

Building Safety Competence Foundation

Rules of Registration for Person Certification Services

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Preamble

Rules of Registration between Building Safety Competence Foundation CIC (BSCF) and the Certificated Person (individual assessed and certified by BSCF).

This document establishes the Rules of Registration between the Building Safety Competence Foundation CIC (BSCF) and the Certificated Person. It is legally binding upon acceptance of the Certificated Person's application for Registration by BSCF. This agreement incorporates adherence to the BSR's Code of Conduct for BCIs, the use of certification marks, and BSCF logos.

Introduction

Building Safety Competence Foundation (BSCF) provides certification services to persons who undertake a building control function or activity on behalf of a Building Control Body.

A person directly carrying out a building control function or activity and wishing to be assessed in accordance with the Rules Relating to Registration of Building Control Inspectors may make an application for registration to BSCF. Where the person's competence to undertake a building control function or activity are subsequently assessed and found to meet the requirements of these Rules, the individual may be granted registration.

Continued registration will be subject to surveillance confirming that the person continues to comply with the requirements of these Rules. Surveillance assessments are conducted at a minimum frequency of once every two years unless specific circumstances trigger additional reviews.

These Rules of Registration have been drawn up in accordance with the requirements placed upon BSCF by the Building Safety Regulator (BSR) and Accreditation Bodies such as UKAS. BSCF must and shall abide by these requirements which are detailed in ISO/IEC 17024:2012 and other related documents and standards.

The scope of accreditation issued by relevant accreditation bodies i.e. UKAS is an acknowledgement that BSCF has the necessary expertise and ability to manage assessments in those sectors. Details of all accredited scopes held by BSCF are available on request or by visiting www.ukas.com. If a particular sector is outside the present accredited scope of BSCF then an unaccredited certificate may be offered at the discretion of BSCF. Accredited certificates therefore refer to certificates issued by BSCF where BSCF has been accredited by a national Accreditation Body such as UKAS to issue certificates against the requirements of the certification scheme.

BSCF has implemented a formal mechanism at the application submission stage requiring candidates to acknowledge and agree to a set of terms and conditions. These include a commitment to maintain the confidentiality of examination materials and refrain from any form of fraudulent activities related to test-taking. This agreement is captured electronically, ensuring all candidates are aware of these obligations from the onset of their certification journey.

Following UKAS accreditation, candidates must sign a formal agreement reiterating their commitment to these principles before being issued their new (UKAS) certificates. This step serves as a final affirmation of their understanding and agreement to uphold the integrity of the certification process.

Definitions

Accredited/Unaccredited Scope – Accredited means the scope of activities for which BSCF has received authorisation from UKAS (or other national Accreditation Body) to issue certificates which bear the UKAS certification mark. Unaccredited scopes are therefore scopes which are not accredited by UKAS. Unaccredited certificates will only bear BSCF's logo.

Applicant – a person applying for Registration.

Certificate of Competence – a certificate awarded by BSCF.

Certificated Person – a person who has been assessed in accordance with these Rules and who possesses a valid Certificate of Competence.

BSCF Certification – the legal entity responsible for the issue of individual certificates of competence under UKAS Accreditation for BS EN ISO17024.

BSCF Accredited Competent Person Mark - the BSCF Logo and Building Control Professional (and their scope of certification) below on a coloured background with the UKAS product certification mark enclosed in a rectangle.

Registration – is the ongoing process through which Certificated Persons gain and maintain certification against a particular certification scheme. Registration therefore encompasses all certification activities, including all activities outside of the certification process required to maintain Registration i.e., payment terms and conditions. Registration also refers to BSCF only and does not include Registrations with any other organisation.

Rules of Registration – means the rules governing the Registration of this Service

Scope of Registration - means those activities undertaken by the Certificated Person that are assessed by BSCF and specified (or will be specified) on the certificate.

