

Competency Assessment System

A national Competency Assessment System for Building Standards Services in Scotland's 32 Local Authorities



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CONTENTS		PAGE
Section A	Introduction and Background	A:1
Section B	Assessments and Interviews	B:1
	The Assessment Process	B:2
	Evidence Gathering	B:5
	An Example Toolkit	B:7
	Skills Gaps	B:19
Section C	Qualifications and Knowledge Base	C:1
	Qualifications and Knowledge Base	C:2
	Career and Qualifications Road Map	C:4
	Competency Service Levels	C:5
	Job Roles and Qualifications Routes	C:7
	High Level Learning Outcomes	C:8
	Competency Risk Levels	C:11
	HRRB Competencies	C:18
	Knowledge Base Overview	C:24
	KB3&3A Admin Level 3	C:25
	KB3&3AS Support Surveyor Level 3	C:30
	KB4&4AS Building Standards Assistant/Inspector Level 4	C:36
	KB5S Surveyor Level 5	C:43
	KB5AS Surveyor Level 5A	C:49
	KB6S Surveyor Level 6	C:55
	KB6AS Surveyor Level 6A	C:62
	KB7S Surveyor Level 7	C:68
	KB8S Surveyor Level 8	C:74
	KB9-11M Manager Levels 9-11	C:80
	Domestic Plan Assessment Template	C:87
	Non-Domestic Plan Assessment Template	C:94
Section D	Competency Matrices Appendices	D:1
	Introduction to Competency Matrices	D:1
	Induction – In-House Work Based Training	D:3
	In-House Training – Processing Officers	D:4

CONTENTS			PAGE
Section D	Section 0: GENERAL	Section 0 The BS System	D:8
		Section 0 The Building Standards System	D:9
		Section 0 Customer Journey	D:19
		Section 0 Certification	D:22
Section D	Section 1: STRUCTURE	1A Structures	D:25
		1Aa) Structure	D:28
		1Ab) Disproportionate collapse	D:32
		1Ac) Design Standards	D:33
		1B Structures	D:34
		1Ba) Structure	D:37
		1Bb) Disproportionate collapse	D:41
		1Bc) Structural Design Standards	D:42
Section D	Section 2: FIRE	2A Domestic Fire Safety	D:44
		2Aa) Fire Containment	D:48
		2Ab) Fire Spread	D:54
		2Ac) Fire Engineering	D:58
		2B Non-Domestic Fire Safety	D:61
		2Ba) Fire Containment	D:66
		2Bb) Fire Spread	D:71
		2Bc) Fire Engineering	D:74
Section D	Section 2: MEANS OF ESCAPE	2C Means of Escape Domestic	D:77
		2Ca) Escape within a dwelling/flat	D:77
		2Cb) Domestic Escape Routes	D:79
		2Cc) Detection Alarm Lighting	D:83
		2D Means of Escape Non-Domestic	D:86
		2Da) Exits Escape Routes	D:87
2Db) Detection Alarm Lighting	D:93		
Section D	Section 2: ASSISTANCE TO SFRS	2E Domestic Assistance to SFRS	D:96
		2Ea) Domestic Fire Suppression	D:100
		2F Non-Domestic Assistance to SFRS	D:102
		2Fa) Non-Dom Fire Suppression	D:105

CONTENTS			PAGE
Section D	Section 3: ENVIRONMENT	3A Environment Domestic Introduction	D:108
		3Aa) Site Preparation	D:110
		3Ab) Drainage	D:116
		3Ac) Moisture Control	D:123
		3Ad) Facilities Sanitary Heating Light	D:128
		3Ae) Combustion Appliances	D:133
		3Af) Storage Fuel and Waste	D:142
		3B Environment Non-Domestic Introduction	D:147
		3Ba) Site Preparation	D:148
		3Bb) Drainage	D:153
		3Bc) Moisture Control	D:160
		3Bd) Facilities Sanitary Heating Light	D:165
		3Be) Combustion Appliances	D:168
		3Bf) Storage Fuel and Waste	D:177
Section D	Section 4: SAFETY	4A Safety Domestic Introduction	D:182
		4Aa) Access to and within dwellings	D:183
		4Ab) Stairs Ramps and Barriers	D:187
		4Ac) Electrical Safety and Fixtures	D:191
		4Ad) General Safety Matters	D:195
		4B Safety Non-Domestic Introduction	D:200
		4Ba) Access to buildings	D:201
		4Bb) Stairs Ramps and Barriers	D:205
		4Bc) Electrical Safety and Fixtures	D:209
		4Bd) General Safety Matters	D:212
Section D	Section 5: NOISE	5A Noise Domestic	D:218
		5B Noise Non-Domestic	D:223
Section D	Section 6: ENERGY	6A Energy Domestic Introduction	D:230
		6B Energy Non-Domestic Introduction	D:242
Section D	Section 7: SUSTAINABILITY	7A Sustainability Domestic	D:255
		7B Sustainability Non-Domestic	D:257

CONTENTS		PAGE
Section E	SITE INSPECTION/COMPLIANCE AND ENFORCEMENT	E:1
	Domestic and Non-Domestic Competency Matrix	E:3
	Domestic Site Compliance Checks – Introduction and Background	E:6
	Domestic Site Compliance Checks Levels A and B	E:8
	Domestic Site Compliance Checks Levels B and C	E:17
	Domestic Site Compliance Checks Level D	E:29
	Non-Domestic Site Compliance Checks Non-Dom 09	E:42
	Non-Domestic Site Compliance Checks Non-Dom 08	E:54
	Non-Domestic Site Compliance Checks Non-Dom 07	E:66
	Non-Domestic Site Compliance Checks Non-Dom 06	E:78
	Non-Domestic Site Compliance Checks Non-Dom 05	E:90
	Sections 25, 26 and 27 Compliance and Enforcement	E:102
	Sections 28, 29 and 30 Defective and Dangerous Buildings	E:105

Introduction and Background



Building Standards Training Education Knowledge and Resources

Competency Assessment System

Introduction and Background

Competency Objectives

1.1 This national Competency Assessment System (CAS) aims to achieve the following objectives:

- a) facilitating the greater use of shared resources and expertise with a common understanding of competency
- b) improving consistency by having a national basis for measuring the competency of building standards surveyors
- c) improving the competency of building standards surveyors.

1.2 There are considerable national and regional benefits in having a single national CAS for Building Standards Staff. A national system provides a common language and a platform to help:

- a) Use of shared resources either at a regional shared services level or nationally during times of peak workload.
- b) Provision of standard descriptions for levels of building work and the competencies required to underpin these.

1.3 Considerable resources and costs have been and continue to be consumed in developing, operating and updating individual competency assessment systems and training programmes. A single national system must be managed, maintained and administered to eliminate duplication of effort and cost by being embedded in the Operating Framework as a condition of appointment of local authority verifiers.

1.4 The Scottish Government's Workforce Strategy supports the development of a workforce that has the competency to deliver a first-class service. A key part of the strategy is developing a workforce that has the necessary skills and experience to carry out the verification role and be afforded the opportunity to gain the relevant qualifications. The expected outcome is for a sustainable service that can respond to new challenges, such as advances in construction technology and the digital world.

1.5 Building Standards Services are able to better manage their risk by having objective competency standards for their staff. Staff are better able to manage their service and individual risk day to day, as they are better able to recognise the limits of their competence and work within these.

1.6 This Building Standards Competence Framework laid out here in the Competency Assessment System (CAS) sets out the specification for the expected competence of those persons involved in assessing compliance with applicable Building Regulations and associated legislation.

1.7 The specific objectives in the development and application of this Building Standards competence framework are as follow:

- a) To develop a single competence framework for all building standards professionals
- b) To enable validation and revalidation of the competence of building standards professionals using that framework
- c) To further support a professional culture of personal improvement and development within the building standards profession
- d) To further support effective career development pathways for all building standards professionals
- e) To enable differentiation of the level of competence of Building Standards Professionals with specific reference in the first instance to Higher Risk Buildings.

Application and Implementation

This Competency Assessment System (CAS) is intended for use by any organisation which wishes to set requirements for or validate competence of persons working within Building Standards Services.

2.1 Objectives and outcomes

The purpose of this strategy is implement a revised governance framework which will ensure that the public has long term confidence in Building Standards with Building Standards Professionals working effectively in the public interest. This includes ensuring that building work is undertaken in such a way as to ensure the health, safety, welfare and amenity of persons in and around buildings as well as making buildings inclusive, accessible and sustainable. Primary aims include:

2.2 Buildings which are:

- a) Safe, and where people can have confidence in their safety
- b) Sustainable and able to contribute to climate mitigation and change targets
- c) Inclusive and accessible to all.

2.3 A profession which is:

- a) Respected and understood for the value it delivers to society
- b) Competent throughout their professional lives to undertake their duties
- c) Seen as a sustainable and attractive career attracting a diverse range of people
- d) Adequately safeguarded by legislation and governance to ensure agency in exercising professional judgement
- e) Operating effectively in protecting the public interest including ensuring building safety.

2.4 A Building Standards Service which is:

- a) Unconflicted and professional
- b) Inclusive
- c) Properly resourced
- d) Collaborative in the public interest.

Government Recognition

3.1 This paper has been produced having taken cognisance of Scottish Government support for improving the competency and perceived skills gaps of Building Standards in Scotland. This is evidenced by the following publications:

- a) Short Life Working Group New Housing & Future Construction Skills – Investment in future Graduate Apprenticeship routes for new Building Standards Officers (BSO) and Planning Officers for Scotland (SQA Levels 7 and 11). <https://www.labss.org/sites/default/files/Published%20SLWG%20Report%20May%202019%20new-housing-future-construction-skills.pdf>
- b) Report of the Review Panel on Building Standards Compliance and Enforcement <https://www.labss.org/sites/default/files/Review%20Panel%20-%20Compliance%20and%20Enforcement%20.pdf> – Support should be given to the efforts currently being made by LABSS to establish appropriate courses for the training and qualification of professional staff and the establishment of more attractive career pathways in Building Standards to assist in their recruitment. <https://www.labss.org/knowledge-hub/training/courses>

3.2 Wider cognisance has also been taken of recommendations for building standards arising from the Dame Judith Hackett work following the Grenfell Fire tragedy. In particular, industry should lead the creation of a benchmark competence framework for higher-risk buildings covering the core knowledge, skills and behaviour required to work on higher-risk buildings as part of a suite of national standards under the governance of the national standards body against which professional and trade bodies are expected to develop their individual sector or discipline-specific competence frameworks. The principles of this approach has been used throughout this process beyond simply high-risk or complex buildings.

Competency Assessment Principles

4.1 The competency principles adopted for the purpose of this framework requires the following competencies to be assessed for each employee.

4.2 Understanding of the philosophy and principles of building design and construction

- a) Knowledge of building products and methods
- b) Knowledge and skill in applying the Act, the Building Regulations and Procedures under the Act
- c) Ability to:
 - i. process applications for building warrant
 - ii. inspect building work
 - iii. certify building work
- d) Ability to communicate with internal and external people
- e) Ability to comply with both national and local building standards services policies, procedures and systems.

4.3 Studies by BSI and other industry experts indicate that skills, knowledge and experience are no longer considered sufficient on their own in ensuring the right outcomes. Behavioural competence allied to the skills and expertise will promote a strong safety culture across the built environment and support improved productivity. This competence framework requires that individuals have the appropriate skills, knowledge and experience, combined with appropriate behaviours, to be able to fulfil their defined role, function or activity and carry out appropriate tasks.

4.4 Draft Guidance issued by the BSI makes the following references: Industry has adopted a common set of ethical standards which all sector-specific competence frameworks should comply with in relation to higher-risk buildings. The four key ethical themes are:

- a) Respect for life, law, the environment and public good;
- b) Honesty and integrity;
- c) Accuracy and rigour; and
- d) Responsibility for direction, conduct and communication.

These core ethical competencies are integrated into this competence training and development framework.

4.5 Adoption of these principles will taken forward as part of the Building Standards Division (BSD) Workforce Strategy and, ultimately, the Verification Operating Framework as a condition of the verifier appointment process, all to improve consistency and accountability in the assessment of competency of staff and services.

4.6 Fundamental to any competency assessment test is access to and the provision of prior learning.

Competency Assessment of Technical Staff

5.1 It is the policy of (name of local Building Standards Service) to assess the competency of staff using methods that ensure reliable decisions on competence for the purpose of ensuring that work is always carried out by individuals with appropriate knowledge, understanding and skills because it provides national consistency, and portability of competency assessments between Building Standards Services using the system.

5.2 This policy aim will be reflected in the Verification Operating Framework as a condition of the verifier appointment process, all to improve consistency and accountability in the assessment of competency of staff and services.

Roles and Responsibilities

6.1 Building Standards Manager:

a) To ensure that the Building Standards Service's functions relating to processing applications for building warrant, inspecting building work being undertaken and certifying building work is done by competent people.

6.2 Assessor/Technical Leader/Service Competency Assessment Manager:

a) To ensure that competency assessment of technical staff is undertaken in a robust and efficient manner in accordance with this policy and procedure.

Procedures

- a) Plan competence; site compliance; enforcement assessments
- b) Gather evidence
- c) Assess evidence
- d) Make decisions based on documented evidence
- e) Record competency assessment outcomes

Reference Documents

BSI Flex 8670: v1.0 2020-09

Verification – Future-of-Building-Control-strategy-version-14-07-20-DF.v1

Building Standards – Verification – Workforce – Competence – setting-the-bar-9-final-1

Acknowledgements

a) Bob Renton, Consultant to LABSS, for his work in compiling this Competency Assessment System (CAS) process;

b) Building Standards Division of Scottish Government through the development of the Building Standards Workforce Strategy;

c) John Murdoch Consultancy and Building Standards staff of Dundee City and Midlothian Councils for their work in designing and testing the Interview Assessment and Review documents to test competency skills;

d) Audrey Meikle of Kerr Consultancy in association with Glasgow Caledonian University and Edinburgh Napier University culminating in the LABSS Training Needs Analysis Paper AND the Career Development Framework for Building Standards Paper;

e) Sean Smith of Edinburgh University who chaired the Scottish Government Short Life Working Group on New Housing and Future Construction Skills culminating in the paper referred to under Section 2.1 above;

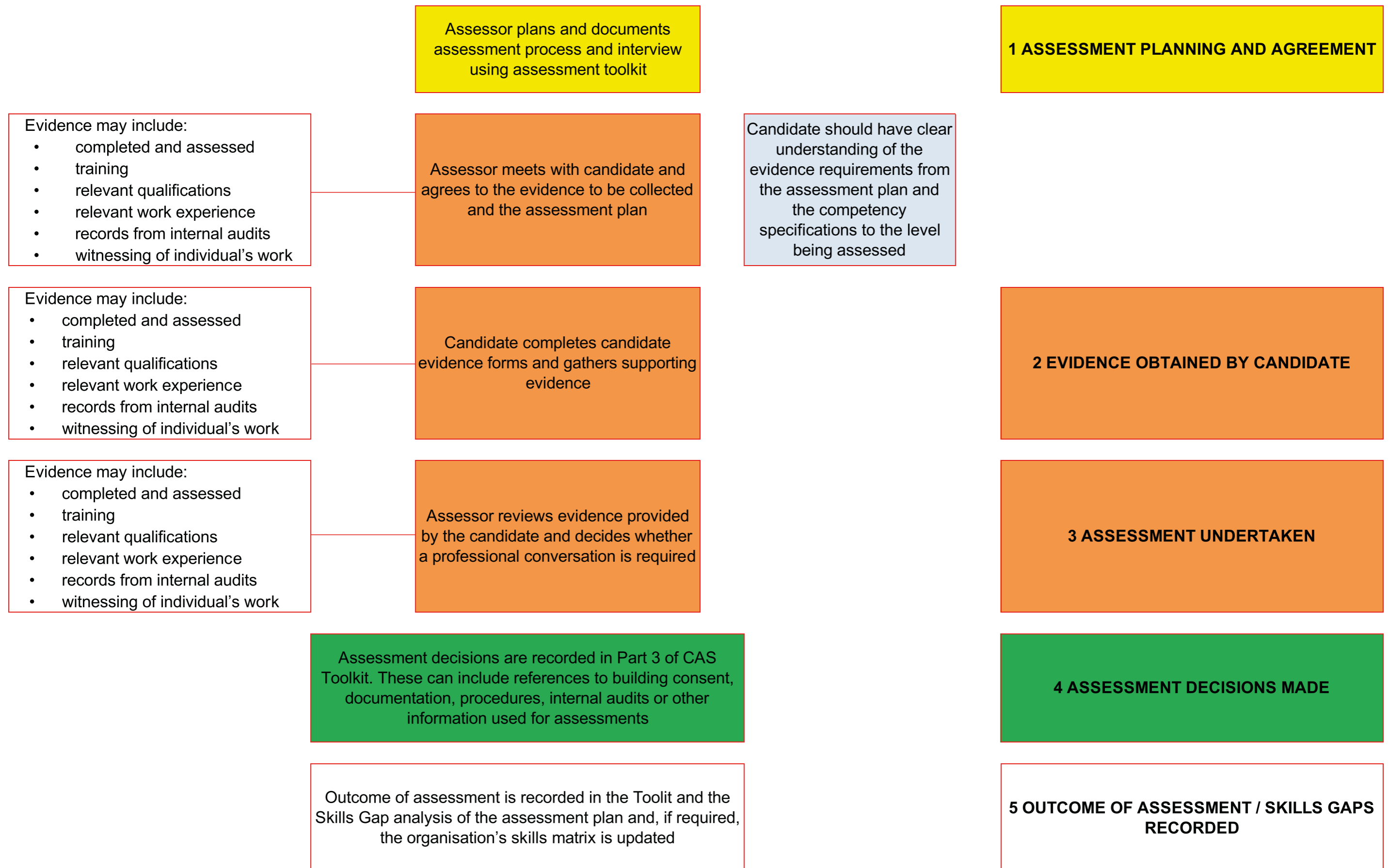
f) John Renwick Construction Sector Manager – Energy Skills Partnership for his work on behalf of Scotland's Colleges in the proposed development of access to skills training for school leavers through the college network and potentially the introduction of a Modern Apprenticeship in Building Standards.

Assessment and Interviews

Describes the administration of how the job profiling is carried out using the toolkit and how the service skills gaps are determined by considering Learning Outcomes and Competency Risk Levels



The Assessment Process



Five step process to using the assessment system

Step 1 – Assessment planning and agreement: Identify the level or levels that are to be assessed against the job profile under consideration – see CAS Toolkits. The assessor scores the job profile to be assessed prior to the candidate carrying out their self assessment of their competencies against the job profile. The assessor should be familiar with the competency specifications, performance indicators corresponding with the level being assessed. The assessor completes the assessment toolkit for the specific post under consideration and records evidence known to them, such as qualifications, training completed, relevant known experience and so on. The assessor meets with the candidate to discuss the evidence recorded and gains agreement on what further evidence is to be supplied, such as candidate evidence for particular types of building or inspection work. The assessment toolkit and timings of submissions / meetings are agreed between assessor and candidate. The assessor and candidate can also agree to have certain work witnessed (for example, accompanying an inspector) if the candidate or assessor believes that this is the best way to provide evidence of competence.

The CAS Toolkit included within this document shows a Master Version covering the complete service. In practice these assessment toolkits are replicated in an excel format to allow interactive use by the Assessor, the Candidate and the Service Managers – refer to the associated excel documents which complement this handbook.

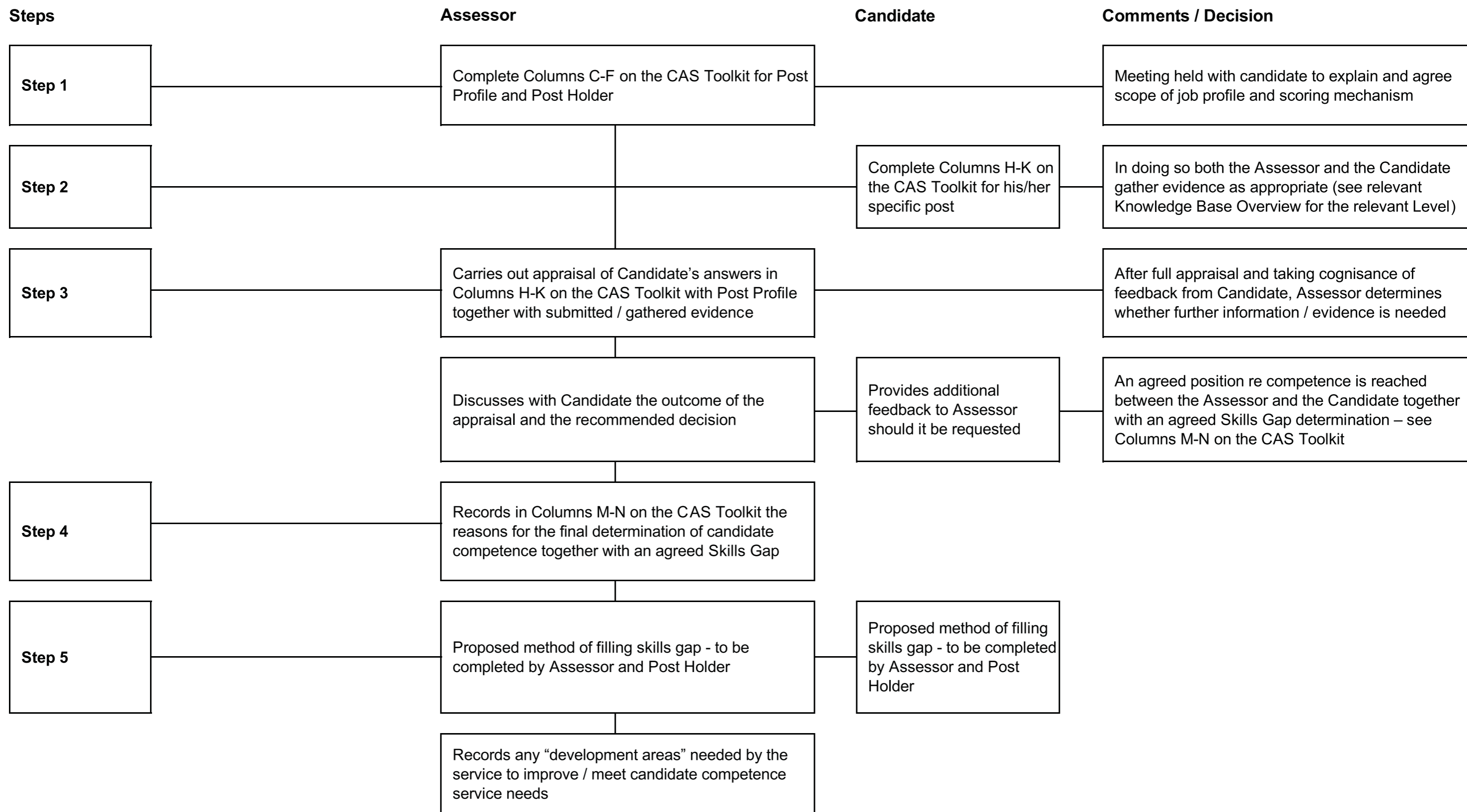
To allow full accountability and relevance in the use of the toolkits for each specific post profile at any / every level, the Assessment Toolkits should be customised to the level of the post so that only those competencies applicable to the post are tested.

Step 2 – Evidence obtained by candidate: The candidate gathers supporting evidence that they feel demonstrates their competence and aligns with the evidence agreed to be provided in the assessment toolkit. The candidate prepares their evidence, if required by the assessment toolkit and completes the relevant section of the toolkit for the post under consideration. If the candidate believes the best way, they can show the assessor evidence of competence is through witnessing work (eg, accompanying an inspector), the candidate should bring this to the assessor's attention, and have it recorded in the assessment plan so it can happen.

Step 3 – Assessment undertaken: The candidate provides evidence to the assessor. After assessing the evidence provided by the candidate and reviewing the candidate's experience, work history, training history and other internal evidence, a decision needs to be made on whether the competence of the candidate can be confirmed from the evidence provided (if it can, go to step 4). In making this determination, the assessor compares the outcomes between the postholder evidence and the previously agreed post profile and completes the relevant comments part for the post and postholder to facilitate the discussion on their competence. If competence cannot be determined, a further professional conversation can be held to further clarify or confirm competence or further evidence required.

Step 4 – Assessment decisions made: The assessor records the reasons for their decisions in the relevant parts of the assessment toolkit. Evidence for an assessor's reasons can be referenced here (for example, by referencing a particular form and building warrant number). The assessor can also use professional judgement. The reasons for deciding whether a candidate is competent or not will be specific to the individual and the post profile.

Step 5 – Assessor records outcomes: The assessor records the outcome of the assessment. This can include any limitations (for example, low risk domestic only – inspection only, not including fire, noise or energy). Depending on how the Building Standards Service allocates its work, for example through a skills matrix, these systems should also be updated with the outcome of the assessment.



Building Standards System Verification During Construction – Domestic and Non-Domestic Competency Matrix

1. ASSESSMENT PLANS – EVIDENCE GATHERING

1.1 The purpose of this part of the document is to help the assessor identify what existing competencies the candidate has already achieved and what new evidence they need to give to demonstrate competence. The assessment plan also forms part of the competency record and is used to record the outcome of the assessment.

1.2 Planning an assessment in this way reduces the amount of new evidence which needs to be gathered, recognises competencies already achieved and ensures the right evidence is provided to demonstrate competency.

1.3 Copies of the assessment plan template can be found in appendix 1 and an example of a completed assessment plan for a residential 1 processor have been provided over the following pages.

SOURCE OF EVIDENCE	Guidance Notes – Possible Examples that could be used to help Assess Competency
Self-assessment against competency specification	Self-assessment by the employee against the competencies to be assessed <ul style="list-style-type: none"> • Employee recognises when work is outside their ability • Employee recognises when peer review is required • Employee identifies strengths, knowledge and skills gaps • Employee identifies training needs
Work experience and examples of completed work	Overview of work history and relevant experience in the building industry <ul style="list-style-type: none"> • Building warrant documentation, the employee has processed and approved or rejected • Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken • Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures • Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g, photos) • Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)
Written statements or references from peers or technically skilled observers	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation. <ul style="list-style-type: none"> • These statements should confirm that they have observed the employee's work directly • Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information
Direct observation or shadowing of the employee on the job (witnessing)	Casual daily or assessment-specific monitoring of individual's performance <ul style="list-style-type: none"> • How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc. • How the employee communicates with stakeholders (verbal and written) • How the employee handles any instances of deviations from the approved plans and follows up on outstanding issues • Internal checks/audits and their results
Organisational records	Previous competency assessments and performance reviews that consider the key competencies of the employee <ul style="list-style-type: none"> • Training and continuing professional development records • Any compliments or positive feedback received from the stakeholders • Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

SOURCE OF EVIDENCE	Guidance Notes – Possible Examples that could be used to help Assess Competency
Evidence of successful completion of courses that include projects or competency-based assessment	<p>Technical courses (e.g, fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p> <ul style="list-style-type: none"> • Induction training • Information technology training and courses • Training in quality assurance systems and auditing <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g, computer training, • Training in use of moisture meter, digital camera, accreditation-related training)
Qualifications that may have relevance to building standards	<p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (eg, ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc.) • Environmental science/health • Building science/building technology • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry <p>Factors to consider when assessing the relevance of qualifications and courses</p> <ul style="list-style-type: none"> • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment • What type of course it was, ensuring that it involved an assessment or test (eg, exam, completion of a project or production of an output)
Registration recognised under Statute (or recognised industry practice)	<p>Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers
Other material they have produced	<p>Papers developed and presented at industry workshops, conferences or seminars</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published
Professional and industry affiliations	<p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc.)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows

An Example toolkit

The CAS Toolkit included within this document shows a Master Version covering the complete service. In practice these assessment toolkits are replicated in an excel format to allow interactive use by the Assessor, the Candidate and the Service Managers – refer to the associated excel documents which complement this handbook.

To allow full accountability and relevance in the use of the toolkits for each specific post profile at any / every level, the Assessment Toolkits should be customised to the level of the post so that only those competencies applicable to the post are tested.

Building Standards		Competency Assessment System (CAS)																																																																																			
<p>A. Staff Role Expectations (dropdown):</p> <p>B. Work-Based Levels (dropdown):</p> <p>C. POST (see section 9): Overtyping with post name <i>Assessor:</i> For A, the drop down covers ALL POSTS - the aspects of the post that do not apply should be left blank in the dropdown list. For B, choose the level of post being assessed (the Work-Based Level is defined in the Core Competency Levels Overview worksheet). For C, complete by typing in the post name (the Post is defined in the Core Competency Levels Overview worksheet).</p>																																																																																					
		<p>ASSESSOR: Sections to be completed solely by the Assessor are headed in blue on this form.</p> <p>Under A. Staff Role Expectations, select all the aspects that apply for the post being assessed. Under B. Work-based Levels, select the level of post being assessed. Under C. Post, type in name of post being assessed.</p> <p>2. Complete the job profile:</p> <p>a) CM Ref is in the Competency Matrices which are contained separately. Add Comments if required.</p> <p>b) For each element selected, use the Assessor Key dropdown to choose Essential, Desirable (not essential) or Not applicable for the post. Colour coding is applied automatically.</p> <p>c) Pass the Competency Assessment to the Post Holder to complete the Self assessment.</p> <p>d) Once the Post Holder has completed the Self assessment, meet with the Post Holder to agree conclusions.</p>			<p>POST HOLDER: Sections to be completed solely by the Post Holder are headed in green on this form.</p> <p>1. Your Assessor will complete the blue Job Profile sections on this form, detailing aspects that apply to your post, and rating them as Essential, Desirable (not essential), or Not applicable for the post. Colour coding is applied automatically.</p> <p>2. You will then complete the Self assessment, using the Post Holder Key dropdown to choose Achieved, Mostly achieved, Training needed or Not applicable. Colour coding is applied automatically. You can add comments to explain your non-green self assessment ratings.</p> <p>3. Once you have completed the Self assessment, meet with the Assessor to</p>			<p>ASSESSOR AND POST HOLDER: Sections to be completed jointly by the Assessor and the Post Holder are headed in yellow on this form.</p> <p>1. Using the responses selected by the Assessor and the Post Holder for each aspect, use the Skills gap dropdown (Large, Minor or No skills gap) the</p>			<p>ASSESSOR AND POST HOLDER: Sections to be completed jointly by the Assessor and the Post Holder are headed in yellow on this form.</p> <p>1. Complete the Proposed methods of filling any skills gaps and comments in the yellow sections on this form.</p>																																																																										
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Building Standards		Competency Assessment System (CAS)									
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2 - Section 2 - Fire Means of Escape - Introduction and		2C									
2 - Means of Escape within Dwellings		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape Domestic - escape from within dwellings		2Ca									
2 - Internal arrangements											
2 - Smoke Control											
2 - Means of Escape from Dwellings		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape Domestic - escape routes from dwellings / flats		2Cb									
2 - High Risk/Complex Buildings											
2 - Dwellings and Low Risk Buildings											
2 - Protection of Exits and Escape Routes											
2 - Means of Escape Protection		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape Domestic - Communication - escape lighting - exit - emergency - fire detection - fire alarm		2Cc									
2 - Fire Alarm											
2 - Fire Detection											
2 - Smoke Control											
2 - Escape Lighting											
2 - Assistance to the Fire and Rescue Service		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Assistance to the Fire and Rescue Service Domestic - access - facilities - water supply		2E									
2 - Access											
2 - Facilities											
2 - Water Supply											
2 - Active and Passive Fire Warning System		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Automatic Fire Suppression Systems		2Ea									
2 - Fire Detection											
2 - Fire Suppression											
2 - Fire Door Cert											
5 Non-Domestic Technical Knowledge – see Section 4 Skills											
2 - Awareness of Section 2 Fire - Escape - Non-Domestic		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape - Introduction and		2D									
2 - Means of Escape - Fire Exits and Escape Routes		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape Domestic - escape from		2Da									
2 - Internal arrangements											
2 - Smoke Control											
2 - High Risk/Complex Buildings											
2 - Low Risk Buildings											
2 - Protection of Exits and Escape Routes											
2 - Means of Escape Protection		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Means of Escape Non-Domestic - Communication - escape lighting - exit - emergency - fire detection -		2Db									
2 - Fire Alarm											
2 - Fire Detection											
2 - Smoke Control											
2 - Escape Lighting											
2 - Assistance to the Fire and Rescue Service		CM Ref: Comments (optional)			Assessor Key Post Holder Key			Skills Gap Key		Internal Method key External Method key Comments	
2 - Section 2 - Fire Assistance to the Fire and Rescue Service Non-Domestic - access - facilities - water supply		2F									
2 - Access											
2 - Facilities											
2 - Water Supply											



Building Standards		Competency Assessment System (CAS)							
		This exercise could be undertaken as part of the normal annual staff appraisal/development assessment. The Assessor completes the Job Profile and the Post Holder completes the Self Assessment against the elements							
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B. Work-Based Levels (dropdown):		Under A. Staff Role Expectations, select all the aspects that apply for the post being assessed. Under B. Work-based Levels, select the level of post being assessed. Under C. Post, type in name of post being assessed.			1. Your Assessor will complete the blue Job Profile sections on this form, detailing aspects that apply to your post, and rating them as Essential, Desirable (not essential), or Not applicable for the post. Colour coding is applied automatically.			1. Complete the Proposed methods of filling any skills gaps and comments in the yellow sections on this form.	
C. POST (see section 9): Overtyping with post name		2. Complete the job profile: a) CM Ref is in the Competency Matrices which are contained separately. Add Comments if required.			2. You will then complete the Self assessment, using the Post Holder Key dropdown to choose Achieved, Mostly achieved, Training needed or Not applicable. Colour coding is applied automatically. You can add comments to explain your non-green self assessment ratings.			1. Using the responses selected by the Assessor and the Post Holder for each aspect, use the Skills gap dropdown (Large, Minor or No skills gap) the	
Assessor: For A, the drop down covers ALL POSTS - the aspects of the post that do not apply should be left blank in the dropdown list. For B, choose the level of post being assessed (the Work-Based Level is defined in the Core Competency Levels Overview worksheet). For C, complete by typing in the post name (the Post is defined in the Core Competency Levels Overview worksheet).		b) For each element selected, use the Assessor Key dropdown to choose Essential, Desirable (not essential) or Not applicable for the post. Colour coding is applied automatically.			3. Once you have completed the Self assessment, meet with the Assessor to agree conclusions.				
		JOB PROFILE - to be completed by Assessor			SELF ASSESSMENT - to be completed by Post Hold			AGREED Skills Gap Key	
		Assessor Key			Post Holder Key			Proposed method of filling skills gap - to be completed by Assessor and Post	
		-			-			Internal Method Key External Method Key Comments	
		Essential			Achieved			No skills gap identified	
		Desirable (not essential)			Mostly achieved			CPD Internally Delivered	
		Not applicable for post			Training needed			Service Policy Docs	
					Not applicable			LABSS Information Papers	
								Other	
								Certifiers Training	
								Sector Training	
								Other	
Example		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
Example of functionality		Essential			Mostly achieved			Minor skills gap	
								CPD Internally Delivered	
2 - Active and Passive Fire Warning System		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
2 - Section 2 - Fire Automatic Fire Suppression Systems Non-		2Fa)							
2 - Fire Detection		-			-			-	
2 - Fire Suppression		-			-			-	
2 - Fire Door Cert		-			-			-	
5 Domestic Technical Knowledge – see Section 4 Skills Outcomes									
Section 3 - Environment		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment - Introduction and Background		3A							
3 - Awareness of Environment - Domestic		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment Site preparation - harmful and dangerous substances - radon gas - flooding and ground water - moisture from the ground - existing drains		3Aa)							
3 - Site preparation		-			-			-	
3 - Nature of Ground		-			-			-	
3 - Radon		-			-			-	
3 - Contaminants		-			-			-	
3 - Flooding and Moisture		-			-			-	
3 - Existing Drains		-			-			-	
3 - Awareness of Verification of Certified Drainage Work (SNIPEF)		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Awareness of Verification of Certified Drainage Work (SNIPEF)		0D							
3 - Awareness of Verification of Non-Certified Drainage Work - Domestic		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment Drainage - surface water drainage - public wastewater - private wastewater - private wastewater treatment plants - infiltration systems		3Ab)							
3 - Public Systems		-			-			-	
3 - Private Systems		-			-			-	
3 - Internal Plumbing		-			-			-	
3 - External Drainage		-			-			-	
3 - Surface Water		-			-			-	
3 - Wastewater Treatments		-			-			-	
3 - SUDS		-			-			-	
3 - Septic Tanks/Soakaways		-			-			-	
3 - Private Sewerage Plant		-			-			-	
3 - Precipitation and Condensation		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment Moisture Control - precipitation - condensation - ventilation		3Ac)							
3 - Floors		-			-			-	
3 - Walls		-			-			-	
3 - Roofs		-			-			-	
3 - Ventilation - natural - mechanical - air quality - air conditioning		-			-			-	
3 - Facilities and Heating		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment Facilities and Heating - accessibility - sanitary facilities - heating - natural light		3Ad)							
3 - Accessibility		-			-			-	
3 - Sanitary facilities		-			-			-	
3 - Heating		-			-			-	
3 - Natural light - domestic - provision - conservatories - extensions		-			-			-	
3 - Awareness of Domestic Heating		CM Ref: Comments (optional) Assessor Key			Post Holder Key Comments (expand on non greens)			Skills Gap Key Internal Method key External Method key Comments	
3 - Section 3 - Environment Combustion Appliances - safe operation - protection from combustion products - chimneys - flues - relationship to combustible materials - removal of products of combustion - air for combustion - air for cooling		3Ae)							
3 - Solid Fuel		-			-			-	
3 - Oil		-			-			-	
3 - Gas		-			-			-	
3 - Biomass		-			-			-	



Building Standards		Competency Assessment System (CAS)									
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A. Staff Role Expectations (dropdown):		ASSESSOR: Sections to be completed solely by the Assessor are headed in blue on this form.		POST HOLDER: Sections to be completed solely by the Post Holder are headed in green on this form.		ASSESSOR AND POST HOLDER: Sections to be completed jointly by the Assessor and the Post Holder are headed in yellow on this form.		ASSESSOR AND POST HOLDER: Sections to be completed jointly by the Assessor and the Post Holder are headed in yellow on this form.			
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C. POST (see section 9): Overtyping with post name		Assessor: For A, the drop down covers ALL POSTS - the aspects of the post that do not apply should be left blank in the dropdown list. For B, choose the level of post being assessed (the Work-Based Level is defined in the Core Competency Levels Overview worksheet). For C, complete by typing in the post name (the Post is defined in the Core Competency Levels Overview worksheet).		2. Complete the job profile: a) CM Ref is in the Competency Matrices which are contained separately. Add Comments if required. b) For each element selected, use the Assessor Key dropdown to choose Essential, Desirable (not essential) or Not applicable for the post. Colour coding is applied automatically. c) Pass the Competency Assessment to the Post Holder to complete the Self assessment. d) Once the Post Holder has completed the Self assessment, meet with the Post Holder to agree conclusions.		1. Using the responses selected by the Assessor and the Post Holder for each aspect, use the Skills gap dropdown (Large, Minor or No skills gap) the					
		JOB PROFILE - to be completed by Assessor		SELF ASSESSMENT - to be completed by Post Holder		AGREED Skills Gap Key		Proposed method of filling skills gap - to be completed by Assessor and Post Holder			
		Assessor Key		Post Holder Key		No skills gap identified		Internal Method Key		External Method Key	
		Essential		Achieved		Minor skills gap		CPD Internally Delivered		University Course	
		Desirable (not essential)		Mostly achieved		Large skills gap		Service Policy Docs		College Course	
		Not applicable for post		Training needed				LABSS Information Papers		CPD Externally Delivered	
				Not applicable				Other		Certifiers Training	
								Sector Training		Other	
Example		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
Example of functionality				Essential		Mostly achieved				Minor skills gap	
3 - Protection from Combustible Material											
3 - Flues											
3 - Chimneys											
3 - Flue Pipes											
3 - Combustion Air											
3 - Air for Cooling											
3 - Storage of Fuel											
3 - Awareness of Certified H&V Works - Domestic and Non-Domestic		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Awareness of Certified H&V Works - Domestic and Non-Domestic		0D									
3 - Awareness of Fuel and Waste Storage		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
Section 3 - Environment Storage of Fuel and Waste - protection from fire - containment - dungsteads and farm effluent tanks		3A1)									
3 - Fuel storage protection from fire											
3 - Fuel storage containment											
3 - Farm effluent tanks											
3 - Dungsteads											
5 Non-Domestic Technical Knowledge – see Section 4 Skills											
Section 3 - Environment		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Section 3 - Environment - Introduction and Background		3B									
3 - Awareness of Environment - Domestic		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Section 3 - Environment Site preparation - harmful and dangerous substances - radon gas - flooding and ground water - moisture from the ground - existing drains		3Ba)									
3 - Site preparation											
3 - Nature of Ground											
3 - Radon											
3 - Contaminants											
3 - Flooding and Moisture											
3 - Existing Drains											
3 - Awareness of Verification of Certified Drainage Work (SNIPEF)		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Awareness of Verification of Certified Drainage Work (SNIPEF)		0D									
3 - Awareness of Verification of Non-Certified Drainage Work - Domestic		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Section 3 - Environment Drainage - surface water drainage - public wastewater - private wastewater - private wastewater treatment plants - infiltration systems		3Bb)									
3 - Public Systems											
3 - Private Systems											
3 - Internal Plumbing											
3 - External Drainage											
3 - Surface Water											
3 - Wastewater Treatments											
3 - SUDS											
3 - Septic Tanks/Soakaways											
3 - Private Sewerage Plant											
3 - Precipitation and Condensation		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	
3 - Section 3 - Environment Moisture Control - precipitation - condensation - ventilation		3Bc)									
3 - Floors											
3 - Walls											
3 - Roofs											
3 - Ventilation - natural - mechanical - air quality - air conditioning											
3 - Facilities and Heating		CM Ref: Comments (optional)		Assessor Key		Post Holder Key		Comments (expand on non greens)		Skills Gap Key	



Building Standards	Competency Assessment System (CAS)									
<p>ASSESSOR: Sections to be completed solely by the Assessor are headed in blue on this form.</p> <p>POST HOLDER: Sections to be completed solely by the Post Holder are headed in green on this form.</p> <p>ASSESSOR AND POST HOLDER: Sections to be completed jointly by the Assessor and the Post Holder are headed in yellow on this form.</p> <p>1. Your Assessor will complete the blue Job Profile sections on this form, detailing aspects that apply to your post, and rating them as Essential, Desirable (not essential), or Not applicable for the post. Colour coding is applied automatically.</p> <p>2. You will then complete the Self assessment, using the Post Holder Key dropdown to choose Achieved, Mostly achieved, Training needed or Not applicable. Colour coding is applied automatically. You can add comments to explain your non-green self assessment ratings.</p> <p>3. Once you have completed the Self assessment, meet with the Assessor to agree conclusions.</p>										
A. Staff Role Expectations (dropdown):	B. Work-Based Levels (dropdown):	C. POST (see section 9): Overtyping with post name <small>Assessor: For A, the drop down covers ALL POSTS - the aspects of the post that do not apply should be left blank in the dropdown list. For B, choose the level of post being assessed (the Work-Based Level is defined in the Core Competency Levels Overview worksheet). For C, complete by typing in the post name (the Post is defined in the Core Competency Levels Overview worksheet).</small>	JOB PROFILE - to be completed by Assessor	SELF ASSESSMENT - to be completed by Post Holder	AGREED Skills Gap Key	Proposed method of filling skills gap - to be completed by Assessor and Post Holder				
			Assessor Key	Post Holder Key	Skills Gap Key	Internal Method Key	External Method Key			Comments
			Essential	Achieved	No skills gap identified	CPD Internally Delivered	University Course			
			Desirable (not essential)	Mostly achieved	Minor skills gap	Service Policy Docs	College Course			
			Not applicable for post	Training needed	Large skills gap	LABSS Information Papers	CPD Externally Delivered			
				Not applicable		Other	Certifiers Training			
							Sector Training			
							Other			
Example	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
<i>Example of functionality</i>			Essential	Mostly achieved		Minor skills gap	CPD Internally Delivered			
4 - LPG Storage										
4 - Security										
4 - Awareness of Verification of Certified Electrical Work	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - Awareness of Verification of Certified Electrical Work	0D									
5 Non-Domestic Technical Knowledge – see Section 4 Skills										
Section 4 - Safety										
4 - Awareness of Safety in Non-Domestic Buildings	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
Section 4 - Safety - Introduction and Background	4B									
4 - Non-Domestic Access	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - Access to and within buildings	4Ba)									
4 - External										
4 - Internal										
4 - Non-Domestic Stairway and barriers	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - Section 4 - Safety Stairs and Barriers - stairs and ramps - pedestrian barriers - vehicular barriers	4Bb)									
4 - Stairways										
4 - Ramps										
4 - Pedestrian barriers										
4 - Vehicle barriers										
4 - Non-Domestic Electrical Safety	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - Electrical - electrical safety and fixtures - aids to communication - in-building physical infrastructure for high-speed electronic communications network	4Bc)									
4 - Electrical safety										
4 - Electrical fixtures										
4 - Aids to communication										
4 - High speed electronic network access										
4 - Non-Domestic Safety - General	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - General - danger from accidents - danger from heat - liquefied petroleum gas storage	4Bd)									
4 - danger from accidents										
4 - danger from heat										
4 - LPG Storage										
4 - Awareness of Verification of Certified Electrical Work	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
4 - Awareness of Verification of Certified Electrical Work	0D									
5 Domestic Technical Knowledge – see Section 4 Skills Outcomes										
Section 5 - Noise										
5 - Awareness of Noise in Domestic Buildings	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
5 - Section 5 - Noise - Domestic - introduction and background - noise separation between buildings - post completion testing - noise reduction between rooms	5A									
5 - Noise Separation	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
5 - Design Performance Levels	5A									
5 - Example Details										
5 - Sample Testing										
5 - Post completion testing	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
5 - Sampling	5A									
5 - Test levels										
5 - Expertise										
5 - Noise Reduction	CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
5 - Design Performance Levels	5A									
5 - Generic Details										



Building Standards		Competency Assessment System (CAS)																																																																																		
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5 - Section 5 - Noise - Domestic - introduction and background - noise separation between buildings - post completion testing - noise reduction between rooms		5B																																																																																		
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6 - Conservatories 6 - Extensions 6 - Controls - heating - ventilation - lighting - inspection - 6 - Energy performance - determining levels - energy performance 6 - Energy SBEM/EPC 6 - Air Testing				Essential	Mostly achieved		Minor skills gap	CPD Internally Delivered			
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Section 7 - Sustainability 7 - Section 7 - Sustainability Domestic - statement of sustainability - levels of sustainability - labelling - enhancements		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
7 - Domestic 7 - Statement of sustainability 7 - Levels of sustainability 7 - Labelling 7 - Enhancements		7A									
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7 - Non-Domestic 7 - Statement of sustainability 7 - Levels of sustainability 7 - Labelling 7 - Enhancements		7B									
6 H & S											
H & S Awareness of Health & Safety Legislation Awareness of Lone Working Regulations/Standards Awareness of PPE Use		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
7 Personal											
Personal Understand Ethical Behaviour with Customers and Peers Customer Focus Display Decision Making Expected of your Level Display Evidence of the Team Player Approach Display a Commitment to the Service and the Customer Involvement in Supervision and/or Coaching Involvement in Mentoring Qualifications commensurate with your Post Professional Status commensurate with your Post Involvement/Understanding of PRD/Training/PDP Commitment to CPD to aid Personal Development and Service Improvements Understands and Controls Sickness Absence Aware & Understand LABSS equivalence guidance and info papers Aware own limitations - need to follow service protocols		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
8 Performance											
Office Based Competent plan assessment/report writing/response times Competent plan assessment/report writing/response times (Non-Competent management of BWs/CCNPs/CCs (Domestic) Competent management of BWs/CCNPs/CCs (Non-Domestic)		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	
Site Based		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments	



Building Standards		Competency Assessment System (CAS)								
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B. Work-Based Levels (dropdown):		Under A. Staff Role Expectations, select all the aspects that apply for the post being assessed. Under B. Work-based Levels, select the level of post being assessed. Under C. Post, type in name of post being assessed.			1. Your Assessor will complete the blue Job Profile sections on this form, detailing aspects that apply to your post, and rating them as Essential, Desirable (not essential), or Not applicable for the post. Colour coding is applied automatically.			1. Complete the Proposed methods of filling any skills gaps and comments in the yellow sections on this form.		
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Example		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments
Example of functionality				Essential	Mostly achieved		Minor skills gap	CPD Internally Delivered	-	
Competent in Site inspections with no supervision (Domestic)				-	-		-	-	-	
Competent in determining Reasonable Inquiry (Domestic)				-	-		-	-	-	
Competent in Site inspections with no supervision (Non-Domestic)				-	-		-	-	-	
Competent in determining Reasonable Inquiry (Non-Domestic)				-	-		-	-	-	
9 Enforcement										
Enforcement		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments
Enforce S29 Site Actions				-	-		-	-	-	
Enforce S30 Notices				-	-		-	-	-	
Enforce 29/30 Court				-	-		-	-	-	
Emergency Call out S29/S30 in Office Hrs				-	-		-	-	-	
Emergency Call out S29/S30 out Office Hrs				-	-		-	-	-	
Enforce S28 Site Actions				-	-		-	-	-	
Enforce S28 Notices				-	-		-	-	-	
Enforce S27 Site Actions				-	-		-	-	-	
Enforce S27 Notices				-	-		-	-	-	
Enforce 27 Court				-	-		-	-	-	
Enforce S26 Notices				-	-		-	-	-	
Enforce S26 Court				-	-		-	-	-	
Implement Procurement of Contractors				-	-		-	-	-	
Ancillary Works undertaken by Local Authority Verifiers outwith the scope of the Operating Framework										
10 Licensing										
Licensing		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments
Aware of Liquor License Process				-	-		-	-	-	
Aware of Safety of Sports Ground License Process				-	-		-	-	-	
Aware of Special Event License Process				-	-		-	-	-	
Aware of Marriage Venue License Process				-	-		-	-	-	
Aware of Entertainment Venue License Process				-	-		-	-	-	
Awareness of HMO License Process				-	-		-	-	-	
Awareness of Section 50 Process				-	-		-	-	-	
Awareness of Section 89 - License Raised Structure				-	-		-	-	-	
11 Other Duties										
Other Duties		CM Ref:	Comments (optional)	Assessor Key	Post Holder Key	Comments (expand on non greens)	Skills Gap Key	Internal Method key	External Method key	Comments
Central Property Enquiries				-	-		-	-	-	
Solicitors' Prop Enquiries				-	-		-	-	-	
Letters of Comfort				-	-		-	-	-	
Cross Departmental WGs				-	-		-	-	-	
Disabled Access Guidance				-	-		-	-	-	
Access Panel				-	-		-	-	-	

Declaration of Skills Gaps Arising from Assessment Process

DECLARED SKILLS GAPS THROUGH CAS Toolkit – Columns M-S

Skill gaps were identified within the following areas in order of impact:	Competency Experience Level	Relevant Technical Handbook Reference – Learning Outcomes	Linked and Related Learning Outcomes	Method of Addressing Skills Gap
Section 1 Structure (EC – Mechanical resistance and stability)	Level 6A	1.1 Structure	Section 3 Environment (EC – Hygiene, health and the environment)	LABSS Information Papers

DECLARATION OF SKILLS GAPS DURING LABSS SURVEY – FEBRUARY 2018 Typical Examples of Previous Research list below

Soil Conditions		Standard 1.1 Structure		
Basic Structural Calculations Small Building Structural Guidance		1.1.2 Loadings 1.1.3 Design and construction structure 1.1.5 Stability of adjacent buildings		
		Standard 1.1 Structure 1.1.4 Nature of the ground	Standards 3.1; 3.2; 3.3; 3.4; 3.5 3.1 Site preparation – nature of ground – hazardous and contaminants 3.2 Radon	
Disproportionate Collapse			3.3 Flooding and moisture 3.4 Moisture from the ground 3.5 Existing drains	
Areas identified as skills or knowledge gaps which prevented effective undertaking of post in order of number of responses:				
		Standard 1.2 Disproportionate Collapse		
Sustainable Urban Drainage Systems		1.2.1 Disproportionate collapse 1.2.2 Determine building risk group 1.2.3 Assess additional measures 1.2.4 Design and construction of additional measures		
		Section 3 Environment (EC – Hygiene, health and the environment)	Section 1 Structure (EC – Mechanical resistance and stability)	
Ventilation Systems		Standard 3.6 Surface water drainage 3.6.4 Sustainable urban drainage systems		
Contaminated land		Standard 3.14 Ventilation 3.14.5 Non-Domestic Ventilation systems 3.14.9 Domestic Mechanical ventilation 3.14.11 Domestic Mechanical ventilation and systems		
Solid Fuel Appliances Gas Appliances including flues		Standard 3.1 Site preparation 3.1.2 Harmful and dangerous substances 3.1.3 Hazard identification and assessment 3.1.5 Land not initially identified as being contaminated 3.1.6 Risk Management techniques 3.1.7 Housing on land affected by contamination 3.1.8 Re-development of industrial land 3.1.9 Risks to construction materials and services	Standard 1.1 Structure 1.1.4 Nature of the ground	

DECLARED SKILLS GAPS THROUGH CAS Toolkit – Columns M-S

Areas identified as skills or knowledge gaps:	Standard 3.17 to 3.22 Combustion appliances
Interpreting SBEM calculations Understanding SBEM	3.17 Combustion appliances – safe operation 3.18 Protection from combustion products 3.19 Relationship to combustible material 3.20 Removal of products of combustion 3.21 Air for combustion 3.22 Air for cooling
SAP	Section 6 Energy (EC – Energy, economy and heat retention) Standard 6.1 Non-Domestic Carbon dioxide emissions 6.1.1 Simplified Building Energy Model (SBEM) 6.1.2 Summary of procedure 6.1.3 The “Notional” building and SBEM calculation tool 6.1.4 Fabric and fixed building services for “notional” building 6.1.5 User defined information for “notional” building 6.1.6 Calculating the building carbon emissions rate (BER) 6.1.7 Adjustment of BER 6.1.8 Shell and fit out buildings
Air Tightness Testing	Standard 6.1 Domestic Carbon dioxide emissions 6.1.1 Dwellings 6.1.2 Setting up the target carbon dioxide emissions level 6.1.3 Calculating carbon dioxide emissions for the proposed dwelling (DER) 6.1.4 Building with multiple dwellings 6.1.5 Common areas in buildings with multiple dwellings 6.1.6 Simplified approach 6.1.7 Conservatories and stand-alone buildings
Compensatory Calculations	Standard 6.2 Building insulation envelope 6.2.4 Limiting uncontrolled air infiltration 6.2.5 Air-tightness testing 6.2.10 Thermal bridging and air infiltration for existing buildings
Areas identified as skills or knowledge gaps which have been impacted by a number of serious events are identified below. The requirement for fire engineering knowledge and assessing the requirements deemed necessary are still ongoing, however current LABSS research shows the need for training in the following areas: Fire Engineering Design Interpreting Fire Engineering Reports BS9999 and BS7974	

DECLARED SKILLS GAPS THROUGH CAS Toolkit – Columns M-S

- 6.2.1 Maximum U-values for new buildings
- 6.2.2 Areas of windows and doors
- 6.2.6 Introducing heating to unheated buildings and conversion of unheated buildings
- 6.2.7 Conversion of heated building
- 6.2.8 Conversions of historic, listed or traditional buildings
- 6.2.9 Extensions to insulation envelope
- 6.2.11 Alterations to insulation envelope
- 6.2.12 Conservatories
- 6.2.13 Stand-alone buildings

Greater emphasis on “hands on” training and need for developing skills on-site inspections have been identified through LABSS’ research to ensure that relevant knowledge obtained within a class or work office environment can be applied and staff member is confident in ability on site. This module is, therefore, a mix of work based and online to provide both practical and theoretical skills or knowledge gap:

Section 2 Fire (EC – Safety in case of fire)

- Annex 2.A Non-Domestic Additional guidance for residential care homes
- Annex 2.B Additional guidance for hospitals
- Annex 2.C Additional guidance for enclosed shopping centres

This is not a definitive list of references so consequently all aspects of Section 2 Fire in relation to fire protective design and means of escape should be taken into account

Understanding/ interpreting Sound Test reports – BS/EN ISO criteria

Section 5 Noise (EC – Protection against noise)

Site investigations and checking compliance

Standard 5.1 Noise Separation

New innovative or hybrid constructions

Standard 5.2 Noise Reduction

- 5.1.2 Design performance levels
- 5.1.7 Noise from services
- 5.2.1 Design performance levels

Carrying out a Sound Test

- 5.1.3 Example constructions
- 5.1.4 Other constructions
- 5.3.2 Internal walls
- 5.3.3 Intermediate floors
- 5.1.9 Post completion testing
- 5.1.10 Remedial action following test failure

Qualifications and Knowledge Base

Describes the Career and Qualifications Route and defines specific Knowledge Bases by considering Learning Outcomes and Competency Risk Levels



Building Standards Training Education Knowledge and Resources Competency Assessment System Qualifications and Knowledge Base

Competency Objectives

- 1.1. The Workforce Strategy for the Building Standards Verification Service supports the development of a workforce that has the competency to deliver a first-class service. A key part of the strategy is developing a workforce that has the necessary skills and experience to carry out the verification role and be afforded the opportunity to gain the relevant qualifications. The expected outcome is for a sustainable service that can respond to new challenges, such as advances in construction technology and the digital world.
- 1.2. Building Standards Services are able to better manage their risk by having objective competency standards for their staff. Staff are better able to manage their service and individual risk day to day, as they are better able to recognise the limits of their competence and work within these.
- 1.3. This Building Standards Competence Framework laid out here in the Competency Assessment System (CAS) sets out the specification for the expected competence of those persons involved in assessing compliance with applicable Building Regulations and associated legislation.
- 1.4. The specific objectives in the development and application of this Building Standards competence framework are as follow:
 - a) To develop a single competence framework for all building standards professionals
 - b) To enable validation and revalidation of the competence of building standards professionals using that framework
 - c) To further support a professional culture of personal improvement and development within the building standards profession
 - d) To further support effective career development pathways for all building standards professionals
 - e) To enable differentiation of the level of competence of Building Standards Professionals with specific reference in the first instance to Higher Risk Buildings.

