

# 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





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## 1. Introduction

### 1.1 Status and Purpose of Code

- (1) This Code of Practice is published by the Minister with reference to Article 20G of the Building Control Regulations. The purpose of the Code of Practice is to provide guidance with respect to inspecting and certifying works or a building for compliance with the requirements of the Second Schedule to the Building Regulations<sup>1</sup>.
- (2) Where works or a building to which the Building Control Regulations apply are inspected and certified in accordance with the guidance contained in this Code of Practice, this shall, prima facie, indicate compliance with the relevant requirements of the Building Control Regulations.
- (3) 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.
- (4) The Building Control (Amendment) (No. 2) Regulations 2015 (S.I. No. 365 of 2015) give the owner of works involving the construction of a new single dwelling, on a single unit development, or of a domestic extension, the facility to opt out of the requirements to obtain statutory certificates of compliance signed by a registered construction professional. An Information Note for Owners of new dwellings and extension who opt out of Statutory Certification for building control purposes is available separately on the Departments website<sup>2</sup>. This Code of Practice does not apply in such circumstances.

### 1.2 Overview of Code

Building Control Regulations provide for matters of procedure, administration and control for the purposes of securing the implementation of the requirements of the Building Regulations and of demonstrating how compliance with such requirements has been achieved in relation to the building or works concerned.

This Code of Practice gives practical guidance on relevant statutory provisions for

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<sup>1</sup> Refer to Appendix A

<sup>2</sup> <http://www.housing.gov.ie/housing/building-standards/building-regulations/building-control>

persons who undertake the role of Assigned Certifier as provided for in the Building 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.

### **1.3 Application**

This Code of Practice covers the inspection and certification aspects of the Building Control Regulations and replaces the Code of Practice dated February 2014 and applies to buildings and works for which Certificates of Compliance under the Building Control Regulations are required. The areas covered include:

- Certification
- Lodgement of plans and documentation
- Inspections during construction
- Roles and duties.

### **1.4 Regulatory Design Principles**

The overall objective of the revised building control system is to achieve better building construction. The aim is to ensure that all involved in the construction process and the regulatory system work effectively to achieve this. A set of design principles has been used in developing the system of building control and in particular this code. These principles are summarised as follows:

- 1) using a number of complementary measures and interventions to achieve compliance;
- 2) putting in place reasonable and appropriate interventionist measures as necessary to ensure quality outcomes are achieved;
- 3) providing early warning of non-compliance (for the benefit of private sector and building control authorities) so as to build in regulatory responsiveness and to increase the dependability of outcomes;

- 4) empowering third parties (both commercial and non-commercial) to positively influence compliance with regulatory requirements, thereby achieving better outcomes at less cost and deploying available regulatory resources as effectively as possible; and
- 5) encouraging all participants to achieve good outcomes and recognising that, while the legal requirements set minimum standards which must be achieved, there should be an ambition to exceed these.

## 1.5 Regulatory Oversight

Oversight is central to the revised arrangements for the control of building activity that will operate from 1 March 2014. Building Control Regulations require the private sector to play an active part in achieving compliance and providing better buildings. A key aim of the Code is for regulatory oversight to ensure a culture of compliance with Building Regulations using a risk based approach to target those who are non-compliant.

Building Owners, Designers and Builders are responsible for the notices, certificates, plans and documentation that are to be lodged with building control authorities. Regulatory oversight is necessary in order to ensure that any failure of regulation among the agencies involved – be they Building Owners, Designers, Builders and/or Building Control Authorities is detected and remedied in an effective and timely manner.

A key element in detection is the system of risk analysis, whereby the online Building Control Management System, having regard to the notices and documents lodged at commencement, will inform the Building Control Authority's decisions to deploy available resources towards the inspection and investigation of those construction projects where the risk of failure is highest. This will help Building Control Authorities to escalate findings of non-compliance and, where necessary, effectively use their powers of inspection, enforcement and prosecution in the event of serious breaches of Building Regulations. The aim is that the powers of enforcement and prosecution will become a more credible threat to those who are non-compliant.

## 2. Definitions

The definitions set out below are for the purpose of explaining terms used in this Code of Practice. They are not, and should not be construed as being, legal definitions or interpretations of similar terms which may be used in the Act of 1990 or any regulations made thereunder.

“**Act of 1990**” means the Building Control Act 1990 (No. 3 of 1990) as amended by the Building Control Act 2007 (No. 21 of 2007) and the Local Government Reform Act 2014 (No. 1 of 2014);

“**Ancillary Certificates**” means a certificate other than a statutory certificate of compliance as prescribed in the Building Control Regulations given by a competent person to confirm compliance of elements of the building, design or works with Building Regulations; and “**Ancillary Certifier**” means a person proposed to issue such a statement. (Note: a “person” also includes a company);

“**Assigned Certifier**” means the competent, registered professional person assigned by the Building Owner to inspect and certify works in accordance with the Building Control Regulations;

“**Builder**” means a competent builder assigned by the Building Owner, to build and supervise the works in accordance with the Building Control Regulations;

“**Building Control Authority**” means a local authority to which section 2 of the Act of 1990 applies;

“**Building Control Regulations**” means the Building Control Regulations 1997 to 2015 as amended or replaced;

“**Building Owner**” means the person who has commissioned or paid for the works and who has legal entitlement to have such works carried out on their behalf, and who submits a Commencement Notice or 7 Day Notice in accordance with the Building Control Regulations;

“**Building Regulations**” means the Building Regulations 1997 to 2014 and any amendments thereto;

“**Certificate of Compliance**” means a certificate of compliance provided for under section 6(2)(a)(i) of the Act of 1990;

“**Commencement Notice**” means a notice referred to in section 6(2) (k) of the Act of 1990;

“**Competent Person**”: a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size and/or complexity of the building or works, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken;

“**Construction**” has the meaning assigned to it in the Act of 1990 and includes the



execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair or renewal of a building; and "constructed" will be construed accordingly;

**"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;

**"Design Certifier"** means the competent, registered professional person:

- who has been commissioned by the Building Owner to design, in conjunction with others, the building or works described in the relevant Commencement Notice (or 7 Day Notice), and to certify such design is in compliance with the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned, and
- who confirms that the documentation included in the schedule to the Commencement Notice (or 7 Day Notice) which has been prepared by him/her, other members of the design team and specialist designers whose design activities he/she has coordinated, has been prepared to demonstrate such compliance.

**"Enforcement Notice"** has the meaning assigned to it by section 8 of the Act of 1990;

**"Inspection Notification Framework" or "INF"** has the meaning set down in section 7.3 of this Code of Practice;

**"Inspection Plan"** has the meaning set down in section 7.1 of this Code of Practice;

**"the Minister"** means the Minister for Housing, Planning, Community and Local Government;

**"works"** has the meaning assigned to it in the Act of 1990 and includes any act or operation in connection with the Construction, extension, alteration, repair or renewal of a building;

### 3. Roles and Duties

#### 3.1 Key Responsibility

There is an obligation under section 3(5) of the Act of 1990 that buildings be designed and constructed in accordance with the relevant requirements of the Building Regulations. Building Owners, Designers and Builders are bound by this legal requirement. In undertaking building works, appropriate measures should be taken so that the work is in accordance with the Building Regulations. Designers, Builders and certifiers should exercise reasonable skill, care and diligence in the exercise of their duties. They and persons assigned by them should be competent for the work they undertake.

