

# **CERTIFICATION OF CONSTRUCTION** (Drainage, Heating & Plumbing)

# **SCHEME GUIDE**



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## **1. Introduction**

- 1.1 The Building (Scotland) Act 2003 introduced the option of certifying design or the construction on building work as complying with the Building (Scotland) Regulations 2004. The certification system is based on the principle that suitable qualified and experienced building professionals and tradespeople can be responsible for ensuring that specified works comply with building regulations.
- 1.2 However, the building professionals and tradespeople must be approved to carry out certification tasks. They are required to demonstrate that they have the relevant qualifications and experience for this role and must be employed by a reputable company which operates a system of careful checking. The use of an Approved Certifier removes the need for the detailed scrutiny of designs or inspections by Verifiers.
- 1.3 The Act introduced the concept of Verifiers which are appointed by Scottish Ministers to oversee the administration of the building warrant process, amongst other duties. Currently each Local Authority has been appointed as Verifier for their own geographical area.
- 1.4 A valid Certificate of Construction, (Drainage, Heating and Plumbing Installations) must be accepted by the Verifier as conclusive evidence of the compliance of the drainage/heating/plumbing installation with the building regulations. The Verifier is obliged by the Act to limit the process of verification to checking that the certificate is signed by persons who are appropriately registered at the date of signature, by using the online BSD Certification Register. For certified work, the Verifier will not undertake any inspection or make any assessment of the installation work. However, if in the course of examining non-certified work, the Verifier was to discover a mistake, omission or inaccuracy in certified work they should inform the applicant for building warrant.
- 1.5 Certification is an optional procedure for the implementation of building regulations in Scotland, and is only relevant to works subject to the building warrant process. Certification is a statement by an Approved Certifier that specified aspects of a design proposal, or of a completed construction, comply with the Building (Scotland) (Regulations) 2004.
- 1.6 The Certification system is operated by the Scottish Government Building Standards Division (BSD).
- 1.7 Certification is delivered through schemes approved by Scottish Ministers by scheme providers. SNIPEF was approved as the scheme provider for the Certification of Construction (Drainage, Heating and Plumbing) on 1 December 2009.
- 1.8 No one apart from the Approved Certifier is allowed to issue a Certificate of Construction and they must not make false or misleading statements in certificates, or recklessly issue certificates.
- 1.9 ***The Act introduced the possibility of criminal prosecution in the event of false or misleading statements in certificates or reckless certification. Any person signing a certificate who is not entitled to sign it could be subject to prosecution under the legislation.***
- 1.10 This Guide describes the Scheme and its operation and is published by SNIPEF. The Scheme Guide and Technical Guide supplement the information given in the BSD Certification

Handbook and Procedural Handbook which describe the provisions of the Act and of the Building (Procedure) (Scotland) Regulations 2004.

1.11 SNIPEF believes that the guidance and information contained in this Guide is correct, but all parties must rely on their own skills and judgement when making use of it. SNIPEF assumes no liability for any loss or damage caused by error or omission, whether as a result of negligence or any other cause. Any such liability is disclaimed.

1.12 The Guide may be amended by SNIPEF and reissued in the light of experience of its use.

### **1.13 Scope of the Scheme**

1.13.1 The scope of the Scheme for Certification of Construction (Drainage, Heating and Plumbing) is the certification of the installation and commissioning of, drainage, heating and plumbing installations carried out in accordance with Building (Scotland) Regulations 2004 (as amended) and the Building (Scotland) Act 2003.

1.13.2 The authority for the Scheme is derived from Section 7 (2) of the Act and places the responsibility for certification on its members.

1.13.3 It is necessary for Approved Certifiers to be clear about the scope of work covered by any Certificate of Construction that they sign in relation to a particular project. Certification is deemed to cover all work on the client side of the “origin” of the drainage/heating and or plumbing installation. In this context, the “origin” of the drainage/heating/plumbing installation should be considered as the position at which the drainage/heating/plumbing installation becomes the responsibility of the client.

1.13.4 A copy of the scheme scope which specifies the work for which a certificate of construction can be issued is contained in **Appendix B**.

1.13.5 Additional guidance on certification is given in the BSD Certification Handbook ([www.scotland.gov.uk/bsd](http://www.scotland.gov.uk/bsd)).

## **2 Membership of the Scheme**

### **2.1 Appointments**

2.1.1 SNIPEF is responsible for the appointment of Approved Certifiers and Approved Bodies for the Scheme.

2.1.2 Membership of the Scheme is open to any individual and any organisation that meets the membership criteria outlined in this Guide.

2.1.3 Approved Certifiers must have appropriate qualifications and experience relating to the scope of the Scheme and must be employed by an Approved Body.

2.1.4 An Approved Body may be a firm, public body or other organisation that is a member of the Scheme, which employs at least one Approved Certifier and which adopts suitable professional practices including procedures to check compliance with the Building (Scotland) Regulations 2004.

- 2.1.5 An Approved Body who is a member of the Scheme can supply certification services within the scope of the Scheme.
- 2.1.6 An Approved Body must appoint a Certification Co-ordinator who will countersign certificates issued by the Approved Certifier under the scheme and ensure that the Approved Certifier holds the appropriate technical competencies for each “scheme scope” they certify. The Certification Co-ordinator may or may not be an Approved Certifier.
- 2.1.7 An individual Scheme member, an Approved Certifier, may describe him or herself as an Approved Certifier of Construction (Drainage, Heating and Plumbing).
- 2.1.8 A firm that belongs to the Scheme may describe itself as an Approved Body for the Certification of Construction (Drainage, Heating and Plumbing).
- 2.1.9 Both an Approved Certifier and the Certification Co-ordinator of an Approved Body must sign all certificates. In cases where a firm is a sole trader then the individual can become the Approved Body, the Approved Certifier and the Certification Co-ordinator so long as they meet the membership requirements.
- 2.1.10 Membership entitles use of the name “Approved Certifier” but does not entitle the use of designatory letters such as “AC”, “ACC”, or AB.
- 2.1.11 Registration of Approved Certifiers and Approved Bodies can be checked at [www.certificationregister.co.uk](http://www.certificationregister.co.uk)

## **2.2 Application**

- 2.2.1 All applications for membership are to be submitted to SNIPEF.
- 2.2.2 Each application will be assessed in one of the three ways:
  - a) does not satisfy the criteria for membership;
  - b) satisfies the criteria for membership; or
  - c) cannot be decided and that a reassessment should be undertaken after a period of not more than 6 months.
- 2.2.3 Applications recommended for membership or rejected for membership will be passed to the Head of Certification who will check that the scheme criteria has been correctly applied and determine whether or not the applicant satisfies the scheme requirements.
- 2.2.4 Applicants who consider that they have been dealt with unfairly may lodge an appeal to the Appeals Panel. (See 13.5).

## **2.3 Fees**

- 2.3.1 Membership is subject to an Annual Membership Fee. The current membership fee structure is included in Appendix C.
- 2.3.2 If fees for membership remain unpaid for one month after the due date, membership may be suspended. If fees remain unpaid for 3 months, membership is terminated and a full re-application may be required prior to re-instatement.

## **2.4 Resignation and termination**

- 2.4.1 Any member who wishes to resign their membership must inform SNIPEF. SNIPEF within 24 hours will request that the resignation is noted on the BSD Certification Register.
- 2.4.2 Membership may be terminated at any time following properly conducted disciplinary and appeals procedure, see 13.5.4,13.6(I & J), 13.7.14
- 2.4.3 SNIPEF will, within 24 hours of a termination decision, request that the termination is noted on the BSD Certification Register.

