BSCF
Building Safety
Competence Foundation

BSCF BSI Scheme Information

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Chapter 1: Understanding the Scheme

Welcome

Welcome to the BSCF Competence Scheme for Registered Building Inspectors.

This guidance is intended to help you understand how the scheme works, who it is for, how to apply, and what will be expected of you if you achieve certification. It is designed to support applicants at each stage of the process, from initial application through to assessment, certification, mid-term reviews and recertification.

The scheme is based on evidence of competence. It is not simply a training course or attendance-based process. Your application and assessment must show that you can apply your knowledge, skills and professional judgement in practice, within the scope for which you are applying.
This document should be read carefully before you submit an application.

What the BSCF Does

The BSCF operates a competence certification scheme for Registered Building Inspectors.

The purpose of the scheme is to assess whether applicants have demonstrated the competence required for the certification scope they are seeking. This includes reviewing eligibility, assessing relevant experience and evidence, and using assessment methods to determine whether certification should be granted.

The BSCF also monitors certificated persons during the certification cycle and requires recertification at defined intervals (every 4 years). This is to ensure that certification remains based on current and demonstrated competence, rather than on past achievement alone.

In addition to certification decisions, the BSCF sets requirements for maintaining certification, including compliance with the Rules of Certification and the Code of Conduct for Registered Building Inspectors.

What This Scheme Is For

This scheme is for assessing and certificating competence in building control practice.

It is intended to provide an independent and structured way of assessing whether an individual has the knowledge, skills, experience and professional behaviours required for the scope of certification they are applying for. The scheme is aligned to the relevant competence expectations for building control practice, as set out by the Building Safety Regulator in the Building inspector competence framework (BICoF) and is structured around the competence areas used by the BSCF.

The scheme is also intended to support continued competence over time. Certification is not treated as a one-off event. Once certificated, individuals are expected to maintain their competence, continue relevant learning, and demonstrate continued practice and development throughout the certification cycle.

This means the scheme covers more than the initial assessment. It also includes mid-term reviews, scope extension where relevant, and recertification.

Who Can Apply

This scheme is for individuals working in a Registered Building Inspector role who wish to be assessed for certification within a defined scope.

Applicants must be able to show that they meet the eligibility requirements for the scope they are seeking. This includes relevant experience, suitable examples of work, evidence across the competence requirements, and evidence of Competence Specific Learning and other relevant development. Applicants must be in an RBI role at Class 1 or above and must provide at least five examples of relevant work. It is not intended for people outside building control practice who do not have the relevant role, experience, or evidence required for certification.

Applicants are responsible for ensuring that they apply for the scope that matches their actual experience and current competence.

How to Apply

The application process is for:

- **new candidates** applying for certification for the first time
- **certificated persons** applying to extend their scope of certification

The process starts through the BSCF application portal on the website. From there, you complete the application form and upload the required supporting information for the scope you are applying for. The application is the starting point for certification and that it must be supported by the required evidence.

11. Access the BSCF application portal

To begin, you access the BSCF application portal via the website and select the correct application route.

For this section, that means either:

- **New Application**
- **New Scope**

You should only apply for a scope that matches the work you currently do and can evidence properly.

2. Complete the application form

You must complete the application form in full and provide accurate details about your qualifications, role, and relevant experience. The applications are checked for completeness, supporting evidence, contact details and payment requirements before they proceed to review.

Your application must be your own work and all information provided must be accurate and complete. The supplementary information also requires applicants to confirm this formally as part of the submission.

3. Upload the supplementary information and supporting evidence

As part of the application, you must submit the supplementary information and the evidence needed to support your eligibility. The supplementary form requires:

- evidence of the minimum relevant experience for the scope applied for
- at least five relevant examples of work
- evidence for all competence areas across the application as a whole
- evidence of Competence Specific Learning
- evidence of communication skills

For 2A, 2ABD and 2A–F, the minimum expectation is normally one year of relevant experience in the applied-for scope. For 3G–H, it is normally two years of relevant experience in higher-risk and complex buildings. For scope extension, the normal experience expectation may be reduced where there is substantial direct exposure to the additional building types or activities, subject to review.

4. Make sure your examples are specific and evidence-based

Your examples must clearly show the work you have carried out, your role in that work, and the decisions or judgements you made.

Keep each example concise, relevant and focused on a specific project, case or activity. Generic job descriptions or broad statements about your duties are unlikely to provide enough evidence.

Focus on your own contribution, not just the overall project. Where relevant, explain what you did, what issues you considered, and how the example supports your competence.

You do not need to demonstrate every competence area in every example. However, across your application as a whole, your examples must provide sufficient evidence to meet the full requirements for the scope applied for.

5. Include the required declarations

Before submission, you must confirm that:

- you accept and will abide by the BSR Code of Conduct for Registered Building Inspectors
- you accept and will abide by the BSCF Rules of Certification

- your application is your own work
- the information provided is accurate and complete
- you are not subject to current disciplinary, suspension or removal proceedings under any relevant registration scheme

These declarations are part of the entry requirements for the scheme.

6. Redact sensitive information before submitting

Any documents uploaded as part of your application must be properly redacted where they contain sensitive information. Failure to redact sensitive information may result in the application being rejected.

7. Submit your application

Once you have completed the application form and uploaded the supplementary information, supporting evidence and required declarations, you submit your application through the portal.

Your application will then be checked to confirm that it is complete and supported by the required information before it is taken forward for review. This includes checking that the relevant documents have been provided, that key details have been completed, and that any payment requirements have been addressed.

8. Application review

Your application will be reviewed to determine whether you meet the eligibility requirements for the scope applied for.

This review has two parts:
a **general review**, which considers the overall quality, clarity and relevance of the application
a **technical review**, which considers the relevance, depth and suitability of your experience and evidence for the scope sought

The purpose of this stage is to decide whether you are eligible to proceed to the written assessment. It is not the final certification decision.

9. Outcome of application review

If your application meets the eligibility requirements, you will be approved to proceed to the written assessment. You will be contacted and provided with the information needed to book your assessment.

If your application does not meet the eligibility requirements, it will not proceed to assessment. You will be informed of the outcome.

10. Progression to written assessment

You will only progress to the written assessment if your application has been reviewed and you have been found to meet the eligibility requirements for the scope applied for.

Available Certification Scopes

Certification is awarded only for the specific scope you have applied for and successfully demonstrated. You should only apply for a scope that matches the work you currently carry out and can support with clear evidence.

The available certification scopes are:

2A

This scope is for residential dwelling houses for a single household under 7.5 metres in height. In practice, this is the most limited scope within the scheme and is focused on straightforward domestic work of the type normally associated with Category A RBI registration. It is intended for applicants whose work is confined to that type of building and who can demonstrate competence within that defined residential scope.

2ABD

This scope is broader than 2A. It brings together Categories A, B and D. In practice, this means:

- residential dwelling houses for a single household under 7.5 metres
- residential flats and dwelling houses under 11 metres
- all building types under 7.5 metres

This scope is intended for applicants whose work is not limited to single household dwellings, but also includes lower-rise flats and a wider range of smaller non-residential or mixed-use buildings within the Category D height limit. It reflects a broader Class 2 scope, but not the full Class 2 range.

2A–F

This scope covers the full range of Class 2 categories, from A to F. In practice, this means:

- Category A, residential dwelling houses for a single household under 7.5 metres
- Category B, residential flats and dwelling houses under 11 metres
- Category C, residential flats and dwelling houses over 11 metres but under 18 metres, together with permissible work to existing higher-risk buildings as defined by the regulator
- Category D, all building types under 7.5 metres
- Category E, all building types over 7.5 metres but under 11 metres
- Category F, all building types over 11 metres but under 18 metres

This scope is intended for applicants who work across the full Class 2 range and can demonstrate competence across a broad range of building types, including residential and non-residential work up to 18 metres within the limits of Class 2 registration.