Application and Implementation

- 2.1. This Competency Assessment System (CAS) is intended for use by any organisation which wishes to set requirements for or validate competence of persons working within Building Standards Services. Competence is primarily derived from an accumulation of learning and experience which help in the development of skills. This includes both formal and informal activities such education and training combined with practical experience. In assessing competence, it is expected that a candidate would be able to demonstrate how knowledge and understanding developed from experience are put to practical use through the application of skills. This will be reflected in the Verification Operating Framework as a condition of the verifier appointment process, all to improve consistency and accountability in the assessment of competency of staff and services.
- 2.2. Knowledge and skills

The Building Standards Sector has seen the availability and prevalence of high-quality technical training reduce significantly over the last twenty years. This reflects wider de-skilling in the construction industry as a whole but given the niche requirements of Building Standards the impact has been much greater in terms of an absence of formal education and training for Building Standards functions. The implementation of a targeted Workforce Strategy for the Building Standards Verification Service in Scotland provides opportunities to address the following:

 - a) Raising the profile of Building Standards to attract more people into re-training or education specific to Building Standards
 - b) Re-building academic and other training pathways specific to Building Standards skills
 - c) Creating a clear career pathway for the Building Standards Profession
 - d) Putting in place structural requirements including for validation and revalidation of competence to ensure a sustainable market for skills and training specific to Building Standards
 - e) The introduction of a graduated skills and competence framework for different types and levels of risk leading to graduated licensing and competence.

Competency Assessment Principles

- 3.1.** Fundamental to any competency assessment test is access to and the provision of prior learning. This can comprise academic/college learning, work-based learning from career progression and simply experience gained directly or indirectly from the building standards service/profession.
- 3.2.** Understanding of the philosophy and principles of building design and construction
- a) Knowledge of building products and methods
 - b) Knowledge and skill in applying the Act, the Building Regulations and any other applicable regulations under the Act
 - c) Ability to:
 - i. process applications for building warrant
 - ii. inspect building work
 - iii. certify building work
 - d) Ability to communicate with internal and external people
 - e) Ability to comply with both national and local building standards services policies, procedures and systems.
- 3.3.** However, recent studies by BSI and other industry experts indicate that skills, knowledge and experience are no longer considered sufficient on their own in ensuring the right outcomes. Behavioural competence allied to the skills and expertise will promote a strong safety culture across the built environment and support improved productivity. This competence framework requires that individuals have the appropriate skills, knowledge and experience, combined with appropriate behaviours, to be able to fulfil their defined role, function or activity and carry out appropriate tasks.
- 3.4.** Draft Guidance issued by the BSI makes the following references: Industry has adopted a common set of ethical standards which all sector-specific competence frameworks should comply with in relation to higher-risk buildings. The four key ethical themes are:
- Respect for life, law, the environment and public good;
 - Honesty and integrity;
 - Accuracy and rigour; and
 - Responsibility for direction, conduct and communication.

These core ethical competencies are integrated into this competence training and development framework.

Equivalence and Competence

- 4.1.** The Building Standards Sector derives great benefit from the diverse and varied background and experience of its professionals. Often this includes a range of site and trade experience as well as academic or formal training. Competency Assessments must build on this reservoir of knowledge.

Roles and Responsibilities

- 5.1.** Building Standards Manager:
To ensure that the Building Standards Service's functions relating to processing applications for building warrant, inspecting building work being undertaken and certifying building work is done by competent people.
- 5.2.** Assessor/Technical Leader/Service Competency Assessment Manager:
To ensure that competency assessment of technical staff is undertaken in a robust and efficient manner in accordance with this policy and procedure.

Competency Assessment System (CAS)

Knowledge Base Overview

Careers and Qualification Road Map

Subjects, Qualification, Apprenticeships and other Courses

- 1.1. A number of Modern Apprenticeships (MA) courses have been identified from the Skills Development Scotland website, which, if revised to include a Building Standards element may be suitable as a relevant course for Building Standards new entrants.
- 1.2. Individuals who participate in Graduate Apprenticeships (GA) can access the same learning opportunities as those who go down the traditional route of direct entry into college or university.
- 1.3. Graduate apprentices can progress to the highest level of professional qualifications with a range of entry and exit points from a Higher National Diploma (Higher Apprenticeships at SCQF level 8) to a Master's degree (SCQF level 11).

The Scottish Education System

- 2.2. If you are thinking about studying in Scotland there's a wide range of top universities and colleges. However, Scottish education can be unique from other countries, with different meanings for 'university', 'college' and 'school'. We have a quick guide below, outlining the differences when studying in Scotland.

Scottish Universities

- 3.1. At this level, students undertake degree-level education that usually requires four years to complete. Students only gain qualification at the end of this period.
- 3.2. Degree courses at Scottish universities cover academic subjects, while some can be vocational. Universities in Scotland encourage a greater level of independence, with the student primarily responsible for their own learning.
- 3.3. Today, Scottish universities are leading the way in innovations in areas such as life sciences, medical research, biotechnology, and environmental sciences.

[Find out more about our universities](#)

Scottish Colleges

- 4.1. College courses are considered to be more vocational, with studies predominantly leading straight into employment within a specific industry. There are a number of course levels such as a Higher National Certificate (one year to complete) or a Higher National Diploma (two years to complete).
- 4.2. Each level offers a certified qualification. This means college students have something to show for each year of work.
- 4.3. Colleges work in partnership with local authorities and employers to deliver high quality Modern Apprenticeship (MA) programmes – over 10,000 college students are currently in MA programmes.
- 4.4. Not only do colleges work in partnership with employers to prepare students for work, some also have arrangements with universities to allow fast track degree entry. So if you are thinking about continuing to study in Scotland, college can provide further options.

[Find out more about colleges in Scotland at https://collegesscotland.ac.uk/](https://collegesscotland.ac.uk/)

Scottish Schools (Pre-University Education)

- 5.1. The term 'school' is normally used in Scotland to describe state or private education, both primary and secondary, which concludes at age sixteen. After which students have the opportunity to continue their education by attending college or university.
- 5.2. Scotland provides free education to all children living in Scotland (and have done so as early as the 17th century). Scotland's schools operate a Curriculum for Excellence which provides knowledge, skills and attributes for learning and life to all nursery, primary and secondary schooling between the ages of 3 – 18. Qualifications are taken in the final three years of secondary school which qualify students for further or higher education.

Competency Service Levels Depending on “Experience”

SCQF LEVEL	FURTHER/ HIGHER EDUCATION	EDUCATIONAL AWARD	PROFESSIONAL QUALIFICATION	STANDARDISED JOB ROLE	Competency Service Levels Depending on “Experience”
12	SVQ5	Doctorate Degree	Business Management Experience	Building Standards Manager	Level 11 Competencies – surveyor with specialist and proven management and financial governance skills from a related or an unrelated degree course.
11	SVQ5	Masters Degree	Chartered Status	Building Standards Manager	Level 10 Competencies – surveyor with specialist and proven management and financial governance skills from a related or an unrelated degree course.
10	SVQ5	Honours Degree	Chartered Status	Building Standards Manager	Level 9 Competencies – surveyor with specialist and proven management and financial governance skills from a related or an unrelated degree course.
	SVQ5	Honours Degree	Chartered Status/ Continuing Professional Development	Building Standards Senior Surveyor	Level 8 Competencies – BS surveyor with added specialist skills to work unsupervised on such as safety at sports grounds, fire engineering, dangerous buildings etc. and with proven management skills.
10	SVQ5	Honours Degree	Continuing Professional Development	Building Standards Surveyor	Level 7 Competencies – BS surveyor with added specialist skills to work unsupervised on such as safety at sports grounds, fire engineering, dangerous buildings etc.
					Level 6A Competencies – BS surveyor with added proven capability to work unsupervised on high risk complex buildings.
9	SVQ5	Ordinary Degree	Graduate Apprentice Entry Point	Continuing Professional Development	Building Standards Surveyor
					Level 6 Competencies – BS surveyor with proven capability to working with supervision on high risk/complex buildings.
8	SVQ4	Higher National Diploma	Continuing Professional Development	Building Standards Surveyor	Level 5A Competencies – BS surveyor with added proven capability to work without supervision on all domestic types (up to 18m) and on non-domestic low – medium risk buildings (alterations, extensions, conversions & new build).
					Level 5 Competencies – BS surveyor with proven capability to work with supervision on all domestic types (up to 18m) and on non-domestic low-medium risk buildings (alterations, extensions, conversions & new build).

SCQF LEVEL	FURTHER/ HIGHER EDUCATION	EDUCATIONAL AWARD		PROFESSIONAL QUALIFICATION	STANDARDISED JOB ROLE	Competency Service Levels Depending on “Experience”
7	SVQ4	Certificate of Higher Education or Higher National Certificate			Building Standards Inspector	Level 4A Competencies – BS surveyor working with added skills and working without supervision on domestic projects (low risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free standing walls.
					Building Standards Assistant	Level 4 Competencies – BS surveyor working with supervision on domestic projects (low risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free standing walls.
6	SVQ3	Higher Award			Building Standards Support surveyor – Technical	Level 3A Competencies – trainee/assistant/apprentice surveyor working with added skills and working without supervision (low risk Domestic – applications i.e. patio doors, small conservatories, minor alterations.
		Modern Apprenticeship SVQ Level 3	Modern Apprentice Entry Point			Level 3 Competencies – trainee/assistant/apprentice surveyor with supervision (low risk Domestic – applications) i.e. patio doors, small conservatories, minor alterations.
	Higher Award			Building Standards Support surveyor – Admin	Level 3A Competencies – admin technical support surveyor working without supervision.	
	Modern Apprenticeship SVQ Level 3	Modern Apprentice Entry Point			Level 3 Competencies – admin technical support surveyor working with supervision.	

Job Roles and Qualification Routes

Flow diagram 1 give details of Building Standards standardised job roles and the potential qualification routes needed to achieve that position. This include college and university courses, apprenticeships and other potential courses, which may also allow entry into the profession.

	Building Standards Support Officer – Admin (3)(3A)	Building Standards Support surveyor – Technical (3)(3A)	Building Standards Inspector and Assistant (4)(4A)	Building Standards Surveyor (5)	Building Standards Surveyor (5A)(6)	Building Standards Surveyor (6A) & (7)	Building Standards Senior Surveyor (8)	Building Standards Manager (9)	Building Standards Manager (10)	Building Standards Manager (11)
MA – Modern Apprenticeship	Built Environment.	Built Environment.	Built Environment.	Building Surveying.	Building Surveying.	Building surveying.	Building surveying.	Building surveying.	Building surveying.	
TA – Technical Apprenticeship	Construction and Built Environment	Construction and Built Environment	Interior Architecture and Design.	Architectural Technology.	Architectural Technology.	Architecture.	Architecture.	Architecture.	Architecture.	
PA – Professional Apprenticeship	Accredited Administration or IT Course	Building Surveying.	Construction Management	Interior Architecture and Design. Construction Management.	Construction and Project Management. Fire Risk Engineering. Structural and Fire Safety. Structural Engineering.	Architectural Technology Construction and Project Management. Fire Risk Engineering. Structural and Fire Safety. Structural Engineering.	Architectural Technology Construction and Project Management. Fire Risk Engineering. Structural and Fire Safety. Structural Engineering.	Architecture with Urban Planning	Architecture with Urban Planning	
	SCQF 6 = Higher/NC or MA	SCQF 6 = Higher/NC or MA	SCQF 7 = HNC or MA	SCQF 8 = HND or Higher/TA	SCQF 9 = Bach, Ord Degree, Grad Dip, Grad Cert. GA or TA	SCQF 10 = Hons, Grad Dip, Grad Cert. GA or PA	SCQF 10 = Hons, Grad Dip, Grad Cert. GA or PA	SCQF 10 = Hons, Grad Dip, Grad Cert. GA or PA	SCQF 11 = Masters, PostGrad Dip or Cert. GA/PA	SCQF 12 = Doctoral. PA

High Level Learning Outcomes

TOPICS AND HIGH-LEVEL LEARNING AND SKILLS OUTCOMES:		
SECTION OF TECHNICAL HANDBOOKS	CM Ref:	TOPIC LIST
Section 0 General		
Applies to both Handbooks	0A	The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17
	0B	Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6))
	0C	Customer Journey – Main Stages of Building Warrant Process – Role of approved certifiers of design – Role of approved certifiers of construction – Role of local authority verifiers – Annex A – Helpful information
	0D	Certification – Certifying building work – Certifiers of Design – Certifiers of Construction
Section 1 Structure (EC – Mechanical resistance and stability)		
A – Domestic Handbook	1A	Structure – Introduction and Background
	1Aa)	Structure – Loading; Nature of Ground; Stability of existing buildings
	1Ab)	Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures
	1Ac)	Structural Design Standards – Eurocodes 1-9
B – Non-Domestic Handbook	1B	Structure – Introduction and Background
	1Ba)	Structure – Loading; Nature of Ground; Stability of existing buildings
	1Bb)	Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures
	1Bc)	Structural Design Standards – Eurocodes 1-9
Section 2 Fire (EC – Safety in case of fire)		
A – Domestic Handbook	2A	Fire – Introduction and Background
	2Aa)	Fire Containment – compartmentation – separation – structural protection – cavities
	2Ab)	Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings
	2Ac)	Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling
B – Non-Domestic Handbook	2B	Fire – Introduction and Background
	2Ba)	Fire Containment – compartmentation – separation – structural protection – cavities
	2Bb)	Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings
	2Bc)	Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling
C – Domestic Handbook	2C	Fire Means of Escape – Introduction and Background
	2Ca)	Fire Means of Escape Domestic – escape from within dwellings
	2Cb)	Fire Means of Escape Domestic – escape routes from dwellings/flats
	2Cc)	Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm
D – Non-Domestic Handbook	2D	Fire Means of Escape – Introduction and Background
	2Da)	Fire Means of Escape Non-Domestic – exits – escape routes
	2Db)	Fire Means of Escape Non-Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm
E – Domestic Handbook	2E	Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply
	2Ea)	Fire Automatic Fire Suppression Systems Domestic – detection – suppression – door certification
F – Non-Domestic Handbook	2F	Fire Assistance to the Fire and Rescue Service Non-Domestic – access – facilities – water supply
	2Fa)	Fire Automatic Fire Suppression Systems Non-Domestic – detection – suppression – door certification

TOPICS AND HIGH-LEVEL LEARNING AND SKILLS OUTCOMES:

SECTION OF TECHNICAL HANDBOOKS	CM Ref:	TOPIC LIST
Section 3 Environment (EC – Hygiene, health and the environment)		
A – Domestic Handbook	3A	Environment – Introduction and Background
	3Aa)	Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains
	3Ab)	Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems
	3Ac)	Environment Moisture Control – precipitation – condensation – ventilation
	3Ad)	Environment Facilities and Heating – accessibility – sanitary facilities – heating – natural light
	3Ae)	Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling
	3Af)	Environment Storage of Fuel and Waste – protection from fire – containment – dungsteeds and farm effluent tanks
B – Non-Domestic Handbook	3B	Environment – Introduction and Background
	3Ba)	Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains
	3Bb)	Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems
	3Bc)	Environment Moisture Control – precipitation – condensation – ventilation
	3Bd)	Environment Facilities – accessibility – sanitary facilities
	3Be)	Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling
	3Bf)	Environment Storage of Fuel and Waste – protection from fire – containment – dungsteeds and farm effluent tanks
Section 4 Safety (EC – Safety and accessibility in use)		
A – Domestic Handbook	4A	Safety – Introduction and Background
	4Aa)	Safety Domestic Access – access to and within houses
	4Ab)	Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers
	4Ac)	Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network
	4Ad)	Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security
B – Non-Domestic Handbook	4B	Safety – Introduction and Background
	4Ba)	Safety Domestic Access – access to and within buildings
	4Bb)	Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers
	4Bc)	Safety Electrical – electrical safety and fixtures – aids to communication – in-building physical infrastructure for high-speed electronic communications network
	4Bd)	Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage
Section 5 Noise (EC – Protection against noise)		
A – Domestic Handbook	5A	Noise – Domestic – Introduction and Background – noise separation between buildings – post completion testing – noise reduction between rooms
B – Non-Domestic Handbook	5B	Noise Non-Domestic – Introduction and Background – noise separation between buildings – noise reduction between rooms

TOPICS AND HIGH-LEVEL LEARNING AND SKILLS OUTCOMES:

SECTION OF TECHNICAL HANDBOOKS	CM Ref:	TOPIC LIST
Section 6 Energy (EC – Energy, economy and heat retention)		
A – Domestic Handbook	6A	Energy Domestic – introduction and background – carbon dioxide emissions – building insulation envelope – heating system – Insulation of pipes, ducts and vessels – artificial and display lighting – mechanical ventilation and air conditioning – commissioning building services – written information – energy performance certificates – metering – performance – building fabric – glazing – air infiltration – thermal bridging – conservatories – extensions – building types
B – Non-Domestic Handbook	6B	Energy Domestic – introduction and background – carbon dioxide emissions – building insulation envelope – heating system – Insulation of pipes, ducts and vessels – artificial and display lighting – mechanical ventilation and air conditioning – commissioning building services – written information – energy performance certificates – metering – performance – building fabric – glazing – air infiltration – thermal bridging – conservatories – extensions – building types
Section 7 Sustainability (EC – Sustainable use of natural resources)		
A – Domestic Handbook	7A	Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements
B – Non-Domestic Handbook	7B	Sustainability Non-Domestic – statement of sustainability – levels of sustainability – labelling – enhancements

BUILDING STANDARDS SYSTEM VERIFICATION DURING CONSTRUCTION – DOMESTIC AND NON-DOMESTIC COMPETENCY RISK LEVELS

SCQF Levels	Work-Based Levels	Supervision	Specific Post Responsibility Levels	Verification During Construction – Domestic – Risk Matrix	Verification During Construction – Non-Domestic – Annex B – Non-domestic grouping risk factors
6	Level 3 Competencies – admin technical support officer (with supervision)	Y			
6	Level 3 Competencies – Trainee/assistant/apprentice officer with supervision (low risk Domestic – applications i.e. patio doors, small conservatories, minor alterations.	Y	ALL	N/A	N/A
6	Level 3A Competencies – Trainee/assistant/apprentice officer working with added skills and working without supervision (low risk Domestic – applications i.e. patio doors, small conservatories, minor alterations.	N	Low risk Dom	Level B	N/A
6	Level 3A Competencies – admin technical support officer (without supervision)	N			
7	Level 4 Competencies – BS officer working with supervision on domestic projects (low/medium risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free-standing walls.	Y	Low/medium risk Dom	Level B/C	N/A
7	Level 4A Competencies – BS officer working with added skills and working without supervision on domestic projects (low risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free standing walls.	N	Low/medium risk Dom	Level B/C	N/A
8	Level 5 Competencies – BS officer with proven capability to work with supervision on all domestic types (up to 18m) and on non-domestic low-medium risk buildings (alterations, extensions, conversions & new build).	Y	ALL Dom & Low/medium risk Non-Dom	Level C	Low Risk through all Classes
9	Level 5A Competencies – BS officer with added proven capability to work without supervision on all domestic types (up to 18m) and on non-domestic low – medium risk buildings (alterations, extensions, conversions & new build).	N	ALL Dom & Low/medium risk Non-Dom	Level C	Low Risk through all Classes
9	Level 6 Competencies – BS officer with proven capability to working with supervision on high risk/complex buildings.	Y	ALL Risks	Level D	Low/Medium Risk through all Classes
10	Level 6A Competencies – BS officer with added proven capability to work unsupervised on high risk complex buildings.	N	ALL Risks	Level D	Medium/High Risk through all Classes
10	Level 7 Competencies – BS officer with specialist skills unsupervised such as safety at sports grounds, fire engineering, dangerous buildings etc.	N	ALL	Level D	High Risk through all Classes
10	Level 8 Competencies – BS officer with added specialist skills to work unsupervised on such as safety at sports grounds, fire engineering, dangerous buildings etc. and with proven management skills	N	ALL	Level D	High Risk through all Classes
10	Level 9 Competencies – officer with specialist and proven management and financial governance skills from a related or an unrelated degree course.	N	ALL	Level D	High Risk through all Classes
11	Level 10 Competencies – officer with specialist and proven management and financial governance skills from a related or an unrelated degree course.	N	ALL	Level D	High Risk through all Classes
12	Level 11 Competencies – officer with specialist and proven management and financial governance skills from a related or an unrelated degree course.	N	ALL	Level D	High Risk through all Classes

The system can be used by a variety of configurations, for example separate processing and inspection teams, multi-skilled teams, teams split along building types and so on.

Level 3 domestic includes the least complex work. In a few Building Standards Services, some of this work is carried out by technical and/or professional staff. Rather than create a separate category for this level of work, technical administration staff can be assessed against the applicable level that relates to the work that they do and not to the work they don't do. This restriction on their competency (i.e., that they only process solid fuel appliances) can be noted on the skills matrix and the individual staff member's competency assessment file.

Importantly, given that many staff have no recognised academic qualification but have many years of service and considerable hands-on experience in respect of their work, the competency assessment must take such circumstances into account in relation to the level of work being undertaken routinely by such "non-academically trained staff.

The six SCQF levels represent significant steps in technical knowledge and building type complexity. Decision making goes from simple to more complex analysis with each level step. The levels also split residential and commercial areas of knowledge, for example, light timber frame construction usually used in residential construction and more complex specific design commercial construction systems. The levels also identify specific areas of Building Standards knowledge as it relates to the type of construction.

The levels are all underpinned by technical considerations. To simplify this, a number of issues were considered including:

- building type (e.g, garage, carport, retaining wall, dwelling, school, office etc.)
- classified use taken from the Technical Handbooks (Domestic, Non-Domestic, Complex /High Rise)
- risk related activity – single occupier, multiple occupier, mixed use/occupation
- structural importance
- complexity of design
- life safety (risk of injury to user)

Because the levels reflect risk, complexity and occupier knowledge there is some cross-over between the various Levels. The defining knowledge steps between low risk, medium risk and high risk/complex relates primarily to knowledge of structural complexity, vertical and horizontal fire separations, complexity of means of escape and active and passive fire precautions and the use of specified systems, therefore, a multi-storey domestic apartment block with horizontal fire separation may be defined in the same way as a non-domestic building of less height but more complexity for the purposes of this competency assessment system and varying levels of training needs.

BUILDING STANDARDS SYSTEM VERIFICATION DURING CONSTRUCTION – DOMESTIC and NON-DOMESTIC COMPETENCY RISK LEVELS

Building Standards Competence – Knowledge Base

[Subject to further development work but principal requirements and competencies as set out below]

A – Core knowledge and understanding

A	Use a combination of general and specialist building knowledge and understanding to assess compliance of building work taking into account existing and emerging technology and industry practice	Typical competencies
A1	Understanding of relevant construction technology and ability to apply technical requirements of the Building Regulations and associated codes of practice	This should include: <ul style="list-style-type: none"> • Domestic and Non-Domestic Technical Handbooks, their role, use and meaning • Records and certificates required • Testing and commissioning regimes • Regulations 8 – Materials and workmanship • British and international standards • Third party certification and accreditation
A2	Understanding and ability to apply relevant building standards legislation as well as other legislation or statutory requirements in undertaking building standards tasks	This should include: <ul style="list-style-type: none"> • Understanding of the role of regulation as a tool of Government • The ability to work within and understanding of the wider regulatory framework • The ability to work towards your organisation’s regulatory objectives • The ability to work with the legislation relevant to your regulatory function(s) • The ability to work within your organisation’s regulatory policies and procedures • Understanding of the role and responsibilities of partner organisations
A3	Theoretical and practical application of relevant technology in undertaking building standards tasks	This includes the ability to: <ul style="list-style-type: none"> • Identify the limits of your own personal knowledge and skills • Strive to extend your own technological capability • Broaden and deepen own knowledge base through new applications and techniques
A4	Use a sound evidence base approach to assessment, problem solving and contribute to continuous improvement	This includes the ability to: <ul style="list-style-type: none"> • Use market intelligence and knowledge of technological development to promote and improve the effectiveness of building standards process, systems and services • Contribute to the evaluation and development of continuous improvement systems • Applying knowledge and experience to investigate, assess, and solve problems during building standards tasks, and implement corrective action where necessary

B – Assessment and inspection of design and construction processes, buildings as systems, services and products

B	Apply appropriate methods to assess or inspect the manufacture, design and construction process taking into account relevant commissioning, operation and maintenance, requirements of buildings as systems, products and services	Typical competencies
B1	Identifying, reviewing, selecting and applying appropriate techniques and methods in undertaking building standards tasks, inspection and assessment	This includes the ability to: <ul style="list-style-type: none"> • Establish user requirements for improvement • Select a review methodology • Fully exploit and implement current technology • Review the potential for enhancing building standards practices, products, processes, systems and services using evidence from best practice • Establish an action plan to implement the results of the review
B2	Ability to apply relevant building standards process and procedures in undertaking building standards tasks	This include the ability to: <ul style="list-style-type: none"> • Secure the necessary resources required for implementation • Implement building standards assessment to support others to develop solutions, taking account of critical constraints, including due concern for safety and sustainability • Identify problems during implementation and take corrective action • Contribute to recommendations for improvement and actively learn from feedback on results • The ability to prepare appropriate to prepare appropriately for checks on compliance • to conduct checks in a proportionate manner • to be responsive to the circumstances encountered • to make informed assessments of compliance and risk • to follow-up on checks on compliance in an appropriate manner
B3	Ability to engage effectively with the markets, individuals and business regulated by the building standards system	<ul style="list-style-type: none"> • Understanding of the current business environment and the business sector(s) regulated • Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated • Understanding of the factors that affect business approaches to compliance • The ability to engage constructively with business • The ability to tailor your approach to businesses and individuals that you interact with
B4	Effective management of project and regulatory risks	This should include the ability to: <ul style="list-style-type: none"> • Assess regulatory risks • Gather, analyse, use and share data to inform risk assessment • Use risk assessment to guide your activities • Understand risk management in a business1 context • Act within your role and area(s) of responsibility • Make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk- based approaches so as to have the greatest impact

B5	Ability to support compliance; where necessary respond to non-compliance and escalate concerns	<p>This should include:</p> <ul style="list-style-type: none"> • Understanding of the need for compliance support amongst those you regulate • The ability to promote the importance of compliance, and your organisation's role in supporting compliance • The ability to communicate in appropriate ways to suit the circumstances • The ability to provide the information and guidance that is needed by those you regulate • The ability to provide the tailored advice that is needed by those you regulate, where appropriate • The ability to select proportionate responses to non-compliance and potential non-compliance • The ability to communicate effectively with businesses that have failed to comply • The ability to conduct thorough investigations of non-compliance and allegations of non-compliance • The ability to prepare and implement effective responses to non-compliance • The ability to provide appropriate support for those adversely affected by non-compliance
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C – Provide technical and commercial management

C	Provide technical and commercial management	Typical competencies
C1	Planning for effective delivery and implementation of building standards services	<p>This include the ability to:</p> <ul style="list-style-type: none"> • Identify factors affecting project implementation • Carry out holistic and systematic risk identification, assessment and management • Prepare and agree implementation plans and method statements • Secure the necessary resources and confirm roles in project teams • Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)
C2	Management of time, tasks, people and resources to meet programmes, budgets and quality standards	<p>This includes the ability to:</p> <ul style="list-style-type: none"> • Operate appropriate management systems • Work to the agreed quality standards, programme and budget, within legal and statutory requirements • Manage work teams, coordinating project activities • Identify variations from quality standards, programme and budgets, and take corrective action • Evaluate performance and recommend improvements
C3	Managing or acting effectively as part of a team and developing staff or own skills to meet changing technical and managerial needs including diversity and inclusion	<p>This includes the ability to:</p> <ul style="list-style-type: none"> • Agree objectives and work plans with teams and individuals • Identify team and individual needs, and plan for their development • Reinforce team commitment to professional standards • Manage and support team and individual development • Assess team and individual performance, and provide feedback
C4	Managing data responsibly and in a way which supports effective compliance	

D – Demonstrate effective interpersonal skills

D	Managing communication	Typical competencies
D1	Communicating with others at all levels effectively in English, in writing and through graphical means in negotiating and managing the delivery of building standards tasks	This could include an ability to: <ul style="list-style-type: none"> • Contribute to, chair and record meetings and discussions • Prepare communications, documents and reports on technical matters • Exchange information and provide advice to technical and non-technical colleagues
D2	Managing or participating effectively in meetings, including presenting and discussing issues in a balanced, evidence based and professional manner	This could include an ability to: <ul style="list-style-type: none"> • Contribute to, chair and record meetings and discussions • Prepare communications, documents and reports on technical matters • Exchange information and provide advice to technical and non-technical colleagues
D3	Demonstrating professional, personal and social skills to support effective building standards activities	This could include an ability to: <ul style="list-style-type: none"> • Know and manage own emotions, strengths and weaknesses • Be aware of the needs and concerns of others, especially where related to diversity and equality • Be confident and flexible in dealing with new and changing interpersonal situations
D4	Ability to effectively manage disputes including conflict avoidance, management and dispute resolution procedures	

E – Assessment and inspection of design and construction processes, buildings as systems, services and products

E	Demonstrate a personal commitment to the Building standards profession by recognising obligations to society, the profession and the environment	Typical competencies
E1	Exercising responsibilities in an ethical manner, complying with the Building standards Code of Conduct and acting at all times in a professional manner	This includes an ability to: <ul style="list-style-type: none"> • Comply with relevant rules of professional conduct • Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation • The ability to monitor and report on your activities and performance • The ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities • Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities
E2	Managing and applying safe systems of work and acting consistently in a way which protects the safety of others	This could include an ability to: <ul style="list-style-type: none"> • Identify and take responsibility for own obligations for health, safety and welfare issues • Manage systems that satisfy health, safety and welfare requirements • Develop and implement appropriate hazard identification and risk management systems and culture • Manage, evaluate and improve these systems • Apply a sound knowledge of health and safety legislation
E3	Evaluating performance and carrying out and recording CPD necessary to maintain and enhance competence in your own area of practice	<ul style="list-style-type: none"> • Undertake reviews of own development needs • Plan how to meet personal and organisational objectives • Carry out planned (and unplanned) CPD activities • Maintain evidence of competence development • Evaluate CPD outcomes against any plans made • Assist others with their own CPD
E4	Undertaking building standards activities in a way which contributes to sustainability and the need for an inclusive built environment	This could include an ability to: <ul style="list-style-type: none"> • Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously • Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives • Understand and encourage stakeholder involvement in sustainable development • Use resources efficiently and effectively

KNOWLEDGE BASE OVERVIEW – THE ASSESSMENT PROCESS – EXCERPT FROM Building Control Competence Standard Future of Building Control Construction – Building Control Competence Framework – Specification Published by the Royal Institution of Chartered Surveyors (RICS)

Building Standards Competence Requirements for High Risk Residential (In Scope) Buildings

Competency is rated in four bands

■ Level 1 – Awareness (A)

The building standards professional has a basic knowledge of the subject and how it relates to their role

■ Level 2 – Appreciation (Ap)

The building standards professional has a general background knowledge of the subject but may require the specialist input of others to assess compliance

■ Level 3 – Understanding (U)

The building standards professional has sufficient knowledge of the complexities involved in order to make independent decisions and assessments standardising compliance of typical building work relating to an HRRB including utilising input from other specialists

■ Level 4 – Comprehensive (C)

The building standards professional has sufficiently detailed knowledge and skills to make decisions on complex issues relating to the design and construction of HRRBs and the ability to commission and interrogate specialist assistance where necessary

A	Technical knowledge and understanding	Knowledge	Level	Typical evidence to demonstrate competency
A1	Ability to understand and apply relevant fire safety principles and practices in the assessment and inspection of HRRBs.	Fire science	2	Examples from your work where principles of fire safety have been effectively applied in the assessment of HRRBs
	This should include the ability to:	Human behaviour and evacuation Fire protection systems	2	
		Fire protection systems	4	
	<ul style="list-style-type: none"> Understand and apply fundamental knowledge of fire science, (including key aspects of fire performance of materials) in the inspection and assessment of HRRBs Integrate understanding of key principles of human behaviour and fire escape design in to inspection or assessment of the design, layout and arrangement of escape provision in HRRBs Understand the key features and principles of passive and active fire protection (including suppression systems) and be able assess or inspect (or commission others to assess or inspect) active or passive systems for HRRBs Demonstrate detailed knowledge and ability of good practice in assessing and inspecting integration of compartmentation and structural fire protection in to the design of HRRBs with particular reference to measures which prevent the spread of flame and smoke internally and externally Demonstrate understanding and ability to assess and inspect integration of fire-fighting access requirements and provision of fire-fighting facilities in the design and layout of HRRBs 	Fire safety design and specification	4	
A2	Suitable knowledge and understanding of relevant principles and technical standards for building safety design and construction and ability to co-ordinate and integrate these holistically in the assessment and inspection of HRRBs	Structural safety	3	Examples from your work where principles of building safety (other than fire safety) have been effectively applied in the assessment of a HRRBs
	This should include the ability to:			
	<ul style="list-style-type: none"> Demonstrate understanding of the process by which different aspects of building safety should be successfully integrated into the overall design of an HRRB 	Protection from falling or collision	4	
	<ul style="list-style-type: none"> Demonstrate suitable understanding of critical safety design principles relevant to structure, public health and building services and how to ensure advice from suitable specialist professionals is obtained and integrated effectively in to the building design 	Public Health	4	
		Building Services	4	
		Building fabric	4	

A Technical knowledge and understanding				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
A3	Suitable knowledge and understanding of relevant legislation, regulations, statutory guidance, standards of performance and how to meet or exceed these requirements in the assessment of HRRBs.	Construction legislation relevant to HRRBs; building regulations	4	Examples from your experience of assessing HRRBs in order to ensure robust compliance with statutory requirements
	This should include the ability to:			Evidence of understanding or awareness of other relevant statutory regimes.
	<ul style="list-style-type: none"> Understand and where necessary advise others on what needs to be done to comply with relevant statutory requirements 			
	<ul style="list-style-type: none"> Have suitable awareness of how other relevant statutory or legal requirements where these are not your direct responsibility but could impact on building safety 			
	<ul style="list-style-type: none"> Have suitable knowledge and understanding of how to assess whether proposals or existing buildings meet or exceed regulatory requirements and technical performance standards relevant to ensuring safety in the construction and occupation of HRRBs 			
A4	Whenever relevant to your role, demonstrate the ability to develop, manage, distribute and maintain information about the assessment or inspection of the design, construction or maintenance of HRRBs critical to ensuring that they are designed to be safe, built to be safe, operated safely and maintained to be safe throughout the project lifecycle.	Golden thread of building information	4	Examples of good practice in obtaining, distributing and storing as built information
	This should include the ability to:	Building specific fire safety information	4	Evidence of role in the assessment of key building safety information packages such as the safety case or fire and emergency file
	<ul style="list-style-type: none"> Assess and audit strategies setting out how proposals and buildings in occupation meet building safety requirements 	Health & Safety information	2	Effective assessment of information setting out key building safety strategies for use by building owners or emergency services
	<ul style="list-style-type: none"> Demonstrate suitable knowledge and understanding of HRRB safety documents (and their content) key submission stages and responsibilities and enforcement measures available 	Design /construction, as built/ maintained information	4	Examples of effective management and assessment of adequacy of information submitted
	<ul style="list-style-type: none"> Inspect and assess adequacy of relevant documentation submitted as part of the Safety management system, Safety Case, Fire and Emergency file or Health and Safety plan 	Building safety strategies	3	
	<ul style="list-style-type: none"> Understand and be able to use/access information management tools such as BIM and other formats to ensure that accurate design and as built information are obtained to enable inspection of HRRB safety 	Maintenance information and scheduling; Testing and commissioning information; Lifecycle and replacement data	3	
	<ul style="list-style-type: none"> Act in ensuring that building safety information is distributed to relevant duty holders/ recipients and then safely stored 	Building installer/constructor/ maintainer competency requirements	3	
	<ul style="list-style-type: none"> Understand and enforce requirements for project teams or building owners to manage changes to design and as built information at key gateway stages 	Change management and impact on other interested parties e.g. insurer, warranty provider, owner	3	
	<ul style="list-style-type: none"> Identify what information is needed from other parties and coordinate that information where relevant to inspection of HRRB safety 			

B Assessment of design, process, systems, services and products				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
B1	Suitable knowledge of the relevant standards, testing, assessment and maintenance procedures for building materials, products, components, assemblies and systems and ability to assess these effectively to ensure safety through the life cycle of the building This should include the ability to:	Standards	4	Evidence of suitable application or use of relevant standards, testing or assessment procedures in the context of HRRBs
	<ul style="list-style-type: none"> Understand and assess how relevant British, international or third-party codes and standards have been adopted to ensure through life building safety 	Testing	2	
	<ul style="list-style-type: none"> Ensure that the right assessment methods or procedures have been used to ensure holistic through life building safety or be able to commission sample testing or assessment if this is necessary 	Commissioning	2	
	<ul style="list-style-type: none"> Understand and interpret the results of testing or assessment (or stated performance criteria) and know when to seek more expert advice on such to ensure through life building safety 	Building systems and services	3	
B2	Knowledge, understanding and ability to work within or apply in practice statutory process and procedures specific only to HRRBs that need to be followed in their assessment and inspection This should include:	Gateway process and stages for HRRB	4	Examples of successful project delivery through statutory cycles or process Examples of specific complex interactions, discussions or process meeting requirements for HRRBs
	<ul style="list-style-type: none"> Understanding of roles and responsibilities when acting as JCA, and ability to engage positively with the JCA other constituent bodies 	Role of the JCA	4	
	<ul style="list-style-type: none"> Ability to advise building owners, project team members and others on duties and procedural requirements relating to the design, construction and maintenance of HRRB 			
	<ul style="list-style-type: none"> Knowledge, understanding and ability to carry out relevant inspection activities in order to demonstrate or assess compliance with building safety requirements on behalf of the JCA at differing gateway stages 			
	<ul style="list-style-type: none"> Understanding of relevant requirements for building standards professionals to engage and communicate with tenants or the public 	Tenant voice and engagement	3	
B3	Suitable knowledge and understanding of specific risks relevant to the inspection, construction and maintenance of HRRBs and ability to use this knowledge as part of the development, assessment and application of risk management frameworks and safe systems of work This should include:	Critical risk factors in HRRBs	4	Examples from your work of the development or application of risk management process, procedures, safety case, safety information or frameworks Examples of identifying specific risks and how these were subsequently successfully managed
	<ul style="list-style-type: none"> Suitable knowledge and understanding of the specific risks relevant to each type of HRRB (including typical critical modes of failure and consideration of maintenance and replacement cycles) and how these risks should be managed through the inspection process, including through commissioning or undertaking of work by other specialist persons 	Safety case development; safety case review	2	
	<ul style="list-style-type: none"> Understanding of and ability to contribute to and work within safety management systems for HRRBs 	Fire risk strategy	2	
	<ul style="list-style-type: none"> Understanding of the building standards professional's role in assessing HRRB project safety case and ability to contribute to the safety case development, review and management 	Health and safety file	2	
	<ul style="list-style-type: none"> Interaction between building standards professional's role on HRRB and duties under CDM regulation/site health and safety requirements and other safety legislation 	Building management and maintenance for building and occupier safety	2	

C Responsibility, Management, Leadership and Business Awareness				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
C1	Clear understanding of and ability to fulfil relevant roles, responsibilities and duties in relation to inspection of HRRBs	Client duties and responsibilities	2	Evidence of specific roles and responsibilities you have held as part of your work on HRRBs
	This should include the ability to:	Principal designer duties and responsibilities	2	Evidence of your involvement in ensuring awareness and fulfilment of specific duties relevant to HRRBs
	• Understand your duties as a building standards professional in relation to the work you undertake on HRRBs	Contractor responsibilities and duties	2	Examples or interaction with other key duty holders
	• Understand and explain the roles and responsibilities of other key duty holders you will interact with as part of your role as a regulator on HRRBs	Building owner/manager	2	
	• Explain how to work effectively with other key duty holders you will interact with as part of your role inspecting HRRB safety	Tenant	2	
	• Engage effectively with Principal Designer and Principal Contractors	JCA	4	
		Local Authority	4	
		Regulators	3	
		Fire and rescue services	2	
C2	Awareness of responsibility to challenge unacceptable behaviours or practice and how to raise, escalate or flag risks to safety during the design, construction or maintenance process.	Whistle blowing policies/Public Information Disclosure Act	4	Examples of industry practice where you may have had concerns and acted upon them
	This should include the ability to:			How you have been effective in leading on building safety issues
	• Explain and comply with your professional and ethical duties to raise concerns relating to public safety			How you integrate good building safety practice in your day to day work
	• Effectively raise safety concerns with colleagues and where necessary escalate these concerns through management chains	Public duty to report	4	
	• Identify if and when it is necessary to utilise whistleblowing provisions under the Public Information disclosure Act and how to do so	Liabilities	2	
	• Understand, explain and act on any other duties to raise concerns about project safety	Company or organisational reporting and escalation policies and procedures	4	
	• Understand and act on concerns raised by others			
C3	Awareness of those being regulated and the various contractual relations/inter-relationships that have a bearing on the effective delivery of new building and refurbishment contracts for HRRB	Differing procurement mechanisms	2	Examples of the various forms of contracts and how designers and contractors etc. are engaged
	This should include the ability to:	Employers requirements	2	
	• Understanding of different types of building procurement mechanisms especially where these provide for differing seats of design responsibility and contractual restraints.			Examples of where contractual relationships have exceeded statutory minimum and how there might be conflicts to this when giving advice on achieving standards for compliance
	• Understanding of the various contractual elements that combine to make the overall compliance requirements in addition to statute	Contractors proposals	2	

C Responsibility, Management, Leadership and Business Awareness				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
C4	Ability to effectively manage or work with/ within complex assessment, inspection or project teams and co-ordinate assessment and inspection of technical and procedural compliance to ensure safe outcomes	Project management and control	2	Examples of effective team working and team management
	This should include the ability to:	Sequencing of work	2	Good practice in assembling and managing project teams
	<ul style="list-style-type: none"> Ability to create a risk managed inspection regime 	Assembling and appointing teams	3	Examples of your role in leading on or coordinating delivery of complex integrated systems or buildings
	<ul style="list-style-type: none"> Work in a dynamic, adaptable way in response to changes on site Provide appropriate, effective and meaningful inspection Integrate requirements for building safety into inspection planning and management activities Assess competencies required within inspection teams for which you are responsible and ensure suitable specialist expertise is procured where required Apply quality management, control or audit procedures in order to check building safety measures, duties or requirements which you are inspecting have been discharged Explain and comply with procedural requirements, submission and process' relevant the inspection and assessment of HRRB relevant to your work 	Effective management practice/ procedures for assessment and inspection of HRRBs	3	
D Responsibility, Management, Leadership and Business Awareness				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
D1	Understanding and awareness of the views of in situ residents and the duty to communicate with them and the public. The ability to communicate clearly and effectively verbally and in writing	Requirements/obligations to communicate, consult with and respond to residents or persons otherwise affected by buildings/building work	4	Evidence or examples of effective engagement with residents, building users or those affected by building work
	This should include the ability to:			Examples of reports, presentations and academic submissions
	<ul style="list-style-type: none"> Explain and comply with duties to communicate with building owners, project teams, residents and other persons or organisations involved in or affected by projects on HRRBs 	Ability to communicate effectively through media relevant to role (verbally, written, drawn)	4	Examples of effective engagement and communication with project teams
	<ul style="list-style-type: none"> Write reports, letters, e-mails or give presentations in a manner which can be clearly understood by technical and non-technical persons 	Ability to communicate technical complex information to non-technical audiences; effective communication within project and client teams	4	Examples of effectively explaining complex technical considerations clearly to clients or other non-professional or technical audiences
	<ul style="list-style-type: none"> Clearly identify and communicate responsibilities and issues relating to HRRB safety within design or project teams 			

E Professional Commitment				
	Key competency	Knowledge	Level	Typical evidence to demonstrate competency
E1	Adopting and applying the codes of conduct and ethical behaviour and understanding the specifics relevant to HRRB	Obligation to consult/tenants voice	4	Evidence or examples of effective engagement with building residents or users
	This should include:			Evidence of consideration of specific needs of older or disabled people in the assessment of building safety Evidence of leading discussion on or presenting ethical arguments in practice
	• Need to act with honesty, accuracy, respect, integrity, responsibility, and limits of capability in order to build trust	Duty of care to residents	4	Examples of instances where you have raised ethical concerns as part of your work inspecting HRRB safety
	• Need to respect concerns and issues raised by tenants and how to respond appropriately	Considering diversity and inclusion including differential needs e.g. emergency egress; adhering to Codes of Conduct e.g. emergency	4	
	• Duty of care to residents and people living or working in and around buildings	• Honesty and Integrity		
	• Differential needs of older and disabled people in accessing and ability to escape from HRRBs	• Respect for life, law, the environment and public good		
	• Need to act in accordance with professional Code of Conducts of Employers/Professional bodies	• Accuracy and Rigour		
• Understanding and ability to act in accordance with Code of Ethics for HRRB	Responsibility for Direction, Conduct and Communication	4		
E2	Understanding of techniques for and the importance of identifying limits of competency for self, individuals or organisations involved in the assessment, inspection, design, construction or management of HRRBs and ability to take suitable mitigating actions to manage risk	Principals and value of competency	2	Competency self-assessment records and learning from that process
	This should include the ability to:	Competency assessment techniques	2	Examples of quality assurance or management procedures to ensure competency of self/staff/specialists or other organisations
	• Explain what competency is and how this relates to building safety			Use of competency scoring or assessment techniques
	• Identify when and how to assess or request evidence of competency from persons or organisations working in HRRBs you inspect	Roles and responsibilities in advising on and ensuring competency	2	Involvement in competency assessment of individuals
	• Explain and comply with duties to ensure competency relating to the inspection of HRRBs • Identify the need to seek advice from others with specialist competencies and how to procure that advice in assessing HRRB safety • Effectively raise concerns about the competency of individuals or organisations with the JCA • Mitigate any residual risk relating to competency of which you become aware i.e. by putting in place additional checks or inspection measures	Procurement and management of specialist competencies and managing residual risk	3	Accessing or using suitable registers of competency
E3	Obligation and demonstrable commitment to maintaining professional competency to work on HRRBs and need to ensure continuing competency of others	Continuing Professional Development	4	CPD records
	This should include the ability to:			Self-assessment records/personal development plans/training records Obtaining new relevant qualifications
	• Assess the limits of your own competency in relation to work you are inspecting	Undertaking competency self-assessment	4	Courses attended
	• Identify personal development needs and put in place a suitable personal development plan	Managing personal development	4	Evidence of leadership within teams or organisations
	• Engage with peer review/assessment and feedback process to obtain external perspective on competency and areas for improvement	Assessing and managing development of team members	3	Involvement in developments of new standards or research relevant to role on HRRB
• Identify the limit of competency of those you work with or manage and take action to support improvement where necessary				

Knowledge Base Overview – Read With Competency Matrix

CAREER SERVICE LEVELS depending on “EXPERIENCE”	Working towards Educational exit point	CM Ref
Level 3/3A Building Standards Support Officer – Admin	SCQF Level 6	KB3&3AA Admin Level 3
Level 3/3A Building Standards Support Officer – Technical	SCQF Level 6	KB3&3AS Surveyor Level 3
Level 4 Building Standards Assistant	SCQF Level 7	KB4&4AS Surveyor Level 4
Level 4A Building Standards Inspector	SCQF Level 7	KB4&4AS Surveyor Level 4
Level 5 Building Standards Surveyor	SCQF Level 8	KB5S Surveyor Level 5
Level 5A Building Standards Surveyor	SCQF Level 9	KB5AS Surveyor Level 5A
Level 6 Building Standards Surveyor	SCQF Level 9	KB6S Surveyor Level 6
Level 6A Building Standards Surveyor	SCQF Level 10	KB6AS Surveyor Level 6A
Level 7S Building Standards Surveyor	SCQF Level 10	KB7S Surveyor Level 7
Level 8S Building Standards Senior Surveyor	SCQF Level 10	KB8S Surveyor Level 8
Level 9-11 Building Standards Manager	SCQF Level 10-12	KB9-11M Building Standards Manager Levels 9-11

Core Competency Areas	Basic Knowledge and Understanding
1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
2. Expertise	Definition of knowledge required for the level of the post including ability or otherwise to apply knowledge in the service provision
3. Decision making	Confirms the ability to interpret and apply instructions received
4. Work Planning & Time Management	Ability to understand and use effective and efficient tasks planned and executed within agreed timescales
5. Work Standards	Working to a professional standard in a presentable manner with or without supervision
6. Innovation and Initiative	Ability to be open to new ways of working and new methods of assessment of building projects and design with a willingness to innovate
7. Communications	Ability to communicate with customers, colleagues and mentors
8. Team Working	Display an aptitude to cooperation and partnership working
9. Professional commitment	Act in accordance with good professional standards in meeting defined and agreed codes of conduct as they apply at any level
10. Organisational/Political Sensitivity	Have an overall awareness of Local Government processes and procedures At Manager Level, have specific managerial expertise in resources, finance and performance and the management of change

Knowledge Base Overview – Levels 3/3A Building Standards Support Officer – Admin – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 3/3A Building Standards Support Officer – Admin	SCQF Level 6	KB3&3AA Admin Level 3	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			Building Standards Support Officer – Admin (Supervised/ Unsupervised)	B – Evidence of Level of Expertise Level 3/3A Competencies – Administration and Systems Support for Back Office Processes (Supervised or Unsupervised)	Understand the basics of administering the drawing and specification information of the Building Standards system
					Overview of work history and relevant experience in the building industry Confirmation that they have an understanding of the purpose and objectives of the Procedure Regulations; Fees Regulations; Forms Regulations and Key Performance Outcomes Reporting
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role		Registration; fees; KPO documentation, the employee has processed and approved or rejected
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor		Evidence of action undertaken by the employee re letters or reports written, follow-up actions taken

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure effective administration of building standards functions for service delivery		How the employee performs registering applications, issuing building warrants, issuing completion certificates and performing administrative tasks, etc
			C1 – Identify problems and apply appropriate checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Admin and Systems Support		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service or other senior officers within the service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning <ul style="list-style-type: none"> • Positive and enthusiastic approach to work • Confident and assertive • Able to work to deadlines • Self-motivated and pragmatic 	As above – this could include statements from individuals with proven expertise, such as managers, team leaders, or mentors who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the guidance issued in terms of effective issuing and registering of all building standards documentation and reporting
			Organisational records	An awareness of the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	How the employee handles any instances of deficiencies in the admin work or reporting regime and follows up on outstanding issues
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches	Evidence of other task planning and organising documents
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	How the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner	Written statements or references from peers or technically skilled observers
				Ability to articulate in an oral and written delivery	Evidence could include: <ul style="list-style-type: none"> • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working Provide a customer orientated ethos within the operation of the building standards service	Display an attitude of cooperation and partnership working Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service Memberships: <ul style="list-style-type: none"> • Industry participation (committee member, officeholder, attending conferences, etc) • Attending conferences or trade shows F3 – Participate in the activities of your professional organisation Papers developed and presented at industry workshops, conferences or seminars: <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 	9. Professional commitment Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Ability to interact with customers, colleagues and mentors Any compliments or positive feedback received from the stakeholders Records of any complaints made against the employee in question and the outcomes of any investigations arising from these Show evidence of competence development Confirm review of own development needs

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • Building standards services induction or in-house training courses • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service’s systems and processes and equipment (e.g., computer training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner</p> <p>Plan how to meet personal and organisational objectives</p> <p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>10. Organisational/Political Sensitivity</p> <p>Understand who your customer is</p> <p>Committed to customer care in an open, honest and accountable manner</p>	<p>Have an overall awareness of Local Government processes and procedures</p> <p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies These often take the form of standards of conduct which reflect positive behaviours These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 3/3A Building Standards Support Surveyor – Technical – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 3/3A – Building Standards Support surveyor – Technical	SCQF Level 6	KB3&3AS Surveyor Level 3	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding.
			A1 – Display an understanding of the assessment of competency process	Employee recognises when work is outside their ability	
			A2 – Accept and exercise personal responsibility	Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs	
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
Building Standards support surveyor – Technical			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 3/3A Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Level 3/3A Competencies – Trainee/ assistant/apprentice surveyor with or without supervision (low risk Domestic) – applications i.e. patio doors, small conservatories, minor alterations	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assist with the assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Assist with site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Assist with the preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks.	Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
				Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
			F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars:</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner</p> <p>Plan how to meet personal and organisational objectives</p> <p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>10. Organisational/Political Sensitivity</p> <p>Understand who your customer is</p> <p>Committed to customer care in an open, honest and accountable manner</p>	<p>Have an overall awareness of Local Government processes and procedures</p> <p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 4/4A Building Standards Assistant/Building Standards Inspector – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency	
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work						
Level 4/4A – Building Standards Assistant/Building Standards Inspector	SCQF Level 7	KB4&4AS Surveyor Level 4	General Competency		Evidential Scope	
			Section A:	Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability	
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs	
			Section B:	Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
				B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 4/4A Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Inspector	Level 4A Competencies – BS surveyor working without supervision on domestic projects (low risk domestic – applications) i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free standing walls	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations: Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Building Standards Assistant	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations: Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise); Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision.
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning <ul style="list-style-type: none"> • Positive and enthusiastic approach to work • Confident and assertive • Able to work to deadlines • Self-motivated and pragmatic 	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records Accept, undertake and complete technical and other tasks	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of task planning and organising documents Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: <ul style="list-style-type: none"> • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working Provide a customer orientated ethos within the operation of the building standards service	Display an attitude of cooperation and partnership working Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service F2 – Membership of any industry related professional institution or body <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers Voluntary memberships Industry participation (committee member, officeholder, attending conferences, etc) <ul style="list-style-type: none"> • Attending conferences or trade shows F3 – Participate in the activities of your professional organisation Papers developed and presented at industry workshops, conferences or seminars: <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 	9. Professional commitment Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Ability to interact with customers, colleagues and mentors Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these Show evidence of competence development Confirm review of own development needs Check the availability of evidence to show achievements under these options