## **3 Approved Body**

### **3.1 Criteria for Membership**

- 3.1.1 An Approved Body is granted membership by SNIPEF to supply certification services. Membership applies to a firm, public body or other organisation approved by SNIPEF. An Approved Body can belong to any number of schemes providing it meets relevant membership criteria for the scheme.
- 3.1.2 SNIPEF will forward details of membership of the Scheme to the BSD Certification Register every 7 days, or within 24 hours in the case of termination of membership or resignation.
- 3.1.3 An Approved Body must:
  - a) Directly employ at least one Approved Certifier of Construction (Drainage, Heating and Plumbing);
  - b) Maintain appropriate levels of insurance cover including public liability insurance to a value of at least £2m and, where appropriate, employers' liability, and any other relevant insurance deemed necessary.
  - c) Designate a Certification Co-ordinator within the Approved Body to countersign certificates ensuring that the Approved Certifier holds the appropriate technical competencies for each "scheme scope" they certify;
  - d) Maintain a log book of all certificates issued as detailed in 5.2.2 This log book is to be used by all Approved Certifiers employed by the Approved Body and can be kept in the format of their choice ie paper copy of computerised spreadsheet;
- 3.1.4 A sole trader can be an Approved Certifier, an Approved Body and a Certification Co-ordinator but they must submit both application forms.
- 3.1.5 Approved Bodies with more than one office are required to make a separate application for each branch office that wishes to offer certification services. Only offices or branch offices that employ at least one Approved Certifier are eligible for membership.

### **3.2 Duties of an Approved Body**

- 3.2.1 The Approved Body must
  - a) Provide an environment that supports the Approved Certifier and maintain the criteria under which it was approved as listed in 4.1 above.

- b) Report any change to the Approved Body, Certification Co-ordinator or Approved Certifier to SNIPEF within seven days;
- c) Allocate adequate time and resource to the certification process in order to provide the support described above. An Approved Body should advise its clients of the amount of time and cost associated with the certification process prior to accepting appointment of their Approved Certifier.
- d) Adopt appropriate auditable checking procedures to assure the quality of certification activities (formal accreditation such as ISO 9000 is not a requirement);
- e) Provide access for Approved Certifiers to all relevant legislation, handbooks, codes standards and guides;
- f) Promote the training and development of Approved Certifiers of Construction (Drainage, Heating and Plumbing Installations), in support of certification activities (including both technical and procedural training) to an appropriate level (see 5.2.1 (b));
- g) Undertake to understand the Scheme's requirements as described in this Guide;
- h) Undertake to abide by the Scheme Code of Conduct;
- i) Agree to an audit of their certification activities by SNIPEF on request.

## **4 Approved Certifier**

### **4.1 Criteria for Membership**

- 4.1.1 Individuals are required to join an approved certification scheme to be considered for membership as an Approved Certifier of Construction under Section 7(2). There is no limit to the number of scheme memberships or designations that an individual may hold provided they meet the relevant scheme criteria.
- 4.1.2 An Approved Certifier must:
- a) Hold or be eligible to hold an SNIJIB Advanced or Technician Plumber or Heating Engineer or Heating Technician registration card or other such SNIJIB Registration card as specified. (*See details of the SNIJIB Grading Scheme in Appendix D*);
  - b) Have a minimum of two years supervisory experience in the plumbing/gas installation industry;
  - c) Hold a qualification in Water Byelaws or Water Regulations;
  - d) Hold current and appropriate qualifications for each of the designations they wish to certify (scope guidance contained within Appendix D);
  - e) Successfully complete the industry's assessed Building Standards course to demonstrate knowledge and experience of the Scottish Building Standards system and thereafter every three years.
- 4.1.3 An Approved Certifier will be issued with a personal registration number and may leave an Approved Body without loss of that number. The individual uses that number if subsequently employed by another Approved Body. However, if subsequently employed by a firm that is not on the Certification Register, the individual cannot act as an Approved Certifier.
- 4.1.4 Each Approved Certifier will be issued with a "Declaration of Competence" which specifies which designations he may certify. The Approved Certifier may add to these designations at any time by submitting an "Application to add to the existing approved certifier of construction scope". (See Appendix I).



## 4.2 Duties of an Approved Certifier

### 4.2.1 The Approved Certifier must:

- a) Agree to adopt appropriate procedures to satisfy themselves of the compliance or non-compliance of construction work described in an application for building warrant or amendment to warrant;
- b) Declare that they will only certify work if they have sufficient knowledge and understanding of the Building (Scotland) Regulations 2004 (as amended), relevant codes of practice and of the Technical Handbooks;
- c) Undertake to understand the Scheme's requirements as described in this Scheme Guide;
- d) Undertake to abide by the Scheme Code of Conduct;
- e) Record details of all certificates issued together with a record of the basis of decisions on compliance and details of any third party relied on in making decisions on compliance;
- f) Agree to submit evidence of their certification practice to audit by SNIPEF on request, including evidence showing certificates issued. (*see 10.6(a)*)
- g) take account of the impact of their work and ensure it does not impinge on the overall integrity of the building and that it complies with building regulations.

4.2.2 An Approved Certifier must undertake certification in a methodical manner, for example by using a certification plan or a checklist for each project, and record sufficient detail in a log book which can be audited by SNIPEF. Checklists have been developed by SNIPEF and can be downloaded from the Certification website (<https://snipefcertification.co.uk>).

4.2.3 In general, the Approved Body carrying out the construction work will undertake the certification. It is recognised, however, that this will not always be the case and the construction Approved Body may wish to sub-contract certification to a third party Approved Body.

4.2.4 Schedule 2 of the Building (Scotland) Act prohibits certification being provided to a Local Authority (Verifier) by one of their employees. It is however, permissible for the employee to certify within any other local authority area.

4.2.5 It must be clearly understood that the Certificate of Construction must only relate to work that has **been completed and complies with the regulations** and is not a statement that **the work, after it is finished, will comply with the regulations**. The signing of a certificate in respect of work that has not been completed is contrary to the intentions of both the regulations and the Scheme and may lead to disciplinary action or prosecution.

4.2.6 An individual member is entitled to exercise the function of an Approved Certifier of Construction (Drainage, Heating and Plumbing), referred to in this guide as an Approved Certifier. That function is to certify that the drainage/heating/plumbing installation complies with the Building (Scotland) Regulations 2004 (as amended).

4.1.7 An Approved Certifier must not certify any work that has not been checked for compliance with the building regulations or is out with their competency. An Approved Certifier issues a Certificate of Construction (Drainage, Heating and Plumbing) using the prescribed form, to the building owner, developer or other relevant person who thereafter submits the Completion

Certificate to the Verifier. The Approved Certifier is required to maintain a logbook showing the number and details of certificates issued.

- 4.1.8 Individual members who wish to amend their range of certification services may make separate applications at any time.

## **5 Duties of a Co-ordinator**

- 5.1 The Certification Co-ordinator is responsible for ensuring that the conditions under which the Approved Body was approved are fulfilled and maintained, except in the case of a change of Certification Co-ordinator.
- 5.2 The Certification Co-ordinator of an Approved Body must not countersign certificates for any period during which the Approved Body does not employ an Approved Certifier.
- 5.3 Any change of Certification Co-ordinator or Approved Certifier of Construction must be reported to SNIPEF by the Approved Body within seven days.

## **6 Certification Practice**

- 6.1 A client who commissions a project that is subject to building warrant may choose to engage an Approved Body which provides certification services. They may use the BSD Certification Register to find such an Approved Body, or to check the registration of a firm.
- 6.2 It is imperative that, when certifying the compliance of a, drainage, heating and plumbing installation to the relevant Building Regulations, the process by which compliance was assessed is recorded in writing and placed on file.
- 6.3 The record of the Approved Certifier's assessment process is subject to audit at any stage after submission of the warrant. It is therefore essential that all such records be placed on file without delay. Assessing compliance is not a retrospective activity and must precede the signing of the certificate.
- 6.4 In this context, drainage, heating and/or plumbing installation work is assumed to comprise certain design calculations related to the installation, the recording on checklists of installation information, including compliance with the Building Regulations and all the relevant Building Standards.
- 6.5 Approved Certifiers may establish conformity with the Building Regulations of any aspect of the drainage/heating/plumbing installation using any of the methods, alone or in combination that meet the conditions given in 5.2.
- 6.6 The Approved Certifier should be aware that it is compliance with the Building Regulations that is being certified and not compliance with the relevant British Standards. Guidance on checking compliance with the Building Standards is given in the Plumbing Installers' Guide to Certification.

## **7 Certificates**

- 7.1 Certificate of Construction (Drainage, Heating and Plumbing Installations) is available from the Certification website. The Approved Certifier completes the certificate and it is signed by the

Approved Certifier and the Certification Co-ordinator on behalf of the Approved Body that employs or engages the Approved Certifier. The resulting Certificate of Construction is supplied to the building owner, developer or other relevant person who submits the Completion Certificate. A draft example of a Certificate of Construction (Drainage, Heating and Plumbing Installations) is given in Appendix F of this Guide.