3A–H

This is the broadest scope in the scheme. It covers the full range of Categories A to H and therefore includes all Class 2 categories as well as the additional Class 3 categories. In practice, this means it includes:

- all the building types and height bands covered by 2A–F
- Category G, all building types with no height limit, excluding higher-risk buildings
- Category H, higher-risk buildings as defined in the legislation

This scope is intended for applicants whose work extends across the full range of building types, including complex buildings and higher-risk buildings. It is the widest and most demanding scope, and applicants must be able to demonstrate appropriate experience and competence across that extended range.

You should only apply for the scope that reflects your current work and that you can support with relevant examples and evidence. Certification does not apply beyond the scope that has been assessed and approved.

How Certification Works

Certification is a structured process used to assess and confirm whether you have demonstrated the competence required for the scope you are applying for.

It begins with your application. You must submit the required information and evidence so that your eligibility can be reviewed against the requirements of the scheme. If you meet those requirements, you will be approved to proceed to the written assessment.

The certification decision is not based on the written assessment alone. It is based on the evidence available across your application, including the application form, supplementary information, supporting evidence and written assessment. Together, these provide the basis on which your competence is considered for the scope applied for.

Meeting the eligibility requirements means that you can proceed to assessment. It does not mean that certification will be awarded. Eligibility is the threshold for entry into the assessment process, not the final outcome.

It is therefore important that you present your application carefully and fully. You are responsible for ensuring that your application and supplementary information clearly reflect your role, your experience, your competence and the scope you are seeking. You should provide clear, relevant and specific evidence and make sure your written assessment reflects your knowledge, judgement and ability to apply them in practice.

Certification is only awarded where the required standard has been met. It is not granted on the basis of experience alone, training alone, or registration alone. You must demonstrate that you meet the requirements of the scheme for the scope sought.

If certification is awarded, it applies only to the scope that has been assessed and approved. It does not extend beyond that scope.

Certification must then be maintained throughout the certification cycle. This includes meeting the requirements for continued practice, continued learning, mid-term review and recertification.

In summary, certification works as a cycle:

- application and eligibility review
- written assessment
- certification decision
- maintenance of certification through the certification cycle
- recertification at the end of the cycle

The purpose of this process is to ensure that certification is based on demonstrated competence and remains current over time.

What to Expect Over the Certification Cycle

Certification is not a one-off exercise. Once awarded, it must be maintained throughout the certification cycle.

The certification cycle lasts for four years. During that period, you are expected to continue working within your certificated scope, maintain your competence, and provide evidence when required to show that certification remains valid.

You should expect the cycle to include the following stages:

Initial certification

Certification is awarded following successful completion of the application, assessment and certification decision process. Certification applies only to the scope that has been assessed and approved.

Continued practice and learning

Once certificated, you are expected to continue practising within your certified scope and to maintain your competence through relevant work, development and Competence Specific Learning. Certification is based on continued competence, not on past achievement alone.

Mid-term review

A mid-term review takes place during the certification cycle. This is used to confirm that you remain active in practice, continue to develop your competence, and continue to meet the requirements of the scheme. You will be required to provide evidence to support this review.

Recertification

At the end of the four-year cycle, you must undergo recertification if you wish to remain certificated. Recertification is a formal review of whether you continue to meet the requirements for your certified scope. It is not automatic and it is not based on CPD alone.

Scope extension, where applicable

If you wish to be certificated for a broader scope during the certification cycle, you must apply for a scope extension and provide evidence relevant to the additional scope sought.

Throughout the certification cycle, you are expected to comply with the scheme requirements, including the Rules of Certification and the Code of Conduct for Registered Building Inspectors.

In practical terms, this means you should treat certification as something that must be maintained through continued practice, continued learning and continued evidence of competence.

Chapter 2: Before You Apply

Who Can Apply

This scheme is intended for individuals working in building control who are seeking certification of their competence within a defined scope.

It is suitable for those who carry out, or are seeking to carry out, the work of a Registered Building Inspector and who can provide evidence of relevant qualifications, experience, work examples and competence for the scope applied for.

Applicants must be able to demonstrate that they:

- work in building control practice
- have relevant experience for the scope applied for
- can provide appropriate examples of their own work
- can provide the information and evidence required by the scheme

The scheme is not intended for individuals outside building control practice or for those who do not have the relevant role, experience or evidence needed to support an application.

You should only apply if the scope sought reflects the work you currently undertake and can evidence clearly.

Available Certification Scopes

Certification is awarded only for the specific scope you have applied for and successfully demonstrated. You should only apply for a scope that matches the work you currently carry out and can support with clear and relevant evidence.

The available certification scopes are set out below.

2A

This scope is for residential dwelling houses for a single household under 7.5 metres in height. It is intended for applicants whose work is limited to that defined residential scope.

2ABD

This scope combines Categories A, B and D. It covers:

- residential dwelling houses for a single household under 7.5 metres
- residential flats and dwelling houses under 11 metres
- all building types under 7.5 metres

This scope is intended for applicants whose work includes a broader range of lower-rise residential and non-residential buildings, but does not extend across the full Class 2 range.

2A–F

This scope covers the full range of Class 2 categories, from A to F. It includes:

- residential dwelling houses for a single household under 7.5 metres
- residential flats and dwelling houses under 11 metres
- residential flats and dwelling houses over 11 metres but under 18 metres
- all building types under 7.5 metres
- all building types over 7.5 metres but under 11 metres
- all building types over 11 metres but under 18 metres

This scope is intended for applicants working across the full Class 2 range and who can demonstrate competence across a broader range of building types and heights.

3A–H

This is the broadest scope in the scheme. It covers the full range of Categories A to H and includes:

- all the building types and height ranges within 2A–F
- all building types with no height limit, excluding higher-risk buildings
- higher-risk buildings as defined in the relevant legislation

This scope is intended for applicants whose work extends across the full range of building types, including more complex and higher-risk work.

You should only apply for the scope that reflects your current work and that you can support with appropriate evidence. Certification applies only to the scope that has been assessed and approved.

Eligibility Requirements

To be eligible for initial certification or scope extension, you must meet the requirements for the scope you are applying for and provide sufficient evidence to support your application. Eligibility is assessed at the application review stage, and only applicants who meet the requirements will proceed to the written assessment.

You must:

- be currently employed in a Registered Building Inspector role at Class 1 or above
- have the minimum relevant experience for the scope applied for
- provide at least five relevant examples of work within the applied-for scope
- provide evidence across the full set of required competence areas across your application as a whole
- provide evidence of Competence Specific Learning, including recent CPD and other relevant learning activities
- provide evidence of effective communication skills

The minimum experience requirements are:

- **2A, 2ABD and 2A–F:** normally at least **one year** of relevant experience working on building types within the applied-for scope
- **3A–H:** normally at least **two years** of relevant experience in complex and higher-risk buildings within the applied-for scope

For scope extension, the normal experience requirement may be reduced where you can demonstrate substantial, direct exposure to the additional building types or activities, subject to review and approval.

Your application must provide evidence that, across the application as a whole, the prerequisites for all nine BICoF competence categories have been met. You do not need to demonstrate all of them in every individual example, but taken together your evidence must cover the full requirement set.

You must also confirm that you accept and will abide by the

- BSR Code of Conduct for Registered Building Inspectors and the
- BSCF Rules of Certification

as a condition of entry to the scheme.

You will not be eligible if you do not meet the minimum experience requirement, do not provide at least five relevant work examples, do not provide sufficient evidence of learning or communication skills, submit an incomplete application, fail to address the eligibility requirements in full, or are subject to current disciplinary, suspension or removal proceedings under any relevant registration scheme.

Choosing the Right Scope

You should choose the certification scope that best reflects the work you currently carry out and can support with clear evidence.

This means selecting a scope that matches:

- the types of buildings you work on
- the range of building control activities you undertake
- the level of responsibility and judgement you exercise
- the experience and examples of work you can provide in your application

You should not choose a broader scope simply because you intend to move into it in future. Your application must be based on your current and evidenced practice. The scope you apply for must be supported by your relevant experience, your examples of work, and your evidence across the competence requirements.

When choosing your scope, consider the following:

Nature of your work

Think about the types of projects you actually work on. For example, whether your work is limited to simpler domestic projects, extends across a broader range of lower-rise buildings, or includes more complex and higher-risk work. Your scope should reflect the building types and level of complexity you deal with in practice.