#### 3.2 Building Owner's Role

The Building Owner is ultimately responsible for ensuring that buildings or works are carried out in accordance with the requirements of the Building Regulations. In relation to the Design and Construction of buildings, the Building Owner should ensure that they appoint a competent Builder and competent registered professionals to act as Designer and as Assigned Certifier.

Specifically, the Building Owner should:

- (a) ensure that a Fire Safety Certificate and a Disability Access Certificate are obtained where required;
- (b) sign a Commencement Notice (or 7 Day Notice) that is lodged;
- (c) sign the notice for the assignment of:
  - 1) a competent, registered professional (the Assigned Certifier) who will inspect the building works during Construction and provide a Certificate of Compliance on Completion, and
  - 2) a competent Builder to construct in accordance with the plans, specifications and Building Regulations and to sign the Certificate of Compliance on Completion; Builders included on the Construction Industry Register Ireland or equivalent may be regarded as competent for projects consistent with their registration profile.
- (d) ensure that adequate resources and Competent Persons are made available to design, construct, inspect and certify the building works;
- (e) promptly assign a replacement Assigned Certifier or Builder where the Assigned Certifier or Builder withdraws from the project for whatever reason; where this happens the Building Owner is required under the Building Control

Regulations to give notice to the Building Control Authority of the new assignment; at all times the Building Owner should use reasonable endeavours to ensure that an Assigned Certifier and Builder are in place;

- (f) where there is a change of Building Owner prior to the submission of the Certificate of Compliance on Completion, the new Building Owner is required under the Building Control Regulations to give notice of the change of Building Owner and, also, to notify the Building Control Authority in writing of all appointments that are in place; and
- (g) maintain records.

### **3.3 Builder's Role**

The Builder should carry out the works in accordance with the plans and specifications of the professional design team, their specialists and sub-consultants as listed in the schedule to the Commencement Notice or 7 Day Notice or as subsequently certified and submitted to the Building Control Authority, and have regard to these in accordance with the requirements of the Building Regulations.

The Builder (company or sole trader) should:

- (a) accept from the Building Owner the assignment to build and supervise the building or works outlined in the Commencement Notice;
- (b) familiarise themselves with the drawings, specifications and documents lodged with the Commencement Notice/ 7 Day Notice;
- (c) ensure a Competent Person is assigned to oversee the Construction works;
- (d) co-operate with the design team, the Assigned Certifier and other certifiers;
- (e) ensure that the workmanship complies with the requirements of the Building Regulations;
- (f) ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;
- (g) sign the Certificate of Compliance on Completion;
- (h) provide to the Assigned Certifier, such documents for which they are responsible, as may assist the Assigned Certifier to collate particulars for the purposes of handover and certification, and/or for further submissions to the Building Control Authority;
- (i) ensure the coordination and provision of all test certificates and confirmations

to the satisfaction of the Assigned Certifier or other designated inspectors or certifiers providing Ancillary Certificates; and

- (j) maintain records.

### **3.4 Designer's Role**

Designers should: -

- (a) design their respective elements of work in accordance with the applicable requirements of the Second Schedule to the Building Regulations<sup>3</sup>;
- (b) provide the Design Certifier with the necessary plans, specifications and documentation that is required for lodgement at commencement stage;
- (c) arrange to provide sufficient information to the Assigned Certifier to enable them to fulfil their role;
- (d) as agreed with the Assigned Certifier, carry out work inspections which are pertinent to their elements of the Design, and liaise with the Assigned Certifier in terms of this and the required ancillary certification;
- (e) notify the Assigned Certifier of their proposed inspection regime for inclusion in the overall Inspection Plan;
- (f) provide the Ancillary Certificates when required by the Assigned Certifier and Design Certifier; and
- (g) maintain records of inspection.

### **3.5 Assigned Certifier's Role**

The Assigned Certifier is assigned by the Building Owner as required under the Building Control Regulations. They undertake to inspect, and to co-ordinate the inspection activities of others during construction, and to certify the building or works on completion. The role of Assigned Certifier does not include responsibility for the supervision of any builder. They may or may not be a member of the design team. The Assigned Certifier should: -

- (a) provide and sign the relevant statutory certificates - the form of Certificate of Compliance (Undertaking by Assigned Certifier) at commencement and the

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<sup>3</sup> Refer to Appendix A

Certificate of Compliance on Completion;

- (b) co-ordinate the ancillary certification by members of the design team and other relevant bodies for the Certificate of Compliance on Completion;
- (c) identify all design professionals and specialists, in conjunction with the Builder, from whom certificates are required;
- (d) identify all certificates required and obtain them;
- (e) co-ordinate and collate all certification of compliance for completion in conjunction with the Builder;
- (f) in consultation with the members of the design team, plan and oversee the implementation of the Inspection Plan during Construction;
- (g) prepare the Preliminary Inspection Plan and oversee adherence to this plan, and on completion provide the Inspection Plan as implemented;
- (h) on termination or relinquishment of their appointment make available to the Building Owner all certification prepared and inspection reports carried out;
- (i) act as the single point of contact with the Building Control Authority during construction;
- (j) seek advice from the Building Control Authority, in respect of compliance matters relating to the building or works where disputes or differences of opinion arise between the parties to the project; and
- (k) maintain records of inspection.

## **3.6 Role of Building Control Authority**

### **3.6.1 Overall Role**

The Building Control Authority should:

- (a) process applications for Fire Safety Certificates and Disability Access Certificates and issue decisions on those applications;
- (b) validate and register Commencement Notices/ 7 Day Notices and the accompanying Certificates of Compliance (Design), notices of assignment by Building Owner, and notices of undertakings by the Assigned Certifier and the Builder;
- (c) undertake a risk analysis of each Commencement Notice/ 7 Day Notice

submitted in order to inform its own inspection arrangements;

- (d) advise the Assigned Certifier, in relation to issues of compliance relating to the building or works that are disputed by parties to the construction project;
- (e) validate and register the Certificate of Compliance on Completion and accompanying documentation submitted in support of same;
- (f) maintain the statutory Register; and
- (g) maintain records, including records of inspection

Under the Act of 1990 Building Control Authorities have strong powers of inspection, enforcement and prosecution. While Building Control Authorities use enforcement and the courts to effect compliance where reasonable and appropriate to do so, desired results can also be achieved, and often are, through discussion and persuasion with the threat of legal action.

It is expected that Building Control Authorities will undertake an appropriate level of assessment and inspection informed by the risk analysis of Commencement Notices submitted via the Building Control Management System, thereby ensuring that available inspection resources are targeted towards projects carrying the greatest risks. Inspections by Building Control Authorities are undertaken in the interests of public safety and law enforcement. This does not relieve building owners, builders, designers or assigned certifiers of their statutory obligations to build and construct in compliance with the requirements of the Building Regulations and to demonstrate through inspection, certification and lodgement of documentation how compliance has been achieved in practice.

Where inspections are carried out by Building Control Authorities they should make their inspection reports available to Assigned Certifiers and the Builders on an on-going basis.