7.2 The Certificate must include a certificate number issued by the Certification website and the project address.

7.3 Certificate Part A

7.3.1 Part A of the Certificate is a declaration by the Approved Certifier that:

- a) Describes the nature of the work certified (relevant building standards regulation(s), building use, scope of certification);
- b) The drainage/heating/plumbing installation, as applicable, complies with the building regulations;
- c) He/she is registered as an Approved Certifier.

7.3.2 The Certificate also includes a declaration of how specified aspects of the project were certified. This must be retained by the Approved Body as it serves as a checklist for auditing purposes. The checklist must be retained by the Approved Body and is **not issued** as part of the certification process.

7.3.3 The Approved Certifier states that:

***'I certify that the drainage/heating/plumbing installation included in the construction work described in this certificate complies with the Building (Scotland) Regulations 2004 (as amended). I am registered by the Scottish Government Building Standards Division as competent to certify the construction of such work'.***

7.4 Certificate Part B

7.4.1 Part B of the Certificate is a statement by the Certification Co-ordinator of the Approved Body and states that:

***'I confirm that the person who signed Part A of this Certificate is an Approved Certifier of Construction (Drainage, Heating and Plumbing Installations) and is employed by this Approved Body. This Approved Body is registered by the Scottish Government Building Standards Division to provide certification services for Construction (Drainage, Heating and Plumbing Installations) and employs at least one Approved Certifier under that scheme. I am registered as a Certification Co-ordinator for this Approved Body'.***

7.5 A sample Certificate of Construction is shown in Appendix F.

7.6 Certificate of Construction may be submitted in support of a Completion Certificate. The Verifier is required to register details of the certificate in Part 1 of the local authority's Building Standards Register, which is an electronic record fully accessible by the public, and to keep the certificate in Part 2 of the Building Standards Register.

- 7.7 SNIPEF, as Scheme Provider, is required to report to the BSD all certificates issued by the members of the Scheme.

## **8 Certification Process**

- 8.1 The building owner, developer or other relevant person informs the Verifier at Building Warrant application stage that they intend to use an Approved Certifier of Construction. This notification called The Notice of intent, should be accompanied by written confirmation of the name of the Approved Body and Approved Certifier, if known. Discount on the Building Warrant fee, as a result of using an Approved Certifier, is given at application stage.
- 8.2 During construction and upon completion, the nominated Approved Certifier of Construction must satisfy himself/herself that relevant work complies with the Building (Scotland) Regulations 2004 (as amended) and the Approved Certifier should only complete the Certificate of Construction when work is finished.
- 8.3 Prior to signing and issuing a certificate, the Approved Certifier uses their secure login to enter the certificate area of the Certification website. The Approved Certifier enters the required information on-line and downloads and prints the completed certificate, which will be endorsed with a unique serial number. These details are then used for inclusion in the quarterly reporting on certificates by SNIPEF to BSD.
- 8.4 Certificates must be ordered in advance on-line or by contacting SNIPEF. SNIPEF will charge a certificate fee as described in Appendix C.
- 8.5 It is the responsibility of the Approved Body to pay the certificate fee, but it is expected that the cost will be recovered from the client. Payment will be made either by credit card or according to the terms of the invoice raised by SNIPEF. The certificate(s) will normally be released on application and not withheld until payment is received. If due payment is not received within one month of the invoice date, SNIPEF may disable access to the certification website or may instigate debt recovery procedures and statutory interest will be charged in accordance with the Late Payment Act 1996 and the Late Payment of Commercial Debts Regulations 2002. Non-payment or persistent late payment of fees may also lead to disciplinary measure being taken and, in extreme cases, may result in the removal of the Approved Body from the Register.
- 8.6 The certificate is completed, together with the relevant installations and commissioning certificates, and then signed by the Approved Certifier and the Certification Co-ordinator.
- 8.7 The signed certificate, together with relevant installation and commissioning certificates, is supplied to the building owner, developer or other relevant person who may use it to support the Completion Certificate for the building.

## **9 Audit of Approved Bodies and Approved Certifiers**

- 9.1 All Approved Bodies and Approved Certifiers are subject to an audit at any time to be decided as necessary by SNIPEF, but at a maximum interval of 3 years. Approved Bodies will be contacted at least 4 weeks before the audit is due to take place. The audit will include an on-site inspection to check that work complies with the Building Regulations and BSD Technical Handbook. Three forms of audit may be undertaken:

- a) For all members, audit at a maximum interval of three years from the latest approval of membership;
  - b) Targeted audits at the request of the Head of Certification, following discovery or complaints of poor practice; and
  - c) Random audits
- 9.2 Approved Bodies and Approved Certifiers will be audited based on the current criteria for membership and performance in practice. Logbooks will be used to assess compliance against declarations of expertise and experience made at the time of application(s) for approval. Audits may also be undertaken in the event of a complaint, poor practice or at random.
- 9.3 SNIPEF will give at least 10 working days' notice of an audit.
- 9.4 SNIPEF will appoint and employ auditors. The auditors will be required to complete the Scheme training course which will be operated for Approved Certifiers. This will ensure that they have appropriate knowledge of the Scheme and its operation. As auditors will be current practitioners they will be deemed to have a reasonable knowledge of the Building Regulations and will have access to assistance in the event of any queries.
- 9.5 Auditors must declare any current or past interest in Approved Bodies and Approved Certifiers.
- 9.6 Audits will normally be undertaken at the member's offices and then normally progress to at least one site. They will:
  - a) consider the record of the previous certification work (the Approved Body's register of certificates issued), that includes copies of certificates and checklists and notes on the procedures used;
  - b) consider evidence of support provided by the Approved Body to the Approved Certifier;
  - c) assess at least one example of certified work with regard to its compliance with the Building Regulations and the BSD Technical Handbooks;
  - d) consider any complaints together with the response to complaints;
  - e) request evidence of update training;
  - f) assess the compliance of the Approved Body and Approved Certifier against the Scheme assessment criteria.
- 9.7 Qualified staff will undertake audits. Due to the breadth of technologies covered by the Scheme, expertise specific to an installation may be resourced by the Head of Certification, in order to ensure compliance with the Building Regulations.

## **10 Audit of SNIPEF**

- 10.1 The management of the Scheme by SNIPEF, including membership assessment, auditing and approval processes is subject to annual audit by the BSD on behalf of the Scottish Ministers.
- 10.2 A periodic audit of the membership application process will be undertaken by the Certification Disciplinary Panel.

## **11 Scheme Management**

- 11.1 SNIPEF is an unincorporated Approved Body governed by its Constitution and registered under the Trade Union and Labour Relations (Consolidated) Act 1992. The SNIPEF Constitution may be seen at [www.snipef.org](http://www.snipef.org)
- 11.2 The Scheme management, administration and commercial activity will be undertaken by the following SNIPEF employees: Chief Executive, Head of Certification, Administrative staff, Technical staff.
- 11.3 Scheme management will be responsible for the following:
  - a) Assessment of applications, including technical inspections;
  - b) Auditing the certification activities of firms that are members, including inspections of certified installations;
  - c) Recommendations on membership of the Scheme;
  - d) Certification training support;
  - e) Operation of IT and other administrative systems;
  - f) Continuing review of the operation of the Scheme;
  - g) Maintenance and application of the Scheme Code of Conduct;
  - h) Appointment of SNIPEF employees to administer the scheme;
  - i) Appointment of auditors;
  - j) Fees for membership on joining, annual renewal of membership, certificate fees, and remuneration to auditors;
  - k) Approval of reports on Scheme finances;
  - l) Reporting on the Scheme to the BSD; and
  - m) Implementation of any industry Code of Practice.
- 11.4 All SNIPEF employees are required to declare any conflict of interest with regard to applicants for membership or members of the Scheme.

