

BSCF Competency Validation Assessment - Supplementary Information



Name	
CV Number:	
NINO:	
Eligibility Criteria	
<p>For 2A, 2ABD, 2A–F:</p> <ul style="list-style-type: none">• Minimum of 1 year relevant experience working on building types within the applied-for scope.• Must be at least class 1 RBI and currently employed in RBI role. May be reduced where the applicant can demonstrate substantial, direct exposure to the building types or activities, subject to assessment and approval.• Application must include at least 5 examples (from a possible 8) of work undertaken on relevant building types.• The applicant must provide evidence that the prerequisites for all nine BCoF competence categories (codes P1–P7) have been met across the entirety of their application. It is not required that each individual example demonstrates all prerequisites, but all nine must be evidenced in total.• Demonstration of Competence Specific Learning (CSL), including recent CPD and other relevant learning activities.• Evidence of effective communication skills (written and, where relevant, verbal).• Eligibility evidence is assessed at the application review stage, and only those meeting all requirements proceed to the written assessment. <p>Scope Extension (e.g., from 2A to 2ABD, or 2A–F):</p> <ul style="list-style-type: none">• As above, with the exception that the 1-year experience requirement may be reduced where the applicant can demonstrate substantial, direct exposure to the additional building types or activities, subject to assessment and approval. <p>For 3G–H (Higher-Risk and Complex Buildings):</p> <ul style="list-style-type: none">• Minimum of 2 years relevant experience in higher-risk and complex buildings.• As above, application must include at least 5 examples, each mapped to the prerequisites for all nine BCoF competence categories, with evidence of CSL and communication skills.• All evidence is reviewed to confirm readiness for assessment at this advanced level. <p>General:</p> <ul style="list-style-type: none">• Applicants must declare acceptance of, and commitment to abide by, the BSR Code of Conduct for Registered Building Inspectors.• Applicants must declare their acceptance of, and commitment to abide by, the BSCF Rules of Registration as a condition of entry to the scheme. <p>Ineligibility Criteria</p> <p>An applicant will be deemed ineligible for initial certification or scope extension if:</p> <ul style="list-style-type: none">• The minimum experience requirement (1 year for 2A/ABD/A–F, 2 years for 3G–H) is not met or cannot be adequately evidenced.• Fewer than 5 relevant work examples are provided, or examples do not clearly evidence the prerequisites for all nine BCoF competence categories.• Insufficient evidence is provided for CSL/CPD or communication skills.• The application is incomplete, inaccurate, or fails to address the eligibility criteria in full.• The applicant has failed to comply with any part of the BSR Code of Conduct.• The applicant has not signed agreement to comply with the BSCF Rules of Registration• The applicant is subject to current disciplinary, suspension, or removal proceedings under any relevant registration scheme.• The applicant has failed the written assessment and has not yet met requirements for reassessment (where relevant).• The applicant is seeking scope extension without sufficient direct exposure to new building types or activities and cannot justify a reduction in the experience requirement.	

Please ensure that all information is accurate and truthful.

Provide clear and concise descriptions.

Review ‘Information for Candidates’ OR BSR BCoF to ensure your experience aligns with the competency areas.

Ensure your descriptions focus on your individual contributions and learnings, highlighting your skills and knowledge in each competency area.

Redacting Sensitive Information

In our commitment to privacy and data protection, all candidates are required to redact sensitive information from their application documents. This ensures your personal data is protected, and only relevant information is considered during the assessment process. Failure to properly redact sensitive information may result in the rejection of your application. This policy is in place to safeguard your personal information and to comply with privacy laws.

For each area you complete

- Tick one: **Lead / Assisted / Observed**.
- It is not the expectation that you will complete all nine competency areas for every project. Complete only those that apply to that project, but aim to evidence all nine across your full application.
- Keep entries concise, project-specific, and evidence-based. Avoid generic job descriptions.