Breadth of your experience

Your application must include at least five relevant examples of work within the scope applied for. Those examples should demonstrate the types of buildings, activities and decisions that are relevant to that scope. If your experience is narrower than the scope requires, you should apply for a more appropriate scope.

Competence coverage across the application

You do not need to demonstrate every competence area in every example. However, across your application as a whole, you must provide evidence that the prerequisites for all nine BICoF competence categories have been met. If your evidence does not support the full requirement set for the scope sought, you may need to apply for a narrower scope.

Relevant experience

You must meet the minimum experience requirement for the scope applied for. For 2A, 2ABD and 2A–F, this is normally at least one year of relevant experience within the applied-for scope. For 3A–H, this is normally at least two years of relevant experience in complex and higher-risk buildings.

Your own role and contribution

Your examples should focus on your own work, your own decisions and your own learning. Generic descriptions of a team's work or broad statements about your duties are unlikely to help demonstrate that the scope chosen matches your actual competence.

If you are unsure, choose the scope that most accurately reflects what you can currently evidence, not the one you hope to reach later. Applying for the right scope at the outset will help ensure that your application is assessed against the level that properly matches your current practice. The application review is used to assess your suitability for the scope applied for, not to stretch limited evidence to fit a broader one.

If you are already certificated and want to move into a broader scope, you should apply for a scope extension when you have gained sufficient direct exposure to the additional building types or activities and can support that with appropriate evidence.

Evidence You Will Need

Your application must be supported by enough evidence to show that you meet the requirements for the scope applied for.

You will need to provide:

Application form
A completed application form with accurate information about your role, experience and the scope you are applying for.

Supplementary information
A completed supplementary information form setting out your experience, examples of work, learning and other information required to support the application.

Examples of work
At least five relevant examples of work within the scope applied for. These should be clear, specific and based on your own work. They should show your role, your contribution, and the decisions or judgements you made.

Evidence of relevant experience
Information showing that you meet the minimum experience requirement for the scope applied for. Your experience must relate to the type of work and level of scope you are seeking.

Evidence across the competence requirements
Taken together, your application must provide sufficient evidence across the full set of competence requirements for the scope applied for. You do not need to show every competence area in every example, but across the application as a whole the evidence must be sufficient.

Competence Specific Learning
Evidence of relevant learning and development. This should include recent learning that supports your current role and the scope applied for.

Evidence of communication skills
Evidence showing that you can communicate effectively in a professional building control context.

Required declarations
Completed declarations confirming that the information provided is accurate and complete, that the application is your own work, and that you will comply with the relevant rules and conduct requirements of the scheme.

Redacted supporting documents where needed
Any supporting documents must be properly redacted before submission where they contain sensitive information.

The evidence you provide should be:

- relevant to the scope applied for
- based on your own work and experience
- clear, specific and concise
- sufficient to support the application as a whole

Generic descriptions, broad statements about duties, or evidence that does not relate clearly to the scope applied for are unlikely to be enough. The stronger your evidence, the clearer the basis on which your application can be considered.

Competence Specific Learning

Competence Specific Learning is an important part of your application. It helps demonstrate that your knowledge and practice are being maintained and developed in a way that is relevant to the scope you are applying for.

You must provide evidence of learning that supports your eligibility and overall competence for the scope sought.

This should include recent CPD and other relevant learning activities.

Your learning should be:

- relevant to your current role
- relevant to the scope applied for
- linked to the appropriate BICoF competence area or areas
- focused on outcomes, not just attendance
- capable of being supported by records or other evidence

As part of your application, you should provide up to three learning entries that best demonstrate your competence for the scope applied for. Each entry should be concise and should include:

- the type of learning activity
- the date
- time spent
- a short summary of the activity
- the relevant BICoF competence area or areas
- the learning outcome
- reflection on how the learning has informed or changed your practice
- the supporting evidence provided

You must also provide your most up-to-date workplace Personal Development Report or training plan, together with your CPD or training records. These documents are used to support and corroborate the learning recorded in your application. The plan should identify training needs that are outcome-focused and relevant to your specific role and the competence assessment you are applying for.

Competence Specific Learning is not just a list of courses attended. It should show what you learned, what changed in your understanding, and how that learning has been applied, or will be applied, in your building control work.

Examples of relevant learning may include formal training, webinars, mentoring, structured self-study, workplace development activity, or other focused learning that supports your role and competence. The learning should be specific, relevant and capable of demonstrating how you continue to develop your knowledge and practice.

Insufficient evidence of Competence Specific Learning may affect your eligibility to proceed.

Candidate Declarations

Before submitting your application, you must complete the required declarations.

By doing so, you confirm that:

- you accept, and commit to abide by, the **BSR Code of Conduct for Registered Building Inspectors**
- you accept, and commit to abide by, the **BSCF Rules of Certification** as a condition of entry to the scheme
- your application is your own work
- all statements and evidence provided are accurate and complete to the best of your knowledge
- you are not subject to any current disciplinary, suspension or removal proceedings under any relevant registration scheme

You must also understand and accept that providing false, incomplete or misleading information may result in your application being rejected or certification being withdrawn.

Where the declaration relates to assessment conduct, you are also confirming that you will complete the written assessment unaided, will not cheat, collude or copy, will not use artificial intelligence tools or assistance, and will keep assessment materials confidential. You are also expected to treat BSCF staff, assessors and fellow candidates with respect and to follow BSCF instructions and policies. Breaches may result in disqualification, removal from the assessment process, or referral to relevant bodies.

These declarations form part of the scheme requirements and must be completed before your application can be taken forward.

Fees Before You Apply

Before submitting your application, you should check the current fees on the BSCF website.

Fees may vary depending on the type of application or stage of the process, so you should make sure you have reviewed the most up-to-date information before applying.

Fees are charged for:

- **initial certification**
- **scope extension**
- **mid-term review**
- **recertification**

Your application will not be taken forward unless the relevant fee requirements have been met.

Chapter 3: Applying for Certification

Applying for Initial Certification or Scope Extension

This section applies to:

- individuals applying for certification for the first time
- certificated persons applying to extend their certification to a broader or different scope

Applications for initial certification and scope extension are made through the BSCF application portal on the website.

In both cases, you will need to complete the application form, provide the required supplementary information, and submit supporting evidence relevant to the scope applied for. Your application must clearly demonstrate your current role, relevant experience, examples of work, and competence for the scope sought.

If you are applying for initial certification, your application must show that you meet the eligibility requirements for entry to the scheme and for the scope you have selected.

If you are applying for a scope extension, your application must show that you have gained sufficient relevant experience and can provide evidence for the additional scope you want to add. You should only apply for a broader scope when your current work and evidence support it.

In both cases, your application will be reviewed to determine whether you meet the eligibility requirements for the scope applied for. Only those who meet those requirements will progress to the written assessment.

Accessing the BSCF Application Portal

Applications for initial certification and scope extension are made through the BSCF application portal on the BSCF website.

Before starting your application, you should make sure you have selected the correct certification scope and that you have the information and evidence needed to complete the process.

When using the portal, you should:

- select the correct application route
- complete all required sections of the application form
- upload the required supplementary information and supporting evidence
- complete the required declarations
- check the current fee information on the website before submission

You should make sure that the information entered in the portal is accurate and complete, and that all required documents have been uploaded before submitting your application. Incomplete applications may not be taken forward for review.

Completing the Application Form

You must complete the application form in full and provide accurate information about your role, qualifications, experience and the scope you are applying for.

The information provided should be clear, relevant and consistent with the evidence submitted in support of your application. You are responsible for making sure that all details are accurate and complete before submission.

If you are applying for a scope extension, the application should clearly show the additional scope sought and be supported by evidence relevant to that scope.

Completing the Supplementary Information

You must complete the supplementary information in full as part of your application.

This is where you provide the additional detail needed to support your application, including your relevant experience, work examples, Competence Specific Learning and other required evidence.

The information provided should be specific to the scope applied for and focused on your own role, your own work and your own contribution. It should be clear enough to allow your application to be reviewed against the scheme requirements.

Providing Work Examples and Supporting Evidence

Your application must include relevant work examples and supporting evidence for the scope applied for.