## **12 Complaints and Appeals**

### **12.1 Process**

- 12.1.1 As Scheme Provider, SNIPEF will take due account of any complaint received from:
  - a) an applicant for building warrant;
  - b) a member of the public, a building owner or developer or other relevant person;
  - c) a Verifier;
  - d) a local authority;
  - e) an Approved Certifier of Construction;
  - f) another scheme provider; or

g) the Scottish Government Building Standards Division.

which concerns the conduct of the membership of its scheme in connection with the Certification of Construction under the Building (Scotland) Act 2003 and the Building (Procedure) (Scotland) Regulations 2004 (As amended). SNIPEF will also take due account of an appeal against a decision on membership of its scheme.

12.1.2 Complaints against members of the scheme should in the first instance be reported to the Customer Liaison Officer (CLO) who will advise the individual of the complaints procedure.

12.1.3 SNIPEF may reject a complaint on the grounds that it does not directly concern Certification of Construction under the Building (Scotland) Act 2003, or is outside the scope of the Scheme.

12.1.4 Disciplinary procedures concerning certification shall not preclude action by SNIPEF following publication of the determination of a complaint, but the proceedings shall remain confidential.

12.1.5 The Scottish Ministers will not advise on the award of costs of any disciplinary process.

12.1.6 A summary of the complaint and appeal process is documented in Appendix E.

## **12.2 Head of Certification.**

12.2.1 The Head of Certification shall be responsible for co-ordinating the response to any complaint concerning Approved Certifiers of Construction, or Approved Bodies, by requesting and collating information, convening meetings and notifying relevant parties.

12.2.2 When a complaint is received the Head of Certification will within 3 working days:

- a) Write to the complainant to acknowledge the complaint;
- b) Make the subject of the complaint aware that a complaint has been received;
- c) Pass the complaint to the Certification Conduct Panel for investigation.

## **12.3 Certification Conduct Panel.**

12.3.1 The Certification Conduct Panel will be responsible for deciding whether or not any complaint merits consideration by the Certification Disciplinary Panel, or may be resolved by requiring specific work or other action, (except fines), or should be rejected.

12.3.2 Certification Conduct Panel comprises of the Head of Certification, the Customer Liaison Officer and a member of the SNIPEF Technical team.

12.3.3 The Panel are responsible for deciding whether:

- a) The complaint is valid;
- b) An inspection will be carried out and what form any inspection should take;
- c) The complaint alleges breach of the rules;
- d) The complaint alleges a breach of section 19 (4) of the Act;
- e) The certification Disciplinary Panel should hear the complaint.

12.3.4 The Certification Conduct Panel shall within 20 days of receipt of the complaint by the Head of Certification:

- a) Decide whether the complaint is valid and what action is required. This will be notified to the complainant and the subject of the complaint who will have 7 working days to respond.
- b) Report the complaint to the Building Standards Division if the complaint is to be referred to the Certification Disciplinary Panel;
- c) Notify the appropriate local authority if the complaint alleges that an Approved Certifier of Construction has acted in breach of section 19(4) of the Building (Scotland) Act 2003;
- d) Refer the complaint to the Certification Disciplinary Panel if it is deemed to be heard by them.

12.3.5 If the complaint appears to concern a simple mistake, the Certification Conduct Panel may recommend that the complaint would merit a hearing by the Certification Disciplinary Panel if the subject of the complaint does not satisfactorily complete certain work within a specified period.

#### **12.4 Certification Disciplinary Panel.**

12.4.1 The Certification Disciplinary Panel will be responsible for hearing and determining any complaint concerning a member of the scheme that alleges a breach of section 19(4) of the Building (Scotland) Act 2003, or any other complaint that the Certification Conduct Panel considers merits a hearing.

12.4.2 Certification Disciplinary Panel comprises of three members of the SNIPEF Council and is chaired by an independent professional.

12.4.3 The Certification Disciplinary Panel shall within 40 working days of receipt from the Certification Conduct Panel:

- a) Determine the complaint and whether a hearing is deemed necessary;
- b) Notify the complainant and the subject of the complaint that a Disciplinary Hearing will take place and who is required to attend;
- c) Notify those attending of the time and place of the hearing and describe the process which will be adhered to;
- d) Notify the decision of the Certification Disciplinary Panel and also the appeals process to both the complainant and the subject of the complaint;
- e) Notify the Building Standards Division of the decision of the Certification Disciplinary Panel;
- f) Publish the decision of the Certification Disciplinary Panel on the scheme provider website; thereafter
- g) The complainant and/or subject of the complaint can appeal the decision of the Certification Disciplinary Panel within 10 working days;
- h) The Certification Disciplinary Panel must notify the Building Standards Division of an appeal within 5 days of receipt of the appeal;
- i) Within 5 days of receipt of the appeal, the Certification Disciplinary Panel must notify the Certification Appeals Panel.



- 12.4.4 If a complaint is made against both an Approved Certifier and an Approved Body the Disciplinary Panel will hold separate interviews of the Approved Certifier and the Certification Co-ordinator or other representative of the Approved Body.

## **12.5 Certification Appeals Panel.**

- 12.5.1 The Certification Appeals Panel will be responsible for determining any appeal against a decision of the Certification Conduct Panel or Certification Disciplinary Panel, or any decision regarding membership of the scheme.
- 12.5.2 Certification Appeals Panel is chaired by an independent professional who shall nominate two of the SNIPEF Office Bearers.
- 12.5.3 The membership of the Appeals Panel will be entirely different from the membership of either the Certification Conduct Panel or Disciplinary Panel.
- 12.5.4 The Certification Appeals Panel shall consider:
- a) an application for membership which has been rejected;
  - b) a membership renewal which has been rejected;
  - c) a member who has been reprimanded or whose membership has been terminated
- 12.5.5 Within 25 days of receipt of an appeal from the Certification Disciplinary Panel, the Certification Appeals Panel must:
- a) investigate and reach a decision;
  - b) notify5.2.1
  - c) the complainant and the subject of the decision;
  - d) notify Building Standards Division of the decision;
  - e) notify the Local Authority where appropriate;
  - f) publish the decision of the Certification Appeals Panel on the scheme provider website.

## **12.6 Panel Decisions**

- 12.6.1 The grounds on which decisions can be made by each Panel are as follows:
- a) The Certification Conduct Panel or the Certification Disciplinary Panel may reject a complaint on the grounds that it does not directly concern certification of construction under the Building (Scotland) Act 2003, or is outside the scope of the scheme.
  - b) The Certification Conduct Panel must always refer a complaint that alleges a breach of section 19(4) of the Building (Scotland) Act 2003 to the Certification Disciplinary Panel.
  - c) The Certification Conduct Panel should refer any complaint alleging that an Approved Certifier of Construction has not acted in accordance with other rules, limitations, or conditions of the scheme to the Certification Disciplinary Panel.
  - d) If the complaint appears to concern a simple mistake, the Certification Conduct Panel may recommend that the complaint would merit a hearing if the Certification

Disciplinary Panel if the subject of the complaint does not satisfactorily complete certain work within a specified period.

- e) The Certification Disciplinary Panel must always terminate membership if they consider that an Approved Certifier of Construction has acted in breach of Section 19(4) of the Building (Scotland) Act 2003.
- f) The Certification Disciplinary Panel may recommend sanctions if an Approved Certifier of Construction has not acted in accordance with other rules, limitations or conditions of the scheme; sanctions may include termination, reprimand or reprimand with an extraordinary audit within 6 months, but should not include fines.
- g) The only grounds for an Appeal against a decision of the Certification Conduct Panel or Certification Disciplinary Panel should be that the panel was not properly constituted or conducted.
- h) In the case of appeals against a decision on membership taken following assessment of an application for membership or renewal for membership, or following audit, the complaint may be rejected if the complainant did not attend an interview with the appeals panel in person, if requested to do so, or failed to demonstrate that the assessment or audit was not properly conducted or the rules, limitations, or conditions of the scheme were not correctly applied.
- i) Membership will be terminated if a member of the Scheme is found by the Certification Disciplinary Panel to have recklessly issued a certificate. Any alleged breach of section 19(4) of the Act will be reported to the relevant local authority, which is a reporting agency for the Procurator Fiscal.
- j) Membership may be terminated or other disciplinary action taken at any time if the conduct or action of a member of the Scheme is found by the Certification Disciplinary Panel to breach the scheme code of Conduct.

12.6.2 Decisions of the Certification Disciplinary Panel are, subject to appeal, binding on the subject of the complaint.

