Certification of Compliance on Completion & Supporting Documents Presentation 3

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Topics

Overview and Collation of Ancillary Certificates

Inspections by Others

Particulars to Prepare the Annex of Documents

Inspection Plan as Implemented

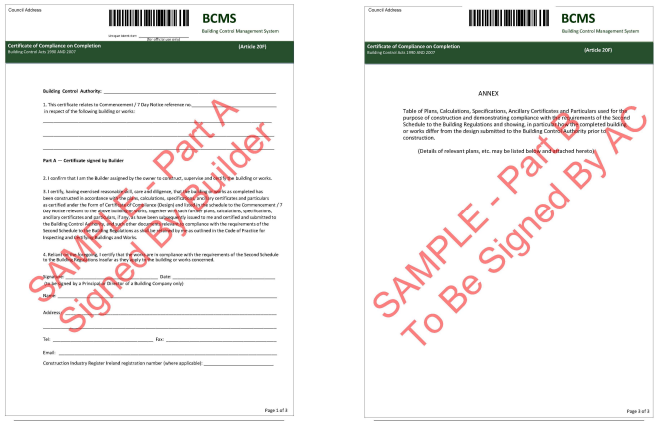
Statutory Certificates

Statutory Certificates at Commencement:

1. Certificate of Compliance (Design).
2. Notice of Assignment of Assigned Certifier.
3. Undertaking by Assigned Certifier.
4. Notice of Assignment of Builder.
5. Undertaking by Builder.
6. Commencement Notice.

Statutory Certificate at Completion

1. Certificate of Compliance on Completion.

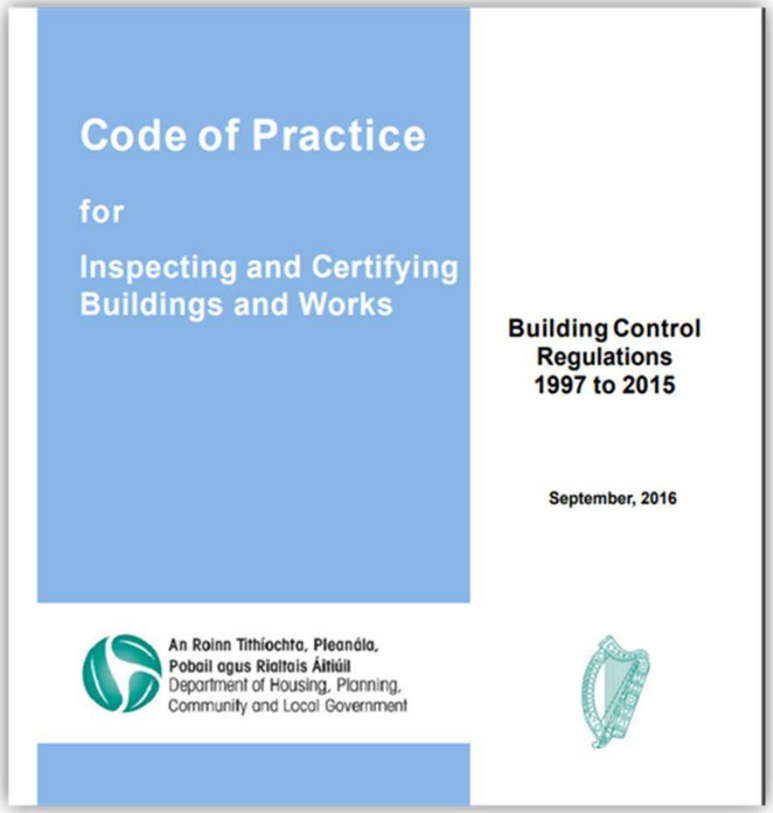


Overview of Ancillary Certificates

COP 4.2.2 Ancillary Certifiers

Apart from the Assigned Certifier and Design Certifier there is likely to be a range of certifiers on most projects, including certifiers appointed by the Building Owner, by his design team and/or by the Builder. Ancillary certifiers may include:

- Architects and Architectural Technologists/Technicians.
- Consulting Engineers (especially structural/civil and mechanical/electrical) appointed by the Building Owner to design, inspect and certify the relevant elements of works.
- Designers (e.g for piling, for mechanical/electrical work, for soil and waste pipework or for precast concrete elements) appointed by the Builder to design and certify the relevant elements of works.