### **3.6.2 Commencement Stage - Validation**

On receipt of the Commencement Notice, together with the notices of assignment of Builder and Assigned Certifier and their respective undertakings and the Design Certificate and accompanying plans and documentation the Building Control Authority will undertake a validation process on the documentation submitted. There is no requirement or obligation on the Building Control Authority to carry out a technical assessment of the plans or other documents submitted, see section 6(4) of the Act of 1990. Separate to its administrative function of maintaining the Register, Building Control Authorities have strong powers of inspection and enforcement under the Building Control Acts. They should exercise these powers based on the combination of risk-based assessment and random selection.

The purpose of the lodgement of plans, mandatory inspection by registered professionals, statutory certificates of compliance and registration of certificates and accompanying documentation is to ensure a strong culture of compliance with the Building Regulations, and greater accountability and transparency in the process. From the Building Control Authority's perspective, any plans and documentation lodged will be readily available should the particular project be selected for a building control inspection.

### **3.6.3 Construction stage – assessment and inspection**

Building Control Authorities should adopt a formal policy for the assessment and inspection of building work as notified on the Building Control Management System. Authorities should adopt a risk management based approach in undertaking this work. This will include consideration of matters such as: -

- (a) the use of the building;
- (b) the type of construction;
- (c) the level of experience of the design team and the Builder; and
- (d) past experience regarding compliance by the parties involved in the project.

In addition a level of random assessment and inspection should be carried out.

In line with the agreed Service Indicators for Local Government, Building Control Authorities are required to carry out a level of inspection equivalent to 12% to 15% of new buildings for which valid Commencement Notices have been received.

Building Control Authorities should keep full records of all assessments and inspections carried out. Inspection reports should be made available to the Assigned Certifier and the Builder.

### **3.6.4 Completion stage**

The role of the Building Control Authority at completion stage is to validate the submission of the Certificate of Compliance on Completion and, where appropriate to include details of same in the statutory Register. The validation process will include checking that the certificate was properly completed and signed by the appropriate persons. The authority will check that there are no unresolved matters in relation to requests under Section 11 of the Act or Enforcement Notices or conditions attached to Fire Safety Certificates, Disability Access Certificates, etc. It is not appropriate for the Building Control Authority to commence a technical assessment at this stage.

Documents accompanying the certificate of compliance on completion should be retained on the Building Control Management System by the Building Control

Authority.

## **4. Certification**

### **4.1 Certificates Required**

As set out in the Building Control Regulations, certificates are required for certain buildings and works. The following four certificates are required to be submitted:

- (a) the Design Certificate signed by the Design Certifier at the commencement stage;
- (b) the form of Undertaking signed by the Assigned Certifier at the commencement stage;
- (c) the form of Undertaking signed by the Builder at the commencement stage; and
- (d) the Certificate of Compliance on Completion signed by the Builder and by the Assigned Certifier at completion stage.

### **4.2 Who can sign as the Design Certifier and/or as the Assigned Certifier**

#### **4.2.1 Assigned Certifier and Design Certifier**

The following may be appointed and sign as the Assigned Certifier, provided they are competent in relation to the particular works involved:

- (a) Architects that are on the register maintained by the RIAI under Part 3 of the Building Control Act 2007; or
- (b) Building Surveyors that are on the register maintained by the SCSl under Part 5 of the Building Control Act 2007; or
- (c) Chartered Engineers on the register maintained by Engineers Ireland under section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

Similarly, the Design Certifier must be one of the above registered professionals and must be competent to carry out their design and to co-ordinate the design activities of others for the works concerned.

#### **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 the 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 the works;
- 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.

### **4.3 Certificate of Compliance (Design)**

The Design Certifier signs the Design Certificate that is lodged with the Commencement Notice and ensures that any necessary Ancillary Certificates from members of the design team are scheduled and lodged as necessary and appropriate. The Design Certifier is responsible for co-ordinating and compiling and scheduling of the plans, calculations, specifications and particulars that are to be included on the schedule to be lodged at commencement and to which the Design Certificate relates. The lodgement of plans and documentation is dealt with below. Where elements of the Design have not been completed, these should be clearly set out with an undertaking that when complete, these too will be certified and submitted to the Building Control Authority.

The Design Certifier, in compiling the plans and documentation and in preparing the Design Certificate should review the scope of requirements of the Building Regulations that apply to the building work concerned. A Summary List of the requirements of the Building Regulations is provided in the Appendix.

### **4.4 Undertaking by Assigned Certifier**

The Assigned Certifier, appointed by the Building Owner, gives an undertaking to coordinate the inspection of the works by themselves and others and to certify the works on completion.

The individual certifiers should undertake to inspect and to cooperate with the other members of the Building Owner's design team in accordance with the Inspection Plan based on Section 7 below. They also provide the necessary Ancillary Certificates to the Assigned Certifier.

#### **4.5 Undertaking by Builder**

The Builder, appointed by the Building Owner, gives an undertaking to construct, to cooperate with the Assigned Certifier and to sign the Certificate of Compliance on Completion as required under the Building Control Regulations.

As part of this undertaking, the Builder should co-ordinate the work of specialist sub-contractors and designers and should ensure that Ancillary Certificates of Compliance are provided.

#### **4.6 Certificate of Compliance on Completion**

The Assigned Certifier and the Builder sign the Certificate of Compliance on Completion, supported by Ancillary Certificates from other members of the design team and by certificates from specialist sub-contractors.

The Assigned Certifier lodges the following on the Building Control Management System with the Building Control Authority:

- (a) the Certificate of Compliance on Completion, supported by a schedule of Ancillary Certificates from other members of the design and construction team; and
- (b) such plans, calculation, specifications and particulars as are deemed necessary by the Assigned Certifier to show how the building as completed achieves compliance with the Building Regulations and, indicating clearly, wherever applicable, how these documents differ from any documents submitted to accompany the Commencement Notice or submitted at a later date.

#### **4.7 Change of Assigned Certifier and/or Builder**

In the case of a change in the Assigned Certifier or the Builder during the project, the Building Owner is required to do the following:

- (a) where the Assigned Certifier or the Builder notified at Commencement Notice stage withdraws from the project for whatever reason, the Building Owner should submit a new Notice of Assignment along with the relevant form of Undertaking signed by the new assignee;
- (b) the new Assigned Certifier and/or new Builder should review the status of compliance of the work completed and deal appropriately with the findings from

the review. This may involve consultation with the Building Control Authority.

In the event that the Assigned Certifier wishes to end their appointment or that it is being terminated by the Building Owner during the course of the works, the Assigned Certifier is required to provide to the Building Owner and to the Building Control Authority the records of inspection up to the date on which their appointment ends, along with any available certification of compliance of Design and/or Construction up to that date. Measures should be taken during the course of the building or works to ensure that matters relating to the payment of fees do not hinder this possible eventuality.

A change of either the Assigned Certifier and/or the Builder will require liaison with the Building Control Authority, who are expected to advise and assist the relevant parties in relation to any action that may be required, having regard to the circumstances involved, in order that the building or works notified at commencement may be subject to a valid Certificate of Compliance on Completion.

This may involve a new Commencement Notice including a new Preliminary Inspection Plan, so as to enable both the Assigned Certifier and the Builder to appropriately describe the building or works for which they are responsible, and the basis upon which a Completion Certificate will be issued.