You must provide at least five examples of work that reflect your current practice within the scope sought. These examples should show your role, your contribution, and the decisions or judgements you made.

Your supporting evidence should be relevant, specific and sufficient to support the application as a whole. This includes evidence of relevant experience, evidence across the competence requirements, Competence Specific Learning, communication skills, and any other information required by the scheme.

Generic descriptions or broad statements about duties are unlikely to provide enough evidence on their own.

Submitting Your Application

Once you have completed the application form and uploaded the supplementary information, supporting evidence and required declarations, you submit your application through the portal.

Your application will then be checked to confirm that it is complete and supported by the required information before it is taken forward for review. This includes checking that the relevant documents have been provided, that key details have been completed, and that any payment requirements have been addressed.

Application Review

Your application will be reviewed to determine whether you meet the eligibility requirements for the scope applied for.

This review has two parts:

- a general review, which considers the overall quality, clarity and relevance of the application
- a technical review, which considers the relevance, depth and suitability of your experience and evidence for the scope sought

The purpose of this stage is to decide whether you are eligible to proceed to the written assessment. It is not the final certification decision.

Outcome of Application Review

If your application meets the eligibility requirements, you will be approved to proceed to the written assessment. You will be contacted and provided with the information needed to book your assessment.

If your application does not meet the eligibility requirements, it will not proceed to assessment. You will be informed of the outcome.

Progression to Written Assessment

You will only progress to the written assessment if your application has been reviewed and you have been found to meet the eligibility requirements for the scope applied for.

Chapter 4: Assessment and Decision

The competence model

Element	What it means
Job Tasks	The real building control activities the scheme is based on
Required Competence	The competence expected for those activities
Abilities	The practical abilities needed to perform those activities
Prerequisites	The conditions that must already be in place for competence to be demonstrated
BICoF areas	The nine competence areas used to structure the scheme

How the Scheme Assesses Competence

Element	What it means	What this means for applicants
Job Tasks	The scheme is built around the key activities carried out in building control practice. These are the practical tasks that reflect the work of a Registered Building Inspector, from giving initial guidance and assessing plans through to inspection, decision-making, recording, escalation and maintaining professional practice.	You need to show that your competence is grounded in real building control work. Your application, examples of work, written assessment, mid-term review and recertification are all considered against the Job Tasks relevant to your scope.
Required Competence	This is the knowledge, skill, judgement and professional capability needed to carry out the Job Tasks properly within the scope applied for. It is not limited to knowing the regulations. It includes being able to apply them appropriately in practice.	You need to show more than familiarity with the subject. You need to evidence that you can carry out the work, make sound decisions, and apply your competence appropriately within scope.
Abilities	Abilities are the practical capabilities needed to perform effectively in the role. Depending on the task, this can include communication, decision-making, professional judgement, interpretation of information, record-keeping, and the ability to deal with routine and non-routine situations appropriately.	You need to show not only what you know, but what you can do with that knowledge in practice. This includes how you communicate, record, assess, judge and act.
Prerequisites	These are the underlying conditions that must already be in place for competence to be demonstrated properly. They include relevant experience, appropriate learning and development, up-to-date knowledge, evidence handling, professional conduct, and working within the proper limits of role, authority and scope.	You must be able to show that you have the necessary foundation for certification, not just isolated examples of technical knowledge. The scheme expects competence to rest on relevant practice, suitable learning, proper conduct and appropriate professional boundaries.
BICoF competence areas	The scheme is aligned to the nine BICoF competence areas. These provide the structure for defining and assessing competence across the scope of certification.	Your evidence is considered against the full competence framework, not just one narrow part of the role. Across your application and, later, across the certification cycle, you need to demonstrate coverage of the relevant competence areas.
Certification scope	Competence is always considered within the certification scope applied for or already held. The scheme does not assess competence in the abstract. It assesses whether competence has been demonstrated for a defined scope of work.	You should apply only for a scope that matches the work you actually do and can evidence. Your evidence and assessment performance need to support that scope specifically.
Initial certification	At initial certification, the question is whether competence has been evidenced strongly enough for the scope applied for.	You need to present a strong overall case through your application, supplementary information, work examples, learning evidence and written assessment.
Mid-term review	At mid-term review, the question is whether competence is being maintained and applied in practice over time.	You need to show that you are still working within scope, still applying the relevant competence in live work, and still maintaining your development and professional standards.
Recertification	At recertification, the question is whether competence remains current and sufficient for renewal of the certificated scope.	You need to show that competence has not simply existed in the past, but continues to be demonstrated through current practice, current evidence and continued professional development.

Job Tasks Used by the Scheme

The scheme is based on 14 Job Tasks that reflect the real activities carried out in building control practice. These Job Tasks cover the building control process from initial guidance and validation through to plan assessment, inspection, non-conformance, sign-off, professional conduct and ongoing development.

Each Job Task is linked to the competence requirements of the scheme, including the relevant BICoF competence areas. Your application, supporting evidence, written assessment, mid-term review and recertification are all considered against this competence model.

This structured competence model does not assess knowledge in isolation, and it does not rely on the written assessment alone. It considers competence through the relationship between the Job Tasks carried out in building control practice, the required competence for those tasks, the abilities needed to perform them effectively, the prerequisites that must already be in place, and the relevant BICoF competence areas.

This same model is used throughout the certification cycle. What changes is the question being asked. At initial certification, the question is whether competence has been evidenced for the scope applied for. At mid-term review and recertification, the question is whether that competence is being maintained and continues to be demonstrated in practice.

Job Task	What this means in practice	What applicants should be able to show	Main BICoF links
1. Providing initial guidance and validating applications	Giving early advice on whether work is subject to the Building Regulations, whether restricted activities apply, what route is appropriate, and whether the proposed work is within scope. This also includes checking applications at the outset. This also includes validating applications and identifying whether the proposed work is within the scope of the assigned RBI.	That you can identify building work correctly, understand scope and registration limits, recognise when different routes or escalation are needed, and record advice clearly.	Law; Technology; Building Services; Functions and Activities
2. Assessing plans for conformance and requirements	Reviewing plans, drawings, specifications and supporting documents to assess whether the proposed work conforms to the Building Regulations and associated guidance.	That you can assess plans in a structured and justified way, identify potential non-conformance, apply the regulations and guidance properly, and explain what further information or changes are needed.	Law; Technology; Building Services; Functions and Activities; Plans Assessment and Enforcement
3. Consulting with statutory bodies	Identifying when statutory consultation is required and carrying it out properly, including recording and acting on responses.	That you can recognise consultation triggers, consult appropriately and on time, and reflect responses in your assessment or decision-making.	Law; Functions and Activities; Inspections and Enforcement
4. Developing and managing inspection plans	Planning inspections in a risk-based way, including what needs to be seen, when, and why.	That you can identify key stages and risks, plan inspections appropriately, and tailor the inspection approach to the project.	Functions and Activities; Inspections and Enforcement; Management and Core Skills; Law
5. Carrying out site inspections	Undertaking inspections on site to verify whether work is being carried out in accordance with the regulations, approved details and accepted standards.	That you can inspect effectively, identify relevant issues, apply sound judgement on site, record what you have seen, and decide what needs follow-up or escalation.	Law; Technology; Building Services; Functions and Activities; Inspections and Enforcement
6. Reporting, recording and evidence management	Making accurate records of advice, decisions, inspections, findings, communications and outcomes, and maintaining proper evidence trails.	That you can create clear and reliable records, maintain traceability, document decisions properly, and handle case information appropriately.	Functions and Activities; Plans Assessment and Enforcement; Inspections and Enforcement; Management and Core Skills
7. Making technical judgements and determinations	Reaching reasoned views on technical and regulatory matters, including where the answer is not straightforward.	That you can explain how you reached a decision, apply judgement rather than simply repeat guidance, recognise complexity, and know when specialist input or escalation is needed.	Law; Technology; Building Services; Plans Assessment and Enforcement; Inspections and Enforcement; Ethics
8. Identifying and managing non-conformance	Recognising where work, plans or information do not meet requirements, and taking appropriate action to address that.	That you can identify non-conformance clearly, judge its significance, communicate what must be addressed, and maintain proper records of the issue and outcome.	Law; Technology; Building Services; Functions and Activities; Plans Assessment and Enforcement; Inspections and Enforcement
9. Taking formal enforcement or escalation actions	Recognising when informal action is not enough and when a matter needs to be formally escalated, referred or enforced.	That you understand when escalation or formal action may be required, what process applies, and how to support that action with proper records and reasoning.	Law; Functions and Activities; Management and Core Skills; Ethics
10. Carrying out final inspections and sign-off	Completing final checks and reaching an appropriate view on completion, sign-off or other closure point.	That you can make an evidence-based final judgement, identify anything outstanding, and support final decisions with clear records and justification.	Law; Technology; Building Services; Functions and Activities; Inspections and Enforcement; Management and Core Skills
11. Advising on specialist or complex matters	Dealing with matters that require deeper technical consideration, broader interpretation, or specialist input, particularly where the building, design or risk profile is more complex.	That you can recognise complexity, undertake further investigation where needed, seek and use specialist advice appropriately, and remain within the limits of your competence and scope.	Law; Technology; Building Services; Functions and Activities; Plans Assessment and Enforcement; Inspections and Enforcement
12. Operating within professional scope and supervision	Working within the limits of your certification scope, registration class, authority and competence, including recognising when supervision or referral is needed.	That you understand your limits, work within authorised boundaries, recognise when supervision or referral is required, and act professionally where a matter falls outside your competence or certification scope.	Functions and Activities; Plans Assessment and Enforcement; Inspections and Enforcement; Management and Core Skills; Safety Management; Ethics
13. Supervising, supporting and assisting others	Providing support, guidance or supervision to others where this is relevant to your role.	That you can support others appropriately, share knowledge constructively, contribute positively to teamworking, and recognise when a matter needs handover or referral.	Management and Core Skills; Safety Management; Ethics
14. Maintaining professional records and reflective practice	Keeping your own professional records up to date and using reflection to support development and continuous improvement.	That you maintain accurate professional records, identify learning needs, reflect on experience, and use that reflection to improve future practice and maintain competence over time.	Management and Core Skills; Ethics; Safety Management