Code of Practice

for

Inspecting and Certifying Buildings and Works

Building Control Regulations 1997 to 2015

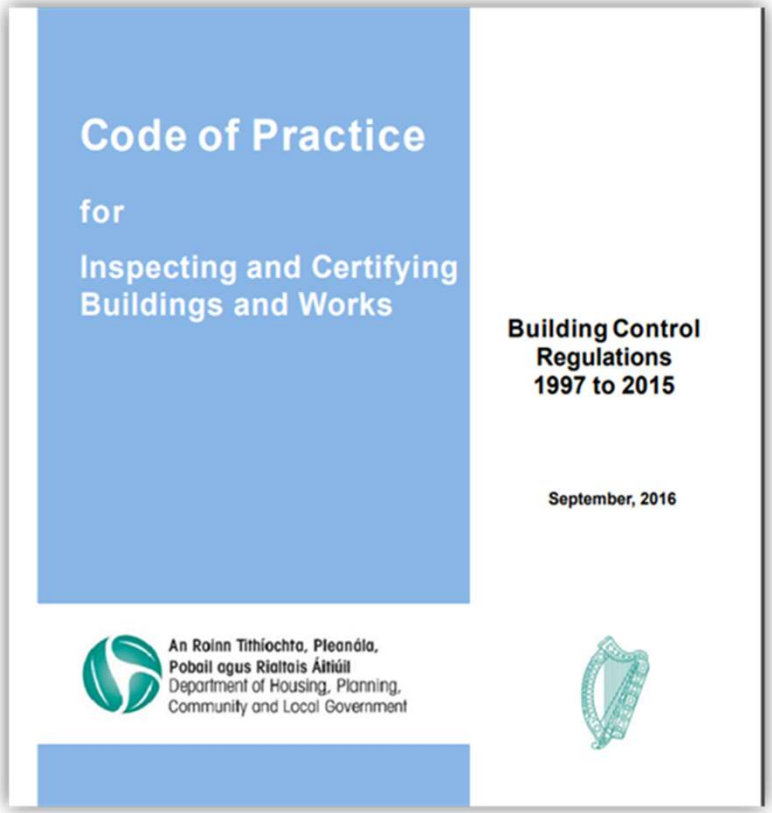
September, 2016

An Roinn Tithíochta, Pleanála, Pobail agus Rialtais Áitiúil
Department of Housing, Planning, Community and Local Government

Overview of Ancillary Certificates

Continued:

- Other competent technical and trade persons that install products and/or test on completion; and/or
- The Builder, sub-contractors, suppliers and manufacturers, both in relation to certifying Design and Construction, and also in relation to components or assemblies supplied for the works, and/or in relation to tests.
- Every certifier should exercise reasonable skill, care and diligence in the exercise of their duties.



Overview of Ancillary Certificates

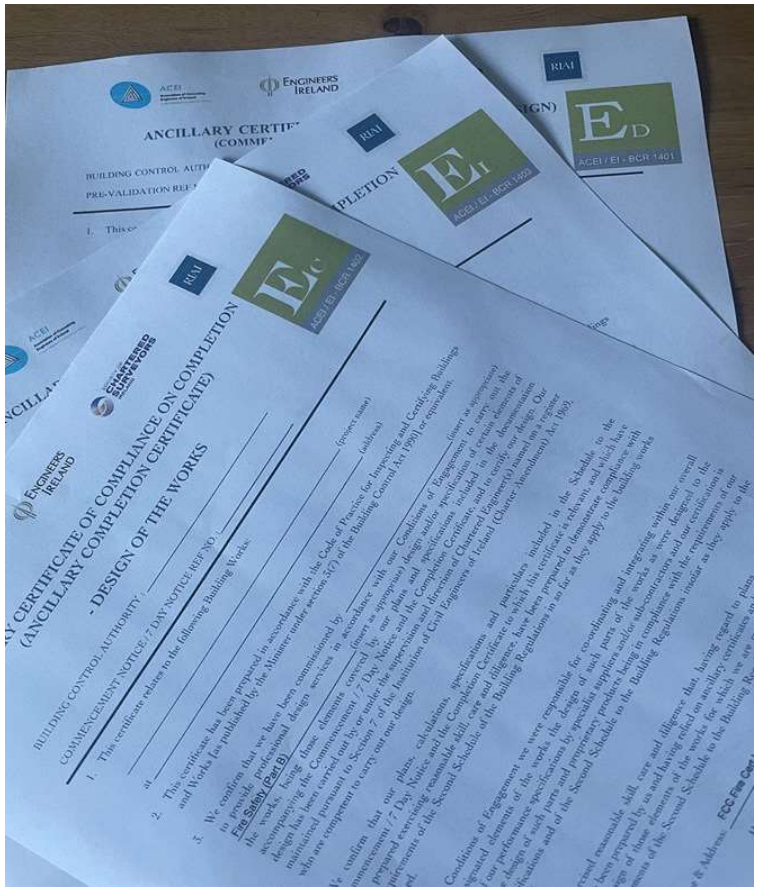
What are Ancillary Certificates?

