steel Sheet Piles, Piles with Sleeves and/or Coatings)	A		
1.04 Secant Piling	A		
1.05 Proprietary & Anchoring to Embedded Retaining Walls	A		
1.06 Concrete, Mortar, Structural Grout & Steel Reinforcement	A		
1.07 Excavating & Filling	A		
1.08 RC Slabs / Pads (Width, depth, steps, cover, laps, bars)	A		
1.09 RC ground beams / pilecaps (Width, depth, steps, cover, laps, bars)	A		
1.10 Beam Reinforcement	A		
1.11 RC walls, columns, beams (Cover, laps, bars)	A		
1.12 RC Additions and Remedials (Holes, dovetails, Rebar grouting)	A		
1.13 Ring Blockwork (Blocks, mortar, bond, quality, service opens)	A		
1.14 Hardcore fill (Quality/compaction)	A		
1.15 Specialist Foundations	A		
1.16 Flood Barriers / Flood Doors	A		
1.17	H1		

- Clear definition of design responsibilities of all design parties, agreed at tender for incorporation into the contract
- Identify how complex / specialist the project is, and base need for Specialist Design on this
- DT to identify what element of their Performance Specification relies on Specialists for detailed development / implementation
- All designers bound by CoP guidance & must take responsibility for design and its implementation in construction
- Ancillary Certification is central to demonstration of compliance of design, and its implementation
- Amended Ancillary Certificates for design certification post commencement
- All design, irrespective of when it takes place, must be appropriately certified

3

Complete risk assessment
& compliance appraisal (3)

Complete DRM
(design responsibility matrix)

AC/DT PIP (preliminary
inspection plan)

Schedule of testing &
commissioning

Identify design for
completion schedule

Design cert. AC / builder
assignment / undertaking

Submit CN/7DCN

Ancillary certification
(Design)

SDL (supporting document
list)

- Complete Risk Assessment & Compliance Appraisal
- Agree DRM
- Design Certifier to sign Design Certificate
- Obtain all CN documentation
(PIP / INF / Design Cert / Undertakings etc.)
- Obtain all Ancillary Certificates (Design)
- Finalise SDL for CN submission
- Establish relevant Building Control officer (single point of contact)

4

Agree INF (inspection notification framework)

Assigned certifier reporting & meetings

Inspect/coordinate inspections by others

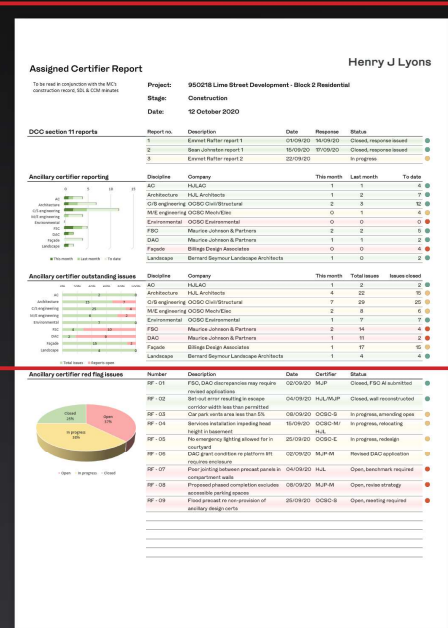
Confirm schedule of testing & commissioning

Maintain SDL (supporting documents list)

- Based on PIP information at CN, agree INF with Builder (Section 7.3 of CoP)
- Start monthly BC(A)R meeting schedule
- Issue monthly AC Report
- AC / DT Inspections and Inspection Reports (use of shared platform)
- Update SDL incl. Testing & Commissioning requirements
- Monitor Builder management of INF / inspection tracking

ASSIGNED CERTIFIER REPORT

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Assigned Certifier Report

To be read in conjunction with the MC's construction record, SDL & CCM minutes

Project: Redacted Project

Block 2 Residential

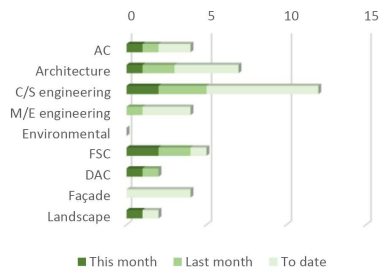
Stage: Construction

Date: 12 October 2020

DCC section 11 reports

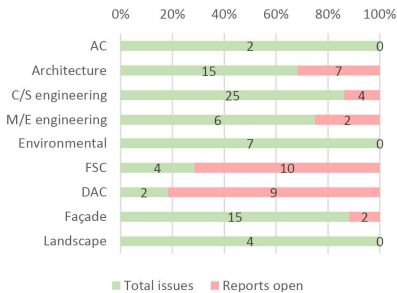
Report no.	Description	Date	Response	Status
1	Emmet Rafter report 1	01/09/20	14/09/20	Closed, response issued
2	Sean Johnston report 1	15/09/20	17/09/20	Closed, response issued
3	Emmet Rafter report 2	22/09/20		In progress

