

# Building Safety Competence Foundation

Building Control Professional  
Competence Validation Assessments

Information for Candidates

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# Introduction

Welcome to the Building Safety Competence Foundation (BSCF).

Building Control Inspectors (BCIs) play a vital role in upholding building safety and regulatory compliance across a wide spectrum of construction environments.

Recent legislative developments, including the establishment of the Building Safety Regulator (BSR) and the implementation of the Building Safety Act 2022, underscore the paramount importance of safety throughout the entire building lifecycle. To ensure compliance with these evolving regulations and standards, the BSRs Building Inspector Competence Framework (BICoF) outlines the essential competencies for BCIs.

BCIs are responsible for overseeing a diverse array of structures, ranging from houses and flats to commercial properties, schools, hospitals, and industrial buildings. Each of these comes with its own set of regulatory requirements and unique challenges, often influenced by regional variations and environmental considerations. These regional nuances demand adaptability and a comprehensive understanding of local conditions.

In urban and suburban areas, housing stock dominates, interspersed with various other premises such as schools, hospitals, hotels, guest houses, and industrial and commercial buildings. The mix of building stock and tenures is infinite in town centres, often in close proximity to one another due to the limits created by land availability.

The nature and variety of buildings and associated work that BCIs encounter can be unpredictable and challenging to assess comprehensively. Unlike some professions with more narrow scopes, BCIs need to understand the limits of their competence and seek advice, learning, and support when necessary.

Professional registration and qualifications are essential for BCIs to validate their competence in a field characterised by dynamic regulations. The BSCF is committed to facilitating the comprehensive assessment of competence and professionalism among BCIs, in alignment with the mandates of the Building Safety Act, BSR, BICoF, and the 'Code of Conduct.'

BCIs play a pivotal role in enforcing Building Regulations, ensuring compliance and safety throughout the built environment. By embarking on an assessment journey with the BSCF, you will be demonstrating your commitment to upholding stringent standards in Building Control. Together, we aim to enhance the safety and compliance of the built environment and we warmly welcome all candidates seeking registration with the BSR.

# Scope of Certification

Description of the range and boundaries that apply to the Certification Scheme. The aim of this section is to inform applicants, candidates, certified persons and other interested parties of the nature and limits of the certification.

Building Type	Band A (Domestic)	Band B (Standard)	Class 3 (Specialist)
	Dwelling house <sup>1</sup> (excluding flats) of traditional <sup>2</sup> construction and not having more than one basement storey.	Premises <sup>3</sup> of any type and form of construction, where the guidance contained in the Approved Documents can be applied, including – where appropriate – references to other standards & guidance – and being within the size limits mentioned below.	Premises <sup>3</sup> of any type, height, size, form of construction and method of design – including any premises that will be within the scope of the Building Safety Regulator.
Dwelling houses <sup>1</sup>	<=3 storeys <sup>4</sup> (<7.5m) high single occupancy	<18m high single or multi occupancy	Unlimited
Flats	Not permitted - except under supervision	<7 storeys or <18m high whichever is lowest	Unlimited
Hotels and Other Residential (Other than flats)	Not permitted - except under supervision	<18m high	Unlimited
Offices	Not permitted - except under supervision	<18m high	Unlimited
Retail	Not permitted - except under supervision	<18m high	Unlimited
Buildings to which the public are admitted	Not permitted - except under supervision	<18m high	Unlimited
Educational	Not permitted - except under supervision	<18m high	Unlimited
Car Parks	Not permitted - except under supervision	<18m high	Unlimited
Industrial buildings, not containing hazardous substances/processes	Not permitted - except under supervision	<18m high	Unlimited
Non-standard buildings, for example – <ul style="list-style-type: none"> <li>• In-patient health care premises.</li> <li>• Industrial buildings containing hazardous substances/processes.</li> <li>• Non-standard warehousing.</li> <li>• Regulated stands/Certificated stadia and indoor sports/music arenas</li> <li>• MMC/Mass timber/Volumetric etc</li> </ul>	Not permitted - except under supervision	Not permitted - except under supervision	Unlimited

1. Means - A dwelling house that is a unit where one or more people live (whether as a sole or main residence) in either of the following situations.
  - A single person or people living together as a family.
  - A maximum of six people living together as a single household, but not including where care is provided for residents
2. A construction method/building type that can be assessed utilising the guidance contained in sections 2 - 4 of Approved Document A.
3. Unless the context states otherwise, means any new, extended, altered building of any type of construction or use, including premises having a mixture of uses, and includes work controlled because of a material change of use or change of energy status – it also includes any ancillary buildings associated with the premises, such as non-exempt outbuildings.
4. Inclusive of the highest storey. Basement storey(s), and roof storeys consisting solely of the use of plant and equipment and accessed only for maintenance and repair are not counted. Roofs used for occupant amenity/recreation etc are counted as a storey.

## Band A - Domestic Building Control Inspector

Intended for the less experienced BCI who has been working in the role for at least 12 months and has relevant, current and sufficient experience working with low-rise domestic premises whilst they have been carrying out on-the-job learning and attaining qualifications; for example, experienced trainees and assistant surveyors. BSCF also recognises that in some BCs there will be those BCIs who are exceptionally good at applying their knowledge and skill to domestic building work and have no aspiration to work on more complex premises.

## Band B - General Building Control Inspector

It is anticipated that the majority of BCIs will achieve and maintain this band status. Intended for more experienced BCIs that can work without supervision on a variety of both domestic and commercial projects.

Band B Building Control Inspectors (BCIs) are seasoned professionals equipped for most projects. However, when faced with specialised challenges, it's crucial for these BCIs to delve deeper. In such circumstances they should:

- prioritise in-depth research,
- engage with knowledgeable peers,
- and visit comparable sites for hands-on insights.

Additionally, attending relevant CPD events ensures they're continuously updated on building standards. In essence, a Band B BCI combines expertise with a commitment to ongoing learning, ensuring top-tier inspection quality.