Instructions for Completing the Experience in Building Types Table					
Project Reference	Please enter the internal reference or job number associated with the project.	Role	Clearly specify the role you played in the project.	Supervision	From the dropdown menu, select supervision/ mentor/ unsupervised
Brief Description of Project	Provide a brief summary of the project, including its objectives, scale, and any particular challenges or highlights. This should give a contextual overview of the work environment and project goals.				
Law	State the specific legislation or regulation that you applied on this project and why. Note any advice on restricted functions, relaxations/dispensations, or enforcement decisions you contributed to. Outcome: decision issued, notice served.				
Tech	Describe the key building elements you assessed (structure, materials, fire strategy, etc.) and what you looked for. Explain any departures from guidance you evaluated and how you reached your view. Outcome: drawings/specs reviewed, issues raised.				
Building Services	Identify the systems you assessed or witnessed (fire and smoke control, lifts, HVAC, electrical, drainage). Summarise the checks or tests witnessed and any issues you escalated. Outcome: test certificates, commissioning records.				
Func & Activities	Specify the functions you carried out or supported (pre-app, validation, Plans assessment, consultations, reversions/regularisations). Note any coordination you led with other regulators or consultees and the decisions reached. Outcome: consultation responses, validation notes.				
Plans Assess & Enforcement	Summarise what you assessed in the plans, the standards/guidance considered, and any compliance risks identified. Record instructions, conditions, or enforcement steps proposed from the plans review. Outcome: assessment notes, letters issued.				
Inspections & Enforcement	Outline the inspection plan you followed or set, key stages visited, sampling/testing undertaken, and evidence gathered. Note non-compliances found and actions taken or recommended. Outcome: site notes, photos, notices				
Mngt & Core Skills (inc. CSL/Comms)	Describe where you made decisions, led, supervised, mentored or allocated work, Note communication with duty holders, conflict handling, and record-keeping you carried out. Outcome: emails/records, meeting notes.				
Safety Mngt	Explain how you managed personal/site safety and reported any matters of evident concern. Note risk judgements you made, including CDM interactions where relevant. Outcome: risk assessments, reports/escalations.				
Ethics	Declare any conflicts considered and how impartiality was maintained. Note where you challenged pressure, corrected errors, or sought specialist input to protect life or safety. Outcome: declarations, audit trail.				