How Competence Is Considered at Each Stage

The scheme uses the same competence model throughout the certification cycle. What changes is the question being asked.

At initial certification, the question is whether competence has been evidenced for the scope applied for. At mid-term review, the question is whether that competence is being maintained and applied in practice. At recertification, the question is whether competence remains current and sufficient for renewal of the certificated scope. The same Job Tasks, competence requirements, abilities, prerequisites and BICoF structure continue to underpin each stage, but they are used for a different purpose at each point in the cycle.

Stage	Main question	Focus of the review	How the competence model is used	Main evidence considered	What BSCF is looking for	Possible outcome
Initial certification	**Has the applicant evidenced competence for the scope applied for?**	Whether the applicant has demonstrated sufficient competence, within the chosen scope, to justify certification	The assessment is built from the scheme's competence model. The written assessment is mapped to the 14 Job Tasks, Required Competence, Abilities, Prerequisites and the nine BICoF competence areas. It is also weighted through the assessment blueprint so that competence is tested across technical, delivery and management areas, rather than through isolated questions.	Application form, supplementary information, at least five relevant work examples, evidence of Competence Specific Learning, communication evidence, declarations, application and eligibility review, written scenario-based assessment, and file review of all elements included.	Whether the applicant meets the eligibility requirements for the scope applied for; whether the prerequisites are evidenced across the application as a whole; whether the work examples, learning and supporting evidence show readiness for assessment; and whether the written assessment, taken together with the application evidence, demonstrates competence within scope. It is not based on the written assessment alone.	Certification granted or not granted
Mid-term review	**Is competence being maintained and applied in practice within the certificated scope?**	Whether the certificated person remains active in the granted scope and continues to apply the required competence in live work	The same competence model continues to apply, but the emphasis changes. At this stage, the review is not asking whether the person was good enough at the point of entry, but whether they are continuing to perform relevant Job Tasks, apply the BICoF competence areas in practice, maintain the prerequisites, and develop appropriately within their certificated scope.	Standardised surveillance or mid-term review return, a minimum of five recent projects, statements showing how all nine BICoF competence areas have been applied in practice, evidence of personal development since certification, conduct confirmation, and any targeted follow-up such as additional file sampling or written tasks if needed.	Whether the certificated person is continuing to work within scope; whether all nine BICoF areas remain evidenced through practice; whether development is relevant and applied; whether the person continues to meet conduct requirements; and whether any concerns, gaps or reduced breadth of work require conditions, follow-up or further action.	Satisfactory, conditioned, or unsatisfactory
Recertification	**Does the certificated person still demonstrate competence for renewal of the certificated scope?**	Whether competence remains current, sufficient and evidenced for a further certification cycle	Recertification uses the same underlying competence model as initial certification, but as a re-validation of competence rather than a first-time decision. It looks at whether the person is still able to demonstrate competence against the granted scope through current practice, maintained prerequisites, relevant development and, where necessary, targeted reassessment. Recertification is not a CPD tally.	Evidence from the certification cycle, current practice evidence within scope, surveillance evidence, updated evidence of personal development, confirmation that prerequisites remain in force, and targeted written assessment where triggered by regulatory changes, scope changes or identified weaknesses. Recertification is required every four years.	Whether competence remains demonstrated for the granted scope; whether the individual remains active enough across that scope; whether the prerequisites still apply; whether there is any inactivity, narrowing of practice, lack of relevant development or other weakness that affects renewal; and whether renewal should be granted in full, with conditions, with reduced scope, or not granted.	Recertification granted, recertification with conditions, scope reduction, or non-recertification

The Written Assessment

The written assessment forms part of the certification process for initial certification and scope extension. It is used alongside your application, supplementary information and supporting evidence. Certification is not based on the written assessment alone. The certification decision is made on the basis of the information gathered during the certification process as a whole.

You will only proceed to the written assessment if your application has been reviewed and you have been found to meet the eligibility requirements for the scope applied for.

The written assessment is designed to be valid, fair and consistent with the scheme. It is mapped to the certification scope, the Job Tasks used by the scheme, the required competence, the prerequisites, and the BICoF competence areas.

Assessment Format

The assessment is an **open-book written examination**.

It includes a combination of:

- short answer questions
- longer written answers
- scenario-based questions
- case-based tasks, such as plan assessment style questions

The written papers are structured so that they cover the required competencies for the relevant scope and test competence in a balanced way across the scheme. The assessment blueprint maps questions to the BICoF competence areas, Job Tasks, prerequisites and relevant regulatory references to support fairness, comparability and systematic coverage.

Marks can be obtained from any section of the examination.

What the Assessment Is Designed to Test

The assessment is designed to test competence, not just recall of information.

It is intended to assess whether you can:

- apply legal and technical knowledge within the scope applied for
- interpret information and identify issues
- make sound technical and regulatory judgements
- deal with realistic building control scenarios
- demonstrate appropriate professional and ethical judgement
- work within the competence expectations of the scheme

The written assessment is mapped to the Job Tasks used by the scheme and to the three broad subject groupings within the competence model:

- **technical competence**
- **delivery competence**
- **management competence**

Competence is tested through knowledge, identification and evaluation, application, and behaviours.

Booking and Preparing for Assessment

Once your application has been approved, you will be contacted and provided with the information needed to book your assessment. Booking information is issued by email following approval of the application review.

When preparing for the assessment, you should:

- make sure you understand the scope you are being assessed for
- review the relevant scheme material, including the competence areas and Job Tasks
- ensure you are familiar with the current Approved Documents and relevant legislation
- check in advance which versions of the Approved Documents and associated legislation should be used for the assessment, especially where transitional provisions may be relevant

You should also make sure you understand the format of the written paper and the type of answers expected. The assessment is designed to test broader understanding and application, not just short factual recall.

Reasonable Adjustments

If you require reasonable adjustments or have special requirements, you should complete and submit the Reasonable Adjustments Application Form available on the BSCF website resources page.

Information about reasonable adjustments is collected to support fairness and accessibility and does not affect your eligibility for certification.