The new Preliminary Inspection Plan will set out the necessary agreed additional inspections, testing or reports, if any, to be carried out, so far as is reasonably practicable, on the already built works.

The Assigned Certifier and the Builder are required to notify the Building Control Authority before ceasing their role; other than where this is not physically possible, in which case the Building Owner is required to undertake this duty.

A change of Assigned Certifier or Builder during the course of the works is a significant alert to the risk analysis system of the Building Control Authority, which may trigger an inspection of the Design and other documents and a site inspection.

## **5. Lodgement of Plans and Documentation**

### **5.1 Plans and specifications**

The Design Certifier and the Assigned Certifier, before signing the Design Certificate and the form of Undertaking by the Assigned Certifier respectively, should exercise reasonable skill, care and diligence in checking that the documentation for which each is responsible is appropriate for lodgement with the Commencement Notice.

In some cases certain aspects of the building or works may not be fully designed at commencement stage, but each such incomplete aspect or design element should be identified in the submission which accompanies the Commencement Notice together

with an indicative date by which it is expected that the outstanding design element will be completed. In all cases, an appropriate level of plans and documentation should be submitted to the Building Control Authority.

The plans and documentation required at commencement stage where the works involve a new dwelling, an extension (to a dwelling) with a total floor area greater than 40 square metres or require a Fire Safety Certificate will include:

- (a) general arrangement drawings – plans, sections and elevations – prepared for building control purposes;
- (b) a schedule of such plans, calculations, specifications and particulars as are currently designed or as are to be prepared at a later date;
- (c) the completion of an online assessment, via the Building Control Management System, of the proposed approach to compliance with the requirements of the Second Schedule to the Building Regulations (Parts A to M);
- (d) the Preliminary Inspection Plan prepared by the Assigned Certifier;

and 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.

## 5.2 Other Documentation

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.

## 5.3 Lodgement of plans at later stage

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.

## 6. Commencement Stage

### 6.1 Online submission to Building Control Authority

The online submission at commencement stage will typically include the following: -

- a) Commencement Notice (or 7 Day Notice);
- b) plans, calculations, specifications and particulars as are necessary to outline how the building proposed works or building will comply with the requirements of the Second Schedule to the Building Regulations<sup>4</sup> relevant to the works or building concerned, and including -
  - general arrangement drawings – including plans, sections and elevations;
  - a schedule of such plans, calculations, specifications and particulars as are currently designed or are to be prepared at a later date;
  - the completion of an online assessment, via the Building Control Management System, of the proposed approach to compliance with the requirements of the Second Schedule to the Building Regulations (Parts A to M);
- c) the preliminary Inspection Plan prepared by the Assigned Certifier;
- d) a Design Certificate (with a schedule of Ancillary Certificates by members of the design team, who should also sign their certificate);
- e) a Notice of Assignment of Assigned Certifier by the Building Owner;
- f) a Notice of Assignment of Builder by the Building Owner;
- g) form of Undertaking by the Assigned Certifier;
- h) form of Undertaking by the Builder and
- i) the appropriate fee.

## 7. Construction Stage Inspection – by Certifiers

### 7.1 Inspection Plan

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. Relevant factors should be

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<sup>4</sup> Refer to Appendix A

assessed at the outset and regularly reviewed so that effective control is maintained for the duration of each project, with adequate site inspections and records sufficient to demonstrate the application of reasonable skill, care and diligence.

The building control process, in order to be effective, requires an Inspection Plan of appropriate intensity and frequency. However, it is not practicable for every item of work to which the Building Regulations relate to be examined. The supervision by the Builder is, therefore, of critical importance. The test of the Inspection Plan will be its success in achieving reasonable standards of health and safety in or about buildings, and of energy conservation, accessibility and sustainability for building users.

Inspection staff should use professional skill and judgement in their selection of priorities for inspection. Depending on the complexity of the project, such inspections may need to be carried out by personnel with greater expertise. Inspection staff should be briefed by their employer and, where necessary, by the Assigned Certifier on the Design lodged to the Building Control Authority and on appropriate inspections and tests to carry out.

#### **7.1.1 Factors in Determining Inspection Plan**

The Inspection Plan is dependent on many factors including:

- (a) type of building, type of construction and expertise of the Builder;
- (b) how complicated or relatively straightforward the method of construction is;
- (c) whether recent experience indicates current problems in interpreting and/or achieving compliance with certain requirements;
- (d) how serious the consequences of a particular contravention might be;
- (e) the impracticability or impossibility of subsequent inspection of closed up work; and
- (f) the speed of construction, or methods of fast track construction.

Appendix B provides guidance for the development of an Inspection Plan.

#### **7.1.2 Inspection**

Subject to the appropriate professional judgement and risk assessment, and recognising that it is not practicable to examine every item of work to which the requirements of the Building Regulations relate, inspection arrangements should normally make provision for inspection of:

- (a) elements and components, the failure of which would, in the opinion of the certifier, be significant;
- (b) works which, in the opinion of the certifier, constitute unusual designs or methods of construction;
- (c) work relating to fire safety;
- (d) types of work, construction, equipment or material which could, if not verified, cause defects which would, in the opinion of the certifier or designated inspector, be seriously detrimental to the fundamental purposes of the Building Regulations; and
- (e) additional areas of work necessary for the subsequent issue of a certificate at completion.

Appendix C provides guidance when inspecting a Detached Non-Complex Dwelling House.

## **7.2 Inspection frequency**

The most important thing is to have an appropriate Inspection Plan; the scope and frequency of inspection should be determined and incorporated in a formal written plan. This plan should be kept under review as the project proceeds. It should take into account the Inspection Plan factors above.

Periodic inspection should be carried out depending on the size and nature of the particular building project. This should include critical milestone inspections and inspections as set out in the Inspection Notification Framework (INF).

## **7.3 Inspection Notification Framework (INF)**

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 INF, taking account of the building works involved and other factors. The INF should identify generally the stages or items of work the individual certifiers wish to be notified of, as and when they are ready for inspection.

The Assigned Certifier should make available an Inspection Plan including the Inspection Notification Framework (INF), taking account of the complexity of the project and other factors. The INF should identify generally the stages or items of work which the Assigned Certifier wishes to be notified to him/her and nominated Ancillary Certifiers when such stages or items are ready for inspection.

The INF should be prepared:

- in conjunction with the Inspection Plan;
- in consultation, as far as possible and necessary, with other members of the Design and Construction team and with those providing Ancillary Certificates; and,
- before the commencement of work on site;

and should be communicated to the Building Owner and Builder.

Each certifier and testing agency together with the Builder and others should then respond, as appropriate, to all notifications identified in the INF.

**NB:** it should be made clear to the Builder that the Assigned Certifier and the other persons referred to above may carry out unannounced inspections between the stages identified in the INF and/or in the Inspection Plan.

#### **7.4 Follow up procedures**

Effective follow up procedures are essential to check that previously noted non-compliance issues have been corrected. The person responsible for the particular inspection, e.g. the Assigned Certifier or the Ancillary Certifiers, should check that the matter raised has been resolved satisfactorily.