## **12.7 Termination of membership**

12.7.1 The following action will be taken in the case of a decision to terminate membership from the scheme.

12.7.2 If no appeal is made following the determination by the Certification Disciplinary Panel, SNIPEF will advise the Scottish Government Building Standards Division to record the date of termination on the Certification Register.

12.7.3 On determination of an appeal, SNIPEF will advise the Scottish Government Building Standards Division to record the date of termination on the Certification Register.

12.7.4 SNIPEF will investigate any certificate issued by the person terminated after the date of receipt of the complaint and if such investigation reveals the non-compliance of construction certified by the former member, SNIPEF will inform the Scottish Government Building Standards

Division and will contact the relevant local authority in order that it may issue a building regulations enforcement notice.

## **12.8 Code of conduct**

12.8.1 The Scheme is dependent on trust and strict adherence to this Code of Conduct.

12.8.2 Approved Certifiers and Approved Bodies of Construction must undertake all certification activities in accordance with:

- a) Building (Scotland) Act 2003
- b) Building (Procedure) (Scotland) Regulations 2004
- c) The conditions, limitations, and rules of the scheme to which they belong and with due regard to
- d) Guidance in the Procedural Handbook issued in association with the Building (Procedure) (Scotland) Regulations 2004 and
- e) Guidance in the Certification Handbook issued in association with the Building (Procedure) (Scotland) Regulations 2004.

12.8.3 The Scheme requires that its members, the persons employed or engaged by SNIPEF and members of any Board or Panel intended to further the purposes of the Scheme and SNIPEF must:

- a) act with integrity and fairness;
- b) have regard to the public interest and to the interests of all those affected by their activities;
- c) do not maliciously or recklessly injure or attempt to injure the reputation of another person;
- d) avoid conflicts of interest; and
- e) uphold the reputation of the Scheme.

12.8.4 The Scheme requires that individual members who perform the function of Approved Certifiers of Construction (Drainage, Heating & Plumbing installations):

- a) do not misrepresent themselves as having expertise and experience that they do not possess;
- b) maintain and broaden their expertise;
- c) undertake only those tasks for which they have appropriate expertise and experience;
- d) do not certify work carried out by others without carrying out necessary checks to satisfy themselves of the adequacy of the work and compatibility within the whole structure;
- e) acknowledge that for some projects they may lack appropriate experience to enable them to act as the Approved Certifier; and
- f) disclose any current or pending charge or conviction at time of application and during engagement as an Approved Certifier. Any charge or conviction which is considered a concern, will be investigated and may lead to rejection of the application or termination of the operative as an Approved Certifier of Construction. Information provided will only be used in connection with employment as an Approved Certifier of Construction.

## **12.9 Complaints against SNIPEF**

- 12.9.1 Complaints about the conduct of SNIPEF or its staff whilst engaged in carrying out their duties in connection with the Certification of Construction (Drainage, Heating and Plumbing) Scheme should be notified in writing to SNIPEF Chief Executive, Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH or [ceo@snipef.org](mailto:ceo@snipef.org).
- 12.9.2 The Head of Certification will be responsible for co-ordinating the complaints and recording them in a complaints register.
- 12.9.3 The Certification Conduct Panel will carry out the investigation of these complaints and where appropriate the complaint will be referred to the Certification Disciplinary Panel for further investigation and review.

## **13      Contacts**

### **13.1      The Building Standards Division Certification Register**

Person and organisations that are approved to certify construction of drainage, heating and plumbing installations under the Building (Scotland) Act 2003 appear on the Certification Register. The BSD Certification Register is the only authoritative list of Approved Certifiers, Approved Bodies, Schemes and Scheme Providers. The Register is maintained and kept up to date by the Building Standards Division. The Register is available for inspection at: [www.certificationregister.co.uk](http://www.certificationregister.co.uk)

### **13.2      Scottish Building Standards Certification (SBSC)**

Scottish Building Standards Certification (SBSC) is a company limited by guarantee and comprises the current scheme providers of both design and construction, namely SER, SNIPEF, SELECT, NICEIC, RIAS, and BRE. Representatives of the Certification scheme meet on a regular basis to discuss any changes or issues that may be common to them. For more information visit [www.sbsc.uk.net](http://www.sbsc.uk.net)

### **13.3      SNIPEF**

13.3.1 The function of SNIPEF is the administration of the Certification of Construction (Drainage, Heating & Plumbing) Scheme. SNIPEF will deal with any complaints and appeals, and report to the Building Standards Division on membership of the Scheme and the certificates issued. SNIPEF will also assess the suitability of candidate individuals and firms for membership and renewal of membership, and evaluate audit reports on the practice of certification by members.

13.3.2 The SNIPEF website provides further information: [www.snipef.org](http://www.snipef.org)

13.3.3 Enquiries about the Scheme should be addressed to:

Head of Certification

SNIPEF

Bellevue House

22 Hopetoun Street

Edinburgh

EH7 4GH

Tel: 0131 556 0600

Email: [schemes@snipef.org](mailto:schemes@snipef.org)

***This Guide describes the Scheme and its operation and is published by SNIPEF.***

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## GLOSSARY OF TERMS AND ABBREVIATIONS

<b><i>The Act</i></b>	Building (Scotland) Act 2003 established the Building Standards system in Scotland.
<b><i>Building Regulations</i></b>	The Building (Scotland) Regulations 2004 apply to the design, construction and demolition of buildings in Scotland.
<b><i>Building Standards</i></b>	The functional standards that a conversion or completed building must fulfil to comply with Building Regulations.
<b><i>Technical Handbooks</i></b>	Guidance issued by Scottish Ministers on compliance with the Building Standards technical requirements.
<b><i>The Procedure Regulations</i></b>	The Building (Procedure) (Scotland) Regulations 2004 detail the procedures set up by the Act.
<b><i>The Scheme</i></b>	Scheme for Certification of Construction (Drainage, Heating & Plumbing).
<b><i>BSD (Building Standards Division)</i></b>	The Scottish Government's Directorate for the Built Environment, Building Standards Division.
<b><i>Building Warrant</i></b>	Authorisation from a Verifier to carry out work where the Building Regulations apply. Building Regulation 5 Schedule 3 shows the work that is exempt from requiring building warrant approval.
<b><i>Certificate of Construction</i></b>	The certificate provided by an Approved Certifier of Construction to confirm that the work carried out under a building warrant complies with the Building Regulations at the time the warrant was approved.
<b><i>Certification Co-ordinator</i></b>	An individual registered as responsible for countersigning certificates on behalf of an Approved Body. The certification co-ordinator acts as the contact point for the Approved Body and is responsible for maintaining the system of checking, insurance policies, access to documents, training and handling complaints.
<b><i>Completion Certificate</i></b>	The certificate submitted to the Verifier to confirm that the building has been constructed or converted in accordance with the Building Warrant and Building Regulations.
<b><i>Approved Body</i></b>	An enterprise (sole trader, partnership, private limited company, public limited company or other legal entity) registered in a Certification scheme to employ and support Approved Certifiers of Construction.
<b><i>Approved Certifier of Construction</i></b>	An individual registered with a Certification scheme to determine compliance of drainage, heating and plumbing installations with the Scottish Building Standards and provide Certificates of Construction.
<b><i>Verifiers</i></b>	Bodies appointed by Scottish Government Ministers to oversee the Building Standards system. Currently each Local Authority is appointed for their own geographical area.