Where relevant, you may also be asked to describe any adjustments already made to your working practices in line with the Equality Act 2010. This is to help ensure that appropriate support can be considered where needed.

Assessment Conditions and Candidate Conduct

You must complete the written assessment unaided.
By entering the assessment process, you confirm that you will not:

- cheat
- collude
- copy
- use artificial intelligence tools or assistance
- breach the confidentiality of assessment materials

You are also expected to:

- treat BSCF staff, assessors and other candidates with respect
- follow all BSCF instructions and policies
- avoid abusive, discriminatory or disruptive behaviour
- maintain the confidentiality of assessment materials

Any breach may result in removal from the assessment, disqualification, voiding of results, or referral to relevant bodies.

Marking and Review

The written assessment is marked against model answers and structured marking guidance.

The marking process is aligned to the Job Task Analysis, the competence requirements being assessed, and the assessment blueprint. This is intended to support consistency, fairness and comparability across candidates and across assessment sessions.

Standard setting and cut-score decisions are documented and applied consistently. Candidates whose scores fall between the cut score and the competence mark undergo structured file review. Candidates below the cut score are unsuccessful.

Markers are expected to record their rationale where a judgement is not obvious, particularly in borderline or more interpretive answers.

Certification Decision

The certification decision is made on the basis of the information gathered during the certification process.

This includes:

- the application form
- the supplementary information
- supporting evidence
- the outcome of application and eligibility review
- the written assessment
- file review

Certification is therefore not awarded on the written assessment alone. The written assessment forms one part of the overall evidence considered in reaching a certification decision.

Decisions are evidence-based and recorded.

Results and Feedback

Results are issued as either:

- **Pass**
- **Referred**

Results are published after the assessment period in line with the published process. The current process document refers to results being issued 10 weeks after the exam date.

Following your assessment, you will receive a feedback Report, which includes feedback against the nine BICoF competency areas.

If you are successful, you will be issued with a certificate for the relevant scope.

If You Are Unsuccessful

If you do not meet the required standard, you will not be certificated for the scope applied for.

An unsuccessful outcome may arise because:

- the application did not meet the eligibility requirements and did not proceed to assessment
- the written assessment did not demonstrate the required standard
- the overall evidence available through the certification process did not support certification for the scope sought

Where an application cannot proceed, or where certification is not granted, the decision is recorded and you will be informed of the outcome. Eligibility and ineligibility decisions are documented and are subject to the scheme's appeals and complaints process.

You should review any feedback provided carefully to understand where the gaps were and what may need to be strengthened before any future attempt.

Chapter 5: Maintaining Certification

Maintaining certification means continuing to demonstrate competence after certification has been granted.

Certification is not a one-off exercise and it is not maintained by holding a certificate alone.

Throughout the certification cycle, BSCF considers whether you continue to work within your certificated scope, continue to apply the relevant competence in practice, and continue to meet the requirements of the scheme. This includes continued practice, continued learning, mid-term review and recertification.

The same competence model is used throughout the certification cycle. What changes is the question being asked.

At initial certification, the question is whether competence has been evidenced for the scope applied for. During the certification cycle, the question is whether that competence is being maintained and applied in practice. At recertification, the question is whether competence remains current and sufficient for renewal of the certificated scope.

The Four-Year Certification Cycle

Certification is granted for a defined scope and must be maintained throughout the certification cycle.

The certification cycle is four years. During that period, you are expected to continue working within your certificated scope, maintain your competence in practice, and provide evidence when required to show that certification remains valid. The scheme review confirms a four-year recertification interval and treats recertification as part of the scheme design, not as an optional exercise.

In broad terms, the cycle includes:

- initial certification
- continued practice and learning
- mid-term review
- recertification

The same competence model underpins each stage. What changes is the question being asked. At initial certification, the question is whether competence has been evidenced for the scope applied for. During the certification cycle, the question becomes whether that competence is being maintained and applied in practice. At recertification, the question is whether competence remains current and sufficient for renewal of the certificated scope.

Your Responsibilities as a Certificated Person

Once certificated, you are responsible for maintaining your competence and continuing to work within the scope for which certification has been granted.

As a certificated person, you are expected to:

- work only within your certificated scope
- maintain relevant and current practice
- continue your professional development in a way that supports your scope
- keep appropriate records and evidence of your work and learning
- comply with the BSR Code of Conduct for Registered Building Inspectors
- comply with the BSCF Rules of Certification
- cooperate with certification activities, including mid-term review and recertification
- ensure that any claims you make about certification are accurate and limited to the scope granted

You must not use certification in a misleading way or in a way that brings the scheme or the profession into disrepute. If certification is suspended or withdrawn, you must stop making claims to certification and return or discontinue use of certification materials as required.

Continued Practice and Learning

Maintaining certification requires more than holding a certificate. You must continue to demonstrate competence through your work and through relevant learning.

This means continuing to:

- undertake work within your certificated scope
- apply the relevant BICoF competence areas in practice
- maintain your knowledge of legal, technical and procedural requirements
- complete Competence Specific Learning and other relevant development
- keep records that show how your competence is being maintained over time

Learning is expected to be relevant to your role and scope and to show outcome and application, not just attendance. The supplementary information requires learning entries to be linked to the relevant BICoF area, to describe the learning outcome, and to explain how the learning has informed practice. It also requires supporting records such as a Personal Development Report or training plan and CPD or training records.

Learning on its own is not treated as proof of competence. It must be supported by evidence of practice. The scheme review is explicit that CSL or CPD is not accepted as proof of competence without evidence of work within scope.

Mid-Term Review

Mid-term review is a required part of maintaining certification. It takes place during the certification cycle to confirm that you continue to demonstrate competence within your certificated scope.

Mid-term review is not a light-touch check. In practical terms, it is a structured review of your current competence and practice, and it is broadly similar in expectation to the original application process. The difference is that, instead of asking whether you were eligible to enter the scheme, it asks whether you have continued to apply and maintain your competence since certification was granted.

As with the original application, you are expected to provide clear, specific and relevant evidence. That evidence should show that you:

- are still working within your certificated scope
- continue to carry out relevant building control work in practice
- continue to apply the relevant competence areas in real cases
- have maintained relevant learning and development
- continue to meet the professional and conduct requirements of the scheme

Mid-term review is therefore not limited to confirming that you are still employed or still registered. It is used to consider whether your competence remains active, evidenced and current.

As part of mid-term review, you will be required to provide a mid-term review return. This should include:

- a minimum of five recent projects relevant to your certificated scope
- statements showing how you have applied the nine BICoF competence areas in practice
- evidence of personal development undertaken since certification
- confirmation of continued adherence to the Code of Conduct

The evidence provided should be specific to your own role and your own work. As with the original application, generic statements, broad role descriptions or unsupported claims are unlikely to be enough. The review is looking for evidence of continued practice, sound judgement, relevant experience and continued development within the scope for which you are certificated.

Your project examples should show the type of work you are currently undertaking and should reflect the scope of certification held. They should demonstrate how you have continued to apply your competence in practice, including technical judgement, regulatory understanding, decision-making, inspection or plan assessment activity, record keeping, and professional conduct, as relevant to your role and scope.

Your statements against the nine BICoF competence areas should show how those areas continue to be applied in your day-to-day practice. The purpose is not simply to repeat the original application, but to show that the competence previously evidenced has been maintained through live work and remains relevant and current.

Your personal development evidence should show learning that is relevant to your certificated scope and that has supported your continued competence. This should not be a list of attendance alone. It should show meaningful development linked to your role and practice.

Where there are concerns or gaps in the evidence provided, follow-up checks may be carried out. These may include additional file sampling, requests for clarification, or written tasks focused on recent regulatory or technical changes. This is to allow BSCF to determine whether competence has been maintained and whether any identified weakness is minor and remediable, or whether it calls continued certification into question.

Mid-term review outcomes may include:

- **satisfactory**
- **conditioned**
- **unsatisfactory**

A satisfactory outcome means that the evidence demonstrates continued work within scope, appropriate application of the BICoF competence areas, relevant development, and no conduct concerns.
A conditioned outcome means that there are minor omissions, gaps or shortfalls in the evidence that can be addressed within a defined period. Certification may continue subject to those conditions being met.