#### **7.5 Tests**

Certain tests may need to be carried out, as necessary, in order to demonstrate compliance. In some cases such tests may be ones referred to in the Technical Guidance Documents published to accompany the various parts (A to M) of the Building Regulations. The Assigned Certifier and Ancillary Certifiers should consider and identify the need for such tests at the earliest possible stage and as far in advance as possible. They should include them, as far as possible, in the building contract documentation where there is a contract in place.

The Inspection Plan and the INF should indicate the tests that the Certifiers wish to monitor periodically and, where necessary, the Building Owner should be notified about test requirements.

#### **7.6 Records of inspection**

Records of each inspection should be maintained by the person and firm responsible and should be sufficient to identify the work inspected and any non-compliance. Where the work inspected is not shown on drawings available to the person inspecting, these records will necessarily be more detailed. It is important, in order to ensure that proper, evidence-based inspection arrangements and procedures are in place, that adequate records are maintained to show what works were inspected, the results of the inspection and any remedial action considered necessary and when



such remedial action was carried out.

## 8. Completion Stage

### 8.1 Submission at completion

At completion stage, the Assigned Certifier is required to submit the following to the Building Control Authority:

- (a) a Certificate of Compliance on Completion signed by the Builder (at Part A) and by the Assigned Certifier (at Part B);
- (b) plans, calculations, specifications and particulars, showing how the completed building has achieved compliance with the Building Regulations must be lodged on the Building Control Management System when the Certificate of Compliance on Completion is submitted or at an earlier date. Where design documents have changed or supersede design documents previously lodged with the Building Control Authority with the Commencement Notice or at a later date, any such difference should be clearly identified;
- (c) the Inspection Plan as implemented by the Assigned Certifier in accordance with this Code of Practice.

**NB:** The Certificate of Compliance on Completion must be validated and registered by the Building Control Authority before the building it relates to may be opened, used or occupied. If rejected by Building Control Authority within 21 days, the certificate is not valid.

### 8.2 Validation and Registration of Certificate

Where a Certificate of Compliance on Completion is received by a Building Control Authority, the Authority should validate the certificate and place it on the register where it is in order to do so within 21 days. The validation process will include checking that the certificate was properly completed and signed by the appropriate persons i.e. the Assigned Certifier and the Builder. The authority will check that there are no unresolved matters in relation to requests for information, enforcement notices or conditions attaching to Fire Safety Certificates, Disability Access Certificates, etc. It is not appropriate for the Building Control Authority to commence a technical assessment at this stage.

On receiving the certificate and accompanying documents, the Building Control Authority will:

- (a) record the date of receipt of the certificate (this should be done online);

- (b) within the next 21 days consider whether the certificate is valid and:
  - 1) if valid, include details of the certificate on the statutory register,
  - 2) if the certificate is regarded as not being valid, the Building Control Authority will reject the certificate and notify, giving reasons, the Assigned Certifier that the certificate cannot be accepted or require the Assigned Certifier to submit such revised certificate or additional documentation as may be deemed necessary by the authority for the purposes of validation.
- (c) where the Building Control Authority does not validate or reject a certificate or seek a revised certificate or additional documentation within the 21 day period, the certificate will be placed on the Register automatically. A development, where the Certificate of Compliance on Completion has been registered will be deemed to comply with the certification procedures of the Building Control Regulations 1997 to 2015 if it has not been rejected by the Building Control Authority within the statutory 21 day period;
- (d) if the Building Control Authority requires a revised Certificate or further documentation to be lodged, and such revised certificate or documentation is submitted, the Building Control Authority may, within 7 days of the date of the submission, seek additional clarification in relation to the revised certificate. Where additional clarification is not sought by the Building Control Authority within this seven day period, the Building Control Authority will include details of the Certificate of Compliance on Completion on the statutory Register.

### **8.3 Nominated Date for Registration of Certificate**

- (a) Between 3 and 5 weeks prior to a nominated completion date for the building, the Assigned Certifier may submit the required documentation demonstrating compliance and the Inspection Plan to the Building Control Authority and ask the Authority to proceed to consider the validity of the prospective Certificate of Compliance on Completion with a view to facilitating the inclusion of the details of the Certificate of Compliance on Completion on the statutory register on the nominated date.
- (b) The Building Control Authority at that point arranges to undertake its validation checks and satisfy itself that there are no unresolved matters in relation to requests under Section 11 of the Act or enforcement notices or conditions attached to Fire Safety Certificates, Disability Access Certificates, etc.
- (c) The Building Control Authority will also check the names of the Assigned Certifier and Builder as provided. Where the authority is not satisfied that matters are in order it will notify the Assigned Certifier that a Certificate of Compliance on Completion cannot be accepted and give reasons why.

- (d) Where the Building Control Authority is satisfied that all requirements in relation to the submission of documentation have been met and where a valid Certificate of Compliance on Completion (that is consistent with the project described in the relevant Commencement Notice and the documentation submitted 3 to 5 weeks earlier and signed by appropriate persons notified as having been assigned to act as Builder and Assigned Certifier) is presented no later than one working day prior to the nominated date, the Certificate of Compliance on Completion will be included on the statutory register on the nominated date.

#### **8.4 Phased Completion**

For buildings that are completed for occupation on a phased basis for example houses or apartment blocks, it is appropriate that Certificates of Compliance on Completion for each phase may be submitted separately. In this regard, it should be noted that a Certificate of Compliance on Completion may refer to works, buildings, including areas within a building, or developments, including phases thereof. In such circumstances, one or more certificate of compliance on completion may be referenced to a single Commencement Notice. All Builders and Assigned Certifiers signing Certificates of Compliance on Completion should clearly identify the precise building units or works to which it relates. Where it is in order to do so, the Building Control Authority should accept the certificate for the particular phase and place it on the register.

### **9. Archiving of Records**

Arrangements should be put in place by the Assigned Certifier and the Builder to ensure that records relating to the full service they provided to individual projects are retained for a minimum period of 6 years after completion. This should include ancillary certificates, plans, calculations, specifications, documents and records of inspection. A significant amount of these records may form part of the Safety File provided for under the Safety, Health and Welfare at Work (Construction) Regulations 2013, in which case these records do not need to be retained separately. Arrangements should be made by all relevant parties for their transfer into safe keeping in the event of the holder of any relevant records ceasing to trade.

### **10. E-lodgements**

The online Building Control Management System hosted by the Local Government Management Agency has been developed for use by all building control authorities as the preferred means of administration of building control functions. Owners, builders and professionals who seek to make paper-based submissions after 1 March 2014 will be required to pay an administrative charge to cover the cost of scanning and uploading their submissions. Statutory notice periods and validation timelines may

also be affected.

## **11. Professional Ethics**

Once a client has engaged a certifier for a project or preliminary negotiations are in progress, the professionalism with which that project is handled will be guided by the codes of conduct of the appropriate registered professional bodies. These codes of conduct are publicly available from the relevant professional bodies.

## **12. Insurance**

There are various types of insurances that are provided in the construction industry. Apart from general insurances such as employer's liability and public liability insurances there are other insurances including professional indemnity insurance, and latent defects insurance policies provided by insurers who specialise in construction related insurance. The provision of guidance in relation to insurance is an important matter for consideration but it is outside the scope of this Code of Practice. Owners, and homeowners in particular, who commission works should generally satisfy themselves as to the adequacy of the insurances held by contractors or professionals they may wish to consider engaging. Often the level and scope of insurance cover held by other parties to a construction project will have a bearing on the willingness or otherwise of other industry practitioners to become involved.