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section F: F6 – Exercise responsibilities in an ethical manner	10. Organisational/Political Sensitivity	Have an overall awareness of Local Government processes and procedures
			Plan how to meet personal and organisational objectives Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility	Understand who your customer is Committed to customer care in an open, honest and accountable manner	In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include: <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 5 Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 5 – Building Standards Surveyor	SCQF Level 8	KB5S Surveyor Level 5	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 5 Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Surveyor Level 5 Competencies – BS surveyor with proven capability to work with supervision on all domestic types (up to 18m) and on non-domestic low-medium risk buildings (alterations, extensions, conversions & new build)	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles laying at the heart of the Building Regulations: Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning <ul style="list-style-type: none"> • Positive and enthusiastic approach to work • Confident and assertive • Able to work to deadlines • Self-motivated and pragmatic 	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
				Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
			F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p>	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p>
			<p>The following qualifications and courses may also be relevant in supporting a competency assessment Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 		<ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training, • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
		Section F:	F6 – Exercise responsibilities in an ethical manner	10. Organisational/Political Sensitivity	Have an overall awareness of Local Government processes and procedures
			Plan how to meet personal and organisational objectives	Understand who your customer is	
			Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility	Committed to customer care in an open, honest and accountable manner	<p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies These often take the form of standards of conduct which reflect positive behaviours These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 5A Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 5A – Building Standards Surveyor	SCQF Level 8	KB5AS Surveyor Level 5A	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 5A Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Surveyor Level 5A Competencies – BS surveyor with proven capability to work with supervision on all domestic types (up to 18m) and on non-domestic low-medium risk buildings (alterations, extensions, conversions & new build)	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records Accept, undertake and complete technical and other tasks	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of task planning and organising documents Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E:	E – Communication and interpersonal skills	7. Communication
				Use effective communication and interpersonal skills	Excellent communication and report writing skills
				E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery
					Evidence of how the employee communicates with stakeholders (verbal and written) Written statements or references from peers or technically skilled observers Evidence could include: • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E:	E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working
					Provide a customer orientated ethos within the operation of the building standards service
					Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F:	F – Professional commitment	9. Professional commitment
				F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body
					Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in Professional Review and Development and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <p>Carry out planned (and unplanned) CPD activities</p> <p>Evaluate CPD outcomes any CPD plans completed</p> <p>Assist others with their own CPD</p>		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training, • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner.</p>	<p>10. Organisational/Political Sensitivity</p>	<p>Have an overall awareness of Local Government processes and procedures</p>
			<p>Plan how to meet personal and organisational objectives</p>	<p>Understand who your customer is</p>	
			<p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>Committed to customer care in an open, honest and accountable manner</p>	<p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 6 Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 6 – Building Standards Surveyor	SCQF Level 8	KB6S Surveyor Level 6	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 6 Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Surveyor	Level 6 Competencies – BS surveyor with proven capability to working with supervision on high risk/complex buildings	Knowledge of Building Standards and construction and related legislation and practice
					Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice.	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision.
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency	
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work						
			Section E:	E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
				Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
				E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E:	E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
					Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F:	F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
				F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p>	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 		
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section F: F6 – Exercise responsibilities in an ethical manner Plan how to meet personal and organisational objectives Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility	10. Organisational/Political Sensitivity Understand who your customer is Committed to customer care in an open, honest and accountable manner	Have an overall awareness of Local Government processes and procedures In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include: <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 6A Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 6A – Building Standards Surveyor	SCQF Level 8	KB6AS Surveyor Level 6A	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 6A Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Surveyor Level 6A Competencies – BS surveyor with added proven capability to work unsupervised on high risk complex buildings	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches Assist in the preparation of draft statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency	
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work						
			Section E:	E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
				Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
				E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: <ul style="list-style-type: none"> • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E:	E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
					Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F:	F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
				F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in Professional Review and Development and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <p>Carry out planned (and unplanned) CPD activities</p> <p>Evaluate CPD outcomes any CPD plans completed</p> <p>Assist others with their own CPD</p>		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records • Short CPD type courses • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner</p> <p>Plan how to meet personal and organisational objectives</p> <p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>10. Organisational/Political Sensitivity</p> <p>Understand who your customer is</p> <p>Committed to customer care in an open, honest and accountable manner</p>	<p>Have an overall awareness of Local Government processes and procedures</p> <p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 7 Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 7 – Building Standards Surveyor	SCQF Level 8	KB7S Surveyor Level 7	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 7 Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Surveyor	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
		Section C:	Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice.	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues
				Preparation of draft statutory enforcement notices as required	Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency	
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work						
			Section E:	E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
				Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
				E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: <ul style="list-style-type: none"> • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E:	E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality.	8. Team Working	Display an attitude of cooperation and partnership working
					Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F:	F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
				F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> Carry out planned (and unplanned) CPD activities Evaluate CPD outcomes any CPD plans completed Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner.</p> <p>Plan how to meet personal and organisational objectives</p> <p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>10. Organisational/Political Sensitivity</p>	<p>Have an overall awareness of Local Government processes and procedures</p> <p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Level 8 Building Standards Surveyor – Read With Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 8 – Building Standards Senior Surveyor	SCQF Level 10	KB8S Surveyor Level 8	General Competency		Evidential Scope
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in plan assessment and site inspection activities related to Level 8 Competencies in respect of building work under construction including the updating and maintenance of case records	Evidence of work history and relevant experience in the building industry
			Building Standards Senior Surveyor	Knowledge of Building Standards and construction and related legislation and practice	Employee has an awareness of the general principles lying at the heart of the Building Regulations Section 1 Structure (EC – Mechanical resistance and stability) Section 2 Fire (EC – Safety in case of fire) Section 3 Environment (EC – Hygiene, health and the environment) Section 4 Safety (EC – Safety and accessibility in use) Section 5 Noise (EC – Protection against noise) Section 6 Energy (EC – Energy, economy and heat retention) Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role	Assessment of building warrant applications and supporting documents for compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004	Building warrant documentation, the employee has processed and approved or rejected Understand the basics of drawing and specification information and working towards completion of the matrices relative to Induction and the Building Standards system
			B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor	Site inspections of warrant applications and inspections of premises, which require licensing, and the preparation of corresponding documents and reports in accordance with appropriate legislation Preparation of reports and corresponding documents on warrant applications in accordance with appropriate legislation Implement processes and procedures for decision-making on design proposals and dangerous buildings under the Building (Scotland Act 2003 and Regulations of the Building (Scotland) Regulations 2004	Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Create and maintain, using computerised systems, all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Carry out all other duties designated by the Head of Service to assist in the provision of an effective and efficient service	This could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation These statements should confirm that they have observed the employee's work directly Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach and aptitude to learning Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches Preparation of draft statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved plans and follows up on outstanding issues Evidence of an understanding between compliance checks and remedies available within legislation should failures occur

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
				Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
			F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively work towards further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F2 – Membership of any industry related professional institution or body</p> <ul style="list-style-type: none"> • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers <p>Voluntary memberships</p> <p>Industry participation (committee member, officeholder, attending conferences, etc)</p> <ul style="list-style-type: none"> • Attending conferences or trade shows 		<p>Show evidence of competence development</p> <p>Confirm review of own development needs</p>
			<p>F3 – Participate in the activities of your professional organisation</p> <p>Papers developed and presented at industry workshops, conferences or seminars;</p> <ul style="list-style-type: none"> • Papers developed for training purposes • Checklists or procedures developed • Articles written or published 		<p>Check the availability of evidence to show achievements under these options</p>
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <p>Carry out planned (and unplanned) CPD activities</p> <p>Evaluate CPD outcomes any CPD plans completed</p> <p>Assist others with their own CPD</p>		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>
			<p>Section F:</p> <p>F6 – Exercise responsibilities in an ethical manner</p> <p>Plan how to meet personal and organisational objectives</p> <p>Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility</p>	<p>10. Organisational/Political Sensitivity</p>	<p>Have an overall awareness of Local Government processes and procedures</p> <p>In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include:</p> <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Knowledge Base Overview – Levels 9-11 Building Standards Manager – Read with Competency Matrix

Competency Service Levels Depending on “Experience”	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
Level 9 – Building Standards Manager	SCQF Level 10	KB9-11M Building Standards Manager Levels 9-11	General Competency		Evidential Scope
Level 10 – Building Standards Manager	SCQF Level 11				
Level 11 – Building Standards Manager	SCQF Level 12				
			Section A: Self-assessment against competency specification	1. Self Awareness	Self-assessment by the employee against the relevant defined competencies for the post including a recognition of their personal limitations in knowledge and understanding
			A1 – Display an understanding of the assessment of competency process		Employee recognises when work is outside their ability
			A2 – Accept and exercise personal responsibility		Employee recognises when peer review is required Employee identifies strengths, knowledge and skills gaps Employee identifies training needs
			Section B: Knowledge and understanding	2. Expertise	Evidence of work experience and examples of completed work
			B – Evidence of Level of Expertise	Primarily, you will be involved in the resource, financial and performance management of the activities related to Level 9-11 Competencies in respect of a geographical building standards service within one of Scotland’s Local Authorities	Evidence of work history and relevant experience in the building industry

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>Building Standards Manager SVQF LEVELS 10, 11 & 12</p> <p>Level 9-11 Competencies – surveyor with specialist and proven management and financial governance skills from a related or an unrelated degree course</p>	<p>Knowledge of Building Standards and construction and related legislation and practice</p>	<p>Employee has an awareness of the general principles lying at the heart of the Building Regulations.</p> <p>Section 1 Structure (EC – Mechanical resistance and stability)</p> <p>Section 2 Fire (EC – Safety in case of fire)</p> <p>Section 3 Environment (EC – Hygiene, health and the environment)</p> <p>Section 4 Safety (EC – Safety and accessibility in use)</p> <p>Section 5 Noise (EC – Protection against noise)</p> <p>Section 6 Energy (EC – Energy, economy and heat retention)</p> <p>Section 7 Sustainability (EC – Sustainable use of natural resources) including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</p>
			<p>B1 – Review and select appropriate evidence that confirm the abilities to use techniques, procedures and methods to fulfil your building standards role</p>	<p>Identify Building Warrant applications/ reports that require areas to be referred for assessment at a different level of competence</p>	<p>Building warrant documentation, the employee has processed and approved or rejected</p>
			<p>B2 – Use appropriate scientific, technical or construction principles including demonstration of suitable knowledge and ability to apply technical standards, codes and regulations relevant to your work as a building standards surveyor</p>	<p>Implement processes and procedures for decision-making on design proposals and dangerous buildings under the Building (Scotland Act 2003 and Regulations of the Building (Scotland) Regulations 2004</p> <p>Specialist knowledge of one of the core areas e.g. Resource Management; Financial Governance; Performance Management</p> <p>Acknowledged as a Corporate specialist.</p> <p>Ability to convert their current degree</p> <p>Existing managers may wish to top up their skillset in their roles as managers which may require additional softer skills than the technical ones they already possess</p>	<p>Inspections undertaken by the employee, including their CCNP inspection records, letters or reports written, notices they have issued, follow-up actions taken</p>

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section C: Problem Solving/Data Handling	3. Decision making	Ability to interpret and apply instructions received from Mentor/Supervisor
			C – Ability to apply processes, systems and specifications to ensure compliance with minimum building standards	Oversee and manage the use of computerised systems controlling all the necessary records of all applications timeously and accurately	How the employee performs during site visits, vetting applications, processing building warrants, carrying out site inspections, accepting completion certificates or notices to fix and performing administrative tasks, etc Evidence of problem solving abilities Confirm IT literacy
			C1 – Identify problems and apply appropriate building standards compliance checks to identify problems and develop satisfactory solutions; and demonstrate the ability to work within the legal statutory and regulatory frameworks relevant to your work as a Building Standards Surveyor		Compliance documents – review of certificates of design and construction and identification of inspection, maintenance and reporting procedures Completion certificates and/or authorisation of temporary occupation accepted – checklists completed and any other material supporting the decisions the employee has made (e.g., photos)
			C2 – Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact		Other written documentation or reports they have authored (including letters to stakeholders, internal memos, notices to fix, training or published articles)
			Section D: Responsibility, management and leadership	4. Work Planning & Time Management	Ability to understand and use basic IT software to aid effectiveness and efficiency of tasks to be planned undertaken and completed
				Implement processes and procedures for decision-making on design proposals and dangerous buildings under the Building (Scotland) Act 2003 and Regulations of the Building (Scotland) Regulations 2004	This could include statements from individuals with proven skills and expertise or other professional colleagues who are either internal or external to the organisation
				Able to review/suggest improvements to methodologies and work practices	These statements should confirm that they have observed the employee's work directly
				Able to present high level data to committee, other partners and Agencies e.g. COSLA/ Scottish Executive	Such references or statements should note the dates and time period in question, the capability and professional capacity of the observer, the context of the work in question, and any other relevant information Casual daily or assessment-specific monitoring of individual's performance

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section D: D – Work reliably and effectively with or without supervision, to the appropriate codes of practice	5. Work Standards	Work to a professional standard in a presentable manner with or without supervision
			D1 – Direct observation or shadowing of the employee on the job (witnessing)	Works to a professional standard with a positive approach Positive and enthusiastic approach to work Confident and assertive Able to work to deadlines Self-motivated and pragmatic	As above – this could include statements from individuals with proven technical skills and expertise, such as managers, team leaders, engineers or other professional colleagues who are either internal or external to the organisation
			Section D: D2 – Accept responsibility for work of self or others	6. Innovation and Initiative	Take cognisance of the non-mandatory guidance for technological requirements as specified within the supporting Domestic and Non-Domestic Technical Handbooks
			Organisational records	Understanding the relationships between all aspects of the building warrant, completion certificate and enforcement functions associated with the service	Evidence of task planning and organising documents
			Accept, undertake and complete technical and other tasks	Open to new ideas and alternative approaches Manage the preparation of statutory enforcement notices as required	Evidence of how the employee handles any instances of deviations from the approved policies and strategies of the service Evidence of an understanding between compliance checks and remedies available within legislation should failures occur
			Section E: E – Communication and interpersonal skills	7. Communication	Ability to communicate with customers, colleagues and mentors
			Use effective communication and interpersonal skills	Excellent communication and report writing skills	Evidence of how the employee communicates with stakeholders (verbal and written)
			E1 – Use oral, written and electronic methods for the communication in of technical and other information	Production of reports and documents in a professional manner Ability to articulate in an oral and written delivery	Written statements or references from peers or technically skilled observers Evidence could include: <ul style="list-style-type: none"> • Letters • Reports • Drawings • E-mails • Minutes, including of progress meetings • Appraisals

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section E: E2 – Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to inclusion, diversity and equality	8. Team Working	Display an attitude of cooperation and partnership working
				Provide a customer orientated ethos within the operation of the building standards service	Written statements or references from peers or technically skilled observers How this has occurred, and your role at the time The ability to clearly describe your role as part of a team Evidence of a situation where you put your awareness into practice
			Section F: F – Professional commitment	9. Professional commitment	Ability to interact with customers, colleagues and mentors
			F1 – Make a personal commitment to a code of professional conduct, recognising obligations to the profession (whether or not a member of any professional body) and the delivery of an efficient effective service	Actively support further educational training; work based learning; meeting professional benchmarks and ethical standards determined both by your employer and your professional body	Any compliments or positive feedback received from the stakeholders. Records of any complaints made against the employee in question and the outcomes of any investigations arising from these
			F2 – Membership of any industry related professional institution or body • Chartered Building Engineer • Chartered Surveyor • Registered Architect • Plumbers, Gasfitters and Electricians (SELECT; CERTSURE; SNIPEF) • Builders; Joiners; Bricklayers Voluntary memberships Industry participation (committee member, officeholder, attending conferences, etc) • Attending conferences or trade shows		Show evidence of competence development Confirm review of own development needs
			F3 – Participate in the activities of your professional organisation Papers developed and presented at industry workshops, conferences or seminars; • Papers developed for training purposes • Checklists or procedures developed • Articles written or published		Check the availability of evidence to show achievements under these options

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			<p>F4 – Qualifications that may have relevance to building standards</p> <p>The following qualifications and courses may also be relevant in supporting a competency assessment. Building standards related courses (e.g., ONC/OND; HNC/HND; Ordinary degree; Honours Degree; Masters' degree) OR other construction related degree</p> <ul style="list-style-type: none"> • Architecture • Engineering (mechanical, civil, structural, fire, geotechnical, etc) • Environmental science/health • Building science/building technology. • Construction management • Quantity surveying • Diplomas and certificates • Certificate in Engineering • Construction management • Trade, advanced trade in carpentry 	<p>Participate in PRD and attend training as required to continuously develop skills and knowledge</p>	<p>Factors to consider when assessing the relevance of qualifications and courses:</p> <ul style="list-style-type: none"> • What type of course it was, ensuring that it involved an assessment or test (e.g., exam, completion of a project or production of an output) • When it was completed • What further training the individual has done to stay current in their area of expertise • Whether the industry and knowledge requirements have changed since the qualification was obtained and, if so, whether the qualification or training is relevant in today's environment
			<p>F5 – Carry out CPD as necessary to maintain and enhance competence in your own area of building engineering practice including:</p> <ul style="list-style-type: none"> • Carry out planned (and unplanned) CPD activities • Evaluate CPD outcomes any CPD plans completed • Assist others with their own CPD 		<p>Previous competency assessments and performance reviews that consider the key competencies of the employee</p> <ul style="list-style-type: none"> • Training and continuing professional development records <p>Short CPD type courses</p> <ul style="list-style-type: none"> • In Construction; Regulations; Standards; other related professions • Building standards services induction or in-house training courses • Manufacturers' or trade demonstrations • In-house training on specific areas such as building terminology, legislation • Training in use of the Building Standards Service's systems and processes and equipment (e.g., computer training) • Training in use of moisture meter, digital camera, accreditation-related training) <p>Evidence of successful completion of courses that include projects or competency-based assessment</p> <p>Technical courses (e.g., fire, accessibility, noise, energy, SAP/SBEM weathertightness compliance)</p>

Competency Service Levels Depending on "Experience"	Working towards Educational exit point	CM Ref	General Competency Areas	Core Competency Areas	Guidance Notes – Possible Examples that could be used to help Assess Competency
The following scope sets out the knowledge or evidence required to demonstrate competency relevant to your work					
			Section F: F6 – Exercise responsibilities in an ethical manner Plan how to meet personal and organisational objectives Display behavioural competence supported by clearly defined ethical principles and standards relevant to the roles, functions, activities and tasks within your responsibility	10. Organisational/Political Sensitivity Understand who your customer is Committed to customer care in an open, honest and accountable manner	Have an overall awareness of Local Government processes and procedures In practice, ethical principles are most commonly found in codes of conduct, particularly within professional bodies. These often take the form of standards of conduct which reflect positive behaviours. These include: <ul style="list-style-type: none"> • Respect for life, law, the environment and public good • Honesty and integrity • Accuracy and rigour • Responsibility for direction, conduct and communication

Domestic Plan Assessment Template

Application Number

Site Address

Assessed By

Item	Assessed	Notes
Reg.8-Materials/workmanship		
Valid Application – Insufficient details		
Local issues notice/enhanced standards – Planning Conditions – Access Panels		
Consult Fire Officer? – flats/common areas only		

Section 1 Structure

Limitations on size and floor area?		
Single storey non-residential building or annexe?		
Mining area or area of known ground instability?		
Foundations		
Wall thickness		
Wall ties		
Wall length		
Wall height		
Strength of blocks		
Loadings on walls		
Differences in ground levels		
Beams /lintels/bearings (<i>calcs required?</i>)		
Buttressing		
Openings		
Lateral restraint/holding down – roofs/floors		
Chimneys		
External wall cladding		
Recovering of roofs		
Floor joists – TRADA tables or similar		
Beam/block floor – manufacturers span tables		
Ceiling joists/binders – TRADA tables or similar		
Rafters – TRADA tables or similar		
Purlins –TRADA tables or similar		
Flat roof joists – TRADA tables or similar		
Trussed rafters – details of, and longitudinal and diagonal bracing		
Disproportionate collapse		

Section 2 Fire

Houses

Building height and size

Separation – floors and walls

Smoke detectors – type / location

Inner rooms

Escape windows and place of relative safety

Protected stairway

Sprinklers?

Galleries?

Loft conversions

-smoke detectors

-fire doors

-fire rating of floors

-partition between ground floor and stair?

-sprinkler system, subdivision of the ground floor?

Alternative guidance/additional detection?

Flats/Maisonettes

Smoke detectors

Internal planning – distances, layouts and galleries

Open plan flats

Escape windows

Basements

Single stairs and protected lobbies

Common escape routes, escape widths, ironmongery on the final exit?

Common stairs and ventilation requirements inc fire alarm

Ancillary /mixed use/connection with car park?

Emergency lighting

Fire doors incl. uninsulated glazing

Construction of escape stairs and protection thereof.

Fire spread

Spread of flame rating:

Wall and ceiling linings ok?

-accommodation

-circulation areas

Fire resistance (30min/60min +)

Compartmentation – Walls/floors/shafts and junctions

Integral garage?

Garage floor level?		
Cavity barriers/closers		
Fire stopping incl. concealed shafts, cavities and ducts?		
Unprotected areas (<i>glazed areas/construction material</i>)		
Roof coverings		
External surfaces – cladding etc		
Assistance to SFRS		
Access for SFRS – vehicle access/hose lengths/dry risers/tall buildings		
Hydrant locations nearby?		
Venting of basements		

Section 3 – Resistance to contamination and moisture

Site investigation report/desk top study		
Contaminants – risk assessment		
Methane and Radon gas		
Sub-soil drainage		
Moisture resistance:		
-ground floors		
-interstitial condensation (<i>vents</i>)		
-exposed floors		
Walls – ground moisture		
-moisture from outside/cavity widths/solid walls		
-interstitial condensation and vapour control		
Roofs –external moisture		
- <i>pitch of roof & tiles used ok?</i>		
-interstitial condensation and ventilation		
- Flashings and cavity trays		

Section 3 Hazardous Substances

U/F cavity fill?		
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Section 3 – Ventilation

System 1		
extract to kitchen/utility/bathroom/wc + overruns		
background ventilation		
System 2 – Passive stack		
System 3 – Continuous extract		
System 4 – MVHR		
Purge ventilation		
Basements/single sided properties?		
Commissioning?		

Section 3 – Sanitation, hot water safety and efficiency

Water supply potable? (<i>New dwellings</i>)		
Water efficiency calculation – enhanced standards?		
Temp restricted to 48 degrees (<i>Baths only</i>)		
Unvented hot water storage – certification?		
Whb to WC?		
Macerator permitted only if a gravity WC exists elsewhere		

Section 3 – Drainage

Foul to, in order of preference:-		
public sewer/private sewer/ septic tank/cesspit		
Sanitary pipework – sizes, pipe runs, ventilation		
Foul drains		
layout and capacity		
pipe runs near buildings		
bedding /protection/access		
Septic tank		
BBA or other approval certificate, capacity		
drainage fields and consent to discharge?		
Gutters /rain water pipes		
Paved areas		
Surface water drains		
soakaway/sewer		
Building over sewer?		
Solid waste storage		

Section 3 – Heat producing appliances

Gas Safe/Hetas/Oftec certification?		
Air supply/hearth/flue inc inspection access, CO detection		
Flues – construction, J3, reuse, re-lining, outlets		
J4 notice plate?		
Liquid fuel storage and/or oil storage?		
Part J checklist – appendix A		

Section 3 – Infrastructure for high speed electronic comms networks

High speed infrastructure (usually limited to ductwork		
Common access point for high speed network (<i>multi-dwelling buildings</i>)		

Section 4 Safety

Pitch (<i>max rise/minimum goings</i>)		
Headroom		
Landings		
Common areas -flats– nosings/width/tread profile		
Handrails/guarding – climability?		
Protection from falling -floors/balconies/low windows serving as containment		
Protection from impact with glazing		

Section 4 Safety

<i>(New dwellings only)</i>		
Approach to dwelling and communal entrances		
Entrance threshold and door width		
Internal door width		
Circulation within dwelling		
Switches and sockets locations		
Lifts & stairs in flats		
WC in dwelling, door..		
Enhanced standards		

Section 4 – Electrical safety

Certified work – Approved certifier electrician		
Scope – sheds/garages/greenhouses etc as well as within the dwelling itself		
Special locations bathroom/ shower room/kitchen		
Swimming pools and saunas		

Section 4 – Security

Doors to PAS 24 standards?,incl. letter plates.		
Bespoke doors?.		
Windows to PAS 24 standards?, other standards can be used		

Section 5 – Noise

Pre-Completion Testing or Robust Standard detail registration certificates?		
Separating Walls (new build)		
Wall type/density/thickness/ties/cavity width		
Cavity stops and junctions		
Separating Floor (new build)		
Floor type/ceiling treatment/floating floors		
Junctions and penetrations		
Internal walls -type		
Internal Floors – type		
Dwellings formed by change of use		
Wall treatment		
Floor treatment		
Stair treatment		
Rooms for Residential Purposes		
Wall type (new build) + junctions		
Floor type (new build) + junctions		
Walls (change of use) + junctions		
Floor (change of use) + junctions		
Reverberation in the Common Parts		
Methods A and B / absorbers		
Historic buildings		

Section 6 – Conservation of fuel and power

New Dwellings

TER / DER and FEES

Approved software/user?

Design limits (*envelope*)

Design limits (*services*)

Solar gain

Continuity of insulation

Air permeability and pressure testing (?1 or 2 dwellings then assume 15m³/hr, no test req)

Commissioning

Renewables/high efficiency systems?

Extensions/material alterations/change of use

UValues: walls/floor/roof

Controlled services (*heating, lighting etc*)

Controlled fittings (*Windows etc.*)

Glazed area

Continuity of insulation

Air-tightness

Change in energy status

Renovation of a Thermal element

Retained Thermal element

EPC (*change of use*)

Section 7 Sustainability

7.1 Statement of sustainability

Annex 7.A Sample sustainability label

Annex 7.B Supplementary guidance in the aspect of optimising performance

Annex 7.C Desk Space

Annex 7.D Mobility Space

Annex 7.E Sustainability Label

Non-Domestic Plan Assessment Template

Application Number

Site Address

Assessed By

Purpose Group

Standard designed against

Item	Assessed	Notes
Reg.8-Materials/workmanship		
Valid Application – Insufficient details		
Local issues notice/enhanced standards – Planning Condions – Access Panels		
Consult Fire Officer? – flats/common areas only		
Section 1 Structure		
Mining area or area of known ground instability?		
Foundations		
Wall thickness		
Wall ties		
Wall length		
Wall height		
Strength of blocks		
Loadings on wall		
Differences in ground level		
Framed building – structural design package?		
Floors		
Roofs		
Beams /lintels and bearings (calcs req?)		
Buttressing		
Openings		
Lateral restraint straps – roofs and floors		
Chimneys		
Cladding		
Disproportionate collapse		

Section 2 – Means of Escape

Occupant capacity of rooms and floors		
Travel distances		
Fire detection – manual/automatic		
Inner rooms		
Circulation routes		
Width of exits and escape routes – discounting?		
Protected corridors/single escape routes		
External escape routes		
Number of stairs (discounting rule?)		
Width (capacity) of stairs		
Protection of stairs and lobbies		
Small premises- and open plan arrangements		
Refuges for disabled people		
Exits from stairs and merged flows		
Uses within stair enclosures, stores, lifts		
External escape stairs		
Fire doors – door schedule correct? , and direction of opening		
Construction of stairs		
Final exits and ironmongery		
Escape/emergency lighting		
Exit signage		

Section 2 Fire

Spread of flame rating		
-accommodation		
-circulation areas		
Thermoplastic materials		
Fire resistance (30min./60min+)		
Compartmentation and junctions		
Protected shafts– construction of + space within		
Cavity barriers and concealed spaces		
Fire stopping		
Unprotected areas and space separation		
Portal frames		
Walls and cladding		
Roof coverings		
Provision of hydrants		

Access for Fire Brigade		
Firefighting shafts/lifts/lobbies		
Venting of basements- natural/mechanical extract		

Section 3 – Resistance to contamination/moisture

Site investigation report		
Site prep and drainage		
Contaminants – risk assessment		
Moisture resistance -floor		
-walls		
-roof		
Interstitial condensation, ventilation and vapour control?		
Cavity trays /flashings		
External cladding		

Section 3 – Ventilation

Offices		
All other building types		
Car parks		

Section 3 – Sanitation, hot water safety

Water supply potable??		
Unvented hot water storage -certification?		
Numbers of WC's – refer to BS:6465		

Section 3 – Drainage

Foul to, in order of preference		
public /private sewer/ septic tank/cesspit		
Sanitary pipework – sizes, pipe runs, ventilation		
Foul drains –layout and capacity		
-bedding /protection/access		
Septic tank – BBA or other approval certificate, capacity		
Drainage fields and consent to discharge		
Gutters /rw pipes and capacities		
Paved areas		
S/w drains		
-soakaway designs/sewer/watercourse		
Building over sewer?		

Section 3 – Heat producing appliances

Gas safe/Hetas/Oftec certification?		
Air supply/hearth/flue/inspection access		
Flues – construction/J3/re-use, re-lining, outlets		
Liquid fuel storage/oil storage		

Section 4 – Protection from falling, collision and impact

Pitch (max rise/min goings)		
Headroom		
Landings		
Tread profiles		
Guarding to stair soffit		
Stair width and flights		
Handrails/guarding		
Ramps		
Protection from falling/ guarding		
Vehicle barriers and loading bays		
Safety glass – critical locations		
Projecting windows		
Manifestation		
Impact and trapping by doors		
Safe opening/closing of windows		
Window cleaning strategy		

Section 4 – Access

Access to the principal entrance		
Level approach from car park		
Width/gradient/surface		
Car parking bays		
Ramped approach, handrails/width/kerb		
Accessible entrances		
-signage		
-level (mat wells?)		
-weather protection unless powered doors		
-door width and ironmongery		
-powered doors?		
-revolving doors?		

Entrance lobbies		
Receptions- counters, hearing loops etc		
Internal doors – width, opening force, ironmongery, colour contrast etc.		
Corridors – obstructions, widths		
Lifts – passenger lifts?		
Platform lift if existing building		
Manoeuvring spaces		
Tactile controls etc.		
Internal ramps and stairs		
Facilities – additional provisions for audience/spectator situations		
restaurant and bars		
Sleeping accommodation		
Wheelchair accessible bedrooms		
Switches and control locations		
Hearing enhancement / hearing loops		
Sanitary accommodation		
Taps (all)		
Accessible WC		
Handing of WC's		
Grab rails/colour contrast/emergency alarms		
40m travel distance		
Changing and showering facilities		
Wheelchair accessible bathrooms		
Access statement to justify and document departures from the guidance?		

Section 5 – Noise

Rooms for residential purposes?		
Separating walls		
Corridor walls & doors		
Separating floors		
Junctions/ services		
Sound testing?		
Reverberation in common areas		

Section 6 – Conservation of fuel and power

Thermal bridging		
Draught sealing		
Solar overheating		
Heating controls & insulation		
Lighting		
New Build – Extensions		
TER / BER approved software		
Design limits (envelope)		
Design limits (services)		
Energy meters		
Solar gain		
Continuity of insulation		
Air permeability and testing		
Commissioning of services		
Building log book		
Consequential improvements		
Consideration of high efficiency systems (renewables)?		
Change of use, material alterations and small extensions		
Consequential improvements		
U values – walls; roof; floor		
Controlled services		
Controlled fittings		
Renovation of a thermal		
Retained thermal element		
Continuity of insulation		
Change in energy status		
Building log book		

Section 7 Sustainability

7.1 Statement of sustainability		
Annex 7.A Example options of measures for the control of solar gain		
Annex 7.B Supplementary guidance in the aspect of biodiversity		
Annex 7.C Daylight factor calculation		
Annex 7.D Example cycle and scooter parking		
Annex 7.E Example of a dedicated internal drying area		
Annex 7.F Supplementary guidance in the aspect of optimising performance		
Annex 7.G Sustainability Label		

Competency Matrices Appendices

Describes the necessary Competency Levels in understanding the Building Standards Service and the related Domestic and Non-Domestic Technical Handbooks by considering Learning Outcomes and Competency Risk Levels



LEADERSHIP

COMMUNICATION

COMPETENCY

CREATIVITY

Building Standards Training Education Knowledge and Resources Competency Assessment System Qualifications and Knowledge Base

Competency Assessment Principles

- 1.1.** The competency principles adopted for the purpose of this framework requires the following competencies to be assessed for each employee.
- 1.2.** Understanding of the philosophy and principles of building design and construction
 - a) Knowledge of building products and methods
 - b) Knowledge and skill in applying the Act, the Building Regulations and any other applicable regulations under the Act
 - c) Ability to:
 - i. process applications for building warrant
 - ii. inspect building work
 - iii. certify building work
 - e) Ability to communicate with internal and external people
 - f) Ability to comply with both national and local building standards services policies, procedures and systems.
- 1.3.** Adoption of these principles will be considered as part of the Building Standards Division (BSD) Workforce Strategy and, ultimately, the Verification Operating Framework as a condition of the verifier appointment process, all to improve consistency and accountability in the assessment of competency of staff and services.

Roles and Responsibilities

- 2.1.** Building Standards Manager:
 - To ensure that the Building Standards Service's functions relating to processing applications for building warrant, inspecting building work being undertaken and certifying building work is done by competent people.
- 2.2.** Assessor/Technical Leader/Service Competency Assessment Manager:
 - To ensure that competency assessment of technical staff is undertaken in a robust and efficient manner in accordance with this policy and procedure.

Induction – In-House Training: Wb – Work Based Training

Professional Levels	CM Ref:	General Office Procedure/Customer Care: (officer should)	Legislation/Technical Handbooks Reference In-House Training/Induction	Skills Gap	Nature of Training Resource (Course Availability) (Type)
6		<i>Be able to answer telephone and confidently convey messages (non technical advice)</i>			In-house training – mentoring
6		<i>Be able to demonstrate politeness to members of the public</i>			In-house training – mentoring
6		<i>Have a basic understanding of Council services – Planning, Environmental Health and other Business Units</i>			In-house training – mentoring
6		<i>Be capable of filing and retrieving plans</i>			In-house training – mentoring
6		<i>Have the necessary IT skills to access digital information and process BW applications through to completion</i>			IT training & In-house training
7		<i>Understand the relationship between the value of work and BW fee</i>	Building (Fees) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6 to explain how the processes work and apply		
7		<i>Liaise with internal departments in relation to ground contaminants, street naming, new roads, etc</i>			IT training & In-house training
7		<i>Have demonstrated how to deal with minor amendments on site</i>			IT training & In-house training
7		<i>Have ability to make accurate site records and keep a diary</i>			IT training & In-house training
7		<i>Be able to prepare a CCNP</i>			IT training & In-house training
8		<i>Be able to process the acceptance and or rejection of a completion certificate and temporary certificate</i>			IT training & In-house training
8		<i>Be capable of identifying the scope of a STAS and or Registered Detail application</i>			LABSS training; LABSS Website www.labss.org
8 or 9		<i>Be capable of acting as a mentor to junior team members</i>			In-house training – mentoring
8 or 9		<i>Have basic understanding of the ‘alternative to guidance approach’</i>	The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		
10 or 9		<i>Be able to check the validity and establish the discounts offered by the Scottish Governments Certification Scheme</i>	Building (Fees) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		
10		<i>Be able to convene and chair consultation and pre-application meetings on major projects</i>			In-house training – mentoring
10		<i>Be capable of managing staff at all levels</i>			In-house training – mentoring
10		<i>Represent an Authority at consortia and potentially national level through the LABSS network</i>			In-house training – mentoring

Induction – In-House Training – Processing Officers Charged with Assessing Building Warrant Works for Minor Low Risk Projects

SCQF Levels	CM Ref:	General Office Procedure/Customer Care/Initial Vetting of Drawings: (officer should)	Legislation/Technical Handbooks Reference In-House Training/Induction	Skills Gap	Nature of Training Resource (Course Availability) (Type)
6		<i>Be able to answer telephone and confidently convey messages (non technical advice)</i>	Internal Local Authority advice and guidance		In-house training – mentoring
6		<i>Be able to demonstrate politeness to members of the public</i>	Internal Local Authority advice and guidance		In-house training – mentoring
6		<i>Have a basic understanding of Council services – Planning, Environmental Health and other Business Units</i>	Internal Local Authority advice and guidance		In-house training – mentoring
6		<i>Have the necessary IT skills to access and use digital information</i>	Internal Local Authority advice and guidance		IT training & In-house training
6		<i>Capable of using the Microsoft suite of tools at a basic level</i>	Internal Local Authority advice and guidance		IT training & In-house training
6		<i>Be capable of filing and retrieving plans</i>	Internal Local Authority advice and guidance		In-house training – mentoring
6		<i>Be competent at taking and retaining notes either manually or electronically</i>	Internal Local Authority advice and guidance		In-house training – mentoring
6		<i>Be capable of reading drawings and specification notes</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
6		<i>Understand basic drawing information in relation to location plans; site plans; floor plans; sections; elevations and construction details</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
6		<i>The ability to interpret plans and specifications and ensure construction detailing and materials are in accordance with approved plans</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
6		<i>Have the ability to scale drawings accurately</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
7		<i>Understand the relationship between the value of work and BW fee</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
7		<i>Understand the legislative/statutory role of a verifier in carrying out reasonable inquiry</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
7		<i>Understand the necessity to seek supporting information for construction works not certified by a government scheme (electrical certs, alternative evidence etc)</i>	LABSS Procedural Guidance on verification of certified and non-certified routes for compliance with the building regulations		In-house training – mentoring

SCQF Levels	CM Ref:	General Office Procedure/Customer Care/Initial Vetting of Drawings: (officer should)	Legislation/Technical Handbooks Reference In-House Training/Induction	Skills Gap	Nature of Training Resource (Course Availability) (Type)
7		<i>Have the ability to take site and building measurements as necessary to check accuracy of submitted information</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
7		<i>Understand the basic elements of a new build – foundations; ground floor constructions; upper floor constructions; external wall constructions; internal partitions elements; roof configurations and types</i>	Section 1 Structure		In-house training – mentoring
7		<i>Be capable of recognising existing building construction elements from traditional to steel/ concrete frame to timber kit to one-offs</i>	Section 1 Structure		In-house training – mentoring
7		<i>Have the ability to take cognisance of varying surface finishes internally on walls and ceilings</i>	Section 2 Fire		In-house training – mentoring
7		<i>Have the ability to take cognisance of varying surface finishes externally on walls and roofs</i>	Section 2 Fire		In-house training – mentoring
7		<i>Have an appreciation of a buildings proximity to a boundary and the elements which may affect this relationship</i>	Section 2 Fire		In-house training – mentoring
7		<i>Understand the minimum fire resistance needs, fire containment needs and fire spread limitations when assessing building proposals</i>	Section 2 Fire		In-house training – mentoring
7		<i>Ability to recognise basic building services such as drainage; plumbing; electrics; heating; ventilation; control</i>	Section 3 Environment		In-house training – mentoring
7		<i>Know how to witness a drain installation and test</i>	Section 3 Environment		In-house training – mentoring
7		<i>Understand the elements of a drainage system including pipeline pipelines, inspection chambers; manholes; rodding eyes; ventilating pipes and other anti-siphon type fittings</i>	Section 3 Environment		In-house training – mentoring
7		<i>Recognise the difference between a private drain and a public drain</i>	Section 3 Environment		In-house training – mentoring
7		<i>Recognise the elements of a public drain and sewer</i>	Section 3 Environment		In-house training – mentoring
7		<i>Recognise the elements of a private drain and secondary treatment</i>	Section 3 Environment		In-house training – mentoring
7		<i>Recognise the need for consultation with drainage and or water treatment bodies – Scottish Water; SEPA</i>	Section 3 Environment		In-house training – mentoring
7		<i>Have a basic understanding of heating installations and the component parts – appliance; flue/chimney; air supply; safety in relation to fire spread</i>	Section 3 Environment		In-house training – mentoring
7		<i>Understand the need for ventilation to control air quality and comfort</i>	Section 3 Environment		In-house training – mentoring
7		<i>Have an ability to recognise the design needs to combat precipitation and condensation</i>	Section 3 Environment		In-house training – mentoring

SCQF Levels	CM Ref:	General Office Procedure/Customer Care/Initial Vetting of Drawings: (officer should)	Legislation/Technical Handbooks Reference In-House Training/Induction	Skills Gap	Nature of Training Resource (Course Availability) (Type)
7		<i>Recognise basic access needs for disabled persons including facilities to suit their needs</i>	Section 4 Safety		In-house training – mentoring
7		<i>Understand the provision of basic sanitary and cooking facilities in a dwelling</i>	Section 4 Safety		In-house training – mentoring
7		<i>Have an appreciation of space standard and manoeuvrability</i>	Section 4 Safety		In-house training – mentoring
7		<i>Have an appreciation of the needs for the design of toilets and other sanitary provision for disabled persons</i>	Section 4 Safety		In-house training – mentoring
7		<i>Recognise the elements of a stairway</i>	Section 4 Safety		In-house training – mentoring
7		<i>Recognise the elements of a protective barriers</i>	Section 4 Safety		In-house training – mentoring
7		<i>Have an appreciation of the need for a resistance to noise transmission between houses and between rooms</i>	Section 5 Noise		In-house training – mentoring
7		<i>Have an appreciation of the need for thermal insulation to exposed building elements</i>	Section 6 Energy		In-house training – mentoring
7		<i>Understand the need for sustainability labelling and energy performance certificates (EPCs)</i>	Section 7 Sustainability		In-house training – mentoring
8		<i>Understand the principles of fire safety design summaries</i>	Section 2 Fire		In-house training – mentoring
8		<i>Carry out basic site inspections either accompanied or solo</i>	Verification during Construction Domestic and Non-Domestic Documents		In-house training – mentoring
8		<i>Recognise role of building standards inspector</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
8		<i>Recognise role of relevant person</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
8		<i>Have ability to engage in meaningful interpersonal skills with peers and applicants/agents</i>	Internal Local Authority advice and guidance		In-house training – mentoring
8		<i>Liaise with internal departments in relation to ground contaminants, street naming, new roads, etc</i>	Internal Local Authority advice and guidance		In-house training – mentoring
8		<i>Have demonstrated how to deal with minor amendments on site</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		In-house training – mentoring
8		<i>Have ability to make accurate site records and keep a diary</i>	Verification during Construction Domestic and Non-Domestic Documents Building Standards Verification During Construction – Non-Domestic		In-house training – mentoring
8		<i>Be able to prepare a CCNP</i>	Verification during Construction Domestic and Non-Domestic Documents Building Standards Verification During Construction – Domestic		In-house training – mentoring

SCQF Levels	CM Ref:	General Office Procedure/Customer Care/Initial Vetting of Drawings: (officer should)	Legislation/Technical Handbooks Reference In-House Training/Induction	Skills Gap	Nature of Training Resource (Course Availability) (Type)
8		<i>Be able to process the acceptance and or rejection of a completion certificate and temporary certificate</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		
8		<i>Be capable of identifying the scope of a STAS and or Registered Detail application</i>	LABSS Website www.labss.org		LABSS training
8 or 9		<i>Be capable of acting as a mentor to junior team members</i>			In-house training – mentoring
8 or 9		<i>Have basic understanding of the 'alternative to guidance approach'</i>	The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		
10 or 9		<i>Be able to check the validity and establish the discounts offered by the Scottish Governments Certification Scheme</i>	Building (Fees) (Scotland) Regulations 2004: The Building Standards Procedural Handbook to explain how the processes work and apply The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6		
10		<i>Be able to convene and chair consultation and pre-application meetings on major projects</i>	Internal Local Authority advice and guidance		In-house training – mentoring
10		<i>Be capable of managing staff at all levels</i>	Internal Local Authority advice and guidance		In-house training – mentoring
10		<i>Represent an Authority at consortia and potentially national level through the LABSS network</i>	LABSS Website www.labss.org		LABSS training

Section 0 - General



Section 0: General: Introduction to The Building Standards System – Section 0: The BS System

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Overseeing the building approval process					
	Section 0: The BS System		The building standards system sets out various roles and responsibilities		
		<i>Understand the aims, scope and limitations of the building standards system</i>	<p>The Building (Scotland) Act 2003</p> <p>The Building (Scotland) Act 2003 gives Scottish Ministers the power to make building regulations to:</p> <ul style="list-style-type: none"> • secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings; • further the conservation of fuel and power and; • further the achievement of sustainable development 	<p>Section 1 Structure (EC – Mechanical resistance and stability)</p> <p>Section 2 Fire (EC – Safety in case of fire)</p> <p>Section 3 Environment (EC – Hygiene, health and the environment)</p> <p>Section 4 Safety (EC – Safety and accessibility in use)</p> <p>Section 5 Noise (EC – Protection against noise)</p> <p>Section 6 Energy (EC – Energy, economy and heat retention)</p> <p>Section 7 Sustainability (EC – Sustainable use of natural resources)</p>	<p>The Domestic and Non-Domestic Technical Handbooks contain Sections 1 to 7 and give guidance on how to achieve the standards set by the regulations, and there are different sets for domestic buildings and non-domestic buildings. The seven sections each cover a number of related standards. They are:</p> <p>Section 1 Structure</p> <p>Section 2 Fire</p> <p>Section 3 Environment</p> <p>Section 4 Safety</p> <p>Section 5 Noise</p> <p>Section 6 Energy</p> <p>Section 7 Sustainability</p> <p>Each of the seven sections consists of an introduction and then general guidance on the standards within the section</p>
			<p>The Building (Scotland) Regulations 2004</p> <p>0.1 Application</p>	<p>The Building (Scotland) Act 2003 gives Scottish Ministers the power to make building regulations to:</p> <ul style="list-style-type: none"> • secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings • further the conservation of fuel and power and • further the achievement of sustainable development <p>This document gives guidance on how to comply with these regulations</p>	
			0.2 Citation, Commencement and Interpretation	<p>Regulation 1 These regulations may be cited as the Building (Scotland) Regulations 2004 and shall come into force on 1 May 2005</p> <p>Regulation 2 sets out the defined terms within the regulations. It is not reproduced in Section 0; instead the terms have been incorporated in the list of defined terms which form Appendix A</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand buildings, services, fittings and equipment that do not need to comply with building regulations</i>	0.3 Exempted buildings and services, fittings and equipment	Building (Scotland) Regulations 2004; The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	
		<i>Ability to assess the use and occupation of a building as applied by the Building (Scotland) Act 2003 and Regulation 12 of the Building (Scotland) Regulations 2004 (see below)</i>	0.4 Changes in the occupation or use of a building that cause the regulations to apply	Building (Scotland) Regulations 2004; The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	
		<i>Understand buildings, services, fittings and equipment that need to comply with building regulations but do not need a warrant</i>	0.5 Buildings work, services, fittings and equipment not requiring a warrant	Building (Scotland) Regulations 2004; The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	
		<i>Understand the status of limited life buildings and the application of standards applied to them</i>	0.6 Limited life buildings	Building (Scotland) Regulations 2004; The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	
		<i>Be capable of measuring building/floor area</i> <i>Recognise and use different scales (paper & electronic)</i>	0.7 Measurements	Building (Scotland) Regulations 2004. The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	
		<i>Ability to research relevant related UKAS Notified Body documents to assess fitness for purpose</i> <i>Be aware of relevant certification that should be provided e.g. electrical certification, schedule 1 items</i>	0.8 Durability, workmanship and fitness of materials	Building (Scotland) Regulations 2004 The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6 Certification Handbook For schemes approved under Section 7(2) and direct appointments under Section 7(1) of the Building (Scotland) Act 2003 May 2012 Edition 3; http://www.certificationregister.co.uk/	
		<i>Be capable of understanding sectional, elevation details</i> <i>Be able to recognise difference between domestic building types – detached, semi-detached, terraced, flats, maisonettes</i> <i>Be able to understand the difference between scope of works, extension, alteration, new build, conversion</i>	0.9 Building standards applicable to construction	Building (Scotland) Regulations 2004; The Building (Procedure) (Scotland) Regulations 2004; The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understands the applicability of standards to demolition works</i>	0.10 Building standards applicable to demolition	Building (Scotland) Regulations 2004	
		<i>Understands the limitations and applicability of standards to the provision of services, fittings and equipment</i>	0.11 Building standards applicable to the provision of services, fittings and equipment	Building (Scotland) Regulations 2004	
		<i>Understand the application of Mandatory Standards to conversions falling under Regulation 4 of the Building (Scotland) Regulations 2004 (see above)</i>	0.12 Building standards applicable to conversions	Building (Scotland) Regulations 2004	
		<i>Understands that building sites are fenced off in such a way as to protect the public. It also provides powers to deal with building sites where work has for any reason ceased and the Health and Safety at Work etc. Act provisions are no longer applicable</i>	0.13 Provision of protective works	Building (Scotland) Regulations 2004	
		<i>Understands the keeping free from mud or dust footpaths adjacent to building sites</i>	0.14 Clearing of footpaths	Building (Scotland) Regulations 2004	
		<i>Understands that all building sites where there are unfinished or partially complete works are kept safe and secure</i>	0.15 Securing of unoccupied and partially completed buildings	Building (Scotland) Regulations 2004	
		<i>Understands the regulations that cannot be relaxed.</i>	0.16 Relaxations	Building (Scotland) Regulations 2004	
		<i>Understands the applicability of continuing requirements to Domestic Buildings including the scope of the continuing requirement</i>	0.17 Continuing Requirements	Building (Scotland) Regulations 2004	

Section 0: General: Introduction to the Building Standards System – Section 0: Procedures – Procedure Regulations – Procedural Handbook – Application of the Building Regulations – Building Warrants – Role of Scottish Ministers – Completion – Appeals – Compliance and Enforcement – Building Standards Register – Building Standards Assessments – Dangerous Buildings – Defective Buildings – Verifiers – Certifiers – Relationships with Other Authorities

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Procedures for building standards					
		<i>Understands and has a working knowledge of the Building Standards portal and the interaction with the relevant person/agent/ applicant</i>	The eBuildingStandards https://www.edevelopment.scot/eDevelopmentClient/ web portal is the recommended submission route for online submission of applications for building warrants, completion certificates and other related forms to local authorities	What is the eBuildingStandards portal? The eBuilding Standards portal was launched on 24 August 2016 as the latest addition to the eDevelopment.scot suite of services. The portal enables: The electronic submission to local authorities of applications for building warrants and other related forms, such as completion certificates. Electronic payment of associated fees directly to the local authority. The submission of digital copies of supporting documentation, eliminating the need to print and post	https://www.edevelopment.scot/eDevelopmentClient/
		<i>Is aware of the Building (Procedure) (Scotland) Regulations 2004</i>	The Building (Procedure) (Scotland) Regulations 2004 set out the processes for submitting and dealing with building warrant applications	These Regulations may be cited as the Building (Procedure) (Scotland) Regulations 2004 introduced with effect from 4 November 2004 and 1 May 2005. These Regulations which are made under the Building (Scotland) Act 2003 ("the Act") set out the procedures to be followed in connection with the submission of applications for building warrants, completion certificates and other related matters. It also details the criteria to which the Scottish Ministers are to have regard when approving schemes in terms of section 7 of the Act and the process for appointment of verifiers and certifiers	See Legislation Workbook
The Building Standards Procedural Handbook					
		<i>Is aware of the Building Standards Procedural Handbook published by the BSD</i>	The Building Standards Procedural Handbook to explain how the processes work and apply – See link The Scottish Building Standards Procedural Handbook 3rd Edition Version 1.6	1.1 Introduction	The <u>Building (Procedure) (Scotland) Regulations 2004</u> set out the processes for submitting and dealing with building warrant applications
		<i>Displays an awareness of the Building Standards system and its purpose, scope and limitations</i>		1.2 The building standards system in Scotland 1.3 Purpose of the building standards system	
		<i>Displays an awareness of the role of the Building Standards Division and it's Working Groups</i>		1.4 Building Standards Division 1.5 Building Standards Departmental Working Groups	
		<i>Displays an awareness of the role LABSS and its relationship with the local authorities and the Building Standards Division</i>		1.6 Local Authority Building Standards Scotland	www.labss.org

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Displays an awareness of the verifier role in relation to the Building Standards system</i>		1.7 Verifiers	
		<i>Displays an awareness of the local authority enforcement role in relation to the verifier role under the Building Standards system</i>		1.8 Local authorities enforcement role	
		<i>Displays an understanding of the Certification of Design and Construction and how it relates to the verification process. Is aware of the LABSS Equivalence document when considering non-certified work</i>	Certification Handbook, May 2012, Edition 3.pdf – https://www.gov.scot/publications/certification-handbook-building-standards/	1.9 Approved certifiers	Procedural Guidance on Certification (including information to be submitted with a Building Warrant Application)
Application of the building regulations					
		<i>Displays an awareness of the meaning of a Mandatory Standard and the status of "Guidance" in the Technical Handbooks</i>		2. Application of the building regulations 2.1 Building (Scotland) Regulations 2004 2.2 Guidance documents and compliance with the building regulations	See Legislation Workbook
		<i>Is aware of the difference between exempt works in relation to the need for a warrant and the need (or not) to comply with the Standards</i>		2.3 Exempt work 2.4 Work not requiring a warrant	
		<i>Displays an awareness of the status of Crown Buildings in relation to the Building Standards system in Scotland</i>	The Scottish Building Standards Procedural Guidance for Crown Buildings	2.5 Crown buildings	
Building warrants to build, convert or demolish					
		<i>Understands the need for a building warrant, the scope of the warrant and how an application is made for a warrant</i>	Building (Forms) (Scotland) Regulations 2005 plus amendments – https://www.gov.scot/publications/building-standards-forms/	3.1 When a building warrant is required 3.2 Use of pre-warrant meetings and customer agreements 3.3 How to apply for a building warrant	These Regulations may be cited as the Building (Forms) (Scotland) Regulations 2005 and shall come into force on 1st May 2005. These regulations which are made under the Building (Scotland) Act 2003 ("the Act") set out the forms prescribed for the purposes of section 36 of the Act

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Displays an awareness of the scope and requirements for the submission of a late building warrant and the fee position with such applications</i>	Building (Fees) (Scotland) Regulations 2004 plus amendments	3.4 Late application for building warrant	These Regulations may be cited as the Building (Fees) (Scotland) Regulations 2004 and shall come into force on 1st May 2005. These regulations which are made under the Building (Scotland) Act 2003 (“the Act”) set out the fees to be charged in respect of applications for building warrants and where a completion certificate is submitted
		<i>Displays an awareness of the scope and requirements for the submission of a staged warrant and the fee position with such applications</i>	Building (Fees) (Scotland) Regulations 2004 plus amendments	3.5 Staged warrants	
		<i>Displays an awareness of the meaning of a Mandatory Standard and the status of “Guidance” in the Technical Handbooks. Displays an awareness of the verifier role in relation to the Building Standards system</i>		3.6 How a building warrant application is assessed, decided and issued	
		<i>Understands the duration of a warrant and how such durations are considered for extension. Understands the scope and process involving “limited life buildings”</i>		3.7 Duration of warrant 3.8 Limited life warrants	
		<i>Is aware of the scope and limitations of the application of mandatory building standards and guidance to existing buildings</i>		3.9 Application of regulations to existing buildings	
		<i>Understands the building standards role when dealing with demolitions and protection of the public</i>		3.10 Demolitions	
		<i>Understands the role of a building standards check for compliance and the limitations of such a role. Is aware of and can produce a Construction Compliance Notification Plan</i>		3.11 Inspection and tests	Verification During Construction

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Displays an awareness of continuing requirements, their limitations of application and the process of applying and discharging such requirements</i>		3.12 Discharge of continuing requirements	
		<i>Is aware of the scope and application of the Building Standards Register and its status within the process</i>		3.13 Maintenance of records	
		<i>Is capable of applying a fee to the costs of work and applying discounts and surcharges to any fee in appropriate circumstances</i>	Building (Fees) (Scotland) Regulations 2004 plus amendments	3.14 Fees regulations 3.15 Tables of fees	These Regulations may be cited as the Building (Fees) (Scotland) Regulations 2004 and shall come into force on 1st May 2005. These regulations which are made under the Building (Scotland) Act 2003 (“the Act”) set out the fees to be charged in respect of applications for building warrants and where a completion certificate is submitted
Role of Scottish Ministers					
		<i>Informal advice on the content of the handbooks is available by telephone or e-mail but for a formal view on the extent to which a proposal complies with the building regulation standards the following procedure must be followed. Verifiers must understand this process</i>		4.1 Interpretation	
		<i>Displays an awareness of the process, scope and limitations of the view process</i>		4.2 Reference to Scottish Ministers for a view	https://www.gov.scot/publications/building-standards-forms/
		<i>Displays an awareness of the process, scope and limitations of the relaxation process</i>		4.3 Relaxations	https://www.gov.scot/publications/building-standards-forms/
		<i>Displays an awareness of the process, scope and limitations of the type relaxation process</i>		4.4 Type relaxations	
		<i>Displays an awareness of the process, scope and limitations of the LABSS type approval and registered detail process</i>	LABSS Information Paper STAS/01/V5/2015 General	4.5 Type approvals	https://www.labss.org/sites/default/files/content/2015_02_05_partnership_agreements_labss_information_paper_stas-01-2015_general_v5_.pdf