Sanctions for Misconduct

Failure to adhere to the standards and expectations set forth by BSCF and the BSR's Code of Conduct may result in the following sanctions:

1. **Formal Warnings:** Issued for initial or minor breaches of conduct. These serve as official notices to rectify the behavior or practices that are in violation of the standards.
2. **Suspension of Certification:** Implemented for serious or repeated breaches of conduct. The suspension period will be determined based on the severity of the breach and may require the certificated person to undergo additional training or professional development before reinstatement.
3. **Reduction in Scope of Certification:** In cases where a certificated person fails to maintain the standards required for their full scope of certification, but where the breach does not warrant a full suspension, the scope of their certification may be reduced. This implies that the individual is no longer certified to carry out certain functions or activities within the broader certification scope until they can demonstrate compliance and competence in those areas again.
4. **Withdrawal of Certification:** Reserved for severe violations, such as unethical behaviour, criminal activities, or gross professional negligence. Withdrawal means permanent revocation of the certification and the rights associated with it.

In all cases of sanctions, the certificated person will be informed in writing of the decision and the reasons behind it. They will also be given guidance on the steps required to address the issues leading to the sanctions, and the process for appealing the decision, where applicable.

Sanctions for Pre-Certification Misconduct

Sanctions for pre-certification misconduct: In cases of inappropriate behaviour during the certification process (e.g., cheating, rule violations, or fraudulent actions), sanctions may be applied. These sanctions include disqualification from the certification process, formal warnings, or a ban on future applications for a defined period.

Scope of the rules of registration

BSCF undertakes the review, assessment, and certification of those responsible for the regulation, design, construction, and maintenance of our built environment. The Certificated Person agrees to supply all necessary information to BSCF as required by the schemes and that any work covered by the Certificated Person continue to fulfil the scheme requirements.

Personnel, impartiality and confidentiality

Provision of Personnel for Assessments:

The Building Safety Competence Foundation CIC (BSCF) is committed to providing suitably qualified and technically competent personnel for all assessments, whether they are BSCF employees or competent subcontractors.

All BSCF members, including employees and subcontractors, must sign agreements upholding confidentiality and impartiality, and are required to declare any conflicts of interest prior to the assessments or as soon as they become aware of any potential impartiality threats.

Rights of the Certificated Person:

Certificated Persons have the right to object to the appointment of a specific assessor. Objections must be submitted in writing, detailing the reasons for the objection, and must be raised immediately before the assessment is scheduled.

It is mandatory for Certificated Persons to disclose any existing links or relationships, whether commercial or personal, with BSCF personnel involved in the assessment or certification process that could potentially compromise the impartiality or independence of these activities.

Confidentiality of Assessment Information:

Reports and documents generated during the assessment process are confidential and accessible only to BSCF, the Certificated Person, and relevant accreditation bodies, except in cases where they are required for investigations by authorised entities.

BSCF retains the right to inform appropriate authorities if breaches of legislation are identified during the assessment process. No confidential information will be disclosed to third parties without the written consent of the concerned Certificated Person or individual, except where legally mandated. In such cases, the concerned parties will be notified in advance of the disclosure, unless prohibited by law.

BSCF adheres to the requirements of the Data Protection Act 1998 (as amended) and the Freedom of Information Act 2000 (as amended).

Public Accessibility of Certification Information:

BSCF will provide a facility for verifying the current and valid status of certificates issued. This will include the Certificated Person's name, the relevant normative document (including UKAS accredited standards and any specific requirements), scope, and geographic location (e.g., city and county).

This information will become publicly accessible post-issuance of a certificate and will be retrievable using the Registration Number (also referred to as the Certificate Number).

Training Related to Competence Assessments:

BSCF Certification does not provide any training related to competence assessments to maintain impartiality in the certification process.

Application for initial registration

The applicant (Certificated Person) will complete the application form and forward it with payment, if appropriate, to BSCF. Prior to acceptance, BSCF will review the application and determine whether all eligibility criteria have been met.

Completion and the signing of the application form signifies acceptance by the Certificated Person of the Rules of Registration and Terms of the Certification Scheme. The Certificated Person is responsible for ensuring that they provide all required information to assess their application against the requirements of the certification scheme.