## Band C - Specialist Building Control (Higher Complexity Buildings)

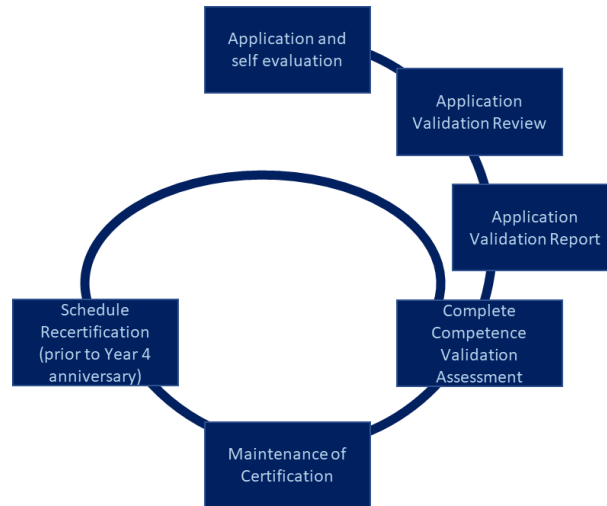
This band is intended to cater for the new role that a BCI might need to carry out to advise the Building Safety Regulator about Building Regulations compliance. The skills set and experience needed are not dissimilar to the Band B BCI, however, these individuals should have a higher level of competence regarding fire and building safety for those buildings that are in-scope of the regulators control, as well as being able to work within a multi-disciplinary team and should have a strong comprehension of the regulatory regime that the regulator is working on HRB type premises at Gateways 2 and 3. There should also be a strong awareness of placing residents at the heart of building safety – albeit that BCIs should have a strong awareness of this at both Bands A and B, and should always place the interests of the building users/occupants above that of the building owner/designer/contractor.

In certain cases, Building Control Inspectors (BCIs) may be required to work on more specialist premises be it within or outside the scope of the building safety regime or involve work for which they have demonstrated competence but have limited practical experience. In such situations, a competent BCI should, as a minimum:

- Undertake some form of detailed investigation into the subject matter
- Undertake structured learning to support the extension of knowledge and understanding of Building Regulations/compliance issues surrounding the subject matter
- Actively pursue support and guidance from others who are/have dealt with such premises in the past
- Fact find by visiting sites elsewhere in the UK to gain an appreciation/awareness and understanding of the subject matter
- Plan and attend CPD events that cover aspects of the subject matter as part of both formal (outcome focused) and informal Lifelong Learning

# Competence Validation Scheme Lifecycle

A robust Competence evaluation program requires continuous monitoring and allows for participant improvement and potential growth.



The BCI Competence Validation lifecycle typically begins with a request from the applicant. The applicant should first complete the self-assessment exercise in this document to ensure that they know which validation is most appropriate for their level. They must then complete and submit an application form, along with the required supplementary information, to the BSCF Validations Team for review.

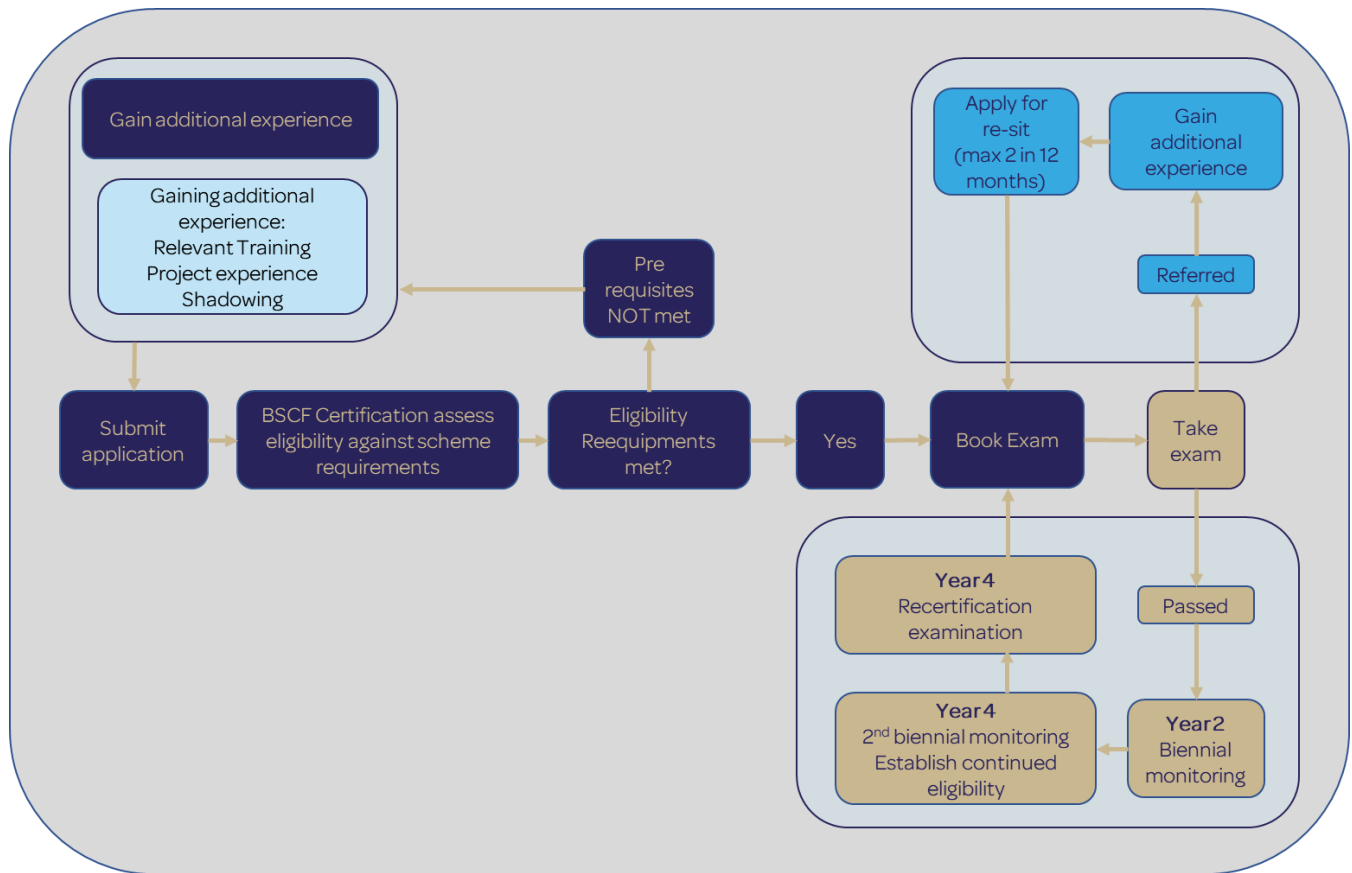
Once the validator receives the completed application, a review of the information against the required competencies for the scheme will be undertaken. At this point, the applicant may be invited to sit the competence validation assessment **or** may be referred and advised on areas where competence is lacking for the scheme. Those candidates that have been referred will receive a validation report highlighting the results of the review based on the information provided in the application form.