Example Project					
Project Reference	LA/BC/24/01987	Role	Trainee Plans assessor and site inspector	Supervision	Supervised
Brief Description of Project	Three-storey new-build block of 12 self-contained flats with shared stair and lobby. Overall height 10.2 m to the top of the parapet. Traditional masonry cavity walls, precast plank floors, flat warm roof. On a tight urban infill site with limited fire-service access and constrained drainage falls.				
Law	<p>Building Notice initially received as developer wanted to progress quickly. Informed RBI that as Fire Safety Order would apply could not accept a BN under BRegs 12/13. Applicant informed to apply for BC approval with full plans under BRegs 12/14. Applied the Building Regulations 2010 and Building Act 1984 throughout. Key focus on Parts A, B, C, E, F, G, H, K, L, M, O, P, Q, R, S and Regulation 7. No relaxations or dispensations sought. Confirmed scope against restricted activities and acted alongside the RBI.</p> <p>Considered Regulatory Reform (Fire Safety) Order 2005 for common parts.</p> <p>Outcome: Application eventually granted with a schedule of requirements issued for further information.</p>				
Technology	<p>Assessed structure: Typically pad and strip foundations, lateral stability via masonry shear walls, disproportionate collapse checks (Consequence Class 2a) for a three-storey residential building per guidance.</p> <p>Fire safety: single-stair arrangement with protected lobby, smoke ventilation to corridor, cavity barriers and fire-stopping strategy, FD30S flat entrance doors, 60-minute stair enclosure, access and facilities for the fire service.</p> <p>Building fabric and materials: Regulation 7 product suitability, façade build-up, thermal bridging details, roof falls and upstands.</p> <p>Outcome: Marked-up drawings and specs reviewed; 11 issues raised, all closed with revised details and calculations.</p>				
Building Services	<p>Systems reviewed or witnessed: natural smoke control AOV to stair/lobby, domestic ventilation (MEV to bathrooms, trickle to habitable rooms), boosted cold water, above-ground drainage and SVPs, landlord's emergency lighting to common parts, individual flat electrical installations, heat-pump hot water to each dwelling. Witnessed commissioning for ventilation flow rates and AOV functional test. Checked electrical certification to BS 7671 and notification under Part P. Verified air-tightness test results and SAP as-built submissions under Part L.</p> <p>Outcome: Commissioning sheets, air-permeability test certificates, electrical installation certificates, and O&M details filed.</p>				
Functions & Activities	<p>Carried out pre-application guidance, validation checks, full Plans assessment, and statutory consultee coordination. Received Robust Details certificate for internal metal frame separating walls and PC plank separating floors, prior to work commencing (BReg 41 compliance satisfied)</p> <p>Consulted with Fire and Rescue Service on access, water supplies, and smoke control; drainage queries resolved with the sewerage undertaker regarding connection points.</p> <p>Outcome: Recorded consultation responses and validation notes; designer issued a consolidated response pack addressing all points. Inspection notification included inspection of RDL wall and floor details</p>				
Plans Assessment & Enforcement	<p>Reviewed against relevant Approved Documents for: structural design (A), means of escape and compartmentation (B), moisture resistance (C), sound insulation for RD wall and floor types (E), ventilation rates (F), sanitation and hot water safety (G), drainage layouts and gradients (H), guarding and stairs (K), energy performance and Emission rates/SAP (L), access to and within dwellings and common parts approach routes as Cat M4(2) standard due to planning conditions (M), and material suitability/testing (Reg 7).</p> <p>Key compliance risks identified: AOV free-area sizing and location, travel distances in common corridor, thermal bridge details at balcony connectors, and drainage gradient on the rear stack.</p> <p>Instructions issued for: revised smoke-vent calculations, upgraded acoustic details at service penetrations, additional thermal break design data, and CCTV survey of private drain before connection.</p> <p>Outcome: Plans assessment notes and decision letter with requirements; follow-up letter confirming closure of conditions upon resubmission.</p>				
Inspections & Enforcement	<p>Inspection plan set and followed: foundations, DPC, drainage pre-cover, superstructure, compartmentation and fire-stopping pre-close, roof, and final. Spot checks on RDL wall and floor types installed AOV and emergency lighting. Sampled 20 percent of flat internals for fire-stopping continuity and service penetrations.</p> <p>Non-compliances found: missing cavity barriers around meter cupboard, inadequate mastic fire-seal to riser, and insufficient gradient on rear branch drain. Immediate corrective actions agreed and evidenced.</p> <p>Outcome: Dated site notes with photos; re-inspection records confirming remediation; no formal notices required.</p>				
Mngt & Core Skills (inc. CSL/Comms)	<p>Offered RBI my opinion regarding schedule of requirements, setting inspection hold points, all checked by my Class 2A-F RBI mentor.</p> <p>Maintained clear communication with principal designer and contractor, recorded meetings and action logs, and kept complete records in the case file. Managed expectations around programme versus regulatory requirements.</p> <p>Outcome: Email trail, meeting minutes, and updated action tracker stored; trainee records completed and signed-off by RBI mentor.</p>				
Safety Mngt	<p>Followed site induction and PPE requirements, reviewed RAMS with mentor at first visit, and raised a matter of concern regarding unprotected stair voids which was rectified same day.</p> <p>Applied risk-based judgement to inspection frequency given single stair and early compartmentation sequencing.</p> <p>Outcome: Site risk notes, photographs, and escalation record closed after evidence of temporary edge protection installed.</p>				
Ethics	<p>Declared no conflicts. Maintained impartiality when the contractor pressed for sign-off before evidence was provided, and documented the decision trail.</p> <p>Sought specialist input from the fire engineer to corroborate the ventilation strategy equivalence before accepting the alternative AOV location.</p> <p>Outcome: Conflict-of-interest check recorded; decision log and professional advice filed; all actions agreed with RBI mentor.</p>				

Project 1					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 2					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 3					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 4					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 5					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 6					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 7					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 8					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Please provide a copy of your most up-to-date workplace Personal Development Report (PDR) or training plan and recorded training activities.

