



POLICY INSTRUCTION

MOD BUILDING REGULATIONS COMPLIANCE SYSTEM

Number: PI 02/10

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Who Should Read this: Any parties involved in the construction process on the MOD estate i.e Top Level Budget Holders, Project Sponsors, MOD Project Managers, IPT team members and external contractors.

When it takes effect: Immediately

When it is due to expire:
Until rescinded

Estate Management

Equality And Diversity Impact Assessment

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found).

Please note this version replaces the version issued on 20 Jul 10

1. Document aim: The aim of this Policy Instruction is to clarify the mandatory requirements on achieving compliance with the Building Regulations for building works undertaken on the MOD estate. This document supersedes Technical Bulletin 01/26.

Amendments Record

Amendments to the February 2010 edition

Page	Para / Annex	Details of changes	Changed and date by	Effective date change
Whole document		Title of Policy Instruction changed from 'MOD Building Control Compliance System' to 'MOD Building Regulations Compliance System'. All subsequent title blocks changed.	A Astle 02/06/10	2 August 2010
Whole document		BCCS abbreviation changed to BRCS.	A Astle 02/06/10	2 August 2010
i		Added amendments record	A Astle 02/06/10	2 August 2010
P3	2.1	Changed 'DFRMO means Defence Fire Risk Management Organisation: the technical authority for policy, operation and interpretation of the CFS is delegated to the Head of Fire Safety for DFRMO' to ' DFRMO means Defence Fire Risk Management Organisation: the technical authority for policy, operation and interpretation of the CFS is delegated to the Senior Fire Safety Manager DE by the Strategic Director of Fire Safety at HQ, DFRMO'.	A Astle 02/06/10	2 August 2010
P4	2.1	PFO - Added 'and to fulfil the requirement to consult with the Enforcing Authority for the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005' to the PFO definition.	A Astle 02/06/10	2 August 2010
P4	2.1	Inserted new key term for Senior Fire Safety Manager (SFSM) DE. 'SFSM (DE) means the Senior Fire Safety Manager who is the DFRMO fire safety SME embedded in DE Professional and Technical Service.'	A Astle 02/06/10	2 August 2010
P4	3.1.4	Inserted new paragraph 'With the introduction of new legislation on Building Regulations, DE PBS will issue guidance under further Policy Instructions.' The numbering for subsequent paragraphs after 3.1.4 has changed in accordance with this insertion.	A Astle 02/06/10	2 August 2010
P5	3.1.8	'The MOD BCCS requires that all building works are certified.....' has been changed to 'The MOD BRCS requires that all building works which are subject to the requirements of the Building Regulations are certified.....'	A Astle 02/06/10	2 August 2010
P6	4.4	Insert new paragraph for 4.4 'Compliance with Building Regulations is intrinsically linked with CFS. It is anticipated that throughout the compliance process the BCA will consult with the DFRMO PFO where appropriate.' All subsequent paragraphs renumbered.	A Astle 02/06/10	2 August 2010
P6	4.4 (now 4.5)	'Minor Work(s) projects up to £50K.....' changed to 'Construction projects up to £50K.....'.	A Astle 02/06/10	2 August 2010
P6	4.4.1 (now 4.5.1)	'minor' replaced with 'construction'.	A Astle 02/06/10	2 August 2010
P8	5.1	'A Determination request form is available, BCCS D1 Form, at Annex D' has been changed to 'All applications for Determination must be submitted on the BRCS D1 Form available at Annex D'.	A Astle 02/06/10	2 August 2010
P8	5.3	New paragraph added 'Where the Determination	A Astle	2 August 2010

		relates to Part B Fire safety and where appropriate Part M Access to and use of buildings of the Building Regulations or equivalent the DFRMO Project Fire Officer should be consulted on the non-compliance and on application a copy of the BRCS D1 Form should be sent to them.'	02/06/10	
P12 & P13	Annex B	DE EBMS process updated to current copy.	A Astle 02/06/10	2 August 2010
P16	Annex C (C10A)	Added MOD and DE logo to title block of the C10A Certificate.	A Astle 02/06/10	2 August 2010
P16	Annex C (C10A)	Main title changed to 'Building Regulations Compliance System'. Subtitle changed from 'Building Regulations – Compliance for Minor Works Certificate (Single Project)' to 'Compliance Certificate for Works under £50K (Single Project).'	A Astle 02/06/10	2 August 2010
P16	Annex C (C10A)	Item c changed from 'We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations' to 'We confirm that all works on site have been or will be completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations'	A Astle 02/06/10	2 August 2010
P18	Annex C (C10B)	Added MOD and DE logo to title block of p1 of the C10B Certificate.	A Astle 02/06/10	2 August 2010
P18	Annex C (C10B)	Main title changed to 'Building Regulations Compliance System'. Subtitle changed from 'Building Regulations – Compliance for Minor Works Certificate (Multiple Projects)' to 'Compliance Certificate for Works under £50K (Multiple Projects).'	A Astle 02/06/10	2 August 2010
P18	Annex C (C10B)	Item c changed from 'We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations' to 'We confirm that all works on site have been or will be completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations'	A Astle 02/06/10	2 August 2010
P19	Annex C (C10B)	Added MOD and DE logo to title block of p2 of the C10B Certificate.	A Astle 02/06/10	2 August 2010
P19	Annex C (C10B)	Main title changed to 'Building Regulations Compliance System'. Subtitle changed from 'Building Regulations - Compliance for Minor Works Certificate (Multiple Projects)' to 'Compliance Certificate for Works under £50K (Multiple Projects).'	A Astle 02/06/10	2 August 2010
P21	Annex C (C1)	Changed revision date of C1 certificate to 'Rev 2 06/10'.	A Astle 02/06/10	2 August 2010
P21	Annex C (C1)	Added MOD and DE logo to title block of C1 Certificate. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Design Compliance Certificate'.	A Astle 02/06/10	2 August 2010
P23	Annex C (C2)	Changed revision date of C2 certificate to 'Rev 2 06/10'.	A Astle 02/06/10	2 August 2010
P23	Annex	Added MOD and DE logo to title block of C2	A Astle	2 August 2010

	C (C2)	Certificate. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Structural Design Certificate'.	02/06/10	
P23	Annex C (C2)	Added new requirement 1. 'This certificate is for structural approval of works outside the scope of Approved Document A – Structure or equivalent'. Previous paragraph numbers 1, 2 and 3 are now 2, 3 and 4 respectively.	A Astle 02/06/10	2 August 2010
P25	Annex C (C3)	Changed revision date of C3 certificate to 'Rev 2 06/10'.	A Astle 02/06/10	2 August 2010
P25	Annex C (C3)	Added MOD and DE logo to title block of C3 Certificate. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Construction Compliance Certificate'.	A Astle 02/06/10	2 August 2010
P27	Annex C (N1)	Added MOD and DE logo to title block of N1 form. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Notification of Commencement of Works'.	A Astle 02/06/10	2 August 2010
P29	Annex C (N1)	Changed revision date of V1 form to 'Rev 2 06/10'.	A Astle 02/06/10	2 August 2010
P29	Annex C (V1)	Added MOD and DE logo to title block of p1 of V1 form. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Verification of Compliance'.	A Astle 02/06/10	2 August 2010
P30	Annex C (V1)	Added MOD and DE logo to title block of p2 of V1 form.	A Astle 02/06/10	2 August 2010
P31	Annex C (D1)	Insert new page with standard title block 'MOD BUILDING REGULATION COMPLIANCE SYSTEM – APPLICATION OF DETERMINATION OF BUILDING REGULATIONS D1'. D1 form now included as one of the mandated forms within the BCCS. Inserted explanatory notes from p36 as the guidance notes.	A Astle 02/06/10	2 August 2010
P31	Annex C (D1)	Added following paragraphs to D1 guidance note; <p>'All applications for determination must be on this form. Any applications for determination not using this form will be sent back to the applicant with a copy of this form.'</p> <p>'On receipt of the application an acknowledgement letter will be sent to the applicant detailing the reference DE reference number. Where an application has been made and an acknowledgement letter has not been received it is the responsibility of the applicant to bring this to the attention of DE PBS.'</p> <p>'This form supersedes Forms 3 and 4 contained within the Defence Fire Risk Management Organisation (DFRMO) operating procedure as detailed in the DE Estate Business Management System 2.8.'</p> <p>'Where the Determination relates to Part B Fire safety of the Building Regulations the DFRMO Project Fire Officer should be consulted on the non-compliance.'</p>	A Astle 02/06/10	2 August 2010
P32	Annex C (D1)	Changed revision date of D1 form to 'Rev 2 06/10'.	A Astle 02/06/10	2 August 2010
P32	Annex C (D1)	Removed title detailing D1 form as Annex D.	A Astle 02/06/10	2 August 2010