## Fees

Fees are chargeable for Initial certification, recertification, and monitoring (during year 2 of the certification cycle).

- |  |           |
|--|-----------|
| • Initial Certification                | £600 +VAT |
| • Monitoring (Y2)                      | £225 +VAT |
| • Recertification (Y4)                 | £600 +VAT |
| • Extending the Scope of Certification | £400 +VAT |

# The Process



**STEP 1** – All candidates will be required to complete an application form stating their relevant qualifications and experience of working on higher risk buildings.

**STEP 2** – BSCF will review all applications and contact candidate line managers to obtain their endorsement of the application form.

**STEP 3** – BSCF will confirm approval of the application via email with a link to book onto your chosen exam location. The cost of the validation assessment is £600 +VAT.

**STEP 4** – Candidates sit the exam.

**STEP 5** – Results will be published 10 weeks after the exam date. Results provided will be PASS/REFERRED.

**STEP 6** – Please see section (Monitoring and Recertification) for details

# Certificates

BSCF will provide certificates for all candidates who pass the validation assessment. BSCF will maintain sole ownership of the certificates.

The BSCF might also be required to pass copies of certificates to the BSR for their own registration purposes and the BSCF reserves the right to provide this information to the BSR.

Please refer to the certification rules document which is supplied to all certified persons, and which is also available on the BSCF website.

Candidates and certified persons are required to sign an agreement:

- To comply with the relevant provisions of the certification scheme.
- To make claims regarding certification only with respect to the scope for which certification has been granted.
- Not to use the certification in such a manner as to bring BSCF Certification or the Building Control Profession into disrepute, and not to make any statement regarding the certification which could be considered misleading or unlawful.
- To discontinue the use of all claims to certification that contain any reference to BSCF Certification upon suspension or withdrawal of certification, and to return any certificates

## Monitoring Arrangements

### Continual Competence and Eligibility Report (CCER) Information for Certificated Persons

Every person who is certificated under the scheme is obligated to showcase their ongoing application of skills and knowledge. This is achieved through the submission of a biennial 'Continual Competence and Eligibility Report' (CCER).

#### Key Requirements:

- **Competence Reporting:** Certificated individuals are expected to report against each of 9 defined competencies as established by the Building Safety Regulator and detailed below.
- **Core Competencies:** A comprehensive spectrum of experiences is essential. It's crucial to provide evidence that demonstrates knowledge and active duties across all the 'Core Competencies' to retain certification.
- **Continued Relevant Experience:** This involves highlighting practical experiences and showcasing proficiency across the 9 competence areas post-certification.
- **Commitment to Lifelong Learning:** Evidence of sustained dedication to Continuous Professional Development (CPD) is essential. This reaffirms an individual's commitment to stay updated and enhance their skills.
- **Focused Activity on Initial Assessment Gaps:** Any competence areas identified as needing enhancement or deficient during the initial certification stage require particular attention. The CCER should reflect intentional efforts and progress made in these areas.



## Monitoring Process

The BSCF will send out an official notification to certificated persons three months before the CCER is due. This notification will include the purpose of the CCER, the requirements, and a link or attachment to the template.

### Online Portal:

Certified persons will be able to access the online portal where they can fill out and submit their CCER. This streamlines the process, making it easier to track and review submissions.

### Guidance Workshops:

We will organise online workshops guiding certificated persons on how to effectively fill out their CCER. This can help ensure that submissions are consistent and of high quality.

### Review Panel:

Our dedicated team will review and provide feedback, ask for additional information if needed, and validate the submitted reports.

### Feedback Mechanism:

After reviewing we will provide feedback to each individual, highlighting areas of strength and those needing further attention. We will also signpost resources and/or guidance on how you can improve in identified areas.

### CCER for Certified Persons:

#### 1. Competence Reporting:

- For each competency area
- Brief description of how it has been applied over the past two years
- Evidence/Documentation

#### 2. Core Competencies Application:

- Description of experiences that demonstrate knowledge and responsibilities in the core competencies
- Evidence/Documentation

#### 3. Continued Relevant Experience:

- For each area:
  - Description of experience:
  - Duration:
  - Role and Responsibilities:
  - Evidence/Documentation:

#### 4. Lifelong Learning and CPD:

- List of courses, workshops, or seminars attended:
- Brief description of each:
- How has this contributed to your current role and responsibilities?

#### 5. Focus on Initial Assessment Gaps:

- Areas identified during initial certification:
  - Description of activities and efforts made to address these gaps:
  - Evidence of progress or improvements:

# Recertification

Toward the end of year 5, three months prior to the ‘certification anniversary’ the second CCER will be required for BSCF Certification to assess continued eligibility and to invite candidates to sit the recertification exam.

The recertification exam will take the same format as the initial examination for new candidates.

Further information regarding the Certification maintenance requirements will be sent to successful candidates along with the Certification pack.

# Competence Areas

Within the following competence areas, BSCF will be assessing competence across 9 themes, which have been developed and are aligned to the Building Inspector Competence Framework (BICoF):

Law	Technology	Building Services	Functions and Activities
Plans Assessment and Enforcement	Inspection and Enforcement	Management and Core Skills	
Safety Management		Ethics	

# Competence Areas and Eligibility Requirements

This section offers a comprehensive breakdown of prerequisites and eligibility criteria as they pertain to the BSCF Competence Assessments. It outlines the specific requirements and criteria you need to meet for successful certification as a Building Control Inspector (BCI).

We will break down the prerequisites, offering clear insights into the competencies you must possess before you can embark on this certification path. This detailed exploration will provide you with a comprehensive understanding of the foundational elements required for your success.

Additionally, we will closely examine eligibility criteria, shedding light on the specific standards and benchmarks that you need to meet to ensure your readiness for the BSCF Competence Assessments. We understand that clarity in this area is paramount, and our aim is to provide you with the in-depth information you need to navigate these criteria effectively.

By the end of this section, you will have a robust grasp of what it takes to meet prerequisites and eligibility standards, equipping you with the knowledge and confidence to progress on your journey toward becoming a certified Building Control Inspector.

