



# NBCMP

## National Building Control Management Project

### Code of Practice for Inspecting and Certifying Buildings and Works (2016) Role of Assigned Certifier

Date 23<sup>rd</sup> April 2020



#### Definitions

“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**;

“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**;

**Roles and Duties** (Section 3 of Code of Practice)

**Assigned Certifier’s Role** (Section 3.5 of Code of Practice)

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 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.

**When the Assigned Certifier Signs the** statutory certificate Undertaking by Assigned Certifier at commencement Stage, he/she is **undertakes to accept** the role of Assigned Certifier i.e.

*2. 'In accordance with the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I undertake to use reasonable skill, care and diligence, to inspect the building or works and to coordinate the inspection work of others and to certify, following the implementation of the inspection plan by myself and others, for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works to which the accompanying Commencement Notice together with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule thereto refer.'*

**When the Assigned Certifier Signs the** statutory certificate of Compliance on Completion;

#### **Part B — Certificate signed by Assigned Certifier**

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

*6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part III C of the Building Control Regulations are included in the Annex (see attached).*

*7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.*

*8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations, insofar as they apply to the building or works concerned."*

Link to the Code Of Practice can be found on:

<https://www.localgov.ie/en/bcms/> or <https://www.housing.gov.ie/housing/building-standards/building-regulations/code-practice-inspecting-and-certifying-buildings>