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Completion					
		<i>Understands the need for an acceptance of a completion certificate, the scope of the completion certificate and how an application is made for it</i>	Building (Forms) (Scotland) Regulations 2005 plus amendments – https://www.gov.scot/publications/building-standards-forms/	5.1 Why a completion certificate is needed 5.2 How to submit a completion certificate 5.4 Acceptance or rejection of completion certificate	These Regulations may be cited as the Building (Forms) (Scotland) Regulations 2005 and shall come into force on 1st May 2005. These regulations which are made under the Building (Scotland) Act 2003 (“the Act”) set out the forms prescribed for the purposes of section 36 of the Act
		<i>Displays an awareness of the scope and requirements for the submission of a late completion certificate and the fee position with such applications</i>	Building (Fees) (Scotland) Regulations 2004 plus amendments	5.3 Late submission without a warrant	These Regulations may be cited as the Building (Fees) (Scotland) Regulations 2004 and shall come into force on 1st May 2005. These regulations which are made under the Building (Scotland) Act 2003 (“the Act”) set out the fees to be charged in respect of applications for building warrants and where a completion certificate is submitted
		<i>Understands the role of a building standards check for compliance and the limitations of such a role. Is aware of and can produce a Construction Compliance Notification Plan</i>	https://www.gov.scot/publications/building-standards-verification-during-construction-handbooks/	5.5 Inspection and tests	VERIFICATION DURING CONSTRUCTION Guidance to Support the Application of Reasonable Inquiry. VERIFICATION DURING CONSTRUCTION NON-DOMESTIC BUILDINGS Guidance to Support the Application of Reasonable Inquiry
		<i>Displays an awareness of continuing requirements, their limitations of application and the process of applying and discharging such requirements</i>		5.6 Continuing requirements	
		<i>Is aware of the scope and application of the Building Standards Register and its status within the process</i>		5.7 Maintenance of records	
Appeals					
		<i>Has an awareness of the scope and limitations of the prescribed appeal process should verifier or local authority decisions be challenged</i>		6.1 Matters subject to appeal	
				6.2 Time limits	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Compliance and enforcement					
		<i>Has an appreciation of the sanctions available to the local authority in dealing with failures in compliance</i>		7.1 Building regulations compliance notices	
		<i>Understands the implementation and the scope of application for continuing requirements</i>		7.2 Building warrant enforcement notices 7.3 Continuing requirements imposed by verifiers 7.4 Continuing requirements imposed by Ministers 7.5 Continuing requirement enforcement notice	
		<i>Has an appreciation of the sanctions available to the local authority in dealing with failures in compliance</i>		7.6 Other offences and enforcement	
		<i>Is aware of the consultation process in respect of scheduled monuments, listed buildings etc</i>		7.7 Consultation and limitations for scheduled monuments, listed buildings etc	
Building standards register					
		<i>Is aware of the need to gather information, to maintain a register of information and to make prescribed information available within the building warrant process</i>		8.1 Maintenance of records 8.2 Inspection of records	
Building standards assessments					
				9.1 Purposes of a building standards assessment 9.2 Property transfer	
Dangerous buildings					
		<i>Has an appreciation of the sanctions available to the local authority in dealing with dangerous buildings</i>		10.1 Introduction 10.2 Duty to act 10.3 Establishing the danger and taking action 10.4 Dangerous building notices 10.5 Failure to comply with a dangerous building notice 10.6 Evacuation of dangerous buildings (including notice to remove) 10.7 Recovery of costs 10.8 Charging Orders	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Defective buildings					
		<i>Has an appreciation of the sanctions available to the local authority in dealing with defective buildings</i>		11.1 Defective buildings notice	
Verifiers					
		<i>An awareness of the verifier appoint process including conditions pertaining to the Performance and Operating Frameworks</i>		12.1 Appointment of verifiers 12.2 Performance criteria for verifiers 12.3 Auditing of verifiers 12.4 Lists of verifiers	
Certifiers					
		<i>Displays an understanding of the Certification of Design and Construction process and how it relates to the verification process</i>		13.1 Appointment of certifiers 13.2 Certification register	
Relationships with other authorities					
		<i>Has a grasp of the need for relationships with other stakeholders on the construction and development process</i>		14.1 General 14.2 Scottish Fire and Rescue Service 14.3 Licensing boards of local authorities 14.4 Highways department 14.5 Scottish Environment Protection Agency (SEPA) 14.6 Scottish Water 14.7 Planning authorities 14.8 Police Scotland 14.9 Historic Scotland 14.10 Access panels 14.11 Care Inspectorate 14.12 Health and Safety Executive 14.13 Other permissions	
Feedback					
				15.1 To Building Standards Division	

Section 0: General: Introduction to the Building Standards System – Section 0: Customer Journey – Main Stages of Building Warrant Process – Role of approved certifiers of design – Role of approved certifiers of construction – Role of local authority verifiers – Annex A – Helpful information

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Customer Journey					
	Section 0: Customer Journey	<i>Has an appreciation of the Customer/Relevant Person responsibilities in the Building Standards system</i>	The Customer Journey explains the building standards system to anyone making home improvements or starting building work – See link – The Customer Journey.pdf	<p>The customer journey explains the building standards system to anyone making home improvements or starting building work. The journey is split into five key areas, with two supplementary annexes of supporting material:</p> <ul style="list-style-type: none"> - introduction to the Scottish building standards system - main stages of the building warrant process - role of approved certifiers of design - role of approved certifiers of construction - role of local authority verifiers - annex A, helpful information - annex B, links to additional information and glossary <p>We explain the roles and responsibilities of the home owner in relation to the building standards process, and outline where people intending to carry out building work can seek guidance and help</p>	
			Introduction	<p>What is the Scottish Building Standards System</p> <p>What is the responsibility of the building owner</p> <p>When do I need a building warrant</p> <p>What is the Process</p>	
Main Stages of Building Warrant Process					
		<i>Has an appreciation of the main stages in the building warrant process</i>	Main Stages of Building Warrant Process	<p>Stage 1 – Before you apply for a building warrant</p> <p>Stage 2 – Apply for a building warrant</p> <p>Stage 3 – Local authority assessment of your building warrant application</p> <p>Stage 4 – Building warrant granted by local authority</p> <p>Stage 5 – Building work starts (or conversion takes place)</p> <p>Stage 6 – Changes to building warrant design</p> <p>Stage 7 – Building warrant – work (or conversion) is complete</p> <p>Stage 8 – Local authority accepts your completion certificate</p> <p>Stage 9 – Local authority rejects your completion certificate</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Role of approved certifiers of design					
		<i>Is aware of the Approved Certifier roles in design and construction</i>	Role of approved certifiers of design	Approved Certifiers of Design – Project scoping and pre-design Approved Certifiers of Design – Application and granting of building warrant	Certification Handbook, May 2012, Edition 3.pdf – https://www.gov.scot/publications/certification-handbook-building-standards/
Role of approved certifiers of construction					
			Role of approved certifiers of construction	Approved Certifiers of Construction – Project scoping and pre-design Approved Certifiers of Construction – Building work starts (or conversion takes place) Approved Certifiers of Construction – Submission of completion certificate	Certification Handbook, May 2012, Edition 3.pdf – https://www.gov.scot/publications/certification-handbook-building-standards/
Role of local authority verifiers					
		<i>Has an awareness of the scope and limitations of the verifier role within the building standards system</i>	Role of local authority verifiers	Local authority Verifiers – Project scoping and pre-design Local authority Verifiers – Application for building warrant Local authority Verifiers – Granting of building warrant Local authority Verifiers – Building work starts (or conversion takes place) Local authority Verifiers – Submission and acceptance of completion certificate	
Annex A – Helpful information					
		<i>Has an appreciation of the links to related design and construction stakeholders which complement the building standard system</i>	Annex A – Helpful information	Work that requires or does not require a building warrant Your responsibilities under the Building (Scotland) Act 2003 and supporting legislation Other organisations you might need to consult with How to contact your local authority building standards service Appointing someone to act as an agent on your behalf	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				Using the services of Approved Certifiers Benefits of using Approved Certifiers What aspects can be certified Application for a Building Warrant Building Warrant Construction Compliance and Notification Plan (CCNP) Reasonable Inquiry Completion Certificate and Relevant Person	Certification Handbook, May 2012, Edition 3.pdf – https://www.gov.scot/publications/certification-handbook-building-standards/
				Collective responsibilities under the Construction (Design and Management) Regulations 2015 (CDM)	Construction (Design and Management) Regulations 2015 (CDM)
				Complaints	LA Building Standards Manger LABSS Dispute Resolution Process Scottish Public Services Ombudsman (SPSO) – https://www.spsso.org.uk/

Section 0: General: Introduction to the Building Standards System – Section 0: Certification – Certifying building work – certification of design – certification of construction

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Certifying building work					
	Section 0: Certification	<i>Displays an understanding of the Certification of Design and Construction process and how it relates to the verification process</i>	A certification handbook Certification-handbook-building-standards/ explains how the process works.	The certification system is an optional procedure that allows building work to be certified by qualified building professionals as complying with regulations, without the need for inspections by the local authority. Certification covers design or construction and only applies where the work requires a building warrant	https://www.gov.scot/publications/certification-handbook-building-standards/
		<i>Displays an understanding of the Certification of Design and Construction registration and on-line register process</i>	Certification Register: Find a designer or installer approved to certify building work (Approved Certifier) If you are undertaking building work and you want to find someone who is approved to certify that the work complies with building regulations, you should use the Scottish Government's Building Standards Certification Register. The register provides lists of approved designers or installers and their contact details. http://www.certificationregister.co.uk/		http://www.certificationregister.co.uk/
Certification of Design					
	Section 0: Certification	<i>Display an awareness of the Certification of Design – Structures scheme in support of the building standards system.</i>		(Building Structures)	Section 1 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations
		<i>Display an awareness of the LABSS Equivalence Guidance document</i>		Structural Engineers Registration Ltd	https://www.ser-ltd.com/ser-scotland
		<i>Display an awareness of the Certification of Design – Energy (Domestic) scheme in support of the building standards system</i>		(Section 6 – Energy) for Domestic Buildings	Section 6 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations
		<i>Display an awareness of the LABSS Equivalence Guidance document</i>		RIAS Services Ltd BRE Global Ltd	https://www.rias.org.uk/for-the-public/design-certifiers https://www.bre.co.uk/acd/pagew.jsp?id=1119
		<i>Display an awareness of the Certification of Design – Energy (Non-Domestic) scheme in support of the building standards system</i>		(Section 6 – Energy) For Non-Domestic Buildings	Section 6 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations
		<i>Display an awareness of the LABSS Equivalence Guidance document</i>		BRE Global Ltd	https://www.bre.co.uk/acd/pagew.jsp?id=1119

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Certification of Construction					
	Section 0: Certification	<i>Display an awareness of the Certification of Construction – Electrical Installations to BS7671 scheme in support of the building standards system</i>		(Electrical Installations to BS 7671)	Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations
		<i>Display an awareness of the LABSS Equivalence Guidance document</i>		Select – Certsure LLP trading as NICEIC	https://www.select.org.uk/for-contractors/scottish-building-standards-certification/ http://www.niceic.com/join-us/scotland-schemes
		<i>Display an awareness of the Certification of Construction – Drainage Plumbing and Heating scheme in support of the building standards system</i>		(Drainage, Heating and Plumbing)	Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations
		<i>Display an awareness of the LABSS Equivalence Guidance document</i>		Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF)	https://snipef.org/contractors/certification-schemes/accs/

Section 1 - Structure



Section 1: Structure: Domestic Technical Handbook – Competency Matrix: 1A Structures

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Structure – Domestic – Background and Introduction:					
SCQF Level 7/8	1A Structures	<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>	1.0 Introduction	<p>1.0.1 Background</p> <p>The structure of a building is fundamental to ensuring the safety of people in or around new and existing buildings and can be affected by a number of factors inside and outside the building including environmental factors. These factors should be considered to prevent the collapse, excessive deformation or the disproportionate collapse of buildings</p> <p>The climatic conditions in Scotland including temperature, snow, wind, driving rain and flooding and the impact of climate change should be carefully considered in the assessment of loadings (actions) and in the structural design of buildings</p>	<p>The Standing Committee on Structural Safety (SCOSS)</p> <p>Guidance on how a structural appraisal may be undertaken is given in 'Appraisal of Existing Structures', 1996 published by the Institution of Structural Engineers</p> <p>Procurement – the contractual arrangements used by clients to procure a building can have important consequences for the reliability of the design and the adequacy of the construction. Frequently, building design procurement will involve the appointment of a number of designers who may be employed by more than one organisation. Detailed design of individual structural details and components can be passed to specialist contractors. In these circumstances the client should appoint a lead designer or other appropriately experienced and qualified person to oversee the design process</p>
			1.0.2 Aims	<p>To achieve a structure with adequate structural resistance, serviceability and durability the following should be taken into account:</p> <ol style="list-style-type: none"> the loadings (actions) on the building nature of the ground collapse or deformations stability of the building and other buildings climatic conditions materials structural analysis, and details of construction 	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			1.0.3 Latest changes	<p>The following is a summary of the changes made to this section since 1 May 2009</p> <p>1.0.1 guidance for clients on procurement added</p> <p>1.0.2 aims re-written to reflect Structural Eurocodes</p> <p>1.0.4 guidance on relevant legislation added for CDM regulations</p> <p>1.0.5 guidance on alternative approaches added including the use of withdrawn British Standards</p> <p>1.0.7 clause on certification introduced</p> <p>1.1.1 reference to guidance on fixings and stone masonry added</p> <p>1.1.2 reference to Structural Eurocodes added for loadings</p> <p>1.1.3 reference to Structural Eurocodes added for design and construction</p> <p>1.1.4 reference to BS EN 1997-2:2007 added for geotechnical investigation of the site</p> <p>1.1.5 reference to BS EN 1997-1:2004 added for design of foundations adjacent to existing buildings</p> <p>1.2.1 guidance in relation to disproportionate collapse updated to align with Structural Eurocodes, and</p> <p>1.A. Annex A – list of structural Eurocodes and corresponding British Standards to be withdrawn added</p> <p>The previous annexes forming the Small Buildings Structural Guidance (SBSG) have been removed from the Technical Handbook and are now referenced in clause 1.0.5</p> <p>Minor alterations and corrections have also been made. A full list of changes to this edition of the Technical Handbooks is available on the Building Standards website</p>	
			1.0.4 Relevant legislation	<p>The Construction (Design and Management) Regulations 2007 are intended to protect people working in construction and others who may be affected by their activities. The and throughout the life cycle of the structure, including eventual demolition. regulations require the systematic management of projects from concept to completion and throughout the life cycle of the structure, including eventual demolition</p>	<p>The Construction (Design and Management) Regulations 2007</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			1.0.5 Alternative approaches	Where alternative approaches to the structural design are proposed other than using the guidance contained in this section, the structural design should take account of all of the factors identified in clause 1.0.2 above. For example, care should be taken where alternative numerical values are placed on factors of safety as this may have a detrimental effect on the overall stability of the structure	
			1.0.6 Annex	A list of structural Eurocodes and corresponding British Standards to be withdrawn is contained in Annex 1A	
		<i>Recognise the Approved Certifier of Design Scheme (Structures). Recognise equivalent working to the Certifier Scheme</i>	1.0.7 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Section 1: Structure: Domestic Technical Handbook – Competency Matrix: 1A Structures: 1Aa) STRUCTURE – Loading – Design and Construction – Nature of Ground – Stability of existing buildings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
a) STRUCTURE – Loading – Design and Construction – Nature of Ground – Stability of existing buildings					
SCQF Level 7/8	1Aa) STRUCTURE – Loading; Nature of Ground; Stability of existing buildings	<i>Understands the purpose and objectives of the guidance to Section 1 in relation to structure including the scope of Mandatory Standard 1.1 and its relationship to the Guidance Clauses</i>	1.1 Structure	<p>Mandatory Standard 1.1</p> <p>Every building must be designed and constructed in such a way that the loadings that are liable to act on it, taking into account the nature of the ground, will not lead to:</p> <ul style="list-style-type: none"> a. the collapse of the whole or part of the building b. deformations which would make the building unfit for its intended use, unsafe, or cause damage to other parts of the building or to fittings or to installed equipment, or c. impairment of the stability of any part of another building 	
			1.1.0 Introduction 1.1.1 General	Specialist advice from approved certifiers of design, chartered engineers or other appropriately qualified persons should be sought if the designer is in any doubt about the loads acting on a building or how these loads can be accommodated by the structure and safely transmitted to the ground	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
	1Aa) STRUCTURE – Loading; Nature of Ground; Stability of existing buildings	<p><i>Be able to define difference between a dead load and a live load. Be able to recognise different types of roofs, flat pitched, hipped.</i></p> <p><i>Be able to understand and use span/load tables for patent lintels. Interpret and use small scale calculations and assessments for non-complex elements in small buildings</i></p> <p><i>Be able to calculate total load of a building. Be able to add loads and use timber load/span tables for rafters/purlins</i></p> <p><i>Be able to identify varying snow loads due to height above sea level</i></p> <p><i>Be able to recognise and understand different loads from roof configurations</i></p> <p><i>Recognise the need for specialist advice and when. It should be sought</i></p> <p><i>Be able to recognise different floor constructions and loads</i></p> <p><i>Understand the need for different crushing strength block on high rise buildings</i></p>	1.1.2 Loading	<p>Any reference to European Standards for Structure (Structural Eurocodes) in this section must be taken to include reference to the relevant UK National Annex. The loadings to which a building will be subjected should be calculated in accordance with the appropriate Structural Eurocodes:</p> <p>a. for densities, self-weight and imposed loadings, BS EN 1991-1-1: 2002 (Eurocode 1)</p> <p>b. for snow loadings, BS EN 1991-1-3:2003 (Eurocode 1)</p> <p>c. for wind loadings, BS EN 1991-1-4:2005 (Eurocode 1)</p> <p>d. for earth retaining structures, BS EN 1997-1:2004 (Eurocode 7)</p> <p>e. any greater loadings to which the building is likely to be subjected</p>	
		<p><i>Capable of using the Scottish Governments small buildings guide and other service approved structural guidance documents</i></p>	1.1.3 Design and construction	<p>Any reference to European Standards for Structure (Structural Eurocodes) in this section must be taken to include reference to the relevant UK National Annex</p>	<p>Be able to utilise a specialism to evaluate compliance such as acoustics, structures, fire, SAP assessment, Access, etc.</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p>Understand the relevance and the relationship between Section 89 of the Civic Government (Scotland) Act 1982 and the Building (Scotland) Act 2003 in relation to temporary demountable structures</p> <p><i>Understand the principle of a cavity wall construction</i></p> <p><i>Understand principles of timber framed walls</i></p> <p><i>Understand the need for robust fixings in building elements and in composite constructions</i></p> <p><i>Understand need for wall returns and limited opening sizes in walls</i></p> <p><i>Understand what a floor joist is and use timber span/load tables</i></p> <p><i>Be able to assess the suitability of free standing walls</i></p> <p><i>Understand the basic concept of a 'retaining wall'</i></p>			Safety of Sports Grounds Regulations

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p><i>Be able to assess type and width of foundation from the load of the building</i></p> <p><i>Understand concept of a strip foundation. Understand principle of stepped strip foundation</i></p> <p><i>Be able to recognise and understand the design and installation of complex foundation types</i></p> <p><i>Be aware of reasons for overlap on stepped foundations on new housing</i></p> <p><i>Be able to assess tying in of walls and foundations to existing (movement joints)</i></p> <p><i>Be able to recognise and understand different foundation types i.e. strip, trench fill, raft, beam, pile</i></p>	1.1.4 Nature of the ground	<p>The foundations of buildings should be designed to sustain and transmit the loadings to the ground in such a manner that there will be no ground movement which will impair the stability of the building. All aspects of the nature of the ground should be taken into consideration including ground movement caused by:</p> <ul style="list-style-type: none"> • swelling, shrinkage or freezing of the subsoil, or • landslip, or • subsidence such as that arising from the collapse of abandoned mineral workings or quarrying operations 	<p>Mandatory Standard 3.1: Site preparation – harmful and dangerous substances</p> <p>Mandatory Standard 3.2: Site preparation – protection from radon gas</p> <p>Mandatory Standard 3.3: Flooding and ground water</p> <p>Mandatory Standard 3.4: Moisture from the ground</p> <p>Mandatory Standard 3.5: Existing drains</p>
		<p><i>Recognise the effects of excavations, loadings and changed climatic conditions on existing adjacent buildings. An awareness of external wall cladding systems including EWI specifications and loading needs to confirm adequate fixings</i></p>	1.1.5 Stability of existing buildings	<p>The stability of existing buildings may be affected by a new building located in their vicinity. Care must be taken to avoid undermining the foundations or otherwise affect the stability of existing buildings. The design of foundations adjacent to existing buildings should be carried out in accordance with the recommendations of BS EN 1997-1:2004</p>	

Section 1: Structure: Domestic Technical Handbook – Competency Matrix: 1A Structures: 1Ab) Disproportionate collapse – Building Risk Group – Assess Additional Measures – Design and Construction of Additional Measures

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
b) Disproportionate collapse					
SCQF Level 8	1Ab) Disproportionate collapse	<i>Understands the purpose and objectives of the guidance to Section 1 in relation to disproportionate collapse including the scope of Mandatory Standard 1.2 and its relationship to the Guidance Clauses</i>	1.2 Disproportionate Collapse	Mandatory Standard 1.2 Every building must be designed and constructed in such a way that in the event of damage occurring to any part of the structure of the building the extent of any resultant collapse will not be disproportionate to the original cause	
		<i>Understand the principles of the term and meaning of "disproportionate collapse"</i>	1.2.0 Introduction	All buildings must be designed to accommodate unforeseen or accidental actions in such a way as to prevent the extent of any resulting collapse being disproportionate to the cause of the collapse. Buildings should be designed so that they are robust which is defined in BS EN-1991-1-7:2006 as the ability of a structure to withstand events like fire, explosions, impact or the consequences of human error without being damaged to an extent disproportionate to the original cause	
SCQF Levels 9/10	1Ab) Disproportionate collapse		1.2.1 Disproportionate collapse	A building which is susceptible to disproportionate collapse is one where the effects of accidents and, in particular, situations where damage to small areas of a structure or failure of single elements could lead to collapse of major parts of the structure	
		<i>Ability to assess a buildings risk group</i>	1.2.2 Determine building risk group	The issues to be considered with respect to assessing the risk group of a building are its occupancy level, use, the number of storeys and floor areas	
		<i>Appreciate when specialist knowledge and application is necessary</i>	1.2.3 Assess additional measures	The additional measures which should be provided vary extensively according to building type and use and the actual measures should be designed in accordance with the relevant sections of the design codes. For example, high rise hotels or flats or assembly buildings or grandstands require a different level of robustness than low rise buildings or storage	
			1.2.4 Design and construct additional measures	The structural design and construction to take account of the additional measures including horizontal and vertical ties where appropriate and checking the integrity of the building following the notional removal of vertical members and the design of key elements, should be carried out in accordance with the design recommendations contained in Annex A of BS EN 1991-1-7:2006	
			1.2.5 Other sources of guidance	This Guidance Clause references additional information sources	

Section 1: Structure: Domestic Technical Handbook – Competency Matrix: 1A Structures: 1Ac) Structural Design Standards –
 Tables 1.2 to 1.11 – Eurocodes 1 to 9

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
c) Structural Design Standards					
SCQF Level 8	1Ac) Structural Design Standards	<i>Can understand and apply the Structural Eurocodes</i>	Annex 1.A Structural Design Standards 1.A.0 Introduction 1.A.1 Structural Design Standards [1]	The British Standards Institution (BSI) agreement with the European Committee for Standardisation (CEN) obliges it to withdraw UK national standards after a harmonised European Standard with the same scope and field of application has been produced. BSI, in line with this commitment, will by 31 March 2010 replace the British Standards relating to loading and structural design with the European Standards and associated National Annexes listed in the tables below: Tables 1.2 to 1.11 – Eurocodes 1 to 9	

Section 1: Structure: Non-Domestic Technical Handbook – Competency Matrix: 1B Structures

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Structure Non-Domestic – Background and Introduction:					
SCQF Level 7/8	1B Structures	<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>	1.0 Introduction	<p>1.0.1 Background</p> <p>The structure of a building is fundamental to ensuring the safety of people in or around new and existing buildings and can be affected by a number of factors inside and outside the building including environmental factors. These factors should be considered to prevent the collapse, excessive deformation or the disproportionate collapse of buildings</p> <p>The climatic conditions in Scotland including temperature, snow, wind, driving rain and flooding and the impact of climate change should be carefully considered in the assessment of loadings (actions) and in the structural design of buildings</p>	<p>The Standing Committee on Structural Safety (SCOSS). Guidance on how a structural appraisal may be undertaken is given in 'Appraisal of Existing Structures', 1996 published by the Institution of Structural Engineers</p> <p>Procurement – the contractual arrangements used by clients to procure a building can have important consequences for the reliability of the design and the adequacy of the construction. Frequently, building design procurement will involve the appointment of a number of designers who may be employed by more than one organisation. Detailed design of individual structural details and components can be passed to specialist contractors. In these circumstances the client should appoint a lead designer or other appropriately experienced and qualified person to oversee the design process</p>
			1.0.2 Aims	<p>To achieve a structure with adequate structural resistance, serviceability and durability the following should be taken into account:</p> <ol style="list-style-type: none"> the loadings (actions) on the building nature of the ground collapse or deformations stability of the building and other buildings climatic conditions materials structural analysis, and details of construction 	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			1.0.3 Latest changes	<p>The following is a summary of the changes made to this section since 1 May 2009</p> <p>1.0.1 reference to SCOSS updated</p> <p>1.0.1 guidance for clients on procurement added</p> <p>1.0.2 aims re-written to reflect Structural Eurocodes</p> <p>1.0.4 guidance on relevant legislation added for CDM regulations</p> <p>1.0.6 guidance on alternative approaches added including the use of withdrawn British Standards</p> <p>1.0.8 clause on certification introduced</p> <p>1.1.1 reference to guidance on fixings and stone masonry added</p> <p>1.1.2 reference to Structural Eurocodes added for loadings</p> <p>1.1.3 reference to Structural Eurocodes added for design and construction</p> <p>1.1.4 reference to BS EN 1997-2:2007 added for geotechnical investigation of the site</p> <p>1.1.5 reference to BS EN 1997-1:2004 added for design of foundations adjacent to existing buildings</p> <p>1.2.1 guidance in relation to disproportionate collapse updated to align with Structural Eurocodes, and</p> <p>1.A. Annex A – list of structural Eurocodes and corresponding British Standards to be withdrawn added</p> <p>Minor alterations and corrections have also been made. A full list of changes to this edition of the Technical Handbooks is available on the Building Standards website</p>	
			1.0.4 Relevant legislation	<p>The Construction (Design and Management) Regulations 2007 are intended to protect people working in construction and others who may be affected by their activities. The and throughout the life cycle of the structure, including eventual demolition. regulations require the systematic management of projects from concept to completion and throughout the life cycle of the structure, including eventual demolition</p>	<p>The Construction (Design and Management) Regulations 2007 Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sport Act</p> <p>1987 Guide to Safety at Sports Grounds fifth edition 2008) Dynamic performance and testing of grandstands</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			1.0.5 Alternative approaches	Where alternative approaches to the structural design are proposed other than using the guidance contained in this section, the structural design should take account of all of the factors identified in clause 1.0.2 above. For example, care should be taken where alternative numerical values are placed on factors of safety as this may have a detrimental effect on the overall stability of the structure	
		<i>Understand the relevance and the relationship between Section 89 of the Civic Government (Scotland) Act 1982 and the Building (Scotland) Act 2003 in relation to temporary demountable structures</i>	1.0.6 Temporary demountable structures	<p>These structures are usually in place for a short time, generally no more than 28 days, and may not be covered by the requirements of regulations 8 to 12. The erection and use of many types of temporary structure will be controlled by the local authority</p> <p>Section 89 of the Civic Government (Scotland) Act 1982 requires that no person shall use or permit the use of a raised structure for seating or standing accommodation unless such use has been approved by the local authority. Certain raised structures are exempt from this including any structure that has been granted a building warrant</p> <p>The Institution of Structural Engineers has published guidance on the 'Procurement, design and use of Temporary demountable structures' (second edition 1999)</p>	
			1.0.7 Annex	A list of structural Eurocodes and corresponding British Standards to be withdrawn is contained in Annex 1A	
		<i>Recognise the Approved Certifier of Design Scheme (Structures). Recognise equivalent working to the Certifier Scheme</i>	1.0.8 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Section 1: Structure: Non-Domestic Technical Handbook – Competency Matrix: 1B Structures: 1Ba) STRUCTURE – Loading; Design and Construction – Nature of Ground; Stability of existing buildings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
a) Structure – Loading – Design and Construction – Nature of Ground – Stability of existing buildings					
SCQF Level 7/8	1Ba) STRUCTURE – Loading; Nature of Ground; Stability of existing buildings	<i>Understands the purpose and objectives of the guidance to Section 1 in relation to structure including the scope of Mandatory Standard 1.1 and its relationship to the Guidance Clauses</i>	1.1 Structure	<p>Mandatory Standard 1.1</p> <p>Every building must be designed and constructed in such a way that the loadings that are liable to act on it, taking into account the nature of the ground, will not lead to:</p> <ul style="list-style-type: none"> a. the collapse of the whole or part of the building b. deformations which would make the building unfit for its intended use, unsafe, or cause damage to other parts of the building or to fittings or to installed equipment, or c. impairment of the stability of any part of another building 	
			1.1.0 Introduction	Specialist advice from approved certifiers of design, chartered engineers or other appropriately qualified persons should be sought if the designer is in any doubt about the loads acting on a building or how these loads can be accommodated by the structure and safely transmitted to the ground	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards
			1.1.1 General		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
	1Ba) STRUCTURE – Loading; Design and Construction – Nature of Ground; Stability of existing buildings	<p><i>Be able to define difference between a dead load and a live load. Be able to recognise different types of roofs, flat pitched, hipped. Be able to understand and use span/load tables for patent lintels. Interpret and use small scale calculations and assessments for non-complex elements in small buildings</i></p> <p><i>Be able to calculate total load of a building. Be able to add loads and use timber load/span tables for rafters/purlins</i></p> <p><i>Be able to identify varying snow loads due to height above sea level</i></p> <p><i>Be able to recognise and understand different loads from roof configurations</i></p> <p><i>Recognise the need for specialist advice and when. It should be sought</i></p> <p><i>Be able to recognise different floor constructions and loads</i></p> <p><i>Understand the need for different crushing strength block on high rise buildings</i></p>	1.1.2 Loading	<p>Any reference to European Standards for Structure (Structural Eurocodes) in this section must be taken to include reference to the relevant UK National Annex. The loadings to which a building will be subjected should be calculated in accordance with the appropriate Structural Eurocodes:</p> <p>a. for densities, self-weight and imposed loadings, BS EN 1991-1-1: 2002 (Eurocode 1)</p> <p>b. for snow loadings, BS EN 1991-1-3:2003 (Eurocode 1)</p> <p>c. for wind loadings, BS EN 1991-1-4:2005 (Eurocode 1)</p> <p>d. for earth retaining structures, BS EN 1997-1:2004 (Eurocode 7)</p> <p>e. any greater loadings to which the building is likely to be subjected</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p><i>Capable of using the Scottish Governments small buildings guide and other service approved structural guidance documents</i></p> <p><i>Understand the relevance and the relationship between Section 89 of the Civic Government (Scotland) Act 1982 and the Building (Scotland) Act 2003 in relation to temporary demountable structures</i></p> <p><i>Understand the principle of a cavity wall construction</i></p> <p><i>Understand principles of timber framed walls</i></p> <p><i>Understand the need for robust fixings in building elements and in composite constructions</i></p> <p><i>Understand need for wall returns and limited opening sizes in walls</i></p> <p><i>Understand what a floor joist is and use timber span/load tables</i></p> <p><i>Be able to assess the suitability of free standing walls</i></p> <p><i>Understand the basic concept of a 'retaining wall'</i></p>	1.1.3 Design and construction	Any reference to European Standards for Structure (Structural Eurocodes) in this section must be taken to include reference to the relevant UK National Annex.	<p>Be able to utilise a specialism to evaluate compliance such as acoustics, structures, fire, SAP assessment, Access, etc</p> <p>Safety of Sports Grounds Regulations</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p><i>Be able to assess type and width of foundation from the load of the building</i></p> <p><i>Understand concept of a strip foundation Understand principle of stepped strip foundation</i></p> <p><i>Be able to recognise and understand the design and installation of complex foundation types</i></p> <p><i>Be aware of reasons for overlap on stepped foundations on new housing</i></p> <p><i>Be able to assess tying in of walls and foundations to existing (movement joints)</i></p> <p><i>Be able to recognise and understand different foundation types i.e. strip, trench fill, raft, beam, pile</i></p>	1.1.4 Nature of the ground	<p>The foundations of buildings should be designed to sustain and transmit the loadings to the ground in such a manner that there will be no ground movement which will impair the stability of the building. All aspects of the nature of the ground should be taken into consideration including ground movement caused by:</p> <ul style="list-style-type: none"> • swelling, shrinkage or freezing of the subsoil, or • landslip, or • subsidence such as that arising from the collapse of abandoned mineral workings or quarrying operations 	<p>Mandatory Standard 3.1: Site preparation – harmful and dangerous substances</p> <p>Mandatory Standard 3.2: Site preparation – protection from radon gas</p> <p>Mandatory Standard 3.3: Flooding and ground water</p> <p>Mandatory Standard 3.4: Moisture from the ground.</p> <p>Mandatory Standard 3.5: Existing drains</p>
		<p><i>Recognise the effects of excavations, loadings and changed climatic conditions on existing adjacent buildings. An awareness of external wall cladding systems including EWI specifications and loading needs to confirm adequate fixings</i></p>	1.1.5 Stability of existing buildings	<p>The stability of existing buildings may be affected by a new building located in their vicinity. Care must be taken to avoid undermining the foundations or otherwise affect the stability of existing buildings. The design of foundations adjacent to existing buildings should be carried out in accordance with the recommendations of BS EN 1997-1:2004</p>	

Section 1: Structure: Non-Domestic Technical Handbook – Competency Matrix: 1B Structures: 1Bb) Disproportionate collapse – Building Risk Group – Assess Additional Measures – Design and Construction of Additional Measures

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
b) Disproportionate collapse					
SCQF Level 8	1Bb) Disproportionate collapse	<i>Understands the purpose and objectives of the guidance to Section 1 in relation to disproportionate collapse including the scope of Mandatory Standard 1.2 and its relationship to the Guidance Clauses</i>	1.2 Disproportionate Collapse	Mandatory Standard 1.2 Every building must be designed and constructed in such a way that in the event of damage occurring to any part of the structure of the building the extent of any resultant collapse will not be disproportionate to the original cause	
		<i>Understand the principles of the term and meaning of “disproportionate collapse”</i>	1.2.0 Introduction	All buildings must be designed to accommodate unforeseen or accidental actions in such a way as to prevent the extent of any resulting collapse being disproportionate to the cause of the collapse. Buildings should be designed so that they are robust which is defined in BS EN-1991-1-7:2006 as the ability of a structure to withstand events like fire, explosions, impact or the consequences of human error without being damaged to an extent disproportionate to the original cause	
SCQF Levels 9/10	1Bb) Disproportionate collapse		1.2.1 Disproportionate collapse	A building which is susceptible to disproportionate collapse is one where the effects of accidents and, in particular, situations where damage to small areas of a structure or failure of single elements could lead to collapse of major parts of the structure	
		<i>Ability to assess a buildings risk group</i>	1.2.2 Determine building risk group	The issues to be considered with respect to assessing the risk group of a building are its occupancy level, use, the number of storeys and floor areas	
		<i>Appreciate when specialist knowledge and application is necessary</i>	1.2.3 Assess additional measures	The additional measures which should be provided vary extensively according to building type and use and the actual measures should be designed in accordance with the relevant sections of the design codes. For example, high rise hotels or flats or assembly buildings or grandstands require a different level of robustness than low rise buildings or storage	
			1.2.4 Design and construct additional measures	The structural design and construction to take account of the additional measures including horizontal and vertical ties where appropriate and checking the integrity of the building following the notional removal of vertical members and the design of key elements, should be carried out in accordance with the design recommendations contained in Annex A of BS EN 1991-1-7:2006	
			1.2.5 Other sources of guidance	This Guidance Clause references additional information sources	

Section 1: Structure: Non-Domestic Technical Handbook – Competency Matrix: 1B Structures: 1Bc) Structural Design Standards – Tables 1.2 to 1.11 – Eurocodes 1 to 9

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
c) Structural Design Standards					
SCQF Level 8	1Bc) Structural Design Standards	<i>Can understand and apply the Structural Eurocodes</i>	Annex 1.A Structural Design Standards 1.A.0 Introduction 1.A.1 Structural Design Standards [1]	The British Standards Institution (BSI) agreement with the European Committee for Standardisation (CEN) obliges it to withdraw UK national standards after a harmonised European Standard with the same scope and field of application has been produced. BSI, in line with this commitment, will by 31 March 2010 replace the British Standards relating to loading and structural design with the European Standards and associated National Annexes listed in the tables below: Tables 1.2 to 1.11 – Eurocodes 1 to 9	

Section 2 - Fire



Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Domestic Technical Handbook – Competency Matrix: 2A Fire Safety Introduction and Background

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire – Domestic – Introduction and Background					
SCQF Level 7/8	2A Fire Safety DTHB Introduction and Background	<i>Understands the purpose and objectives of the guidance to Section 2</i>	2.0.1 Introduction	Building (Scotland) Regulations 2004 and shall come into force on 1st May 2005; SECTION 2 FIRE	
		<i>Have an appreciation of the primary aims of fire safety under this section of the Building Regulations</i>	2.0.2 Aims	The purpose of the guidance in Section 2 is to achieve the following objectives in the case of an outbreak of fire within the building: <ul style="list-style-type: none"> • to protect life • to assist the fire and rescue services, and • to further the achievement of sustainable development 	
		<i>Have an appreciation of the scope of fire safety under this section of the Building Regulations</i>	2.0.3 Scope	Guidance in this section may not be appropriate for the following buildings as they are rarely designed and constructed in Scotland	
		<i>Understand the variations in interpretation of measurement criteria between Section 2 and Section 0 – Regulation 7</i>	2.0.4 Method of measurement	The rules of measurement in Section 0 of the Technical Handbook may not be appropriate for the guidance in Section 2 Fire. For example, to establish the height of the topmost storey for fire and rescue service facilities, the height should be measured from the fire and rescue service access level and not necessarily the lowest ground level. Therefore, methods of measurement unique to fire are described within the guidance under each of the relevant standards	Regulation 7: Schedule 4: For the purpose of these regulations, measurements shall be made or calculated in accordance with schedule 4
		<i>Appreciate the effect of the latest changes in guidance</i>	2.0.5 Latest changes	The 2019 Technical Handbooks are published on 12 July 2019. The main changes are to the provision for fire safety within Section 2 (Fire) in both the Domestic and Non-domestic Handbooks. These changes form part of the output from the Ministerial Working Group on Building and Fire Safety and the 2018 consultation on fire safety. Alternative guidance throughout recognising BS 8414 (and BR 135) as an alternative full-scale facade fire test to external wall cladding/insulation exposed in the cavity having a European Classification A1 or A2. BS 9414 referenced to provide additional information on the application of results from BS 8414 tests <ul style="list-style-type: none"> • General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout • General – references to other British Standards, European Standards and publications updated 	BSD Publication “BUILDING STANDARDS TECHNICAL HANDBOOKS 2019 CHANGES” SUMMARY

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<ul style="list-style-type: none"> • General – alternative guidance throughout recognising BS 8414 (and BR 135) as an alternative full scale facade fire test to external wall cladding/insulation exposed in the cavity having a European Classification A1 or A2 • Clause 2.0.1 – Scottish fire statistics updated • Clause 2.0.7 – guidance amended on the status of the Technical Handbooks including the use of fire engineered solutions and engineered timber • Clause 2.0.8 – clarification on the use of the Technical Handbook guidance for new build Houses in Multiple Occupation (HMOs) designed as flatted accommodation and traditional halls of residence • Clause 2.0.9 – European reaction to fire classification and sub-indices explained • Clause 2.2.7 – guidance clarified on junctions between separating walls and floors and external walls • Clause 2.4 – standard amended to clarify that spread of fire and smoke in cavities should be inhibited whether or not the fire spread is visible • Clause 2.4.1 – guidance clarified on the use of open state intumescent cavity barriers for ventilated cavities • Clause 2.4.2 – exclusion e. removed • Clause 2.4.4 – replace previous clause on combustibility. Insulation material exposed in cavity to be European Classification A1 or A2 where storey height of more than 11m • Clause 2.4.7 – guidance on junctions simplified • Clause 2.6.4 – explanation of external wall cladding expanded to include composite panels, timber panels, spandrel panels and infill panels • Clause 2.6.6 – guidance clarified on thermal insulation in a structural frame not more than 1m from a boundary in shared residential accommodation • Clause 2.7.0 – best practice guidance on green roofs and walls cited • Clause 2.7.1 – explanation of external wall cladding expanded to include timber panels, spandrel panels and infill panels. Table 2.9 Reaction to fire of external wall cladding more than 1m from boundary replaced. European Classification A1 or A2 introduced for certain entertainment and assembly buildings, hospitals, residential care buildings and all other non-domestic buildings with a storey at a height of more than 11m 	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<ul style="list-style-type: none"> • Clause 2.7.2 – new clause on Specified Attachments to external walls – fire spread via balconies, solar panels and solar shading • Clause 2.8.0 – best practice guidance on Green Roofs and Walls cited 	
		<i>Note new definition of “non-combustible”</i>		Appendix A: Defined Terms: Definition of “non-combustible” updated:- Non-combustible means that a material does not ignite or burn when subjected to fire or heat.	
		<i>Understand the scope and limitations of the use of terms throughout Section 2 Fire</i>	2.0.6 Explanation of terms	Describes what terms mean	
SCQF Level 9 and 10		<i>Understand the options for compliance through an “alternative approach” and in the application of fire engineered solutions</i>	2.0.7 Alternative Approaches	Alternative means of complying with building standards – the guidance contained within this Technical Handbook indicates one or sometimes more than one means of complying with the mandatory building standards 2.1 to 2.15. In the majority of projects it is envisaged that meeting the guidance will be the usual means of showing that compliance with the building standards has been achieved. However, it should be appreciated that, due to the generic nature of the guidance it cannot cover all building designs or, for example, innovative or new methods of construction. In such cases the designer or engineer will be required to show, by alternative means, that compliance with the building standards will be achieved in the completed building	Guidance amended on the status of the Technical Handbooks including the use of fire engineered solutions and engineered timber
SCQF Level 7/8		<i>Have an understanding of the relationships of other legislation on Section 2 Fire Safety</i>	2.0.8 Relevant legislation	Part 3 of the Fire (Scotland) Act 2005 (2005 Act), The Fire Safety (Scotland) Regulations 2006 The Construction (Design and Management) Regulations 2015 Houses in Multiple Occupation (HMOs) The Care Inspectorate	
		<i>Understand the term resistance to fire</i>	2.0.9 Annexes	Annex 2.A Resistance to fire	European reaction to fire classification and sub-indices explained
		<i>Understand the term reaction to fire</i>		Annex 2.B Reaction to fire	Reaction to fire of construction products is expressed as European Classification A1, A2, B, C and D and explained in annex 2.B.
		<i>Understand the term vulnerability of roof coverings</i>		Annex 2.C Vulnerability of roof coverings	
		<i>Understand when consultation with Fire & Rescue service is required.</i>		Consultation with Fire & Rescue Service	The Building (Procedure) (Scotland) Regulations 2004

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Have an understanding of the availability of third party certification and/or accreditation of product and system specifications for compliance</i>	2.0.10 Independent schemes of certification and accreditation	Certification: Third Party Accreditation: Local authority verifiers may accept the certification of products, components, materials or structures under such schemes as evidence of compliance with the relevant standard. Similarly, local authority verifiers may accept the certification of the installation or maintenance of products, components, materials or structures under such schemes as evidence of compliance with the relevant standard. Nonetheless, a local authority verifier may wish to establish, in advance of the work, that any such scheme is adequate for the purposes of the Building Regulations. Many certification bodies which approve such schemes are accredited by UKAS	It is important to be aware that there is other legislation, apart from building regulations, imposing requirements for means of escape in case of fire and other fire safety measures that will come into force when the building is occupied. It is therefore recommended that consultation with those responsible for such legislation takes place before the application for building warrant is finalised. Any necessary fire precaution requiring additional building work can then be included in the application

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Domestic Technical Handbook – Competency Matrix: 2Aa) Fire Containment – Compartmentation – Separation – Structural Protection – Cavities

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire Containment – Compartmentation – Separation – Structural Protection – Cavities					
Compartmentation					
SCQF Level 7	2Aa) Fire Containment	DOES NOT APPLY TO DOMESTIC BUILDINGS	2.1 Compartmentation	Building (Scotland) Regulations 2004 and shall come into force on 1st May 2005; SECTION 2 FIRE	
Separation					
SCQF Level 8	2Aa) Fire Containment	<i>Recognises the needs and limitations of separation including detailing</i>	2.2 Separation		
		<i>Understand separating wall/floor technical requirements including the determination of the appropriate fire resistance period and criteria. An appreciation of the scope of this standard when the subject of a conversion is needed</i>	2.2.0 Introduction	In order to reduce the risk of fire spreading from one dwelling to another, fire separation should be provided between dwellings and between dwellings and any common spaces	Understand the relationship between Section 2 Fire and Section 5 Noise when considering separation
		<i>Recognises the needs and limitations of separation including detailing</i>	2.2.1 Dwellings in different occupation	A separating wall or separating floor with at least a medium fire resistance duration should be provided between adjoining dwellings	Annex 2.A Resistance to fire
		<i>Recognises the needs and limitations of separation including detailing</i>	2.2.2 Dwellings with common occupation	A separating wall or separating floor with at least a medium fire resistance duration should be provided between a dwelling and any other part of the building in common occupation	Annex 2.A Resistance to fire
		<i>Recognises the needs and limitations of separation including detailing</i>	2.2.3 Separation between domestic and non-domestic buildings	A separating wall or separating floor with at least a medium fire resistance duration should be provided between a domestic and non-domestic building	Annex 2.A Resistance to fire Reference should also be made to the guidance for non-domestic buildings where appropriate
		<i>Understand the need for fire resistant wall/floor/ceiling between a the house and an integral garage.</i>	2.2.4 Domestic garages	A separating wall or separating floor with a short fire resistance duration therefore should be provided between an integral or attached garage and a dwelling in the same occupation	Annex 2.A Resistance to fire
		<i>Recognise the separation protection required around a lift well</i>	2.2.5 Lift wells	Every lift well should be enclosed by separating walls with a medium fire resistance duration	Annex 2.A Resistance to fire
		<i>Recognise the allowances for combustible (and non-combustible) constructions when considering separation</i>	2.2.6 Combustibility	In a building with no storey at a height above 18m, separating walls and floors may be constructed from combustible materials provided the appropriate fire resistance duration is maintained	Annex 2.A Resistance to fire

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
SCQF Level 9		<i>Recognise the allowances for non-combustible constructions and increased fire-resistance when considering separation in high rise buildings</i>	2.2.7 High rise domestic buildings	Separating walls floors and self closing fire doors require increased non-combustibility and extended periods of fire resistance	Annex 2.A Resistance to fire Guidance clarified on junctions between separating walls and floors and external walls Occupants in high rise domestic buildings may not evacuate the building immediately and fire-fighting and rescue operations will take longer to commence if the fire is on a floor high above the ground. Therefore in order to improve occupant and fire-fighter safety in high rise domestic buildings every: <ul style="list-style-type: none"> • separating wall, separating floor and open access balcony should be constructed from products which achieve European Classification A1 or A2, • separating floor and open access balcony should have a long fire resistance duration, and • separating wall including any self-closing fire door, should have at least a medium fire resistance duration
		<i>Be capable of interpreting the supporting relationships between separating elements and associated structural elements</i>	2.2.8 Supporting structure	Reaction to fire of construction products is expressed as European Classification A1, A2, B, C and D and explained in annex 2.B	Guidance Clause 2.3.0
		<i>Be able to appraise the fire stopping requirements through separating walls and floors including openings for different building types</i>	2.2.9 Openings and service penetrations	Separating walls and separating floors are intended to prevent fire passing from one part of the building to another part under different occupation. Openings and service penetrations through these walls or floors can compromise their effectiveness and should be kept to a minimum	Guidance on the activation of fire dampers clarified: Ventilation ductwork should be designed and installed in accordance with BS 5588: Part 9: 1999. Section 6 of BS 5588: Part 9: 1999 (<u>excluding the third paragraph to clause 6.3.3.2.2</u>) provides guidance on design and construction including fire resisting enclosures, fire resisting ductwork and the use and activation of fire dampers

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Be able to appraise the fire stopping requirements through separating walls and floors including openings for different building types</i>	2.2.10 Junctions	The building elements, materials or components should not be built into, or carried through or across the ends of, or over the top of a separating wall in such a way as to impair the fire resistance between the relevant parts of the building	<p>Guidance clarified on junctions between separating walls and floors and external walls as below:</p> <p>Where a separating wall or floor or protected route of escape abuts a structure containing a cavity, a fire barrier should be installed in the cavity so as to extend the line, and maintain the fire resistance, of the wall or floor. However, this is not necessary where the cavity is formed by two leaves of masonry or concrete at least 75mm thick and the external wall is provided with cavity barriers around all openings and at the top of the wall-head</p> <p>Where an external wall cladding system has achieved the performance levels in BR 135, 'Fire Performance of external thermal insulation for walls of multi-storey buildings' when read in conjunction with the test methodology in BS 8414: Part 1: 2015+A1: 2017 or BS 8414: Part 2: 2015+A1: 2017, the junction detail is considered to meet the intent of Standard 2.2. BS 9414: 2019 (Draft 2019) provides additional information on the application of results from BS 8414 tests</p>
Structural protection					
SCQF Level 8	2Aa) Fire Containment	<i>Recognises the needs and limitations of structural protection including detailing for all elements of structure. Understand fully the term "element of structure"</i>	2.3 Structural protection		Annex 2.A Resistance to fire
		<i>An appreciation of the scope of this standard when the subject of a conversion is needed</i>	2.3.0 Introduction	In order to prevent the premature collapse of the load-bearing structural elements of a building, appropriate levels of fire resistance duration (see annex 2.A) should be provided to all element of structure	
		<i>Recognises the needs and limitations of structural protection including detailing for all elements of structure. Understand fully the term "element of structure"</i> <i>Understand which "elements of structure" do not require a fire resistant protection</i>	2.3.1 Element of structure	It is essential that during a fire the elements of structure should continue to function	Table 2.1 Protection of Structural Elements

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess and apply the structural fire precautions and protections required to secure safe elements of structure</i>	2.3.2 Combustibility	An element of structure in a building (other than a high rise domestic buildings) may be constructed from combustible material provided the construction achieves the appropriate fire resistance duration. However, where an element of structure provides support to another element of structure (or a protected route of escape, see clause 2.0.6) which should be constructed from products that achieve European Classification A1 or A2, the supporting element of structure should also be constructed from products that achieve European Classification A1 or A2 (see annex 2.B)	Annex 2.B
SCQF Level 9		<i>Understand how steelwork performs in fire and how this influences design</i>	2.3.3 Supporting structure	Where an element of structure provides support to another element of structure (or provides support to a protected route of escape) which attracts a higher period of fire resistance, the supporting element of structure should have at least the same period of fire resistance	
		<i>Be able to appraise the fire stopping requirements through openings elements of structure required to be fire protected for different building types</i>	2.3.4 Openings and service penetrations	In general, openings and service penetrations in element of structure need not be protected from fire unless there is the possibility of structural failure	
		<i>Be able to appraise the fire stopping requirements through junctions elements of structure required to be fire protected for different building types</i>	2.3.5 Junctions	The building elements, materials or components should not be built into, or carried through or across the ends of, or over the top of a separating wall in such a way as to impair the fire resistance between the relevant parts of the building	Guidance Clauses 2.2.10; 2.4.7; 2.9.21. Reference is necessary also to Clause 2.3.1
Cavities					
SCQF Level 8	2Aa) Fire Containment	<i>Understand the principle of a "cavity" within an element of structure</i>	2.4 Cavities	Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the spread of fire and smoke within cavities in its structure and fabric is inhibited	Standard amended to clarify that spread of fire and smoke in cavities should be inhibited whether or not the fire spread is visible. The word "unseen" has been deleted and "within concealed spaces" has been changed to "cavities"
		<i>Be able to demonstrate pathways for fire and smoke – cavity barriers and fire stopping. Recognise the relationship between cavity barriers and fire stopping</i>	2.4.0 Introduction	Fire and smoke spread in concealed spaces is particularly hazardous because fire can spread quickly throughout a building and remain undetected by the occupants of the building or by fire and rescue service personnel	
		<i>Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.4.1 Cavity barriers	A cavity barrier means any construction provided to seal a cavity against the penetration of fire and smoke or to restrict its movement within the cavity	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the use of intumescent barriers</i>		In an external wall, open state intumescent cavity barriers may be used to inhibit fire and smoke spread and seal the cavity. It is recognised that smoke will spread beyond the cavity barrier at the incipient and early fire growth phases prior to the intumescent material reacting to heat but this is not considered to be a major concern as the cavity is ventilated to atmosphere	Guidance clarified on the use of open state intumescent cavity barriers for ventilated cavities
		<i>An awareness of material options and construction options when limiting cavity size</i>	2.4.2 Dividing up cavities	Every cavity should be divided by cavity barriers so that the maximum distance between cavity barriers is not more than 20m where the cavity has surfaces which are non-combustible or low risk materials, or 10m where the cavity has surfaces which are medium, high or very high risk materials	Annex 2.B
				<i>e. formed by external wall or roof cladding, where the inner, outer or other exposed surfaces of the cladding are low risk materials or non-combustible attached to a masonry or concrete external wall or a concrete roof, and where the cavity contains only non-combustible material (see also the guidance to Standard 2.7).</i>	Exclusion e. removed. <u>Insulation material exposed in cavity to be European Classification A1 or A2 where storey height more than 11m</u>
		<i>Understand the principles and detailing required when a ceiling is acceptable as an alternative to a cavity barrier</i>	2.4.3 Fire resisting ceilings as an alternative to cavity barriers	Conditions applicable to ceilings as an alternative to a cavity barrier	
SCQF Level 9		<i>Understand the term “high rise domestic building” and be capable of interpreting and applying minimum standards of construction and specification to such high rise buildings</i>	2.4.4 Cavities in external walls of domestic buildings with a storey more that 11m above ground level	Conditions applicable to external walls containing cavities in high rise domestic buildings as an alternative to a cavity barrier	Alternative guidance – BR 135, 'Fire Performance of external thermal insulation for walls of multi-storey buildings' and BS 8414: Part 1: 2015+A1: 2017 or BS 8414: Part 2: 2015+A1: 2017 provides guidance on fire spread on external wall cladding systems. The guidance provided in these publications may be used as an alternative to European Classification A1 or A2 external wall cladding and for European Classification A1 and A2 products exposed in a cavity. BS 9414: 2019 (Draft June 2019) provides additional information on the application of results from BS 8414 tests
				Cavities in external walls of domestic buildings with a storey more than 11m above ground level	Insulation material exposed in cavity to be European Classification A1 or A2 where storey height more than 11m

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>An awareness of the movement within building elements and in conditions likely to prevail in a fire situation</i>	2.4.5 Supporting structure	Conditions applicable to the integrity of a cavity barrier to remain in place under construction and building use conditions	
		<i>Be able to appraise the integrity requirements through openings in cavity barriers required to be fire protected for different building types</i>	2.4.6 Openings and service penetrations		Guidance Clause 2.2.9
		<i>Be able to appraise the integrity requirements through junctions elements of structure with cavity barrier required to be fire protected for different building types</i>	2.4.7 Junctions	All cavity barriers should be tightly fitted to rigid construction. Where this is not possible as in the case of a junction with slates, tiles, corrugated sheeting or similar materials, the junction should be fire stopped. See clause 2.2.10 for additional guidance on junctions and clause 2.2.9 for additional guidance on fire stopping materials	Guidance Clause 2.2.9