- These are certificates provided by competent persons (designers, subcontractors, suppliers, etc.) confirming that specific elements of the design, construction, or works comply with Building Regulations.

- Under the BCAR process, these ancillary certificates are crucial for demonstrating that all aspects of the building's design and construction meet the required standards.

- The construction professionals and industrial bodies have developed templates for Ancillary Certificates (RIAI, ACEI, Engineers Ireland SCSI, CIC and the CIF).

- Ancillary Certificates have been developed to be used by Consultants, Specialists and Unregistered Consultants who have been commissioned to provide professional design services and an appropriate Inspection Plan. (Ad, Ai, Ac, Ed, Ei, Ec, Bd, Bi, Bc, Sd, Si, & Sc)



Overview of Ancillary Certificates

What are Ancillary Certificates?

- Ancillary Certificates have also been developed 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." (Cs_CIF-01 & Css_CIF-02)

- Ancillary Certificates are not statutory certificates in the sense of the main completion certificate signed by the Builder and Assigned Certifier on completion of the works.

- However, they supports the main certificate of Compliance on Completion by attesting that those particular specialist areas were designed / installed / inspected in compliance with the relevant Building Regulations

ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

Certificate signed by Sub-Contractor / Specialist Contractor

Assigned by the Builder / Main Contractor on Completion

Cs CIF - 01

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

Overview of Ancillary Certificates

Who Produces the Ancillary Certificate?

- The Person / Company who carried out the specialist works provides the certificate.
- The certificate must be signed off by a Principal of Director of the company.
- They must also be a competent person and should exercise reasonable skill, care and diligence in the performance of their duties" when certifying compliance of their work.

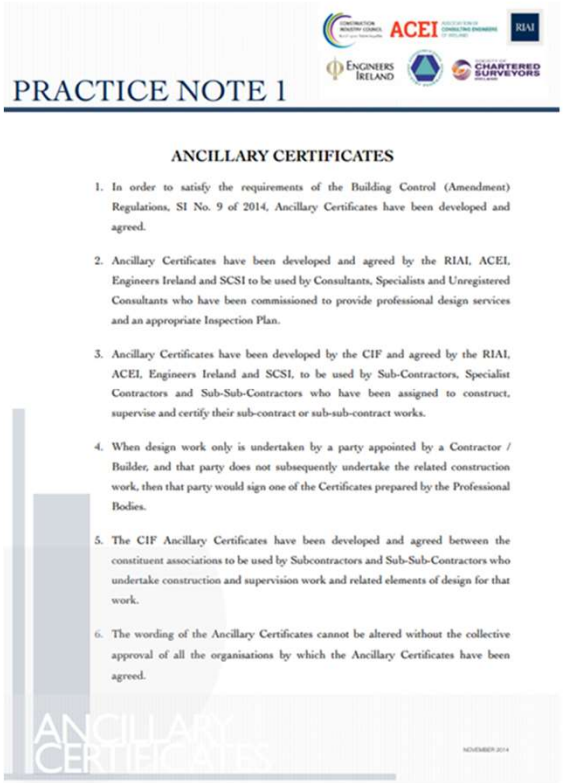
ORS Interpretation - Ancillary Certificates by Sub-Contractors

Scenario	Certificate Required	CIF-Cs/Css	Notes
1.Subcontractor: Supply + Install Design by consultant ancillary certifier – signatory of Ed/Ad etc.	✅ Cs or Css	Annex 1 only	Subcontractor is carrying out works designer by the consultant ancillary certifier. No Sd / Sc / Si required. Typical examples would include blockwork, RC Works, painter etc
2.Subcontractor: Design + supply + install Not designed by consultant ancillary designer. Design by specialist Subcontractor	✅ Cs or Css	Annex 1 & 2 completed	Subcontractor takes design responsibility. No Sd / Sc / Si required. Annex 2 The wording included in the annex should details subcontractor's basis of competency (qualification and experience) It is also advisable to seek details of the Subcontractors professional indemnity insurance cover.
3. Subcontractor: Design, supply + Install Where the subcontractor brings in a 3rd party designer.	✅ Cs or Css ✅ Sc by specialist designer ✅ Si by specialist designer	Annex 1 completed Annex 2 should make reference to the third party designer.	Sc at completion. Si may be required if the subcontractor is not competent to check the installation is compliant with the design. Si must be backed by inspection evidence.