Scope		Band A (Domestic)	
Dwelling house (excluding flats) of traditional construction up to 3-storeys high and not having more than one basement storey	Normative Documents	Knowledge, understanding and use of Approved Documents, Building regulations and the Building Act	Minimum of 1 year experience in current role as Building Control Inspector – includes Trainee and equivalent
	Building Control Activities	Ability to demonstrate a range of activities including the examination of plans and inspection of works	Must demonstrate though application ability to perform a variety of identified job tasks within the scope of certification sought
	Learning	Evidence of learning sought and gained over the past 12 months (minimum)	No minimum set requirement. Will be assessed relative to experience, the applicant's development plan and relevance of training undertaken
Scope		Band B (General)	
Premises of any type and form of construction, where the guidance contained in the Approved Documents can be applied, including – where appropriate – references to other standards & guidance – and being within defined size limits	Normative Documents.	Knowledge, understanding and use of Approved Documents, Building regulations and the Building Act. British and International Standards and Codes	Minimum of 1 year experience in current role as Building Control Inspector – includes Trainee and equivalent.
	Building Control Activities	Ability to demonstrate a range of activities including the examination of plans and inspection of works.	Must demonstrate through application ability to perform a variety of identified job tasks within the scope of certification sought.
	Learning	Evidence of learning sought and gained over the past 12 months (minimum)	No minimum set requirement. Will be assessed relative to experience, the applicant's development plan and relevance of training undertaken.
Scope		Band C (Specialist)	
Premises of any type, height, size, form of construction and method of design – including any premises that will be within the scope of the Building Safety Regulator.	Normative Documents.	Knowledge, understanding and use of Approved Documents, Building regulations, the Building Act, the Building Safety Act and British and International Standards and Codes	Minimum of 3 years' experience in current role as Building Control Inspector or 1 year Certified as Band B (General) BCI.
	Building Control Activities	Ability to demonstrate a range of activities including the examination of plans and inspection of works.	Must demonstrate through application ability to perform a variety of identified job tasks within the scope of certification sought.
	Learning	Evidence of learning sought and gained over the past 12 months (minimum)	No minimum set requirement. Will be assessed relative to experience, the applicant's development plan and relevance of training undertaken.
Exceptional Circumstances Regarding Experience Requirement			
<p>While a minimum of 1 year experience in the role of Building Control Inspector, which includes positions held as Trainees and equivalents, is our standard requisite, we recognise that the diversity of skills and experiences in the construction, architecture, and engineering industries can offer value.</p> <p>In exceptional circumstances, candidates who have not completed the 1 year in a Building Control Inspector role but can demonstrate comparable experience and skills gained from other relevant positions may be considered. Such candidates should:</p> <ul style="list-style-type: none"> <li>• Have a profound understanding of building regulations and standards.</li> <li>• Have hands-on experience in site inspections and assessments of construction designs in related fields.</li> <li>• Demonstrate the ability to work effectively with architects, builders, and other professionals in the construction industry.</li> <li>• Exhibit a keen eye for detail, especially concerning safety and compliance matters.</li> </ul> <p>Applicants who believe they fit these criteria should provide a detailed explanation of their relevant experience outside of Building Control Inspector roles including specifics about projects, roles played, and outcomes achieved. This will help the BSCF team assess their eligibility in light of their unique experiences.</p>			

## Competence Area

### Law

Candidates should exhibit an awareness of fundamental legal principles, encompassing the relevant legislation, legal terminology, and foundational aspects of building control law.

This includes understanding the purpose and development of primary and secondary legislation, organisational policies alignment with legal frameworks, and the legal status of associated documents such as Approved Documents and guidance.

Candidates will appreciate the integration of law within building control functions, distinguishing between restricted and non-restricted activities.

Comprehensive understanding is expected, demonstrating the ability to apply the law effectively in securing compliance during building control activities, encompassing plans assessment, inspections, and enforcement powers.

Band C candidates must showcase a deep comprehension, effectively applying relevant legislation to non-standard buildings and High-Risk Buildings (HRBs), showcasing expertise and adaptability in complex scenarios within the legal and regulatory framework of building control.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of fundamental legal principles and terminology	✓	✓	✓
Understanding of applicable primary and secondary legislation	✓	✓	✓
Knowledge of roles and responsibilities in building regulations	✓	✓	✓
Appreciation of how law integrates into building control functions	✓	✓	✓
Adaptability in applying law to non-standard buildings and HRBs and in complex scenarios			✓



## Competence Area Technology

Candidates must demonstrate a profound comprehension of the pivotal role of materials, components, and systems in achieving compliance with the prevailing legislation during construction and subsequent modifications.

Expertise in technology extends to building technology, encompassing both existing and new constructions, as well as building systems, modern construction methods, and sustainability considerations.

Individuals are expected to possess awareness regarding building control expectations, fire safety design, structural performance, warranties and guarantees, sustainability terminology, and the integration of computer technology such as building information modelling with an appreciation of how these interact with various building control activities and functions.

Band C demands a deeper understanding of these interactions and necessitates a comprehensive application of this knowledge to non-standard buildings and High-Risk Buildings (HRBs), showcasing proficiency and adaptability in diverse contexts.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of building regulations and construction technologies	✓	✓	✓
Familiarity with fire safety in design	✓	✓	✓
Knowledge of structural engineering and design	✓	✓	✓
Understanding of interactions within building control activities	✓	✓	✓
Comprehensive application to non-standard and HRBs			✓



## Competence Area Building Services

Candidates must demonstrate an understanding of how the provision of building services ensure a building's functionality and compliance with relevant regulations.