An unsatisfactory outcome means that the evidence is not sufficient to demonstrate continued competence or continued suitability to remain certificated. This may lead to further action under the scheme, including suspension, withdrawal or impact on recertification, depending on the nature and seriousness of the issues identified.

Mid-term review should therefore be approached with the same care as the original application, as you are again being asked to evidence your competence, this time through your current practice and development since certification.

Scope Extension

If you wish to broaden your certificated scope, you must apply for a scope extension.

A scope extension is not automatic. You must demonstrate that you are currently working in the extended scope, usually under appropriate supervision where relevant, and that you have sufficient competence for that broader range of work.

A scope extension application will normally require:

- evidence of work in the extended scope
- updated project evidence
- written statements showing how the nine BICoF competence areas apply across the extended scope
- evidence of development relevant to the additional scope
- additional written assessment and file review where the extended scope introduces areas not previously assessed, particularly where the work is more complex or higher-risk

A scope extension may be granted, deferred pending further evidence, or refused.

Changes That May Affect Your Certification

You must tell BSCF about changes that may affect your certification or your ability to remain certificated within the granted scope.

This may include changes such as:

- loss or restriction of your BSR registration
- disciplinary, suspension or removal proceedings under a relevant registration scheme
- legal or regulatory action affecting your ability to practise
- significant reduction or change in the type of work you undertake
- change in role that means you are no longer working within the certificated scope
- any issue affecting your ability to comply with the Code of Conduct or Rules of Certification

These matters may affect continued certification, scope, surveillance outcomes or recertification. The scheme review makes clear that loss or restriction of registration, failure to demonstrate continued competence, false or misleading information, failure to cooperate, and legal or regulatory action may all lead to suspension or withdrawal.

Recertification

Recertification is required at the end of the four-year certification cycle if you wish to remain certificated.

Recertification is a re-validation of competence for the granted scope. It is not automatic, and it is not a CPD tally. Its purpose is to confirm that you continue to demonstrate competence for the scope already granted.

Recertification will include:

- evidence from the certification cycle
- current practice evidence within scope
- surveillance or mid-term review evidence
- updated evidence of personal development
- confirmation that prerequisites remain in place
- targeted written assessment, for example by regulatory change, scope change or identified weakness in the evidence

Inactivity in part of the certificated scope may prevent recertification for that scope. The scheme review also states that verification is required that prerequisites remain in force, including registration status, CSL, and scope-appropriate breadth of practice.

Possible recertification outcomes include:

- recertification granted
- recertification with conditions
- scope reduction
- non-recertification

Suspension, Withdrawal and Lapse of Certification

Certification may be suspended or withdrawn where there is evidence that the requirements of the scheme are no longer being met.

Grounds for suspension or withdrawal may include:

- failure to demonstrate continued competence during mid-term review or recertification
- insufficient evidence of ongoing work within the certificated scope
- inadequate coverage of the required competence areas
- lack of relevant personal development
- concerns about professional conduct
- loss or restriction of BSR registration
- submission of false or misleading information
- failure to cooperate with certification activities
- legal or regulatory action that restricts or prohibits practice as a Registered Building Inspector

Certification may be suspended immediately where there is a potential risk to public safety or a serious concern regarding competence or conduct. The certificated person will be informed in writing of the reason for suspension and the evidence relied upon, and a defined period may be given to respond or take corrective action where appropriate.

Where concerns are substantiated and cannot be resolved within a reasonable period, certification may be withdrawn. The certificated person will be notified in writing of the reason for withdrawal and the evidence considered. Suspension and withdrawal decisions are subject to the appeals process.

Where certification ends because recertification is not achieved or because required maintenance activities are not completed, certification will lapse. Once certification has lapsed, you must not continue to claim certification or present yourself as certificated for that scope. That is consistent with the certification rules described in the candidate guidance.

Chapter 6: Rules, Support and Further Information

Rules of Certification

If you are applying for certification, or if you are already certificated, you must comply with the BSCF Rules of Certification.

These rules form part of the scheme requirements and apply as a condition of entry to, and continued participation in, the scheme. By applying, you confirm that you accept them and will abide by them.

The Rules of Certification include requirements to:

- comply with the relevant provisions of the certification scheme
- make claims regarding certification only for the scope that has been granted
- avoid any misleading, inaccurate or unlawful statements about certification
- stop using claims to certification if certification is suspended, withdrawn or has lapsed
- return or stop using certificates or certification materials where required

You should read the current Rules of Certification in full before applying and continue to refer to them throughout the certification cycle. They are supplied to certificated persons and are also available on the BSCF website.

Code of Conduct for Registered Building Inspectors

All applicants and certificated persons are expected to comply with the BSR Code of Conduct for Registered Building Inspectors.

Acceptance of, and commitment to abide by, the Code of Conduct forms part of the required declarations for entry to the scheme. Continued adherence to the Code of Conduct is also considered during mid-term review and recertification.

The Code of Conduct sits alongside the competence requirements of the scheme. It supports expectations around professional behaviour, integrity, impartiality, accountability, confidentiality, working within scope, and acting appropriately where concerns or conflicts arise. The scheme review also treats conduct as relevant to competence maintenance and to decisions on suspension or withdrawal where serious concerns arise.

You should be familiar with the Code of Conduct before applying and should continue to work in accordance with it throughout the certification cycle.

Confidentiality, Data Protection and Redaction

You must keep assessment materials confidential and must not disclose, copy or misuse them. Breach of confidentiality may lead to removal from the assessment process, disqualification, voiding of results, or referral to relevant bodies.

You must also make sure that any documents you submit as part of your application, mid-term review, scope extension or recertification are properly redacted where they contain sensitive information. This includes personal data and any other information that should not be disclosed in full within certification records. The supplementary information requires applicants to redact sensitive information appropriately before submission.

Professional records and evidence must be accurate, up to date and retained securely in line with data protection requirements. The scheme review links this directly to professional record-keeping and reflective practice, including secure handling of records under the Data Protection Act 2018 and UK GDPR.

Appeals

You have the right to appeal certain decisions made under the scheme.

This includes decisions relating to eligibility, certification outcomes, and decisions to suspend or withdraw certification. The scheme review states that eligibility and ineligibility decisions are documented and subject to appeal, and that certificated persons may appeal suspension or withdrawal decisions through the formal appeals process.

If you wish to appeal, you should follow the formal appeals process set out by BSCF. All decisions and appeal outcomes are recorded and retained in line with the relevant record control arrangements.

Complaints and Feedback

BSCF welcomes feedback on the scheme and provides a process for complaints where concerns need to be raised formally.

Feedback may help improve the scheme, supporting materials, candidate information and certification processes. Complaints and appeals are distinct processes, but both form part of the scheme's governance and quality arrangements. The scheme review notes that decisions are recorded and that candidate and assessor feedback forms part of the review and validation of the scheme on an ongoing basis.

If you wish to make a complaint or provide feedback, you should use the relevant BSCF process and contact route published on the website.

Fees

Fees are charged for:

- initial certification
- scope extension
- mid-term review
- recertification

You should check the BSCF website for the current fees before applying or before submitting any review or recertification documentation. Fee information may be updated from time to time, so the website should be treated as the current source.

Your application or review will not be taken forward unless the relevant fee requirements have been met.

Key Dates and Timeframes

You should check the BSCF website and any communications issued to you for the most up-to-date dates and deadlines.

Key points in the process include:

- application submission and review
- booking windows for written assessment
- assessment dates
- issue of results
- mid-term review notifications and submission deadlines
- recertification dates and submission deadlines

You are responsible for responding to BSCF communications in good time and for making sure that required submissions are made by the applicable deadlines.

Contact Details

If you need support or further information, you should contact BSCF using the contact details provided on the BSCF website or through the application portal.

You should use the appropriate contact route for:

- application queries
- reasonable adjustments
- assessment booking queries
- mid-term review queries
- recertification queries
- complaints, appeals or feedback

Where BSCF needs to contact you, it will use the contact details you have provided. You are responsible for making sure your details are accurate and kept up to date.