P32	Annex C (D1)	Added MOD and DE logo to title block of D1 form. Main title changed to 'Building Regulations Compliance System'. Subtitle changed to 'Application for Determination of Building Regulations'.	A Astle 02/06/10	2 August 2010
P32	Annex C (D1)	Removed 'provided at the end of the form.'	A Astle 02/06/10	2 August 2010
P32	Annex C (D1)	Added requirement for DFRMO PFO details, where appropriate on D1 form.	A Astle 02/06/10	2 August 2010
P33	Annex C (D1)	Removed 'For applications relating to Approved Document B – Fire safety of the Building Regulations or equivalent Form 3 of from DE EBMS 2.8 Defence Fire and rescue Process and Procedures should be completed and submitted with the determination application. Copies of Form 3 from DE EBMS or from the Project Fire Officer for the project.' from D1 Form.	A Astle 02/06/10	2 August 2010
P33	Annex C (D1)	Added 'If the application is in relation to Part B' to D1 form.	A Astle 02/06/10	2 August 2010
P36	Annex C (D1)	Moved explanatory note to P31. P36 now deleted.	A Astle 02/06/10	2 August 2010

Amendments to the July 2010 edition

Page	Para / Annex	Details of changes	Changed by and date	Effective date change
Whole Document		References changed to reflect creation of Defence Infrastructure Organisation.	A Astle 16/12/13	01/01/14
4	3.1.3	Updated the document to include updated references to legislation.	A Astle 16/12/13	01/01/14

Amendments to the January 2014 edition

Page	Para / Annex	Details of changes	Changed by and date	Effective date change
5	3.1.6	Paragraph changed to 'In Scotland the Building (Scotland) Act 2003 and any subordinate legislation made under it does not apply to a building or works to a building occupied for the purposes of the Armed Forces of the Crown as detailed in the Building (Scotland) Act 2003 (Exemptions for Defence and National Security) Order 2009. To meet wider Health and Safety objectives it is DIO policy that where the Building (Scotland) Regulations would apply on the MOD estate in Scotland the standards contained in the Technical Handbooks must be followed.'	A Astle 04/02/14	04/02/14
6	4.4	Added following sentence to the existing paragraph. 'In Scotland where the works require a Fire Safety Design Summary, a copy of the Fire Safety Design Summary must be attached to the appropriate BRCS certificate. A BRCS C3 Construction Compliance certificate has been included in this Policy specifically for Scotland to incorporate this requirement.'	A Astle 04/02/14	04/02/14
Annex B		EBMS flowcharts changed in line with DIO branding.	A Astle 04/02/14	04/02/14
Annex C		Inserted new Construction Compliance Certificate for works carried out in Scotland following changes to the regulations to incorporate a Fire Safety Design	A Astle 04/02/14	04/02/14

	Summary.		
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1 **INTRODUCTION**

- 1.1 This PI provides details on the application of the MOD Building Regulation Compliance System (BCCS) across the MOD estate. This document supersedes Defence Estates document Technical Bulletin (TB) 01/26 'The Method of Operation of the MOD Building Control Compliance System' and the 'Supporting Document for The Method of Operation of the MOD Building Standards Compliance System (Prime Contracting)'. This PI follows the principles of the Prime Contracting Supporting Document and as such compliance with this document does not provide additional cost implication to Prime Contracts.
- 1.2 It should be noted Building Regulations approval is completely separate and may be in addition to obtaining Planning Permission for work carried out on the Defence estate. For clarification on what requires Planning Permission, advice should be sought from Principal Planning Officer, DIO PTS on 0121 311 3853.

2 **KEY TERMS**

- 2.1 The following are key terms used in this document:

BCA means Building Control Advisor: The BCA is appointed by the Contractor to carry out an independent third party inspection and certification process on MOD construction projects to ensure compliance with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended) or equivalent. This individual must be suitably qualified and experienced in Building Control and currently working as a Building Control Practitioner.

BCB means Building Control Body: a local authority or approved inspector.

BRCS means Building Regulation Compliance System.

CCERT means Compliance Certifier: where appropriate the CCERT completes and signs the MOD BCCS certificates to confirm the building work complies with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended). This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.

CFS means Crown Fire Standards: CFS is mandatory for all projects on the MOD estate and is delivered through DFRMO.

Contractor means the person, individual or a partnership who, by the Contract, undertakes to carry out Works and/or perform the Services, or both for the MOD in accordance with the Contract.

CPM means Contractors Project Manager.

DIO means Defence Infrastructure Organisation: an organisation of MOD.

DIO BST means Defence Infrastructure Organisation Building Standards Team: as Subject Matter Experts in Building Surveying for DIO the Building Standards Team provides advice and guidance to all MOD customers with regard to all matters relating to the Building Regulations, associated legislation, materials and components, building pathology and the implementation of the MOD BRCS. The team is based at DIO Sutton Coldfield.

DIO PBS means Defence Infrastructure Organisation Principal Building Surveyor: the technical authority for Building Regulations on the MOD Estate.

DIO PM means Defence Infrastructure Organisation Project Manager.

DFRMO means Defence Fire Risk Management Organisation: the technical authority for policy,

operation and interpretation of the CFS is delegated to the Senior Fire Safety Manager DIO by the Strategic Director of Fire Safety at HQ, DFRMO.

EBMS means Estate Business Management System: mandated by DIO Management Board as the repository for all strategic high level processes on the Defence estate.

IPT means Integrated Project Team: A team of professionals created to deliver a specific project on behalf of DIO / MOD.

MOD means Ministry of Defence.

PFO means Project Fire Officer: A PFO is allocated to all construction projects by DFRMO as the authority for the application of CFS and to fulfil the requirement to consult with the Enforcing Authority for the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005.

PM means Project Manager.

SFSM (DIO) means the Senior Fire Safety Manager who is the DFRMO fire safety SME embedded in DIO Professional and Technical Service.

3 THE BUILDING REGULATIONS

3.1 Introduction

3.1.1 The Building Regulations are derived from powers contained within the Building Act 1984. They exist principally to ensure the health, safety, welfare and convenience of people in and around buildings and the water and energy efficiency of buildings. Within the UK, the geographical location of the work determines which Building Regulations apply ie England and Wales, Scotland and Northern Ireland. The content, format and philosophy of the Regulations vary and it is, therefore, essential that the correct legislation for the location of the work is applied.

3.1.2 For building work in overseas locations, the England and Wales Regulations and standards apply with the addition of any Host Nation requirements which set higher standards. A separate PI is to be written detailing the application of Building Regulations in overseas locations and remote overseas stations.

3.1.3 Regulations and standards differ in each country of the UK. The latest and most current legislation must be used for each location:

England & Wales	Statutory Instrument 2010/2214 – The Building Regulations 2010 (as amended)
Scotland	Scottish Statutory Instrument 2004/406 – The Building (Scotland) Regulations 2004 (as amended)
Northern Ireland	Northern Ireland Statutory Rule 2012/192 – The Building Regulations (Northern Ireland) 2012 (as amended)

3.1.4 With the introduction of new legislation on Building Regulations, DIO PBS will issue guidance under further Policy Instructions.

3.1.5 Currently the Crown has immunity from the Building Regulations however this is superseded by MOD policy which mandates that all building works must comply with the minimum standards imposed by the Building Regulations.