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Domestic Technical Handbook – Competency Matrix: 2Ab) Fire Spread – Internal linings – spread to neighbouring buildings – spread from neighbouring buildings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire spread – Internal linings – spread to neighbouring buildings – spread from neighbouring buildings					
Internal linings					
SCQF Level 8	2Ab) Fire Spread	Understand the limitations and scope of the Standard	2.5 Internal linings		
		<i>Recognise requirements for surface spread of flame</i>	2.5.0 Introduction		
		<i>Recognise the classification of areas of risk when considering internal lining classifications</i>	2.5.1 Internal linings	Defines areas of risk with minimum reaction to fire requirements allocated accordingly	Annex 2.B
		<i>Recognise the limitations of material properties when considering internal linings</i>	2.5.2 Assessment of linings	Defines what is and what is not an internal lining	
		<i>Recognise the material specifications to meet this guidance clause for the use of plastic glazing</i>	2.5.3 Plastic glazing	Defines minimum specification for plastic glazing	
		<i>Be able to summaries the limitations of TP(A) and TP(B) material</i>	2.5.4 Thermoplastic material	Defines minimum specification for thermoplastic material	
		<i>Be able to summaries the limitations of TP(A) and TP(B) in ceilings</i>	2.5.5 Thermoplastic materials in ceilings	Defines minimum specification for thermoplastic material	
		<i>Be able to summaries the limitations of TP(A) and TP(B) roof lights</i>	2.5.6 Thermoplastic materials in roof lights	Defines minimum specification for thermoplastic material	
		<i>Be able to summaries the limitations of TP(A) and TP(B) in diffusers</i>	2.5.7 Thermoplastic materials in light fittings with diffusers	Defines minimum specification for thermoplastic material	Table 2.2 Thermoplastic roof lights and light fittings with diffusers
		<i>Recognise the material specifications to meet this guidance clause for the use of sandwich panels</i>	2.5.8 Sandwich panels	A sandwich panel used for internal walls or linings should have a non-combustible classification	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Spread to neighbouring buildings					
SCQF Level 8	2Ab) Fire Spread	<p><i>Be able to identify property boundaries.</i></p> <p><i>Determine the required fire resistance duration (including application of the simple geometry calculation for glazing)</i></p>	2.6 Spread to neighbouring buildings		
		<i>Be able to assess fire resistance to external walls and be able to calculate basic unprotected areas to domestic properties.</i>	2.6.0 Introduction	In order to reduce the danger to the occupants of other buildings, one building should be isolated from another by either construction or distance	
		<i>Understand the critical aspects of glazing in terms of boundaries but also having regard to u-values and collision</i>	2.6.1 Fire resistance of external walls	<p>Apart from unprotected areas, as described in clause 2.6.2, external walls should have:</p> <ul style="list-style-type: none"> • short fire resistance duration, if more than 1m from the boundary, or • medium fire resistance duration, if not more than 1m from the boundary 	
		<i>Be able to carry out an 'unprotected area' calculation, using enclosing rectangle and protractor method</i>	2.6.2 Unprotected area	An unprotected area means any part of an external wall (including a door or window opening) which does not attain the appropriate fire resistance duration as recommended in the table to clause 2.6.1	
		<i>Be capable of calculating distances to boundary</i>	2.6.3 The simple geometry method	Simplified calculation for distance to boundary	
		<i>Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.6.4 External wall cladding	Defines specifications for the application of external cladding to external walls	Explanation of external wall cladding expanded to include composite panels, timber panels, spandrel panels and infill panels
		<i>Ability to assess and apply the structural fire precautions and protections required to secure safe external cladding etc</i>	2.6.5 Combustibility	<p>Defines limitations for the use of Combustible cladding in buildings</p> <p>See the guidance to Standards 2.4 and 2.7 for additional guidance in relation to cavities and external wall cladding systems</p>	Guidance clarified on thermal insulation in a structural frame not more than 1m from a boundary
		<i>An awareness of the movement within building elements and in conditions likely to prevail in a fire situation</i>	2.6.6 Supporting structure	Where an element of structure provides support to an external wall (including external wall cladding) which has a fire resistance duration (as recommended in the guidance to clauses 2.6.1 and 2.6.2) the supporting element of structure should also have at least the same fire resistance duration	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Spread on external walls					
SCQF Level 8	2Ab) Fire Spread		2.7 Spread on external walls		
		<i>Have an awareness of external cladding tests of adequacy</i>	2.7.0 Introduction	There is a risk of fire spread on the external walls of a building. Green walls (also called living walls) have become popular in recent years. Best practice guidance can be found in 'Fire Performance of Green Roofs and Walls' published by the Department of Communities and Local Government	Best practice guidance on green roofs and walls cited Scottish Advice Note: External Wall Systems – draft guidance on the risk assessment and remediation of cladding on existing buildings is available online and will be published in summer 2021
SCQF Level 9		<i>An ability to interpret BRE 135 test outcomes and application</i> <i>Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.7.1 External wall cladding	External wall cladding includes non load-bearing external wall cladding systems attached to the structure, for example, composite panels, clay or concrete tiles, slates, pre-cast concrete panels, stone panels, masonry, profiled metal sheeting including sandwich panels, timber panels, weather boarding, thermally insulated external wall rendered systems, and other ventilated cladding systems. For the purposes of compliance with Standard 2.7, external wall cladding includes spandrel panels and infill panels External wall cladding more than 1m to the boundary may be constructed from combustible products more than 1mm thick which is European Classifications B, C, D or E (see annex 2.B). This guidance does not apply to domestic buildings having a storey more than 11m above ground level External wall cladding not more than 1m from a boundary should achieve European Classification A1 or A2 except cladding to a house where: – the cladding achieves a European Classification B, and – the wall behind the cladding has the appropriate fire resistance duration from both sides. Storey height more than 11m – Where the building has a storey at a height of more than 11m above the ground the external wall cladding system should be constructed of products achieving European Classification A1 or A2	As a further interim measure, citation of BS 8414/BR135 tests is removed as 'Alternative Guidance'. Verifiers are requested to notify Building Standards Division of any building warrant applications made citing BS 8414 as a route to compliance

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understanding of European Classifications A1 and A2 and ability to apply them to high rise buildings</i>	2.7.2 Specified attachments	<p>External wall cladding more than 1m to the boundary may be constructed from combustible products more than 1mm thick which is European Classifications B, C, D or E (see annex 2.B). This guidance does not apply to domestic buildings having a storey more than 11m above ground level</p> <p>Where the building has a storey at a height of more than 11m above the ground, specified attachments should be constructed of products achieving European Classification A1 or A2</p>	New clause on Specified Attachments to external walls – fire spread via balconies, solar panels and solar shading
Spread from neighbouring buildings					
SCQF Level 8	2Ab) Fire Spread	<i>Recognise the limitations of material properties when considering roof elements in relation to neighbouring buildings</i>	2.8 Spread from neighbouring buildings	Every building must be designed and constructed in such a way that in the event of an outbreak of fire in a neighbouring building, the spread of fire to the building is inhibited. Green roofs have become popular in recent years. Best practice guidance can be found in 'Fire Performance of Green Roofs and Walls' published by the Department of Communities and Local Government	Best practice guidance on green roofs and walls cited
		<i>Understand and be capable of applying specification requirements for roof finishes in relation to boundary proximity</i>	2.8.0 Introduction	Buildings are at risk from fires starting beyond their boundaries. The area of greatest vulnerability is the roof and there may be a risk of ignition or penetration by burning brands, flames or heat. The degree of protection for roof coverings is dependent upon the distance flames or heat. The degree of protection for roof coverings is dependent upon the distance to the boundary	
		<i>Understand the fire dynamics when considering fire spread from neighbouring property</i>	2.8.1 Roof coverings	The possibility of direct flame impingement from neighbouring buildings is greater where the roof covering of the buildings is close to the boundary	

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Domestic Technical Handbook – Competency Matrix: 2Ac) Fire Engineering – Alternative Approach to Guidance in Handbooks – Design Approach – Alternative Design – Smoke Control – Modelling

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire Engineering – Domestic – Introduction and Background					
			2.0.7 Alternative approaches	<p>Fire safety engineering – it is reasonable to demonstrate compliance with the functional standards by alternative means and in such cases, the fire engineer, the building standards verifier and the fire and rescue service should be consulted early in the design process</p> <p>Fire safety engineering may be the only practical way to achieve a satisfactory level of fire safety in some large and complex buildings or where innovative or new methods of construction are used. In such cases a holistic approach is desirable from first principles rather than following, in part or wholly, the guidance contained in the Technical Handbook: Non-Domestic – Fire should be consulted as part of the Qualitative Design Review (QDR) process</p> <p>For many projects it is likely that designers will follow the guidance in the Technical Handbooks and fire engineering techniques will not be necessary. In its simplest form the QDR team may define the acceptance criteria in terms of compliance with the Handbooks</p> <p>However, it is common for fire engineers and regulators to be engaged relatively late in the design process to resolve fire safety issues raised during the verification or, in extreme cases, the construction process. This is unhelpful as fire engineers are often commissioned to resolve specific issues where the design does not follow the guidance rather than assessing the building holistically. This can lead to a comparative exercise against unrealistic worst case scenarios of a “code compliant” design to justify deviations</p> <p>This is not the intent of the guidance and it is important that the safety goals are well defined and achieved with a sufficient margin of safety. The objective of a comparative study should be to demonstrate that the building design, as a whole, presents no greater risk to the occupants than a similar type of building designed in accordance with the Technical Handbook guidance. Further, it is common for the inappropriate use of Computational Fluid Dynamics where the deviations from the Handbooks would not merit such an exercise to be carried out. It is recognised that there may be instances where small deviations from the guidance</p>	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<p>do not warrant a “whole building” fire engineered design and inevitably involves a degree of negotiation without the need for detailed analysis</p> <p>Not all cases of variance from the guidance will require the appointment of a fire engineer. Reference could be made to 'A simplified approach to alternative fire safety strategies' Scottish Government (2010), which provides additional advice</p> <p>Existing buildings – it may be appropriate to vary the guidance contained in this Handbook when assessing the guidance against the constraints in existing buildings, especially those buildings which are listed in terms of their architectural or historic interest. In such cases, it would be appropriate to take into account a range of fire safety features, some of which are dealt with in this Handbook and some of which are not addressed in any detail. For more detailed information, guidance is contained in the 'Guide for Practitioners 6 – Conversion of traditional buildings' (Historic Scotland)</p> <p>Fire engineering designs can be complex and many require extensive use of engineering judgement. The following documents are cited to ensure that the guidance given encompasses best practice worldwide:</p> <ul style="list-style-type: none"> • BS 7974: 2019 Application of fire safety engineering principles to the design of buildings, or • International Fire Engineering Guidelines, 2005 (IFEG) <p>The use of either document assumes that those carrying out or assessing a fire engineering approach have sufficient technical training, knowledge and experience to understand fully the risks involved</p> <p>The objectives of any fire safety strategy should be established first and designers and verifiers should be aware of the importance of the design assumptions. For example, the strategy should include an assessment of the system reliability. This will help to ensure that the fire safety objectives have been met</p>	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire engineering – Compliance Checks					
SCQF Level 9	2Bc) Fire Engineering:	<i>Be able to undertake unaccompanied fire safety site visits on non domestic premises</i>			
SCQF Level 9		<i>Understand the principles of Fire Engineering</i>		Fire engineering qualification, in-house mentoring/shadowing	
SCQF Level 9		<i>Have an understanding of external fire spread particularly in respect of buildings over 18m</i>		Fire engineering qualification, in-house mentoring/shadowing	
SCQF Level 10		<i>Be able to evaluate requirements in relation to BS 9991 and 9999</i>			
SCQF Level 10		<i>Be able to undertake unaccompanied fire safety site visits on complex fire engineered premises</i>			
SCQF Level 10		<i>Be able to analyse suitability of Fire Engineered solutions</i>			
SCQF Level 10		<i>Have the ability to discuss and determine alternative approaches to fire design</i>			

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Non-Domestic Technical Handbook – Competency Matrix: 2B Fire Safety Introduction and Background:

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire – Non-Domestic – Introduction and Background					
SCQF Level 7/8	2B Fire Safety NDTHB BR/WB/OL	<i>Understands the purpose and objectives of the guidance to Section 2</i>	2.0.1 Introduction	Building (Scotland) Regulations 2004 and shall come into force on 1st May 2005; SECTION 2 FIRE	
		<i>Have an appreciation of the primary aims of fire safety under this section of the Building Regulations</i>	2.0.2 Aims	The purpose of the guidance in Section 2 is to achieve the following objectives in the case of an outbreak of fire within the building: <ul style="list-style-type: none"> • to protect life • to assist the fire and rescue services, and • to further the achievement of sustainable development 	
		<i>Have an appreciation of the scope of fire safety under this section of the Building Regulations</i>	2.0.3 Scope	Guidance in this section may not be appropriate for the following buildings as they are rarely designed and constructed in Scotland	
		<i>Understand the variations in interpretation of measurement criteria between Section 2 and Section 0 – Regulation 7</i>	2.0.4 Method of measurement	The rules of measurement in Section 0 of the Technical Handbook may not be appropriate for the guidance in Section 2 Fire. For example, to establish the height of the topmost storey for fire and rescue service facilities, the height should be measured from the fire and rescue service access level and not necessarily the lowest ground level. Therefore, methods of measurement unique to fire are described within the guidance under each of the relevant standards	Regulation 7: Schedule 4: For the purpose of these regulations, measurements shall be made or calculated in accordance with schedule 4
		<i>Appreciate the effect of the latest changes in guidance</i>	2.0.5 Latest changes	The 2019 Technical Handbooks are published on 12 July 2019. The main changes are to the provision for fire safety within Section 2 (Fire) in both the Domestic and Non-domestic Handbooks. These changes form part of the output from the Ministerial Working Group on Building and Fire Safety and the 2018 consultation on fire safety Alternative guidance throughout recognising BS 8414 (and BR 135) as an alternative full-scale facade fire test to external wall cladding/insulation exposed in the cavity having a European Classification A1 or A2. BS 9414 referenced to provide additional information on the application of results from BS 8414 tests <ul style="list-style-type: none"> • General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout • General – references to other British Standards, European Standards and publications updated 	BSD Publication “BUILDING STANDARDS TECHNICAL HANDBOOKS 2019 CHANGES” SUMMARY

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<ul style="list-style-type: none"> • General – alternative guidance throughout recognising BS 8414 (and BR 135) as an alternative full scale facade fire test to external wall cladding/insulation exposed in the cavity having a European Classification A1 or A2 • Clause 2.0.1 – Scottish fire statistics updated • Clause 2.0.7 – guidance amended on the status of the Technical Handbooks including the use of fire engineered solutions and engineered timber • Clause 2.0.8 – clarification on the use of the Technical Handbook guidance for new build Houses in Multiple Occupation (HMOs) designed as flatted accommodation and traditional halls of residence • Clause 2.0.9 – European reaction to fire classification and sub-indices explained • Clause 2.1.15 – guidance clarified on junctions between compartment walls and floors and external walls • Clause 2.2.7 – guidance clarified on junctions between separating walls and floors and external walls • Clause 2.4 – standard amended to clarify that spread of fire and smoke in cavities should be inhibited whether or not the fire spread is visible • Clause 2.4.1 – guidance clarified on the use of open state intumescent cavity barriers for ventilated cavities • Clause 2.4.2 – exclusion e. removed • Clause 2.4.6 – replace previous clause on combustibility. Insulation material exposed in cavity to be European Classification A1 or A2 where storey height of more than 11m • Clause 2.4.9 – guidance on junctions simplified • Clause 2.6.4 – explanation of external wall cladding expanded to include composite panels, timber panels, spandrel panels and infill panels • Clause 2.6.6 – guidance clarified on thermal insulation in a structural frame not more than 1m from a boundary in shared residential accommodation • Clause 2.7.0 – best practice guidance on green roofs and walls cited 	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<ul style="list-style-type: none"> • Clause 2.7.1 – explanation of external wall cladding expanded to include timber panels, spandrel panels and infill panels. Table 2.9 Reaction to fire of external wall cladding more than 1m from boundary replaced. European Classification A1 or A2 introduced for certain entertainment and assembly buildings, hospitals, residential care buildings and all other non-domestic buildings with a storey at a height of more than 11m • Clause 2.7.2 – new clause on Specified Attachments to external walls – fire spread via balconies, solar panels and solar shading • Clause 2.8.0 – best practice guidance on Green Roofs and Walls cited 	
		<i>Note new definition of “non-combustible”</i>		<p>Appendix A: Defined Terms: Definition of “non-combustible” updated:</p> <p>Non-combustible means that a material does not ignite or burn when subjected to fire or heat</p>	
		<i>Understand the scope and limitations of the use of terms throughout Section 2 Fire.</i>	2.0.6 Explanation of terms	Describes what terms mean	
		<i>Understand the options for compliance through an “alternative approach”</i>	2.0.7 Alternative Approaches	<p>Alternative means of complying with building standards – the guidance contained within this Technical Handbook indicates one or sometimes more than one means of complying with the mandatory building standards 2.1 to 2.15. In the majority of projects it is envisaged that meeting the guidance will be the usual means of showing that compliance with the building standards has been achieved. However, it should be appreciated that, due to the generic nature of the guidance it cannot cover all building designs or, for example, innovative or new methods of construction. In such cases the designer or engineer will be required to show, by alternative means, that compliance with the building standards will be achieved in the completed building</p>	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Have an understanding of the relationships of other legislation on Section 2 Fire Safety</i>	2.0.8 Relevant legislation	Part 3 of the Fire (Scotland) Act 2005 (2005 Act), The Fire Safety (Scotland) Regulations 2006 The Management of Health and Safety at Work Regulations 1999 The Health and Safety (Safety Signs and Signals) Regulations 1996 The Construction (Design and Management) Regulations 2015 Dangerous Substances and Explosive Atmospheres Regulations 2002 Sports Grounds The Civic Government (Scotland) Act 1982 Houses in Multiple Occupation (HMOs) The Care Inspectorate	
		<i>Appreciate the additional guidance under Annexes 2A; 2B; 2C for residential care buildings, hospitals and enclosed shopping centres</i>	2.0.9 Annexes	2.A – Additional guidance for residential care buildings	
SCQF Level 8					
		<i>Understand the term resistance to fire</i>		2.B – Additional guidance for hospitals 2.C – Additional guidance for enclosed shopping centres	
		<i>Understand the term reaction to fire</i>		Annex 2.D Resistance to fire	European reaction to fire classification and sub-indices explained
		<i>Understand the term vulnerability of roof coverings</i>		Annex 2.E Reaction to fire	Reaction to fire of construction products is expressed as European Classification A1, A2, B, C and D and explained in annex 2.B
		<i>Understand when consultation with Fire & Rescue service is required</i>		Annex 2.F Vulnerability of roof coverings	
				Consultation with Fire & Rescue Service.	The Building (Procedure) (Scotland) Regulations 2004

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Have an understanding of the availability of third party certification and/or accreditation of product and system specifications for compliance</i>	2.0.10 Independent schemes of certification and accreditation	Certification: Third Party Accreditation: Local authority verifiers may accept the certification of products, components, materials or structures under such schemes as evidence of compliance with the relevant standard. Similarly, local authority verifiers may accept the certification of the installation or maintenance of products, components, materials or structures under such schemes as evidence of compliance with the relevant standard. Nonetheless, a local authority verifier may wish to establish, in advance of the work, that any such scheme is adequate for the purposes of the Building Regulations. Many certification bodies which approve such schemes are accredited by UKAS	It is important to be aware that there is other legislation, apart from building regulations, imposing requirements for means of escape in case of fire and other fire safety measures that will come into force when the building is occupied. It is therefore recommended that consultation with those responsible for such legislation takes place before the application for building warrant is finalised. Any necessary fire precaution requiring additional building work can then be included in the application

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Non-Domestic Technical Handbook – Competency Matrix: 2Ba) Fire Containment – Compartmentation – Separation – Structural Protection – Cavities

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
a) Fire Containment – compartmentation – separation – structural protection – cavities					
Compartmentation					
SCQF Level 8	2Ba) Fire Containment	DOES NOT APPLY TO DOMESTIC BUILDINGS	2.1 Compartmentation	Building (Scotland) Regulations 2004 and shall come into force on 1st May 2005; SECTION 2 FIRE	
		<i>Understand the scope and limitations of the need for compartmentation</i>	2.1.0 Introduction	The aim of compartmentation is to inhibit rapid fire spread within the building by reducing the fuel available in the initial stages of a fire	
		<i>Be able to calculate assess and apply compartment sizes</i>	2.1.1 Maximum compartment areas	A building, or part of a building, with a total storey area more than the limits given in the tables below should be sub-divided by compartment walls and, where appropriate, compartment floors	Table 2.1 Single-storey buildings and compartmentation between single-storey and multi-storey buildings where appropriate Table 2.2 Multi-storey buildings
		<i>Ability to interpret the use and effect of the use of automatic suppression systems</i>	2.1.2 Automatic fire suppression	References to automatic fire suppression systems	<ul style="list-style-type: none"> LPC Rules for Automatic Sprinkler Installations 2009, Incorporating BS EN 12845 BS 5306: Part 4: 2001 for carbon dioxide systems BS 5306: Part 6: Section 6.1: 1988 for low expansion foam systems BS EN 12416-2: 2001 for powder systems
		<i>Ability to apply Annex 2.C to shopping malls and large shops</i>	2.1.3 Smoke and heat exhaust ventilation systems	Specifies need for heat exhaust ventilation systems in shops	Annex 2.C
		<i>Ability to interpret the subdivision of buildings in different uses</i>	2.1.4 Buildings with different uses	Buildings with different uses should be divided by compartment walls and compartment floors	Clause 2.1.1; Clause 2.3.1; Clause 2.6
			2.1.5 Residential buildings	In a residential building, every upper storey and every basement storey should form a separate compartment	
			2.1.6 High rise buildings	Every floor at a storey height of more than 18m above the ground should be a compartment floor	
			2.1.7 Basements	Defines areas of compartmentation needed in basements	
		<i>Understand and apply the requirements for places of special fire risk. Understand the term "place of special fire risk"</i>	2.1.8 Places of special fire risk	Paint spraying – a place of special fire risk should be enclosed by compartment walls with a medium fire resistance duration	
		<i>Understand the term "fire-fighting shaft" and be able to apply requirements</i>	2.1.9 Fire-fighting shafts	Defines construction and fire requirements, including layout needs for fire-fighting shafts	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the term “smoke venting shaft” and be able to apply requirements</i>	2.1.10 Smoke venting shafts	A smoke venting shaft should be enclosed by compartment walls with a medium fire resistance duration, other than at the smoke inlets and smoke outlets to the shaft	
		<i>Understand the term “smoke venting shaft” and be able to apply requirements</i>	2.1.11 Lift wells	A lift well should be enclosed by compartment walls with at least medium fire resistance duration and, where the lift well is not the full height of the building, a compartment floor with a medium fire resistance duration (see also capping systems in clause 2.1.15)	Guidance Clause 2.1.15
		<i>Ability to assess and apply the structural fire precautions and protections required to secure safe compartmentation</i>	2.1.12 Combustibility	Defines combustibility allowances and fire resistance provisions	Annex 2.E
		<i>Be capable of interpreting the supporting relationships between compartmentation elements and associated structural elements</i>	2.1.13 Supporting structure	Where an element of structure provides support to a compartment wall or compartment floor which attracts a higher fire resistance duration, the supporting element of structure should have at least the same period of fire resistance	
		Be able to appraise the fire stopping requirements through compartment walls and floors including openings for different building types.	2.1.14 Openings and service penetrations	Compartment walls and compartment floors (including a fire resisting ceiling) are intended to prevent fire passing from one part of the building to another part under different occupation. Openings and service penetrations through these walls or floors can compromise their effectiveness and should be kept to a minimum	
		<i>Be able to appraise the fire stopping requirements through compartment walls and floors including junctions for different building types.</i>	2.1.15 Junctions	The building elements, materials or components should not be built into, or carried through or across the ends of, or over the top of a compartment wall in such a way as to impair the fire resistance between the relevant parts of the building	
		<i>Ability to interpret the use of a fire resisting ceiling when used in association with a compartment floor</i>	2.1.16 Fire resisting ceilings	Where a fire resisting ceiling, including a suspended ceiling, contributes to the fire resistance duration of a compartment floor or is part of a construction as described in clause 2.1.15, then it must meet the conditions specified	
Separation					
SCQF Level 8	2Ba) Fire Containment	<i>Recognises the needs and limitations of separation including detailing</i>	2.2 Separation		
		<i>Understand separating wall/floor technical requirements including the determination of the appropriate fire resistance period and criteria</i>	2.2.0 Introduction		Understand the relationship between Section 2 Fire and Section 5 Noise when considering separation

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.2.1 Separating walls and Separating floors	Separating walls and separating floors should have at least a medium fire resistance duration (see annex 2.D)	Annex 2.D Resistance to fire
		<i>Recognises the needs and limitations of separation including detailing</i>	2.2.2 Buildings in different occupation	A separating wall or separating floor with at least a medium fire resistance duration should be provided between Parts of buildings in different occupation	Annex 2.D Resistance to fire
		<i>Recognises the needs and limitations of separation including detailing</i>	2.2.3 Buildings with common occupation	A separating wall or separating floor with at least a medium fire resistance duration should be provided between a dwelling and any other part of the building in common occupation	Annex 2.D Resistance to fire
		<i>Recognise the allowances for combustible (and non-combustible) constructions when considering separation</i>	2.2.4 Combustibility	In a building with no storey at a height above 18m, separating walls and floors may be constructed from combustible materials provided the appropriate fire resistance duration is maintained	Annex 2.D Resistance to fire
		<i>Be capable of interpreting the supporting relationships between separating elements and associated structural elements</i>	2.2.5 Supporting structure	Where an element of structure (see clause 2.3.0) provides support to a non-combustible separating wall or separating floor, the supporting element of structure should also be non-combustible	Guidance Clause 2.3.0
		<i>Be able to appraise the fire stopping requirements through separating walls and floors including openings for different building types</i>	2.2.6 Openings and service penetrations	Separating walls and separating floors are intended to prevent fire passing from one part of the building to another part under different occupation. Openings and service penetrations through these walls or floors can compromise their effectiveness and should be kept to a minimum	
		<i>Be able to appraise the fire stopping requirements through separating walls and floors including junctions for different building types</i>	2.2.7 Junctions	The building elements, materials or components should not be built into, or carried through or across the ends of, or over the top of a separating wall in such a way as to impair the fire resistance between the relevant parts of the building	
Structural protection					
SCQF Level 8	2Ba) Fire Containment	<i>Recognises the needs and limitations of structural protection including detailing for all elements of structure. Understand fully the term "element of structure"</i>	2.3 Structural protection		Annex 2.D Resistance to fire
			2.3.0 Introduction	In order to prevent the premature collapse of the load-bearing structural elements of a building, appropriate levels of fire resistance duration (see annex 2.A) should be provided to all element of structure	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Recognises the needs and limitations of structural protection including detailing for all elements of structure. Understand fully the term “element of structure” Understand which “elements of structure” do not require a fire resistant protection</i>	2.3.1 Element of structure	It is essential that during a fire the elements of structure should continue to function	Table 2.1 Protection of Structural Elements
		<i>Ability to assess and apply the structural fire precautions and protections required to secure safe elements of structure</i>	2.3.2 Combustibility	An element of structure may be constructed from combustible material i.e. material which is low, medium, high or very high risk, (see annex 2.E) provided the element of structure has the appropriate fire resistance duration	Annex 2.E
		<i>Understand how steelwork performs in fire and how this influences design.</i>	2.3.3 Supporting structure	Where an element of structure provides support to another element of structure (or provides support to a protected route of escape) which attracts a higher period of fire resistance, the supporting element of structure should have at least the same period of fire resistance	
		<i>Be able to appraise the fire stopping requirements through openings elements of structure required to be fire protected for different building types</i>	2.3.4 Openings and service penetrations	In general, openings and service penetrations in element of structure need not be protected from fire unless there is the possibility of structural failure	
		<i>Be able to appraise the fire stopping requirements through junctions elements of structure required to be fire protected for different building types</i>	2.3.5 Junctions	The building elements, materials or components should not be built into, or carried through or across the ends of, or over the top of a separating wall in such a way as to impair the fire resistance between the relevant parts of the building	Guidance Clauses 2.2.10; 2.4.7; 2.9.21. Reference is necessary also to Clause 2.3.1
Cavities					
SCQF Level 8	2Ba) Fire Containment	<i>Understand the principle of a “cavity” within an element of structure.</i>	2.4 Cavities		
		<i>Be able to demonstrate pathways for fire and smoke – cavity barriers and fire stopping. Recognise the relationship between cavity barriers and fire stopping</i>	2.4.0 Introduction	Fire and smoke spread in concealed spaces is particularly hazardous because fire can spread quickly throughout a building and remain undetected by the occupants of the building or by fire and rescue service personnel	
		<i>Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.4.1 Cavity barriers	A cavity barrier means any construction provided to seal a cavity against the penetration of fire and smoke or to restrict its movement within the cavity	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>An awareness of material options and construction options when limiting cavity size</i>	2.4.2 Dividing up cavities	Every cavity should be divided by cavity barriers so that the maximum distance between cavity barriers is not more than 20m where the cavity has surfaces which are non-combustible or low risk materials, or 10m where the cavity has surfaces which are medium, high or very high risk materials	Guidance Clause 2.4.4
		<i>Understand the principles and detailing required when a ceiling is acceptable as an alternative to a cavity barrier</i>	2.4.3 Roof space cavities above undivided spaces	Conditions applicable to roof space cavities	Table 2.3 Recommended distance between cavity barriers in roof spaces above undivided spaces (m)
		<i>Understand the principles and detailing required when a ceiling is acceptable as an alternative to a cavity barrier</i>	2.4.4 Cavities above ceilings in residential buildings (other than residential care buildings and hospitals)	Conditions applicable to roof space cavities	See alternative under Clause 2.4.5
		<i>Understand the principles and detailing required when a ceiling is acceptable as an alternative to a cavity barrier</i>	2.4.5 Fire resisting ceilings as an alternative to cavity barriers	Conditions applicable to ceilings as an alternative to a cavity barrier	
		<i>Understand the term “high rise domestic building” and be capable of interpreting and applying minimum standards of construction and specification to such high rise buildings</i>	2.4.6 Combustibility	Conditions applicable to combustibility needs	See references to High Rise Buildings (with a storey height over 18m)
		<i>An awareness of the movement within building elements and in conditions likely to prevail in a fire situation</i>	2.4.7 Supporting structure	Conditions applicable to the integrity of a cavity barrier to remain in place under construction and building use conditions	
		<i>Be able to appraise the integrity requirements through openings in cavity barriers required to be fire protected for different building types</i>	2.4.8 Openings and service penetrations	A cavity barrier and a ceiling provided as an alternative to a cavity barrier may contain a self-closing fire door (or a hatch in the case of a ceiling), or a service opening constructed in accordance with the guidance in clause 2.1.14	Guidance Clause 2.1.14
		<i>Be able to appraise the integrity requirements through junctions elements of structure with cavity barrier required to be fire protected for different building types</i>	2.4.9 Junctions	All cavity barriers should be tightly fitted to rigid construction	Guidance Clause 2.1.14

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Non-Domestic Technical Handbook – Competency Matrix: 2Bb) Fire Spread – Internal linings – spread to neighbouring buildings – spread from neighbouring buildings

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
b) Fire spread – Internal linings – spread to neighbouring buildings – spread from neighbouring buildings					
Internal Linings					
SCQF Level 8	2Bb) Fire Spread	<i>Understand the limitations and scope of the Standard</i>	2.5 Internal linings		
		<i>Recognise requirements for surface spread of flame</i>	2.5.0 Introduction		
		<i>Recognise the classification of areas of risk when considering internal lining classifications</i>	2.5.1 Internal linings	Defines areas of risk with minimum reaction to fire requirements allocated accordingly	Table 2.4 Reaction to fire of wall and ceiling surfaces (see annex 2.E) Annex 2.E
		<i>Recognise the limitations of material properties when considering internal linings</i>	2.5.2 Assessment of linings	Defines what is and what is not an internal lining	
		<i>Recognise the material specifications to meet this guidance clause for the use of plastic glazing</i>	2.5.3 Plastic glazing	Defines minimum specification for plastic glazing	
		<i>Be able to summarise the limitations of TP(A) and TP(B) material</i>	2.5.4 Thermoplastic material	Defines minimum specification for thermoplastic material	
		<i>Be able to summarise the limitations of TP(A) and TP(B) in ceilings</i>	2.5.5 Thermoplastic materials in ceilings	Defines minimum specification for thermoplastic material	
		<i>Be able to summarise the limitations of TP(A) and TP(B) roof lights</i>	2.5.6 Thermoplastic materials in roof lights	Defines minimum specification for thermoplastic material	
		<i>Be able to summarise the limitations of TP(A) and TP(B) in diffusers</i>	2.5.7 Thermoplastic materials in light fittings with diffusers	Defines minimum specification for thermoplastic material	Table 2.5 Thermoplastic roof lights and light fittings with diffusers
			2.5.8 Sandwich panels	A sandwich panel used for internal walls or linings should have a non-combustible classification	
Spread to neighbouring buildings					
SCQF Level 8	2Bb) Fire Spread	<i>Be able to identify property boundaries</i>	2.6 Spread to neighbouring buildings		
		<i>Determine the required fire resistance duration (including application of the simple geometry calculation for glazing)</i>			

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Be able to assess fire resistance to external walls and be able to calculate basic unprotected areas to domestic properties</i>	2.6.0 Introduction	In order to reduce the danger to the occupants of other buildings, one building should be isolated from another by either construction or distance	
		<i>Understand the critical aspects of glazing in terms of u-values, collision & boundaries</i>	2.6.1 Fire resistance of external walls	Apart from unprotected areas, as described in clause 2.6.2, external walls should have fire resistance duration periods as defined in the Table 2.6	Table 2.6 Recommended fire resistance duration of external walls (see annex 2.D) Annex 2.D
		<i>Be able to carry out an 'unprotected area' calculation, using enclosing rectangle and protractor method</i>	2.6.2 Unprotected area	An unprotected area means any part of an external wall (including a door or window opening) which does not attain the appropriate fire resistance duration as recommended in the table to clause 2.6.1	
		<i>Be capable of calculating distances to boundary</i>	2.6.3 The Enclosing Rectangle method	Calculation for distance to boundary	
		<i>Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.6.4 External wall cladding	Defines specifications for the application of external cladding to external walls	
		<i>Understand the need to control distance and fire spread between adjacent buildings in the same occupation</i>	2.6.5 Detached buildings in the same occupation	Defines fire separation distance between buildings in the same occupation	
		<i>Ability to assess and apply the structural fire precautions and protections required to secure safe external cladding etc</i>	2.6.6 Combustibility	Defines limitations for the use of Combustible cladding in buildings	
		<i>An awareness of the movement within building elements and in conditions likely to prevail in a fire situation</i>	2.6.7 Supporting structure	Where an element of structure provides support to an external wall (including external wall cladding) which has a fire resistance duration (as recommended in the guidance to clauses 2.6.1 and 2.6.2) the supporting element of structure should also have at least the same fire resistance duration	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Spread on external walls					
SCQF Level 8	2Bb) Fire Spread		2.7 Spread on external walls		
		<i>Have an awareness of external cladding tests of adequacy</i>	2.7.0 Introduction	There is a risk of fire spread on the external walls of a building	Scottish Advice Note: External Wall Systems – draft guidance on the risk assessment and remediation of cladding on existing buildings is available online and will be published in summer 2021
		<i>An ability to interpret BRE 135 test outcomes and application. Understand the links between cavity barriers, fire stopping in relation to spread on external walls</i>	2.7.1 External wall cladding	Defines specifications for the application of external cladding to external walls	As a further interim measure, citation of BS 8414/BR135 tests is removed as 'Alternative Guidance'. Verifiers are requested to notify Building Standards Division of any building warrant applications made citing BS 8414 as a route to compliance
			2.7.2 Specified attachments	Where the building has a storey at a height of more than 11m above the ground, specified attachments should be constructed of products achieving European Classification A1 or A2	
Spread from neighbouring buildings					
SCQF Level 8	2Bb) Fire Spread		2.8 Spread from neighbouring buildings		
		<i>Recognise the limitations of material properties when considering roof elements in relation to neighbouring buildings</i>			
		<i>Understand and be capable of applying specification requirements for roof finishes in relation to boundary proximity</i>	2.8.0 Introduction	Buildings are at risk from fires starting beyond their boundaries. The area of greatest vulnerability is the roof and there may be a risk of ignition or penetration by burning brands, flames or heat. The degree of protection for roof coverings is dependent upon the distance flames or heat. The degree of protection for roof coverings is dependent upon the distance to the boundary	
		<i>Understand the fire dynamics when considering fire spread from neighbouring property</i>	2.8.1 Roof coverings	The possibility of direct flame impingement from neighbouring buildings is greater where the roof covering of the building is close to the boundary	

Section 2: Fire – Fire Containment: Fire Spread: Fire Engineering: Non-Domestic Technical Handbook – Competency Matrix: 2Bc) Fire Engineering – Alternative Approach to Guidance in Handbooks – Design Approach – Alternative Design – Smoke Control – Modelling

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire Engineering – Introduction and Background					
			2.0.7 Alternative approaches	<p>Fire safety engineering – it is reasonable to demonstrate compliance with the functional standards by alternative means and in such cases, the fire engineer, the building standards verifier and the fire and rescue service should be consulted early in the design process</p> <p>Fire safety engineering may be the only practical way to achieve a satisfactory level of fire safety in some large and complex buildings or where innovative or new methods of construction are used. In such cases a holistic approach is desirable from first principles rather than following, in part or wholly, the guidance contained in the Technical Handbook: Non-Domestic – Fire should be consulted as part of the Qualitative Design Review (QDR) process</p> <p>For many projects it is likely that designers will follow the guidance in the Technical Handbooks and fire engineering techniques will not be necessary. In its simplest form the QDR team may define the acceptance criteria in terms of compliance with the Handbooks</p> <p>However, it is common for fire engineers and regulators to be engaged relatively late in the design process to resolve fire safety issues raised during the verification or, in extreme cases, the construction process. This is unhelpful as fire engineers are often commissioned to resolve specific issues where the design does not follow the guidance rather than assessing the building holistically. This can lead to a comparative exercise against unrealistic worst case scenarios of a “code compliant” design to justify deviations</p> <p>This is not the intent of the guidance and it is important that the safety goals are well defined and achieved with a sufficient margin of safety. The objective of a comparative study should be to demonstrate that the building design, as a whole, presents no greater risk to the occupants than a similar type of building designed in accordance with the Technical Handbook guidance. Further, it is common for the inappropriate use of Computational Fluid Dynamics where the deviations from the Handbooks would not merit such an exercise to be carried out. It is recognised that there may be instances where small deviations from the guidance do not warrant a “whole building” fire engineered design and inevitably involves a degree of negotiation without the need for detailed analysis</p>	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<p>Not all cases of variance from the guidance will require the appointment of a fire engineer. Reference could be made to 'A simplified approach to alternative fire safety strategies' Scottish Government (2010), which provides additional advice</p> <p>Existing buildings – it may be appropriate to vary the guidance contained in this Handbook when assessing the guidance against the constraints in existing buildings, especially those buildings which are listed in terms of their architectural or historic interest. In such cases, it would be appropriate to take into account a range of fire safety features, some of which are dealt with in this Handbook and some of which are not addressed in any detail. For more detailed information, guidance is contained in the 'Guide for Practitioners 6 – Conversion of traditional buildings' (Historic Scotland)</p> <p>Fire engineering designs can be complex and many require extensive use of engineering judgement. The following documents are cited to ensure that the guidance given encompasses best practice worldwide:</p> <ul style="list-style-type: none"> • BS 7974: 2019 Application of fire safety engineering principles to the design of buildings, or • International Fire Engineering Guidelines, 2005 (IFEG) <p>The use of either document assumes that those carrying out or assessing a fire engineering approach have sufficient technical training, knowledge and experience to understand fully the risks involved</p> <p>The objectives of any fire safety strategy should be established first and designers and verifiers should be aware of the importance of the design assumptions. For example, the strategy should include an assessment of the system reliability. This will help to ensure that the fire safety objectives have been met</p>	

Relevant Modules (inc Level)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire engineering – Compliance Checks					
SCQF Level 9	2Bc) Fire Engineering:	<i>Be able to undertake unaccompanied fire safety site visits on non domestic premises</i>			
SCQF Level 9		<i>Understand the principles of Fire Engineering</i>		Fire engineering qualification, in-house mentoring/shadowing	
SCQF Level 9		<i>Have an understanding of external fire spread particularly in respect of buildings over 18m</i>		Fire engineering qualification, in-house mentoring/shadowing	
SCQF Level 10		<i>Be able to evaluate requirements in relation to BS 9991 and 9999</i>			
SCQF Level 10		<i>Be able to undertake unaccompanied fire safety site visits on complex fire engineered premises</i>			
SCQF Level 10		<i>Be able to analyse suitability of Fire Engineered solutions</i>			
SCQF Level 10		<i>Have the ability to discuss and determine alternative approaches to fire design</i>			

Section 2: Fire – Means Of Escape: Domestic Technical Handbook – Competency Matrix: 2C Means of Escape – 2Ca) Domestic – Escape within Dwelling/Flat

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Domestic – Escape within flat					
	2Ca) Escape within Dwelling/Flat	<i>Understands the purpose and objectives of the guidance to Section 2</i>		Mandatory Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke	
		<i>Understand when consultation with Fire & Rescue service is required</i>	The Building (Procedure) (Scotland) Regulations 2004		Regulations 10 and 11 of the Procedure Regulations
			2.0.5 Latest changes	<p>Clause 2.9.10 – option for single escape stair removed for high rise domestic building</p> <p>Clause 2.11.0 – Scottish fire statistics updated and reference made to amended Tolerable Standards.</p> <p>Clause 2.12.3 – minimum dimension between operating space and building amended.</p> <p>Table 2.3 'Escape within dwellings' updated as a result of amendment of the scope of Standard 2.15</p> <p>Table 2.4 'Escape routes' replaced as a result of amendment of the scope of Standard 2.15; guidance simplified</p>	
		<i>Understand the basic concept of means of escape for domestic premises and the design Standards available</i>	2.9.0 Introduction	<p>Standard 2.9</p> <p>Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke</p> <p>If a fire starts in a dwelling, occupants within the dwelling of fire origin should be provided with at least one route of escape through an exit door which leads to a place of safety outside the building</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Escape within Dwellings					
	2Ca) Escape within Dwelling/ Flat	<i>Understand the escape principles from dwellings from every scenario depending on layout and location</i>	2.9.1 Escape within dwellings – general principles	The time occupants need to escape varies enormously and is dependent on a number of risk factors including, early warning of fire, the occupant characteristics, the number of exit doors, the area of an individual storey within a dwelling, the height of the topmost storey above the ground or depth of the storey below ground	Guidance Clause 2.0.8
		<i>Assess and apply the many and varied options for safe escape within dwellings depending on the layout and location allowing for escape windows; protected enclosures; alternative exits suppression systems and enhanced early warning.</i>	2.9.2 Escape within dwellings – options	Table 2.3 Escape within dwellings (houses, flats and maisonettes)	Guidance Clauses 2.9.4; 2.9.5; 2.9.6; 2.9.7
		<i>Understand and apply the specific needs for safe escape from basement flats</i>	2.9.3 Escape within dwellings – basement storeys	The private stair serving the basement storey should be separated at the ground storey by construction having a short fire resistance duration	
		<i>Understand the criteria and design of escape windows</i>	2.9.4 Escape within dwellings – escape windows	Occupants in a basement storey or in an upper storey at a height of not more than 4.5m may have access to escape windows. Every inner room on a storey at a height of not more than 4.5m above the adjacent ground level should be provided with an escape window unless the inner room has an alternative route of escape	
		<i>Assess and apply the provision of protected enclosures in appropriate circumstances</i>	2.9.5 Escape within dwellings – protected enclosure	Every apartment on a storey at a height of more than 4.5m above the adjacent ground should provide direct access to a protected enclosure which leads to an exit door	
		<i>Assess and apply the provision of an alternative exit in appropriate circumstances</i>	2.9.6 Escape within dwellings – alternative exits	Every upper storey in a house or maisonette at a height of more than 7.5m above the adjacent ground should be provided with an alternative exit	
		<i>Understand the application of suppression and enhanced early warning in open plan flats</i>	2.9.7 Escape within dwellings – open plan option with suppression and enhanced early warning	Where the topmost storey height is more than 4.5m above the adjoining ground an automatic life safety fire suppression system and an enhanced early warning system should be installed to protect the occupants	Standard 2.11
		<i>Assess escape from flats with ducted heating and ventilation systems</i>	2.9.8 Escape within dwellings – ducted heating and ventilation systems	Where a dwelling has a basement storey or a storey at a height of more than 4.5m and is provided with a system of ducts that connect rooms and circulation spaces special provisions are made to identify smoke spread and to combat the spread via ducting and transfer grilles	

Section 2: Fire – Means Of Escape: Domestic Technical Handbook – Competency Matrix: 2C Means of Escape – 2Cb) Domestic Escape Routes

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Domestic – Escape Routes					
	2Cb) Escape Routes	<i>Understands the purpose and objectives of the guidance to Section 2</i>		Mandatory Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke	
		<i>Understand when consultation with Fire & Rescue service is required</i>	The Building (Procedure) (Scotland) Regulations 2004		Regulations 10 and 11 of the Procedure Regulations
			2.0.5 Latest changes	<p>Clause 2.9.10 – option for single escape stair removed for high rise domestic building</p> <p>Clause 2.11.0 – Scottish fire statistics updated and reference made to amended Tolerable Standards</p> <p>Clause 2.12.3 – minimum dimension between operating space and building amended</p>	
	2Cb) Escape Routes	<i>Understand the basic concept of means of escape for domestic premises and the design Standards available</i>	2.9.0 Introduction	<p>Standard 2.9</p> <p>Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke</p> <p>If a fire starts in a dwelling, occupants within the dwelling of fire origin should be provided with at least one route of escape through an exit door which leads to a place of safety outside the building</p>	
Escape Routes					
	2Cb) Escape Routes	<i>Understand the route of escape from any dwelling to a place of safety external to the building at ground level including the varying dynamics which come into play depending on layout, height and location of flat</i>	2.9.9 Escape routes – general principles	<p>Once occupants have left the flat, maisonette or any other ancillary room or space, they should be protected from fire and smoke to allow them sufficient time to escape from the building in relative safety</p> <p>NOTE: 2019 Changes to disallow high rise flatted buildings having a single stairway – two stairways minimum required</p>	<p>A further risk in high rise domestic buildings is the loss of smoke buoyancy in tall shafts such as stairs which may cause stratification of smoke before it reaches the smoke ventilator at the top of the stairwell. Fire and rescue service equipment has a reach capability of 30m but may not have access to all elevations of the building (See guidance to Standard 2.14). <u>Therefore, in order to improve redundancy and escape route options in tall buildings, at least two escape stairs should be provided to every domestic building with a storey height more than 18m above the ground level</u></p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the route of escape from ALL parts of a flatted development</i>	2.9.10 Escape routes – options	At least one escape route should be provided from every flat, maisonette and from the ancillary rooms or spaces serving a domestic building	The limitation on travel distance within protected lobbies is intended to reduce the time it takes occupants to escape and to reduce their potential exposure to fire and smoke. Automatic smoke ventilation should be provided within every <u>protected lobby</u> serving a single escape stair in a domestic building to improve tenability conditions within the <u>escape route</u> . More detailed guidance can be found in the BS EN 12101 series of standards
		<i>Understand the escape route needs for high rise flatted development</i>		There are many options available to designers when considering escape routes in buildings containing flats and maisonettes. These options can be subdivided into 2 broad categories: <ul style="list-style-type: none">• internal escape routes e.g. protected corridors and protected stairs, and	The non-domestic Technical Handbook should be used for guidance on travel distances within ancillary rooms and escape routes serving such rooms Table 2.4 Escape routes (flats, maisonettes and ancillary rooms and spaces)
		<i>Understand the linkages in protection with automatic smoke ventilation</i>		<ul style="list-style-type: none">• external escape routes e.g. protected balconies or protected external escape stairs	Additional information: Added note: – Where two escape stairs are provided in a central core they should be separated from each other by a protected lobby or lobbies with automatic smoke ventilation
		<i>Understand the additional essential protections afforded to basement storeys in the event of a fire</i>	2.9.11 Escape routes – basement storeys	A medium duration fire resisting wall or screen (including a self-closing fire door) should be provided in the protected zone at the ground storey to separate the basement storey from the remainder of the protected zone	
		<i>Understand the construction location and protection needs in the provision of protected zones</i>	2.9.12 Escape routes – protected zones	Protected zones are intended to provide a place of relative safety inside the building. Occupants using the escape stair should be safe from the effects of fire and smoke during their evacuation to a place of safety	Where two escape stairs are provided in a central core they should be separated from each other by a protected lobby or lobbies with automatic smoke ventilation
		<i>Understand the construction location and protection needs in the provision of protected lobbies</i>	2.9.13 Escape routes – protected lobbies	A protected lobby is located within a protected zone and is designed to inhibit the movement of fire and smoke from an adjoining room, storey or space into the escape stair or fire-fighting lobby	Annex 2.A Resistance to fire Standard 2.14 Fire fighting facilities
		<i>Understand the need and the methods of controlling smoke spread and/or containment</i>	2.9.14 Escape routes – smoke ventilation	Smoke ventilation of escape routes can be provided by: <ul style="list-style-type: none">• natural smoke ventilation, or• mechanical smoke ventilation The merits and limitations of each system should be assessed by the designer before deciding which system to choose	

Relevant Modules (including Levels) CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
	<i>Understand the need and the methods of controlling smoke spread and/or containment</i>	2.9.15 Escape routes – natural smoke ventilation	Natural smoke ventilation can be provided by either: <ul style="list-style-type: none"> • automatic opening external wall ventilators, or • smoke shafts 	
	<i>Understand the need and the methods of controlling smoke spread and/or containment</i>	2.9.16 Escape routes – mechanical smoke ventilation	Mechanical smoke ventilation using pressure differentials may be used to inhibit smoke spread into escape routes by means of: <ul style="list-style-type: none"> • depressurisation systems, or • pressurisation systems, or • heating and ventilation systems 	For more detailed guidance on the design of smoke control systems using pressure differentials is available in BS EN 12101: Part 6: 2005
	<i>Assess and apply the additional measures to protect the route of escape in mixed use buildings</i>	2.9.17 Escape routes – mixed use buildings	Where a protected zone is shared with a non-domestic building, a protected lobby should be provided between the non-domestic building and the escape stair to provide additional time for the residential occupants to escape	For additional guidance on protected lobbies including ventilation, see clauses 2.9.13 – 2.9.16 and clause 2.9.24
	<i>Assess and apply the additional measures to protect the route of escape in fire hazard rooms and services</i>	2.9.18 Escape routes – fire hazard rooms and services	Fire hazard rooms and service spaces adjacent to escape routes should be separated from the escape route by a construction that provides a medium fire resistance duration	
	<i>Understand the prime purposes of escape stairs within escape routes and the protections needed.</i>	2.9.19 Escape routes – construction of escape stairs	Escape stairs should be protected from the outbreak of fire to allow occupants to escape and fire-fighters to access the fire. Therefore, every part of an escape stair (including landings) and the floor of a protected zone (including the floor of protected lobbies), should be constructed of non-combustible products	
	<i>Assess and apply the protective measures needed to openings into protected escape stairways and escape routes</i>	2.9.20 Escape routes – openings	Openings should be designed to inhibit the spread of fire and smoke into the escape route	
	<i>Assess and apply the protective measures needed to junctions with protected escape stairways and escape routes</i>	2.9.21 Escape routes – junctions	In order to inhibit the spread of fire and smoke, junctions in separating walls and floors and junctions in protected routes of escape should be protected and fire-stopped in accordance with the guidance to Standard 2.2	Standard 2.2 Separation
	<i>Understand the protections needed to ensure safe means of escape via an external escape stairway</i>	2.9.22 Escape routes – external escape routes and escape stairs	In order to protect the occupants from fire and smoke during evacuation, the external escape stair should be protected against the outbreak of fire from within the building	
	<i>Understand the protections needed to ensure safe means of escape via an open access balcony</i>	2.9.23 Escape routes – open access balconies	In order to protect occupants escaping from flats or maisonettes on storeys above the fire floor, every open access balcony should have a medium fire resistance duration from the underside	Openings in the floor of the balcony should be fire-stopped in accordance with the guidance to Standard 2.2

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the Grenfell Tower Fire findings and their implications for the Building Standards Regulations in Scotland</i>	2.9.24 Escape routes – refuge within buildings	<p>Research and fire investigation reports from fire and rescue services show that the incidence of multiple fire deaths and injuries beyond the dwelling of fire origin is uncommon</p> <p>Although a rare event, if the spread of fire and smoke is significant, it may be necessary to evacuate the floor of fire origin or the entire building as a precaution. This will normally be co-ordinated by the fire and rescue service with assistance from the other emergency services such as the police and ambulance services. In order to assist the fire and rescue service in this task an evacuation alert system for their use should be installed to BS 8629: 2019 (currently under development, see Standard 2.14 for additional guidance)</p>	The Hackitt Review and the related SG MWG Review Report need to be studied in the light of Grenfell Tower fire

Section 2: Fire – Means Of Escape: Domestic Technical Handbook – Competency Matrix: 2Cc)

Fire Detection – Fire Alarm – Lighting to exits and escape routes

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Domestic – Detection – Fire Alarm – Lighting					
	2Cc) Detection Alarm Lighting	<i>Understands the purpose and objectives of the guidance to Section 2</i>		Mandatory Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke	
		<i>Understand when consultation with Fire & Rescue service is required</i>	The Building (Procedure) (Scotland) Regulations 2004 2.0.5 Latest changes	Clause 2.9.10 – option for single escape stair removed for high rise domestic building Clause 2.11.0 – Scottish fire statistics updated and reference made to amended Tolerable Standards Clause 2.12.3 – minimum dimension between operating space and building amended	Regulations 10 and 11 of the Procedure Regulations
	2Cc) Detection Alarm Lighting	<i>Understand the basic concept of means of escape for domestic premises and the design Standards available</i>	2.9.0 Introduction	Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke If a fire starts in a dwelling, occupants within the dwelling of fire origin should be provided with at least one route of escape through an exit door which leads to a place of safety outside the building	
Escape route lighting – exit and emergency					
	2Cc) Detection Alarm Lighting	<i>Understand the principles of lighting of escape routes in buildings</i>	2.10.0 Introduction	In seeking to escape from a building the occupants will find it easier if the escape routes are illuminated. Specifically dedicated escape lighting is not necessary within dwellings as it is assumed the occupants will have a degree of familiarity with the layout, and escape routes only begin at the door to the dwelling. However in buildings containing flats and maisonettes, the common escape routes should be illuminated to assist the occupants of the building to make their way to a place of safety Conversions – in the case of conversions, as specified in regulation 4, the building as converted shall meet the requirement of this standard (regulation 12, schedule 6)	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.10.1 Escape route lighting	<p>Escape route lighting utilises the artificial lighting within the building, but should be supplied by a fire protected circuit</p> <p>Every part of an escape route should have artificial lighting supplied by a protected circuit that provides a level of illumination not less than that recommended for emergency lighting. Where artificial lighting serves a protected zone, it should be via a protected circuit separate from that supplying any other part of the escape route</p>	
		<i>Understand and apply the requirements under guidance for protected circuits</i>	2.10.2 Protected circuits	A protected circuit is a circuit originating at the main incoming switch or distribution board, the conductors of which are protected against fire	
		<i>Understand where and when emergency lighting is required over and above exit lighting</i>	2.10.3 Emergency lighting	Emergency lighting is lighting designed to come into, or remain in, operation automatically in the event of a local and general power failure	The emergency lighting should be installed in accordance with BS 5266: Part 1: 2016 as read in association with BS 5266: Part 7: 1999 (BS EN: 1838: 2013)
Communication – Fire detection and alarm					
	2Cc) Detection Alarm Lighting	<i>Understand the case for the provision of fire detection and fire alarms</i>	2.11.0 Introduction	Occupant characteristics – in the 4 years 2014-2015 to 2017-2018 where fatalities were recorded, on average 30% of fires started in the living room, 17% in bedrooms, and 15% in the kitchen. This means that a significant number of fire related deaths, 62% or 107 deaths over the 4 year period, occurred from fires starting in these rooms. It is therefore important that the outbreak of fire in living rooms and kitchens is detected quickly and the alarm raised as early as possible during the early stages of fire growth	
		<i>Understand principle and scope of the installation of fire detection and alarm systems</i>	2.11.1 Fire detection and fire alarm systems	Living rooms and kitchens should be fitted with fire detectors because they are the most likely sources of fire in dwellings and result in the greatest number of fatalities and injuries in Scotland each year. Statistics also show that bedrooms and other rooms or spaces within a dwelling also contribute to the overall number of casualties in Scotland and as a result the circulation spaces outside these rooms or spaces should be protected to give early warning of fire	
		<i>Understand the elements of fire detection and fire detectors</i>	2.11.2 Choice of fire detector	Consideration should therefore be given to the type of fire detector in order to reduce the amount of unwanted false alarms	
		<i>Understand the elements of fire detection and fire detectors</i>	2.11.3 Optical smoke alarms	Optical smoke alarms should conform to BS EN 14604: 2005 and operate on the principle of detecting the scattering or absorption of light within the detector chamber. Optical smoke alarms are more sensitive to slow smouldering fires such as fires involving soft furnishings and bedding	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the elements of fire detection and fire detectors</i>	2.11.4 Ionisation smoke alarms	Ionisation smoke alarms should conform to BS EN 14604: 2005 and operate on the principle that the electrical current flowing between electrodes in an ionisation chamber is reduced when smoke particles enter the chamber. Ionisation smoke alarms are more sensitive to smoke containing small particles such as rapidly burning flaming fires but are less sensitive to steam	
		<i>Understand the elements of fire detection and fire detectors</i>	2.11.5 Multi sensor alarms	A multi-sensor alarm provides the early warning of fire and can significantly reduce the amount of unwanted false alarms in certain circumstances. See BS 5839: Part 6: 2019 for more detailed information	
		<i>Understand the elements of fire detection, fire detectors and fire alarms</i>	2.11.6 Heat alarms	Heat alarms conforming to BS 5446: Part 2: 2003 have fixed-temperature elements and operate on the principle of responding to the temperature of the fire gases in the immediate vicinity of the heat alarm	
		<i>Understand constraints of correct siting of alarms</i>	2.11.7 Siting of fire detectors	The guidance in this clause takes account of the audibility levels in adjoining rooms and the effect of smoke travelling along a ceiling	
		<i>Understand the elements of fire detection, fire detectors and fire alarms</i>	2.11.8 Grade of fire detection and fire alarm system	Monitoring of wiring or faults reduces the amount of time which a system is likely to be disabled before a fault in the system is discovered. A visual indicator or warning signal should be provided to alert the occupant that there is a fault with the system	
		<i>Understand constraints of correct siting and correct installation of alarms</i>	2.11.9 Wiring and power	Research shows that significant proportion of battery operated smoke alarms fail to operate during the outbreak of a fire. The main reason for this is that the battery is either faulty or has been removed from the alarm. Therefore, smoke alarms and heat alarms should be mains operated and permanently wired to a circuit	
		<i>Understand the elements of fire detection, fire detectors and fire alarms</i>	2.11.10 Radio linked systems	Radio linked interconnection between hard wired smoke alarms and/or heat alarms may be used for a Grade D system. More detailed guidance on the use of radio linked technology can be obtained from, BS 5839: Part 6: 2019	