No further application form is required or requested unless the Certificated Person wishes to change the scope of their application.

BSCF reserves the right to refuse to provide certification services if there is a risk to impartiality, risk to our assessment through threat or if BSCF do not hold the relevant scope of accreditation.

Assessment method

The initial assessment is conducted in three stages:

Application review stage is designed to demonstrate that the applicant (Certificated Person) meets the requirements of the appropriate scheme. It will normally involve a review of the application relative to the scope of certification sought.

A report will be given to the applicant (Certificated Person) in circumstances where the conclusions reached at application review are that the applicant (Certificated Person) should gain more experience &/or learning in a particular area to ensure that they meet the requirements of the scheme.

The assessment is conducted at a location specified by BSCF. Following certification, BSCF must be informed, by the Certificated Person, if any circumstances occur which significantly affect the Registration. BSCF reserves the right to re-assessment if necessary.

The assessment methods used will be review of documentation and a review of records and written assessment papers. The conclusion is based upon the evidence obtained during the assessment.

Certification

On completion of the assessment, the assessment team submits a full report to BSCF. On receiving a report stating that the Certificated Person is recommended as meeting the requirements of the relevant scheme, the report will be reviewed together with supporting documentation by a suitably qualified, independent and authorised member of BSCF's staff who will, if agreeing with the recommendation, authorise the issue of a certificate with the Registration Number and Scope of Registration.

The certificate and reports remain the property of BSCF. The certificate is valid for up to four years (depending upon the relevant scheme). Should the Certificated Person cease to be registered, BSCF will require any certificates issued to the Certificated Person to be returned.

Rules for Certificated Persons

Annual Registration, Surveillance, Recertification, and Short Notice Assessments:

Certificated Persons must undergo surveillance assessments at a frequency determined by BSCF, with a minimum requirement of once every two years.

To extend certification beyond the standard four-year period (or the period specified by a particular scheme), recertification assessment is required prior to the expiry date of the certificate.

Additional fees for recertification will cover administrative costs, and any extra costs incurred for reassessment or retake are the responsibility of the Certificated Person.

BSCF may conduct assessments for investigating complaints, responding to changes, or following up on suspended Certificated Persons. In such cases, Certificated Persons are liable for the associated costs.

Publicity:

Certificated Persons can publicise their certification status only after receiving the certificate.

The use of certification marks and logos is permitted in accordance with the guidelines provided and must be related only to the assessed scope of Registration.

Misleading statements or implications regarding the scope of certification or BSCF's endorsement of products, services, or processes are strictly prohibited.

Certificate Misuse:

Certificated Persons are expected to adhere to guidelines provided by BSCF to prevent misuse of certificates, certification marks, or logos.

The use of these marks in a manner that discredits BSCF, the certification scheme, or the Accreditation Body is prohibited.

Any false claims or misrepresentations about the scope of certification will lead to disciplinary action.

Fees:

Details of all fees related to Certification, Recertification, and additional services are available from the BSCF Validations team and are non-refundable.

Annual Registration fees are payable in advance to maintain Registration.

Additional fees are applicable for re-issuing certificates due to changes in company name, address, or minor changes in the scope of certification.

Fees are also incurred for reinstatement of Registration following suspension or withdrawal.

All invoices must be paid within 30 days of the issue date, as timely payment is critical.

BSCF reserves the right to review and adjust fees periodically. Any changes will be reflected in the annual invoice.

Additional Provisions:

Continued Professional Development: Certificated Persons are required to engage in continuous professional development activities to maintain the relevance and validity of their skills and knowledge.

Conflict of Interest and Fair Practice: Certificated Persons must declare any potential conflicts of interest and are expected to conduct all activities in a fair and unbiased manner.

Reporting Changes

Any significant changes in professional status, contact information, or scope of practice must be reported to BSCF promptly.

The Certificated Person must inform BSCF, without delay, of any circumstances that could affect their ability to continue meeting the certification requirements. This includes, but is not limited to, changes in employment status, scope of practice, professional conduct, or any legal or regulatory issues.

