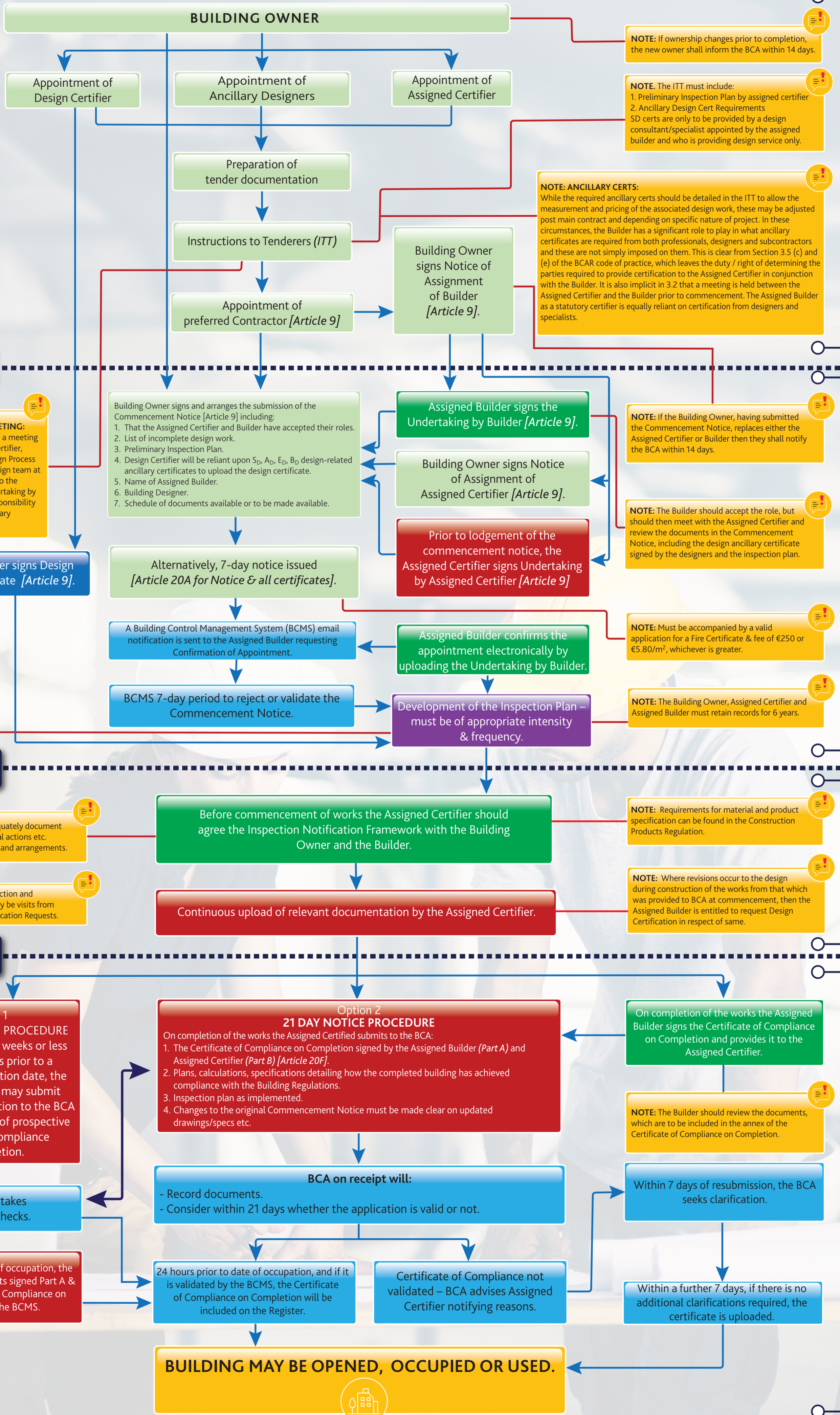


KEY

- Builder Process Steps
- Other entity processes
- BCA processes
- Assigned Certifier
- Design Certifier
- Important Factors
- Assigned Certifier and other nominated persons
- Notes



TENDER PROCESS

COMMENCEMENT STAGE

CONSTRUCTION STAGE

VALIDATION AND COMPLETION STAGE

CONTRACT AWARDED

WORKS START

WORKS COMPLETED

NOTE: If ownership changes prior to completion, the new owner shall inform the BCA within 14 days.

NOTE: The ITT must include:
1. Preliminary Inspection Plan by assigned certifier
2. Ancillary Design Cert Requirements
SD certs are only to be provided by a design consultant/specialist appointed by the assigned builder and who is providing design service only.

NOTE: ANCILLARY CERTS:
While the required ancillary certs should be detailed in the ITT to allow the measurement and pricing of the associated design work, these may be adjusted post main contract and depending on specific nature of project. In these circumstances, the Builder has a significant role to play in what ancillary certificates are required from both professionals, designers and subcontractors and these are not simply imposed on them. This is clear from Section 3.5 (c) and (e) of the BCAR code of practice, which leaves the duty / right of determining the parties required to provide certification to the Assigned Certifier in conjunction with the Builder. It is also implicit in 3.2 that a meeting is held between the Assigned Certifier and the Builder prior to commencement. The Assigned Builder as a statutory certifier is equally reliant on certification from designers and specialists.

NOTE: DESIGN MATRIX MEETING:
It is highly recommended that a meeting is sought with the Assigned Certifier, Project Supervisor of the Design Process and other members of the design team at tender stage or at least prior to the signing/uploading of the Undertaking by Builder to establish design responsibility using a matrix and what ancillary certificates will be required.

NOTE: If the Building Owner, having submitted the Commencement Notice, replaces either the Assigned Certifier or Builder then they shall notify the BCA within 14 days.

NOTE: The Builder should accept the role, but should then meet with the Assigned Certifier and review the documents in the Commencement Notice, including the design ancillary certificate signed by the designers and the inspection plan.

NOTE: The Design Certifier will have the S_D, A_D, E_D, B_D ancillary certificates to satisfy themselves that they can submit the Design Certificate. The contractor should seek these details in the Commencement Notice

NOTE: Must be accompanied by a valid application for a Fire Certificate & fee of €250 or €5.80/m², whichever is greater.

NOTE: The Building Owner, Assigned Certifier and Assigned Builder must retain records for 6 years.

NOTE: Records should adequately document inspections, results, remedial actions etc. Evidence-based inspections and arrangements.

NOTE: During both construction and completion stages there may be visits from a BCO and Section 11 Clarification Requests.

NOTE: Requirements for material and product specification can be found in the Construction Products Regulation.

NOTE: Where revisions occur to the design during construction of the works from that which was provided to BCA at commencement, then the Assigned Builder is entitled to request Design Certification in respect of same.

NOTE: The Builder should review the documents, which are to be included in the annex of the Certificate of Compliance on Completion.