Ancillary certifier reporting



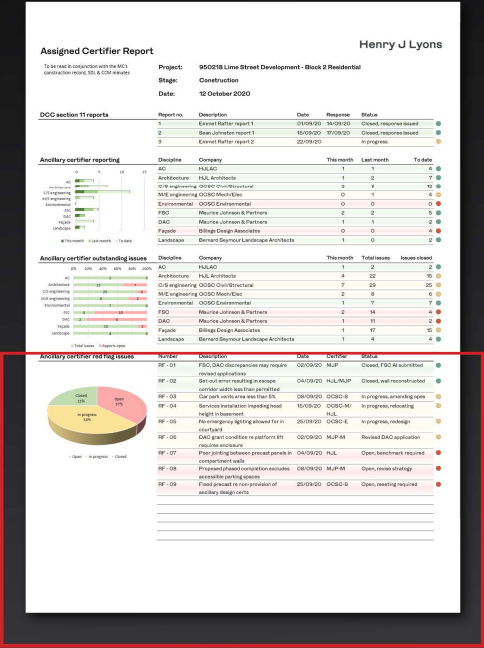
Discipline	Company	This month	Last month	To date
AC	HJLAC	1	1	4
Architecture	HJL Architects	1	2	7
C/S engineering	OCSC Civil/Structural	2	3	12
M/E engineering	OCSC Mech/Elec	0	1	4
Environmental	OCSC Environmental	0	0	0
FSC	Maurice Johnson & Partners	2	2	5
DAC	Maurice Johnson & Partners	1	1	2
Façade	Billings Design Associates	0	0	4
Landscape	Bernard Seymour Landscape Architects	1	0	2

Ancillary certifier outstanding issues

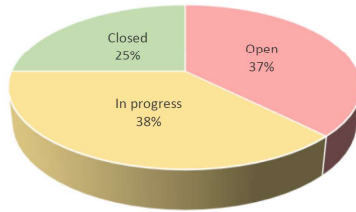


Discipline	Company	This month	Total issues	Issues closed
AC	HJLAC	1	2	2
Architecture	HJL Architects	4	22	15
C/S engineering	OCSC Civil/Structural	7	29	25
M/E engineering	OCSC Mech/Elec	2	8	6
Environmental	OCSC Environmental	1	7	7
FSC	Maurice Johnson & Partners	2	14	4
DAC	Maurice Johnson & Partners	1	11	2
Façade	Billings Design Associates	1	17	15
Landscape	Bernard Seymour Landscape Architects	1	4	4

ASSIGNED CERTIFIER REPORT



Ancillary certifier red flag issues



Open In progress Closed

Number	Description	Date	Certifier	Status
RF - 01	FSC, DAC discrepancies may require revised applications	02/09/20	MJP	Closed, FSC AI submitted
RF - 02	Set-out error resulting in escape corridor width less than permitted	04/09/20	HJL/MJP	Closed, wall reconstructed
RF - 03	Car park vents area less than 5%	08/09/20	OCSC-S	In progress, amending opes
RF - 04	Services installation impeding head height in basement	15/09/20	OCSC-M/HJL	In progress, relocating
RF - 05	No emergency lighting allowed for in courtyard	25/09/20	OCSC-E	In progress, redesign
RF - 06	DAC grant condition re platform lift requires enclosure	02/09/20	MJP-M	Revised DAC application
RF - 07	Poor jointing between precast panels in compartment walls	04/09/20	HJL	Open, benchmark required
RF - 08	Proposed phased completion excludes accessible parking spaces	08/09/20	MJP-M	Open, revise strategy
RF - 09	Flood precast re non-provision of ancillary design certs	25/09/20	OCSC-S	Open, meeting required

5

Submit inspection plan in progress

Confirm FSC/DAC grant

Collate SDL (supporting documents list)

Confirm completion strategy

- Confirm Completion Strategy with Building Owner
- If necessary, submit BC(A)R Strategy to BCA
- Collate all Testing & Commissioning documentation available
- DT to provide Inspection Plans in Progress
- Confirm status of all FSC / DAC application grants and conditions
- Update SDL
- Submit pre-notification documents with proposed CCC upload date

6

Inspection plan as implemented

Submit CCC (cert of compliance completion)

Complete SDL (supporting documents list)

Ancillary certification (inspection & completion)

- If pre-notified, upload signed CCC min. one working day in advance of Completion Date
- Upload all Inspection Plans as Implemented
- Collate all Ancillary Certificates of Compliance at Completion
- Collate all Inspection Reports including evidence of close out
- Collate all Final Testing & Commissioning documentation
- Complete SDL



- BCAR Regulations impose statutory obligations on Building Owners, Builders and Designers
- DT engagement starts with risk assessment
→ DRM → PIP → INF → risk management takes the form of inspection reporting & follow up
- The role of the Design and Assigned Certifier under the CoP is clearly confined to Inspection, not supervision of the Builder
- Assigned Certifier must inspect and coordinate inspection by others to verify works in compliance with Building Regs
- Industry pushback on Specialist Sub-Contractor Design Certification - amended suite of Ancillary Certs
- Inspection & Certification in accordance with CoP indicates prima facie compliance with Building Regs
- 10-year review of BCAR and CoP - continual interpretation and use of professional judgement

THANK YOU