Legal and Regulatory Compliance: Certificated Persons are required to comply with all relevant laws, regulations, and industry standards applicable to their scope of practice.

Use of Certification Marks and Logos

This section outlines the guidelines for the use of BSCF certification marks, logos, and any related accreditation marks by certificated persons.

- **Authorised Use:** Certificated persons are authorised to use the BSCF certification marks and logos in a manner that accurately reflects their scope of certification.
- **Guidelines for Use:** The certification marks and logos can be used in stationery, websites, and advertising, provided they relate directly to the scope for which the certification was awarded.

The use of these marks and logos must not imply that BSCF certifies a product, service, or process beyond the scope of the individual's certification.

- **Prohibited Use:** The certification marks and logos must not be used in any misleading or unauthorised manner.

They must not be altered or modified and should be displayed in accordance with the guidelines provided by BSCF.

Use of the marks and logos in a way that implies endorsement or guarantee of specific projects or outcomes by BSCF is strictly prohibited.

- **Sanctions for Misuse:** Misuse of the certification marks and logos may lead to formal warnings, suspension of the certification, or, in severe cases, withdrawal of the certification.

The certificated person may also be subject to legal action for unauthorised or misleading use of the marks and logos.

- **Withdrawal of Authorisation:** Upon suspension or withdrawal of certification, the certificated person must immediately cease the use of all BSCF certification marks and logos and remove them from all materials, digital or printed.
- Failure to comply with this requirement will result in further sanctions and possible legal action.
- **Notification of Changes:** BSCF reserves the right to modify the design, usage guidelines, or other aspects of its certification marks and logos.

Certificated persons will be notified of such changes and are required to comply with the new guidelines within a reasonable timeframe.

- **Verification and Compliance:** BSCF may periodically verify the use of its marks and logos by certificated persons to ensure compliance with these rules.

Certificated persons are required to provide evidence of proper usage upon request by BSCF.

Reference to UKAS Accreditation

In accordance with GEN 6 Edition 2 issued by UKAS, BSCF must comply with specific conditions on making reference to accreditation. These guidelines are crucial for maintaining the integrity and recognition of the accreditation process.

Mandatory Reference to Accreditation:

All certificates that include results from accredited activities must clearly indicate if the work was performed under UKAS accreditation. If a report or certificate does not refer to accreditation due to a specific agreement, BSCF is required to inform the customer that such documents are not considered as issued under accreditation and do not benefit from the multilateral agreements.

Form and Display of Accreditation References:

BSCF is required to comply with the conditions set out in the BEIS publication "The National Accreditation Logo & Symbols: Conditions for use by UKAS and UKAS accredited organizations". This includes the correct use of the UKAS logo and the national accreditation symbols, which are registered trademarks owned by BEIS.

Use of UKAS Accreditation Symbol:

As outlined in section 3.4 of GEN 6, BSCF is permitted to use the UKAS Accredited CAB Combined ILAC MRA Mark and the IAF MLA Mark under specific agreements and must adhere to the guidelines in the respective ILAC and IAF publications.

Public and Legal Restrictions:

Reference to UKAS accreditation must not be used to imply that UKAS endorses any product, service, or process beyond what is covered by the scope of accreditation. Misleading use of the UKAS accreditation symbol or claims of accreditation status can lead to disciplinary actions and legal consequences.

Accessibility of Accreditation Information:

Information regarding BSCF's accreditation status and scope must be readily available to the public, providing transparency and confidence in the accredited activities conducted by BSCF. This information can be accessed through BSCF's website or directly from www.ukas.com.

By adhering to these guidelines, BSCF ensures that its certification and accreditation activities are recognised under UKAS's authority and are compliant with international standards, maintaining the highest level of integrity and recognition in the building safety industry.

