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The BSCF delivers competence validation for those responsible for the regulation, design, construction and maintenance of our built environment. Building control professionals from both public and private sector backgrounds can now apply to validate their competence.

THE BSCF

Rules of Certification for Person Certification Services

Replaces BSCF.CVA.Rules-of-Registration.V4.TA.090125

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Change Control

Area	V4	V5	Change type
Overall structure	Shorter, topic-based document	Expanded to numbered clauses	Substantive
Document title/framing	Titled Rules of Registration for Person Certification Services.	Titled Rules of Certification for Person Certification Services.	Cosmetic / drafting
Preamble / purpose	Preamble and introduction are combined fairly briefly.	New clause 1 <i>Purpose and status</i> formally states enforceable status and scope of application.	Substantive
Agreement formation	V4 says the rules are legally binding on acceptance of the application but does not break this out in detail.	New clause 3 sets out parties, how agreement is formed, digital acknowledgement, repeated acknowledgement, refusal, evidence duties, and ongoing effect.	Substantive
Code of Conduct status	V4 refers to adherence to the BSR's Code of Conduct and incorporates it in general terms.	New clauses 1 and 4 expressly make the Code of Conduct part of the Rules, say updates automatically apply, and state that breach of the Code may be treated as breach of the Rules.	Substantive
Order of precedence	No clear hierarchy between law, the rules, schemes, and guidance.	New clause 5 introduces a hierarchy: law/regulatory requirements, then the Rules, then scheme-specific requirements, then guidance.	Substantive
Definitions	Limited list of definitions, mainly core terms.	Definitions expanded	Substantive
Conduct duties	V4 contains general expectations regarding law, CPD, fair practice, conflicts, and misconduct, but not in a single consolidated, enforceable clause set.	New clause 6 sets out detailed conduct and performance requirements covering honesty, misleading statements, fairness, legal compliance, co-operation, conflicts, competence, records, confidentiality, and notifications.	Substantive
Continuing professional development/competence maintenance	V4 includes a general CPD expectation.	V5 requires ongoing learning and development, recording of it, and provision of evidence on request.	Substantive
Scope of certification	V4 deals with scope, misuse and scope change, but in a dispersed way.	New clause 7 brings scope into a dedicated section, including meaning of scope, working within scope, claims about scope, and sanctions for failing to remain within scope.	Substantive
RBI regulatory alignment	V4 refers to registration and scope generally.	New clause 7 expressly links certification expectations to RBI class, categories, restricted activities, and cites the England and Wales restricted activities regulations.	Substantive
Applications and declarations	V4 covers application in a brief section.	New clause 8 expands this into submission, eligibility review, duty of candour, impartiality declarations, assessor objections, refusal of services, and acceptance.	Substantive
Threat / coercion	V4 says BSCF may refuse services where there is a risk to assessment through threat.	V5 defines threatening or coercive behaviour and uses it in refusal and enforcement language.	Substantive
Assessment rules	V4 has an <i>Assessment method</i> section and mentions pre-certification misconduct briefly.	New clause 10 is a dedicated assessment rules section covering purpose, methods, candidate duties, confidentiality, prohibited behaviour, malpractice, sanctions, and disclosure.	Substantive
Certification decision	V4 explains the assessment report and independent authorisation to issue a certificate.	New clause 11 keeps this, but formalises certificate status, accredited/unaccredited certificates, verification, and publicity/claims.	Mostly cosmetic
Public verification	V4 includes public accessibility of certification information in the personnel/confidentiality section.	V5 moves it into clause 11 and again in clause 23 as publication/verification.	Mostly cosmetic
Surveillance	V4 mentions surveillance every two years and possible short-notice assessments.	New clause 12 dedicated surveillance and ongoing monitoring section with purpose, minimum frequency, triggers, co-operation duties, failure to allow surveillance, outcomes, and costs.	Substantive
Failure to allow surveillance	V4 lists this as a suspension trigger.	New clause 12 expressly states failure to allow an assessment may result in suspension.	Mostly cosmetic
Recertification	V4 states recertification before expiry, and that certificates cannot be extended beyond expiry.	New clause 13 restates these points in a standalone section and ties them more clearly to scope change and reassessment.	Mostly cosmetic
Fees and invoicing	V4 states fees are non-refundable, annual fees payable in advance, 30-day invoices, re-issue/reinstatement fees.	New clause 14 retains those points and adds detailed provisions on cancellations, rescheduling, non-attendance, late arrival, BSCF cancellation, exceptional circumstances, and remote/online disruption.	Substantive
Online/remote assessment disruption	Not expressly covered in V4.	New clause 14.12 covers technical/environmental requirements and what happens if an assessment is interrupted online.	Substantive
Use of marks / logos	V4 has a dedicated section on marks and logos.	New clause 15 keeps that content, and reference to social media and accredited claims.	Mostly cosmetic
UKAS accreditation references	V4 has a separate <i>Reference to UKAS Accreditation</i> section and a separate section on certificated persons' responsibility in using the UKAS logo and claims.	V5 rolls this into clause 15.7 and integrates it with the marks and logos section.	Mostly cosmetic
Reporting changes	V4 has a short section requiring prompt reporting of status, contact, scope, legal or regulatory issues.	New clause 16 expands this into reporting changes, co-operation duties, post-suspension responses, cost liability, and specific RBI notification duties with timeframes.	Substantive
Relevant criminal matters	V4 refers generally to legal or regulatory issues.	V5 defines <i>Relevant criminal matter</i> and requires notification where one arises.	Substantive
Sanctions framework	V4 has a brief <i>Sanctions for Misconduct</i> list and brief <i>Sanctions for Pre-Certification Misconduct</i> .	V5 introduces a full Sanctions ladder and enforcement process at clause 17, plus a separate clause 18 on suspension, withdrawal, expiry, restoration, and consequences.	Substantive
Suspension/withdrawal	V4 lists suspension and withdrawal triggers in a concise list.	V5 separates the sanction process from the status consequences and restoration process, giving more structured enforcement.	Substantive
Appeals	V4 only states there is a right to appeal and that a detailed procedure exists.	V5 creates a separate clause 19 for appeals procedure.	Cosmetic
Complaints and information requests	V4 only says procedures are specified.	V5 creates a separate clause 20.	Cosmetic
Data protection references	V4 refers to the Data Protection Act 1998 (as amended) and FOIA 2000.	New clause 23 updates this to UK GDPR and the Data Protection Act 2018, and keeps FOIA handling as a separate point.	Substantive
Acknowledgement/signature page	V4 includes a final acknowledgement and signature page.	No equivalent signature page. Instead, the application-stage and formal agreement mechanisms in clause 3.	Substantive

0. Introduction

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

A person directly carrying out a building control activity and wishing to be assessed in accordance with the Rules Relating to Registration of Building Inspectors (RBIs) may make an application for certification with the BSCF. Where the person's competence to undertake a building control activities are subsequently assessed and found to meet the requirements of the specific scheme and abide by these Rules, the individual may be granted registration.

Continued registration will be subject to periodic monitoring (surveillance) confirming that the person continues to conform with these Rules. Periodic monitoring is conducted at a minimum frequency of once every two years unless specific circumstances trigger additional reviews.

These Rules of Certification 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.

Prior to receipt of a UKAS accredited certificate (issued by the BSCF), candidates must sign a formal agreement reiterating their commitment to these principles before being issued their new UKAS accredited certificate. This step serves as a final affirmation of their understanding and agreement to uphold the integrity of the certification process.

1. Purpose and status

- 1.1 Rules of Certification between Building Safety Competence Foundation CIC (the BSCF) and the Certificated Person (individual assessed and certified by the BSCF). This document establishes the Rules of Certification 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 Certification by BSCF. This agreement incorporates adherence to the BSR's Code of Conduct, the use of certification marks, and BSCF logos.
- 1.2 These Rules of Certification set out the enforceable requirements that apply to all applicants and certificated persons. They establish the conditions for application, assessment, certification, surveillance, recertification, suspension, withdrawal, appeals and complaints.
- 1.3 These Rules incorporate all relevant expectations from the Building Safety Regulator Code of Conduct for registered building inspectors (England) as published on GOV.UK and the Building Safety Regulator Code of Conduct for registered building inspectors (Wales) as published on GOV.WALES by translating them into enforceable scheme requirements.
- 1.4 Where the Building Safety Regulator or Welsh Government updates the Code of Conduct, certificated persons must continue to meet the updated expectations. The certification body will update these Rules where required to maintain alignment.