## Appendix A: Requirements of the Second Schedule to the Building Regulations

Ref.	Description	Apply	Does not apply	Partially applies	Comment
<b>Part A - Structure</b>					
A1	Loading				
A2	Ground movement				
A3	Disproportionate Collapse				
<b>Part B – Fire Safety</b>					
B1	Means of 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				
<b>Part C – Site Preparation &amp; Resistance to Moisture</b>					
C1	Preparation of Site				
C2	Subsoil Drainage				
C3	Dangerous Substances				
C4	Resistance to weather and ground moisture				

<b>Part D – Materials and Workmanship</b>					
<b>D1</b>	<b>Materials and Workmanship</b>				
<b>Part E – Sound</b>					
<b>E1</b>	<b>Sound</b>				
<b>E2</b>	<b>Reverberation</b>				
<b>Part F – Ventilation</b>					
<b>F1</b>	<b>Means of Ventilation</b>				
<b>F2</b>	<b>Condensation in Roofs</b>				
<b>Part G – Hygiene</b>					
<b>G1</b>	<b>Bathrooms and Kitchens</b>				
<b>G2</b>	<b>Sanitary Conveniences and Washing Facilities</b>				
<b>Part H – Drainage and Waste Disposal</b>					
<b>H1</b>	<b>Drainage Systems</b>				
<b>H2</b>	<b>Wastewater treatment systems</b>				

<b>Part J – Heat Producing Appliances</b>					
<b>J1</b>	<b>Air Supply</b>				
<b>J2(a)</b>	<b>Discharge of products of Combustion</b>				
<b>J2(b)</b>	<b>Warning of release of Carbon Monoxide</b>				
<b>J3</b>	<b>Protection of Building</b>				
<b>J4</b>	<b>Provision of Information</b>				
<b>J5</b>	<b>Fuel Storage System – protection against spread of fire to the system</b>				
<b>J6</b>	<b>Liquid fuel storage system – protection against pollution by the system</b>				
<b>Part K – Stairways, Ladders, Ramps and Guards</b>					
<b>K1</b>	<b>Stairways, Ladders and Ramps</b>				
<b>K2</b>	<b>Protection from Falling</b>				
<b>K3</b>	<b>Vehicle Ramps, floors and roofs</b>				

<b>Part L – Conservation of Fuel and Energy</b>					
<b>L1</b>	<b>Conservation of Fuel and Energy</b>				
<b>L2</b>	<b>Conservation of Fuel and Energy in Existing Dwellings</b>				
<b>L3</b>	<b>Conservation of Fuel and Energy in New Dwellings</b>				
<b>L4</b>	<b>Conservation of Fuel and Energy in Buildings other than Dwellings</b>				
<b>Part M – Access and Use</b>					
<b>M1</b>	<b>Access and Use of Buildings, facilities and environs</b>				
<b>M2</b>	<b>Approach and access - extensions</b>				
<b>M3</b>	<b>Sanitary Facilities</b>				

For further information refer to the Department of Housing, Planning, Community and Local Government website at the following link:

<http://www.housing.gov.ie/housing/building-standards/building-standards>



## **Appendix B: Guidance for the development of an Inspection Plan**

### **B.1 Inspection Plan**

Section 7 of the Code of Practice deals with construction stage inspection by Certifiers and, amongst other things, outlines the factors to be considered when developing an Inspection Plan. The process may be broken down into two simple steps, as follows:

#### **Step 1 - Risk Assessment**

The Assigned Certifier should use professional judgement to determine the risk associated with the proposed works. Each development should be assessed on its merits, taking into account the complexity of the site, its environment, the type, size and complexity of construction being adopted and the capabilities and expertise of the builder or developer (Refer to 7.1.1).

#### **Step 2 - Risk Management**

Based on the risk assessment, the key stages of the building works should be identified. Key elements from each stage should be prioritised for inspection.

The number of inspections required (and by whom) should be determined for each stage (Refer to 3.4 e and 7.1.2).

Table B.1 shows an example template for an Inspection Plan.

<b>Table B.1 Inspection Plan Template</b>			
<b>Inspection Stages</b> (Non-exhaustive examples below)	<b>Priority elements to be inspected</b>	<b>Frequency of inspection required</b>	<b>Arrangements as implemented</b>
<b>1. Excavation/ Formation</b>	e.g. ground bearing suitability	e.g. 1 No.	<b>To be completed during course of works.</b> (These details must be lodged to accompany the Statutory Certificate of Compliance on Completion)
<b>2. Foundations</b>			
<b>3. Basement/ tanking</b>			
<b>4. Sub-structure works</b> (including ground floor)			
<b>5. Drainage</b>			
<b>6. Superstructure</b> (prior to slabbing ceilings)			
<b>7. Completion</b>			

## B.2 Example

The following example applies the process described in B.1 to a detached non-complex dwelling house.

The project involves the construction of a new 4 bed detached dwelling house on an exposed site, in a high radon area. Ground conditions are moderate. The external walls are masonry construction, with timber upper floors and prefabricated timber roof trusses covered with slates. An on-site wastewater treatment system (OSWWTS) is proposed. The builder is a CIRI registered builder.

### Step 1 – Example Risk Assessment

Using professional judgement identify the risk elements.

- Type and size: Dwelling house for single occupancy.
- Type of construction: Traditional build.
- Complexity of construction: Non-complex but high radon, ground conditions and OSWWTS noted as risks.
- Expertise of builder: Competent.

## Step 2 – Example Risk Management

Using the risks associated with the project as assessed in Step 1, create the inspection plan by identifying the key stages and prioritising the elements for inspection and assigning a frequency of inspection required.

<b>Table B.2 Inspection Plan</b>			
<b>Inspection Stages</b>	<b>Priority elements to be inspected</b>	<b>Frequency of inspection required</b>	<b>Arrangements as implemented</b>
<b>1. Excavation/ Formation</b>	a) Ground bearing suitability	1 No.	<b>To be completed during course of works.</b> (These details will be lodged to accompany the Statutory Certificate of Compliance on Completion)
<b>2. Foundations</b>	a) General arrangement and reinforcement	1 No.	
<b>3. Sub-structure works</b> (including ground floor)	a) Radon membrane, sump/ venting pipe	1 No.	
<b>4. Superstructure</b> (prior to slabbing ceilings)	a) Timber floors b) Insulation c) Roof trusses, bracing, tie down etc.	1 No.	
<b>5. Completion</b>	a) Fire detection system b) Chimneys and flues c) Carbon monoxide detectors d) Ventilation e) Roof covering i.e. nailing/ flashing f) External render	1 No.	

**Total No. of Inspections =**

**5 No.**

**Note:** Refer to Appendix C for additional guidance when inspecting a detached non-complex dwelling house.

## **Appendix C: Guidance when inspecting a Detached Non-Complex Dwelling House**

### **C.1 Introduction**

This Appendix provides guidance for:

- (a) Builders supervising, and
- (b) Assigned Certifiers and other persons nominated to undertake necessary inspections of,  
  
a detached a non-complex dwelling house.

Table C.1 provides an inspection template for a detached non-complex dwelling house.