Responsibility of Certificated Persons in Using UKAS Logo and Making Accredited Certification Claims

As a certificated person by the Building Safety Competence Foundation CIC (BSCF), it is imperative to adhere strictly to the guidelines set forth in GEN 6 Edition 2 from the United Kingdom Accreditation Service (UKAS). This includes the responsible use of the UKAS accreditation logo and accurate representation of your certification status in all forms of communication and documentation. You are obligated to ensure that all references to accreditation on reports, certificates, and promotional materials clearly indicate the scope of your certification and are not misleading. Misuse or unauthorised representation can lead to sanctions including suspension or withdrawal of your accreditation. Always refer to the UKAS and BSCF guidelines on the correct use of accreditation symbols and claims, ensuring compliance with the rules and maintaining the integrity and validity of the accreditation process.

Sanctions for Non-Compliance:

Failure to comply with these rules, including payment terms, professional conduct, CPD requirements, and ethical standards, may result in sanctions ranging from formal warnings to suspension or withdrawal of certification.

Certificate suspension, withdrawal or restoring certification

See also section on Appeals Procedure

Following a successful assessment of a Certificated Person to the appropriate scheme, the certificate may be suspended or withdrawn as follows:

Suspended for a short period due to:

- (i) Continued misuse of certification marks and/or BSCF logos.
- (ii) Failure to allow an assessment to be conducted i.e., annual surveillance assessment.
- (iii) Failure to pay an invoice within timescales specified in these Rules of Registration.
- (iv) Breaches in legislation relevant to the scope of activities covered by Registration.
- (v) Any other breach of BSCF's Rules of Registration, Code of Conduct or Certification Scheme requirements.

Withdrawn due to the Certificated Person's:

- (i) Failure to respond to requests made by BSCF after suspension of a certificate.
- (ii) Failure of a Certificated Person to settle financial accounts.
- (iii) Persistent breach of any the Rules of Registration, Code of Conduct or Certification Scheme requirements.
- (iv) Appearance of being about to suffer all or any of the above; and/or
- (v) Request to withdraw.

Upon suspension or withdrawal of its certification, the Certificated Person must discontinue any claim of certification with BSCF and remove all references to BSCF and certification from all material that contains a reference to certification.

In the event that following withdrawal of certification the Certificated Person continues to claim certification then BSCF maintains the right to report the Certificated Person to the relevant legal authority and to take appropriate legal action.

A fee will apply for re-instatement following suspension.

Certificates cannot be extended beyond the expiry date and if a certificate does expire the Certificated Person will be contacted and the consequences will be explained. Failure to complete the recertification assessment could also result in withdrawal of the certificate. Following withdrawal, the certificate can be restored if the Certificated Person re-applies, subject to technical review and completion of the recertification assessment process.

Appeals Procedure

Certificated Persons have the right to appeal decisions related to assessments, certification status, or sanctions, with a detailed procedure outlined for fairness and transparency.

Complaints and Information Requests

Procedures for lodging complaints and requesting information are specified, ensuring transparency and accountability in BSCF's operations. Assessment team

Additional rules for specific standards/schemes/specifications

In agreeing to abide by these Rules of Registration, the Certificated Person also agrees to abide by any rules, requirements or conditions laid down by other organisations or the specific requirements of a particular certification scheme as notified from time to time where that organisation controls or has a valid interest in the issue of a certificate.

Note that the requirements contained in certification schemes are liable to change and it is the Certificated Person's responsibility to ensure that any changes are identified, considered and where necessary acted upon.

Third party rights

All third-party rights are excluded, and no third party shall have any right to enforce these Rules of Registration. This shall not apply to any member of BSCF's parent group from time to time who shall, subject to BSCF's consent have the right to enforce these Rules of Registration as if they were BSCF.

Acknowledgment and Signature

I, **Print Name**, acknowledge that I have read and understand the 'Rules of Registration for Person Certification Services Agreement' of the Building Safety Competence Foundation (BSCF). I commit to abide by its provisions and uphold the standards of confidentiality, impartiality, and professionalism required as a certificated Building Control Inspector (with the BSCF).

Signature: _____

Date: _____