<b><i>Relevant Person</i></b>	The building owner, tenant or developer who submits a Completion Certificate for work carried out under a Building Warrant.
<b><i>Legislation</i></b>	<p>Building (Scotland) Act 2003</p> <p>Building (Scotland) Regulations 2004 (as amended)</p> <p>Building (Procedure) (Scotland) Regulations 2004</p> <p>Building (Fees) (Scotland) Regulations 2008</p> <p>Building (Forms) (Scotland) Regulations 2004</p>
<b><i>Guidance on The Scottish Building Regulations</i></b>	<p>The Scottish Building Standards Technical Handbook: Domestic</p> <p>The Scottish Building Standards Technical Handbook: Non-Domestic</p> <p>The Scottish Building Standards Procedural Handbook</p> <p>The Scottish Building Standards Certification Handbook</p>
<b><i>Industry Guidance</i></b>	Plumbing & Heating Installers' Guide to Certification and the Scottish Building Standards
<b><i>Scottish Building Standards Certification (SBSC)</i></b>	<p>The SBSC exists to support the Scottish building Standards industry delivery of the Certification requirements of The Building (Scotland) Act 2003.</p> <p>SBSC provides an information platform for the industry.</p> <p>For more information about SBSC visit <a href="http://www.sbsc.uk.net">http://www.sbsc.uk.net</a></p>

## APPENDIX B

### SCHEME SCOPE AND QUALIFICATION REQUIREMENTS

Scheme Scope	Qualifications Required
<b>1.0 The installation and commissioning of Above Ground Drainage</b>	Approved Certifiers must hold a current Advanced or Technician Plumber SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification.
<b>1.1 The installation and commissioning of Below Ground Drainage</b>	Approved Certifiers must hold a current Advanced or Technician Plumber SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification.
<b>2.0 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. Gas installations up to 70kw</b>	Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> must hold the following qualifications: <b>CCN1 and CENWAT or such other qualifications which may replace these and be registered with the appropriate Gas Safety Registration Scheme.</b>
<b>2.1 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. Gas installations over 70kw</b>	Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> must hold the following qualifications: <b>COCN1, ICPN1, CIGA1, CORT1, and TPCP1</b> or such other qualifications which may replace these and be registered with the appropriate Gas Safety Registration Scheme.
<b>2.2 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. Oil installations up to 45kw</b>	Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> must hold the following qualifications: <b>OFTEC105E, OFTEC600A and either: OFTEC101and/or OFTEC102.</b>
<b>2.3 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. Solid Fuel installations up to 50kw</b>	Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> must hold the following qualification: <b>HETAS Wet system installer course.</b>



<p><b>2.4 The installation and commissioning of unvented hot water systems.</b></p>	<p>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification, <b>and</b> hold an appropriate unvented qualification.</p>
<p><b>2.5 The installation and commissioning of Solar Thermal Panels.</b></p> <p><b>2.6 The installation and commissioning of Biomass boilers.</b></p> <p><b>2.7 The installation and commissioning of Air Source Heat Pumps.</b></p> <p><b>2.8 The installation and commissioning of Ground Source Heat Pumps.</b></p>	<p>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card, <b>and</b> must either hold an industry approved SVQ Level 3 Certificate in Renewable Technology in the relevant technology or hold a competence based qualification such as a BPEC course or such other qualification(s) which may be approved by the Scheme.</p>
<p><b>3.0 The installation and commissioning of electrical work in connection with 1.0 to 2.7 inclusive.</b></p> <p>Except:</p> <p>a) any new electrical circuit to the building;</p> <p>b) any extension or alteration to the building's electrical circuits (other than a single fused outlet connection);</p>	<p>Approved Certifiers must be either:</p> <ul style="list-style-type: none"> <li>• An Approved Certifier of Construction (Electrical Installations to BS7671); or</li> <li>• Must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card, <b>and</b> must hold the following qualification: <b>SVQ Unit 5 electrical course.</b></li> </ul>



## APPENDIX C

### FEES AND CHARGES

#### **APPROVED CERTIFIER OF CONSTRUCTION CHARGES AND FEES**

	<b>MEMBER FIRM</b>	<b>NON MEMBER FIRM</b>
<b>ANNUAL APPROVED BODY MEMBERSHIP FEE</b>	Free	£571 plus VAT
<b>ANNUAL APPROVED CERTIFIER FEE</b>	£128 plus VAT	£194 plus VAT
<b>ACCS FULL COURSE</b>	£205 plus VAT	£308 plus VAT
<b>ACCS REFRESHER COURSE</b>	£117 plus VAT	£176 plus VAT
<b>CERTIFICATES ORDERED IN BULKS OF 5</b>	£13.50 plus VAT	£13.50 plus VAT

## PLUMBING INDUSTRY GRADING & REGISTRATION SCHEME DEFINITIONS AND CONDITIONS

### 1 Background

- 1.1 The Scottish & Northern Ireland Joint Industry Board (hereinafter referred to as the JIB) operates a Grading and Registration Scheme for plumbing operatives and apprentices. Possession of a current JIB grading and Registration Card indicates that the operative has reached the industry required level of competence.
- 1.2 JIB is affiliated to the Construction Skills Certification Scheme (CSCS) and now issues JIB/CSCS grading and Registration Cards which, in addition to the normal grading criteria requires individuals to successfully pass an Industry approved Health & Safety Test.
- 1.3 To become an Approved Certifier of Construction, operatives need to hold either an Advanced or Technician or Heating engineer or Heating Technician registration card.

### 2 Grading Definitions

#### 2.1 Plumbing Operatives

##### 2.1.1 Plumber

To be registered as a **Plumber**, an operative must:

- a) have been a registered apprentice for at least four years (or have been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008).
- b) have obtained one of the following:
  - i) the Modern Apprenticeship in Plumbing: SVQ Level 3 in MES Plumbing; or
  - ii) the required number of modules of the SCOTVEC/JIB National Certificate in Plumbing at Stage 1 and Stage 2; or
  - iii) the City and Guilds of London Institute Craft Course Certificate in Plumbing; or
  - iv) such other qualification(s) as laid down from time to time by the JIB; and
  - v) must have carried out the related work experience element of their apprenticeship satisfactorily.
- c) be able to carry out all plumbing installation and maintenance work to the standard and at the speed to be reasonably expected from a journeyman Plumber with the minimum of supervision.

##### 2.1.2 Advanced Plumber

To be registered as an **Advanced Plumber**, an operative must:

- a) have been a registered apprentice for at least four years (or has been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008); and
- b) have had at least two years experience working as a Plumber; and
- c) have obtained one of the following:

- i) the Modern Apprenticeship in Plumbing: SVQ Level 3 in MES Plumbing; or
- ii) the Craft Certificate in Plumbing and any two of the three welding certificates in the Advanced Craft Course Certificate (Construction Services Welding); or
- iii) the required number of modules of the SCOTVEC/JIB National;
- iv) Certificate in Advanced Plumbing at Stage 3; or
- v) the City and Guilds of London Institute Advanced Craft Certificate in Plumbing; or
- vi) such other qualification(s) as laid down from time to time by the JIB.

And must have carried out the related work experience element of their apprenticeship satisfactorily.

- d) possess particular practical and productive skills and be able to work without supervision in the most efficient and economical manner and must be able to set out jobs from drawings and specifications and requisition the necessary installation materials and/or have technical and supervisory knowledge and skill beyond that expected of a Plumber.
- e) may not have obtained the qualifications or modules specified in (3) but has had at least 5 years experience working as a Plumber and is deemed competent in accordance with this section (b), in which event he may be granted this grade by the JIB.

### 2.1.3 Technician Plumber

To be registered as a **Technician Plumber**, an operative must:

- a) have been a registered apprentice for at least four years (or have been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008).
- b) have obtained one of the following:
  - i) the Modern Apprenticeship in Plumbing: SVQ Level 3 in MES Plumbing; or
  - ii) the required number of modules of the SCOTVEC/JIB National Certificate in Technician Plumbing at Stage 4; or
  - iii) the Plumbing Technician's Course Certificate; or
  - iv) the Scottish Technical Education Council Certificate in Building Services (Plumbing); or
  - v) the Technician Education Council Certificate in Building Services (Plumbing); or
  - vi) the City and Guilds of London Institute Plumbing Design and Quantities Course Certificate; or
  - vii) such other qualification(s) as laid down from time to time by the JIB.

And must have carried out the related work experience element of their apprenticeship satisfactorily.

- c) have exceptional technical skill, ability and experience beyond that expected of an Advanced Plumber and be able to lay out and prepare contract work in accordance with Building Regulations, Water Byelaws/Regulations, take off quantities and measure work, assess labour requirements and control and supervise all manner of plumbing installations in the most economic and effective way and achieve a high level of productivity.

and, either;

- d) have had at least five years' experience as an Advanced Plumber with a minimum of three years in a supervisory capacity in charge of plumbing installations of such a complexity and size as to require wide technical experience and organisational ability;

or

- e) may not have the full experience as required in (3), but is otherwise deemed competent in accordance with (1), (2) and (3) and his present employer wishes to have him graded as a Technician, in which event he may be granted this grade by the JIB.