2. Definitions

The following definitions apply in addition to any definitions in the Annexes.

Accredited/Unaccredited Scope	Accredited means the scope of activities for which BSCF has received authorisation from UKAS 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 and not the UKAS logo.
Applicant	a person applying for Certification.
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 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.
Certification	is the ongoing process through which Certificated Persons gain and maintain certification against a particular certification scheme. Certification, therefore, encompasses all certification activities, including all activities outside of the certification process required to maintain Certification, i.e., payment terms and conditions. Certification refers to BSCF only and does not include Registrations with any other organisation.
Rules of Certification	means the rules governing this Service.
Scope of Certification	means those activities undertaken by the Certificated Person that are assessed by BSCF and specified (or will be specified) on the certificate.
Code of conduct	the Building Safety Regulator Code of conduct for registered building inspectors (England), as published on GOV.UK and updated from time to time And Code of Conduct for Registered Building Inspectors (Wales), as published on the GOV.WALES website and updated from time to time.
Conditions	any requirements applied to an individual's RBI registration by the Building Safety Regulator, and any terms applied to certification by the certification body.
Misconduct	any breach of this document, the Annexes, certification scheme requirements, or behaviour likely to bring the profession into disrepute, whether or not it is criminal.
Poor professional performance	failure to deliver services with professional skill and care, including repeated poor judgement, repeated technical errors, failure to follow quality assurance processes, or failure to maintain competence.
Scope	the class, categories of work and restricted activities the individual is registered or certified to undertake, as applicable.
Fitness to hold certification	the certificated person's ongoing suitability to hold certification, considering competence, conduct, integrity, co-operation, and risk.
Scheme operator	The Building Safety Competence Foundation C.I.C (The BSCF)
Threatening or coercive behaviour	Behaviour that causes a reasonable concern for safety, or that seeks to improperly influence, disrupt, or interfere with the fair, secure, or impartial conduct of assessment.
Relevant criminal matter	a conviction, caution, or pending prosecution that the BSCF reasonably considers may affect integrity, competence, impartiality, public confidence, or the ability to practise within the scope of certification, including (without limitation): a) offences involving dishonesty, fraud, theft, bribery, corruption, money laundering, terrorist financing, tax evasion, or serious financial impropriety; b) offences under the Building Act 1984 (as amended) or the Building Safety Act 2022, or other offences directly connected to building control work or restricted activities; c) offences involving violence or safeguarding risks that may reasonably undermine public trust in the certificated person's professional status.
Conduct liable to bring the profession or the BSCF into disrepute	Conduct, whether arising in the course of professional practice or outside the person's job role, that could reasonably be regarded as damaging to public confidence in the profession, the certification scheme, or the BSCF. This includes conduct that is dishonest, abusive, threatening, discriminatory, unlawful, or otherwise seriously inconsistent with the standards expected of a certificated person.

3. Acceptance of these Rules and agreement formation

3.1 Parties and status

- 3.1.1 These Rules form an agreement between the Building Safety Competence Foundation CIC (the BSCF) and the applicant or certificated person, as applicable.
- 3.1.2 These Rules apply to all certification activities and certification activities carried out by the BSCF in relation to the applicant or certificated person, including activities required to maintain certification such as payment terms and conditions.

3.2 How the agreement is formed

- 3.2.1 The agreement is formed when the BSCF accepts the applicant's application for certification. From that point, these Rules are legally binding.
- 3.2.2 In addition, the applicant's completion and signing of the application form confirms the applicant's acceptance of these Rules and the terms of the relevant certification scheme.
- 3.2.3 Where the application is submitted via an online or digital process, the applicant must complete the acknowledgement step requiring candidates to acknowledge and agree to the terms and conditions at the point of application submission. That acknowledgement is part of acceptance of these Rules and is recorded electronically.
- 3.2.4 The BSCF may require the applicant to repeat or update the acknowledgement where required to maintain assessment integrity, confidentiality of examination materials, and prevention of fraudulent test-taking.

3.3 Formal agreement following UKAS accreditation

- 3.3.1 Where required, and in particular following UKAS accredited certification, candidates must sign a formal agreement reiterating their commitment to confidentiality of examination materials and avoidance of fraudulent test-taking before being issued UKAS accredited certificates.
- 3.3.2 For the avoidance of doubt, the requirement at 6.3.1 is a condition of issue of the relevant UKAS accredited certificate.

3.4 Conditions relating to acceptance and refusal

- 3.4.1 The BSCF will review the application and determine whether eligibility criteria have been met before acceptance.
- 3.4.2 The BSCF reserves the right to refuse to provide certification services where there is a risk to impartiality, or where threatening or coercive behaviour compromises, or is likely to compromise, the integrity or safe delivery of assessment, or where the BSCF does not hold the relevant scope of accreditation.

3.5 Evidence, declarations, and accuracy of information

- 3.5.1 The applicant or certificated person is responsible for ensuring that all information provided is complete and accurate, and for providing all information required for the BSCF to assess the application against the requirements of the certification scheme.
- 3.5.2 The applicant or certificated person shall provide information and evidence reasonably required by the BSCF as part of application review, assessment, surveillance, or other scheme controls.

3.6 Ongoing effect

- 3.6.1 These Rules apply throughout the period of registration and certification, including during surveillance and any additional assessment activities triggered by scheme controls.
- 3.6.2 Where the certificated person applies to change scope, the BSCF may require a further application and acceptance steps relevant to that scope change.

4. Incorporation of the Code of Conduct

4.1 Status

The Code of Conduct forms part of these Rules. Compliance with the Code of Conduct is a condition of certification and continued certification.

4.2 Binding effect

By applying for certification, accepting certification, or holding certification, the certificated person agrees to comply with the Code of Conduct as it applies to their professional practice and conduct, and to comply with any related obligations set out in these Rules.

4.3 Updates to the Code of Conduct

Where the Code of Conduct is amended or replaced by the issuing authority, the certificated person shall comply with the updated version from the date it takes effect, subject to clause 5 (Order of precedence) and any applicable transitional arrangements notified by the scheme operator.

4.4 Breach

A breach of the Code of Conduct may be treated as a breach of these Rules and may result in scheme action in accordance with these Rules, including investigation, additional monitoring, suspension, withdrawal, or other sanctions.

5. Order of precedence

5.1 Purpose

This clause sets out which document prevails if there is any inconsistency between the documents that govern certification and conduct.

5.2 Precedence

If there is a conflict or inconsistency, the following order of precedence applies (highest first):

- a) Applicable law and regulatory requirements (including the Code of Conduct for RBIs, where applicable);
- b) These Rules (including any annexes that are expressly stated to form part of these Rules);
- c) Scheme-specific requirements that are expressly incorporated into these Rules for a defined scope, assessment route, surveillance activity, or recertification requirement;
- d) Guidance and other supporting documents (including explanatory guidance, templates, or process notes), which are not binding unless expressly stated to be binding.

Note

Nothing in these Rules permits a certificated person to act in breach of applicable law or regulatory requirements. Where more than one requirement applies, the certificated person shall comply with the more stringent requirement.

5.3 Reading documents together

The documents listed above shall be read together so far as possible. A conflict exists only where a provision cannot reasonably be read consistently with another provision.

5.4 Higher standard applies

Where two provisions can be read consistently but impose different levels of requirement, the certificated person shall comply with the higher or more restrictive requirement, unless doing so would be unlawful or would directly contradict an express requirement in clause 5.2(a) to (c).

5.5 Guidance is not a substitute

Guidance does not change or override binding requirements unless these Rules explicitly state otherwise.

6. Conduct and performance requirements

6.1 General duty to comply

- 6.1.1 The certificated person shall conform with these Rules at all times as a condition of certification and continued certification.
- 6.1.2 The certificated person shall comply with the Code of Conduct for registered building inspectors (the Code of Conduct), as amended from time to time, to the extent that it applies to the certificated person's activities, behaviour, and professional practice.
- 6.1.3 Compliance with the Code of Conduct is a conduct and performance requirement under these Rules. A breach of the Code of Conduct may constitute a breach of these Rules.