3.1.6 In Scotland the Building (Scotland) Act 2003 and any subordinate legislation made under it does not apply to a building or works to a building occupied for the purposes of the Armed Forces of the

Crown as detailed in the Building (Scotland) Act 2003 (Exemptions for Defence and National Security) Order 2009. To meet wider Health and Safety objectives it is DIO policy that where the Building (Scotland) Regulations would apply on the MOD estate in Scotland the standards contained in the Technical Handbooks must be followed.

- 3.1.7 The Technical Authority for Building Regulations on the MOD estate is the DIO PBS.
- 3.1.8 To achieve compliance Defence Estates, now Defence Infrastructure Organisation, has developed the MOD BRCS. This system is based upon a third party system of inspection and certification carried out by a Building Control Specialist known as a Building Control Advisor¹ (BCA). This process is described further in Annexes A & B. The use of third party certification follows the adopted practice of other Government departments and the Private sector which uses Local Authority Building Control or Approved Inspectors (Building Control Bodies).
- 3.1.9 The MOD BRCS requires that all building works which are subject to the requirements of the Building Regulations are certified as being compliant with the design solutions contained within the Approved Documents which support the Building Regulations (or Technical Handbook or Technical Booklets in Scotland and Northern Ireland).

3.2 Application of Building Regulations – Building work

- 3.2.1 Building work is defined in the Building Regulations appropriate to the location of the project and includes the following;
- The erection and extension of a building and alterations to and within a building such as the renovation or replacement of cladding, roof coverings and windows.
 - The provision or extension of a controlled service and fitting in or in connection with a building, such as providing a new heating system.
 - A material alteration of a building or controlled service or fitting. Whereby work carried out makes the building or controlled service or fitting not comply when it previously it did or when work on the building or controlled service that did not comply being more unsatisfactory. For example after the refurbishment of a building with level access, the building has stepped access.
 - A material change of use of a building, for example a building used as a dwelling where previously it was not, will invoke compliance with the requirements of certain parts of the Building Regulations. The parts applicable will depend on the type of change of use.
- 3.2.2 Further guidance on the definition of Building Work should be sought from the project third party specialist known as the Building Control Adviser or from the DIO BST based in Sutton Coldfield.

3.3 Other Legislation

- 3.3.1 In addition to the application of the Building Regulations there is other legislation and MOD policy that is applicable to building works.
- 3.3.2 It is a contractual requirement to ensure compliance with all these standards and policy where applicable.

3.4 Crown Fire Standards

- 3.4.1 The CFS are Mandatory for all works projects on the MOD estate. The CFS generally requires higher fire standards than that of the Building Regulations as they exist to cover asset protection in addition to life safety.
- 3.4.2 The Authority for the application of the CFS is vested in the PFO assigned to the construction project. The Technical Authority for policy, operation and interpretation of the CFS is delegated to

¹ This individual must be suitably qualified, experienced in Building Control and currently working as a Building Control Practitioner.

the SFSM (DIO) by the Strategic Director, Fire Safety at HQ DFRMO.

- 3.4.3 There is a requirement for the PFO to certify that the design and completed works comply with the provisions of CFS and associated legislation through the issue of Certificate A (Design Approval Certificate) and Acceptance Certificate (Completion of Works Certificate). For further information on the application of the CFS reference should be made to DIO EBMS 2.8 Defence Fire Risk Management Organisation Process and Procedures, copies can be obtained from contacting the Senior Fire Safety Manager for DFRMO on 0121 311 3664.

4 THE COMPLIANCE PROCEDURE

- 4.1 There are two routes for MOD construction projects to achieve compliance with the MOD BRCS. These are; Minor Work(s) projects up to £50K which are controllable under Building Regulations and Projects over £50K which are controllable under Building Regulations.
- 4.2 The compliance procedure for both routes mandate the issue of certification at specified points within the projects to DIO PBS; this is described further in Annex B. Certification is provided by the CCERT for the project. This individual is a nominated role within the Contractors team and is usually performed by the Contractors' PM. The certificates provide the declaration that the works comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. However, as it is unlikely that this person will have the necessary skills and experience in Building Control the MOD BRCS mandates the appointment of an independent third party.
- 4.3 This independent third party is known as the BCA. As defined in the key terms they must be independent from the design and construction process and they must be suitably qualified and experienced in Building Control - experience of working as a Building Control Surveyor is essential.
- 4.4 Compliance with Building Regulations is intrinsically linked with CFS in particular Parts B Fire safety and Part M Access to and use of buildings. It is anticipated that throughout the compliance process the BCA will consult with the DFRMO PFO where appropriate. In Scotland where the works require a Fire Safety Design Summary, a copy of the Fire Safety Design Summary must be attached to the appropriate BRCS certificate. A BRCS C3 Construction Compliance certificate has been included in the Policy specifically for Scotland to incorporate this requirement.
- 4.5 **Construction Projects up to £50K which are controllable under Building Regulations**
- 4.5.1 There are two certification procedures for construction works with a value up to £50K, the C10A and C10B, depending on the type of works being undertaken, which are detailed below;
- 4.5.2 **C10A**
- 4.5.3 The C10A Certificate is the declaration that a single project on one MOD site which is 'controlled work' as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations
- 4.5.4 The Compliance Certifier need only submit this certificate once prior to works commencing to DIO Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DIO Operations North, to certify that the planned project will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- 4.5.5 **This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.**
- 4.5.6 **C10B**

- 4.5.7 The C10B Certificate is the declaration that a series of construction projects on a single MOD site which are controlled works as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. It is intended for the C10B will be used at the start of the FY where minor works are programmed, as a result, the certificate will act as an undertaking that the works will comply. This will give DIO BST visibility of the types of works being undertaken.
- 4.5.8 The £50K figure applies to each individual project. A series of projects which individually have a value of up to £50K can be incorporated into a single C10B Certificate by providing individual project details on sheet 2 of the certificate.
- 4.5.9 The Compliance Certifier should submit the certificate to DIO Principal Building Surveyor - Building Standards prior to works commencing to certify that the planned projects will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- 4.5.10 In the case of Prime Contracts or large contracts on the MOD estate, where minor new works are planned in advance the C10B can be submitted on a quarterly basis, or as agreed with the Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DIO Operations North.
- 4.5.11 **This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.**

4.6 **Projects over £50K which are controllable under Building Regulations**

- 4.6.1 Upon completion of the design drawings the CCERT must issue a BRCS C1 DESIGN COMPLIANCE CERTIFICATE. Copies must be sent to: DIO PBS - BST, Sutton Coldfield; the PFO; the DIO PM. The BCA should be aware of the issue of a Certificate A under the DFRMO processes at this point in the design process.
- 4.6.2 The C1 Certificate is the declaration that the proposed design of all Controlled Work with a value over £50K complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate should be submitted to DIO Principal Building Surveyor - Building Standards Team, Professional and Technical Services, DIO Operations North, by the Compliance Certifier on completion of the design for the project. This is in addition to the Certificate A issued by the Project Fire Officer.
- 4.6.3 **Note1**
Completion of the design is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Document which support the Building Regulations (or equivalent in Scotland and Northern Ireland)
- 4.6.4 **Note 2**
The design has a maximum life for Building Regulations compliance of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.

The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

- 4.6.5 Upon Completion of the design drawings for structural items the CCERT must issue a BRCS C2 STRUCTURAL DESIGN CERTIFICATE. Copies must be sent to: DIO PBS - BST, Sutton Coldfield; the PFO; the DIO PM.