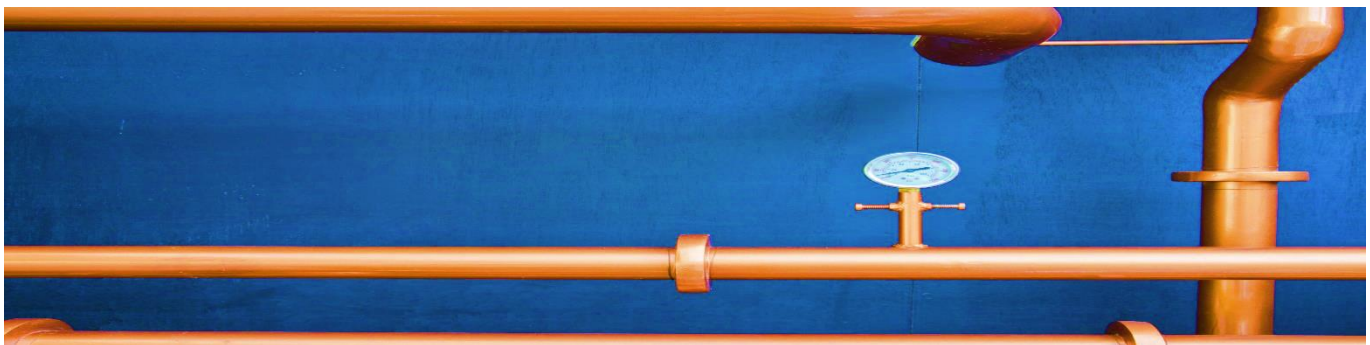
Building services encompass crucial aspects such as heating, lighting, ventilation, drainage, and fire detection, integral to a building's occupational performance.

Individuals should have a foundational awareness of the role and provision of building services within a building concerning its intended use and occupancy.

Candidates are expected to appreciate how social, environmental, and technical developments influence building services and building control activities, identification, and integration of required services in compliance with building regulations.

Band C Candidates require a comprehensive understanding of building services, particularly in non-standard buildings and High-Risk Buildings (HRBs), showcasing proficiency and adaptability in diverse and complex scenarios.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of the provision and role of building services	✓	✓	✓
Familiarity with design, installation, and commissioning of various building services	✓	✓	✓
Appreciation of compliance with building regulations	✓	✓	✓
Integration of new services into existing buildings	✓	✓	✓
Comprehensive application to non-standard buildings and HRBs			✓



## Competence Area Functions and Activities

Candidate to show awareness of the various activities and functions, both restricted and non-restricted, conducted by building control.

Understanding the role of building control within the development process and the specific activities carried out forms the foundation of an individual's competence and professionalism, ensuring they uphold the highest standards in construction safety and regulatory compliance. Candidates must appreciate the role of building control in the context of the development process, encompassing functions and activities performed by both registered and non-registered individuals.

This includes an understanding of the associated processes linked to delivering building control functions and the effective execution of building control functions aligned with the role of a Registered Building Inspector (RBI), in accordance with the Code of Conduct.

Band C represents a comprehensive understanding and application of building control functions, encompassing non-standard buildings and High-Risk Buildings (HRBs), displaying expertise and adaptability in diverse and complex scenarios.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of various building control functions and activities	✓	✓	✓
Understanding the role of building control in the development process	✓	✓	✓
Appreciation of building control functions and activities	✓	✓	✓
Compliance with the Code of Conduct for Registered Building Inspectors	✓	✓	✓
Comprehensive understanding and application of building control functions			✓





## Competence Area Plans Assessment and Enforcement

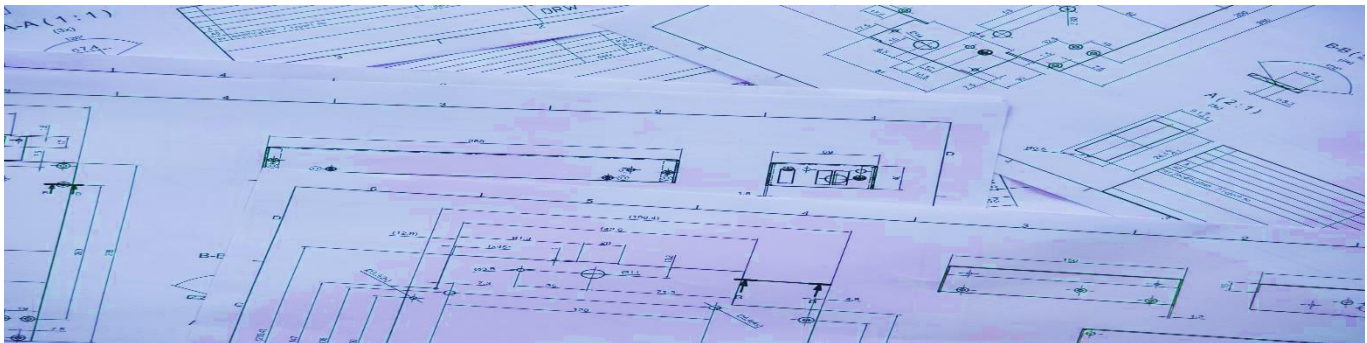
Candidates are expected to possess awareness regarding the role and procedures of plans assessment, including compliance checks during this stage. Understanding of the roles and responsibilities of various development team dutyholders and their interconnection with the plans assessment process, this also includes understanding how the plans assessment aligns with the construction form and function concerning social, environmental, and technical developments.

This encompasses reviewing design strategies, assessing technical standards, integrating critical elements into compliance, and effectively communicating technical and compliance matters to the development team.

Band B candidates should demonstrate a profound understanding of effective plans assessment for diverse building types, excluding non-standard buildings and High-Risk Buildings (HRBs).

Band C represents comprehensive mastery, encompassing all aspects of plans assessment procedures and processes applicable to all building types, including non-standard buildings and HRBs and working as part of Multi-Disciplinary Teams as established by the BSR. The MDT will include building control, FRS, and other specialist expertise to make key regulatory assessments where this is needed.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of plans assessment processes (including consultations) and legal requirements	✓	✓	✓
Understanding the initiation of enforcement at plans assessment	✓	✓	✓
Appreciation of risk assessment and further information requests	✓	✓	✓
Understanding of the roles and responsibilities of various dutyholders and their interconnection with the plans assessment process	✓	✓	✓
Comprehensive application to all building types including non-standard buildings and HRBs			✓





## Competence Area Inspections and Enforcement

Candidate demonstrates awareness regarding inspection processes, their transition from plans to physical construction, and the expectations concerning skills and competencies for achieving compliance.

Understanding the term 'enforcement' and its application in the building regulation processes, including the associated legal actions and remediation for non-compliant work.

An appreciation of the impact of social, environmental, and technical developments on the inspection process and building control functions. This emphasises the understanding of how enforcement influences compliance for various types of building projects.

At Band B, individuals must demonstrate a profound understanding of implementing suitable inspection and enforcement regimes, encompassing legal actions and remediation for non-compliant work. This level focuses on all building types except non-standard buildings and High-Risk Buildings (HRBs).