6.2 Professional behaviour and integrity

- 6.2.1 The certificated person shall act with honesty and integrity, and shall not behave in a way that undermines public confidence in building control or the certification scheme.
- 6.2.2 The certificated person shall not make any statement or representation, whether in writing, verbally, or online, that is false, misleading, or likely to bring the certification scheme into disrepute.
- 6.2.3 The certificated person shall treat others fairly and professionally, including applicants, clients, colleagues, and stakeholders.
- 6.2.4 The certificated person shall conduct themselves, both in the course of professional activities and outside their job role, in a manner that is lawful and does not bring, nor is likely to bring, the profession and/or the BSCF into disrepute.
- 6.2.5 Conduct outside the person's job role may be treated as a conduct and performance matter under these Rules where it reasonably calls into question the person's integrity, judgement, professionalism, fitness to hold certification, and/or where such conduct could be damaging to the reputation of the profession and/or the BSCF or where such conduct could undermine public confidence in the profession, the certification scheme and/or the BSCF.

6.3 Legal, regulatory, and professional obligations

- 6.3.1 The certificated person shall comply with all applicable legal and regulatory requirements relevant to the performance of building control work and restricted activities within their scope.
- 6.3.2 The certificated person shall co-operate with reasonable requests for information, investigation, or review made by the scheme operator (The BSCF), including where those requests relate to compliance with these Rules or the Code of Conduct.

6.4 Independence, impartiality, and conflicts of interest

- 6.4.1 The certificated person shall identify, avoid where possible, and otherwise manage conflicts of interest in a way that protects impartiality and professional judgement.
- 6.4.2 Where a conflict of interest arises, the certificated person shall disclose it promptly to the relevant party and, where required, to the scheme operator in accordance with these Rules.
- 6.4.3 The certificated person shall not accept instructions, inducements, or pressure that could compromise professional judgement or impartiality.

6.5 Competence, scope, and development

- 6.5.1 The certificated person shall work only within the scope of their certification.
- 6.5.2 The certificated person shall maintain professional competence appropriate to their scope
- 6.5.3 The certificated person shall undertake and record ongoing learning and development sufficient to maintain competence and shall provide evidence when requested as part of surveillance, reassessment, complaint investigation, or other scheme controls.
- 6.5.4 Where the certificated person's scope changes, or where competence concerns are identified, the certificated person shall participate in any additional controls required by the scheme operator, including reassessment where applicable.

6.6 Standard of service, records, and accountability

- 6.6.1 The certificated person shall provide a professional standard of service consistent with the Code of Conduct and these Rules.
- 6.6.2 The certificated person shall keep appropriate records to demonstrate decisions and actions taken within their scope, to the extent required by applicable requirements and scheme controls.

6.6.3 The certificated person shall respond to reasonable communications and requests for information relevant to certification, monitoring, or investigation within stated timescales.

6.7. Confidentiality and information handling

6.7.1 The certificated person shall handle information responsibly and maintain confidentiality where required, subject to lawful disclosure obligations and scheme requirements.

6.7.2 The certificated person shall not misuse confidential information obtained through professional activities.

6.8. Notifications and co-operation with the scheme operator

6.8.1 The certificated person shall notify the scheme operator promptly of any matter that may affect certification status, including (as applicable):

- a) investigations, disciplinary processes, or findings relating to professional conduct;
- b) criminal convictions, cautions or investigations relevant to professional practice;
- c) criminal convictions, cautions or investigations relating to conduct outside of the certified person's job role that could reasonably be regarded as damaging to public confidence in the profession, the certification scheme, or the BSCF;
- d) regulatory restrictions, suspensions, or prohibitions;
- e) any significant change in circumstances that may affect competence, impartiality, or ability to practise within scope.

6.8.2 The certificated person shall provide information and evidence reasonably requested by the scheme operator to assess continued compliance with these Rules and the Code of Conduct.

6. Consequences of breach

6.1 Where the scheme operator has reason to believe that the certificated person has breached these Rules or the Code of Conduct, the scheme operator may apply scheme controls, including investigation, surveillance activity, corrective action requirements, suspension, withdrawal, and any other sanction available under these Rules.

6.2 The certificated person shall comply with any interim measures and outcomes determined under the scheme process.

7. Scope of certification and working within scope of certification

7.1 Meaning of certification and scope

7.1.1 Certification is the ongoing process through which a persons gain and maintain attestation of competence against a particular certification scheme. Certification includes all activities required to achieve and maintain that attestation, including payment terms and conditions. Certification refers to the BSCF only and does not include registration with any other organisation.

7.1.2 Scope means those activities undertaken by the certificated person that are assessed by the BSCF and specified, or to be specified, on the certificate.

7.1.3 The certificate issued by the BSCF will state the certificate number and scope of certification.

7.2 Working within scope

7.2.1 The certificated person shall only undertake and represent themselves as certificated for work that falls within the scope of certification stated on their certificate.

7.2.2 The certificated person shall not make any false claim or misrepresentation about the scope of certification, including any statement or implication that the certificated person is certificated for activities outside the assessed scope.

7.2.3 The certificated person shall use any certification marks and logos only in accordance with the BSCF's requirements and only in relation to the assessed scope of certification.

7.3 Alignment to regulatory scope of RBI registration

7.3.1 Where the certificated person is also a registered building inspector, the certificated person shall comply with the requirement to act within the scope of their registration, which includes the class, categories of work and restricted activities the person is registered to undertake.

7.3.2 The certificated person shall not undertake building control work outside the scope of their registered building inspector registration without reasonable justification.

7.3.3 The certificated person shall only manage or supervise restricted activities of others where the certificated person is registered with the appropriate competence for the work being undertaken.

7.3.4 Restricted activities are defined in;

- The Building (Restricted Activities and Functions) (England) Regulations 2023
- The Building (Restricted Activities and Functions) (Wales) Regulations 2024

and are broadly defined as plans assessment and inspection.

7.4 Changes to scope

7.4.1 No further application form is required or requested unless the certificated person wishes to change the scope of their certification.

7.4.2 Where the certificated person wishes to change scope, the certificated person shall notify the BSCF and provide the information and evidence required by the relevant certification scheme to support review and assessment of the proposed scope.

7.4.3 The BSCF reserves the right to reassess a certificated person where necessary, including where circumstances occur which significantly affect certification.

7.5 Failure to remain within scope

7.5.1 The BSCF may apply sanctions where a certificated person fails to maintain the standards required for their scope of certification. This may include reduction in scope of certification.

7.5.2 Continued misrepresentation or misuse relating to scope, including continued misuse of certification marks and or BSCF logos, may result in suspension or withdrawal of certification in accordance with these Rules.

7.5.3 Breaches in legislation relevant to the scope of activities covered by certification may result in suspension or withdrawal of certification in accordance with these Rules.

8. Application for certification, eligibility, and declarations

8.1 Application submission

- 8.1.1 An applicant shall complete the application form and submit it to the BSCF with payment where required.
- 8.1.2 The applicant is responsible for providing all information required for the BSCF to assess the application against the requirements of the relevant certification scheme.
- 8.1.3 The BSCF will review the application prior to acceptance and determine whether all eligibility criteria have been met.
- 8.1.4 Where the application is submitted through an online process, the applicant must complete the BSCF acknowledgement step at the point of submission, including the commitments relating to confidentiality of examination materials and refraining from fraudulent activities related to test-taking.

8.2 Eligibility and application review outcomes

- 8.2.1 Application review is designed to demonstrate that the applicant meets the requirements of the appropriate scheme, and normally involves review of the application relative to the scope of certification sought.
- 8.2.2 Where the conclusion at application review is that the applicant should gain more experience or learning in a particular area to meet scheme requirements, the BSCF will provide a report to the applicant.

8.3 Declarations and duty of candour

- 8.3.1 The applicant shall ensure that all information provided is complete and accurate, and shall not withhold information that is relevant to eligibility, assessment, certification decision-making, surveillance, or continued certification.
- 8.3.2 The applicant shall supply all necessary information to the BSCF as required by the schemes.
- 8.3.3 The applicant shall inform the BSCF where any circumstances occur which significantly affect certification, including where relevant to scope of certification.