- 4.6.6 The C2 certificate is the declaration that the structural design and calculations have been checked by a **third party** for compliance with the appropriate European Codes and MOD Standards. The certificate is to be submitted to DIO PBS - BST, DIO Sutton Coldfield, at the **Design Completion Stage** of the project.
- 4.6.7 In this case '**third party**' can mean:
- a. Structural Engineer from the same practice that carried out the original design but who has not had an involvement in the design process, or
 - b. Structural Engineer from a different practice.
- 4.6.8 Upon commencement of the works on site the CCERT must issue a BRCS N1 NOTIFICATION OF COMMENCEMENT OF WORKS ON SITE CERTIFICATE. Copies must be sent to: DIO PBS - BST, Sutton Coldfield; the PFO; the DIO PM.
- 4.6.9 Upon completion of the works on site the CCERT must issue a BRCS C3 CONSTRUCTION COMPLIANCE CERTIFICATE. Copies must be sent to: DIO PBS - BST, Sutton Coldfield; the PFO; the DIO PM. It is important that a copy of the C3 is sent to the PFO. A copy of the C3 is required for the PFO to issue and Acceptance Certificate under CFS for the project. Please note that for projects in Scotland the BRCS C3 CONSTRUCTION COMPLIANCE CERTIFICATE (SCOTLAND) must be used and a copy of the Fire Safety Design Summary (FSDS) should be included with the certificate.
- 4.6.10 This is the declaration that the building work carried out on site and as described in the C1 and C2 (where appropriate) complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate is to be submitted to DIO PBS – BST, DIO Sutton Coldfield, by the Compliance Certifier on completion of the works on site.
- 4.6.11 Annex A depicts the roles of individuals within the compliance procedure; the compliance procedure is depicted in Annex B. The compliance procedure in Annex B is incorporated into the DIO EBMS 2.5.6.1.
- 4.6.12 Copies of all BRCS certificates are attached in Annex C. These certificates are also available electronically from DIO BST.
- 4.6.13 It is the Contractors responsibility to provide the BCA as part of his supply chain. It is envisaged that a partnering approach will develop between the Contractor and the BCA to ensure there is liaison on projects prior to contract award.

5 THE DETERMINATION PROCEDURE

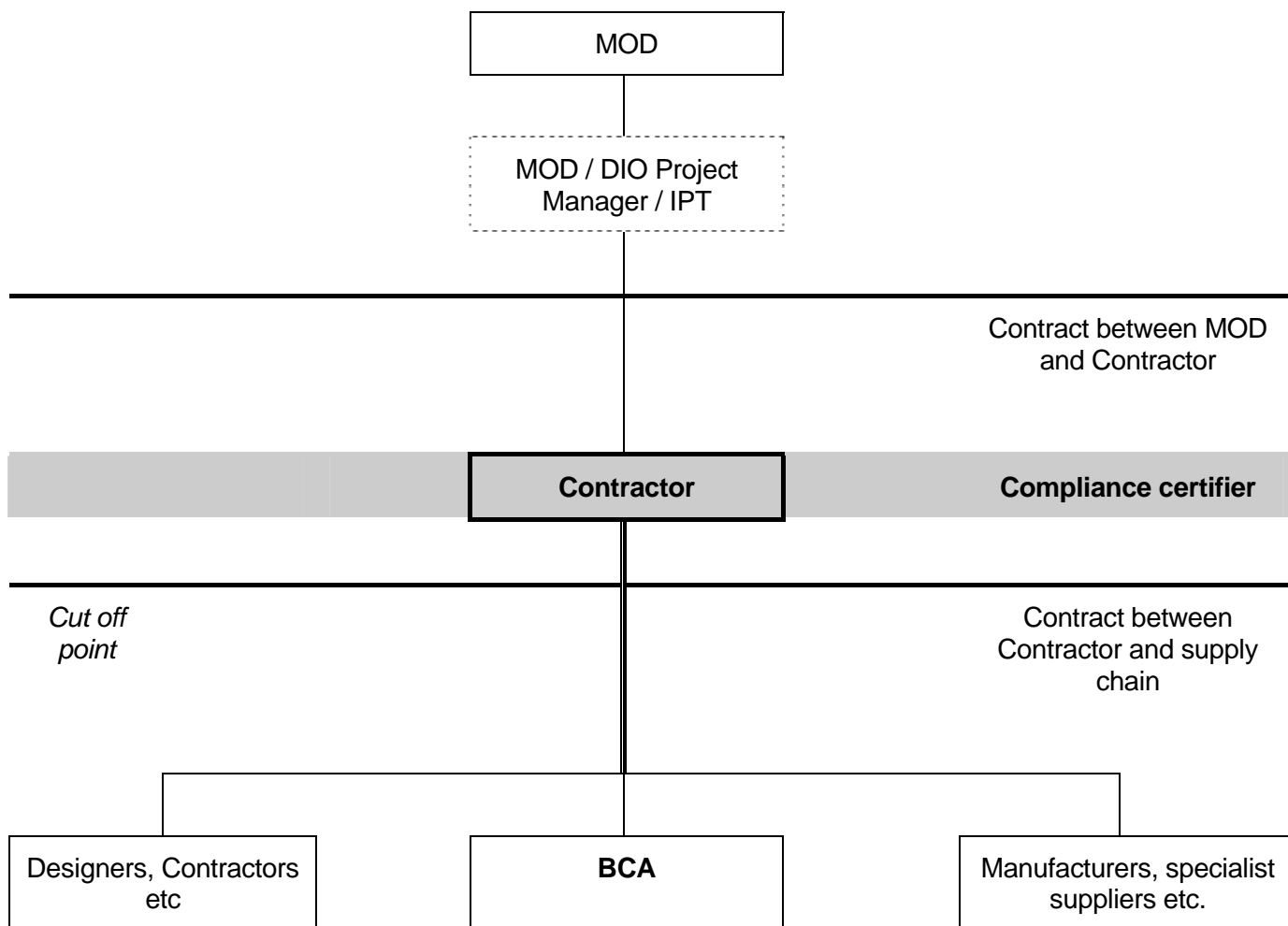
- 5.1 The certification part of the system relies on the BCA and the CCERT ensuring full compliance with the Design Solutions as contained within the Approved Documents (or as appropriate in Scotland and Northern Ireland) that support the Building Regulations. Where this cannot be achieved or where it may be unreasonable due to operational requirements the CCERT must submit a request for a Determination of Building Regulations to the DIO PBS. All applications for Determination must be submitted on the BRCS D1 Form available at Annex D.
- 5.2 On receipt of the application, the DIO PBS will consider the application, giving due cognisance to other relevant legislation. It should be noted that a determination is a method of considering alternative designs and procedures, which may still achieve compliance. It is not a relaxation or dispensation from the requirements. Determinations will not be granted based purely on cost or omission.
- 5.3 Where the Determination relates to Part B Fire safety and, where appropriate, Part M Access to and use of buildings of the Building Regulations or equivalent the DFRMO Project Fire Officer should be consulted on the non-compliance and on application a copy of the BRCS D1 Form should be sent to

them.

6 VERIFICATION OF BUILDING REGULATION COMPLIANCE

- 6.1 Upon receipt of any of the BRCS Certificates and / or checking DIO internal systems the DIO Principal Building Surveyor may select a project for Verification. This process involves an assessment of the project to check compliance with the procedures of the BRCS and Building Regulations interpretation. This check is intended to monitor the performance of the BRCS and not to operate as an approval procedure.
- 6.2 When a project has been selected for Verification the Contractor and DIO PM will be notified in writing. There is a requirement to complete and submit the BRCS V1 form. This form identifies the legislation under which the building has been designed and constructed, the name of the BCA appointed for the project and project value and location.
- 6.3 The Contractor is required under the verification process to submit drawings and calculations to the DIO PBS. The verification will be dealt with by DIO BST. It should be noted that:
 - i. DIO BST is not responsible for approving the project for compliance with the Building Regulations.
 - ii. DIO BST is not permitted to give instructions or offer advice to the Contractor, his team or any other contractor appointed to manage the procurement of building work unless specifically authorised to do so by the MOD authority.
 - iii. The costs incurred through participation and completion of the Verification process shall be treated as an IPT Project Risk and will be the responsibility of the Contractor.

ANNEX A - THE BUILDING CONTROL COMPLIANCE SYSTEM ROLES AND RESPONSIBILITIES FLOWCHART



The flowchart indicates the relationship between MOD, the Contractor and his supply chain.