## **2.2 Heating Fitters**

### **2.2.1 Heating Fitter**

To be registered as a **Heating Fitter**, an operative must:

- a) have been an apprentice for at least four years (or have been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008).
- b) have obtained one of the following:
  - i) the City and Guilds of London Institute Craft Course Certificates (Heating and Ventilating Fittings) and (Domestic Heating); or
  - ii) must be able to carry out all domestic heating installations and maintenance work to the standard and speed to be reasonable expected from a Fitter with the minimum of supervision; or.
  - iii) such other qualification(s) as laid down from time to time by the JIB.

And, must have carried out the related work experience element of their apprenticeship satisfactorily

### **2.2.2 Heating Engineer**

To be registered as a **Heating Engineer**, an operative must:

- a) have been a registered apprentice for at least four years (or have been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008).
- b) have had at least two years' experience working as a Heating Fitter.
- c) have obtained one of the following:
  - i) the City and Guilds of London Institute Advanced Craft Certificate (Heating and Ventilating Fitting); or
  - ii) the Craft Certificate and any two of the three welding certificates in the Advanced Craft Course Certificate (Construction Services Welding); or
  - iii) such other qualification(s) as laid down from time to time by the JIB.

And, must have carried out the related work experience element of their apprenticeship satisfactorily.

- d) possess particular practical and productive skills and be able to work without

supervision in the most efficient and economical manner and must be able to set out jobs from drawings and specifications and requisition the necessary installation materials and/or have technical and supervisory knowledge and skill beyond that expected of a Heating Fitter.

- e) may not have obtained the technical certificates specified in (3) but has had at least 5 years' experience working as a Domestic Heating Fitter and is otherwise qualified in accordance with this Section (b), in which event he may be granted this grade by the JIB.

### 2.2.3 Heating Technician

To be registered as a **Heating Technician**, an operative must:

- a) have been a registered apprentice for at least four years (or have been an adult apprentice for 3 years prior to 1<sup>st</sup> January 2008).
- b) have obtained one of the following:
  - i) the City and Guilds of London Institute Advanced Craft Certificate (Heating and Ventilating Fitting); or
  - ii) the Craft Certificate and any two of the three welding certificates in the Advanced Craft Course Certificate (Construction Services Welding); or
  - iii) such other qualification(s) as laid down from time to time by the JIB.

And, must have carried out the related work experience element of their apprenticeship satisfactorily.

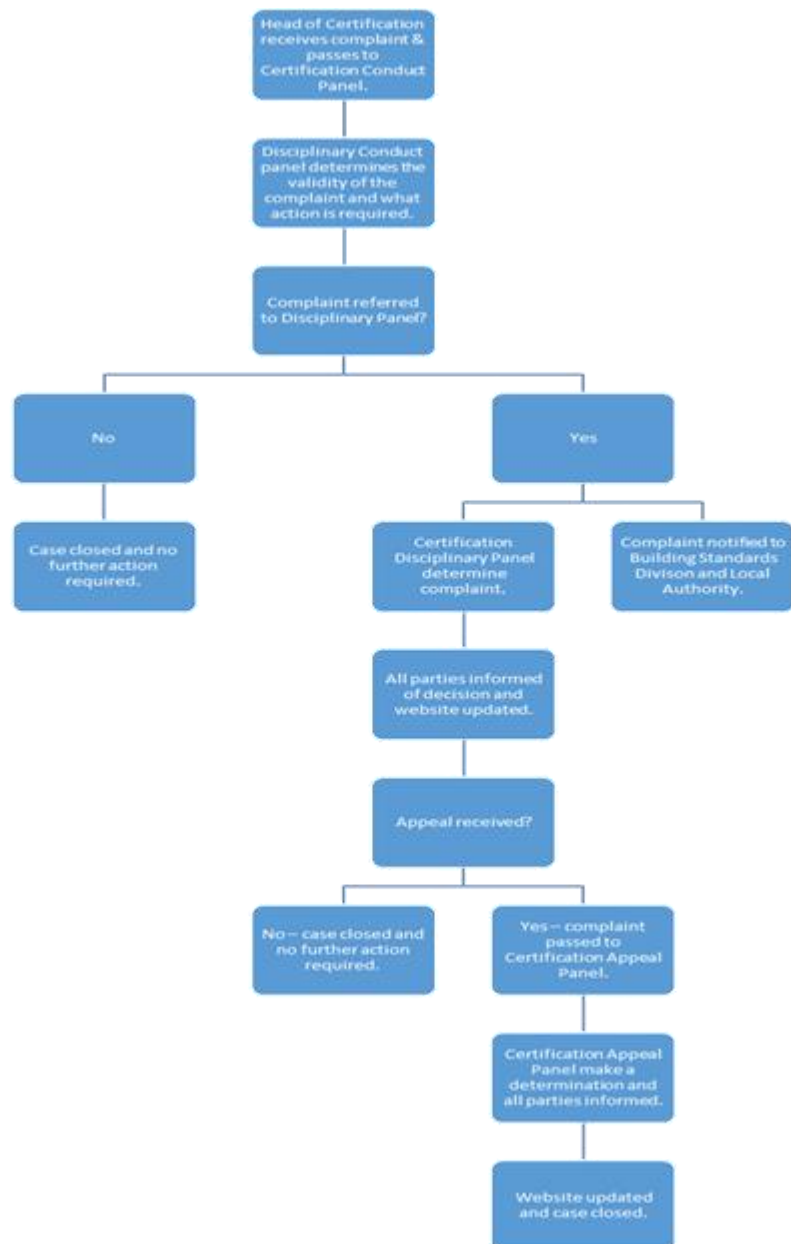
- c) have exceptional technical skill, ability and experience beyond that expected of an Heating Engineer and be able to lay out and prepare work in accordance with Building Regulations, Gas Regulations, Water Byelaws/Regulations, take off quantities and measure work, assess labour requirements and control and supervise all manner of heating installations in the most economic and effective way and achieve a high level of productivity.

and, either;

- d) had at least five years' experience as a Heating Engineer with a minimum of three years in a supervisory capacity in charge of heating installations of such a complexity and size as to require wide technical experience and organisational ability; or
- e) may not have the full experience as required in (3), but is otherwise deemed competent in accordance with (1), (2) and (3) and his present employer wishes to have him graded as a Technician, in which event he may be granted this grade by the JIB.

## APPENDIX E

### COMPLAINT PROCEDURE



Use of recorded delivery, postage and email to promote certainty in delivery of all notifications.

Use of standardised reports/checklists to ensure consistent reporting by each Panel.



## APPENDIX F

### SAMPLE CERTIFICATE OF CONSTRUCTION

	<b>CERTIFICATE OF CONSTRUCTION</b> (DRAINAGE, HEATING & PLUMBING)	
Warrant no: XXXXXXXXX	Verifier Issuing Warrant: Midlothian Council	Certificate no: SNP1-C-96999-5006506

#### Part A: To be completed by the Approved Certifier of Construction

##### Project Address (per the Building Warrant):

123 XXX St

##### Brief description of work:

XXXXXXX

**Building Use (can be both):** Domestic ☒ Non-Domestic ☐  
**Is this a multi-plot?** Plot No [ N/A ] Of [ N/A ]

**NOTE:** A scheme checklist must be undertaken for each aspect of work included in the warrant but this will be retained by the Approved Certifier.

#### WORK CATEGORIES

#### WORK CERTIFIED

##### Drainage

Above Ground Drainage: ☒  
 Below Ground Drainage: ☐

##### Fixed Combustion Appliances, Heating and Hot Water Systems

Gas Installations (up to 70kw input): ☐  
 Gas Installations (over 70kw input): ☐  
 Oil Installations (up to 45kw output): ☐  
 Solid fuel Installations (under 50kw output): ☐  
 Unvented Hot Water Systems: ☐

##### Solar Thermal Panels and Heat Pump Installation

Solar Thermal Panels: ☐  
 Biomass Boilers: ☐  
 Ground Source Heat Pump: ☐  
 Air Source Heat Pump: ☐

##### Electrical Work to BS7671 connected to the installation of the above ☐

I certify that the work as indicated ( ☒ ) under "work certified" complies with the Building (Scotland) Regulations 2004 (as amended). I am registered by the Scottish Government Building Standards Division as competent to certify the construction of such work.