8.4 Impartiality related declarations, objections, and conflicts

- 8.4.1 It is mandatory for applicants and certificated persons to disclose any existing links or relationships, whether commercial or personal, with BSCF personnel involved in the assessment or certification process where these could potentially compromise the impartiality or independence of the activities.
- 8.4.2 Certificated persons have the right to object to the appointment of a specific assessor. Objections must be submitted in writing with reasons and must be raised immediately before the assessment is scheduled.

8.5 Refusal of services

- 8.5.1 The BSCF reserves the right to refuse to provide certification services where there is a risk to impartiality, a risk to the assessment through threat, or where the BSCF does not hold the relevant scope of accreditation.

8.6 Acceptance and effect

- 8.6.1 Completion and signing of the application form signifies acceptance by the certificated person of the Rules of Certification and the terms of the relevant certification scheme.
- 8.6.2 No further application form is required unless the certificated person wishes to change the scope of their application.

9. Personnel, impartiality and confidentiality

9.1 Provision of personnel for assessments (scheme responsibilities)

9.1.1 The Building Safety Competence Foundation CIC is responsible for providing suitably qualified and technically competent personnel for all assessments, whether they are employees or competent subcontractors.

9.1.2 All BSCF personnel involved in the assessment or certification process, including subcontractors, shall be required to:

- a) sign agreements upholding confidentiality and impartiality; and
- b) declare conflicts of interest prior to assessments, or as soon as they become aware of any potential threat to impartiality.

9.1.3 The BSCF does not provide training related to competence assessments, in order to maintain impartiality in the certification process.

9.2 Certificated person rights and duties relating to impartiality

9.2.1 Certificated persons have the right to object to the appointment of a specific assessor. Objections shall:

- a) be submitted in writing;
- b) detail the reasons for the objection; and
- c) be raised immediately before the assessment is scheduled.

9.2.2 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.

9.2.3 The certificated person shall act with professional independence and impartiality in the conduct of work activities and shall take appropriate steps to identify and manage conflicts of interest and potential conflicts of interest.

9.2.4 Where a conflict of interest is identified, the certificated person shall not undertake work, or continue to undertake work, where that conflict exists, and shall notify their organisation and relevant parties as required.

9.3 Confidentiality of assessment information (scheme responsibilities)

9.3.1 Reports and documents generated during the assessment process are confidential and accessible only to:

- a) the BSCF;
- b) the certificated person; and
- c) relevant accreditation bodies, except where they are required for investigations by authorised entities.

9.3.2 The BSCF retains the right to inform appropriate authorities if breaches of legislation are identified during the assessment process.

9.3.3 No confidential information will be disclosed to third parties without the written consent of the concerned certificated person or individual, except where legally mandated. Where legally mandated disclosure applies, the concerned parties will be notified in advance of the disclosure unless prohibited by law.

9.4 Certificated person duties relating to confidentiality and integrity of the certification process

9.4.1 The certificated person shall comply with the requirement to maintain the confidentiality of examination materials and shall refrain from any form of fraudulent activities related to test-taking.

9.4.2 Where required, including following UKAS accreditation of a certification scheme, the certificated person shall sign a formal agreement reiterating their commitment to confidentiality of examination materials and refraining from fraudulent test-taking before being issued UKAS certificates.

9.4.3 The certificated person shall not do anything that undermines the integrity of the certification process, including conduct which would reasonably be regarded as misconduct during the certification process.

9.5 Public accessibility of certification information (scheme responsibilities)

9.5.1 The BSCF will provide a means for verifying the current and valid status of certificates issued.

As set out in 11.4 (Publication and verification of certification status)

9.6 Data protection and information laws (scheme responsibilities)

9.6.1 The BSCF states that it adheres to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 (as amended).

10. Assessment rules and candidate behaviour (including security, confidentiality, malpractice)

10.1 Purpose and application

- 10.1.1 This section sets out the rules that apply to all applicants and certificated persons participating in any assessment activity operated by, or on behalf of, the BSCF.
- 10.1.2 These rules apply to all assessment stages used by the BSCF, including application review, review of documentation, review of records, and written assessment papers.

10.2 Assessment methods and locations

- 10.2.1 The BSCF will specify the assessment method(s) applicable to the relevant certification scheme and the assessment stage.
- 10.2.2 The assessment is conducted at a location specified by the BSCF.
- 10.2.3 The assessment methods used may include review of documentation, review of records, and written assessment papers. The assessment conclusion is based upon the evidence obtained during the assessment.

10.3 Candidate duties during assessment

- 10.3.1 Candidates shall comply with all assessment instructions issued by the BSCF in relation to assessment conditions, supervision, and assessment conduct.
- 10.3.2 Candidates shall behave in a manner that does not undermine the integrity of the certification process.
- 10.3.3 Candidates shall provide information and evidence reasonably required by the BSCF for the purposes of assessment and certification decision-making.

10.4 Confidentiality of examination materials and assessment content

- 10.4.1 Candidates must maintain the confidentiality of examination materials.
- 10.4.2 Candidates shall not copy, reproduce, retain, share, publish, or disclose examination materials or assessment content, in whole or in part, by any means.
- 10.4.3 The BSCF will require candidates to acknowledge and agree to assessment confidentiality and integrity commitments at the application submission stage. This acknowledgement is captured electronically.
- 10.4.4 Following UKAS accreditation, candidates must sign a formal agreement reiterating their commitment to confidentiality of examination materials and refraining from fraudulent activities related to test-taking, before being issued UKAS certificates.

10.5 Assessment integrity and prohibited behaviour

- 10.5.1 Candidates shall refrain from any form of fraudulent activities related to test-taking.
- 10.5.2 Misconduct during the certification process includes, but is not limited to, cheating, rule violations, or fraudulent actions.
- 10.5.3 Candidates shall not engage in any inappropriate behaviour during the certification process.

10.6 Malpractice and pre-certification sanctions

- 10.6.1 Where the BSCF has reasonable grounds to believe that pre-certification misconduct has occurred, the BSCF may apply sanctions.
- 10.6.2 Sanctions for pre-certification misconduct may include:
- a) disqualification from the certification process;
 - b) formal warnings;
 - c) a ban on future applications for a defined period.
- 10.6.3 Where sanctions are applied, the candidate will be informed in writing of the decision and the reasons behind it, together with any applicable information on the steps required to address the issues leading to the sanction, and the process for appealing the decision where applicable.

10.7 Confidentiality of assessment information and disclosure

- 10.7.1 Reports and documents generated during the assessment process are confidential and accessible only to the BSCF, the certificated person, and relevant accreditation bodies, except where they are required for investigations by authorised entities.

- 10.7.2 The BSCF retains the right to inform appropriate authorities if breaches of legislation are identified during the assessment process.
- 10.7.3 No confidential information will be disclosed to third parties without the written consent of the concerned certificated person or individual, except where legally mandated. Where legally mandated disclosure applies, the concerned parties will be notified in advance of the disclosure unless prohibited by law.

11. Certification decision, certificate status, and publication or verification of status

11.1 Certification decision and authorisation to issue a certificate

11.1.1 On completion of the assessment, the assessment team shall submit a full report to the BSCF.

11.1.2 Where the report recommends that the applicant meets the requirements of the relevant certification scheme, the report and supporting documentation shall be reviewed by a suitably qualified, independent and authorised member of the BSCF's staff.

11.1.3 Where the independent and authorised reviewer agrees with the recommendation, they shall authorise the issue of a certificate stating the certification number and scope of certification.

11.2 Certificate status and validity

11.2.1 The certificate and reports remain the property of the BSCF.

11.2.2 The certificate is valid for a fixed period, depending upon the relevant scheme.

11.2.3 Continued certification is subject to surveillance confirming that the certificated person continues to comply with the requirements of these Rules, with surveillance conducted at a minimum frequency of once every two years unless specific circumstances trigger additional reviews.

11.2.4 Where the certificated person seeks to extend certification beyond the standard fixed period, or beyond the period specified by the relevant scheme, recertification assessment is required prior to the expiry date of the certificate.