At Band C candidates demonstrate a comprehensive understanding and application of inspection and enforcement regimes, particularly for non-standard buildings and HRBs, and ensuring effective communication of procedures to all members of the building control and development teams including contributing their opinion into the MDT (compliant or non-compliant)

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of enforcement terminology and relevant building control law	✓	✓	✓
Recording of inspections and creation of audit trail with appropriate next actions identified and actioned	✓	✓	✓
Knowledge of inspection procedures, including evidence collection (including appropriate sampling and testing for compliance)	✓	✓	✓
Appreciation of the role of enforcement and remediation of non-compliant works	✓	✓	✓
Comprehensive understanding of inspection and enforcement processes and procedures			✓



## Competence Area Safety Management

The candidate will demonstrate professional standards regarding safety for oneself and others during construction and development processes. Individuals should possess an awareness of the fundamental health and safety legislation, the role of building control in safety management across all building types, and their obligation to report concerns to the enforcing authority.

Effective communication methods in executing building control functions and activities to effectively carry out building control safety management duties in adherence to the Code of Conduct for Registered Building Control Inspectors and supporting compliance with building regulations for various building types, excluding non-standard buildings and HRBs.

Band C reflects a comprehensive understanding, emphasising the application of building safety management across all building types, including non-standard buildings and HRBs, and how this supports collaboration and compliance through multi-disciplinary teams.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of health and safety legislation and its role in building control safety management	✓	✓	✓
Understanding building control's role in promoting a safety culture	✓	✓	✓
Obligation to report safety concerns to the appropriate enforcing authority	✓	✓	✓
Appreciation of effective communication methods in building control safety management	✓	✓	✓
Comprehensive understanding of safety management across all building types, including non-standard buildings and HRBs			✓



## Competence Area Management and Core Skills

Individuals should have an awareness of the role of management and core skills, their integration into building control functions and activities, and the progressive nature of these competencies.

Understanding that competence evolves with the role performed and personal development is a foundational aspect of this. The applicant is expected to demonstrate a commitment to lifelong learning via CPD and other relevant routes to gain new knowledge.

Appreciation of the role of management and core skills in achieving compliance with building regulations for a wide range of building projects.

Candidates will possess an understanding of the effective utilisation of these skills in the delivery of building control functions and activities, encompassing reinforcement and development of these competencies for building control staff.

Band C candidates will have a comprehensive understanding of applying management and core skills within building control, reinforcing competencies among team members, and effectively participating in multi-disciplinary teams as required.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of management and core skills and their integration into building control functions	✓	✓	✓
Understanding the progressive nature of competencies relevant to roles performed (Lifelong learning incl. CPD)	✓	✓	✓
Appreciation of the role of management and core skills in achieving compliance with building regulations	✓	✓	✓
Understanding effective utilisation of management and core skills in building control functions	✓	✓	✓
Application of these skills for compliant buildings of all types, including non-standard buildings and HRBs			✓



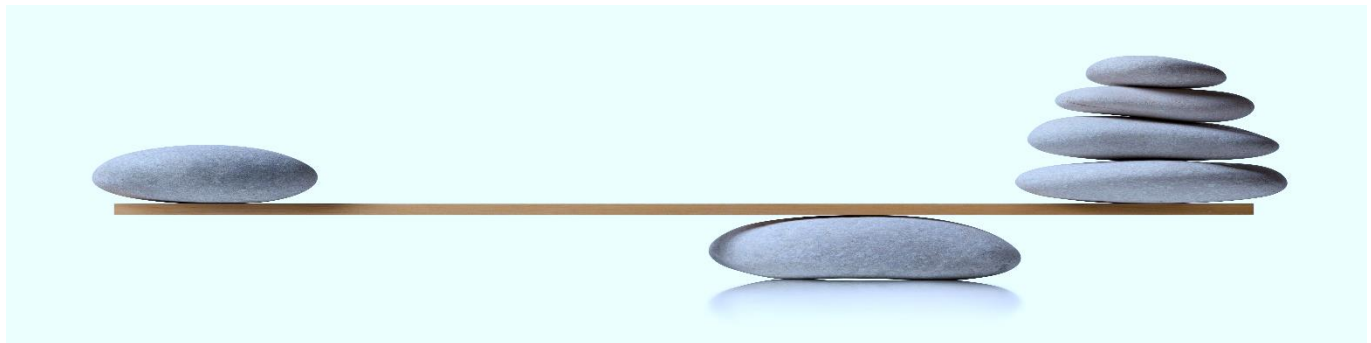
## Competence Area Ethics

Individuals should demonstrate awareness of ethics-related terminology and what constitutes good conduct and ethical behaviour, this involves an appreciation of how ethical behaviour and conduct intersect with the building control function.

To effectively deliver ethics and ethical behaviours in daily professional interactions, ensuring compliance with the Code of Conduct for Registered Building Inspectors.

A comprehensive understanding is expected for all scopes of certification (Bands A, B & C), encompassing the application and enforcement of ethical principles to promote safe outcomes and compliance with relevant codes or standards of conduct while upholding principles of diversity and inclusivity.

Score (for each eligibility criteria)	Band A	Band B	Band C
Awareness of ethics-related terminology and concepts	✓	✓	✓
Understanding of good conduct and ethical behaviour	✓	✓	✓
Appreciation of how ethical behaviour and conduct interact with building control functions	✓	✓	✓
Compliance with the Code of Conduct for Registered Building Inspectors	✓	✓	✓
Comprehensive understanding and application of ethical principles for safe outcomes			✓



# The Application Process

## Process

### Receipt of Application

- Assessment Department receives Application and ensures that:
  - Application is complete
  - Application is accompanied by documented evidence as required by the scheme
  - Communications and introduction to candidate has been issued
  - Check contact and other details of the application
  - Confirm payment requirements

### Scheme Applications

- Assessment Department will allocate the Application Review to an appropriate and competent member of staff and will pass the Application (and any supporting documentation) to the Application Reviewer
- The Application Reviewer will ensure that the Application Review is completed in a timely manner but completed within 5 working days

### All Applications

- Application Reviews are only approved by individuals authorised to do so
- Key areas which will be considered are:
  - The Technical aspects of the candidate's qualification and experience
  - The competence requirements of the individual as defined by the scheme
  - Risk levels if appropriate e.g., conflict arising from the candidate using LABC training and/or possessing LABC qualification
- In completing the Application Review the information contained in the files will be reviewed and any other additional information obtained i.e., discuss with client, discuss with candidate's manager and if necessary, consult with the appropriate technical advisor
- The Application is then processed by the Assessment Department
- If for any reason the candidate application cannot be progressed, the application review will be completed accordingly. Full justification for declining to carry out the competency assessment will be recorded. The candidate will be contacted immediately and informed of the decision and told of any options

# Competence Assessment Begins with Your Application

BSCF will then review the application to confirm that the applicant conforms with the eligibility requirements of the certification scheme.