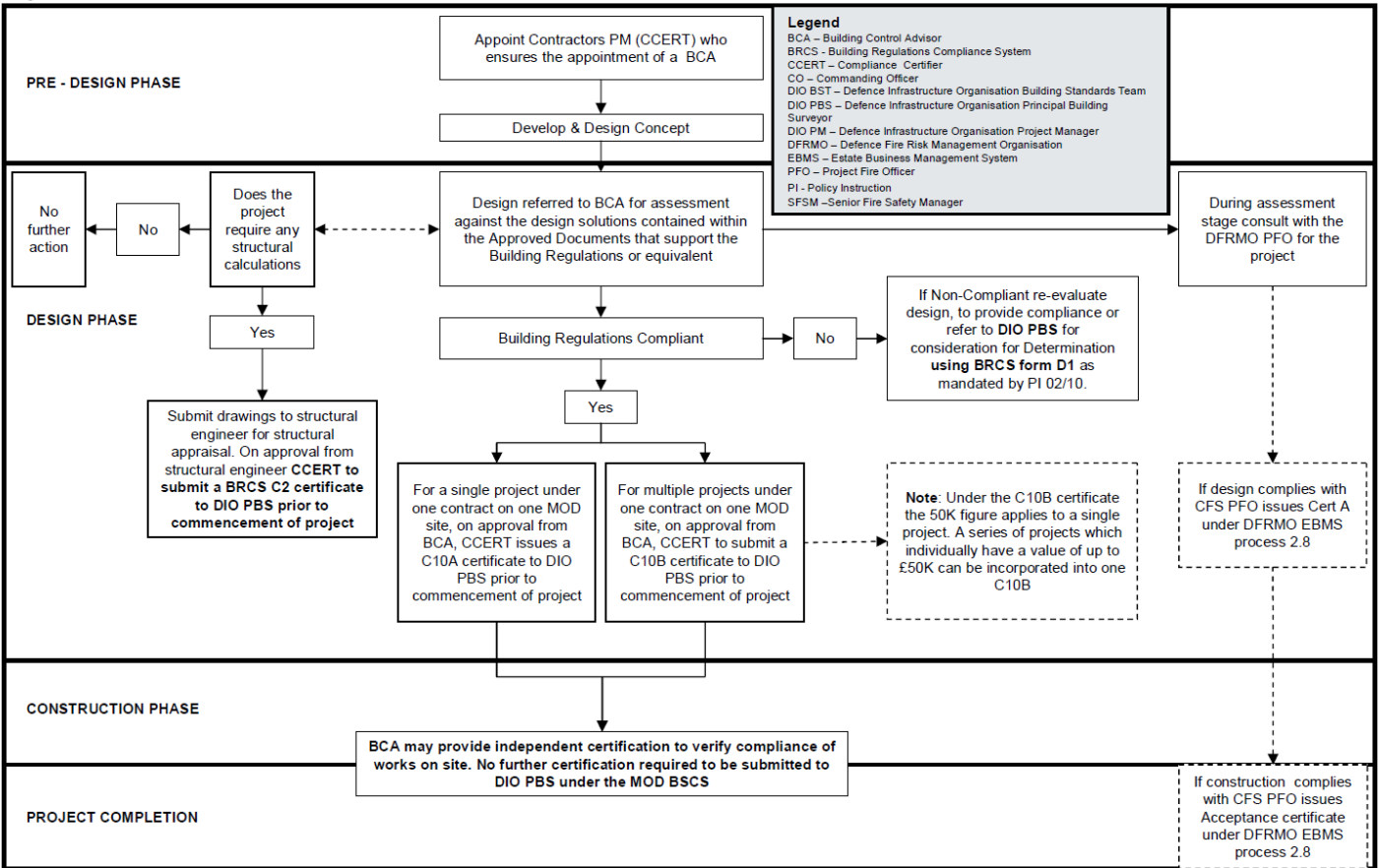
The 'cut off point' is the point where responsibility stops with regard to providing third party certification. The Contractor relies on the BCA for Building Control advice but may not pass on the duties to the designer, contractor or any other individual or firm involved in the work which would result in 'self certification'.

ANNEX B – (DEFENCE INFRASTRUCTURE ORGANISATION) ESTATE BUSINESS MANAGEMENT SYSTEM - REFERENCE 2.5.7 BUILDING REGULATIONS COMPLIANCE

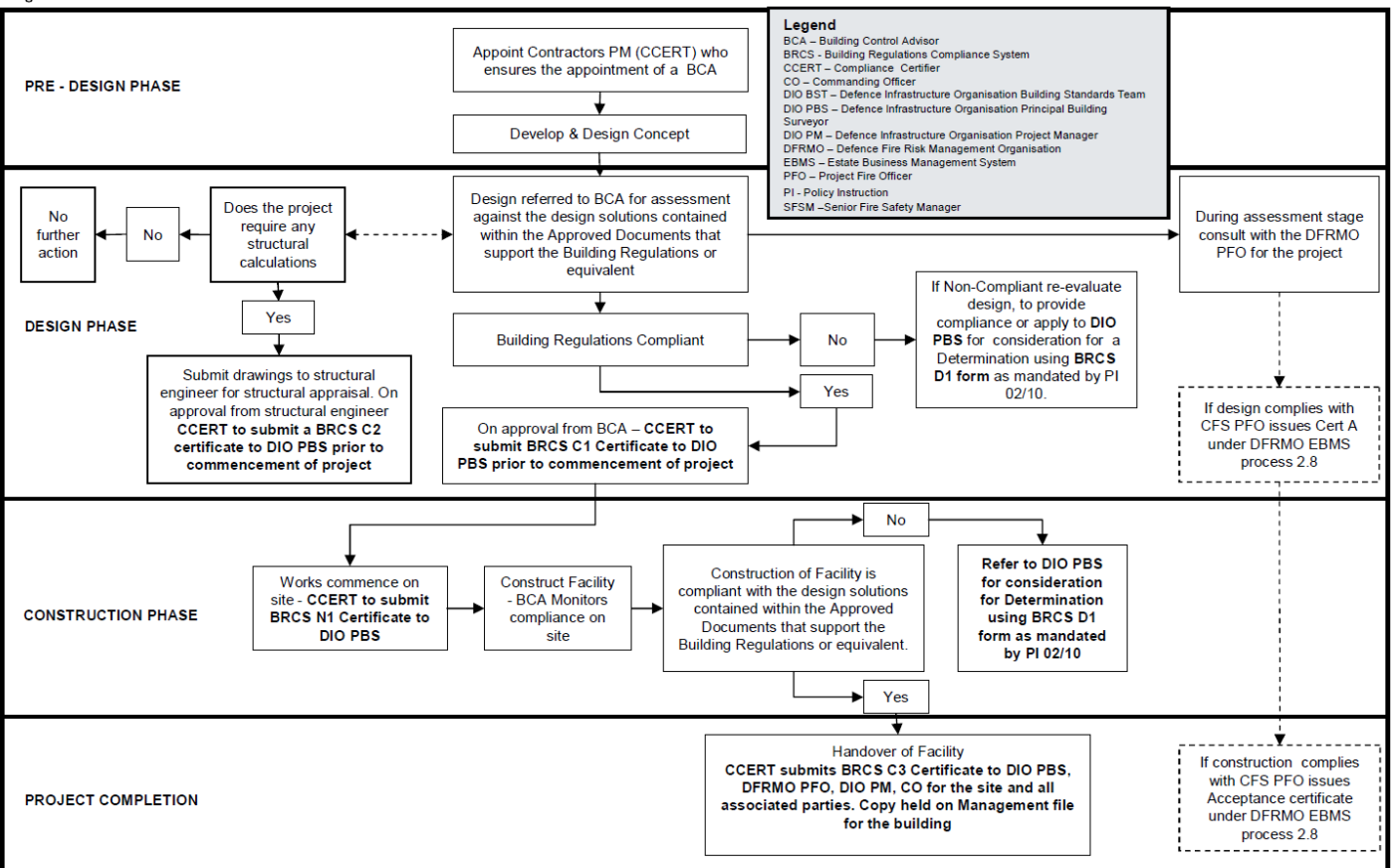
The Estates Business Management System (EBMS) is intended for use as the primary source of information for high level estates processes throughout DIO and all its customers.

The following flowcharts depict the processes for Building Regulations Compliance for projects under £50K and projects over £50K, the Determination process and Verification process.