11.2.5 Where the certificated person ceases to be registered, the BSCF will require any certificates issued to the certificated person to be returned.

11.3 Accredited and unaccredited certificates

11.3.1 Where the certificate is issued for activities within an accredited scope, it may bear the relevant UKAS certification mark. Where a sector is outside the BSCF's present accredited scope, an unaccredited certificate may be offered at the discretion of the BSCF and will bear only the BSCF logo.

11.3.2 The certificated person shall ensure that any reference to accreditation accurately reflects the scope of certification and shall not imply that UKAS endorses any product, service, or process beyond the scope of accreditation.

11.4 Publication and verification of certification status

11.4.1 The BSCF will provide a means for verifying the current and valid status of certificates issued.

11.4.2 The verification facility will include the certificated person's:

- a) name;
- b) relevant normative document (including UKAS accredited standards and any specific requirements);
- c) scope; and
- d) geographic location, for example city and county.

11.4.3 This information will become publicly accessible after issuance of a certificate and will be retrievable using the certification

11.5 Publicity and claims of certification

11.5.1 Certificated persons may publicise their certification status only after receiving the certificate.

11.5.2 Any use of certification marks and logos shall be in accordance with the BSCF's requirements and shall relate only to the assessed scope of certification.

11.5.3 Misleading statements or implications regarding the scope of certification, or implying BSCF endorsement of products, services, or processes, are prohibited and may lead to disciplinary action.

11.6 Consequences of suspension or withdrawal for certificate status and claims

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

11.6.2 If, following withdrawal of certification, the certificated person continues to claim certification, the BSCF maintains the right to report the certificated person to the relevant legal authority and to take appropriate legal action.

12. Surveillance and ongoing monitoring (including short notice)

12.1 Purpose and application

12.1.1 Surveillance and ongoing monitoring are used to confirm that the certificated person continues to meet the requirements of the relevant certification scheme, these Rules, and (where applicable) the Code of Conduct throughout the period of certification.

12.1.2 Surveillance may be scheduled or triggered by specific circumstances, including short-notice assessments.

12.2 Minimum surveillance frequency

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

12.3 Triggers for additional monitoring and short-notice assessment

12.3.1 The BSCF may conduct additional assessments, including short-notice assessments, for any of the following purposes:

- a) investigating complaints;
- b) responding to changes that may affect certification;
- c) following up on suspended certificated persons.

12.3.2 Additional monitoring may also be initiated where the BSCF has reason to believe there may be a breach of these Rules, the Code of Conduct, or certification scheme requirements.

12.4 Co-operation and provision of information

12.4.1 The certificated person shall co-operate with surveillance and any additional monitoring activity required by the BSCF, including short-notice assessments.

12.4.2 The certificated person shall provide information and evidence reasonably requested by the BSCF for surveillance, additional monitoring, or investigation activity, within any timescales specified by the BSCF.

12.4.3 Where the certificated person is also an RBI, they must co-operate with the regulatory authority and provide information when requested in accordance with relevant statutory timescales. This does not replace any BSCF surveillance requirement.

12.5 Failure to allow surveillance

12.5.1 Failure to allow an assessment to be conducted, including an annual surveillance assessment, may result in suspension of the certificate.

12.6 Outcomes of surveillance and monitoring

12.6.1 Surveillance and monitoring may result in the BSCF taking scheme action in accordance with these Rules, including formal warnings, reduction in scope, suspension, or withdrawal, depending on the circumstances and any identified breach.

12.6.2 Where the BSCF requires follow-up after suspension, the certificated person shall respond to BSCF requests. Failure to respond to requests made by the BSCF after suspension may result in withdrawal.

12.7 Costs of additional assessments

12.7.1 Where the BSCF conducts assessments for investigating complaints, responding to changes, or following up on suspended certificated persons, the certificated person is liable for the associated costs.

13. Recertification, reassessment, and scope change

13.1 Recertification

- 13.1.1 To extend certification beyond the standard fixed period, or the period specified by a particular scheme, the certificated person shall complete recertification assessment prior to the expiry date of the certificate.
- 13.1.2 Certificates cannot be extended beyond the expiry date.
- 13.1.3 Where a certificate expires, the BSCF will contact the certificated person and explain the consequences.
- 13.1.4 Failure to complete the recertification assessment may result in withdrawal of the certificate.
- 13.1.5 Additional fees for recertification will cover administrative costs. Any extra costs incurred for reassessment or retake are the responsibility of the certificated person.

13.2 Reassessment

- 13.2.1 Following certification, the certificated person must inform the BSCF if any circumstances occur which significantly affect the certification.
- 13.2.2 The BSCF reserves the right to reassessment where necessary.
- 13.2.3 The BSCF may also 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.

13.3 Scope change

- 13.3.1 No further application form is required or requested unless the certificated person wishes to change the scope of their application.
- 13.3.2 Where the certificated person wishes to change scope, the certificated person shall submit the information and evidence required by the relevant scheme to enable the BSCF to review and, where required, reassess the certificated person against the revised scope.
- 13.3.3 The certificated person shall not make any false claims or misrepresentations about the scope of certification. Any false claims or misrepresentations about the scope of certification will lead to disciplinary action.
- 13.3.4 The certificated person shall use certification marks and logos only in accordance with BSCF guidelines and only in relation to the assessed scope of certification.
- 13.3.5 Where the certificated person is also an RBI, they must act within the scope of their certification, which includes the class, categories of work and restricted activities they are registered to undertake. It is an offence to undertake building control work outside the scope of RBI registration without reasonable excuse.

13.4 Restoration following withdrawal

- 13.4.1 Following withdrawal, the certificate can be restored if the certificated person re-applies, subject to technical review and completion of the recertification assessment process.

14. Fees, invoicing, payment terms, cancellations and refunds

14.1 Fees and fee information

14.1.1 Details of all fees related to certification, recertification, and additional services are available from the BSCF Validations team.

14.1.2 All fees are non-refundable.

14.2 Certification fees

14.2.1 Certification fees are payable in advance to maintain certification.

14.3 Recertification, reassessment, and additional activity costs

14.3.1 Additional fees for recertification will cover administrative costs. Any extra costs incurred for reassessment or retake are the responsibility of the certificated person.

14.3.2 Where the BSCF conducts assessments for investigating complaints, responding to changes, or following up on suspended certificated persons, certificated persons are liable for the associated costs.

14.4 Re-issue and reinstatement fees

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

14.4.2 Fees are incurred for reinstatement of certification following suspension or withdrawal.

14.4.3 A fee will apply for re-instatement following suspension.

14.5 Invoicing and payment terms

14.5.1 All invoices must be paid within 30 days of the issue date.

14.5.2 Failure to pay an invoice within the timescales specified in these Rules of Certification may result in suspension of the certificate.

14.5.3 Failure to settle financial accounts may result in withdrawal of certification.

14.6 Review and adjustment of fees

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

14.7 Cancellations and refunds

14.7.1 Fees are non-refundable, including where an assessment, reassessment, surveillance activity, short-notice assessment, or recertification activity does not proceed, for whatever reason.

14.7.2 Where the BSCF incurs costs in relation to assessment activity, including activity for investigating complaints, responding to changes, or following up on suspended certificated persons, the certificated person remains liable for the associated costs.

14.8 Cancellations and rescheduling by the candidate

14.8.1 A candidate who wishes to cancel or reschedule an assessment booking must notify the BSCF in writing, using the contact method specified by the BSCF for bookings.

14.8.2 Where a candidate requests rescheduling, the BSCF may, at its discretion, offer an alternative date, subject to availability, and may charge an administration fee.

14.8.3 Where a candidate cancels or reschedules, the fees remain non-refundable.

14.8.4 Where the BSCF has already incurred non-recoverable third-party costs (for example, venue or proctoring costs), the candidate remains liable for those costs.

14.9 Non-attendance and late arrival

14.9.1 If a candidate does not attend an assessment at the scheduled time, the assessment may be treated as a non-attendance.

14.9.2 In the event of non-attendance, the BSCF may treat the attempt as void and require a new booking and payment of the applicable fee for any re-take or re-sit.

14.9.3 If a candidate arrives late, admission may be refused to protect assessment integrity. If admission is refused, the attempt may be treated as a non-attendance.