Table C.2 provides a non-exhaustive list of typical documentation required to support compliance with the Building Regulations (Parts A to M) for a detached non-complex dwelling house.

Table C.3 provides a non-exhaustive list of typical construction products used in a detached non-complex dwelling, the certification of which should be available at each inspection stage.

### **C.2 Inspection Template for a Detached Non-Complex Dwelling House**

Table C.1 provides an example inspection template identifying key inspection stages and typical elements which may be available for checking compliance with the Building Regulations at each stage. The list of elements for inspection is non-exhaustive and other relevant items particular to the dwelling house concerned should be included in the inspection template as necessary.<sup>5</sup> The Assigned Certifier and others should exercise professional judgement with regards to its suitability for a particular project.

Table C.1 also reflects the Builder's role to supervise the works in progress as well as providing an insight to the typical aspects of the construction warranting close supervision to assist in reducing the risk of non-compliances.

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<sup>5</sup> Refer to Annex B of Irish Standard, 'I.S. 440:2009+A1:2014 Timber frame construction, dwellings and other buildings' for an example site checklist for timber frame construction.

<b>Table C.1 Inspection Template for a Detached Non-Complex Dwelling House relevant to Commencement Notice No: _____</b>			
<b>Inspection Stage</b>	<b>Elements for inspection</b>	<b>Builder</b>  Supervise ALL elements as work progresses  ✓	<b>Assigned Certifier</b>  Check priority elements as identified in the Preliminary Inspection Plan (See Appendix B) and other appropriate checks as deemed necessary  ✓
<b>1. Excavation/ Formation</b>	a) Ground bearing suitability b) General arrangement of foundation c) Width of trench d) Depth below ground e) Steps in formation level (if any) f) Other relevant items • .....		
<b>2. Foundations</b>	a) General arrangement of foundation b) Depth and width of concrete c) Reinforcing steel d) Other relevant items • .....		
<b>3. Sub-structure works</b> (including ground floor)	a) Rising walls (external and internal) b) DPC c) Hardcore d) Under floor services e) Radon sump/venting pipe f) DPM or Radon Barrier (incl. seals) g) Ventilated sub-floor (if any) h) Floor Insulation – thickness/ type i) Floor structure e.g. • concrete ground bearing • concrete/ timber suspended j) Other relevant items • .....		

<p><b>4. Super structure</b> (prior to slabbing ceilings)</p>	<ul style="list-style-type: none"> <li>a) Wall construction                             <ul style="list-style-type: none"> <li>• Masonry units e.g. block/ bricks etc.</li> <li>• Wall ties</li> <li>• Wall insulation</li> </ul> </li> <li>b) Cills &amp; lintels incl. DPC &amp; bearing</li> <li>c) First floor joists &amp; floor (if any) e.g.                             <ul style="list-style-type: none"> <li>• timber grade/markings</li> <li>• span (allowable)</li> <li>• joist hangers</li> <li>• noggins &amp; straps</li> </ul> </li> <li>d) Chimney/ Flue liners/ gable</li> <li>e) Roof structure (Prefabricated) e.g.                             <ul style="list-style-type: none"> <li>• truss tag/mark</li> <li>• bracing/ hangers &amp; shoes</li> <li>• Wall-plate &amp; tie down straps</li> </ul> </li> <li>g) Roof structure (Cut) e.g.                             <ul style="list-style-type: none"> <li>• purlins &amp; Struts</li> <li>• collar ties</li> <li>• hangers &amp; runners</li> <li>• timber grade/markings</li> <li>• Wall-plate &amp; tie down straps</li> </ul> </li> <li>h) Roof covering e.g.                             <ul style="list-style-type: none"> <li>• felt type &amp; laps</li> <li>• tile/slate &amp; nailing</li> <li>• flashings</li> </ul> </li> <li>i) Other relevant items                             <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul> </li> </ul>		
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<p><b>5. Completion</b></p>	<p>a) Approach &amp; Access</p> <p>b) Finished G.L versus FFL</p> <p>c) Soffit vents</p> <p>d) Radon sump vent identification</p> <p>e) Surface &amp; Foul Drainage e.g.</p> <ul style="list-style-type: none"> <li>• rainwater goods</li> <li>• soil vent pipes</li> <li>• gulley traps</li> <li>• waste water treatment system (if any)</li> </ul> <p>f) Fuel storage e.g.</p> <ul style="list-style-type: none"> <li>• Location</li> <li>• distance from dwelling/ burner/ boundary</li> <li>• fire protection</li> </ul> <p>g) Background vents &amp; extraction fans</p> <p>h) Mechanical Ventilation Heat Recovery (if any)</p> <p>i) Windows &amp; doors e.g.</p> <ul style="list-style-type: none"> <li>• opening sizes/ readily open able</li> <li>• restrictors</li> <li>• guarding</li> <li>• safety glazing</li> <li>• letter plate height</li> </ul> <p>j) Floor to ceiling height</p> <p>k) Circulation</p> <ul style="list-style-type: none"> <li>• Effective door width</li> <li>• Corridor width</li> </ul> <p>l) Stairs e.g.</p> <ul style="list-style-type: none"> <li>• bulk head height/ stair width</li> <li>• riser/tread dimensions</li> <li>• handrail height/ guarding</li> </ul> <p>m) Roof insulation (incl. tank insulation)</p>		
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<p><b>5. Completion contd...</b></p>	<p>n) Fire requirements e.g.</p> <ul style="list-style-type: none"> <li>• smoke alarms (mains connected)</li> <li>• fire stopping at top of cavity wall</li> </ul> <p>o) Carbon monoxide alarms (if applicable)</p> <p>p) WC e.g.</p> <ul style="list-style-type: none"> <li>• Visitable</li> <li>• dual flush toilet</li> </ul> <p>q) Water supply e.g.</p> <ul style="list-style-type: none"> <li>• direct to sink incl. stop valve</li> <li>• water storage capacity</li> <li>• insulation of pipework</li> </ul> <p>r) Renewables</p> <p>s) Heating system e.g.</p> <ul style="list-style-type: none"> <li>• zone controls</li> <li>• pipe work insulation where applicable, etc.</li> </ul> <p>t) Primary heating appliance e.g.</p> <ul style="list-style-type: none"> <li>• Efficiency</li> <li>• air supply</li> <li>• condensate drain</li> </ul> <p>u) Secondary heating system e.g.</p> <ul style="list-style-type: none"> <li>• Efficiency</li> <li>• air supply</li> <li>• notice plate for hearths&amp; flues</li> </ul> <p>v) Other relevant items</p> <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>		
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### C.3 Supporting Documentation and Test Results for a Detached Non-Complex Dwelling House

Table C.2 provides a non-exhaustive list of documentation supporting compliance with the Building Regulations (Parts A to M) for a detached non-complex dwelling house.

The Assigned Certifier should consider and identify the need for such documentation at the earliest stage, and in as far advance as possible.

The Builder should ensure the coordination and provision of all test certificates and confirmations (for which he is responsible) to the satisfaction of the Assigned Certifier or other designated inspectors or certifiers providing Ancillary Certificates.