Section 2: Fire – Means Of Escape: Non-Domestic Technical Handbook – Competency Matrix: 2D Means of Escape – Non-Domestic Introduction and Background

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Non-Domestic – Introduction and Background					
2D Means of Escape – Non-Domestic Introduction and Background		<i>Understands the purpose and objectives of the guidance to Section 2</i>	2.9 Escape	Mandatory Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke	
		<i>Understand when consultation with Fire & Rescue service is required</i>	The Building (Procedure) (Scotland) Regulations 2004		Regulations 10 and 11 of the Procedure Regulations
			2.0.5 Latest changes	Clause 2.9.23 – exemption for protected lobbies introduced to shared residential accommodation	
		<i>Understand the basic concept of means of escape for non domestic premises and the design Standards available</i> <i>Be able to evaluate the provision of means of escape for disabled persons</i>	2.9.0 Introduction	<p>There may be up to four stages in the process of escape:</p> <ul style="list-style-type: none"> • escape from the room of fire origin or escape from the fire where only one direction is possible • escape from the compartment of fire origin or until the safety of a fire resisting wall is reached • escape from the floor of fire origin to protected zones and escape stairs, and • escape from the building to a place of safety at ground level <p>Due to the special fire precautions within residential care buildings, hospitals and enclosed shopping centres, additional guidance is provided in the annexes. However it is important to remember that the guidance in the annexes is in addition and supplementary to the guidance to Standard 2.1 to 2.15. For additional guidance on:</p> <ul style="list-style-type: none"> • residential care buildings, see annex 2.A • hospitals, see annex 2.B • enclosed shopping centres, see annex 2.C 	Annex 2.A Additional guidance for residential care buildings Annex 2.B Additional guidance for hospitals Annex 2C Additional guidance for enclosed shopping centres

Section 2: Fire – Means of Escape: Non-Domestic Technical Handbook – Competency Matrix: 2Da) Means of Escape – Non-Domestic – Exits and Escape Routes from buildings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Non-Domestic – Exits and Escape Routes					
	2Da) Means of Escape – Non-Domestic Exits Escape Routes:	<p><i>Understands the purpose and objectives of the escape principles Section 2 including the terms: place of safety; protected zone; compartment; exit; occupant capacity; containment measures etc.</i></p> <p><i>Be able to assess the number occupants and width of exits required</i></p> <p><i>Understand the relationship between means of escape and structural active and passive fire precautions</i></p> <p><i>Be able to assess the number and width of exits with regard to travel distance and routes of travel required</i></p> <p><i>Understand the relationship between means of escape and structural active warning systems</i></p> <p><i>Understanding the fire dynamics and fire load</i></p> <p><i>Be able to assess the number and width of exits required when considering the routes leading to the ultimate place of safety</i></p> <p><i>Be able to assess the number and width of exits required</i></p> <p><i>Understand and apply assessments to the adequacy of escape through the 3 broad categories referred to here</i></p>	2.9.1 Escape principles	<p>The time available to leave a room or compartment of fire origin before being overcome by fire or smoke is dependent on a number of key factors:</p> <ul style="list-style-type: none"> • the number and mobility of occupants in the compartment or room of fire origin • the containment measures of the room or compartment of fire origin • the geometry of the room or compartment • means of early warning of fire • the fire dynamics (e.g. the fire load and the rate of fire growth) • the distance to reach a place of safety, a protected zone or another compartment, and • the number and width of exits <p>There are many options available to designers when considering escape from buildings to a place of safety. However these options can be subdivided into 3 broad categories:</p> <ul style="list-style-type: none"> • direct escape • internal escape • external escape 	Guidance clause 2.9.2
		<p><i>Understand and be capable of applying occupancy load factors to room uses and areas to establish the optimum occupant capacity of a building, room or space to facilitate safe escape</i></p>	2.9.2 Occupancy capacity	Designing an escape system to allow the building occupants to evacuate the building safely	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the term “travel distance”</i>	2.9.3 Travel distance	The definition of a safe travel distance and how do you measure it	
		<i>Understand and be capable of applying measurements of travel distance for safe escape</i>	2.9.4 Measurement of travel distance		
		<i>Recognise the limitations of headroom to a safe escape</i>	2.9.5 Headroom	Removing obstructions to escape	
		<i>Understand the relationship between a route of travel via a compartment wall and the related fire precaution and ancillary means of and routes of escape by way of a protected compartment</i>	2.9.6 Horizontal evacuation	An alternative means of escape method without evacuating the whole building in appropriate circumstances	Mandatory Standard 2.1 Compartmentation; Mandatory Standards 2.3 Structural fire precautions
		<i>Understand all of the criteria for the assessment of a minimum number of exits from a building or parts thereof</i>	2.9.7 Number of exits	<p>The number of escape routes from a room or storey exits relates to:</p> <ol style="list-style-type: none"> the use and occupancy profile within the building the occupancy capacity the height of a storey above the ground or the depth below ground, and the travel distance involved <p>To provide the occupants with the opportunity to move away from the effects of fire and smoke, on each storey of a building there should be sufficient exits to one or more of the following:</p> <ul style="list-style-type: none"> an escape stair another compartment a protected zone, or directly to a place of safety 	
		<i>The ability to assess and calculate minimum escape route widths</i>	2.9.8 Escape route widths	The aggregate unobstructed width in mm of all escape routes from a room, or storey, should be at least 5.3 x the occupancy capacity of the room or storey. Due regard must be had to minimum prescribed widths related directly to occupant load using a specific exit	
		<i>The ability to assess and measure the minimum available routes of travel to a place of safety by way of an escape route</i>	2.9.9 Direction of escape	Everyone within a room when confronted by an outbreak of fire should be provided with at least one means of escape that offers safe passage to an exit from that room	
		<i>Be able to identify the creation of and escape requirements of an inner room</i>	2.9.10 Escape from inner room	Occupants within an inner room could become trapped where there is an outbreak of fire in the adjoining access room. Therefore, escape should only be by way of one other room – subject to conditions	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess potential and actual obstructions to a means of escape and assess gangway seating routes and layouts</i>	2.9.11 Fixed obstructions/furnishings	Storage areas of buildings with fixed obstructions should provide unobstructed access to an exit	In the case of buildings to which the Safety of Sports Grounds Act 1975 applies, it is appropriate to use the Guide to safety at sports grounds https://sgsa.org.uk/greenguide/
		<i>Understand the additional more onerous needs for residential type buildings</i>	2.9.12 Escape routes in residential buildings	In residential buildings occupants are particularly vulnerable to fire when asleep.	This guidance may need to be adapted in a residential building used as a place of lawful detention due to the unique operational factors For additional guidance on residential care buildings and hospitals see annex 2A and 2B
		<i>Understanding the principles of smoke movement and control</i>	2.9.13 Fire and smoke control in corridors	The first hazard to occupants beyond the room of fire origin is likely to be from the products of combustion. Any migration of fire and smoke to an escape route may deter occupants from using it	Smoke control systems – when a design incorporates a smoke control system in a building, other than a residential care building or hospital, it should employ smoke differentials in accordance with BS EN 12101: Part 6: 2005, but assuming a minimum pressure difference (over the wall being assessed) of 25 Pa based on a wind speed of 22m/sec. Mechanical smoke ventilation using pressure differentials may be used to inhibit smoke spread into escape routes by means of: <ul style="list-style-type: none"> • depressurisation systems, or • pressurisation systems. The merits and limitations of each system should be assessed before deciding which system to choose
		<i>Be able to assess the impact of floor openings on the configuration of escape routes and protection thereto</i>	2.9.14 Openings in floors	In the event of a fire, there is always a risk that an opening in a floor could result in a proportion of fire or smoke and toxic fumes arising from a fire flowing up through the opening leading to a build-up of smoke on the upper storeys	
		<i>Understand what constitutes an obstacle to a means of escape</i>	2.9.15 Obstacles	It is important therefore that an escape route provides a clear unobstructed route that does not restrict the flow of occupants	
		<i>Understand what controls the direction of doors opening across escape routes</i>	2.9.16 Direction of door openings	Doors across an escape route can slow the flow of occupants and may lead to crowding	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>The ability to assess the means of escape from galleries and raised floors</i>	2.9.17 Galleries	The safety of those using a gallery, relates to: <ul style="list-style-type: none"> • the use and occupancy characteristics within the room, and • the occupancy capacity, and • the travel distance, and • the number of escape routes 	
		<i>The ability to evaluate conflicts between escape and security and modern door access systems</i>	2.9.18 Locks 2.9.19 Mechanical or electro-mechanical panic exit locking devices 2.9.20 Mechanical or electro-mechanical emergency exit locking devices 2.9.21 Electric locking devices that unlock on electrical power being withdrawn	Locks on exits doors or locks on doors across escape routes present difficulties when assessing the need for security against the need to allow safe egress from a building in the event of a fire.	
		<i>The ability to assess the means of escape from galleries and raised floors and auditoria</i>	2.9.22 Auditoria	Ventilation, protection and means of escape from auditoria	Additional guidance is provided in BS 5588: Part 6: 1991
		<i>Understand the provision of and the fire protection of escape routes comprising protected lobbies; protected zones; escape stairways including works needed to maintain fire integrity and usability</i>	2.9.23 Protected lobbies	Buildings with one escape route. Occupants in tall buildings Shared residential building (but only in certain cases)	There is less risk in low rise non-residential buildings with low occupancy numbers, which have a fire warning and detection system installed as this should provide the occupants with sufficient time to escape. The occupants of such buildings should be awake, and have less distance to travel. Therefore, a protected lobby need not be provided where the building: <p>is a non-residential building with no more than 300 occupants, and</p> <p>no storey is at a height of more than 7.5m, and</p> <p>an automatic fire detection and alarm system is installed in the building as recommended in BS 5839: Part 1: 2017 to Category L1.</p>
		<i>Be able to assess the suitability of the means of escape in flats, protected enclosure, protected lobby, protected zone</i>	2.9.24 Protected zones		
		<i>Be able to determine compliant design of flats in mixed use buildings</i>	2.9.25 Enclosure of escape stairs		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Be able to identify, assess and specify compliance in the protection of places of special fire risk</i>	2.9.26 Places of special fire risk	Due to a very high fire risk, with potential for rapid fire growth, a place of special fire risk should only be accessed from a protected zone by way of a protected lobby. This is to give additional protection to the protected route of escape	Clause 2.06. Mandatory Standard 2.1
		Be able to assess the protection required to maintain the fire resistant integrity of the means of escape	2.9.27 Openings and service penetrations	Fire and smoke can easily pass through openings in protected routes of escape (see clause 2.0.6) which could prevent the occupants from escaping in the event of an outbreak of fire within the building	Clause 2.1.14
			2.9.28 Junctions	In order to inhibit the spread of fire and smoke, junctions should be protected in accordance with clause 2.1.15 and for additional guidance on fire-stopping materials, see clause 2.1.14	
			2.9.29 Fuel pipes	Pipes conveying fuel inside protected zones could accelerate fire growth and under certain conditions, create an explosive atmosphere within the building	
			2.9.30 Temporary waiting spaces	Temporary waiting spaces should have an unobstructed clear area capable of accommodating a wheelchair and measuring at least 700mm x 1200mm. They should be located in either: <ul style="list-style-type: none"> • a protected lobby, or • a protected zone, or • an external escape stair, or • an adjacent compartment 	
		<i>Assess and understand the design and minimum features of escape stairways including calculation occupant capacities and appropriate capacities using the stairways</i> <i>Be able to evaluate occupancy levels, exits and exit widths</i>	2.9.31 Escape stair widths	Every escape stair should be wide enough to accommodate the number of occupants needing to use it in an emergency and allow them to make their escape before being overcome by the effects of fire and smoke	
		<i>Understand the location and configuration of stairways to ensure access to a means of escape at all times</i>	2.9.32 Independence of escape stairs		
		<i>Understand the location and configuration of stairways to ensure access to a means of escape at all times</i>	2.9.33 Escape routes in a central core		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p><i>Be able to assess stairs serving basements</i></p> <p><i>Be able to calculate the number of stairs and stair widths for non domestic properties</i></p>	2.9.34 Escape stairs in basements		
		<i>Recognise the additional precautions required for basements and car parks.</i>			Mandatory Standard 2.3 Annex 2D
		<i>Understand the fire fighter protection needs in construction materials when designing escape stairways</i>	2.9.35 Construction of escape stairs		Mandatory Standard 2.3 Annex 2D
		<i>Understand the exclusion zones around protected stairway enclosures and where to find the fire requirements</i>	2.9.36 External walls adjacent to protected zones		Mandatory Standard 2.3 Annex 2D
		<i>Assess and understand the ancillary construction needs of element next to escape routes which pass externally to the building.</i>	2.9.37 External routes of escape		
		<i>Understand the term "final exit"</i>	2.9.38 Final exits		

Section 2: Fire – Means of Escape: Non-Domestic Technical Handbook – Competency Matrix: 2Da) Fire Detection – Fire Alarm – Lighting to exits and escape routes

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Means of Escape – Non-Domestic – Fire Detection Alarm and Lighting					
	2Da) Detection Alarm Lighting	<i>Understands the purpose and objectives of the guidance to Section 2</i>	2.9 Escape	Mandatory Standard 2.9 Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke	
		<i>Understand when consultation with Fire & Rescue service is required</i>	The Building (Procedure) (Scotland) Regulations 2004		Regulations 10 and 11 of the Procedure Regulations
			2.0.5 Latest changes	Clause 2.9.23 – exemption for protected lobbies introduced to shared residential accommodation	
Escape lighting – Exit – Emergency					
	2Da) Detection Alarm Lighting	<i>Understand and apply the differences in escape route lighting, protected circuit lighting and emergency lighting</i>	2.10 Escape lighting		
			2.10.0	Escape routes should be illuminated to aid the safe evacuation of a building in an emergency	Annex 2.A Additional guidance for residential care buildings Annex 2.B Additional guidance for hospitals
		<i>An ability to liaise with SFRS and building Managers in the determination of protection to escape routes</i>		Refer to Annexes for further guidance on residential and high risk buildings	Annex 2C Additional guidance for enclosed shopping centres
		<i>Be able to apply requirements for escape route identification</i>	2.10.1 Escape Route Lighting	Escape route lighting utilises the artificial lighting within the building, but should be supplied by a fire protected circuit	
		<i>Be able to apply requirements for escape route identification and then define areas of protected circuits and ancillary requirements</i>	2.10.2 Protected circuits	A protected circuit is a circuit originating at the main incoming switch or distribution board, the conductors of which are protected against fire	
		<i>Be able to apply requirements for escape route identification and then define areas of emergency light circuits and ancillary requirements and designations</i>	2.10.3 Emergency lighting	Emergency lighting is lighting designed to come into, or remain in, operation automatically in the event of a local and general power failure. It should be installed in buildings considered to be at higher risk, such as in high rise buildings, buildings with basements or in rooms where the number of people is likely to exceed 60. Emergency lighting should be installed in buildings or parts of a building considered to be at higher risk	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Communication – fire detection – fire alarm – lighting					
	2Da) Detection Alarm Lighting	<i>Understand the requirements for fire detection and emergency lighting</i>	2.11 Communication	Refer to Annexes for further guidance on residential and high risk buildings	
		<i>Understand principles of fire and why passive fire precautions are necessary. Understand the requirements for fire detection and alarms, and emergency lighting in non domestic properties</i>	2.11.0 Introduction 2.11.1 Evacuation methods 2.11.2 Assessment of determined use	It is important that any outbreak of fire in premises is detected at an early stage in order that the occupants once alerted can commence evacuation of the premises as soon as possible. There should also be a means so that anyone in the building who discovers a fire, can alert others to the existence of the fire and this should include arrangements for calling the fire and rescue service	
		<i>Understand the categories of fire detection systems (alterations, extensions and new installations)</i>	2.11.3 Categories of fire detection and fire alarm system		
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in residential care buildings</i>	2.11.4 Residential care buildings	A residential care building should have a communication system designed and installed in accordance with the guidance set out in annex 2.A	Annex 2.A Additional guidance for residential care buildings
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in hospitals</i>	2.11.5 Hospitals	A hospital should have a communication system designed and installed in accordance with the guidance set out in annex 2.B	Annex 2.B Additional guidance for hospitals
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in shared residential accommodation</i>	2.11.6 Shared residential accommodation	Shared residential accommodation is designed to provide sleeping accommodation for not more than 10 persons, entered from open air at ground level and having no sleeping accommodation at a storey height of more than 7.5m	Annex 2C Additional guidance for enclosed shopping centres
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in residential buildings (other than residential care buildings and hospitals)</i>	2.11.7 Residential buildings (other than residential care buildings and hospitals)	The threat posed by a fire in Residential buildings such as hotels and boarding houses in which occupants may be asleep, is much greater than that in buildings where the occupants are normally awake and alert	
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in entertainment buildings and assembly buildings</i>	2.11.8 Entertainment buildings and assembly buildings	The occupants will be alert but could be unfamiliar with the building; nevertheless they should be able to respond to an outbreak of fire in their immediate area	
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in offices and shops</i>	2.11.9 Offices and shops	In shops, the occupants will be alert but could be unfamiliar with the premises however they should be able to respond to an outbreak of fire in their immediate area. In department stores with restaurants or cafeteria a phased evacuation can be used where fire safety measures are provided to facilitate this strategy	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in educational buildings</i>	2.11.10 Educational building	Many educational buildings are also a community resource and serve a variety of functions. It is therefore important that the choice of system category is based on risk assessment of the particular circumstances	
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in factory buildings and storage buildings</i>	2.11.11 Factory buildings and storage buildings	Due to the varied nature of use, some buildings may contain hazardous or dangerous materials or processes, with the potential for fire or explosion, posing an additional risk to persons, on or in the immediate vicinity of the building	Annex 2C Additional guidance for enclosed shopping centres
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in enclosed shopping centres</i>	2.11.12 Enclosed shopping centres	An enclosed shopping centre should have a communication system designed and installed in accordance with the guidance set out in annex 2.C	
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in Transportation Terminals</i>	2.11.13 Transportation Terminals	These buildings may be small single-storey or large complex buildings which include mixed use occupancy such as airports, where the category of alarm system will normally form part of a fire engineering solution	
		<i>Understand the requirements for fire detection and alarms, and emergency lighting in other non-residential buildings</i>	2.11.14 Other non-residential buildings	In small single-storey buildings where the occupant number is not more than 10 and the floor area is such that everyone can see each other, a shouted warning "FIRE" by the person discovering the fire could be all that is needed	

Section 2: Fire: Domestic Technical Handbook – Competency Matrix: 2E Domestic Assistance to the Fire and Rescue Service – Introduction and Background – Access – Water Supply – Fire-fighting facilities

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Assistance to the Fire Service – INTRODUCTION AND BACKGROUND					
			2.0.5 Latest changes	<p>The key changes that have been made to the standards and guidance from 1 October 2019</p> <p>General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout</p> <p>General – references to other British Standards, European Standards and publications updated</p> <p>Clause 2.12.3 – minimum dimension between operating space and building amended</p>	
ACCESS					
		<i>Understanding the needs of the fire and rescue service</i>	2.12 Fire and rescue service access		
		<i>Be able to demonstrate the requirements of access for fire appliances</i>	2.12.0 Introduction	Vehicle access to the exterior of a building is needed to enable high reach appliances, such as turntable ladders and hydraulic platforms, to be used, and to enable pumping appliances to supply water and equipment for fire-fighting and rescue activities. The access arrangements increase with building size and height	
			2.12.1 Vehicle access provision	<p>Access from a public road should be provided to assist fire and rescue personnel in their rescue and fire-fighting operations</p> <p>Flats or maisonettes with a common entrance, a vehicle access route for fire-fighting vehicles from a public road should be provided not more than 45m from the common entrance</p> <p>Every house should be provided with a vehicle access route for fire-fighting vehicles from a public road to not more than 45m from any door giving direct access to the interior of the dwelling.</p>	
			2.12.2 Vehicle access routes	<p>Access routes to buildings for fire and rescue service vehicles or personnel should not be assessed in isolation and the proposed vehicle access routes will in effect, be dictated by need for water hydrants and fire mains (see clause 2.14.7)</p> <p>In rural areas, access from a public road may not be possible to within 45m of an entrance to the building, and access from a private road will suffice provided the guidance in the table below has been followed</p>	Guidance Clause 2.14.7

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.12.3 Operating spaces for high reach appliances	Following consultation with the fire and rescue service, if it is recommended that an operating space, or spaces, for a high reach appliance should be provided	Consultation with SFRS
			2.12.4 Access for fire and rescue service personnel	It is common practice for fire and rescue service personnel to enter a building through the normal entrances and fight the fire head on	
WATER SUPPLY					
		<i>Recognise the need and options for a supply of water for fire fighting purposes</i>	2.13 Fire and rescue service water supply		
		<i>Understanding the needs of the fire and rescue service</i>	2.13.0 Introduction	The fire and rescue service should be provided with a water supply to assist with their fire-fighting and rescue operations. This is normally provided from public water mains through fire hydrants or alternative water supplies such as tanks or reservoirs may be provided	
			2.13.1 Water supply	Every domestic building should, be provided with a water supply to assist fire fighting and rescue operations from: <ul style="list-style-type: none"> • a public water supply, or • an alternative water supply 	
			2.13.2 Public water supply	A domestic building should be erected no more than 100m from a fire hydrant. An existing hydrant may be used in agreement with the fire and rescue service. Additional hydrants may be required in those cases where the building has fire mains (see Standard 2.14) <p>Where a domestic building is being erected more than 100m from an existing fire hydrant, the fire and rescue service should be consulted to establish whether additional fire hydrants are necessary to assist fire-fighting and rescue operations</p>	
			2.13.3 Alternative water supply	Where no piped water supply is available, or there is insufficient pressure and flow in the water main, or an alternative arrangement is proposed, the alternative source of supply should be provided	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
FACILITIES					
		<i>Understand the level and scope of provision of fire fighting stairs, lifts, lobbies and wet or dry riser, and smoke venting and control</i>	2.14 Fire and rescue service facilities	<p>Facilities within a building are provided to assist the fire and rescue service carry out their statutory duties as efficiently and safely as possible. Fire and rescue service personnel are trained to enter buildings following the outbreak of fire to assist with any evacuation of the building occupants, effect rescues of any casualties and to fight fires. Fire-fighters operational duties are made on a statutory basis in the Fire (Scotland) Act 2005 as amended, which states:</p> <p>Each relevant authority shall make provision for the purpose of:</p> <ol style="list-style-type: none"> 1. extinguishing fires in its area 2. protecting life and property in the event of fires in its area 	<p>https://www.gov.scot/publications/building-standards-technical-handbook-2020-non-domestic/2-fire/annex-2-additional-guidance-residential-care-buildings/</p> <p>https://www.gov.scot/publications/building-standards-technical-handbook-2020-non-domestic/2-fire/annex-2-b-additional-guidance-hospitals/</p> <p>https://www.gov.scot/publications/building-standards-technical-handbook-2020-non-domestic/2-fire/annex-2-c-additional-guidance-enclosed-shopping-centres/</p>
			2.14.1 Fire and rescue service facilities	Fire and rescue service facilities may need to be provided in a building to assist with any evacuation of the building occupants, effect rescues of any casualties and to fight fires	The research is available on the UK Government website http://www.communities.gov.uk/fire/
			2.14.2 Number and type of facilities	<p>Houses – facilities to assist the fire and rescue service need not be provided in a house. This is because the forward control point will be set up outside the building and the operations will commence from that point</p> <p>Flats and maisonettes – the further fire-fighters need to travel to reach the seat of the fire above or below ground, the greater the risk. Therefore, the number and type of facilities should be provided based on the height of the topmost storey above the fire and rescue service access level, the depth of any basement storeys below the access level and the distance from any fire mains outlets (see clause 2.14.7)</p> <p>The type of facilities that are necessary may include:</p> <ul style="list-style-type: none"> • fire-fighting stairs • fire-fighting lifts • fire-fighting lobbies, and • heat and smoke control (e.g. natural or mechanical ventilation). • fire mains i.e. wet or dry risers (see clause 2.14.7) 	Table 2.6. Fire and rescue service facilities
			2.14.3 Fire-fighting stairs	At least 1 fire-fighting stair should be provided to assist fire-fighters to access the fire and if necessary escape from the fire in relative safety	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.14.4 Fire-fighting lifts	In high rise domestic buildings, a fire-fighting lift should be provided to assist fire-fighters to transport equipment to a floor of their choice as quickly as possible. The lift also allows fire-fighters to access several floors quickly to assess the situation and to rescue any casualties	
			2.14.5 Fire-fighting lobbies	A fire-fighting lobby serves a fire-fighting stair and a fire-fighting lift where appropriate (see table to clause 2.14.2)	
			2.14.6 Heat and smoke control	The fire and rescue service should be provided with the facility to release smoke and heat from a fire during their fire-fighting and rescue operations	Guidance Clause 2.1.14
			2.14.7 Fire mains	In a building where the topmost storey is more than 7.5m, a fire main should be installed	
			2.14.8 Evacuation alert system for use by the fire and rescue services	In domestic buildings with a storey more than 18m above ground level, an evacuation alert system should be provided to enable the fire and rescue services to initiate operation of fire alarm sounders within each dwelling on any single floor, multiple floors and the entire building, according to circumstances	
			2.14.9 Storey identification signs and dwelling indicator signs	To assist the fire and rescue service to identify each storey in a domestic building with a storey at a height of more than 18m above the ground storey identification signs and dwelling indicator signs should be provided	

Section 2: Fire: Domestic Technical Handbook – Competency Matrix: 2Ea) Domestic Automatic Fire Suppression Systems – Sheltered Housing – High-rise – Water Supply

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire Suppression					
	2Ea) Domestic Automatic Fire Suppression Systems		2.0.5 Latest changes	<p>The key changes that have been made to the standards and guidance from 1 October 2019</p> <p>General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout</p> <p>General – references to other British Standards, European Standards and publications updated</p>	
			Standard 2.15 Changes	<p>The scope of this standard is expanded to require automatic fire suppression systems in all new flats and maisonettes, new social housing dwellings and new shared multi-occupancy residential buildings</p> <p>Additional guidance provided on issues to consider in the procurement of residential sprinkler systems</p> <p>Additional guidance on alternative water mist suppression systems provided</p> <p>New guidance relating to automatic fire suppression systems in social housing dwellings, buildings containing flats and maisonettes and shared multi-occupancy residential buildings provided</p> <p>Additional guidance on water supplies for automatic fire suppressions systems provided</p>	
	2Ea) Domestic Automatic Fire Suppression Systems	<i>Understand the principles of automatic fire suppression systems and be capable of assessing compliance</i>	2.15 Automatic fire suppression systems	<p>Every building must be designed and constructed in such a way that, in the event of an outbreak of fire within the building, fire growth will be inhibited by the operation of an automatic fire suppression system</p> <p>Limitation:</p> <p>This standard applies only to a building which:</p> <ul style="list-style-type: none"> is an enclosed shopping centre, is a residential care building, forms the whole or part of a sheltered housing complex, is a school building other than a building forming part of an existing school or an extension to a school building where it is not reasonably practicable to install an automatic fire suppression system in that building or extension, is a building containing a flat or maisonette, is a social housing dwelling, or is a shared multi-occupancy residential building 	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>An ability to interpret the availability and the adequacy of alternative forms of automatic fire suppression systems</i>	2.15.1 Automatic fire suppression systems	<p>The term automatic fire suppression system includes sprinkler systems but provides the opportunity for designers to propose other systems which may be just as effective</p> <p>Automatic life safety fire suppression systems are required in 3 categories of domestic building: dwellings which form part of a sheltered housing complex, buildings containing flats and maisonettes, and social housing dwellings</p> <p>Alternative suppression systems – The applicant and the verifier should satisfy themselves that the alternative system has been designed, tested and approved for use in domestic and residential buildings and are fit for their intended purpose (see Section 0). Watermist systems, for example, are bespoke to individual manufacturers and may be sensitive to small design changes. Therefore, a watermist system should be designed and installed in accordance with BS 8458: 2015 –TC (tracked changes) and the nozzles should comply with BS 8663-1: 2019 (provided the building is within the scope of the standards)</p> <p>Fire performance tests are critical as BS 8458 relies on this data to determine the system design. Watermist specialists should provide Declarations of Conformity: at design stage (initial notice); at final stage (all details and changes declared); and for nozzle manufacturers, successful BS 8458 and BS 8663 fire tests</p>	
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.2 Sheltered housing complexes	A sheltered housing complex should have an automatic life safety fire suppression system designed and installed in accordance with BS 9251: 2014. For the purposes of satisfying Standard 2.15, a sheltered housing complex should be regarded as a 'residential occupancy' as defined in BS 9251: 2014 and the limit on the scope of BS 9251: 2014 to buildings below 20m in height can be ignored	
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.3 High rise domestic buildings	In order to help contain the fire and to protect occupants in high rise domestic buildings, every flat or maisonette including all ancillary rooms and spaces throughout the building should be provided with an automatic life safety fire suppression system designed and installed in accordance with BS 9251: 2014. For the purposes of satisfying Standard 2.15, a high rise domestic building should be regarded as a 'residential occupancy' as defined in BS 9251: 2014 and the limit on the scope of BS 9251: 2014 to buildings below 20m in height can be ignored	
		<i>Can calculate adequacy of water supply for various automatic suppression systems</i>	2.15.4 Water supply	For a suppression system to be effective it is essential that there is an appropriate water supply. Therefore, designers need to discuss with Scottish Water what supply is likely to be available and what pressure can be expected	

Section 2: Fire: Domestic Technical Handbook – Competency Matrix: 2F Non-Domestic Assistance to the Fire and Rescue Service – Introduction and Background – Access – Water Supply – Fire-fighting facilities

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Assistance to the Fire Service – INTRODUCTION AND BACKGROUND					
			2.0.5 Latest changes	The key changes that have been made to the standards and guidance from 1 October 2019 General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout General – references to other British Standards, European Standards and publications updated Clause 2.12.3 – minimum dimension between operating space and building amended	
ACCESS					
		<i>Understanding the needs of the fire and rescue service</i>	2.12 Fire and rescue service access		
		<i>Be able to demonstrate the requirements of access for fire appliances.</i>	2.12.0 Introduction	Vehicle access to the exterior of a building is needed to enable high reach appliances, such as turntable ladders and hydraulic platforms, to be used, and to enable pumping appliances to supply water and equipment for fire-fighting and rescue activities. The access arrangements increase with building size and height	
			2.12.1 Vehicle access provision	Access from a public road should be provided to assist fire and rescue personnel in their rescue and fire-fighting operations	
			2.12.2 Vehicle access routes	Access routes to buildings for fire and rescue service vehicles or personnel should not be assessed in isolation and the proposed vehicle access routes will in effect, be dictated by need for water hydrants and fire mains (see clause 2.14.7)	Guidance Clause 2.14.7
			2.12.3 Operating spaces for high reach appliances	Following consultation with the fire and rescue service, if it is recommended that an operating space, or spaces, for a high reach appliance should be provided	Consultation with SFRS
			2.12.4 Access for fire and rescue service personnel	It is common practice for fire and rescue service personnel to enter a building through the normal entrances and fight the fire head on	
WATER SUPPLY					
		<i>Recognise the need and options for a supply of water for fire fighting purposes</i>	2.13 Fire and rescue service water supply		
		<i>Understanding the needs of the fire and rescue service</i>	2.13.0 Introduction	Fire-fighting operations depend on a sufficient supply of water in order to control fire growth and assist in effective rescue operations	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.13.1 Water supply	Every non-domestic building should, be provided with a water supply to assist fire fighting and rescue operations from: <ul style="list-style-type: none"> • a public water supply, or • an alternative water supply 	
			2.13.2 Public water supply	An existing hydrant may be used to supply water for fire-fighting provided it fits the criteria for use	
			2.13.3 Alternative water supply	Where no piped water supply is available, or there is insufficient pressure and flow in the water main, or an alternative arrangement is proposed, the alternative source of supply should be provided	
FACILITIES					
		<i>Understand the level and scope of provision of fire fighting stairs, lifts, lobbies and wet or dry riser, and smoke venting and control</i>	2.14 Fire and rescue service facilities 2.14.0 Introduction	Facilities within a building are provided to assist the fire and rescue service carry out their statutory duties as efficiently and safely as possible. Fire and rescue service personnel are trained to enter buildings following the outbreak of fire to assist with any evacuation of the building occupants, effect rescues of any casualties and to fight fires. Fire-fighters operational duties are made on a statutory basis in the Fire (Scotland) Act 2005 as amended, which states: Each relevant authority shall make provision for the purpose of: <ol style="list-style-type: none"> 1. extinguishing fires in its area 2. protecting life and property in the event of fires in its area 	Annex 2.A Additional guidance for residential care buildings Annex 2.B Additional guidance for hospitals Annex 2C Additional guidance for enclosed shopping centres
			2.14.1 Fire and rescue service facilities	Fire and rescue service facilities may need to be provided in a building to assist with any evacuation of the building occupants, effect rescues of any casualties and to fight fires	
			2.14.2 Number and type of facilities	The type of facilities that are necessary may include: <ul style="list-style-type: none"> • fire-fighting stairs • fire-fighting lifts • fire-fighting lobbies, and • heat and smoke control (e.g. natural or mechanical ventilation) 	
			2.14.3 Fire-fighting stairs	At least 1 fire-fighting stair should be provided to assist fire-fighters to access the fire and if necessary escape from the fire in relative safety	
			2.14.4 Fire-fighting lifts	A fire-fighting lift allows fire and rescue service personnel to transport equipment to a floor of their choice as quickly as possible. The lift also allows fire-fighters to access several floors quickly to assess the situation and to rescue any casualties	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			2.14.5 Fire-fighting lobbies	A fire-fighting lobby serves a fire-fighting stair and a fire-fighting lift where appropriate (see table to clause 2.14.2)	
			2.14.6 Heat and smoke control	The fire and rescue service should be provided with the facility to release smoke and heat from a fire during their fire-fighting and rescue operations	
			2.14.7 Fire mains	In a building where the topmost storey is more than 7.5m, a fire main should be installed	
			2.14.8 Fire shutters	All fire shutters in compartment walls (see clause 2.1.14) should be capable of being opened and closed manually by fire and rescue service personnel	Guidance Clause 2.1.14
			2.14.9 Venting of heat and smoke from basements	The build up of smoke and heat in basement storeys can seriously inhibit the ability of the fire and rescue service to carry out fire-fighting and rescue operations	

Section 2: Fire: Non-Domestic Technical Handbook – Competency Matrix: 2Fa) Non-Domestic Automatic Fire Suppression Systems – Residential Care – Hospitals – Enclosed Shopping Centres – Schools – Water Supply

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Fire Suppression					
	2Ea) Non-Domestic Automatic Fire Suppression Systems:		2.0.5 Latest changes	The key changes that have been made to the standards and guidance from 1 October 2019 General – all references to British Standards reaction to fire removed. References changed to European Classification system for reaction to fire throughout General – references to other British Standards, European Standards and publications updated	
	2Ea) Non-Domestic Automatic Fire Suppression Systems:	<i>Understand the principles of automatic fire suppression systems and be capable of assessing compliance</i>	2.15 Automatic fire suppression systems	Every building must be designed and constructed in such a way that, in the event of an outbreak of fire within the building, fire growth will be inhibited by the operation of an automatic fire suppression system	
			2.15.0 Introduction	Every building must be designed and constructed in such a way that, in the event of an outbreak of fire within the building, fire growth will be inhibited by the operation of an automatic fire suppression system. Limitation: This standard applies only to a building which: is an enclosed shopping centre, is a residential care building, [SSI deletes text but does not amend letters assigned to following categories], forms the whole or part of a sheltered housing complex, is a school building other than a building forming part of an existing school or an extension to a school building where it is not reasonably practicable to install an automatic fire suppression system in that building or extension, is a building containing a flat or maisonette, is a social housing dwelling, or is a shared multi-occupancy residential building.	
		<i>An ability to interpret the availability and the adequacy of alternative forms of automatic fire suppression systems</i>	2.15.1 Automatic fire suppression systems	The term automatic fire suppression system includes sprinkler systems but provides the opportunity for designers to propose other systems which may be just as effective	
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.2 Residential care buildings	A residential care building should have an automatic life safety fire suppression system designed and installed in accordance BS 9251: 2005	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.3 Hospitals	Due to the unique operational requirements of hospitals certain departments and high risk areas should have an automatic life safety fire suppression system designed and installed in accordance with guidance set out in clause 2.1.2	
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.4 Enclosed shopping centres	An enclosed shopping centre should have an automatic life safety fire suppression system designed and installed in accordance with guidance set out in annex 2.C	Annex 2C Additional guidance for enclosed shopping centres
		<i>Understand the scope and applicability of automatic suppression systems specific to a building type</i>	2.15.5 Schools	A school building should have an automatic fire suppression system installed for asset protection to further the achievement of sustainable development	
		<i>Can apply the relationship between compartmentation and the provision of automatic suppression systems and how those impact on the building design</i>	2.15.6 Compartmentation	There is recognition within the guidance given under Standard 2.1 that automatic fire suppression can have a role to play in limiting potential fire growth. It is possible therefore to increase the compartmentation area/size in certain building types. These building types are identified in the tables to clause 2.1.1; the intention is to allow design flexibility	Guidance Clause 2.1.1
		<i>Can work with others to assess suitability of a building and the protections contained therein to allow phased evacuation</i>	2.15.7 Phased evacuation	Tall buildings take longer to evacuate and where the building is at a height of more than 25m it is beyond the reach capability at which the Fire and Rescue Service can effect external rescue. Therefore, when phased evacuation is adopted in buildings, additional active and passive fire protection measures will be necessary	Scottish Fire and Rescue Service
		<i>Can calculate adequacy of water supply for various automatic suppression systems</i>	2.15.8 Water supply	For a suppression system to be effective it is essential that there is an appropriate water supply. Therefore, designers need to discuss with Scottish Water what supply is likely to be available and what pressure can be expected	

Section 3 - Environment



Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3A Environment Domestic – Introduction Background Water Efficiency

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Environment – Domestic – INTRODUCTION AND BACKGROUND					
			3.0.1	Water, air and soil are intricately linked and all can be affected by various forms of pollution that affect our environment. Other issues such as condensation have been a constant threat to people and buildings for many years	
3A Environment Domestic Introduction Background Water Efficiency:		<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0.2 Aims	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
			3.0.4 Relevant Legislation	Listed below are some pieces of legislation that may be relevant and/or helpful to those using the guidance in this particular section	The Gas Safety (Installations and Use) Regulations 1998 The Gas Appliance (Safety) Regulations 1995 The Control of Pollution Act 1974 The Environment Act 1995 The Environmental Protection Act 1990 The Groundwater Regulations 1998 The Water Environment and Water Services (Scotland) Act 2003 The Water Byelaws The Sewerage (Scotland) Act 1968 The Water Environment (Controlled Activities)(Scotland) Regulations 2005 The Water Environment (Oil Storage) (Scotland) Regulations 2006
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments	
WATER EFFICIENCY						
	3A Environment Domestic Introduction Background Water Efficiency:	<i>Understand the scope and limitations of the standard controlling water efficiency</i>	3.27 Water efficiency	Mandatory Standard 3.27 Every building must be designed and constructed in such a way that sanitary facilities with water efficient fittings which are designed for the prevention of undue consumption of water are installed Limitation: This standard applies only to a dwelling	APPLIES ONLY TO A DWELLING	
			3.27.0 Introduction	Using less water saves energy and reduces Carbon Dioxide (CO2) emissions. This is achieved by reducing the energy that is used in key areas including: • treating water to a standard suitable for drinking • distribution of water to homes • collection and pumping of generated wastewater • treatment of the wastewater generated • heating of water for health and hygiene		
			<i>Assess the specification of sanitary fittings and facilities</i>	3.27.1 Water use		Controlling the volume of water discharged from sanitary facilities and fittings should contribute to reducing the use of water
			<i>Assess the specification of sanitary fittings and facilities</i>	3.27.2 Water efficient fittings		Water efficient fittings should be provided to all WCs and WHBs within a dwelling

Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Aa) Environment Domestic Site Preparation:
 Site Investigation – Harmful and Dangerous Substances – Radon – Flooding & Ground Water – Moisture from the Ground – Existing Drains

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Site Preparation: Site Investigation – Harmful and Dangerous Substances – Radon – Flooding & Ground Water – Moisture from the Ground – Existing Drains					
			3.0.1	Water, air and soil are intricately linked and all can be affected by various forms of pollution that affect our environment. Other issues such as condensation have been a constant threat to people and buildings for many years	
3A Environment Domestic Introduction Background Water Efficiency:		<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0.2 Aims	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
			3.0.4 Relevant Legislation	Listed below are some pieces of legislation that may be relevant and/or helpful to those using the guidance in this particular section	The Gas Safety (Installations and Use) Regulations 1998 The Gas Appliance (Safety) Regulations 1995 The Control of Pollution Act 1974 The Environment Act 1995 The Environmental Protection Act 1990 The Groundwater Regulations 1998 The Water Environment and Water Services (Scotland) Act 2003 The Water Byelaws The Sewerage (Scotland) Act 1968 The Water Environment (Controlled Activities) (Scotland) Regulations 2005 The Water Environment (Oil Storage) (Scotland) Regulations 2006
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Site Preparation – harmful and dangerous substances					
	3Aa) Environment Domestic Site Preparation:		3.1 Site preparation – harmful and dangerous substances	<p>Mandatory Standard 3.1 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of people in or around the building due to the presence of harmful or dangerous substances</p> <p>Limitation:</p> <p>This standard does not apply to the removal of unsuitable material, including turf, vegetable matter, wood, roots and topsoil on the site of a building (other than a dwelling) intended to have a life not exceeding the period specified in regulation 6</p>	
		<i>Understand the term “harmful or dangerous substances”</i>	3.1.0 Introduction	<p>Land contamination is an unwanted legacy of Britain’s long industrial history. Harmful or dangerous substances include deposits of faecal or animal matter and any substance, or mixture of substances, which is, or could become, corrosive, explosive, flammable, radioactive or toxic or which produces, or could produce, any gas likely to have any such characteristic</p>	<p>Public registers – Part IIA adopts a ‘suitable for use approach’ that requires the current risks to be assessed and remediated as required, for a site’s existing use. The primary regulatory role for this rests with the local authorities. Local authorities and SEPA must establish public registers to record all prescribed regulatory action taken under Part IIA</p> <p>Section 78A(2) of the Act (as amended) provides a specific definition of ‘contaminated land’ for the purpose of the Act</p> <p>Pan 33 – land confirmed, or suspected of being contaminated is a material consideration when local authorities determine planning applications</p> <p>Harmful or dangerous substances include deposits of faecal or animal matter and any substance, or mixture of substances, which is, or could become, corrosive, explosive, flammable, radioactive or toxic or which produces, or could produce, any gas likely to have any such characteristic</p>
		<i>Ability to assess the affect ground conditions have on foundation design and stability of adjacent buildings</i>	3.1.1 Preparation of a site	Surface soil and vegetable matter can be detrimental to a buildings structure if left undisturbed within the building footprint	Guidance Clause 3.4 Clause 3.4.7 Tanking Guidance Clause 1.1.4 Nature of ground – foundation design
		<i>Ability to assess need for action to remove harmful and dangerous substances</i>	3.1.2 Harmful or dangerous substances	Because of their hazardous qualities, any ground below and immediately adjoining (see clause 3.1.1) a building should have them removed or made safe	Guidance Clause 3.1.5 Remedial action

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess hazardous material and contaminants</i>	3.1.3 Hazard identification and assessment		
			3.1.4 Development on land that may be contaminated	Describes planning conditions relative to contaminated land	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.5 Land not initially identified as being contaminated	There may be occasions when land containing harmful or dangerous substances has not been identified at the planning stage, and the presence of contaminants is only suspected later	Table 3.1 Possible contaminants and actions
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.6 Risk management techniques	There are a range of options for managing the risk of contamination. This can include removal or treatment of the contaminant source or breaking the pathway by which contaminants can present a risk to receptors	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.7 Land affected by contamination	The National House Building Council (NHBC) http://www.nhbc.co.uk/ together with the Environment Agency, has produced a guidance document 'Guidance for the Safe Development of Housing on Land Affected by Contamination'	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.8 Re-development of industrial land	Describes potential difficulties on sites which were previously in industrial use	BS 10175: 2001, 'Investigation of potentially contaminated sites, Code of Practice'
		<i>Ability to assess actions required to deal with contaminated land issues re materials and services</i>	3.1.9 Risks to construction materials and services	Buildings, and the materials they are constructed from, are classed as receptors and therefore may be subject to damage if they come into contact with contaminated land. A principal concern is that any attack or damage from ground contaminants may affect the structural integrity or serviceability of the building and present a health and safety threat	Table 3.2 Substance Affecting Materials BRE publication BR 255:1994 'Performance of Building Materials in Contaminated Land' provides detailed guidance on the vulnerability of building materials to the hazards arising from contamination
Radon gas					
	3Aa) Environment Domestic Site Preparation:		3.2 Site preparation – protection from radon gas	Mandatory Standard 3.2 Every building must be designed and constructed in such a way that there will not be a threat to the health of people in or around the building due to the emission and containment of radon gas	
		<i>Understand the term "radon gas"</i>	3.2.0 Introduction	Radon is a naturally occurring, radioactive, colourless and odourless gas that is formed where uranium and radium are present	
		<i>Awareness of radon maps</i>	3.2.1 Radon probability areas	"Radon probability areas" have been designated by testing dwellings	Radon maps – The Health Protection Agency (HPA) (now Public Health England (PHE)) and the British Geological Society jointly worked on detailing mapping in Scotland of radon potential

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess actions required to deal with radon gas protective works</i>	3.2.2 Protection from radon gas	If a dwelling is to be located or extended on ground designated as a 'radon probability area', or on ground where radon is known to exist, protective work should be undertaken to prevent excessive radon gas from entering the dwelling	BRE publication BR 211 – 'Radon: guidance on protective measures for new buildings' BRE Good Building Guides; GG 73 "Radon protection for new domestic extensions and conservatories with solid concrete ground floors" and GG 74 "Radon protection for dwellings". Both of these publications should be read in conjunction with BR 211
Flooding and ground water					
	3Aa) Environment Domestic Site Preparation:	<i>Understand the issues around flooding and water contamination on construction works, buildings and occupiers</i>	3.3 Flooding and groundwater	Mandatory Standard 3.3 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of flooding and the accumulation of groundwater	
		<i>Awareness of SEPA Flood maps</i>	3.3.0 Introduction	The effects of flooding on a building can include significant damage to materials, services and structure. Contamination could result where waste water drainage is present in the floodwater. Where there is a risk that flooding can affect a building it is important that any proposed construction is designed to be more resistant or resilient	The Scottish Environment Protection Agency (SEPA) provides flood risk information on their indicative river and coastal interactive flood maps on their website http://www.sepa.org.uk/
		<i>Understand a field drainage system</i>	3.3.1 Groundwater	Ground below and immediately adjoining a dwelling that is liable to accumulate groundwater, at a level that could affect the structure or penetrate the building, requires subsoil drainage or other dewatering treatment to be provided to mitigate against the harmful effects of such water	Field drains, where provided, should be laid in accordance with the recommendations in clause 10 of BS 8301: 1985. Surface water run-off to adjacent sites – with the removal of topsoil from a development site, developers should be aware of the dangers from possible surface water run-off from their building site to other properties
		<i>Ability to assess and design a sustainable surface water drainage system</i>	3.3.2 Flood risk assessment	Any identified site specific risk of flooding to a building or its occupants should be assessed to allow sustainable design mitigation	For site specific flood risk assessments the CIRIA document 'Development and Flood Risk – guidance for the construction industry' (C624) 2004 provides detailed guidance on carrying out flood risk assessment and suggests design considerations for developers
		<i>Ability to apply standards applicable to achieve resilient construction</i>	3.3.3 Resilient construction in flood risk areas	Where it is intended to develop in areas that may be at some identified risk of flooding, buildings should be designed and constructed to offer a level of flood resistance and resilience that can reduce the flood impact on structure and materials	CIRIA document 'Improving the Flood Performance of New Buildings – Flood Resilient Construction and the 'The Design Guidance on Flood Damage to Dwellings, 1996'

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Moisture from the ground					
	3Aa) Environment Domestic Site Preparation:		3.4 Moisture from the ground	Mandatory Standard 3.4 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture penetration from the ground	
		<i>Understand the effects of ground water/moisture from the ground can have on buildings and health</i>	3.4.0 Introduction	Water is the prime cause of deterioration in building materials and constructions and the presence of moisture encourages growth of mould that is injurious to health	
			3.4.1 Treatment of building elements adjacent to the ground	Floors, walls or other building elements adjoining the ground should be constructed in accordance with the following recommendations	
		<i>Ability to interpret construction details for floors subject to moisture penetration from the ground</i>	3.4.2 Ground supported concrete floors 3.4.3 Suspended concrete floors 3.4.4 Suspended timber floors	Describes various specifications for dealing with moisture from the ground and effects for floor types listed	
		<i>Ability to interpret construction details for walls subject to moisture penetration from the ground</i>	3.4.5 Walls at or near ground level	Walls at or near ground level should be constructed in accordance with the recommendations of BS 8102: 1990	BS 8102: 1990
		<i>Ability to interpret construction details for floors at or near ground level subject to moisture penetration from the ground</i>	3.4.6 Floors at or near ground level	Floors at or near ground level should be constructed in accordance with the recommendations in Clause 11 of CP 102: 1973. However the ventilation of the subfloor as described in Clause 11.8.4 of CP 102: 1973 is not recommended but should be provided as described in clause 3.4.4 for suspended timber floors	Guidance Clause 3,4,4
		<i>Ability to interpret construction details for basements below ground level subject to moisture penetration from the ground</i>	3.4.7 Structures below ground, including basements	Structures below ground, including basements, should be constructed in accordance with the recommendation of BS 8102:1990	BS 8102: 1990
Existing drains					
	3Aa) Environment Domestic Site Preparation:		3.5 Existing drains	Mandatory Standard 3.5 Every building must not be constructed over an existing drain (including a field drain) that is to remain active. Limitation: This standard does not apply where it is not reasonably practicable to re-route an existing drain	
			3.5.0 Introduction	The purpose of this standard is to ensure that existing drains continue to function properly without causing harm to the building or to the health of the occupants	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.1 Existing drains	Where a building site requires that an existing drain (including a field drain) must remain active and be rerouted or retained, particular methods of construction and protection should be carefully considered. The guidance contained in clauses 3.5.2, 3.5.3 and 3.5.4 should be taken into account and any new drain should be constructed in accordance with the guidance to Standards 3.6 and/ or 3.7	Guidance Clauses 3.4.2; 3.5.3; 3.5.4; and Standard 3.6 and 3.7
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.2 Re-routing of drains	Describes what should be done if buildings encroach on existing drains	
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.3 Re-construction of drains	Describes what should be done if buildings encroach on existing drains	It is recommended that manholes are not located within a dwelling
		<i>Ability to interpret the affect of construction works on existing drains including allowing for movement</i>	3.5.4 Drains passing through structures	Describes what should be done if buildings encroach on existing drains. Drains or sewers should be constructed and laid in accordance with the recommendations of BS EN 1610: 1998	See need for flexibility joints
		<i>Ability to interpret the affect of construction works on existing drains including sealing against vermin</i>	3.5.5 Sealing disused drains	Describes what should be done if buildings encroach on existing drains	See need to consult Water Authority if existing drain is a sewer vested in the public authority

Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Ab) Environment Domestic Drainage:
 Drainage – Surface Water Drainage – Public Wastewater Drainage -Public – Private Wastewater Treatment Plants – Infiltration Systems