14.10 Cancellation or rescheduling by the BSCF

14.10.1 The BSCF may cancel or reschedule an assessment event where necessary, including where there is a risk to impartiality, a risk to assessment through threat, or where other operational constraints prevent delivery.

14.10.2 Where the BSCF cancels an assessment event, the BSCF will offer the candidate an alternative date or method of assessment where possible.

14.10.3 Where an alternative is offered, the original fee remains in place and is applied to the re-booked assessment.

14.10.4 If the BSCF is unable to offer a replacement assessment within a reasonable period, the BSCF will set out the options available to the candidate in writing.

14.11 Exceptional circumstances

14.11.1 The BSCF may, at its discretion, make arrangements where a candidate is unable to attend due to exceptional circumstances.

14.11.2 Any request under 14.11.1 must be supported by evidence acceptable to the BSCF.

14.11.3 Any decision under 14.11.1 does not change the general rule that fees are non-refundable.

14.12 Remote or online assessment disruption

14.12.1 Where the assessment is delivered remotely or online, the candidate is responsible for ensuring that they meet any technical and environmental requirements notified by the BSCF.

14.12.2 Where an assessment cannot proceed, or is interrupted, due to technical disruption, the BSCF will determine whether the attempt is:

- a) resumed;
- b) rescheduled; or
- c) voided and re-booked.

14.12.3 The BSCF's decision under 14.12.2 will take account of assessment security, confidentiality of examination materials, and integrity of the certification process.

14.13 Refunds

14.13.1 Fees are non-refundable.

14.13.2 This includes fees paid for certification, recertification, and additional services.

15. Use of certification marks, logos, and accredited claims (including UKAS mark)

15.1 Purpose and application

- 15.1.1 This section sets out the rules for use of the BSCF certification marks and logos, and any related accreditation marks, by certificated persons.
- 15.1.2 These rules apply to all uses of certification marks and logos, including on stationery, websites, social media, advertising, and other publicity.

15.2 Authorised use, scope limitation, and accuracy

- 15.2.1 Certificated persons are authorised to use the BSCF certification marks and logos only in a manner that accurately reflects their scope of certification.
- 15.2.2 Certification marks and logos may be used in stationery, websites, and advertising, provided they relate directly to the scope for which certification was awarded.
- 15.2.3 Use of the marks and logos must not imply that the BSCF certifies a product, service, or process beyond the scope of the individual's certification.
- 15.2.4 Certificated persons must ensure that any reference to accreditation clearly indicates the scope of their certification and is not misleading.

15.3 Prohibited use

- 15.3.1 Certification marks and logos must not be used in any misleading or unauthorised manner.
- 15.3.2 Certification marks and logos must not be altered or modified and must be displayed in accordance with BSCF guidelines.
- 15.3.3 Use of the marks and logos in a way that implies endorsement or guarantee of specific projects or outcomes by the BSCF is prohibited.

15.4 Sanctions for misuse and legal action

- 15.4.1 Misuse of the certification marks and logos may lead to scheme action including formal warnings, suspension, or (in severe cases) withdrawal of certification.
- 15.4.2 The certificated person may also be subject to legal action for unauthorised or misleading use of the marks and logos.

15.5 Withdrawal of authorisation

- 15.5.1 Upon suspension or withdrawal of certification, the certificated person must immediately cease use of all BSCF certification marks and logos and remove them from all materials, digital or printed.
- 15.5.2 Failure to comply with 15.5.1 may result in further scheme action and possible legal action.

15.6 Changes to marks and verification of correct use

- 15.6.1 The BSCF reserves the right to modify the design, usage guidelines, or other aspects of its certification marks and logos. Certificated persons will be notified and are required to comply with the new guidelines within a reasonable timeframe.
- 15.6.2 The BSCF may periodically verify the use of its marks and logos by certificated persons to ensure compliance with these Rules. Certificated persons must provide evidence of proper usage upon request.

15.7 Reference to UKAS accreditation and use of UKAS marks

- 15.7.1 In accordance with GEN 6 Edition 2 issued by UKAS, the BSCF must comply with specific conditions on making reference to accreditation.
- 15.7.2 All certificates that include results from accredited activities must clearly indicate if the work was performed under UKAS accreditation. Where a report or certificate does not refer to accreditation due to a specific agreement, the customer must be informed that such documents are not considered as issued under accreditation and do not benefit from multilateral agreements.
- 15.7.3 The BSCF must comply with the conditions set out in the BEIS publication "The National Accreditation Logo & Symbols: Conditions for use by UKAS and UKAS accredited organisations", including correct use of the UKAS logo and national accreditation symbols.

15.7.4 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, may lead to disciplinary actions and legal consequences.

15.7.5 Certificated persons must adhere strictly to the BSCF and UKAS requirements on the responsible use of the UKAS accreditation logo and on accurate representation of certification status in all forms of communication and documentation. Misuse or unauthorised representation may lead to sanctions including suspension or withdrawal.

15.8 Accuracy of professional titles and status

15.8.1 Where the certificated person is also an RBI, the certificated person must ensure that the terms “registered building inspector” and “RBI” are used accurately and conform to the terms of their registration with the regulatory authority.

15.8.2 RBI is a protected title. It is a criminal offence to impersonate, or to do anything which would imply you are, an RBI (with the intent to deceive).

16. Reporting changes, notifications, and co-operation duties

16.1 Purpose and application

16.1.1 This section sets out the duties on the certificated person to report changes, notify relevant matters, and co-operate with the BSCF's certification activities, including surveillance, reassessment, complaints investigations, and follow-up after suspension.

16.2 Reporting changes to the BSCF

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

16.2.2 The certificated person must inform the BSCF, without delay, of any circumstances that could affect their ability to continue meeting the certification requirements. This includes but is not limited to:

- a) changes in employment status;
- b) changes in scope of practice;
- c) professional conduct matters;
- d) any legal or regulatory issues relevant to personal and/or professional matters.

16.2.3 Following certification, the certificated person must inform the BSCF if any circumstances occur which significantly affect the certification.

16.2.4 The certificated person must notify the BSCF without delay if they become aware of any Relevant criminal matter.

16.3 Co-operation with the BSCF and provision of information

16.3.1 The certificated person shall provide information and evidence reasonably required by the BSCF for certification activities, including surveillance, reassessment, complaints investigations, and any follow-up action after suspension.

16.3.2 Failure to respond to requests made by the BSCF after suspension of a certificate may result in withdrawal of certification.

16.3.3 The BSCF may conduct assessments for investigating complaints, responding to changes, or following up on suspended certificated persons. Where such activity is required, certificated persons are liable for the associated costs.

16.4 Notifications and co-operation duties where the certificated person is also an RBI

16.4.1 Where the certificated person is also an RBI, they must co-operate with the regulatory authority in the conduct of its functions and exercise of statutory powers and must provide information when requested and in accordance with relevant statutory timescales.

16.4.2 The certificated person must ensure their RBI registration details are accurately maintained and updated with any relevant changes and must notify the regulatory authority in writing within 28 days of changes to information relevant to their registration, including name, addresses, contact details, and employer details.

16.4.3 The certificated person must notify the regulatory authority in writing as soon as reasonably possible and within 14 days where they are aware of, or become aware of:

- a) conduct potentially in breach of the code of conduct for RBIs, likely to bring the profession into disrepute, or in breach of operational standards rules;
- b) being deemed by a court, tribunal, or regulatory authority to have acted in breach of, or failed to comply with, a relevant legal obligation in the course of conducting work or business activities;
- c) conviction for a relevant criminal offence or an offence under Part 2A of the Building Act 1984, or being subject to a relevant pending criminal prosecution;
- d) instances of financial impropriety (including failures relating to anti-money laundering, terrorist financing, anti-corruption and bribery, tax evasion, price fixing, anti-competitive practices, or overcharging).

16.4.4 Where any matter at 16.4.2 or 16.4.3 applies, the certificated person must also report the matter to the BSCF without delay in accordance with 16.2.

16.5 Keeping scheme requirements under review

16.5.1 In agreeing to abide by these Rules of Certification, 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.

16.5.2 The certificated person is responsible for ensuring that changes in certification scheme requirements are identified, considered, and, where necessary, acted upon.