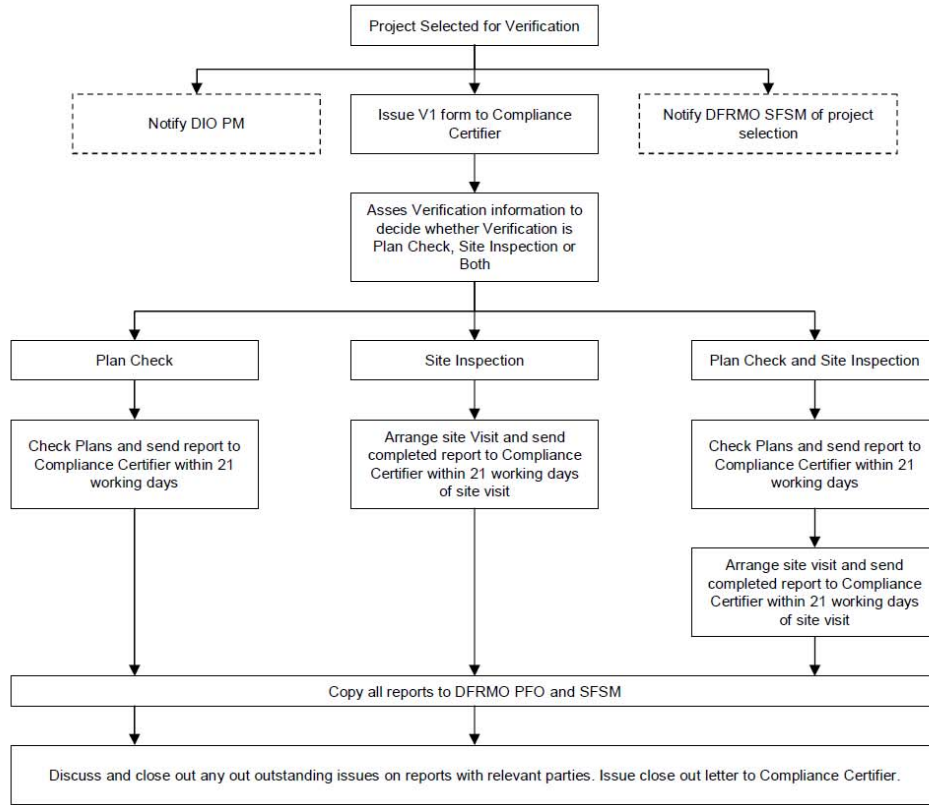
DIO EBMS 2.5.7.1 MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
 Method of Compliance with Building Regulations on MOD Construction Projects – Project(s) up to £50K which are controllable under Building Regulations



DIO EBMS 2.5.7.2 MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
 Method of Compliance with Building Regulations on MOD Construction Projects – Project(s) over £50K which are controllable under Building Regulations



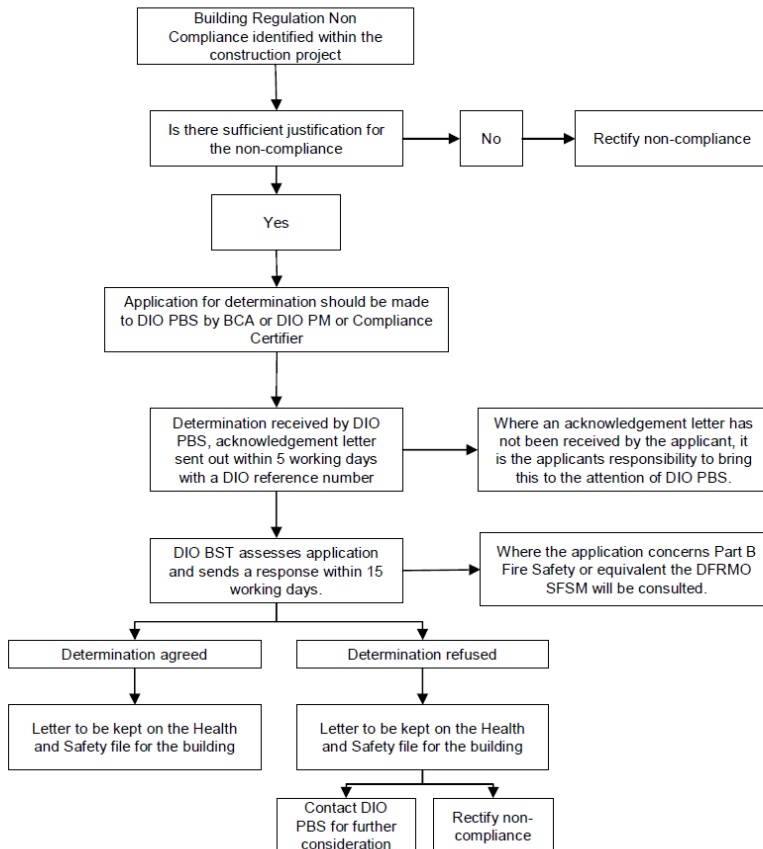
DIO EBMS 2.5.7.3 MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
Process for Verification of Building Regulations Compliance



Legend

- BCA – Building Control Advisor
- BRCS – Building Regulations Compliance System
- CCERT – Compliance Certifier
- CO – Commanding Officer
- DIO BST – Defence Infrastructure Organisation Building Standards Team
- DIO PBS – Defence Infrastructure Organisation Principal Building Surveyor
- DIO PM – Defence Infrastructure Organisation Project Manager
- DFRMO – Defence Fire Risk Management Organisation
- EBMS – Estate Business Management System
- PFO – Project Fire Officer
- PI - Policy Instruction
- SFSM –Senior Fire Safety Manager

DIO EBMS 2.5.7.4 MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
Process for application of Determination of Building Regulations



Legend

- BCA – Building Control Advisor
- BRCS - Building Regulations Compliance System
- CCERT – Compliance Certifier
- CO – Commanding Officer
- DIO BST – Defence Infrastructure Organisation Building Standards Team
- DIO PBS – Defence Infrastructure Organisation Principal Building Surveyor
- DIO PM – Defence Infrastructure Organisation Project Manager
- DFRMO – Defence Fire Risk Management Organisation
- EBMS – Estate Business Management System
- PFO – Project Fire Officer
- PI - Policy Instruction
- SFSM –Senior Fire Safety Manager

ANNEX C

THE MOD BRCS CERTIFICATES

1. The attached certificates cannot be modified without prior approval from DIO PBS. The certificates are available on request in word format from DIO BST, and can be submitted electronically when completed.
2. The MOD PM refers to the PM acting on behalf of MOD. This Policy Instruction is distributed pan MOD including trading funds where it is not anticipated that a DIO PM will be appointed for the project.
3. For clarification the CCERT where appropriate the CCERT completes and signs the MOD BRCS certificates to confirm the building work complies with the design solutions as contained within the Approved Documents that support the Building Regulations 2000 (as amended). This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.
4. For clarification the BCA is appointed by the contractor to carry out an independent third party inspection and certification process (BRCS) on MOD construction projects to ensure compliance with the design solutions as contained within the Approved Documents that support the Building Regulations 2010 (as amended) or equivalent. This individual must be suitably qualified and experienced in Building Control and currently working as a Building Control Practitioner.
5. The stages referred to in the certificates are to be taken as follows:

Design Compliance is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Documents which support the Building Regulations (or equivalent in Scotland and Northern Ireland).

Notification of Commencement of Works is the stage at which construction commences on site.

Construction Compliance is the stage at which the works are completed on site and is ready for handover, and occupation and/or use by the client.