<b>Name:</b> Test Certifier	<b>Date:</b> XX/XX/XXXX
<b>Signature:</b>	<b>Certifier Registration No:</b> SNP1-C-XXXXXX

#### Part B: To be completed by the Certification Co-ordinator of the Approved Body

I confirm that the person who signed Part A of this Certificate is an Approved Certifier of Construction who is qualified and registered to certify the work and is employed by this body. This body is registered by the Scottish Government Building Standards Division to provide certification services for Certification of Construction (Drainage, Heating and Plumbing) and employs at least one approved certifier under that scheme.

I am registered as the Certification Co-ordinator for this body.

<b>Company:</b> Test Company	<b>Approved Body Registration No:</b> SNP1-CB-XXXXXX
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## APPENDIX G

## ORDERING AND MANAGING CERTIFICATES OF CONSTRUCTION- INSTRUCTIONS

**1 Logging In**

- 1.1 Log onto the SNIPEF Certification website [SNIPEF \(snipefcertification.co.uk\)](http://snipefcertification.co.uk)  
 1.2 Enter the **six digits** of your **own Approved Body (or certifier)** number in the Registration ID box e.g.

S	N	P	1	C	B	X	X	X	X	X	X
---	---	---	---	---	---	---	---	---	---	---	---

- 1.3 Enter your **own** password  
 1.4 Click on the “login” button

**2 To Order Certificates (Paying by Card)**

- 2.1 Click on the “Order Certificates” option  
 2.2 Select how many certificates you require and enter a purchase order (optional)  
 2.3 Enter Card details and select “Pay Now”  
 2.4 Certificates will now be available under “manage certificates”

**3 To Order Certificates (Paying by Invoice)**

- 3.1 Select how many certificates you need and enter a purchase order (optional)  
 3.2 Click “Place Order”  
 3.3 You will receive an email once these have been added to your available allowance  
 3.4 Once this request has been approved, the certificates will show on the “Manage Certificates” page

*Note: When your order has been approved you will receive an email confirming that they are available to use*

**4 To Manage Certificates**

- 4.1 Click on the “Manage Certificates” option. Here you will find new certificates and certificates already completed. You will also be able to use certificates.

**PART A**

- 4.2 Fill in the Building Warrant number  
 4.3 Select the appropriate Verifier (local authority) (from the drop down box)  
 4.4 Type in the details of the Project Address  
 4.5 Click on Domestic or Non-Domestic as appropriate  
 4.6 In the **Nature of Work** section, click on applicable boxes for the type of work covered in the Building Warrant  
 4.7 The Certifier name should automatically appear in the **Name** box but if more than one Certifier, choose the relevant name from the drop down menu.  
 4.8 The Approved Certifier number should automatically appear in the “**Certifier Registration Number**” box.

## **PART B**

- 4.9 Click on **Submit Certificate** (if you are happy with the certificate click yes when prompted) to save the certificate (note these cannot be altered once submitted).

### **5 Print out the Certificate**

- 5.1 Go back to “Manage Certificates”  
5.2 Click on the appropriate Certificate Number to open up the certificate just completed  
5.3 Click on “Create PDF” and print out the certificate  
5.4 Sign Parts A & B as appropriate

### **6 To Download the Checklist and Logbook**

- 6.1 Go back to “Manage Certificates”  
6.2 Click the “Checklist” box against the appropriate certificate number  
6.3 Complete checklist as necessary (the logbook will automatically be generated and can be downloaded upon completion of the checklist)  
6.4 Click on submit  
6.5 Print out if required

### **Other functions**

- View certificates by month
- View cancelled certificates
- Edit Account details

You can view your completed certificates, view any certificates cancelled and edit your own account details by clicking on these options.

If you need any assistance please phone 0131 556 0600 and press option 4.

## DECLARATION OF COMPETENCE -SAMPLE

**Declaration of Competence - Approved Certifier of Construction (ACC)**

Name of Approved Certifier:	
Approved Certifier Number:	<b>SNP1-C-</b>
Date Approved Certifier Status granted:	
Approved Certifier Renewal date:	
Name of Approved Body:	
Approved Body Number:	<b>SNP1-CB-</b>

**The above Certifier of Construction is eligible to certify the following scope(s) of work under the terms of the Certification of Construction (Drainage, Heating and Plumbing) Scheme:**

<b>Scheme Designation</b>	<b>Scheme scope(s) which the ACC can certify</b>
1.0 The installation and commissioning of <b>Above Ground Drainage</b> .	<b>No</b>
1.1 The installation and commissioning of <b>Below Ground Drainage</b> .	<b>No</b>
2.0 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Gas Installations Up To 70kw</b>	<b>No</b>
2.1 The installation and commissioning of Fixed Combustion appliances and or heating or hot water systems. <b>Gas Installations Over 70kw</b>	<b>No</b>
2.2 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Oil Installations Up To 45kw.</b>	<b>No</b>
2.3 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Solid Fuel Installations Up To 50kw.</b>	<b>No</b>
2.4 The installation and commissioning of <b>Unvented Hot Water Systems</b> .	<b>No</b>
2.5 The installation and commissioning of <b>Solar Thermal Panels</b> .	<b>No</b>
2.6 The installation and commissioning of <b>Biomass Boilers</b> .	<b>No</b>
2.6 The installation and commissioning of <b>Ground Source Heat Pumps</b> .	<b>No</b>
2.7 The installation and commissioning of <b>Air Source Heat Pumps</b>	<b>No</b>
3.0 The installation and commissioning of <b>Electrical Work</b> in connection with 1.0 to 2.7 inclusive.	<b>No</b>

**Authorised by the Scheme Provider:**

**Name:**

**Signature**.....

**Date**.....

If the Approved Certifier achieves a qualification in any additional scope before he is due to renew his annual membership of the scheme, the Approved Body Certification Co-ordinator can **complete and return the form attached** detailing the additional scope (s) the Approved Certifier wishes to apply to certify. A charge of £10 + Vat will apply to each application submitted.

# APPENDIX I

## **Application to ADD to the Existing Approved Certifier of Construction Scope**

Name of Approved Certifier:	
Approved Certifier Number:	
Date Approved Certifier Status granted:	
Name of Approved Body:	
Approved Body Number:	
Name of Certification Co-ordinator:	

**I wish to add the following scope(s) to the list of designated activities the above named ACC can certify under the terms of the Certification of Construction (Drainage, Heating and Plumbing) scheme.**

*(circle the additional scope(s) they wish to certify and return this application together with evidence of the technical qualification(s) gained and a fee of £10 plus VAT (cheque made payable to SNIPEF Management Ltd).*

Scheme Designation	Additional scheme scope(s) which the ACC wishes to certify
1.0 The installation and commissioning of <b>Above Ground Drainage.</b>	Yes / No
1.1 The installation and commissioning of <b>Below Ground Drainage.</b>	Yes / No
2.0 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Gas installations up to 70kw</b>	Yes / No
2.1 The installation and commissioning of Fixed Combustion appliances and or heating or hot water systems. <b>Gas Installations Over 70kw</b>	Yes / No
2.2 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Oil Installations Up To 45kw.</b>	Yes / No
2.3 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems. <b>Solid Fuel Installations Up To 50kw.</b>	Yes / No
2.4 The installation and commissioning of <b>Unvented Hot Water Systems.</b>	Yes / No
2.5 The installation and commissioning of <b>Solar Thermal Panels.</b>	Yes / No
2.6 The installation and commissioning of <b>Biomass Boilers.</b>	Yes / No
2.6 The installation and commissioning of <b>Air Source Heat Pumps.</b>	Yes / No
2.7 The installation and commissioning of <b>Ground Source Heat Pumps.</b>	Yes / No
3.0 The installation and commissioning of <b>Electrical Work</b> in connection with 1.0 to 2.7 inclusive.	Yes / No

**Name of Co-ordinator.....**

**Signature of Co-ordinator.....**

**Date.....**

**Complete and return this form to: SNIPEF, Bellevue House, 22 Hopetoun Street, Edinburgh,  
EH7 4GH**