The plan must identify areas of training that are outcome-focused and relate to your specific role and the competence assessment to which you are applying.

Additional Information for Workplace Practices

The following questions are asked to ensure fair access and to help us understand your working environment. Your responses will not affect your eligibility for certification. This information is used solely to support equitable assessment and, where relevant, to consider any reasonable adjustments in accordance with the Equality Act 2010.

1. Are you limited from undertaking a full range of Building Control activities due to workplace policies or restrictions?

(For example, you only undertake plan check activities due to your organisation's policies, or your BCB specialises in higher-risk buildings, and you have limited recent experience with dwellings.)

☐ Yes ☐ No

If yes, please provide details:

2. Have any reasonable adjustments been made to your working practices in line with the Equality Act 2010?

(If you require reasonable adjustments to the validation assessment or have any special requirements, please also complete and submit the Reasonable Adjustments Application Form (which can be found on the BSCF website resources page).

☐ Yes ☐ No

If yes, please describe the adjustments:

Statement:

Completion of this section is for monitoring and support purposes only and does not impact your eligibility for certification. This information is collected in the interests of fairness, accessibility, and to ensure that appropriate adjustments can be made where necessary.

Applicant Final Submission Checklist

Before submitting, please confirm that your application includes all the required evidence and declarations.
Tick each box to confirm.

Eligibility and Submission

<input type="checkbox"/>	I have at least the minimum required experience for the scope I am applying for: <ul style="list-style-type: none">• 1 year for 2A, 2ABD, 2A–F• 2 years for 3G–H) or can demonstrate substantial, direct exposure to the building types or activities for a reduced period.
<input type="checkbox"/>	I am currently employed in a Registered Building Inspector (RBI) role at Class 1 or above.
<input type="checkbox"/>	I have provided at least 5 examples of work undertaken on relevant building types within the applied for scope.
<input type="checkbox"/>	My application provides evidence that the prerequisites for all nine BICoF competence categories have been met, across my application as a whole.
<input type="checkbox"/>	I have included evidence of Competence Specific Learning (CSL), including recent CPD and other relevant learning activities.
<input type="checkbox"/>	I understand that eligibility will be assessed at the application review stage and that only those meeting all requirements will proceed to written assessment.

Declarations

<input type="checkbox"/>	I declare that I accept, and commit to abide by, the BSR Code of Conduct for Registered Building Inspectors.		
<input type="checkbox"/>	I declare that I accept, and commit to abide by, the BSCF Rules of Registration as a condition of entry to the scheme.		
<input type="checkbox"/>	I confirm that my application is my own work and all statements and evidence provided are accurate and complete to the best of my knowledge.		
<input type="checkbox"/>	I confirm that I am not subject to any current disciplinary, suspension, or removal proceedings under any relevant registration scheme.		
<input type="checkbox"/>	I understand that providing false, incomplete, or misleading information may result in my application being rejected or certification being withdrawn.		
<input type="checkbox"/>	I confirm I will take this examination unaided. I will not cheat, collude, copy, or use artificial intelligence tools or assistance. I understand that any breach may lead to disqualification, my results being void, and may be reported to relevant bodies.		
<input type="checkbox"/>	I will treat BSCF staff, assessors and fellow candidates with respect, follow all BSCF instructions and policies, avoid abusive, discriminatory or disruptive behaviour, and keep assessment materials confidential. I understand breaches may result in removal, disqualification, or referral to relevant bodies.		
<input type="checkbox"/>	I confirm and agree to all of the above		
Full Name		Date	