5. An example of each certificate is provided with a guidance note on their use.

**MOD BUILDING REGULATION COMPLIANCE SYSTEM
COMPLIANCE FOR MINOR WORKS CERTIFICATE (SINGLE PROJECT)
C10A**

Explanatory Note

The C10A Certificate is the declaration that a single project on one MOD site which is 'controlled work' as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

The Compliance Certifier need only submit this certificate once prior to works commencing to DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield to certify that the planned project will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
COMPLIANCE CERTIFICATE FOR WORKS UNDER £50K
(SINGLE WORKS)
C10A

To be submitted to: Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or diopsnorth-ptsbld@mod.uk	Copied to: MOD Project Manager Project Fire Officer Building Control Adviser
---	---

Description of Work	
Site Address	
Start Date	

Notwithstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required under this Contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We undertake that the designs produced and the works constructed in performance of this contract will be examined by a Building Control Adviser² not involved in the design process to ensure that: -

- Reasonable skill, care and diligence has been exercised in the development of these designs.
- The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- We confirm that all works on site have been or will be completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

MOD BUILDING REGULATION COMPLIANCE SYSTEM

² Building Control Adviser, as defined in the MOD Policy Instruction on the Building Regulations Compliance System.

COMPLIANCE FOR MINOR WORKS CERTIFICATE (MULTIPLE WORKS) C10B

Explanatory Note

The C10B Certificate is the declaration that a series of construction projects on a single MOD site which are controlled works as defined within the Building Regulations with a value of less than £50K will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

The £50K figure applies to each individual project. A series of projects which individually have a value of up to £50K can be incorporated into a single C10B Certificate by providing individual project details on sheet 2 of the certificate.

The Compliance Certifier should submit the certificate to DIO Principal Building Surveyor - Building Standards, DIO Sutton Coldfield prior to works commencing to certify that the planned projects will be designed and constructed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

In the case of Prime Contracts or large contracts on the MOD estate, where minor new works are planned in advance the C10B can be submitted on a quarterly basis, or as agreed with the DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield.

This process does not negate the need for BCA assessment/input for controllable works of a value less than £50K.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
COMPLIANCE CERTIFICATE FOR WORKS UNDER £50K
(MULTIPLE WORKS)
C10B Page 1 of 2

To be submitted to:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or dioopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

Site Address	
---------------------	--

Notwithstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required under this Contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We undertake that the designs produced and the works constructed in performance of this contract will be examined by a Building Control Adviser³ not involved in the design process to ensure that: -

- a. Reasonable skill, care and diligence has been exercised in the development of these designs.
- b. The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- c. We confirm that all works on site have been or will be completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- d. Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DIO Principal Building Surveyor - Building Standards Team.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	
COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

³ Building Control Adviser, as defined in the MOD Policy Instruction on the Building Control Compliance System.



**Defence
Infrastructure
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BUILDING REGULATIONS COMPLIANCE SYSTEM
COMPLIANCE CERTIFICATE FOR WORKS UNDER £50K
(MULTIPLE WORKS)
C10B Page 2 of 2

Multiple Project Details

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

Building Number	
Description of Works	
Start Date	

**MOD BUILDING REGULATION COMPLIANCE SYSTEM
DESIGN COMPLIANCE CERTIFICATE
C1**

Explanatory Note

The C1 Certificate is the declaration that the proposed design of all Controlled Work with a value over £50K complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate should be submitted to DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield, by the Compliance Certifier on completion of the design⁴ for the project. The BCA should be aware of the issue of a Certificate A under the DFRMO processes at this point in the design process. The C1 form is in addition to the Certificate A⁵ issued by the Project Fire Officer.

NOTE

The design has a maximum life for Building Regulations of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.

The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

⁴ **Completion of the design** is the stage at which the design drawings have evolved sufficiently to allow the BCA to provide certification that the design complies fully with the design solutions as detailed within the Approved Document which support the Building Regulations (or equivalent in Scotland and Northern Ireland)

⁵ **Certificate A** is the certificate issued by the Project Fire Officer under the EBMS 2.8 Defence Fire and Rescue Processes and Procedures which confirms compliance of Fire safety issues at completion of design.



**Defence
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Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
DESIGN COMPLIANCE CERTIFICATE
C1

To be submitted to:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or diopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** on completion of the design drawings.

Description of Works	
Location	
Contract / MOD Reference No	

Notwithstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required by this contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

I certify that the designs produced for this project have been examined by a Building Control Adviser⁶ not involved in the design process to ensure that ;

- Reasonable skill, care and diligence has been exercised in the development of these designs.
- The design principles, the design calculations and drawings produced comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.
- Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date see note ⁷	
Address			
Telephone No		Email Address	
COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

⁶ Building Control Adviser, as defined in the MOD Policy Instruction on the Building Regulations Compliance System.

⁷ **The design has a maximum life for Building Regulations of 3 years from the date of signature by the Building Control Advisor by which works must commence on site. Works commenced after 3 years will require a further design review to ensure compliance with the current design solutions contained in the Approved Documents (or equivalent) that support the Building Regulations.**

The Building Regulations are continually reviewed and updated and this 3 year design expiry life will ensure that outdated designs are not delivered to site resulting in buildings which contravene current regulations.

**MOD BUILDING REGULATION COMPLIANCE SYSTEM
STRUCTURAL DESIGN CERTIFICATE
C2**

Explanatory Note

The C2 certificate is the declaration that the structural design and calculations have been checked by a **third party** for compliance with the appropriate European Codes and MOD Standards. The certificate is to be submitted to DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield, at the **Design Completion Stage** of the project.

In this case '**third party**' can mean:

- a. Structural Engineer from the same practice that carried out the original design but who has not had an involvement in the design process, or
- b. Structural Engineer from a different practice.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
STRUCTURAL DESIGN CERTIFICATE
C2

To be submitted to the:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or diopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** on completion of the Structural Appraisal by the **Independent structural/civil engineer**.

Description of Work	
Location	
Contract / MOD Reference No	

1. This certificate is for structural approval of works outside the scope of Approved Document A – Structure or equivalent.
2. I certify that I have examined the statement of the principles of the design together with the calculations and drawings relating to the structural design of the project.
3. I consider that the design method and loadings assumed in the calculations are appropriate and that the calculations have been carried out competently.
4. I consider that the structure constructed in accordance with these designs, if maintained to a reasonable standard, will have the capability to safely carry the design loadings without excessive deflection or movement as detailed in the relevant codes of practice and will comply with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

STRUCTURAL ASSESSORS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	
COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of firm		Date	
Address			
Telephone No		Email Address	

**MOD BUILDING REGULATION COMPLIANCE SYSTEM
NOTIFICATION OF COMMENCEMENT OF WORKS CERTIFICATE
N1**

Explanatory Note

This certificate is the notification to DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield, that building works are to commence on site.



**Defence
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Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
NOTIFICATION OF COMMENCEMENT OF WORKS CERTIFICATE
N1

To be submitted to the:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or dioopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** at the start of the works or contract.

Description of Work	
Location	
Contract/ MOD Reference No	
Date Works are due to Commence	

BUILDING CONTROL ADVISERS DETAILS			
Name		BCA Qualifications	
Name of Firm		Position in Firm	
Address		Date	
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Name			
Name of Firm		Position in Firm	
Address		Date	
Telephone No			
		Email Address	

**MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
CONSTRUCTION COMPLIANCE CERTIFICATE
C3**

Explanatory Note

This is the declaration that the building work carried out on site and as described in the C1 and C2 (where appropriate) complies with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations. The certificate is to be submitted to DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield, by the Compliance Certifier on completion of the works on site.

The Compliance Certifier is a member of the Contractor's Project Team, usually the Project Manager, as the Contractor is contractually responsible for providing a compliant building.



**Defence
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Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
CONSTRUCTION COMPLIANCE CERTIFICATE
C3

To be submitted to the:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or diopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** completion of the Construction Works.

Description of Work	
Location	
Contract / MOD Reference No	

Notwithstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required by this contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We confirm that all works on site have been completed in accordance with the design solutions contained within the Approved Documents or equivalent which support the Building Regulations.

Variations from the design solutions contained within the Approved Documents or equivalent have been approved by DIO Principal Building Surveyor - Building Standards.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS			
Signed			
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

**MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
CONSTRUCTION COMPLIANCE CERTIFICATE (SCOTLAND)
C3**

EXPLANATORY NOTE

This is the declaration that the building work carried out on site and as described in the C1 and C2 (where appropriate) complies with the standards contained within the Technical Handbooks which support the Building Regulations in Scotland. The certificate is to be submitted to Principal Building Surveyor - Building Standards Team, Engineering and Construction, Operations Development and Coherence, Defence Infrastructure Organisation, by the Compliance Certifier on completion of the works on site.