ORS Overview - Ancillary Certificates by Contractors / Sub-Contractors / Specialists (BCAR – Practice Notes 1 & 2) Continued:

⚠ Compliance Notes

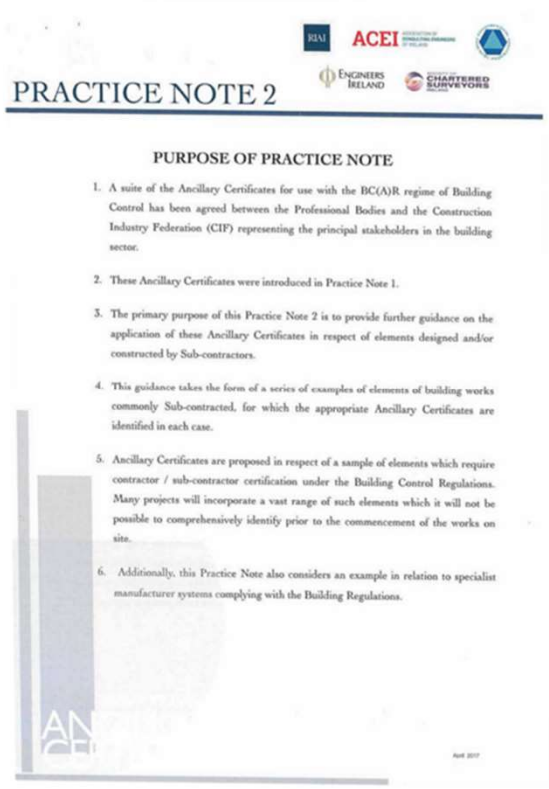
- Based on Practice Note 1, clause 6, no ancillary certificate can be amended without the collective approval of all the organisations by which the Ancillary Certificates have been agreed.



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.



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.

Collation of Ancillary Certificates

Identifying the required Ancillary Certificates

- Review of the Design Responsibility Matrix.
- PIP workshop with each design discipline – Identify design responsibility & scope of specialist designers.
- Initial Workshop with the Builder and regular follow ups during the construction period.
- For the avoidance of delays and other issues at the end of a project, it is important that the specific requirements regarding Ancillary Certificates are agreed with the Assigned Certifier at the earliest possible time.

BC(A)R Design Responsibility Matrix

Project:	Job No:
Address:	Date:

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The following Matrix demonstrates the responsibility structure adopted to demonstrate compliance of the design elements with the Building Regulations.
The matrix outlines the design team member / specialist with design responsibility for each element of the works along with the designers / specialists with design input who also have a responsibility to ensure reasonable skill, care and diligence has been excercised to achieve compliance.
The matrix is to be read in conjunction with the Preliminary Inspection Plan which sets out the specific items to be inspected by the design team / specialists along with the specific parts of the building regulations for each item applicable to each design team member / specialist.
For Ancillary Certificates of Compliance to be provided by the Design Team and Contractor / Sub-contractors refer to the matrix below.

Note:
- Certificate of Compliance on Completion will be completed by ORS only upon receipt of Ancillary Certificates of Compliance from members of the Project Team, as noted below.
- All Design Consultants / Chartered Engineers to provide relevant ancillary certs for Design & Inspection
- Although Design Team members / specialist sub-contractors may not be responsible for the design of specific items; they may need to satisfy themselves that reasonable skill, care and diligence has been exercised to achieve compliance

Disclaimer: Any gaps in Specialist Sub-Contractor Design Responsibility must be fulfilled by the Main Contractor