Further Information

Before applying, and throughout the certification cycle, you should make sure you are familiar with the key documents and information that support the scheme.

These include:

- this guidance for candidates
- the supplementary information form
- the BSCF Rules of Certification
- the BSR Code of Conduct for Registered Building Inspectors
- the BICoF
- reasonable adjustments information and forms
- current fee information
- any additional guidance, templates or updates published by BSCF on its website

You should also refer to the BSCF website for the latest versions of forms, requirements, guidance and process information before making any submission.

Annex A – The Assessment

BSCF assessments are designed to be valid, fair and aligned to the competence requirements of the certification scheme. The assessment method for Building Control Inspectors is an open-book written examination and may include a combination of short answer questions, longer written responses and case-based questions, such as plan assessment scenarios.

The assessment is structured to ensure that competence can be assessed objectively and supported by documented evidence. It is designed to test competence in a way that is consistent with the scheme and to support comparability between assessment sittings, including consistency of content, level of challenge and decision-making.

In setting and marking the assessment:

- paper setters must use the current job tasks, required competence and assessment criteria
- the assessment must cover the required competence for the relevant scope
- the marking scheme must be developed in line with the job task analysis and the competence being assessed
- question papers must be clear, accurate and include appropriate instructions and mark allocation
- a range of question types should be used to assess broader understanding and application
- the assessment duration must be stated correctly and allow sufficient time for candidates to complete and review their work

Candidates should check in advance which version of the Approved Documents and associated legislation will apply to the assessment, particularly where transitional provisions may be relevant. In most cases, this will be the version in force at the time of the examination.

Marks may be gained from any part of the examination. Results are issued as either Pass or Referred.

The certification decision is not based on the written assessment alone. It is made on the basis of the information gathered during the certification process as a whole.

Class 2A Sample Questions

1. *Sample short answer question:*

What is meant by the term – 'cable route'?

The question is about an understanding of Part S and Requirement S1 (S2 also if a material change of use occurs to a building that is within scope) inclusive and Reg. 44K (interpretation).

The question seeks to establish that the candidate understands the context in which the term is used and how to find the prescribed meaning. To do this, the candidate would have to be aware of Part S and the guidance in Approved Document S and/or the regulations around Part S.

2. *Sample long answer question:*

A client/local resident informs you that their neighbour has started to carry out excavations to build a rear extension to their half of a semi-detached house. The client/resident expresses concern that the work might affect their property and ability to extend/alter their own home in the future and wants to understand what their options are and if the work their neighbour is carrying out is permitted – without them having sought the client/residents' consent/approval.

What, if any, advice might you give and/or actions take?

The question is situational and intends to tease out that the candidate is aware of the potential impacts of neighbour disputes/associated legislation and is both sympathetic and empathetic to the concerns raised by the resident.

There are a number of elements that the candidate should look to highlight, which will include matters

such as - Planning permission – permitted development rights

Party Wall Act – excavations close to a party or boundary structure and owner agreements/notices etc.

Building Regulations – controlled or exempt building work, is the LA aware of the work. Is a Building over Agreement required?

CDM Regs. – Unsafe excavations or work practices might call for intervention by the HSE

Clear and consistent advice – factual and accurate. What can/cannot you do, or what might be able to be done by others

Protecting anonymity – not passing on details about the source of a complaint to others that are the source of the complaint

Effective communications – liaising with the resident and others, particularly other agencies asking the LA to investigate if unaware of the work? Writing to others to outline the concerns that have been raised.

Inspection – in cases of investigation what, if any, inspections might need to be carried out and what actions might be available to resolve the matter if the work is controlled.

Keeping records – recording conversations and observations contemporaneously.

Taking ownership – owning the questions and acting appropriately and in a timely fashion and keeping the resident aware of any actions you might take/have asked others to take.

Class 2A-F Sample Questions

1. **Sample short answer question:**

What impact will the Building Safety Act 2022 have on section 36 of the Building Act 1984?

The question is about the candidate being aware of the changes that are to occur to the BA84 by way of the BSA22 and that they understand that the time limit for serving an enforcement notice intends to be extended to 10-years.

2. *Sample long answer question:*

A developer is looking to construct a 4-storey building as part of a larger development. The building will comprise of the following accommodation –
Ground storey – business use
(office or retail) 1st – 3rd storey incl.
– apartments

The developer poses the following question to you -

"We are currently in the process of obtaining planning consent for the redevelopment of a greenfield carpark in the
Anytown District Council area, the development consists of 100+ residential units and some integrated commercial units.

It is our intention to build the mixed-use block using a RC frame podium with 3 floors of traditional above (beam and block with PCC planks).

Please can you confirm whether, this type of building would be treated as Consequence Class 2a or Class 2b."

What advice would you offer the developer and why?

The question is about the candidate understanding the risks associated with differing types of structures and the likelihood of serious harm to large numbers of people who might use a building, should there be accidental damage caused say by a vehicle impact or other structural failure.

The candidate will be expected to understand the issues of disproportionate collapse and the impact of requirement A3. In turn the ability to find the guidance in Approved Document A section 5 and understand and assimilate table 11 insofar as the question that has been posed.

The candidate will need to be aware that the building, whilst put to mainly dwelling use, also has the ability for flexible use at ground floor level with options for office or retail. With this flexibility comes an appreciation that once built the building will need to be suitable for any changes in use within the limits of the planning permission and, as such, the most onerous conditions should be designed for since changes to the structure might be challenging and cost prohibitive in the future.

The candidate is expected to be able to articulate their interpretation and application of the requirements and the guidance as it applies in the case stated. They need to be mindful of the client's needs now and what might be needed in the future. The candidates answer should be based on the interests of public safety and ensuring the building can sustain the principle of long life, loose fit.

Class 3 Sample Question

(Note: for Class 3 there are no short answer questions. All answers at this class require a detailed response)

1. In patient Health Care Premises, particularly hospitals, often employ a special method of evacuation for dealing with fire emergencies. Explain how the evacuation technique is commonly referred to and the general methodology employed to apply the technique? Where might you find guidance on such a technique?

   What elements of building work might you include in an inspection notification framework, when considering building control inspections at health care premises that might employ a special evacuation technique and why?

   The question attempts to elicit from the candidate their understanding of the principles involved in the technique of safe evacuation of vulnerable occupants. Guidance on the technique is widely mentioned in both Approved Document B and in supplementary guidance produced both inside and outside of the British Standards Institute.

   Candidates should look to cover the widest possible references to the technique that they are familiar with and explain how the technique might work in practice having regard to: occupant characteristics that might be found in such premises, as well as the importance placed on the performance(s) of the building fabric, staff interventions and management procedures and policies.

   The candidate is expected to be familiar with what is meant by an inspection notification framework (INF) and the importance that might need to be placed on the close inspection of certain elements of the construction. As such aspects such as those for both passive and active fire precautions and what these might comprise would be expected.

   The candidate would need to articulate how they would convey the type(s) of inspection(s)/feature(s) to be included in the INF to the applicant (or their agent) and explain why these are important for the BCB to inspect, including the possible consequences should the matter(s) to be inspected be not properly constructed and what the impact might be on the technique mentioned above.

2. A designer submits a fire safety strategy (FSS) for a new 3-storey hospital building. The proposed building is to be built on the same site as an existing hospital and will replace the decaying facilities in the 19th century facility, which will be decommissioned once the new facility is fully operational.

   The designers FSS employs the principles contained in BS 9999: 2017 for fire safety. Explain what aspects of BS 9999 you might have particular regard to in terms of fire safety design in hospital premises and what advice you might offer the designer and why?

   This question is situational and intends to replicate the type of question that a BC inspector might expect to be presented with by an applicant/agent. The question expects the candidate to apply their professional experience to navigate to an answer that is appropriate having regard to their knowledge and appreciation of the various forms of guidance that are relevant to health care premises and how they might best be applied, to respond to the question posed.

   Reference to App Doc B; BS 9999; Health Technical Memoranda and any other relevant guidance should be included. Candidates will be expected to articulate the guidance available clearly and logically and the reasoning for the advice they might give to the designer.



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