## Overview:

The Certification Eligibility Assessment is a rigorous, two-stage process ensuring candidates are fit for the specific certification band they are pursuing. The process aims to be thorough, impartial, and aligned with BSCF BCI Certification Scheme eligibility Requirements.

## Stage 1: General Assessment (Non-Technical Assessor)

Objective: To provide a high-level review of the application focusing on context, clarity, relevance, and overall eligibility.

### Key Areas of Evaluation:

- Completeness and coherence of the application.
- Clarity and relevance of Project and Role Descriptions.
- Management and core skills.
- Commitment to Lifelong Learning.
- Ethical considerations including adherence to Code of Conduct, promoting safety, and supporting diversity and inclusivity.

## Stage 2: Technical Assessment (Technical Assessor)

Objective: To evaluate the candidate's alignment with the certification band they are pursuing based on relevant experience.

### Key Areas of Evaluation:

- Detailed review of identified competency areas.
- Specificity, relevance, and depth of experience descriptions.
- Scoring based on relevance and detail of identified competency areas.

### Scoring Criteria:

- 0: No evidence provided/Not applicable.
- 1: Basic evidence; improvement needed.
- 2: Satisfactory evidence; meets expectations.
- 3: Exceptional evidence; exceeds expectations.

### Important Notes for Applicants:

This process is about assessing suitability for the right assessment level, not a final judgement of competence. It's essential to provide clear evidence and examples in the application.

This assessment ensures candidates possess the right skills, knowledge, and ethical foundation for the certification they're pursuing, with a primary focus on aligning applicants with the appropriate assessment.

## BSCF Competency Validation Assessment - Supplementary Information Key Aspects

### Instructions for Completing the Experience in Building Types Table:

#### NOTE:

While filling out your application, it is recommended to consult;

- the "Building Inspector Competence Framework (BICoF)" and
- the "BCI Code of Conduct" for guidance and best practices.

**Case File Reference:** Please enter the internal reference or job number associated with the project – where possible.

**Role:** Clearly specify the role you played in the project.  
If possible, mention if it was a lead role, supportive role, consulting, management, etc.

**Supervision:** From the dropdown menu, select supervision/ mentor/ unsupervised

**Project Description:** 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.

**Role Description:** Detail your specific responsibilities and tasks in the project.  
Clearly outline your contributions and any notable achievements or outcomes related to your role.

#### Competency Areas (Law, Technology, Building Services, etc.):

For each competency area related to your project experience, check the appropriate box, or fill in relevant information.

Refer to 'Information for Candidates' OR BSR BICoF for detailed descriptions and expectations for each competency area.

#### Description of Relevant Experience:

For each selected competency area, describe how your experience and role in the project relates to the identified competency areas.

Provide specific examples to illustrate your contributions, learnings, or application of skills related to each competency area.

Be concise but thorough in illustrating your proficiency and experience in the related competency areas.

#### Additional Notes:

Please ensure that all information is accurate and truthful.

Provide clear and concise descriptions.

Review 'Information for Candidates' OR BSR BICoF 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.**



## Examples – Experience in Building Types

### EXAMPLE 1 (Competencies shown in blue/bold are for illustration purposes only, not for the candidate to add)

Experience in Building Types (Relevant to the Certification Band being applied for - up to 8 experience in building types with a minimum of 5 required)									
1	Case File Reference (Internal ref.)	BC/2022/xxxx	Role (For internal ref. provided)	Site Inspection	Supervision	Unsupervised			
	Project Description: [Brief summary of the project, include references to any supporting documents relating to this project. E.g., 'plan check attached']	<p>Inspection of New 2-Storey Residential Dwelling: Superstructure</p> <p>I conducted an inspection focusing on the wall ties and the details of the cavity trays. <b>(TECHNOLOGY)</b></p> <p>During the site visit, I observed that the cavity tray was not appropriately lapped into the brickwork, potentially causing moisture to not be directed towards the weepholes. I also found gaps in fire stopping and cavity barriers, posing a risk for fire propagation if left unaddressed. <b>(INSPECTION AND ENFORCEMENT)</b></p> <p>I consulted with the Site Agent about these discrepancies and emphasised the necessity for rectifications before granting approval. For clarity on the cavity tray detailing, <b>(INSPECTION AND ENFORCEMENT)</b></p> <p>I referenced Approved Document C, Diagram 9. Concerning the fire stopping, I referred them to Approved Document B, B3 Section 5.17. <b>(LAW)</b></p> <p>Following our discussion, I informed them of my need to revisit and assess the corrections before final sign-off. <b>(INSPECTION AND ENFORCEMENT)</b></p> <p>These observations and action items were subsequently recorded in the site inspection log for team visibility. <b>(FUNCTIONS AND ACTIVITIES)</b></p>							
	Role Description: [Description of the applicant's role and responsibilities in the project.]	<p>Within this project, my primary duties involve inspecting the properties in accordance with the approved full plans applications.</p> <p>My goal is to ensure that they align with the building regulations in effect at the onset of the work. During inspections, it's essential for me to identify any breaches of these regulations. <b>(FUNCTIONS AND ACTIVITIES)</b></p> <p>When such issues arise, I collaborate with the site agent to address and correct any deviations from the building regulations. This process must be approached professionally to foster and uphold positive working relationships on site. <b>(MANAGEMENT AND CORE SKILLS / ETHICS)</b></p>							
	Law	Technology	Building Services	Functions and Activities	Plans Assessment and Enforcement	Inspection and Enforcement	Management and Core Skills	Safety Management	Ethics
	Yes	Yes		Yes		Yes	Yes		Yes
	Description of Relevant Experience: [provide a narrative of which of the 9 competencies has been evidenced in this project. Multiple competences may be evidenced, though we do not anticipate all 9 from each project]  You may need to refer to 'Information for Candidates' OR BSR BICoF and the Code of Conduct for Registered Building Inspectors	<p>On this project application of the above competencies have been implemented, by means of referencing relevant legislation and providing information from the approved documents to maintain compliance with the building regulations 2010 along with reinforcing the requirements of providing suitable measure to ensure the building suitably performs and is constructed with the safety of its occupants in mind, the discussion with the site agent shows awareness of enforcement powers available where this is a contravention of the building regulations, which affects the performance of the building, when discussing these issues this has been done in a professional manner maintaining a good relationship providing enforcement in an informal way, to give the agent an opportunity to rectify issues without a more formal process.</p>							