Legend:
- Responsible
- Involved

			Design Team Certifications								Specialist Sub-Contractor Certification									
			Architect	Civil Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer Incld Part L	Fire Safety Consultant	Disability Access Consultant	Timber Frame Specialist	Waterproofing Specialist	Precast Specialist	Glazing Specialist	Mechanical Contractor	Electrical Contractor	Balustrade/Guarding Specialist	Stucwork & Plastering Specialist	Fire Protection Specialist	Other Specialist	
Applies to	Ancillary Certification Required at Commencement Stage		a4	E4	E4	E4	E4	E4	E4	B/a	B/a	B/a	B/a	B/a	B/a	B/a	B/a	B/a	B/a	
	Ancillary Certification Required at Completion Stage		a4, a5	E4, E5	E4, E5	E4, E5	E4, E5	E4, E5	E4, E5	S4, S4, S5, CIP01	S4, S4, S5, CIP01	S4, S4, S5, CIP01	S4, S4, S5, CIP01	CIP01	CIP01	S4, S4, S5, CIP01	CIP01	CIP01	S4, S4, S5, CIP01	Comments
1	Substructure	Applicable TGD																		
Y	Ground Conditions	A, C		●	●															
Y	Soil Stabilisation	A, D		●	●														●	
Y	Piling	A, D			●														●	
Y	RC Foundations	A, C, D																		
Y	Masonry Construction / Rising Blockwork	A, C, D, L																		
Y	Hardcore Fill	A, C, D																		
Y	Below Ground Insulation	D, L																		
Y	Radon Protection System	C, D																		
Y	Waterproofing System	C, D																		
2	Super-Structure																			
Y	RC Ground Floor Slab	A, C, D, L																		

Collation of Ancillary Certificates

Submission: Competent persons issue and submit their ancillary certificates to the Assigned Certifier.

Coordination: The Assigned Certifier is responsible for coordinating and collating these individual ancillary certificates, along with the inspection records.

BCMS Submission: The AC lodges the Certificate of Compliance on Competition to the BCMS supported by a schedule of Ancillary Certificates from other members of the design and construction team.