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Drainage					
			3.0.1	Water, air and soil are intricately linked and all can be affected by various forms of pollution that affect our environment. Other issues such as condensation have been a constant threat to people and buildings for many years	
3A Environment Domestic Introduction Background Water Efficiency:		<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0.2 Aims	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
			3.0.4 Relevant Legislation	Listed below are some pieces of legislation that may be relevant and/or helpful to those using the guidance in this particular section	The Gas Safety (Installations and Use) Regulations 1998 The Gas Appliance (Safety) Regulations 1995 The Control of Pollution Act 1974 The Environment Act 1995 The Environmental Protection Act 1990 The Groundwater Regulations 1998 The Water Environment and Water Services (Scotland) Act 2003 The Water Byelaws The Sewerage (Scotland) Act 1968 The Water Environment (Controlled Activities)(Scotland) Regulations 2005 The Water Environment (Oil Storage) (Scotland) Regulations 2006
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Drainage – Surface Water Public – Private Wastewater Public – Private Wastewater Treatment Plants – Infiltration Systems					
Surface water drainage					
	3Ab) Environment Domestic Drainage:		3.6 Surface water drainage	Mandatory Standard 3.6 Every building, and hard surface within the curtilage of a building, must be designed and constructed with a surface water drainage system that will: a. ensure the disposal of surface water without threatening the building and the health and safety of the people in or around the building, and b. have facilities for the separation and removal of silt, grit and pollutants	
		<i>Understand the scope and limitations of the term “surface water drainage”</i>	3.6.0 Introduction	It is essential that the surface water from buildings is removed safely without damage to the building, danger to people around the building and does not pose a risk to the environment by flooding or pollution	For safety reasons it is essential that surface water is not permitted to collect or remain on all access routes to buildings, particularly with elderly and disabled people in mind. Ponding in winter can cause slippery surfaces that can be a hazard to pedestrians
		<i>Understand the purpose of surface water disposal</i>	3.6.1 Surface water drainage from Dwellings	Every building should be provided with a drainage system to remove rainwater from the roof, or other areas where rainwater might accumulate, without causing damage to the structure or endangering the health and safety of people in and around the building	
		<i>Ability to interpret the works required to facilitate safe disposal of surface water</i>	3.6.2 Surface water drainage of paved surfaces	Every building should be provided with a drainage system to remove surface water from paved surfaces	a. incorporating SUD system techniques as in clause 3.6.4, or. b. using a traditional piped drainage system as in clause 3.6.8
		<i>Ability to interpret the works required to facilitate safe disposal of surface water including protecting the building and foundations</i>	3.6.3 Surface water discharge	Surface water discharged from a building and a hard surface within the curtilage of a building should be carried to a point of disposal that will not endanger the building, environment or the health and safety of people around the building	Discharge from a soakaway should not endanger the stability of the building
		<i>Ability to assess and design a sustainable surface water drainage system</i>	3.6.4 Sustainable Urban Drainage Systems	Fundamental to a successful SUD system is a management train that allows for a range of components to be incorporated for control or management of surface water	The CIRIA document C753 'The SUDS Manual' 2015 http://www.ciria.org SEPA provides guidance in their SUDS Advice Note – 'Brownfield Sites' http://www.sepa.org.uk/ .
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a small soakaway. Ability to carry out and supervise and accept/reject a porosity test</i>	3.6.5 Soakaway single dwellings and extensions	Soakaways have been the traditional method of disposal of surface water from buildings and paved areas where no mains drainage exists	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a free draining surface. Ability to carry out and supervise and accept/reject a porosity test</i>	3.6.6 Surface water run-off from small paved areas	Free draining surface water run-off may be appropriate for small paved areas, such as access paths to small buildings	
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a recycling via harvesting</i>	3.6.7 Rainwater harvesting	Rainwater harvesting systems allow surface water run-off from dwellings or hardstanding areas to be collected, stored and distributed thereby reducing the demand for potable water, the load on drainage systems and surface water run-off that can lead to incidents of flooding. The re-use of surface water can produce benefits to the home owner and the environment and therefore is recommended	
		<i>Understand the components of a traditional surface water drainage system including pipeline specifications, gradients, access requirements</i>	3.6.8 Traditional drainage systems	Where a traditional piped system is required it should be designed and constructed in accordance with the guidance in National Annex NE of BS EN 752: 2008	
		<i>Understand the need to stop unauthorised material entry into a surface water system</i>	3.6.9 Discharges into a drainage system	Where a discharge into a traditional drainage system contains silt or grit, for example from a hard standing with car wash facilities, there should be facilities for the separation of such substances. Removable grit interceptors should be incorporated into the surface water gully pots to trap the silt or grit. Where a discharge into a drainage system contains oil, grease or volatile substances, for example from a vehicle repair garage, there should be facilities for the separation and removal of such substances. The recommendations in the following draft European Standards should be followed	
		<i>Ability to witness and accept/reject a surface water drainage test</i>	3.6.10 Testing	A surface water drainage system should be tested to ensure the system is laid and is functioning correctly. Testing should be carried out in accordance with the guidance in BS EN 1610: 1998	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Public wastewater drainage					
	3Ab) Environment Domestic Drainage:		3.7 Wastewater drainage	Mandatory Standard 3.7 Every wastewater drainage system serving a building must be designed and constructed in such a way as to ensure the removal of wastewater from the building without threatening the health and safety of people in or around the building, and: a. that facilities for the separation and removal of oil, fat, grease and volatile substances from the system are provided b. that discharge is to a public sewer or public wastewater treatment plant, where it is reasonably practicable to do so, and c. where discharge to a public sewer or public wastewater treatment plant is not reasonably practicable that discharge is to a private wastewater treatment plant or septic tank Limitation: Standard 3.7(a) does not apply to a dwelling	
		<i>Understand the purpose of wastewater disposal</i>	3.7.0 Introduction	This guidance applies to wastewater systems that operate essentially under gravity	
		<i>Ability to interpret specifications for services materials and installation</i>	3.7.1 Sanitary pipework	Sanitary pipework should be constructed and installed in accordance with the recommendations in BS EN 12056-2: 2000	BS EN 12056-2: 2000
		<i>Recognise when flooding of basement is likely to occur</i>	3.7.2 Sanitary appliances below flood level	Wastewater lifting plants should be constructed in accordance with BS EN 12056-4: 2000	BS EN 12056-4: 2000
		<i>Understand the purpose of wastewater disposal</i>	3.7.3 Drainage system outside a building	A drainage system outside a building, should be constructed and installed in accordance with the recommendations in BS EN 12056-1: 2000, BS EN 752: 2008 and BS EN 1610: 1998	
		<i>Apply the access and connection needs between a private drain and a public sewer. Understand the need to consult with the Water Authority</i>	3.7.4 Connection to a public sewer	Where a private drain discharges into a public sewer, normally at the curtilage of a building, some form of access should be provided for maintenance and to allow a satisfactory connection	
		<i>Understand the new work requirements when an existing combined sewer exists</i>	3.7.5 Combined sewers	A separate drainage system carrying wastewater and surface water therefore should be constructed within the curtilage of a building even if it connects to a combined sewer to facilitate the upgrading of the combined sewer at a later date	
		<i>Ability to determine the correct drainage system in alteration conversion work</i>	3.7.6 Conversions and extensions	A careful check should be made before breaking into an existing drain to ensure it is the correct one and a further test carried out after connection, such as a dye test, to confirm correct connection	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Recognise a future public sewer</i>	3.7.7 Sewers intended for vesting	Where it is intended that a private sewer (a sewer connecting 2 or more buildings that are privately owned and maintained) will be vested in the Water Authority, construction and installation should be in accordance with the requirements of 'Sewers for Scotland'	Sewers for Scotland
		<i>Understand the need for ventilation of a drainage system</i>	3.7.8 Ventilation of a drainage system	A Wastewater drainage system serving a building should be ventilated to limit the pressure fluctuations within the system and minimise the possibility of foul air entering the building	
		<i>Ability to witness and accept/reject a surface water drainage test</i>	3.7.9 Testing	A wastewater drainage system should be tested to ensure the system is laid and is functioning correctly. Testing should be carried out in accordance with the guidance in:	a. National Annex NG of BS EN 12056-2: 2000, for sanitary pipework b. BS EN 1610: 1998, for a drainage system under and around a building
		<i>Understand the options for final disposal from a wastewater drainage system</i>	3.7.10 Wastewater discharge	A wastewater drainage system should discharge to a public sewer or public wastewater treatment plant provided under the Sewerage (Scotland) Act 1968, where it is reasonably practicable to do so. Discharge of greywater may be via a water closet when the installation is in accordance with the guidance provided in clause 3.7.9. Where it is not possible to discharge to a public system, for example in the countryside where there is no public sewer, other options are available, as described in the guidance to Standards 3.8 and 3.9: Private wastewater treatment systems	
Private wastewater treatment plants – infiltration systems					
	3Ab) Environment Domestic Drainage:	<i>Understand the principles of a private wastewater treatment plant</i>	3.8 Private wastewater treatment systems – treatment plants	Mandatory Standard 3.8 Every private wastewater treatment plant or septic tank serving a building must be designed and constructed in such a way that it will ensure the safe temporary storage and treatment of wastewater prior to discharge	Standard 3.9
			3.8.0 Introduction	Although a septic tank is a basic form of treatment plant, it has been specifically mentioned in the guidance to clarify the recommendations Package treatment plant is the term applied to a range of systems engineered to treat a given hydraulic and organic load using prefabricated components that can be installed with minimal site work	
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.1 Treatment plants	Treatment plants provide suitable conditions for the settlement, storage and partial decomposition of solids that need to be removed at regular intervals	
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.2 Treatment plant covers	The settlement tank of a private wastewater plant and a septic tank should have a securely sealed, solid cover that is capable of being opened by 1 person using standard operating keys	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.3 Inspection and sampling	A private wastewater plant and septic tank should be provided with a chamber for the inspection and sampling of the wastewater discharged from the tank	
		<i>Understand and apply the space standards for the location of private wastewater treatment plants</i>	3.8.4 Location of a treatment plant	To prevent any such damage therefore, every part of a private wastewater plant and septic tank should be located at least 5m from a building Every part of a private wastewater plant and septic tank should be located at least 5m from a boundary in order that an adjoining plot is not inhibited from its full development potential	
		<i>Understand the need to seek advice/info from SEPA on private wastewater treatment plants</i>	3.8.5 Discharges from septic tanks and treatment plants	Where mains drainage is not available, it may be possible to discharge treated wastewater to ground via an infiltration system, as described in clause 3.9.2, or to a water course, loch or coastal waters	Standard 3.9 SEPA will require an authorisation, under the terms of the Water Environment (Controlled Activities)(Scotland) Regulations 2005 to be applied for all discharges of sewage effluent whether to ground via an infiltration system or to a watercourse
		<i>Ability to interpret access requirements to private wastewater treatment plants</i>	3.8.6 Access for desludging	A private wastewater treatment plant and septic tank should be provided with an access for desludging. The desludging tanker should be provided with access to a working area	
		<i>Understand labelling</i>	3.8.7 Labelling	The label should describe the recommended maintenance necessary for the system	
		<i>Understand the principles of a private wastewater treatment plant infiltration systems</i>	3.9 Private wastewater treatment systems – infiltration systems	Mandatory Standard 3.9 Every private wastewater treatment system serving a building must be designed and constructed in such a way that the disposal of the wastewater to ground is safe and is not a threat to the health of the people in or around the building	Standard 3.8
Infiltration systems					
			3.9.0 Introduction		
		<i>Ability to carry out and supervise and accept/reject a percolation test</i>	3.9.1 Assessing the suitability of the ground	An infiltration system serving a private wastewater treatment plant, septic tank or for greywater should be constructed in ground suitable for the treatment and dispersion of the wastewater discharged	
		<i>Ability to assess the options available for the design and installations of a private wastewater infiltration system</i>	3.9.2 Design of infiltration fields	An infiltration system serving a private wastewater treatment plant or septic tank should be designed and constructed to suit the conditions as determined by the ground into which the treated wastewater is discharged	
		<i>Ability to assess the options available for the design and installations of a greywater disposal system</i>	3.9.3 Greywater disposal	The disposal of greywater (from baths, showers, washbasins, sinks and washing machines) may be accomplished by an infiltration field	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to determine the correct location of an infiltration system in relation to water sources</i>	3.9.4 Location of infiltration fields – pollution	An infiltration system serving a private wastewater treatment plant or septic tank should be located to minimise the risk of pollution	
		<i>Ability to determine the correct location of an infiltration system in relation to buildings</i>	3.9.5 Location of infiltration fields – damage to buildings	However damage to the foundations of a building is likely to occur where discharge is too close to the building	

Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Ac) Environment Domestic Moisture Control: Precipitation – Ventilation – Condensation

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Moisture Control – Precipitation – Ventilation – Condensation					
	3Ac) Environment Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/Scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/accs/</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
PRECIPITATION – VENTILATION – CONDENSATION					
Precipitation					
	3Ac) Environment Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Understand the scope and limitations of this standard in relation to precipitation</i>	3.10 Precipitation	Mandatory Standard 3.10 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture from precipitation penetrating to the inner face of the building Limitation: This standard does not apply to a building where penetration of moisture from the outside will result in effects no more harmful than those likely to arise from use of the building	
		<i>Understand the term "precipitation"</i>	3.10.0 Introduction	Identifies the "damage" from rain penetration	
		<i>Understand the term and the use of the term "wind driven rain"</i>	3.10.1 General provisions	A floor, wall, roof or other building element exposed to precipitation, or wind driven moisture, should prevent penetration of moisture to the inner surface of any part of a dwelling so as to protect the occupants and to ensure that the building is not damaged	BS EN ISO 15927-3: 2009; BS 8104: 1992; BS 5628: Part 3: 2005 Table 3.3 Cavity wall insulation Table 3.4 Wall and roof cladding materials
		<i>Ability to interpret the adequacy of construction of external wall constructions to prevent damage from precipitation</i>	3.10.2 Wall constructions (solid, masonry)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of external wall constructions to prevent damage from precipitation</i>	3.10.3 Wall constructions (cavity, masonry)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of conservatory and extension constructions to prevent damage from precipitation</i>	3.10.4 Conservatories and Extensions	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.5 Wall constructions (framed)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
			3.10.6 Ventilation of wall cavities	Ventilation of external wall cavities is necessary to prevent the build-up of excessive moisture that could damage the fabric of a building. Ventilation holes can also be used to drain excess water from the cavity that has entered through the outer leaf	Standard 2.4 Cavity barriers BS 8104: 1992.

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.7 Roof constructions (flat)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building. There is evidence to suggest that condensation in cold deck flat roofs can cause problems and these type of roofs should be avoided. Both the warm deck and warm deck inverted roof constructions, where the insulation is placed above the roof deck, are considered preferable. Further guidance is given to Standard 3.15 in the domestic Handbook	BS 6229: 2003; BS 6915: 2001; BS 8217: 2005; BS 8218: 1998
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.8 Roof constructions (pitched)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	BS 5534: 2003; Roof type D is not suitable for sheet metal coverings that require joints to allow for thermal movement. See also sub-clause f of clause 3.10.1
Ventilation					
	3Ac) Environment Domestic Moisture Control: Precipitation Ventilation Condensation		3.14 Ventilation	Mandatory Standard 3.14 Every building must be designed and constructed in such a way that ventilation is provided so that the air quality inside the building is not a threat to the building or the health of the occupants	
		<i>Understand the scope and limitations of the standards on ventilation</i>	3.14.0 Introduction	Ventilation of a dwelling is required to maintain air quality and so contribute to the health and comfort of the occupants	See links with Section 2 Fire and Section 6 Energy
		<i>Understand the terms "natural means"; mechanical means"; mixed-mode"</i>	3.14.1 Ventilation generally	A dwelling should have provision for ventilation by either: a. natural means, or b. mechanical means, or c. a combination of natural and mechanical means (mixed-mode)	
		<i>Assess and apply the need for CO2 detectors</i>	3.14.2 Ventilation awareness in dwellings	CO2 monitoring equipment should be provided in the apartment expected to be the main or principal bedroom in a dwelling where infiltrating air rates are less than 15m ³ /hr/ m ² @ 50 Pa	
		<i>Assess and apply ventilation needs in terms of dwellings</i>	3.14.3 Ventilation of dwellings	Defines ventilation provision options within a dwelling	Table 3.5 Recommended ventilation of a dwelling
		<i>Assess the adequacy of ventilation to a conservatory</i>	3.14.4 Ventilation of conservatories	A conservatory should have a ventilator or ventilators with an opening area of at least 1/5th of the floor area it serves	
		<i>Understand the scope of ventilation required</i>	3.14.5 Ventilation of areas designated for drying of washing	Where clothes are dried naturally indoors large quantities of moisture can be released and this will need to be removed before it can damage the building	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess the design of a trickle ventilation system</i>	3.14.6 Trickle ventilators	Trickle vent efficiency – it is recognised that the air flow performance through trickle ventilators can vary, dependent on the design and arrangement of air routes through the ventilator	
		<i>Assess the specification and effectiveness of a passive stack system</i>	3.14.7 Passive stack ventilation systems	A passive stack ventilation system should be installed in full compliance with BRE Information Paper BRE IP 13/94	
		<i>Assess the specification and effectiveness of a ventilation system to a garage</i>	3.14.8 Conservatories and extensions built over existing windows	A garage with a floor area of at least 30m ² but not more than 60m ² used for the parking of motor vehicles should have provision for natural or mechanical ventilation	
		<i>Understand the relevance of CIBSE Guide etc.</i>	3.14.9 Mechanical ventilation	Where a dwelling is mechanically ventilated it should be provided in accordance with the recommendations of Section 3, Requirements of CIBSE Guide B2: 2001, Ventilation and air conditioning	
		<i>Assess the effectiveness of control of legionellosis</i>	3.14.10 Control of legionellosis		
		<i>Ability to assess the specification and installation of mechanical ventilation systems including MHVR and DMEV systems</i>	3.14.11 Mechanical ventilation and systems	Defines options for the provision of mechanical ventilation systems	Table 3.6 Minimum continuous extraction rates for dMEVs
		<i>Assess garage ventilation for safe use</i>	3.14.12 Ventilation of garages	The principal reason for ventilating garages is to protect the building users from the harmful effects of toxic emissions from vehicle exhausts	
Condensation					
	3Ac) Environment Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Understand the scope and limitations of this standard to combat the effects of surface and interstitial condensation</i>	3.15 Condensation	Mandatory Standard 3.15 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture caused by surface or interstitial condensation	See links with Section 6 Energy when considering fabric in insulation and heat drop through external wall, floor and roof elements
		<i>Understand the terms “surface condensation” and “interstitial condensation”</i>	3.15.0 Introduction	Condensation can occur in heated buildings when water vapour, usually produced by the occupants and their activities, condenses on exposed building surfaces (surface condensation) where it supports mould growth, or within building elements (interstitial condensation)	
		<i>Ability to interpret the needs of BS5502: 2002 and other relation technical documents</i>	3.15.1 Condensation	A building should be constructed to reduce the risk of both interstitial and surface condensation in order to prevent damage to the fabric and harmful effects on the health of people using the building	BS5502: 2002

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the relationship between ventilation provision and the control of condensation</i>	3.15.2 Control of humidity	Control of generated moisture within a building can be by natural and/or mechanical means. Guidance to Standard 3.14 provides various methods of controlling humidity in high humidity areas	Standard 3.14
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.3 Control of condensation in roofs	Section 8.4 of BS 5250: 2002 provides guidance on the control of condensation in the principal forms of roof construction. Clause 8.4.1 of BS 5250 lists various issues that should be considered in the design of roofs	However cold, level-deck roofs, should be avoided because interstitial condensation is likely and its effect on the structure and insulation can be severe and many instances of failure in such systems have been recorded
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.4 Surface condensation – thermal bridging	Describes elements which contribute to cold bridging	Section 8 of BS 5250: 2002. Further guidance on acceptable thermal insulation may be obtained from BRE Report, BR 262, Thermal insulation: avoiding risks. Refer to Standard 6.2 for further references
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.5 Interstitial condensation	Walls, roofs and floors should be assessed and/or constructed in accordance with Section 8 and Annex D of BS 5250: 2002	
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.6 Roof constructions (flat)	For the control of condensation in roofs, including cold deck roofs, BS 5250: 2002 provides guidance on the principal forms of construction. However cold, level-deck roofs, should be avoided because interstitial condensation is likely and its effect on the structure and insulation can be severe and many instances of failure in such systems have been recorded	Both the warm deck and warm deck inverted roof constructions, where the insulation is placed above the roof deck, are considered preferable
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.7 Roof constructions (pitched)	The recommendations in BS 5250: 2002 should be followed	

**Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Ad) Environment Domestic –
Facilities Accessibility – Sanitary facilities – Heating – Natural Light**

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Facilities and Heating					
	3Ad) Environment Domestic Facilities Sanitary Heating Light:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/Scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/accs/</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
FACILITIES – ACCESSIBILITY; SANITARY FACILITIES; HEATING LIGHTING					
Facilities – accessibility					
	3Ad) Environment Domestic Facilities Sanitary Heating Light:	<i>Understand the scope and limitation of this standard relation to rooms and facilities with dwellings</i>	3.11 Facilities in dwellings	Mandatory Standard 3.11 Every building must be designed and constructed in such a way that: a. the size of any apartment or kitchen will provide a level of amenity that ensures the welfare and convenience of all occupants and visitors, and b. an accessible space is provided to allow for the safe, convenient and sustainable drying of washing. Limitation: This standard applies only to a dwelling	APPLIES ONLY TO A DWELLING
		<i>Understand the term “liveability”</i>	3.11.0 Introduction	Guidance on design of dwellings recommends that the size of individual rooms should be dictated by the way a room should function and the activities that are to be accommodated rather than by arbitrary rule of thumb areas. This design philosophy was included in a report by Sir Parker Morris in the 1960s and is still relevant today	Standard 3.12; Standard 4.2
			3.11.1 Apartments	Every apartment should be of a size that will accommodate at least a bed, a wardrobe and a chest of drawers, this being the minimum furniture provision that may be expected in such a room	
		<i>Understand the term “enhanced apartment” and its required location</i>	3.11.2 Enhanced apartment	At least one apartment on the principal living level of a dwelling should be of a size and form that allows greater flexibility of use	
		<i>Understand the term “kitchen” and its required location</i>	3.11.3 Kitchens	A dwelling should have a kitchen and, to be accessible, this should be on the principal living level	
			3.11.4 Height of activity spaces	Activity spaces within the enhanced apartment or kitchen should therefore have an unobstructed height of at least 1.8m	
		<i>Ability to determine the applicability of this standard to buildings being altered or extended</i>	3.11.5 Alterations and extensions	Where works to alter or extend are proposed, physical constraints in the size of an extension or the form of an existing building may mean that meeting recommendations in guidance is not always possible	
		<i>Ability to determine the applicability clothes drying facilities</i>	3.11.6 Drying of washing	Providing dedicated drying areas either outside or inside the dwelling should discourage householders from using non-sustainable methods of drying washing and should encourage the adoption of alternative practices that limit the production of greenhouse gases and the depletion of material resources	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Sanitary facilities					
	3Ad) Environment Domestic Facilities Sanitary Heating Light:	<i>Understand the scope and limitation of this standard relation to the provision of sanitary facilities</i>	3.12 Sanitary facilities	Mandatory Standard 3.12 Every building must be designed and constructed in such a way that sanitary facilities are provided for all occupants of, and visitors to, the building in a form that allows convenience of use and that there is no threat to the health and safety of occupants or visitors	
		<i>Understand the scope and limitation of this standard relation to the liveability and futureproofing availability of facilities</i>	3.12.0 Introduction	Sanitary accommodation that is more immediately accessible and offers both adaptability and flexibility of layout gives a more sustainable solution that will simplify modifications to the design and layout of dwellings, helping to reduce cost and disruption and better enabling people to remain in their home as their circumstances change. The provision, on one level, of accessible sanitary accommodation under this standard, together with an enhanced apartment, and kitchen (Standard 3.11) and improvement to circulation spaces (Standard 4.2) will assist in creating more sustainable homes	Standards 3.11 and 4.2
		<i>Ability to interpret and apply the myriad of standards of provision of sanitary facilities in all building types and uses</i>	3.12.1 Sanitary provision	Every dwelling should have sanitary facilities comprising at least 1 watercloset (WC), or waterless closet, together with 1 wash hand basin per WC, or waterless closet, 1 bath or shower and 1 sink. It is normal for the sink to be located in a kitchen	
		<i>Ability to assess and apply waterless toilet specification and installation</i>	3.12.2 Waterless closets	If a waterless closet is installed it should be to a safe and hygienic design	a. National Sanitation Foundation Certification to Standard NSF 41: b. NFS International Standard NSF/ANSI 41-1999: c. to the conditions of a certification by a notified body NOTE: Waterless toilets in non-domestic buildings are outwith the scope of the standards
		<i>Ability to interpret the adequacy of sanitary provision in a dwelling, including the needs for a future shower space</i>	3.12.3 Accessible sanitary accommodation	A dwelling should have at least 1 accessible WC, or waterless closet, and wash hand basin and at least 1 accessible shower or bath. An additional accessible toilet may be needed on the entrance level of a dwelling where this is not also the principal living level (see clause 4.2.10). Describes circumstances where an alternative – space for future shower should be provided	Guidance Clause 4.2.10
		<i>Ability to assess and apply access arrangements within dwellings</i>	3.12.4 Access to sanitary accommodation	To ensure that privacy can be maintained, the only accessible sanitary accommodation in a dwelling should not be en suite, reached through such an apartment	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess and apply arrangements within dwellings to be altered or extended</i>	3.12.5 Alteration and extensions	Describes the application of sanitary provision within dwellings to be altered or extended	
Heating					
	3Ad) Environment Domestic Facilities Sanitary Heating Light:		3.13 Heating	Mandatory Standard 3.13 Every building must be designed and constructed in such a way that it can be heated and maintain heat at temperature levels that will not be a threat to the health of the occupants Limitation: This standard applies only to a dwelling	APPLIES ONLY TO DWELLINGS
		<i>Understand the scope and limitations of the heating provision standard</i>	3.13.0 Introduction	Heating in a building is necessary to provide suitable conditions in which to live. Heating, ventilation and thermal insulation should be considered as part of a total design that takes into account all heat gains and losses	
		<i>Apply criteria in the provisions of heating systems</i>	3.13.1 Heating recommendations	Every dwelling should have some form of fixed heating system, or alternative that is capable of maintaining a temperature of 21 degree C in at least 1 apartment and 18 degree C elsewhere, when the outside temperature is minus 1 degree C	
		<i>Understand the potential and options for alternative heating systems</i>	3.13.2 Alternative heating systems	Alternative heating systems may involve a holistic design approach to the dwelling and can include the use of natural sources of available energy such as the sun, wind and the geothermal capacity of the earth	
Natural lighting					
	3Ad) Environment Domestic Facilities Sanitary Heating Light:	<i>Understand the scope and limitations in the standard for natural lighting in dwellings</i>	3.16 Natural lighting	Mandatory Standard 3.16 Every building must be designed and constructed in such a way that natural lighting is provided to ensure that the health of the occupants is not threatened Limitation: This standard applies only to a dwelling	APPLIES ONLY TO DWELLINGS
		<i>Understand the terms "daylight" and natural light"</i>	3.16.0 Introduction	The purpose of this standard is primarily to ensure that an adequate standard of day lighting is attained in habitable rooms in dwellings to allow domestic activities to be carried out conveniently and safely. A kitchen or toilet is not deemed to be a habitable room in terms of the building regulations	
		<i>Ability to assess the adequacy of specifications and installations to provide adequate natural light</i>	3.16.1 Natural lighting provision	Every apartment should have a translucent glazed opening, or openings, of an aggregate glazed area equal to at least 1/15th of the floor area of the apartment and located in an external wall or roof or in a wall between the apartment and a conservatory	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess the adequacy of specifications and installations to provide adequate natural light when affected by a conservatory</i>	3.16.2 Conservatories	A conservatory may be constructed over a translucent glazed opening to a room in a dwelling provided that the area of the glazed opening of the internal room so formed is at least 1/15th of the floor area of the internal room	
		<i>Ability to assess the adequacy of specifications and installations to provide adequate natural light when affected by an extension</i>	3.16.3 Extensions	The area of the translucent glazed opening to the extension should be at least 1/15th of the combined floor area of the existing room and the extension	

Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Ae) Environment Domestic Combustion Appliances –

Safe operation – protection from combustion products – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Combustion Appliances					
	3Ae) Environment Domestic Combustion Appliances:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>
COMBUSTION APPLIANCES AND FITTINGS					
Safe operation					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on the safe operation of combustion appliances</i>	3.17 Combustion appliances – safe operation	Mandatory Standard 3.17 Every building must be designed and constructed in such a way that each fixed combustion appliance installation operates safely	
		<i>Understand the terms used in Standards 3.18 to 3.22</i>	3.17.0 Introduction	The guidance to this standard covers general issues and should be read in conjunction with Standards 3.18 to 3.22 that are intended to reduce the risk from combustion appliances and their flues	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.1 Combustion appliance installations generally	The guidance to Standards 3.17 to 3.22 therefore applies to solid fuel appliances with an output rating not more than 50kW, oil-firing appliances with an output rating not more than 45kW and gas-fired appliances with a net input rating not more than 70kW	
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.2 Large combustion appliance installations	The following guidance therefore, may not be relevant to solid fuel appliances with an output rating more than 50kW, oil-firing appliances with an output rating more than 45kW and gas-fired appliances with a net input rating more than 70kW	
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.3 Small combustion appliance installations	Where a combustion appliance installation is intended to operate with more than one type of fuel, for example a gas appliance as a stand-by to a solid fuel appliance, each component should be constructed and installed to meet the most onerous requirement of the relevant fuel	
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.4 Solid fuel appliance installations	Solid fuel appliances should be fit for purpose for the type of fuel burnt and all solid fuel appliance installations should be constructed and installed carefully to ensure that the entire installation operates safely. Installations should be constructed and installed in accordance with the requirements of BS 8303: Parts 1 to 3: 1994	The Heating Equipment Testing and Approval Scheme (HETAS)
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.5 Oil-firing appliance installations	Oil-firing appliances should be constructed, installed, commissioned and serviced carefully to ensure that the entire installation operates safely	The Oil Firing Technical Association (OFTEC) http://www.oftec.org.uk/
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.6 Gas-fired appliance installations	These regulations require that, amongst others, gas-fired installations are installed by a competent person	The Gas Safety (Installations and Use) Regulations 1998 regulates gas installations while the Gas Appliance (Safety) Regulations 1995 address the product safety of appliances
		<i>Assess the adequacy of labelling to building owners users</i>	3.17.7 Labelling	Where a hearth, fireplace (including a flue box), or system chimney is provided, extended or altered, information essential to the correct application and use of these facilities should be permanently posted in the building to alert future workmen to the specification of the installed system. This also applies to cases where a flue liner is provided as part of refurbishment work	
		<i>Ability to assess the impact of extract fans when fitted in proximity to combustion appliances</i>	3.17.8 Extract fans	In buildings where it is intended to install open-flued combustion appliances and extract fans, the combustion appliances should be able to operate safely whether or not the fans are running	Standard 3.14

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Protection from combustion products – chimneys – flues					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the specification needed to provide safe removal of combustion products</i>	3.18 Combustion appliances – protection from combustion products	Standard 3.18 Every building must be designed and constructed in such a way that any component part of each fixed combustion appliance installation used for the removal of combustion gases will withstand heat generated as a result of its operation without any structural change that would impair the stability or performance of the installation	
		<i>Understand the term “products of combustion”</i>	3.18.0 Introduction	Whilst the guidance in this sub-section cannot prevent fires, the structural precautions recommended help to limit the damage to flues and thus prevent fire from spreading	
		<i>Assess the construction of chimneys</i>	3.18.1 Chimneys generally	Combustion appliances, other than flue-less appliances such as gas cookers, should incorporate, or be connected to, a flue-pipe and/or a chimney that will withstand the heat generated by the normal operation of the appliance	
		<i>Assess the various chimney designations depending upon fuel type</i>	3.18.2 Chimney designations	Describes specifications for chimney installations	Table 3.10 Recommended designation for chimneys and flue-pipes for use with oil-firing appliances with a flue gas temperature not more than 250°C Table 3.11 Recommended designation for chimneys and flue-pipes for use with gas appliances
		<i>Understand the specification and components of masonry chimneys</i>	3.18.3 Masonry chimneys	A masonry chimney should be constructed in accordance with the recommendations in BS 6461: Part 1: 1984. If an outer wall is constructed of concrete it should be constructed in accordance with BS EN 12446: 2003	Flue-blocks should be constructed and installed in accordance with recommendations in: a. BS EN 1858: 2003, for a precast concrete flue-block chimney b. BS EN 1806: 2006, for a clay flue-block chimney
		<i>Understand the specification and components of metal chimneys</i>	3.18.4 Metal chimneys	Metal system chimneys, with the following designations, should be constructed in accordance with the recommendations in BS EN 1856-1: 2003:	Defines limitations on such flues passing through compartment and separating walls and floors and on when they can and cannot be enclosed
		<i>Understand the specification and components of flue-pipes</i>	3.18.5 Flue-pipes	A flue-pipe serving a solid fuel appliance should be non-combustible and of a material and construction capable of withstanding the effects of a chimney fire without any structural change that would impair the stability and performance of the flue-pipe	
		<i>Understand the specification and components of flue liners</i>	3.18.6 Flue liners	All new chimneys will have flue liners installed and there are several types, as follows: • rigid sections of clay or refractory liner • rigid sections of concrete liner • rigid metal pipes	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Relationship to combustible materials					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the specification and distance separation needs for appliances in relation to combustible material</i>	3.19 Combustion appliances – relationship to combustible materials	Mandatory Standard 3.19. Every building must be designed and constructed in such a way that any component part of each fixed combustion appliance installation will not cause damage to the building in which it is installed by radiated, convected or conducted heat or from hot embers expelled from the appliance	
		<i>Understand the terms “combustion appliance” and “combustible material”</i>	3.19.0 Introduction	Certain precautions need to be taken to ensure that any high temperatures are not sufficient to cause a risk to people and the building	
		<i>Assess adequate space separation from combustible material</i>	3.19.1 Relationship of masonry chimneys to combustible material	Combustible material should not be located where the heat dissipating through the walls of fireplaces or flues could ignite it	
		<i>Assess adequate space separation from combustible material</i>	3.19.2 Relationship of system chimneys to combustible material	It is the responsibility of the chimney manufacturer to declare a distance 'XX', as stipulated in BS EN 1856-1: 2003 and BS EN 1858: 2003 as being a safe distance from the chimney to combustible material	
		<i>Assess adequate space separation from combustible material</i>	3.19.3 Relationship of metal chimneys to combustible material	There should be a separation distance where a metal chimney passes through combustible material	Figure 3.37 Section through single-walled chimney (vertical) Figure 3.38 Section through double-walled chimney (horizontal)
		<i>Assess adequate space separation from combustible material</i>	3.19.4 Relationship of flue-pipes to combustible material	To prevent the possibility of radiated heat starting a fire, a flue-pipe should be separated from combustible material by: a. a distance according to the designation of the flue-pipe in accordance with BS EN 1856-2: 2005, or b. a distance equivalent to at least 3 times the diameter of the flue pipe. However this distance may be reduced: • to 1.5 times the diameter of the flue-pipe, if there is a non-combustible shield provided in accordance with the following sketch or • to 0.75 times the diameter of the flue-pipe, if the flue-pipe is totally enclosed in noncombustible material at least 12mm thick with a thermal conductivity of not more than 0.065W/mK	Figure 3.39 Relationship of flue-pipes to combustible material
		<i>Understand solid fuel appliance construction in relation to combustible construction</i>	3.19.5 Relationship of solid fuel appliance to combustible material	A solid fuel appliance should be provided with a solid, non-combustible hearth that will	Figure 3.40 Hearth construction Figure 3.41 Appliance location Figure 3.42 Superimposed hearths
		<i>Understand oil-fired appliance construction in relation to combustible construction</i>	3.19.6 Relationship of oil-firing appliance to combustible material	A hearth is not required beneath an oil-firing appliance if it incorporates a full sized, rigid non-combustible base and does not raise the temperature of the floor beneath it to more than 100°C under normal working conditions	Figure 3.43 Plan of appliance on a hearth (oil-firing)

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.7 Relationship of gas-fired appliance to combustible material	A gas-fired appliance should be provided with a hearth in accordance with the following recommendations: a. Clause 12 of BS 5871-1: 2005 for a gas fire, convector heater and fire/back boiler b. Clause 12 of BS 5871-2: 2005 for an inset live fuel-effect gas appliance c. Clause 11 of BS 5871-3: 2005 for a Decorative fuel-effect gas appliance d. for any other gas-fired appliance, by a solid, heat resistant, non-combustible, non-friable material at least 12mm thick and at least the plan dimension shown in the diagram to this specification	Figure 3.44 Plan of appliance on a hearth (gas-fired) Figure 3.45 Plan of appliance on a hearth (separation)
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.8 Relationship of hearths to combustible material	The building elements adjacent to combustion appliances should be constructed in accordance to the following recommendations	Figure 3.46 Relationship of hearths to combustible material Table 3.12 Hearth and appliance adjacent to any part of a building
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.9 Fireplace recesses	A fireplace recess should be constructed of solid, non-combustible material in accordance with the recommendations in clauses 7 and 8 of BS 8303: Part 1: 1994 and to the minimum thickness shown in Figure 2 to BS 8303: Part 3: 1994. The recess should incorporate a constructional hearth	Table 3.13 Thickness of solid fuel appliance chamber components
Removal of products of combustion					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on the safe removal of products of combustion</i>	3.20 Combustion appliances – removal of products of combustion	Mandatory Standard 3.20 Every building must be designed and constructed in such a way that the products of combustion are carried safely to the external air without harm to the health of any person through leakage, spillage, or exhaust nor permit the re-entry of dangerous gases from the combustion process of fuels into the building	
		<i>Understand the term “products of combustion” for the various fuel types</i>	3.20.0 Introduction	The guidance to this standard includes design and construction issues relating to chimneys and flues. In 2010-11 Fire fighters attended 1565 chimney fires in Scotland. The main cause of these fires was inadequate maintenance of the chimneys, including routine cleaning of flues	
		<i>Ability to assess the specification and installation of a flue/chimney system</i>	3.20.1 Chimney and flue-pipe serving appliance burning any fuel	A chimney should be manufactured using products in accordance with the following standards: a. BS EN 1858: 2003, for concrete chimney blocks, or b. BS EN 1806: 2000, for clay chimney blocks, or c. BS EN 1457: 1999, for purpose made clay flue linings, or d. BS EN 1856-1: 2003, for a factory-made metal chimney, or e. a lining accepted for the purpose after testing of the chimney under the relevant conditions by a notified body	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Ability to assess the specification and installation of a flue/chimney system	3.20.2 Chimneys and flue-pipes serving solid fuel appliances	A flue in a chimney should be separated from every other flue and extend from the appliance to the top of the chimney. Every flue should be surrounded by non-combustible material that is capable of withstanding the effects of a chimney fire, without any structural change that would impair the stability or performance of the chimney	
		Ability to assess the specification and installation of a flue/chimney system	3.20.3 Chimneys and flue-pipes serving oil-firing appliances	A chimney or flue-pipe serving an oil-firing appliance should be constructed to the recommendations of BS 5410: Part 1: 1997 or OFTEC Technical Book 3 and OFTEC Standard OFS E106 as appropriate	
		Ability to assess the specification and installation of a flue/chimney system	3.20.4 Chimneys and flue-pipes serving gas-fired appliances	A chimney or flue-pipe should be constructed and installed in accordance with the following recommendations: a. BS 5440-1: 2000 b. Section 8 of publication 'IGE/UP/7 (Edition 2): 'Gas Installation in timber framed and light steel framed buildings', where the chimney or flue-pipe is in a timber frame building c. the appropriate recommendations of the combustion appliance manufacturer, where the flue-pipe is supplied as an integral part of the combustion appliance	
		Recognise the limitations of appliances fitted in bathrooms and bedrooms	3.20.5 Oil-firing appliances in bathrooms and bedrooms	Open-flued oil-firing appliances should not be installed in these rooms or any cupboard or compartment connecting directly with these rooms. Where locating a combustion appliance in such rooms cannot be avoided, the installation of a room-sealed appliance would be appropriate	
		Recognise the limitations of appliances fitted in bathrooms and bedrooms	3.20.6 Gas-fired appliances in bathrooms and bedrooms	Regulation 30 of the Gas Safety (Installations & Use) Regulations 1998 has specific requirements for room-sealed appliances in these locations	
		Understand the protection needed to flues and chimneys when passing through a room accessible space or cupboard	3.20.7 Protection of metal chimneys	Where the metal chimney passes through a room or accessible space such as a walk-in cupboard it should be protected in accordance with the recommendations of: • BS EN 12391-1: 2004, for solid fuel appliances • BS 5410: Part 1: 1997, for oil-firing appliances	
		Ability to assess the size of flues in relation to appliance served	3.20.8 Size of flues – solid fuel appliances	The size of a flue serving a solid fuel appliance should be at least the size shown in the table below and not less than the size of the appliance flue outlet or that recommended by the appliance manufacturer	Table 3.14 Thickness of solid fuel appliance chamber components Figure 3.48 Fireplace opening areas Figure 3.49 Flue sizing for larger solid fuel open fires
		Ability to assess the size of flues in relation to appliance served	3.20.9 Size of flues – oil-firing appliances	The cross sectional area of a flue serving an oil-firing appliance should be in accordance with the recommendations in BS 5410: Part 1: 1997 and should be the same size as the appliance flue spigot	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Ability to assess the size of flues in relation to appliance served	3.20.10 Size of flues – gas-fired appliances	The area of a flue serving a gas-fired appliance should have a size to ensure safe operation. A flue should be provided in accordance with the following recommendations: <ul style="list-style-type: none"> • Clause 9 of BS 5871-3: 2005, for a Decorative fuel-effect gas appliance • BS 5871-2: 2005, for an inset live fuel-effect gas appliance • BS 5440: Part 1: 2000, for any other gas-fired appliance 	
		Assess the adequate design of flues	3.20.11 Design of flues	A combustion appliance should be connected to a chimney that discharges to the external air	Figure 3.50 Flue-pipe connection to back-entry solid fuel appliance
		Assess the adequate design of flues	3.20.12 Openings in flues	The flue should have no intermediate openings	
		Assess the adequate design of flues	3.20.13 Access to flues	Access should be provided for inspection and cleaning of the flue and the appliance and therefore an opening that is fitted with a non combustible, rigid, gas-tight cover would be acceptable	
		Understand the limitations on the location of flues to avoid condensation	3.20.14 Location of metal chimneys	To minimise the possibility of condensation in a metal chimney, it should not be fixed externally to a building, but should be routed inside the building	
		Assess the adequate design of flues	3.20.15 Terminal discharges at low level	Combustion gasses at the point of discharge can be at a high temperature	
		Assess the adequate design of flues	3.20.16 Terminal discharge from condensing boilers	The condensate plume from a condensing boiler can cause damage to external surfaces of a building if the terminal location is not carefully considered. The manufacturer's instructions should be followed	
		Assess the adequate design of flues	3.20.17 Solid fuel appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or flammable or vulnerable materials	Figure 3.54 Solid fuel – flue outlets. Table 3.12 Minimum dimension to flue outlets Figure 3.55 Combustible roof coverings Table 3.13 Location of flue terminals relative to easily ignitable roof coverings
		Assess the adequate design of flues	3.20.18 Oil-firing appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or combustible material	Figure 3.56 Oil-firing – flue outlets Table 3.14 Flue terminal positions for oil-firing appliances Figure 3.57 Separation between a boundary and terminal at right angles
		Assess the adequate design of flues	3.20.19 Gas-fired appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or combustible material	Figure 3.58 Gas-fired – flue outlets Table 3.15 Flue terminal positions for gas-fired appliances Figure 3.59 Separation between a boundary and terminal at right angles

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Assess the specification and location of carbon monoxide detectors</i>	3.20.20 Carbon monoxide detection	In order to alert occupants to the presence of levels of carbon monoxide which may be harmful to people, a detection system should be installed in all dwellings	
Air for combustion					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on air for combustion</i>	3.21 Combustion appliances – air for combustion	Mandatory Standard 3.21 Every building must be designed and constructed in such a way that each fixed combustion appliance installation receives air for combustion and operation of the chimney so that the health of persons within the building is not threatened by the build-up of dangerous gases as a result of incomplete combustion	
		<i>Understand the terms “air for combustion” and “air for cooling”</i>	3.21.0 Introduction	All combustion appliances need ventilation to supply them with oxygen for combustion	
		<i>Ability to assess the quantity and specification for combustion air facilities</i>	3.21.1 Supply of air for combustion generally	A room containing an open-flued appliance may need permanently open air vents	
		<i>Ability to assess the quantity and specification for combustion air facilities</i>	3.21.2 Supply of air for combustion to solid fuel appliances	A solid fuel appliance installed in a room or space should have a supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space (including a sub-floor space) that is itself permanent ventilated direct to the open air. An air supply should be provided in accordance with the following table	Table 3.16 Supply of air for combustion
		<i>Ability to assess the quantity and specification for combustion air facilities</i>	3.21.3 Supply of air for combustion to oil-firing appliances	An oil-firing appliance installed in a room or space should have a supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space which is itself permanently ventilated direct to the open air	
		<i>Ability to assess the quantity and specification for combustion air facilities</i>	3.21.4 Supply of air for combustion to gas-fired appliances	A gas-fired appliance installed in a room or space should have a supply of air for combustion	
		<i>Ability to assess the installation and specification of a flueless appliance</i>	3.21.5 Flue-less gas heating appliances	As condensation could occur when flue-less appliances are used as the only means of heating a room or space then notwithstanding BS 5440-2:2000, the appliance standard BS 5871-4: 2007 provides additional installation and ventilation guidance for independent flue-less gas fires, convector heaters and heating stoves with a heat input of not more than 6kW in a domestic building or a commercial building	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Air for cooling					
	3Ae) Environment Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on air for cooling</i>	3.22 Combustion appliances – air for cooling	Mandatory Standard 3.22 Every building must be designed and constructed in such a way that each fixed combustion appliance installation receives air for cooling so that the fixed combustion appliance installation will operate safely without threatening the health and safety of persons within the building	
		<i>Understand the terms “air for combustion” and “air for cooling”</i>	3.22.0 Introduction	In some cases, combustion appliances may need air for cooling in addition to air for combustion	
		<i>Assess the limitations when appliances are situated in compartments/cupboards etc.</i>	3.22.1 Appliance compartments	Where appliances require cooling air, appliance compartments should be large enough to enable air to circulate and high and low level vents should be provided	
		<i>Ability to assess the quantity and specification for cooling air facilities</i>	3.22.2 Supply of air for cooling to oil-firing appliances	An oil-firing appliance installed in an appliance compartment should have a supply of air for cooling by way of permanent ventilation, in addition to air for combustion, either direct to the open air or to an adjoining space	
		<i>Ability to assess the quantity and specification for cooling air facilities</i>	3.22.3 Supply of air for cooling to gas-fired appliances	A gas-fired appliance installed in an appliance compartment should have supply of air for cooling	

Section 3: Environment: Domestic Technical Handbook – Competency Matrix: 3Af) Environment Domestic Storage Fuel & Waste – Protection from fire – containment – waste storage – general waste – dungsteeds and farm effluent

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Storage of fuel and waste storage					
3Af) Environment Domestic Storage Fuel & Waste:		<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>
STORAGE – FUEL – BIOMASS – OIL – WASTE					
Protection from fire					
3Af) Environment Domestic Storage Fuel & Waste:		<i>Understand the scope and limitations of the protection against fire spread in the storage of fuel</i>	3.23 Fuel storage – protection from fire	<p>Mandatory Standard 3.23 Every building must be designed and constructed in such a way that</p> <p>a. an oil storage installation, incorporating oil storage tanks used solely to serve a fixed combustion appliance installation providing space heating or cooking facilities in a building, will inhibit fire from spreading to the tank and its contents from within, or beyond, the boundary</p> <p>b. a container for the storage of woody biomass fuel will inhibit fire from spreading to its contents from within or beyond the boundary</p> <p>Limitation: This standard does not apply to portable containers</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the limitations of the application of this standard</i>	3.23.0 Introduction	The guidance on oil relates only to its use solely where it serves a combustion appliance providing space heating or cooking facilities in a building	
		<i>Ability to assess the location of fuel storage facilities in relation to buildings and boundaries</i>	3.23.1 Separation of oil tanks from buildings and boundaries	Every fixed oil tank with a capacity of more than 90 litres should be located at a distance from a building to reduce the risk of the fuel that is being stored from being ignited if there is a fire in the building	Table 3.17 Location of oil storage tank not more than 3500 litres capacity
		<i>Assess the specification of safety measures to avoid fire spread</i>	3.23.2 Additional fire protection	The fire valve on the fuel feed, should be fitted in accordance with clause 8.3 of BS 5410: Part 1: 1997 and OFTEC Technical Book 3	
		<i>Assess the need for and the application of additional protective measures when fuel storage is within a building</i>	3.23.3 Storage within a building	Where a storage tank is located inside a building, additional safety provisions should be made	
		<i>Understand the application of this standard for both oil storage and for the storage and delivery of biomass products</i>	3.23.4 Bulk storage of woody biomass fuel	Defines standards for the economic storage and movement of biomass material	Table 3.18 Bulk storage of woody biomass fuel Table 3.21 Bulk storage of woody biomass fuel Table 3.23 (Non-Domestic) Woody fuel storage recommendations for 100% heating
Containment					
	3Af) Environment Domestic Storage Fuel & Waste:	<i>Understand the application of this standard for both oil storage and for the storage and delivery of biomass products</i>	3.24 Fuel storage – containment	Mandatory Standard 3.24 Every building must be designed and constructed in such a way that: a. an oil storage installation, incorporating oil storage tanks used solely to serve a fixed combustion appliance installation providing space heating or cooking facilities in a building will: reduce the risk of oil escaping from the installation; contain any oil spillage likely to contaminate any water supply, ground water, watercourse, drain or sewer; and permit any spill to be disposed of safely b. the volume of woody biomass fuel storage allows the number of journeys by delivery vehicles to be minimised Limitation: This standard does not apply to portable containers	
		<i>Understand the scope and limitations of the protection against ground contamination in the storage of fuel</i>	3.24.0 Introduction	Oil is a common and highly visible form of water pollution. Information on woody biomass fuel can be found on the BSD website under: 'Storage of woody biomass fuel for heating equipment' https://www.webarchive.org.uk/wayback/archive/20141130101344mp_/http://www.scotland.gov.uk/Resource/0038/00387492.pdf	

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		<i>Ability to assess the construction and specification of fuel storage facilities</i>	3.24.1 Construction of oil storage tanks	Fixed oil storage tanks between 90 and 2500 litres and the fuel feed system connecting them to a combustion appliance should be strong enough to resist physical damage and corrosion so that the risk of oil spillage is minimised	
		<i>Ability to assess the construction and specification of fuel storage facilities</i>	3.24.2 Installation of oil storage tanks	Tanks of more than 2500 litres, and their associated pipework must be installed in accordance with the requirements of Regulation 6 of The Water Environment (Oil Storage) (Scotland) Regulations 2006. Oil storage containers up to 2500 litres serving domestic buildings will be deemed to be authorised if they comply with the building regulations	Tanks with a capacity of more than 90 litres but not more than 2500 litres and the fuel feed system connecting them to a combustion appliance should be installed in accordance with the recommendations of BS 5410: Part 1: 1997
		<i>Assess the need for a catch pit as a form of containment</i>	3.24.3 Secondary containment	Externally located, above ground, oil tanks with a capacity of not more than 2500 litres serving a domestic building should be provided with a catchpit or be integrally banded if subject to any of the hazards	Table 3.22 Provisions of a catchpit
		<i>Understand the storage and delivery of biomass products</i>	3.24.4 Storage containers for solid biomass fuel	In order to best exploit the advantages achieved through the use of woody biomass as low carbon technology it is recommended that wood fuel storage provision is of a size that will ensure bulk deliveries need not be made at intervals of less than 3 months for bulk storage and 6 months for small installations	Table 3.19 Bulk woody biomass fuel storage: 100% heating (primary) and DHW. Table 3.20 Woody biomass fuel storage: secondary heating
WASTE STORAGE – General waste; farm effluent etc.					
	3Af) Environment Domestic Storage Fuel & Waste:	<i>Understand the scope and limitations of the standards controlling solid waste storage</i>	3.25 Solid waste storage	Mandatory Standard 3.25 Every building must be designed and constructed in such a way that accommodation for solid waste storage is provided which: a. permits access for storage and for the removal of its contents b. does not threaten the health of people in and around the building c. does not contaminate any water supply, ground water or surface water Limitation: This standard applies only to a dwelling	APPLIES ONLY TO A DWELLING
		<i>Understand the term “solid waste storage”</i>	3.25.0 Introduction	Currently local authorities meet their obligations in different ways and designers need to be aware of these local initiatives and make suitable provision in their designs Flats and maisonettes generally have communal storage with the associated risks to health and the environment	

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		<i>Ability to assess and accept/reject a solid waste storage collection point</i>	3.25.1 Solid waste storage point	Every flat and maisonette should be provided with a solid, washable hard-standing large enough to accommodate a waste container (or containers) such as a wheeled bin or some other container as specified by the waste collection authority. The hard-standing and access to the contents of the container should be readily accessible to allow removal	
		<i>Ability to assess the adequate/safe enclosure of solid waste storage containers</i>	3.25.2 Enclosed storage	Where enclosures, compounds or storage rooms are provided they should allow space for filling and emptying and provide a clear space of at least 150mm between and around the containers. Communal enclosures with a roof that are also accessible to people should be at least 2m high while individual enclosures of wheeled bins only need to be high enough to allow the lid to open	
		<i>Ability to assess and accept/reject a solid waste storage collection point, including access to it.</i>	3.25.3 Solid waste collection point	The hard-standing may be a collection point designated by the waste collection authority where the container can be removed or emptied	
		<i>Ability to determine adequate washing down and disposal from this operation</i>	3.25.4 Provision for washing down	Where communal solid waste storage is located within a building, such as where a refuse chute is utilised, the storage area should have provision for washing down and draining the floor into a wastewater drainage system	
		<i>Assess protections against access by vermin</i>	3.25.5 Security against vermin	Any enclosure for the storage of waste should be so designed as to prevent access by vermin unless the waste is to be stored in secure containers with close fitting lids, such as wheeled bins. The enclosure should not permit a sphere of 15mm diameter to pass through at any point	
Dungsteads and farm effluent tanks					
	3Af) Environment Domestic Storage Fuel & Waste:	<i>Understand the scope and limitations of standard to control the storage of farm waste</i>	3.26 Dungsteads and farm effluent tanks	Mandatory Standard 3.26 Every building must be designed and constructed in such a way that there will not be a threat to the health and safety of people from a dungstead and farm effluent tank	
		<i>Understand the terms "dungsteads and farm effluent"</i>	3.26.0 Introduction	The guidance to this standard should not be read in isolation. Appropriate sections of other legislation, such as the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (Scotland) Regulations 2003 and The Water Environment (Controlled Activities) (Scotland) Regulations 2011, as amended would also normally require to be met	The Scottish Environmental Protection Agency is the body responsible for enforcing these environmental regulations and further information may be obtained from their website www.sepa.org.uk

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess the potential for contamination from the escape of effluent</i>	3.26.1 Construction of dungsteads and farm effluent tanks	Every dungstead or farm effluent tank, including a slurry or silage effluent tank should be constructed in such a manner so as to prevent the escape of effluent through the structure that could cause ground contamination or environmental pollution. The construction should also prevent seepage and overflow that might endanger any water supply or watercourse	
		<i>Assess the suitable location of farm storage arrangements</i>	3.26.2 Location of dungsteads and farm effluent tanks	Every dungstead or farm effluent tank, including a slurry or silage effluent tank should be located at a distance from a premises used wholly or partly for the preparation or consumption of food so as not to prejudice the health of people in the food premises. The dungstead or farm effluent tank should be located at least 15m from the food premises	
		<i>Ability to assess the adequate/safe enclosure of farm waste storage containers</i>	3.26.3 Safety of dungsteads and farm effluent tanks	Covers or fencing should be in accordance with the relevant recommendations of Section 8 of BS 5502: Part 50: 1993	

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3B Environment Non-Domestic Introduction and Background:

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Non-Domestic – Environment – INTRODUCTION AND BACKGROUND					
		<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – http://www.snipef.org/approved-certifiers.htm</p>

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Ba) Environment Non-Domestic Site Preparation: Site Investigation – Harmful and Dangerous Substances – Radon – Flooding & Ground Water – Moisture from the Ground – Existing Drains

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Site Investigation – Harmful and Dangerous Substances – Radon – Flooding & Ground Water – Moisture from the Ground – Existing Drains					
	3Ba) Environment Non-Domestic Site Preparation:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNPEF) – http://www.snipef.org/approved-certifiers.htm</p>
SITE PREPARATION – SITE INVESTIGATION – RADON; FLOODING & GROUND WATER; MOISTURE FROM THE GROUND; EXISTING DRAINS					
Site Preparation – harmful and dangerous substances					
	3Ba) Environment Non-Domestic Site Preparation:		3.1 Site preparation – harmful and dangerous substances	<p>Mandatory Standard 3.1 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of people in or around the building due to the presence of harmful or dangerous substances</p> <p>Limitation:</p> <p>This standard does not apply to the removal of unsuitable material, including turf, vegetable matter, wood, roots and topsoil on the site of a building (other than a dwelling) intended to have a life not exceeding the period specified in regulation 6</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the term “harmful or dangerous substances”</i>	3.1.0 Introduction	Land contamination is an unwanted legacy of Britain’s long industrial history. Harmful or dangerous substances include deposits of faecal or animal matter and any substance, or mixture of substances, which is, or could become, corrosive, explosive, flammable, radioactive or toxic or which produces, or could produce, any gas likely to have any such characteristic	
		<i>Ability to assess the affect ground conditions have on foundation design and stability of adjacent buildings</i>	3.1.1 Preparation of a site	Surface soil and vegetable matter can be detrimental to a buildings structure if left undisturbed within the building footprint	Guidance Clause 3.4 Clause 3.4.7 Tanking Guidance Clause 1.1.4 Nature of ground – foundation design
		<i>Ability to assess need for action to remove harmful and dangerous substances</i>	3.1.2 Harmful or dangerous substances	Because of their hazardous qualities, any ground below and immediately adjoining (see clause 3.1.1) a building should have them removed or made safe	Guidance Clause 3.1.5 Remedial action
		<i>Ability to assess hazardous material and contaminants</i>	3.1.3 Hazard identification and assessment		
			3.1.4 Development on land that may be contaminated	Describes planning conditions relative to contaminated land	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.5 Land not initially identified as being contaminated	There may be occasions when land containing harmful or dangerous substances has not been identified at the planning stage, and the presence of contaminants is only suspected later	Table 3.1 Possible contaminants and actions
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.6 Risk management techniques	There are a range of options for managing the risk of contamination. This can include removal or treatment of the contaminant source or breaking the pathway by which contaminants can present a risk to receptors:	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.7 Land affected by contamination	The National House Building Council (NHBC) https://www.nhbc.co.uk/binaries/content/assets/nhbc/products-and-services/tech-advice-and-guidance/guidance-for-the-safe-development-of-housing-on-land-affected-by-contamination.pdf together with the Environment Agency, has produced a guidance document ‘Guidance for the Safe Development of Housing on Land Affected by Contamination’	
		<i>Ability to assess actions required to deal with contaminated land</i>	3.1.8 Re-development of industrial land	Describes potential difficulties on sites which were previously in industrial use	BS 10175: 2001, ‘Investigation of potentially contaminated sites, Code of Practice’
		<i>Ability to assess actions required to deal with contaminated land issues re materials and services</i>	3.1.9 Risks to construction materials and services	Buildings, and the materials they are constructed from, are classed as receptors and therefore may be subject to damage if they come into contact with contaminated land. A principal concern is that any attack or damage from ground contaminants may affect the structural integrity or serviceability of the building and present a health and safety threat	Table 3.2 Substance Affecting Materials BRE publication BR 255:1994 ‘Performance of Building Materials in Contaminated Land’ provides detailed guidance on the vulnerability of building materials to the hazards arising from contamination