17. Sanctions ladder and enforcement process (including pre-certification misconduct)

17.1 Purpose and application

17.1.1 This section sets out the sanctions available to the BSCF and the process the BSCF will follow where it identifies, or is notified of, a potential breach of these Rules, the Code of Conduct, or certification scheme requirements.

17.1.2 This section applies to:

- a) applicants and candidates (pre-certification); and
- b) certificated persons (post-certification).

17.2 Grounds for sanctions

17.2.1 Sanctions may be applied where the BSCF has reason to believe there has been:

- a) a breach of these Rules, the Code of Conduct, or certification scheme requirements;
- b) misconduct or inappropriate behaviour during the certification process, including cheating, rule violations, or fraudulent actions;
- c) misuse of certification marks or logos, or misleading claims regarding certification status or scope;
- d) failure to co-operate with surveillance or additional monitoring, including refusal to allow an assessment;
- e) failure to pay invoices or settle financial accounts in line with these Rules;
- f) breaches in legislation relevant to the scope of activities covered by registration;
- g) any matter that may reasonably call into question integrity, impartiality, competence, or fitness to practise within scope.
- h) conduct liable to bring the profession or the BSCF into disrepute.

17.2.2 Where the certificated person is also an RBI, the Code of Conduct states that breach of the Code, or conduct bringing the profession into disrepute, may lead to disciplinary action including cancellation of RBI registration. This does not replace the BSCF's sanctions process.

17.3 Sanctions available

17.3.1 Sanctions ladder for certificated persons (post-certification)

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

- a) formal warnings for initial or minor breaches;
- b) suspension of certification for serious or repeated breaches, for a period determined by the BSCF, and which may include conditions to be met before reinstatement;
- c) reduction in scope of certification where the certificated person fails to maintain the standards required for the full scope but the breach does not warrant full suspension;
- d) Withdrawal of certification for severe violations, including unethical behaviour, a Relevant criminal matter, or gross professional negligence.

17.3.2 The certificated person must discontinue any claim of certification with the BSCF and remove all references to the BSCF and certification from all materials that contain a reference to certification, upon suspension or withdrawal.

17.3.3 If, following withdrawal, the certificated person continues to claim certification, the BSCF maintains the right to report the certificated person to the relevant legal authority and to take appropriate legal action.

17.3.2 Sanctions for pre-certification misconduct (candidates and applicants)

17.3.4 In cases of inappropriate behaviour during the certification process, including cheating, rule violations, or fraudulent actions, sanctions may be applied.

17.3.5 Sanctions for pre-certification misconduct may include:

- a) disqualification from the certification process;
- b) formal warnings;
- c) a ban on future applications for a defined period.

17.4 Interim measures

17.4.1 Where the BSCF considers it necessary to protect assessment integrity, the integrity of the scheme, or public confidence while an investigation is ongoing, the BSCF may apply interim measures.

17.4.2 Interim measures may include:

- a) requiring the person concerned to stop use of certification marks, logos, and claims pending outcome;
- b) temporary scope restriction;
- c) temporary suspension.

17.4.3 Interim measures are without prejudice to the final outcome. The person concerned will be notified in writing of the interim measure and the reasons for it, and will be given an opportunity to make representations within a specified timescale, unless doing so would compromise an assessment security investigation or a legally restricted investigation.

17.5 Suspension and withdrawal triggers (specific grounds)

17.5.1 Following a successful assessment, the certificate may be suspended for a short period due to:

- a) continued misuse of certification marks or BSCF logos;
- b) failure to allow an assessment to be conducted, including annual surveillance assessment;
- c) failure to pay an invoice within timescales specified in these Rules;
- d) breaches in legislation relevant to the scope of activities covered by registration;
- e) any other breach of the BSCF's Rules of Certification, the Code of Conduct, or certification scheme requirements.

17.5.2 Certification may be withdrawn due to:

- a) failure to respond to requests made by the BSCF after suspension;
- b) failure to settle financial accounts;
- c) persistent breach of the Rules, the Code of Conduct, or certification scheme requirements;
- d) credible evidence indicating an imminent risk of any of the above occurring;
- e) request to withdraw.

17.6 Enforcement process

17.6.1 Logging and initial review. The BSCF will record the matter and carry out an initial review to determine whether:

- a) the matter falls within scope of these Rules and the relevant scheme;
- b) interim measures are required;
- c) a full investigation is required.

17.6.2 Investigation and evidence. Where investigation is required, the BSCF will gather relevant evidence, which may include assessment records, surveillance evidence, correspondence, and information requested from the person concerned.

17.6.3 Co-operation duty. The person concerned shall provide information and evidence reasonably requested by the BSCF within specified timescales. Failure to co-operate may be treated as an aggravating factor and may itself constitute a breach.

17.6.4 Right to respond. The BSCF will provide the person concerned with an opportunity to respond to the substance of the allegation or concern within a specified timescale, unless doing so would compromise an assessment security investigation or a legally restricted investigation.

17.6.5 Decision-making controls. The BSCF will ensure that the decision on sanctions is taken by authorised personnel, and that any appeal is decided by person or persons not involved in the original decision.

17.6.6 Decision notice. In all cases where a sanction is applied, the BSCF will inform the person concerned in writing of:

- a) the decision;
- b) the reasons;
- c) any actions required and timescales;
- d) the consequences of failing to meet requirements; and
- e) how to appeal.

17.6.7 Escalation following suspension. Where certification is suspended, failure to resolve the issues that resulted in suspension within the time established by the BSCF will result in withdrawal of certification or reduction of scope of certification.

17.6.8 Status controls during suspension or withdrawal. The BSCF will enforce arrangements requiring the certificated person, in the event of suspension, to refrain from further promotion of certification while suspended, and in the event of withdrawal, to refrain from use of all references to certificated status.

17.6.9 External reporting. Where appropriate, including where breaches of legislation are identified, the BSCF may inform appropriate authorities.

17.6.10 Costs and fees. Where additional assessments are carried out for investigating complaints, responding to changes, or following up on suspended certificated persons, the certificated person is liable for the associated costs, and fees may apply for reinstatement following suspension.

17.7 Interaction with protected titles and criminal matters (RBI-related)

17.7.1 RBI is a protected title and it is a criminal offence to impersonate, or to do anything which would imply you are, an RBI (with the intent to deceive).

17.7.2 Where the BSCF identifies information suggesting a Relevant criminal matter, the BSCF may apply scheme sanctions under this section and may also refer the matter to the relevant authority where appropriate.

17.8 Table A: sanctions ladder, typical triggers, and immediate effects

Tables 17.8 and 17.9 form part of these Rules and must be applied.

Level	Measure	Typical triggers (non-exhaustive)	Immediate effect on status/claims	Typical escalation rule
1	Advice or required corrective action	Minor admin non-conformance, isolated low-risk issue, early-stage concerns	No change to certification status, may require evidence submission	Escalate if repeated or not completed by the due date
2	Formal warning	Initial or minor breach, minor misleading claim, or minor breach of scheme requirement	Warning recorded, may require corrective action plan	Escalate if repeated or if corrective actions are not completed
3	Conditions on certification	Competence concern requiring additional controls, increased monitoring, targeted evidence	Certification remains, but conditions apply (may include scope restriction)	Escalate if conditions are breached or risk increases
4	Suspension	Serious or repeated breach, refusal to allow surveillance, non-payment, continued misuse of marks	Certification status suspended, stop promoting certification, stop use of marks unless expressly permitted	If not resolved within BSCF timescale, withdraw or reduce scope
5	Reduction in scope	Inability to maintain standards for full scope, repeated scope drift, targeted competence failure	Scope reduced, claims limited to remaining scope	Restore scope only after evidence and any reassessment
6	Withdrawal	Severe breach, unethical behaviour, relevant criminal matter, gross professional negligence, persistent non-compliance	Certification withdrawn, stop all claims, remove all references and marks	Re-entry only via re-application and scheme controls