Where the works consist of the construction of, extension to or conversion of a non-domestic building on the MOD estate in Scotland a copy of the Fire Safety Design Summary should be attached to this certificate.

As defined in DIO Policy Instruction 02/10 the Compliance Certifier completes and signs the MOD BRCS certificates to confirm the building work complies, in this case, with the standards contained within the Technical Handbooks that support the Building (Scotland) Regulations. This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM

CONSTRUCTION COMPLIANCE CERTIFICATE (SCOTLAND) C3

To be submitted to the:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL Or diopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the **Compliance Certifier** upon completion of the Construction Works.

Description of Work	
Location	
Contract / MOD Reference No	

Notwithstanding anything to the contrary contained in this certificate, this firm is obliged to exercise all reasonable skill, care and diligence in the performance of the services required by this contract and this firm shall not be liable except to the extent that it has failed to exercise all reasonable skill, care and diligence and this certificate shall be construed accordingly.

We confirm that all works on site have been completed in accordance with the standards contained within the Technical Handbooks support the Building (Scotland) Regulations.

Variations from the design solutions contained within the Approved Documents or equivalent have been approved by Principal Building Surveyor - Building Standards.

Where appropriate a Fire Safety Design Summary (FSDS) has been completed by the end user and the design team. The FSDS has been submitted to and approved by the Building Control Adviser and a copy is attached to this certificate.

BUILDING CONTROL ADVISERS DETAILS			
Signed		BCA Qualifications	
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

COMPLIANCE CERTIFIERS DETAILS⁸			
Signed			
Name		Position in Firm	
Name of Firm		Date	
Address			
Telephone No		Email Address	

⁸ As defined in Policy Instruction the Compliance Certifier completes and signs the MOD BRCS certificates to confirm the building work complies with the standards contained within the Technical Handbook that support the Building (Scotland) Regulations 2004 (as amended). This individual is a nominated role within the Contractors team and is usually performed by the contractors' Project Manager.

**MOD BUILDING REGULATIONS COMPLIANCE SYSTEM
APPLICATION FOR DETERMINATION OF BUILDING REGULATIONS
D1**

Guidance Notes

All applications for determination must be on this form. Any applications for determination not using this form will be sent back to the applicant with a copy of this form.

On receipt of the application an acknowledgement letter will be sent to the applicant detailing the reference DIO reference number. Where an application has been made and an acknowledgement letter has not been received it is the responsibility of the applicant to chase up the application.

The applicant should be the Compliance Certifier for the project. The BCA or Defence Infrastructure Organisation Project Manager may apply for the Determination, subject to all relevant parties being in full agreement.

It is recommended that the applicant consults with the BCA provided as part of the supply chain on the contract, prior to completion of the determination application. BCA support for the application will be assessed by DIO BST.

It is the responsibility of the applicant to provide detailed information. This information may include drawings, a letter of support from the client, a letter of support from the BCA, an Access Statement (if relevant) and any other information in support of the request to deviate from the design solutions contained in the Approved Documents supporting the Building Regulations (or equivalent).

This form supersedes Forms 3 and 4 contained within the Defence Fire Risk Management Organisation (DFRMO) operating procedure as detailed in the DIO Estate Business Management System 2.8.

Where the Determination relates to Part B Fire safety of the Building Regulations or equivalent the DFRMO Project Fire Officer should be consulted on the non-compliance.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
APPLICATION FOR DETERMINATION OF BUILDING REGULATIONS
D1

Before completing this form, please read the explanatory note.

Project Title	
----------------------	--

Project Description	
----------------------------	--

Applicant details Name: Address: Post Code: Telephone Number: Email:	Building Control Adviser (BCA) details Name: Address: Post Code: Telephone Number: Email:
--	---

DIO Project Manager Details Name: Address: Post Code: Telephone number: Email:	DRMO Project Fire Officer details (if applicable) Name: Address: Post Code: Telephone number: Email:
--	---

Is the BCA in support of the application?	
--	--

Is the DIO Project Manager in support of the application?	
--	--

Is the end user in support of the application?	
---	--

Address of Building to which application relates	Post Code:
---	-------------------

Current Use of Building	
--------------------------------	--

Proposed Use (if different from above)	
---	--

Current Occupier of Building	
-------------------------------------	--

Proposed Occupier (if different from above)	
--	--

Is the building listed as being of special architectural or historic interest, or in a conservation area? (for clarification please contact DIO Building Standards Team)	
---	--

If yes, please state category	
--------------------------------------	--

Name and address of owner of building (if different from applicant)	Name:
	Address:
	Post Code:

Regulation against which a Determination is sort	
---	--

Requirement(s)	
-----------------------	--

Provision(s) to be varied	
----------------------------------	--

Proposal(s)	
--------------------	--

Summary	
----------------	--

If the application is in relation to Part B, or equivalent, has the requested determination received agreement from the Project Fire Safety Lead Officer?	
--	--

Have plans been submitted with the application request?	
--	--

If yes please supply drawing numbers	
---	--

I/We* apply for a direction determining those provisions of the Building Regulations set out above (in accordance with any necessary plans including drawings, specifications and other particulars) submitted with the application)

Signature of Applicant/Agent*	Date:
--------------------------------------	--------------

<p>This application should be sent to;</p> <p>Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Rd Sutton Coldfield B75 7RL or dioopsnorth-ptsbld@mod.uk</p>
--

**MOD BUILDING REGULATION COMPLIANCE SYSTEM
VERIFICATION OF COMPLIANCE
V1**

Explanatory Note

This form is used only by the Building Standards Team when works are selected for an audit.

The form is sent to the Compliance Certifier and copied into the DIO Project Manager with a covering letter when the project has been selected for audit. The form should be returned by the Compliance Certifier to the DIO Principal Building Surveyor - Building Standards Team, DIO Sutton Coldfield.



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
VERIFICATION OF COMPLIANCE
V1

To be submitted to the:	Copied to:
Principal Building Surveyor Building Standards Team Defence Infrastructure Organisation Kingston Road, Sutton Coldfield West Midlands, B75 7RL; or diopsnorth-ptsbld@mod.uk	MOD Project Manager Project Fire Officer Building Control Adviser

by the Compliance certifier as requested by DIO Building Standards Team.

1. APPLICABLE LEGISLATION – Please tick relevant box.

- ENGLAND AND WALES – THE BUILDING REGULATIONS 2010 (as amended)
- NORTHERN IRELAND – THE BUILDING REGULATIONS (NORTHERN IRELAND) 2000 (as amended)
- SCOTLAND – THE BUILDING STANDARD (SCOTLAND) REGULATIONS 1990 (as amended)
- OTHER (PLEASE IDENTIFY)

In each case the Regulations current at the time of design completion or issue of C1 Certificate (if will applicable) will apply.

2. DRAWINGS, CALCULATIONS AND DATA – List on a separate sheet drawings, calculations and data included in this submission.
3. PROCEDURE – Forward 2 copies of this form and one set of drawings, calculations and relevant data to the Defence Infrastructure Organisation Principal Building Surveyor.
4. PROJECT CONTACT DETAILS

Compliance Certifier details	Building Control Adviser (BCA) details
Name: Address: Post Code: Telephone Number: Email:	Name: Address: Post Code: Telephone Number: Email:

DIO Project Manager details	DFRMO Project Fire Officer details (if applicable)
Name: Address: Post Code: Telephone number: Email:	Name: Address: Post Code: Telephone number: Email:



**Defence
Infrastructure
Organisation**

BUILDING REGULATIONS COMPLIANCE SYSTEM
 VERIFICATION OF COMPLIANCE
 V1

4. PROJECT DETAILS

Full address of location of works

Description of Work and purpose
for which the building will be used

If building is existing state present
use

Means of
Drainage

Foul Water

Surface water

Means of Water Supply

Method of heating

Total Estimated Cost of Works £

Details of
programme
of works.

Proposed
Commencement
date of works

Proposed
Completion date of
works