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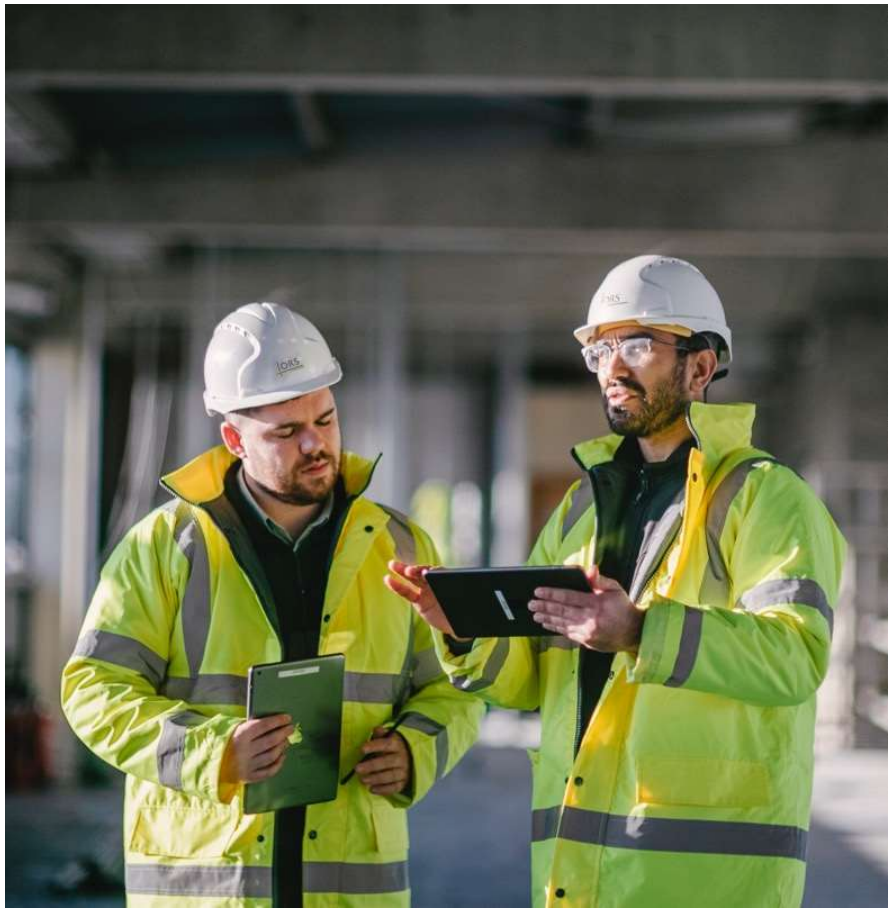
Team Member	Role	Description	Certificate Required	Status
Annex of BC(A)R Documents				
Project:	Job No:	BCMS Ref: 8XXXXX/SN0XXXXXDC		
Address:	Date:			
Design Team Ancillary Certification				Status
Team Member	**Project Role**	**Certificate Description**	**Certificate Required**	
	Architect	Architectural Design and Specification, Design Certifier	Design Cert	Uploaded at CN
			Ancillary Certificate Ac	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ai	Uploaded _ Ancillary_Combined.pdf
	C&S Engineer	C&S Design and Specification	Ancillary Certificate Ed	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ec	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ei	Uploaded _ Ancillary_Combined.pdf
	M&E Engineer	M&E Design and Specification	Ancillary Certificate Ed	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ec	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ei	Uploaded _ Ancillary_Combined.pdf
	Fire Engineer	Fire Safety Design and Specification	Ancillary Certificate Ed	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ec	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ei	Uploaded _ Ancillary_Combined.pdf
	Access Consultant	Disabled Access Design and Specification	Ancillary Certificate Ed	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ec	Uploaded _ Ancillary_Combined.pdf
			Ancillary Certificate Ei	Uploaded _ Ancillary_Combined.pdf
MSA	FSC & DAC		Granted FSC RFSC & DAC Cert	Uploaded
Main Contractor Ancillary Certification				
Team Member	**Project Role**	**Certificate Description**	**Certificate Required**	
	Main Contractor	Main Contractor, following works completed directly: 1:Drainage / Groundworks 2:Manhole Lids 3:	Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Installation of Foundations (pad foundations), Underpinning, Concrete flooring, Grouting Base Plates and General Concreting	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Supply & installation of Masonry Blockwork, Thermal Insulation, Cavity Barriers and Ancillary Items	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Supply of Internal Doors	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Installation of Doors	CIF01 Ancillary Certificate of Compliance on Completio	Available upon request
	Sub-Contractor	Supply & installation of Ceilings & Partitions	CIF01 Ancillary Certificate of Compliance on Completion - must reference the manufacturers system	Available upon request
	Sub-Contractor	Supply & installation of Fire Stopping Products	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Supply & installation of Wall/Ceiling Paint and Finishes	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Supply installation & commissioning of General Electrical & Life Safety Systems	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-Contractor	Supply installation & commissioning of Access Control System	CIF02 Ancillary Certificate of Compliance on Completion	Available upon request
	Sub-contractor	Supply installation & commissioning of General Mechanical Systems	CIF01 Ancillary Certificate of Compliance on Completion	Available upon request
	Main contractor	Confirmation letter from Contractor re design	Confirmation Letter	Available upon request

Inspections by Others

Inspections

- Compliance must be verified by inspections.
- Inspections records are required by all Ancillary Certifiers with design responsibility.
- Inspection events must be updated on the inspection plan as they are completed.
- It is not possible to inspect every item of works therefore appropriate profession judgement and risk assessment should be used.



Inspections by Others

Inspection Frequency

- The scope and frequency of inspection should be detailed on the inspection plan and kept under review as the project proceeds.
- The size and nature of the particular building project will be an influencing factor.
- Critical milestone inspections should be identified. (Benchmarks / First of A Kinds).

Preliminary Inspection Plan

Project:
Address:

Job No:

Date:

	Civil & Structural Ancillary Certifier							
1.0	**Substructure**	**Items to Inspect**	**Applicable Building Regulations**	**Target Date (First Instance)**	**Inspection of Element Required by**	**Inspection Dates**	**Benchmark Inspection Required/Complet**	**Date of Bench Mark Inspection**
	Ground Conditions	Strip top soil and stock pile Ground conditions as per structural design/spec Presence of contaminants	A, C					
	Foundations	Excavation clear of debris and organic material. Ground conditions as per structural design/spec Position of drains in relation to excavations. Element depth, width and approximate location. Reinforcement in accordance with structural design. Blinding and structural concrete as per design.	A, D, C					
	Hardcore Fill	Hardcore fill SR 21 Annex E approved materials. T0, T1, T2, T3 materials installed in accordance with approved details and methods. Materials layered appropriately. Blinding layer smooth and prepared for radon membrane installation. Compaction testing.	A, C, D					
2.0	**Superstructure**						.	
	Structural Steel Frame	Each element type, size, grade as per approved design and spec. All anchors and bolts installed and tightened. Grouting complete to base plates. Protective coating undamaged at completion.	A, B, D					
	Steel Walkways, guarding, steps & ladders	Each element type, size, grade as per approved design and spec. All anchors and bolts installed and tightened. Grouting complete to base plates. Protective coating undamaged at completion.	A, D, K					
3.0	**Site Works**						.	
	General siteworks	Constructed in accordance with Civil drawings and specification. Street Lighting / CCTV Ductwork Lighting Bases. Bollards and Armco Barriers Embankment gradients and stabilisation. Gabion basket construction.	A, D					
	M&E Ancillary Certifier							
1.0	**Superstructure**	**Items to Inspect**	**Applicable Building Regulations**	**Target Date (First Instance)**	**Inspection of Element Required by**	**Inspection Dates**	**Benchmark Inspection Required/Complet**	**Date of Bench Mark Inspection**

Inspections by Others

Inspection Notification Framework (INF)

The INF should identify generally stages or items of work the individual certifiers wish to be notified of as and when they are ready for inspection.

The INF should be prepared;

- In conjunction with the Inspection Plan
- In consultation with the design and construction teams and with those providing Ancillary Certificates
- Before the commencement of the work on site.

It should be communicated to the building Owner and Builder.

Inspections by Others

Follow Up Procedures

- All non-compliant issues identified during the inspections must be addressed to the satisfaction of the person who raised the issue and the Assigned Certifier.

- Closing out of issues is dependent of evidence not on a statement or opinion.

- The work flow needs to be documented. The use of software can greatly assist in tracking non compliance issues.

Particulars to Prepare the Annex of Documents

The Annex of Supporting Documents is a comprehensive collection of documentation that provides evidence that the building and its various components have been designed, constructed and commissioned to meet the requirements of the Building Regulations.

It is never to early of start work on development of the schedule of support documentation.

When drafting the schedule input should be sought from all Ancillary Design Certifier's and the Builder.

Inspection Plan as Implemented

On completion of the works all inspections completed over the project duration by all Ancillary Certifiers and the Assigned Certifiers need to be logged on the inspection plan.

The inspection plan is a live document throughout the construction period and should be reviewed and discussed with the design team and build team on a regular basis.

It critically important that the inspection plan is updated as inspection happen.

A well implemented inspection plan is the corner stone of ensuring a Building Project in delivered in compliance with Building Regulations.

Possible Unforeseen Circumstances

NBC&MSO
National Building Control & Market Surveillance Office

FAQ 57. What happens if I change my builder or Assigned Certifier during the construction works?

The owner of the building must notify the Building Control Authority within 14 days of such changes and must submit new Notices of Assignment and undertakings. Failure to do so is an offence.

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- This imposes an additional risk to certification. This risk needs to be evaluated and managed.
- They may require additional validation of works completed by the Builder to that point.
- This highlights the importance of keeping the BCAR records up to date.

Key Takeaways

Develop the Design Responsibility Matrix asap and interrogate any areas of shared design responsibility and grey areas.

The use of a common software will greatly assist in tracking inspections, issues for close out and collation of Ancillary Certificates and supporting documents.

The role of the Assigned Certifier is not just to collate paperwork. The Assigned Certifier must conduct regular inspections during construction to ensure that the work complies with the approved plans and regulations.

The Annex of Supporting documents should be developed in the early stages of a project. This is a live document until the Completion Certificate has been uploaded to the BCMS and should be reviewed on a regular basics to ensure it captures the full scope of compliance.

Ancillary Certificates by Contractors/Sub-contractors /Specialists

In recent months there has been growing some uncertainty from some stakeholder regarding when it is appropriate to use the suite of “S” Ancillary Certificates and when to use the Cs/Css certificates.

In May the CIF issued guidance to their members regarding the signing of the Sd, Si and Sc Ancillary Certificates with regard to the wording in Clauses 6 and 7.

In June the ACEI issued guidance to their members regarding the suite of S and CIF certificates when design is undertaken by Sub-Contractor/Specialist Contactor.

ORS

Thank you!

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IBDA WINNER BEST COMPANY TO WORK FOR

ENGINEERS IRELAND CORPORATE PARTNER 2025

Ibec For Irish Business

MEMBER OF ACEI

Mullingar Chamber

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