<b>Table C.2 Typical documentation supporting compliance with Parts A to M for a Detached Non-Complex Dwelling House</b>		
<b>Typical documentation</b> (where applicable)	<b>Builder to obtain and make available</b> ✓	<b>Assigned Certifier Check</b> ✓
1. Confirmation of the use of proper materials.	See Table C.3	See Table C.3
2. Mechanical ventilation & heat recovery installation & commissioning report.		
3. Waste water treatment system installation & commissioning report.		
4. Space & water heating system installation & commissioning report.		
5. Air tightness test report.		
6. DEAP calculation for dwelling house (as built).		
7. Evidence of Fire detection/ alarm commissioning		
8. Other <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>		

## C.4 Use of Proper Materials

All construction products and materials incorporated into the works should be *“proper materials... which are fit for the use for which they are intended and for the conditions in which they are to be used”* in accordance with Part D - Materials and Workmanship.

In this regard, Table C.3 provides a non-exhaustive list of some typical construction products used in a detached non-complex dwelling house, the certification of which should be available at each inspection stage.

[Technical Guidance Documents](#)<sup>6</sup> provide information on performance levels of products and materials for specific end uses. Refer to [Technical Guidance Document D \(Materials and Workmanship\)](#)<sup>7</sup> for guidance on the forms of specification/certification.

Builders should ensure that the materials they select and for which they are responsible comply with the requirements of the Building Regulations.

### C.4.1 Construction Products Regulation

Regulation (EU) No. 305/2011 (known as the Construction Products Regulation or “CPR”)<sup>8</sup> lays down conditions for the placing or making available on the EU market of construction products by establishing harmonised rules on how to express the performance of construction products in relation to their essential characteristic and on the use of CE Marking on those products.

Since 1 July 2013, the CPR requires that construction products covered by a harmonised European standard (hEN) have a Declaration of Performance (DoP) and a CE Marking when the product is placed on the EU market. The DoP for the product will contain detailed information on the product, its performance and identify those responsible for the various assessment tasks. The DoP is drawn up by the manufacturer, who, in doing so, assumes responsibility for the conformity of the product with the declared performances.

While the CPR deals with the placing and making available of construction products on the market, it should be noted that compliance with the CPR or CE marking by itself **does not** necessarily indicate that the material is suitable for use in works.

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<sup>6</sup> <http://www.housing.gov.ie/housing/building-standards/tgd-part-d-materials-and-workmanship/technical-guidance-documents>

<sup>7</sup> [http://www.housing.gov.ie/sites/default/files/migrated-files/en/Publications/DevelopmentandHousing/BuildingStandards/FileDownload\\_33647.en.pdf](http://www.housing.gov.ie/sites/default/files/migrated-files/en/Publications/DevelopmentandHousing/BuildingStandards/FileDownload_33647.en.pdf)

<sup>8</sup> [http://ec.europa.eu/growth/sectors/construction/product-regulation/index\\_en.htm](http://ec.europa.eu/growth/sectors/construction/product-regulation/index_en.htm)

Therefore, when incorporating a product into construction works, it is essential that the declared performance of a product is fit for the use in which it is intended to ensure compliance with the Building Regulations.

The National Standards Authority of Ireland has produced additional guidance in the form of [National Annexes and Standard Recommendations](#)<sup>9</sup> which set out appropriate minimum performance levels for specific intended uses of construction products in Ireland e.g. refer to Annex E of S.R. 21:2014+A1:2016<sup>10</sup> for guidance for specifying aggregates for unbound granular fill (hardcore) for use under concrete floors and footpaths.

DoPs should be checked to ensure that the minimum performance levels for specific end uses have been met. Those responsible for the procurement of construction products e.g. builders should check the DoP and make it available for inspection by others.

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<sup>9</sup> [http://www.nsai.ie/Our-Services-\(1\)/Standardization-\(1\)/Construction/201407-NSAI-Guidance-on-Harmonised-Standards-Rev-3.aspx](http://www.nsai.ie/Our-Services-(1)/Standardization-(1)/Construction/201407-NSAI-Guidance-on-Harmonised-Standards-Rev-3.aspx)

<sup>10</sup> Standard Recommendation S.R. 21:2014+A1:2016 Guidance on the use of I.S. EN 13242:2002+A1:2007 – Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction

<b>Table C.3 Use of proper materials for a Detached Non-Complex Dwelling House relevant to CN _____</b>			
<b>Inspection Stage</b>	<b>Typical construction products used<sup>11</sup></b>  (Non Exhaustive)	<b>Supporting documentation e.g.</b>	<b>Based on the supporting documentation, are the construction products/ materials:</b>
		a) <b>Where harmonised ENs or ETAs exist, the CE Marking &amp; Declaration of Performance</b> (Provide DoP No.) <sup>11</sup>	<i>“proper materials...which are fit for the use for which they are intended and for the conditions in which they are to be used”?</i> <sup>11</sup>
		b) <b>NSAI Agrément Certificate</b> (Provide IAB Cert No.)	<b>Builder to confirm and make documents available for inspection by:</b>
		c) <b>Other third party/ Other</b> (Provide Certs, etc.)	<ul style="list-style-type: none"> <li>• Assigned Certifier</li> <li>• Ancillary Certifiers</li> <li>• Inspectors, etc</li> </ul>
			✓
<b>1. Excavation/ Formation</b>	N/A		N/A
<b>2. Foundations</b>	a) Reinforcing steel b) Concrete c) ..... d) .....		
<b>3. Sub-structure</b> (including ground floor)	a) Masonry units b) Masonry mortar c) DPC d) Hardcore e) DPM or Radon barrier f) Floor Insulation g) Floor structure <ul style="list-style-type: none"> <li>• Precast concrete</li> <li>• timber suspended</li> </ul> h) ..... i) .....		

<p><b>4. Super-structure</b> (prior to slabbing ceilings)</p>	<ul style="list-style-type: none"> <li>a) Lintels</li> <li>b) Masonry units</li> <li>c) Wall ties</li> <li>d) Wall insulation</li> <li>e) Flue liners/ system chimneys</li> <li>f) First floor structure e.g.                         <ul style="list-style-type: none"> <li>• concrete</li> <li>• timber</li> </ul> </li> <li>g) Joist hangers/ straps</li> <li>h) Wood based panels e.g. plywood, OSB etc.</li> <li>i) Prefabricated truss</li> <li>j) Cut roof timber members</li> <li>k) Fabricated structural steel</li> <li>l) Truss shoes</li> <li>m) Roofing underlay</li> <li>n) Roof covering e.g.                         <ul style="list-style-type: none"> <li>• Tiles</li> <li>• Slates</li> <li>• Membranes</li> <li>• Flashings</li> </ul> </li> <li>o) .....</li> </ul>		
<p><b>5. Completion</b></p>	<ul style="list-style-type: none"> <li>a) Windows</li> <li>b) Doors</li> <li>c) Plasterboard</li> <li>d) External render</li> <li>e) Smoke alarms</li> <li>f) CO detector</li> <li>g) .....</li> </ul>		

<sup>11</sup> [Technical Guidance Documents](#) provide information on performance levels of products and materials for specific end uses. Also the National Standards Authority of Ireland has produced additional guidance in the form of [National Annexes or Standard Recommendations](#), which set out appropriate minimum performance levels for specific intended uses of construction products in Ireland. Declaration of Performances (DoPs) should be checked to ensure that the minimum performance levels for specific end uses have been met.