**EXAMPLE 2**

Experience in Building Types (Relevant to the Certification Band being applied for - up to 8 experience in building types with a minimum of 5 required)									
2	Case File Reference (Internal ref.)	BC/2023/xxxx	Role (For internal ref. provided)	Plan Checking	Supervision	Unsupervised			
	Project Description: [Brief summary of the project, include references to any supporting documents relating to this project. E.g., 'plan check attached']	<p>I was asked to perform a plan check on a loft conversion by my senior colleague. While undertaking the plan check I reviewed the fire safety aspect in relation to protected staircases, and LD3 interlinked smoke detectors, with the plans the agent had not provided relevant information in how these issues would be addressed, <b>(PLANS ASSESSMENT AND ENFORCEMENT / TECHNOLOGY)</b> following on from my plan check I produced a Conditional Approval requesting the above to be provided in line with approved document B, B1. 1.8 <b>(PLANS ASSESSMENT AND ENFORCEMENT / FUNCTIONS AND ACTIVITIES)</b></p> <p>(Please see document: Experience 2 Supporting information BC-2023-xxxx Conditional Approval Notice)</p>							
	Role Description: [Description of the applicant's role and responsibilities in the project.]	<p>My role and responsibilities when undertaking a plan check is to fully review plans to ascertain that they comply with all the relevant approved documents, and where the plans do not comply, I am required to respond to the applicant outlining the non-compliant parts in a clear and concise way <b>(MANAGEMENT AND CORE SKILLS)</b>, to be able to provide them with an opportunity to resubmit suitable plans this can be done through a Schedule 1 Amendment Letter or a Conditional Approval, this will be dependent on the number of issues noted. <b>(FUNCTIONS AND ACTIVITIES)</b></p>							
	Law	Technology	Building Services	Functions and Activities	Plans Assessment and Enforcement	Inspection and Enforcement	Management and Core Skills	Safety Management	Ethics
	Yes	Yes		Yes	Yes		Yes		
	Description of Relevant Experience: [provide a narrative of which of the 9 competencies has been evidenced in this project. Multiple competences may be evidenced, though we do not anticipate all 9 from each project]  You may need to refer to 'Information for Candidates', BSR BICoF and the Code of Conduct for Registered Building Inspectors	<p>On this project the relevant competencies are implemented by means of suitably reviewing the plans and cross referencing the details and information with the building regulations 2010 to ensure they are compliant <b>(PLANS ASSESSMENT AND ENFORCEMENT / LAW)</b>, and where they are not provide information to the applicant to amend the details accordingly, by way of a conditional approval or schedule 1 amendment letter (see attached supporting document), <b>(FUNCTIONS AND ACTIVITIES)</b> with this in mind maintaining appropriate suitability for building services and safety to protect occupants of the dwelling once complete.</p>							

# Review and feedback (eligibility)

Upon completion of your application review, you will receive your 'Integrated Certification & Assessment Report (ICAR)'. This report will detail feedback from two primary stages of assessment:

## **Stage 1: General Assessment (Non-Technical Assessor)**

- Provides a high-level overview of your application, focusing on clarity, relevance, and coherence.
- Highlights on management skills, role evolution, and ethical considerations.
- Feedback may include discrepancies noted or areas requiring further clarification.

## **Stage 2: Technical Assessment (Technical Assessor)**

- Focuses on your eligibility for subsequent assessments based on experience and suitability.
- Assesses your descriptions of relevant experiences in identified competency areas against the scheme's benchmarks.
- You will receive scores for each competency area, accompanied by specific feedback and an overall technical eligibility assessment.

Both stages are designed to give you a comprehensive understanding of how your application is perceived and where it stands in terms of meeting the required criteria. Ensure to review the feedback thoroughly to guide any further actions or preparations.

## Annex A

## Annex A – The Assessment

In setting assessments, the BSCF are required to construct a valid and fair assessment that measures the competence requirements of the certification scheme. The assessment mechanism for BCIs will take the form of an open book written examination that will include a combination of short answer questions, longer essay type questions and case studies, e.g. plan assessment.

- The paper setter must ensure that they have the latest version of the job tasks and required competence (syllabus) and that they are familiar with the assessment criteria
- The final exam question paper will cover all the required competencies
- The final marking scheme will be developed in accordance with the job task analysis relative to the competencies being assessed
- The question paper should be clear & accurate with important instructions and distribution of marks
- The question paper should comprise of different types of questions to test the candidate's broader understanding of the subject matter
- Check that the duration of the examination is entered correctly on the paper and that the time allotted is sufficient to enable the candidates to complete the paper and revise their work

**PLEASE NOTE:** Candidates should always check in advance of their examination which version of Approved Documents and associated legislation should be referenced to avoid any confusion over transitional provisions. Typically, this will be the most recent version as soon as it has taken effect.

Marks can be obtained from any section of the examination.

Results provided will be either PASS or REFERRED.

BSCF has planned and structured the assessment in a manner to ensure that the scheme requirements can be objectively verified with documented evidence to confirm the competence of the candidate.

The examinations are designed to assess competence consistent with the scheme and to ensure the comparability of results of each single examination, both in content and difficulty, including the validity of decisions to refer the candidate.

The decision on certification of a candidate shall be made solely on the basis of the information gathered during the certification process.

## Band A 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 subject 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.

## Band B and Band B/C 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 the following accommodation –

Ground storey – business use (office or retail)

1<sup>st</sup> – 3<sup>rd</sup> 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 candidate’s answer should be based on the interests of public safety and ensuring the building can sustain the principle of long life, loose fit.

## Band C Sample Question

(Note: for Band C there are no short answer questions. All answers at Band C require a detailed response)

1. Inpatient 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 19<sup>th</sup> 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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