17.9 Table B: breach categories, evidence, interim measures, and likely outcomes

Category	Examples of breach	Primary evidence sources	Interim measures to consider	Likely outcomes (depend on severity)
Assessment malpractice (pre- or post-cert)	Cheating, impersonation, collusion, breach of confidentiality	Invigilation logs, invigilator reports, assessment records	Stop assessment, invalidate attempt, stop-use pending outcome	Disqualification, warning, ban period; if certificated, suspension/withdrawal
Misuse of marks/logos/claims	Misleading claims, use outside scope, use after suspension/withdrawal	Screenshots, complaints, monitoring checks	Stop-use notice pending outcome	Warning, suspension, withdrawal; legal action where appropriate
Scope drift	Undertaking or claiming work outside scope	Case evidence, complaints, surveillance findings	Temporary scope restriction	Conditions, scope reduction, suspension
Non-co-operation	Refusing surveillance, not providing evidence, not responding after suspension	Correspondence logs, surveillance records	Suspension pending compliance	Suspension; withdrawal if unresolved or no response
Financial	Non-payment, failure to settle accounts	Invoice and ledger records	Suspension pending payment	Suspension; withdrawal if accounts not settled
Conduct and impartiality	Conflict of interest not declared, dishonest statements, disrepute	Complaints, declarations, evidence packs	Stop-use, temporary conditions	Warning, conditions, suspension, withdrawal
Legal/regulatory	Relevant legal breach, relevant conviction/prosecution	Verified records, correspondence	Suspension pending review	Suspension, withdrawal, scope reduction; referral to authority
Failure to notify	Failure to report significant changes	Self-report audit, notification evidence	Conditions pending compliance	Warning, conditions, suspension for repeated/material failures

18. Suspension, withdrawal, expiry, restoration, and consequences

18.1 Suspension of certification

18.1.1 Following a successful assessment, the certificate may be suspended for a short period due to:

- continued misuse of certification marks and or BSCF logos;
- failure to allow an assessment to be conducted, including annual surveillance assessment;
- failure to pay an invoice within timescales specified in these Rules;
- breaches in legislation relevant to the scope of activities covered by certification;
- any other breach of the BSCF's Rules of Certification, the Code of Conduct or certification scheme requirements.

18.1.2 A fee will apply for re-instatement following suspension.

18.2 Withdrawal of certification

18.2.1 Certification may be withdrawn due to the certificated person's:

- a) failure to respond to requests made by the BSCF after suspension of a certificate;
- b) failure to settle financial accounts;
- c) persistent breach of any of the Rules of Certification, the Code of Conduct or certification scheme requirements;
- d) appearance of being about to suffer all or any of the above;
- e) request to withdraw.

18.3 Consequences of suspension or withdrawal

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

18.3.2 If, following withdrawal of certification, the certificated person continues to claim certification, the BSCF maintains the right to report the certificated person to the relevant legal authority and to take appropriate legal action.

18.3.3 Where certification ceases, the certificated person must discontinue any claim of certification with the BSCF and remove all references to the BSCF and certification from all material that contains a reference to certification.

18.4 Expiry

18.4.1 Certificates cannot be extended beyond the expiry date.

18.4.2 If a certificate expires, the certificated person will be contacted and the consequences will be explained.

18.4.3 Failure to complete the recertification assessment could result in withdrawal of the certificate.

18.5 Restoration following withdrawal

18.5.1 Following withdrawal, the certificate can be restored if the certificated person re-applies, subject to technical review and completion of the recertification assessment process.

19. Appeals procedure

19.1 Right to appeal

19.1.1 Certificated persons (and, where applicable, applicants or candidates) have the right to appeal decisions related to assessments, certification status, or sanctions.

19.2 What can be appealed

19.2.1 Appeals may relate to adverse decisions, including (non-exhaustive):

- a) application eligibility outcomes;
- b) assessment outcomes;
- c) certification decisions, including refusal of certification or recertification;
- d) scope decisions, including reduction in scope;
- e) sanctions, including warnings, suspension, and withdrawal.

19.3 How to submit an appeal

19.3.1 Appeals must be submitted in writing to the BSCF using the contact method specified by the BSCF for appeals.

19.3.2 The appeal must include:

- a) the decision being appealed;
- b) the grounds for appeal, see Appeals Policy for BSCF (Scheme) Candidates & Certificated Persons;
- c) any supporting evidence the appellant wishes the BSCF to consider.

19.3.3 The BSCF may reject an appeal that is outside scope, lacks sufficient information to validate, or is submitted outside the timeframe notified by the BSCF for the relevant type of decision.

19.4 Appeals handling process

19.4.1 The BSCF will:

- a) receive and validate the appeal;
- b) investigate and evaluate the appeal, taking account of outcomes of previous similar appeals where relevant;
- c) track and record the appeal and actions taken to resolve it;
- d) make a decision on the appeal and what action, if any, will be taken.

19.4.2 Appeal decisions will be taken by person or persons not involved in the decision being appealed.

19.4.3 The BSCF will give formal notice to the appellant of the end of the appeals-handling process and the appeal outcome.

19.5 Effect of appeal on decisions

19.5.1 Submitting an appeal does not automatically suspend the original decision. Where a sanction includes suspension or withdrawal, the certificated person must comply with the status controls set out in these Rules unless the BSCF confirms otherwise in writing.

20. Complaints and information requests

20.1 Purpose and accessibility

20.1.1 The BSCF has a documented process to receive, evaluate, and make decisions on complaints.

20.1.2 A description of the complaints-handling process will be accessible without request.

20.2 What can be complained about

20.2.1 Complaints may relate to, for example:

- a) the BSCF's certification activities and processes;
- b) conduct of assessors or personnel acting on behalf of the BSCF;
- c) administration of assessments, surveillance, recertification, or records;
- d) alleged misconduct by a certificated person, where the complaint is raised with the BSCF as scheme operator.

20.3 How to submit a complaint

20.3.1 Complaints must be submitted in writing to the BSCF using the contact method specified by the BSCF for complaints.

20.3.2 Complaints should include:

- a) the nature of the complaint;
- b) relevant dates and context;
- c) any supporting evidence available.

20.4 Complaints handling process

20.4.1 The BSCF will:

- a) acknowledge receipt of the complaint where appropriate;
- b) validate whether it falls within scope;
- c) gather and evaluate relevant information;
- d) ensure the complaint is handled fairly and equitably;
- e) decide what action, if any, is required;
- f) notify the complainant of the outcome, subject to confidentiality and legal constraints.

20.4.2 The BSCF will ensure that personnel involved in the subject matter of the complaint are not responsible for deciding the outcome.

20.5 Information requests

20.5.1 Information requests will be handled in accordance with these Rules and the BSCF's confidentiality and legal obligations.

20.5.2 Where the certificated person is also an RBI, the Code of Conduct requires, subject to any right to retain pending payment, that the applicant or agent is provided with all material information and a copy of their file upon request, except where information cannot be lawfully disclosed.

21. Additional rules for specific schemes or specifications

21.1 In agreeing to abide by these Rules of certification, 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.

21.2 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.

22. Third-party rights

22.1 All third-party rights are excluded, and no third party shall have any right to enforce these Rules of certification.

22.2 This exclusion does not apply to any member of the BSCF's parent group from time to time who shall, subject to the BSCF's consent, have the right to enforce these Rules of Certification as if they were the BSCF.

23. Data protection and confidentiality

23.1 Confidentiality of assessment information

23.1.1 Reports and documents generated during the assessment process are confidential and accessible only to:

- a) the BSCF;
- b) the certificated person; and
- c) relevant accreditation bodies, except where they are required for investigations by authorised entities.

23.1.2 The BSCF retains the right to inform appropriate authorities if breaches of legislation are identified during the assessment process.

23.1.3 No confidential information will be disclosed to third parties without the written consent of the concerned certificated person or individual, except where legally mandated. Where legally mandated disclosure applies, the concerned parties will be notified in advance of the disclosure unless prohibited by law.

23.2 Data protection legislation

23.2.1 The BSCF will process personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

23.3 Freedom of information and access to information

23.3.1 Where applicable, the BSCF will handle access to information requests in line with the Freedom of Information Act 2000.

23.4 Public verification and publication of limited information

23.4.1 The BSCF will provide a facility for verifying the current and valid status of certificates issued, including the certificated person's name, the relevant normative document, scope, and geographic location.

23.4.2 This information will become publicly accessible post-issuance of a certificate and will be retrievable using the certification number, also referred to as the certificate number.