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Radon gas					
	3Ba) Environment Non-Domestic Site Preparation:		3.2 Site preparation – protection from radon gas	Mandatory Standard 3.2 Every building must be designed and constructed in such a way that there will not be a threat to the health of people in or around the building due to the emission and containment of radon gas	
		<i>Understand the term “radon gas”</i>	3.2.0 Introduction	Radon is a naturally occurring, radioactive, colourless and odourless gas that is formed where uranium and radium are present	
		<i>Awareness of radon maps</i>	3.2.1 Radon probability areas	“Radon probability areas” have been designated by testing dwellings	Radon maps – The Health Protection Agency (HPA) (now Public Health England (PHE)) and the British Geological Society jointly worked on detailing mapping in Scotland of radon potential
		<i>Ability to assess actions required to deal with radon gas protective works</i>	3.2.2 Protection from radon gas	A site, and ground immediately adjoining a site, should have radon gas made safe so that it is not allowed to be contained in a building at levels that are considered harmful to health. The term ‘ground immediately adjoining’ is intended to cover ground that is disturbed as a direct result of the works	Additional guidance on the installation of radon protection measures in large buildings is available in BRE Good Building Guide GG 75 “Radon protection for new large buildings”. This publication should be read in conjunction with BR 211
Flooding and ground water					
	3Ba) Environment Non-Domestic Site Preparation:	<i>Understand the issues around flooding and water contamination on construction works, buildings and occupiers</i>	3.3 Flooding and groundwater	Mandatory Standard 3.3 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of flooding and the accumulation of groundwater	
		<i>Awareness of SEPA Flood maps</i>	3.3.0 Introduction	The effects of flooding on a building can include significant damage to materials, services and structure. Contamination could result where waste water drainage is present in the floodwater. Where there is a risk that flooding can affect a building it is important that any proposed construction is designed to be more resistant or resilient	The Scottish Environment Protection Agency (SEPA) provides flood risk information on their indicative river and coastal interactive flood maps on their website http://www.sepa.org.uk/
		<i>Understand a field drainage system</i>	3.3.1 Groundwater	Ground below and immediately adjoining a dwelling that is liable to accumulate groundwater, at a level that could affect the structure or penetrate the building, requires subsoil drainage or other dewatering treatment to be provided to mitigate against the harmful effects of such water	Field drains, where provided, should be laid in accordance with the recommendations in clause 10 of BS 8301: 1985 Surface water run-off to adjacent sites – with the removal of topsoil from a development site, developers should be aware of the dangers from possible surface water run-off from their building site to other properties

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess and design a sustainable surface water drainage system</i>	3.3.2 Flood risk assessment	Any identified site specific risk of flooding to a building or its occupants should be assessed to allow sustainable design mitigation	For site specific flood risk assessments the CIRIA document 'Development and Flood Risk – guidance for the construction industry' (C624) 2004 provides detailed guidance on carrying out flood risk assessment and suggests design considerations for developers
		<i>Ability to apply standards applicable to achieve resilient construction</i>	3.3.3 Resilient construction in flood risk areas	Where it is intended to develop in areas that may be at some identified risk of flooding, buildings should be designed and constructed to offer a level of flood resistance and resilience that can reduce the flood impact on structure and materials	CIRIA document 'Improving the Flood Performance of New Buildings – Flood Resilient Construction and the 'The Design Guidance on Flood Damage to Dwellings, 1996'
Moisture from the ground					
	3Ba) Environment Non-Domestic Site Preparation:		3.4 Moisture from the ground	Mandatory Standard 3.4 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture penetration from the ground	
		<i>Understand the effects of ground water/moisture from the ground can have on buildings and health</i>	3.4.0 Introduction	Water is the prime cause of deterioration in building materials and constructions and the presence of moisture encourages growth of mould that is injurious to health	
			3.4.1 Treatment of building elements adjacent to the ground	Floors, walls or other building elements adjoining the ground should be constructed in accordance with the following recommendations	
		<i>Ability to interpret construction details for floors subject to moisture penetration from the ground</i>	3.4.2 Ground supported concrete floors 3.4.3 Suspended concrete floors 3.4.4 Suspended timber floors	Describes various specifications for dealing with moisture from the ground and effects for floor types listed	
		<i>Ability to interpret construction details for walls subject to moisture penetration from the ground</i>	3.4.5 Walls at or near ground level	Walls at or near ground level should be constructed in accordance with the recommendations of BS 8102: 1990	BS 8102: 1990
		<i>Ability to interpret construction details for floors at or near ground level subject to moisture penetration from the ground</i>	3.4.6 Floors at or near ground level	Floors at or near ground level should be constructed in accordance with the recommendations in Clause 11 of CP 102: 1973. However the ventilation of the subfloor as described in Clause 11.8.4 of CP 102: 1973 is not recommended but should be provided as described in clause 3.4.4 for suspended timber floors	Guidance Clause 3,4,4
		<i>Ability to interpret construction details for basements below ground level subject to moisture penetration from the ground</i>	3.4.7 Structures below ground, including basements	Structures below ground, including basements, should be constructed in accordance with the recommendation of BS 8102:1990	BS 8102: 1990

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Existing drains					
	3Ba) Environment Non-Domestic Site Preparation:		3.5 Existing drains	Mandatory Standard 3.5 Every building must not be constructed over an existing drain (including a field drain) that is to remain active Limitation: This standard does not apply where it is not reasonably practicable to re-route an existing drain	
			3.5.0 Introduction	The purpose of this standard is to ensure that existing drains continue to function properly without causing harm to the building or to the health of the occupants	
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.1 Existing drains	Where a building site requires that an existing drain (including a field drain) must remain active and be rerouted or retained, particular methods of construction and protection should be carefully considered. The guidance contained in clauses 3.5.2, 3.5.3 and 3.5.4 should be taken into account and any new drain should be constructed in accordance with the guidance to Standards 3.6 and/ or 3.7	Guidance Clauses 3.4.2; 3.5.3; 3.5.4; and Standard 3.6 and 3.7
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.2 Re-routing of drains	Describes what should be done if buildings encroach on existing drains	
		<i>Ability to interpret the affect of construction works on existing drains</i>	3.5.3 Re-construction of drains	Describes what should be done if buildings encroach on existing drains	It is recommended that manholes are not located within a dwelling
		<i>Ability to interpret the affect of construction works on existing drains including allowing for movement</i>	3.5.4 Drains passing through structures	Describes what should be done if buildings encroach on existing drains. Drains or sewers should be constructed and laid in accordance with the recommendations of BS EN 1610: 1998	See need for flexibility joints
		<i>Ability to interpret the affect of construction works on existing drains including sealing against vermin</i>	3.5.5 Sealing disused drains	Describes what should be done if buildings encroach on existing drains	See need to consult Water Authority if existing drain is a sewer vested in the public authority

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Bb) Environment Non-Domestic Drainage:
 Drainage – Surface Water Drainage – Public Wastewater Drainage -Public – Private Wastewater Treatment Plants – Infiltration Systems

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Drainage					
	3Bb) Environment Non-Domestic Drainage:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>
DRAINAGE – SURFACE WATER PUBLIC – PRIVATE; WASTEWATER PUBLIC – PRIVATE; WASTEWATER TREATMENT – PLANTS; INFILTRATION SYSTEMS					
Surface water drainage					
	3Bb) Environment Non-Domestic Drainage:		3.6 Surface water drainage	<p>Mandatory Standard 3.6 Every building, and hard surface within the curtilage of a building, must be designed and constructed with a surface water drainage system that will:</p> <p>a. ensure the disposal of surface water without threatening the building and the health and safety of the people in or around the building</p> <p>b. have facilities for the separation and removal of silt, grit and pollutants</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the scope and limitations of the term "surface water drainage"</i>	3.6.0 Introduction	It is essential that the surface water from buildings is removed safely without damage to the building, danger to people around the building and does not pose a risk to the environment by flooding or pollution	For safety reasons it is essential that surface water is not permitted to collect or remain on all access routes to buildings, particularly with elderly and disabled people in mind. Ponding in winter can cause slippery surfaces that can be a hazard to pedestrians
		<i>Understand the purpose of surface water disposal</i>	3.6.1 Surface water drainage from buildings	Every building should be provided with a drainage system to remove rainwater from the roof, or other areas where rainwater might accumulate, without causing damage to the structure or endangering the health and safety of people in and around the building	
		<i>Ability to interpret the works required to facilitate safe disposal of surface water</i>	3.6.2 Surface water drainage of paved surfaces	Every building should be provided with a drainage system to remove surface water from paved surfaces	a. incorporating SUD system techniques as in clause 3.6.4, or. b. using a traditional piped drainage system as in clause 3.6.8
		<i>Ability to interpret the works required to facilitate safe disposal of surface water including protecting the building and foundations</i>	3.6.3 Surface water discharge	Surface water discharged from a building and a hard surface within the curtilage of a building should be carried to a point of disposal that will not endanger the building, environment or the health and safety of people around the building	Discharge from a soakaway should not endanger the stability of the building
		<i>Ability to assess and design a sustainable surface water drainage system</i>	3.6.4 Sustainable Urban Drainage Systems	Fundamental to a successful SUD system is a management train that allows for a range of components to be incorporated for control or management of surface water	The CIRIA document C753 'The SUDS Manual' 2015 https://www.ciria.org/ltemDetail?iProductCode=C753F&Category=FREEPUBS&WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91 SEPA provides guidance in their SUDS Advice Note – 'Brownfield Sites' https://www.sepa.org.uk/media/151526/suds_brownfield.pdf
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a small soakaway. Ability to carry out and supervise and accept/reject a porosity test</i>	3.6.5 Soakaway serving small buildings	Soakaways have been the traditional method of disposal of surface water from buildings and paved areas where no mains drainage exists	
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a free draining surface. Ability to carry out and supervise and accept/reject a porosity test</i>	3.6.6 Surface water run-off from small paved areas	Free draining surface water run-off may be appropriate for small paved areas, such as access paths to small buildings	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand and be capable of applying standards for the safe and workable disposal of surface water via a recycling via harvesting</i>	3.6.7 Rainwater harvesting	Rainwater harvesting systems allow surface water run-off from dwellings or hardstanding areas to be collected, stored and distributed thereby reducing the demand for potable water, the load on drainage systems and surface water run-off that can lead to incidents of flooding. The re-use of surface water can produce benefits to the home owner and the environment and therefore is recommended	
		<i>Understand the components of a traditional surface water drainage system including pipeline specifications, gradients, access requirements</i>	3.6.8 Traditional drainage systems	Where a traditional piped system is required it should be designed and constructed in accordance with the guidance in National Annex NE of BS EN 752: 2008	
		<i>Understand the need to stop unauthorised material entry into a surface water system</i>	3.6.9 Discharges into a drainage system	Where a discharge into a traditional drainage system contains silt or grit, for example from a hard standing with car wash facilities, there should be facilities for the separation of such substances. Removable grit interceptors should be incorporated into the surface water gully pots to trap the silt or grit. Where a discharge into a drainage system contains oil, grease or volatile substances, for example from a vehicle repair garage, there should be facilities for the separation and removal of such substances. The recommendations in the following draft European Standards should be followed: a. BS EN 858-1: 2002 for light liquids such as oil or petrol b. BS EN 1825-2: 2002 for grease The use of emulsifiers to break up any oil or grease in the drain is not recommended as they can cause problems further down the system	
		<i>Ability to witness and accept/ reject a surface water drainage test</i>	3.6.10 Testing	A surface water drainage system should be tested to ensure the system is laid and is functioning correctly. Testing should be carried out in accordance with the guidance in BS EN 1610: 1998	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Public wastewater drainage					
	3Bb) Environment Non-Domestic Drainage:		3.7 Wastewater drainage	Mandatory Standard 3.7 Every wastewater drainage system serving a building must be designed and constructed in such a way as to ensure the removal of wastewater from the building without threatening the health and safety of people in or around the building, and: a. that facilities for the separation and removal of oil, fat, grease and volatile substances from the system are provided b. that discharge is to a public sewer or public wastewater treatment plant, where it is reasonably practicable to do so, and c.. where discharge to a public sewer or public wastewater treatment plant is not reasonably practicable that discharge is to a private wastewater treatment plant or septic tank Limitation: Standard 3.7(a) does not apply to a dwelling	
		<i>Understand the purpose of wastewater disposal</i>	3.7.0 Introduction	This guidance applies to wastewater systems that operate essentially under gravity	
		<i>Ability to interpret specifications for services materials and installation</i>	3.7.1 Sanitary pipework	Sanitary pipework should be constructed and installed in accordance with the recommendations in BS EN 12056-2: 2000	BS EN 12056-2: 2000
		<i>Recognise when flooding of basement is likely to occur</i>	3.7.2 Sanitary appliances below flood level	Wastewater lifting plants should be constructed in accordance with BS EN 12056-4: 2000	BS EN 12056-4: 2000
		<i>Understand the purpose of wastewater disposal</i>	3.7.3 Drainage system outside a building	A drainage system outside a building, should be constructed and installed in accordance with the recommendations in BS EN 12056-1: 2000, BS EN 752: 2008 and BS EN 1610: 1998	
		<i>Apply the access and connection needs between a private drain and a public sewer. Understand the need to consult with the Water Authority.</i>	3.7.4 Connection to a public sewer	Where a private drain discharges into a public sewer, normally at the curtilage of a building, some form of access should be provided for maintenance and to allow a satisfactory connection	
		<i>Understand the new work requirements when an existing combined sewer exists</i>	3.7.5 (Domestic) Combined sewers	A separate drainage system carrying wastewater and surface water therefore should be constructed within the curtilage of a building even if it connects to a combined sewer to facilitate the upgrading of the combined sewer at a later date	
		<i>Ability to determine the correct drainage system in alteration conversion work</i>	3.7.5 Conversions and extensions	A careful check should be made before breaking into an existing drain to ensure it is the correct one and a further test carried out after connection, such as a dye test, to confirm correct connection	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Recognise a future public sewer</i>	3.7.6 Sewers intended for vesting	Where it is intended that a private sewer (a sewer connecting 2 or more buildings that are privately owned and maintained) will be vested in the Water Authority, construction and installation should be in accordance with the requirements of 'Sewers for Scotland'	Sewers for Scotland
		<i>Understand the need for ventilation of a drainage system</i>	3.7.7 Ventilation of a drainage system	A Wastewater drainage system serving a building should be ventilated to limit the pressure fluctuations within the system and minimise the possibility of foul air entering the building	
		<i>Understand the need to stop unauthorised material entry into a wastewater system</i>	3.7.8 Discharges into a drainage system	Where a discharge into a drainage system contains oil, fat, grease or volatile substances, for example from a commercial kitchen, there should be facilities for the separation and removal of such substances	
		<i>Ability to interpret the correct recycling of greywater</i>	3.7.9 Greywater recycling	Where a greywater system is to be installed it should be designed and installed in accordance with the Water Byelaws 2004, the Water Regulations Advisory Scheme (WRAS)	Information and Guidance Notes 9-02-04 and 9-02-05, 1999 and the CIRIA publication CIRIA C539: 'Rainwater and Greywater use in Buildings: Best Practice Guidance'
		<i>Ability to witness and accept/reject a surface water drainage test</i>	3.7.10 Testing	A wastewater drainage system should be tested to ensure the system is laid and is functioning correctly. Testing should be carried out in accordance with the guidance in:	a. National Annex NG of BS EN 12056-2: 2000, for sanitary pipework b. BS EN 1610: 1998, for a drainage system under and around a building
		<i>Understand the options for final disposal from a wastewater drainage system</i>	3.7.11 Wastewater discharge	A wastewater drainage system should discharge to a public sewer or public wastewater treatment plant provided under the Sewerage (Scotland) Act 1968, where it is reasonably practicable to do so. Discharge of greywater may be via a water closet when the installation is in accordance with the guidance provided in clause 3.7.9. Where it is not possible to discharge to a public system, for example in the countryside where there is no public sewer, other options are available, as described in the guidance to Standards 3.8 and 3.9: Private wastewater treatment systems	
Private wastewater treatment plants – infiltration systems					
	3Bb) Environment Non-Domestic Drainage:	<i>Understand the principles of a private wastewater treatment plant</i>	3.8 Private wastewater treatment systems – treatment plants	Mandatory Standard 3.8 Every private wastewater treatment plant or septic tank serving a building must be designed and constructed in such a way that it will ensure the safe temporary storage and treatment of wastewater prior to discharge	Standard 3.9

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			3.8.0 Introduction	Although a septic tank is a basic form of treatment plant, it has been specifically mentioned in the guidance to clarify the recommendations Package treatment plant is the term applied to a range of systems engineered to treat a given hydraulic and organic load using prefabricated components that can be installed with minimal site work	
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.1 Treatment plants	Treatment plants provide suitable conditions for the settlement, storage and partial decomposition of solids that need to be removed at regular intervals	
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.2 Treatment plant covers	The settlement tank of a private wastewater plant and a septic tank should have a securely sealed, solid cover that is capable of being opened by 1 person using standard operating keys	
		<i>Ability to assess and apply design standards for private wastewater treatment plants</i>	3.8.3 Inspection and sampling	A private wastewater plant and septic tank should be provided with a chamber for the inspection and sampling of the wastewater discharged from the tank	
		<i>Understand and apply the space standards for the location of private wastewater treatment plants</i>	3.8.4 Location of a treatment plant	To prevent any such damage therefore, every part of a private wastewater plant and septic tank should be located at least 5m from a building Every part of a private wastewater plant and septic tank should be located at least 5m from a boundary in order that an adjoining plot is not inhibited from its full development potential	
		<i>Understand the need to seek advice/info from SEPA on private wastewater treatment plants</i>	3.8.5 Discharges from septic tanks and treatment plants	Where mains drainage is not available, it may be possible to discharge treated wastewater to ground via an infiltration system, as described in clause 3.9.2, or to a water course, loch or coastal waters	Standard 3.9 SEPA will require an authorisation, under the terms of the Water Environment (Controlled Activities)(Scotland) Regulations 2005 to be applied for all discharges of sewage effluent whether to ground via an infiltration system or to a watercourse
		<i>Ability to interpret access requirements to private wastewater treatment plants</i>	3.8.6 Access for desludging	A private wastewater treatment plant and septic tank should be provided with an access for desludging. The desludging tanker should be provided with access to a working area	
		<i>Understand labelling</i>	3.8.7 Labelling	The label should describe the recommended maintenance necessary for the system	
Infiltration systems					
		<i>Understand the principles of a private wastewater treatment plant infiltration systems</i>	3.9 Private wastewater treatment systems – infiltration systems	Mandatory Standard 3.9 Every private wastewater treatment system serving a building must be designed and constructed in such a way that the disposal of the wastewater to ground is safe and is not a threat to the health of the people in or around the building	Standard 3.8

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to carry out and supervise and accept/reject a percolation test.</i>	3.9.0 Introduction 3.9.1 Assessing the suitability of the ground	The guidance to this standard deals with discharges to land via infiltration systems An infiltration system serving a private wastewater treatment plant, septic tank or for greywater should be constructed in ground suitable for the treatment and dispersion of the wastewater discharged	
		<i>Ability to assess the options available for the design and installations of a private wastewater infiltration system</i>	3.9.2 Design of infiltration fields	An infiltration system serving a private wastewater treatment plant or septic tank should be designed and constructed to suit the conditions as determined by the ground into which the treated wastewater is discharged	
		<i>Ability to assess the options available for the design and installations of a greywater disposal system</i>	3.9.3 Greywater disposal	The disposal of greywater (from baths, showers, washbasins, sinks and washing machines) may be accomplished by an infiltration field	
		<i>Ability to determine the correct location of an infiltration system in relation to water sources</i>	3.9.4 Location of infiltration fields – pollution	An infiltration system serving a private wastewater treatment plant or septic tank should be located to minimise the risk of pollution	
		<i>Ability to determine the correct location of an infiltration system in relation to buildings</i>	3.9.5 Location of infiltration fields – damage to buildings	Research has shown that there are no health issues that dictate a safe location of an infiltration field relative to a building. However damage to the foundations of a building is likely to occur where discharge is too close to the building. It is sensible to ensure that any water bearing strata directs any effluent away from the building	

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Bc) Environment Non-Domestic Moisture Control: Precipitation – Ventilation – Condensation

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Moisture Control – Precipitation – Ventilation – Condensation					
	3Bc) Environment Non-Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>
PRECIPITATION – VENTILATION – CONDENSATION					
Precipitation					
	3Bc) Environment Non-Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Understand the scope and limitations of this standard in relation to precipitation</i>	3.10 Precipitation	<p>Mandatory Standard 3.10 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture from precipitation penetrating to the inner face of the building</p> <p>Limitation:</p> <p>This standard does not apply to a building where penetration of moisture from the outside will result in effects no more harmful than those likely to arise from use of the building</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the term “precipitation”</i>	3.10.0 Introduction	Identifies the “damage” from rain penetration	
		<i>Understand the term and the use of the term “wind driven rain”</i>	3.10.1 General provisions	A floor, wall, roof or other building element exposed to precipitation, or wind driven moisture, should prevent penetration of moisture to the inner surface of any part of a dwelling so as to protect the occupants and to ensure that the building is not damaged	BS EN ISO 15927-3: 2009; BS 8104: 1992; BS 5628: Part 3: 2005 Table 3.3 Cavity wall insulation Table 3.4 Wall and roof cladding materials
		<i>Ability to interpret the adequacy of construction of external wall constructions to prevent damage from precipitation</i>	3.10.2 Wall constructions (solid, masonry)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of external wall constructions to prevent damage from precipitation</i>	3.10.3 Wall constructions (cavity, masonry)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of conservatory and extension constructions to prevent damage from precipitation</i>	3.10.4 Extensions	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.5 Wall constructions (framed)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	
			3.10.6 Ventilation of wall cavities	Ventilation of external wall cavities is necessary to prevent the build-up of excessive moisture that could damage the fabric of a building. Ventilation holes can also be used to drain excess water from the cavity that has entered through the outer leaf	Standard 2.4 Cavity barriers BS 8104: 1992
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.7 Roof constructions (flat)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building. There is evidence to suggest that condensation in cold deck flat roofs can cause problems and these type of roofs should be avoided. Both the warm deck and warm deck inverted roof constructions, where the insulation is placed above the roof deck, are considered preferable. Further guidance is given to Standard 3.15 in the domestic Handbook	BS 6229: 2003; BS 6915: 2001; BS 8217: 2005; BS 8218: 1998
		<i>Ability to interpret the adequacy of construction of external wall framed constructions to prevent damage from precipitation</i>	3.10.8 Roof constructions (pitched)	Recommended methods of construction to prevent rain penetration to the inner surfaces of the building	BS 5534: 2003; Roof type D is not suitable for sheet metal coverings that require joints to allow for thermal movement. See also sub-clause f of clause 3.10.1

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Ventilation					
	3Bc) Environment Non-Domestic Moisture Control: Precipitation Ventilation Condensation		3.14 Ventilation	Mandatory Standard 3.14 Every building must be designed and constructed in such a way that ventilation is provided so that the air quality inside the building is not a threat to the building or the health of the occupants	
		<i>Understand the scope and limitations of the standards on ventilation</i>	3.14.0 Introduction	Ventilation of a dwelling is required to maintain air quality and so contribute to the health and comfort of the occupants	See links with Section 2 Fire and Section 6 Energy
		<i>Understand the terms “natural means”; mechanical means”; mixed-mode”</i>	3.14.1 Ventilation generally	A dwelling should have provision for ventilation by either: a. natural means, or b. mechanical means, or c. a combination of natural and mechanical means (mixed-mode)	
		<i>Assess and apply ventilation needs in terms of natural ventilation</i>	3.14.2 Natural ventilation	Natural ventilation of a room or building should be provided in accordance with the following recommendations as defined under this clause	
		<i>Ability to assess and accept or reject the installation of trickle ventilation</i>	3.14.3 Trickle ventilators	They should be provided in naturally ventilated areas to allow fine control of air movement	
		<i>Assess the adequacy of ventilation to a room covered by a conservatory or extension</i>	3.14.4 Extensions built over existing windows	Constructing a conservatory or extension over an existing window, or ventilator, will effectively result in an internal room, restrict air movement and could significantly reduce natural ventilation to that room	
		<i>Assess the specification and adequacy of mechanical ventilation systems, including the impact on fire precautions when considering smoke control etc.</i>	3.14.5 Mechanical ventilation	Where a dwelling is mechanically ventilated it should be provided in accordance with the recommendations of Section 3, Requirements of CIBSE Guide B2: 2001, Ventilation and air conditioning	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				Mechanical ventilation in non-domestic buildings should be provided in accordance with the following: <ol style="list-style-type: none"> compliance with guidance in BS 5720: 1979, or compliance with the guidance in CIBSE Guide B: 2001, Installation and equipment data, section B2, Ventilation and air-conditioning (requirements), or for occupiable rooms, where a mechanical air supply is provided at a rate of at least 8 litres/second of fresh air per occupant, based on sedentary occupants and the absence of other requirements such as the removal of moisture, or for domestic-sized rooms where moisture is produced, such as kitchens, bathrooms and sanitary accommodation, rapid ventilation and trickle ventilation should be provided in accordance with the guidance in the following table: 	Table 3.9 Non-Domestic Mechanical ventilation of domestic-sized kitchens, bathrooms & toilets
		<i>Assess the effectiveness of control of legionellosis</i>	3.14.6 Control of legionellosis	A mechanical ventilation system should be constructed to ensure, as far as is reasonably practicable, the avoidance of contamination by legionella. The ventilation system should be constructed in accordance with the recommendations of Legionnaires' Disease: The control of legionella bacteria in water systems – approved code of practice and guidance – HSE L8	
		<i>Assess the conflicts which arise when locating sanitary accommodation close to food prep or food consumption areas</i>	3.14.7 Ventilation of sanitary accommodation	However no room containing sanitary facilities should communicate directly with a room for the preparation or consumption of food	
		<i>Assess the specification and effectiveness of a ventilation system to a garage</i>	3.14.8 Ventilation of small garages	A garage with a floor area of at least 30m ² but not more than 60m ² used for the parking of motor vehicles should have provision for natural or mechanical ventilation	
		<i>Assess the specification and effectiveness of a ventilation system to a garage</i>	3.14.9 Ventilation of large garages	A garage with a floor area more than 60m ² for the parking of motor vehicles should have provision for natural or mechanical ventilation on every storey	
Condensation					
	3Bc) Environment Non-Domestic Moisture Control: Precipitation Ventilation Condensation	<i>Understand the scope and limitations of this standard to combat the effects of surface and interstitial condensation</i>	3.15 Condensation	Mandatory Standard 3.15 Every building must be designed and constructed in such a way that there will not be a threat to the building or the health of the occupants as a result of moisture caused by surface or interstitial condensation	See links with Section 6 Energy when considering fabric in insulation and heat drop through external wall, floor and roof elements

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the terms “surface condensation” and “interstitial condensation</i>	3.15.0 Introduction	Condensation can occur in heated buildings when water vapour, usually produced by the occupants and their activities, condenses on exposed building surfaces (surface condensation) where it supports mould growth, or within building elements (interstitial condensation)	
		<i>Ability to interpret the needs of BS5502: 2002 and other relation technical documents</i>	3.15.1 Condensation	A building should be constructed to reduce the risk of both interstitial and surface condensation in order to prevent damage to the fabric and harmful effects on the health of people using the building	BS5502: 2002
		<i>Understand the relationship between ventilation provision and the control of condensation</i>	3.15.2 Control of humidity	Control of generated moisture within a building can be by natural and/or mechanical means. Guidance to Standard 3.14 provides various methods of controlling humidity in high humidity areas	Standard 3.14
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.3 Control of condensation in roofs	Section 8.4 of BS 5250: 2002 provides guidance on the control of condensation in the principal forms of roof construction. Clause 8.4.1 of BS 5250 lists various issues that should be considered in the design of roofs	However cold, level-deck roofs, should be avoided because interstitial condensation is likely and its effect on the structure and insulation can be severe and many instances of failure in such systems have been recorded
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.4 Surface condensation – thermal bridging	Describes elements which contribute to cold bridging	Section 8 of BS 5250: 2002. Further guidance on acceptable thermal insulation may be obtained from BRE Report, BR 262, Thermal insulation: avoiding risks. Refer to Standard 6.2 for further references
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.5 Interstitial condensation	Walls, roofs and floors should be assessed and/or constructed in accordance with Section 8 and Annex D of BS 5250: 2002	
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.6 Roof constructions (flat)	For the control of condensation in roofs, including cold deck roofs, BS 5250: 2002 provides guidance on the principal forms of construction. However cold, level-deck roofs, should be avoided because interstitial condensation is likely and its effect on the structure and insulation can be severe and many instances of failure in such systems have been recorded	Both the warm deck and warm deck inverted roof constructions, where the insulation is placed above the roof deck, are considered preferable
		<i>Ability to interpret the specification and installation of building fabric to combat the effects of condensation</i>	3.15.7 Roof constructions (pitched)	The recommendations in BS 5250: 2002 should be followed	

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Bd) Environment Non-Domestic:
 Facilities Accessibility – Sanitary facilities – Heating – Natural Light

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Facilities	3Bd) Environment Non-Domestic Facilities Sanitary:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
FACILITIES – ACCESSIBILITY; SANITARY FACILITIES					
Sanitary facilities					
	3Bd) Environment Non-Domestic Facilities Sanitary:	<i>Understand the scope and limitation of this standard relation to the provision of sanitary facilities</i>	3.12 Sanitary facilities	Mandatory Standard 3.12 Every building must be designed and constructed in such a way that sanitary facilities are provided for all occupants of, and visitors to, the building in a form that allows convenience of use and that there is no threat to the health and safety of occupants or visitors	
		<i>Understand the scope and limitation of this standard relation to the numbers, types, room uses and building types in the availability of facilities</i>	3.12.0 Introduction	It is important that sanitary facilities address the needs of occupants and visitors, both in terms of availability and accessibility. Facilities should be sufficient in number to prevent queuing, other than in exceptional circumstances. Variety in the range and type of facilities provided, particularly in larger buildings, should minimise barriers to the simple and convenient use of sanitary accommodation	
		<i>Ability to interpret and apply the myriad of standards of provision of sanitary facilities in all building types and uses</i>	3.12.1 Number of sanitary facilities	Describes minimum numbers and types of provision for sanitary facilities	
		<i>Ability to assess and apply staff sanitary provision</i>	3.12.2 Provision for staff	A building should be provided with sanitary facilities for staff	Table 3.5 Number of sanitary facilities for staff
		<i>Ability to assess and apply sanitary provision which is not en-suite</i>	3.12.3 Provision in residential buildings	Where sanitary accommodation is not en suite to bedrooms, it should be located directly off a circulation area, close to bedrooms and provided in accordance with the table to the guidance clause	Table 3.6 Number of sanitary facilities in residential buildings
		<i>Ability to assess and apply sanitary provision for shops and shopping malls</i>	3.12.4 Provision for public in shops and shopping malls	Sanitary accommodation for customers within shops and shopping malls should be clearly identified and located so that it may be easily reached	Table 3.7 Number of sanitary facilities for people, other than staff, in shops
		<i>Ability to assess and apply sanitary provision for public in entertainment and assembly buildings</i>	3.12.5 Provision for public in entertainment & assembly buildings	Provision should be in accordance with the following table:	Table 3.8 Number of sanitary facilities for the public in entertainment and assembly buildings
		<i>Ability to assess and apply general provision within sanitary facilities</i>	3.12.6 General provisions in all sanitary accommodation	Provisions made within sanitary accommodation will affect the degree to which the needs of building users are addressed in terms of safety, ease of use and hygiene	
		<i>Ability to assess and apply general provision within accessible sanitary facilities</i>	3.12.7 General provisions in accessible sanitary accommodation	Space provision within accessible sanitary accommodation is based primarily upon that needed to accommodate a person in a wheelchair, though this will also offer greater amenity to a wide range of other building users and better allow for assisted use	
		<i>Ability to assess and apply specific provisions within accessible toilets</i>	3.12.8 Accessible toilets	In addition to the recommendations within clauses 3.12.6 and 3.12.7, an accessible toilet should include a WC	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess and apply location provisions for accessible toilets</i>	3.12.9 Location of accessible toilets	Located where they can be reached easily and the horizontal distance from any part of a building to an accessible toilet should be not more than 45m	
		<i>Ability to assess and apply specific provisions within accessible bathrooms and shower rooms</i>	3.12.10 Accessible bathrooms and shower rooms	In a building where baths or showers are provided, accessible sanitary accommodation should be provided at a ratio of 1 in 20 or part thereof, for each type of sanitary facility provided In addition to the recommendations within clauses 3.12.6 and 3.12.7, an accessible shower room or bathroom should meet Figures 3.31 and 3.32	Figure 3.31 Provisions within an accessible bathroom Figure 3.32 Provisions within an accessible shower room
		<i>Ability to assess and apply specific provisions within accessible changing facilities</i>	3.12.11 Accessible changing facilities	Where individual facilities for changing are provided in a building, at least 1 cubicle in 20, or part thereof, should be of a size and form that will allow use by a wheelchair user, and follow the recommendations within clause 3.12.7	Figure 3.33 Provisions within an accessible changing facility
		<i>Ability to assess and apply specific provisions within baby changing facilities</i>	3.12.12 Baby changing facilities	In principle, a changing facility for babies should be provided in any building open to the public where such children will usually be present	
		<i>Ability to assess the need and scope of changing places toilets</i>	3.12.13 Changing Places Toilets	A Changing Places Toilet (CPT) provides sanitary facilities suitable for use by people that have more complex care needs and will also assist many other people for whom standard accessible sanitary facilities, for reasons of form or size, are not adequate. Accommodating such a facility within smaller buildings is often not proportionate and in some cases may not be reasonably practicable. In recognition of this, provision of a CPT is sought in larger buildings to which the public have access Provision of a CPT should be in addition to, not instead of, the provision of standard and accessible sanitary accommodation. A CPT should be located to provide easy access for users, taking into account factors such as security or payment barriers and the access route to and within the building	

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Be) Environment Non-Domestic Combustion Appliances – Safe operation – protection from combustion products – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Combustion Appliances					
	3Be) Environment Non-Domestic Combustion Appliances:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
COMBUSTION APPLIANCES AND FITTINGS					
Safe operation					
	3Be) Environment Non-Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on the safe operation of combustion appliances</i>	3.17 Combustion appliances – safe operation	Mandatory Standard 3.17 Every building must be designed and constructed in such a way that each fixed combustion appliance installation operates safely	
		<i>Understand the terms used in Standards 3.18 to 3.22</i>	3.17.0 Introduction	The guidance to this standard covers general issues and should be read in conjunction with Standards 3.18 to 3.22 that are intended to reduce the risk from combustion appliances and their flues	
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.1 Combustion appliance installations generally	The guidance to Standards 3.17 to 3.22 therefore applies to solid fuel appliances with an output rating not more than 50kW, oil-firing appliances with an output rating not more than 45kW and gas-fired appliances with a net input rating not more than 70kW	
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.2 Large combustion appliance installations	The following guidance therefore, may not be relevant to solid fuel appliances with an output rating more than 50kW, oil-firing appliances with an output rating more than 45kW and gas-fired appliances with a net input rating more than 70kW	
		<i>Understand the scope of application to combustion appliances based on size or capacity</i>	3.17.3 Small combustion appliance installations	Where a combustion appliance installation is intended to operate with more than one type of fuel, for example a gas appliance as a stand-by to a solid fuel appliance, each component should be constructed and installed to meet the most onerous requirement of the relevant fuel	
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.4 Solid fuel appliance installations	Solid fuel appliances should be fit for purpose for the type of fuel burnt and all solid fuel appliance installations should be constructed and installed carefully to ensure that the entire installation operates safely. Installations should be constructed and installed in accordance with the requirements of BS 8303: Parts 1 to 3: 1994	The Heating Equipment Testing and Approval Scheme (HETAS)
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.5 Oil-firing appliance installations	Oil-firing appliances should be constructed, installed, commissioned and serviced carefully to ensure that the entire installation operates safely	The Oil Firing Technical Association (OFTEC) http://www.oftec.org.uk/
		<i>Understand the scope of application to combustion appliances based on type</i>	3.17.6 Gas-fired appliance installations	These regulations require that, amongst others, gas-fired installations are installed by a competent person	The Gas Safety (Installations and Use) Regulations 1998 regulates gas installations while the Gas Appliance (Safety) Regulations 1995 address the product safety of appliances
		<i>Assess the adequacy of labelling to building owners users</i>	3.17.7 Labelling	Where a hearth, fireplace (including a flue box), or system chimney is provided, extended or altered, information essential to the correct application and use of these facilities should be permanently posted in the building to alert future workmen to the specification of the installed system. This also applies to cases where a flue liner is provided as part of refurbishment work	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess the impact of extract fans when fitted in proximity to combustion appliances</i>	3.17.8 Extract fans	In buildings where it is intended to install open-flued combustion appliances and extract fans, the combustion appliances should be able to operate safely whether or not the fans are running	Standard 3.14
Protection from combustion products – chimneys – flues					
	3Be) Environment Non-Domestic Combustion Appliances:	<i>Understand the specification needed to provide safe removal of combustion products</i>	3.18 Combustion appliances – protection from combustion products	Standard 3.18 Every building must be designed and constructed in such a way that any component part of each fixed combustion appliance installation used for the removal of combustion gases will withstand heat generated as a result of its operation without any structural change that would impair the stability or performance of the installation	
		<i>Understand the term “products of combustion”</i>	3.18.0 Introduction	Whilst the guidance in this sub-section cannot prevent fires, the structural precautions recommended help to limit the damage to flues and thus prevent fire from spreading	
		<i>Assess the construction of chimneys</i>	3.18.1 Chimneys generally	Combustion appliances, other than flue-less appliances such as gas cookers, should incorporate, or be connected to, a flue-pipe and/or a chimney that will withstand the heat generated by the normal operation of the appliance	
		<i>Assess the various chimney designations depending upon fuel type</i>	3.18.2 Chimney designations	Describes specifications for chimney installations	Table 3.10 Recommended designation for chimneys and flue-pipes for use with oil-firing appliances with a flue gas temperature not more than 250°C Table 3.11 Recommended designation for chimneys and flue-pipes for use with gas appliances
		<i>Understand the specification and components of masonry chimneys</i>	3.18.3 Masonry chimneys	A masonry chimney should be constructed in accordance with the recommendations in BS 6461: Part 1: 1984. If an outer wall is constructed of concrete it should be constructed in accordance with BS EN 12446: 2003.	Flue-blocks should be constructed and installed in accordance with recommendations in: a. BS EN 1858: 2003, for a precast concrete flue-block chimney b. BS EN 1806: 2006, for a clay flue-block chimney
		<i>Understand the specification and components of metal chimneys</i>	3.18.4 Metal chimneys	Metal system chimneys, with the following designations, should be constructed in accordance with the recommendations in BS EN 1856-1: 2003:	Defines limitations on such flues passing through compartment and separating walls and floors and on when they can and cannot be enclosed
		<i>Understand the specification and components of flue-pipes</i>	3.18.5 Flue-pipes	A flue-pipe serving a solid fuel appliance should be non-combustible and of a material and construction capable of withstanding the effects of a chimney fire without any structural change that would impair the stability and performance of the flue-pipe	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the specification and components of flue liners</i>	3.18.6 Flue liners	All new chimneys will have flue liners installed and there are several types, as follows: <ul style="list-style-type: none"> • rigid sections of clay or refractory liner • rigid sections of concrete liner • rigid metal pipes 	
Relationship to combustible materials					
	3Be) Environment Non-Domestic Combustion Appliances:	<i>Understand the specification and distance separation needs for appliances in relation to combustible material</i>	3.19 Combustion appliances – relationship to combustible materials	Mandatory Standard 3.19. Every building must be designed and constructed in such a way that any component part of each fixed combustion appliance installation will not cause damage to the building in which it is installed by radiated, convected or conducted heat or from hot embers expelled from the appliance	
		<i>Understand the terms “combustion appliance” and “combustible material”</i>	3.19.0 Introduction	Certain precautions need to be taken to ensure that any high temperatures are not sufficient to cause a risk to people and the building	
		<i>Assess adequate space separation from combustible material</i>	3.19.1 Relationship of masonry chimneys to combustible material	Combustible material should not be located where the heat dissipating through the walls of fireplaces or flues could ignite it	
		<i>Assess adequate space separation from combustible material</i>	3.19.2 Relationship of system chimneys to combustible material	It is the responsibility of the chimney manufacturer to declare a distance 'XX', as stipulated in BS EN 1856-1: 2003 and BS EN 1858: 2003 as being a safe distance from the chimney to combustible material	
		<i>Assess adequate space separation from combustible material</i>	3.19.3 Relationship of metal chimneys to combustible material	There should be a separation distance where a metal chimney passes through combustible material	Figure 3.37 Section through single-walled chimney (vertical) Figure 3.38 Section through double-walled chimney (horizontal)
		<i>Assess adequate space separation from combustible material</i>	3.19.4 Relationship of flue-pipes to combustible material	To prevent the possibility of radiated heat starting a fire, a flue-pipe should be separated from combustible material by: <ol style="list-style-type: none"> a distance according to the designation of the flue-pipe in accordance with BS EN 1856-2: 2005, or b. a distance equivalent to at least 3 times the diameter of the flue pipe. However this distance may be reduced: <ul style="list-style-type: none"> • to 1.5 times the diameter of the flue-pipe, if there is a non-combustible shield provided in accordance with the following sketch or • to 0.75 times the diameter of the flue-pipe, if the flue-pipe is totally enclosed in non-combustible material at least 12mm thick with a thermal conductivity of not more than 0.065W/mK 	Figure 3.39 Relationship of flue-pipes to combustible material
		<i>Understand solid fuel appliance construction in relation to combustible construction</i>	3.19.5 Relationship of solid fuel appliance to combustible material	A solid fuel appliance should be provided with a solid, non-combustible hearth that will	Figure 3.40 Hearth construction Figure 3.41 Appliance location Figure 3.42 Superimposed hearths

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand oil-fired appliance construction in relation to combustible construction</i>	3.19.6 Relationship of oil-firing appliance to combustible material	A hearth is not required beneath an oil-firing appliance if it incorporates a full sized, rigid non-combustible base and does not raise the temperature of the floor beneath it to more than 100°C under normal working conditions	Figure 3.43 Plan of appliance on a hearth (oil-firing)
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.7 Relationship of gas-fired appliance to combustible material	A gas-fired appliance should be provided with a hearth in accordance with the following recommendations: a. Clause 12 of BS 5871-1: 2005 for a gas fire, convector heater and fire/back boiler b. Clause 12 of BS 5871-2: 2005 for an inset live fuel-effect gas appliance c. Clause 11 of BS 5871-3: 2005 for a Decorative fuel-effect gas appliance d. for any other gas-fired appliance, by a solid, heat resistant, non-combustible, non-friable material at least 12mm thick and at least the plan dimension shown in the diagram to this specification:	Figure 3.44 Plan of appliance on a hearth (gas-fired) Figure 3.45 Plan of appliance on a hearth (separation)
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.8 Relationship of hearths to combustible material	The building elements adjacent to combustion appliances should be constructed in accordance to the following recommendations	Figure 3.46 Relationship of hearths to combustible material Table 3.12 Hearth and appliance adjacent to any part of a building
		<i>Understand gas-fired appliance construction in relation to combustible construction</i>	3.19.9 Fireplace recesses	A fireplace recess should be constructed of solid, non-combustible material in accordance with the recommendations in clauses 7 and 8 of BS 8303: Part 1: 1994 and to the minimum thickness shown in Figure 2 to BS 8303: Part 3: 1994. The recess should incorporate a constructional hearth	Table 3.13 Thickness of solid fuel appliance chamber components
Removal of products of combustion					
	3Be) Environment Non-Domestic Combustion Appliances:	<i>Understand the scope and limitations of the standard on the safe removal of products of combustion</i>	3.20 Combustion appliances – removal of products of combustion	Mandatory Standard 3.20 Every building must be designed and constructed in such a way that the products of combustion are carried safely to the external air without harm to the health of any person through leakage, spillage, or exhaust nor permit the re-entry of dangerous gases from the combustion process of fuels into the building	
		<i>Understand the term “products of combustion” for the various fuel types</i>	3.20.0 Introduction	The guidance to this standard includes design and construction issues relating to chimneys and flues. In 2010-11 Fire fighters attended 1565 chimney fires in Scotland. The main cause of these fires was inadequate maintenance of the chimneys, including routine cleaning of flues	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to assess the specification and installation of a flue/chimney system</i>	3.20.1 Chimney and flue-pipe serving appliance burning any fuel	A chimney should be manufactured using products in accordance with the following standards: a. BS EN 1858: 2003, for concrete chimney blocks, or b. BS EN 1806: 2000, for clay chimney blocks, or c. BS EN 1457: 1999, for purpose made clay flue linings, or d. BS EN 1856-1: 2003, for a factory-made metal chimney, or e. a lining accepted for the purpose after testing of the chimney under the relevant conditions by a notified body	
		<i>Ability to assess the specification and installation of a flue/chimney system</i>	3.20.2 Chimneys and flue-pipes serving solid fuel appliances	A flue in a chimney should be separated from every other flue and extend from the appliance to the top of the chimney. Every flue should be surrounded by non-combustible material that is capable of withstanding the effects of a chimney fire, without any structural change that would impair the stability or performance of the chimney	
		<i>Ability to assess the specification and installation of a flue/chimney system</i>	3.20.3 Chimneys and flue-pipes serving oil-firing appliances	A chimney or flue-pipe serving an oil-firing appliance should be constructed to the recommendations of BS 5410: Part 1: 1997 or OFTEC Technical Book 3 and OFTEC Standard OFS E106 as appropriate	
		<i>Ability to assess the specification and installation of a flue/chimney system</i>	3.20.4 Chimneys and flue-pipes serving gas-fired appliances	A chimney or flue-pipe should be constructed and installed in accordance with the following recommendations: a. BS 5440-1: 2000 b. Section 8 of publication 'IGE/UP/7 (Edition 2): 'Gas Installation in timber framed and light steel framed buildings', where the chimney or flue-pipe is in a timber frame building c. the appropriate recommendations of the combustion appliance manufacturer, where the flue-pipe is supplied as an integral part of the combustion appliance	
		<i>Recognise the limitations of appliances fitted in bathrooms and bedrooms</i>	3.20.5 Oil-firing appliances in bathrooms and bedrooms	Open-flued oil-firing appliances should not be installed in these rooms or any cupboard or compartment connecting directly with these rooms. Where locating a combustion appliance in such rooms cannot be avoided, the installation of a room-sealed appliance would be appropriate	
		<i>Recognise the limitations of appliances fitted in bathrooms and bedrooms</i>	3.20.6 Gas-fired appliances in bathrooms and bedrooms	Regulation 30 of the Gas Safety (Installations & Use) Regulations 1998 has specific requirements for room-sealed appliances in these locations	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the protection needed to flues and chimneys when passing through a room accessible space or cupboard</i>	3.20.7 Protection of metal chimneys	Where the metal chimney passes through a room or accessible space such as a walk-in cupboard it should be protected in accordance with the recommendations of: <ul style="list-style-type: none"> • BS EN 12391-1: 2004, for solid fuel appliances • BS 5410: Part 1: 1997, for oil-firing appliances 	
		<i>Ability to assess the size of flues in relation to appliance served</i>	3.20.8 Size of flues – solid fuel appliances	The size of a flue serving a solid fuel appliance should be at least the size shown in the table below and not less than the size of the appliance flue outlet or that recommended by the appliance manufacturer	Table 3.14 Thickness of solid fuel appliance chamber components Figure 3.48 Fireplace opening areas Figure 3.49 Flue sizing for larger solid fuel open fires
		<i>Ability to assess the size of flues in relation to appliance served</i>	3.20.9 Size of flues – oil-firing appliances	The cross sectional area of a flue serving an oil-firing appliance should be in accordance with the recommendations in BS 5410: Part 1: 1997 and should be the same size as the appliance flue spigot	
		<i>Ability to assess the size of flues in relation to appliance served</i>	3.20.10 Size of flues – gas-fired appliances	The area of a flue serving a gas-fired appliance should have a size to ensure safe operation. A flue should be provided in accordance with the following recommendations: <ul style="list-style-type: none"> • Clause 9 of BS 5871-3: 2005, for a Decorative fuel-effect gas appliance • BS 5871-2: 2005, for an inset live fuel-effect gas appliance • BS 5440: Part 1: 2000, for any other gas-fired appliance 	
		<i>Assess the adequate design of flues</i>	3.20.11 Design of flues	A combustion appliance should be connected to a chimney that discharges to the external air	Figure 3.50 Flue-pipe connection to back-entry solid fuel appliance
		<i>Assess the adequate design of flues</i>	3.20.12 Openings in flues	The flue should have no intermediate openings	
		<i>Assess the adequate design of flues</i>	3.20.13 Access to flues	Access should be provided for inspection and cleaning of the flue and the appliance and therefore an opening that is fitted with a non combustible, rigid, gas-tight cover would be acceptable	
		<i>Understand the limitations on the location of flues to avoid condensation</i>	3.20.14 Location of metal chimneys	To minimise the possibility of condensation in a metal chimney, it should not be fixed externally to a building, but should be routed inside the building	
		<i>Assess the adequate design of flues</i>	3.20.15 Terminal discharges at low level	Combustion gasses at the point of discharge can be at a high temperature	
		<i>Assess the adequate design of flues</i>	3.20.16 Terminal discharge from condensing boilers	The condensate plume from a condensing boiler can cause damage to external surfaces of a building if the terminal location is not carefully considered. The manufacturer's instructions should be followed	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Assess the adequate design of flues	3.20.17 Solid fuel appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or flammable or vulnerable materials	Figure 3.54 Solid fuel – flue outlets Table 3.12 Minimum dimension to flue outlets Figure 3.55 Combustible roof coverings Table 3.13 Location of flue terminals relative to easily ignitable roof coverings
		Assess the adequate design of flues	3.20.18 Oil-firing appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or combustible material	Figure 3.56 Oil-firing – flue outlets Table 3.14 Flue terminal positions for oil-firing appliances Figure 3.57 Separation between a boundary and terminal at right angles
		Assess the adequate design of flues	3.20.19 Gas-fired appliance flue outlets	The outlet from a flue should be located externally at a safe distance from any opening, obstruction or combustible material	Figure 3.58 Gas-fired – flue outlets Table 3.15 Flue terminal positions for gas-fired appliances Figure 3.59 Separation between a boundary and terminal at right angles
		Assess the specification and location of carbon monoxide detectors	3.20.20 Carbon monoxide detection	In order to alert occupants to the presence of levels of carbon monoxide which may be harmful to people, a detection system should be installed in all dwellings	
Air for combustion					
	3Be) Environment Non-Domestic Combustion Appliances:	Understand the scope and limitations of the standard on air for combustion	3.21 Combustion appliances – air for combustion	Mandatory Standard 3.21 Every building must be designed and constructed in such a way that each fixed combustion appliance installation receives air for combustion and operation of the chimney so that the health of persons within the building is not threatened by the build-up of dangerous gases as a result of incomplete combustion	
		Understand the terms “air for combustion” and “air for cooling”	3.21.0 Introduction	All combustion appliances need ventilation to supply them with oxygen for combustion.	
		Ability to assess the quantity and specification for combustion air facilities	3.21.1 Supply of air for combustion generally	A room containing an open-flued appliance may need permanently open air vents	
		Ability to assess the quantity and specification for combustion air facilities	3.21.2 Supply of air for combustion to solid fuel appliances	A solid fuel appliance installed in a room or space should have a supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space (including a sub-floor space) that is itself permanent ventilated direct to the open air. An air supply should be provided in accordance with the following table:	Table 3.16 Supply of air for combustion

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Ability to assess the quantity and specification for combustion air facilities	3.21.3 Supply of air for combustion to oil-firing appliances	An oil-firing appliance installed in a room or space should have a supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space which is itself permanently ventilated direct to the open air	
		Ability to assess the quantity and specification for combustion air facilities	3.21.4 Supply of air for combustion to gas-fired appliances	A gas-fired appliance installed in a room or space should have a supply of air for combustion	
		Ability to assess the installation and specification of a flueless appliance	3.21.5 Flue-less gas heating appliances	As condensation could occur when flue-less appliances are used as the only means of heating a room or space then not withstanding BS 5440-2:2000, the appliance standard BS 5871-4: 2007 provides additional installation and ventilation guidance for independent flue-less gas fires, convector heaters and heating stoves with a heat input of not more than 6kW in a domestic building or a commercial building	
Air for cooling					
	3Be) Environment Non-Domestic Combustion Appliances:	Understand the scope and limitations of the standard on air for cooling	3.22 Combustion appliances – air for cooling	Mandatory Standard 3.22 Every building must be designed and constructed in such a way that each fixed combustion appliance installation receives air for cooling so that the fixed combustion appliance installation will operate safely without threatening the health and safety of persons within the building	
		Understand the terms “air for combustion” and “air for cooling”	3.22.0 Introduction	In some cases, combustion appliances may need air for cooling in addition to air for combustion	
		Assess the limitations when appliances are situated in compartments/cupboards etc.	3.22.1 Appliance compartments	Where appliances require cooling air, appliance compartments should be large enough to enable air to circulate and high and low level vents should be provided	
		Ability to assess the quantity and specification for cooling air facilities	3.22.2 Supply of air for cooling to oil-firing appliances	An oil-firing appliance installed in an appliance compartment should have a supply of air for cooling by way of permanent ventilation, in addition to air for combustion, either direct to the open air or to an adjoining space	
		Ability to assess the quantity and specification for cooling air facilities	3.22.3 Supply of air for cooling to gas-fired appliances	A gas-fired appliance installed in an appliance compartment should have supply of air for cooling	

Section 3: Environment: Non-Domestic Technical Handbook – Competency Matrix: 3Bf) Environment Non-Domestic Storage Fuel & Waste – Protection from fire – containment – dungsteeds and farm effluent

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Storage of fuel and waste storage					
	3Bf) Environment Non-Domestic Storage Fuel & Waste:	<i>Section 3 covers a huge range of topics and consequently an understanding of the scope and links to other sections is essential</i>	3.0 Introduction	The intention of this section is to ensure that, as far as is reasonably practicable, buildings do not pose a threat to the environment and dwellings, and people in or around buildings, are not placed at risk	
		<i>Recognise and take cognisance of Approved Certification of Construction Schemes for certified work and of the LABSS Equivalence document on uncertified work</i>	3.0.5 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	<p>(ELECTRICAL INSTALLATIONS TO BS 7671) Section 4 of the Technical Handbooks LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>SELECT – https://www.select.org.uk/for-contractors/Scottish-building-standards-certification/</p> <p>CERTSURE LLP trading as NICEIC – http://www.niceic.com/join-us/scotland-schemes</p> <p>(DRAINAGE, HEATING AND PLUMBING) Section 3 & 4 of the Technical Handbooks</p> <p>LABSS Procedural guidance on verification of certified and non-certified routes for compliance with the building regulations</p> <p>Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF) – https://snipef.org/contractors/certification-schemes/</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
STORAGE – FUEL – BIOMASS – OIL – WASTE					
Protection from fire					
3Bf) Environment Non-Domestic Storage Fuel & Waste:		<i>Understand the scope and limitations of the protection against fire spread in the storage of fuel</i>	3.23 Fuel storage – protection from fire	Mandatory Standard 3.23 Every building must be designed and constructed in such a way that a. an oil storage installation, incorporating oil storage tanks used solely to serve a fixed combustion appliance installation providing space heating or cooking facilities in a building, will inhibit fire from spreading to the tank and its contents from within, or beyond, the boundary b. a container for the storage of woody biomass fuel will inhibit fire from spreading to its contents from within or beyond the boundary Limitation: This standard does not apply to portable containers	
		<i>Understand the limitations of the application of this standard</i>	3.23.0 Introduction	The guidance on oil relates only to its use solely where it serves a combustion appliance providing space heating or cooking facilities in a building	
		<i>Ability to assess the location of fuel storage facilities in relation to buildings and boundaries</i>	3.23.1 Separation of oil tanks from buildings and boundaries	Every fixed oil tank with a capacity of more than 90 litres should be located at a distance from a building to reduce the risk of the fuel that is being stored from being ignited if there is a fire in the building	Table 3.17 Location of oil storage tank not more than 3500 litres capacity
		<i>Assess the specification of safety measures to avoid fire spread</i>	3.23.2 Additional fire protection	The fire valve on the fuel feed, should be fitted in accordance with clause 8.3 of BS 5410: Part 1: 1997 and OFTEC Technical Book 3	
		<i>Assess the need for and the application of additional protective measures when fuel storage is within a building</i>	3.23.3 Storage within a building	Where a storage tank is located inside a building, additional safety provisions should be made	
		<i>Understand the application of this standard for both oil storage and for the storage and delivery of biomass products</i>	3.23.4 Bulk storage of woody biomass fuel	Defines standards for the economic storage and movement of biomass material	Table 3.18 Bulk storage of woody biomass fuel Table 3.21 Bulk storage of woody biomass fuel Table 3.23 (Non-Domestic) Woody fuel storage recommendations for 100% heating

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Containment					
3Bf) Environment Non-Domestic Storage Fuel & Waste:		<i>Understand the application of this standard for both oil storage and for the storage and delivery of biomass products</i>	3.24 Fuel storage – containment	<p>Mandatory Standard 3.24 Every building must be designed and constructed in such a way that:</p> <p>a. an oil storage installation, incorporating oil storage tanks used solely to serve a fixed combustion appliance installation providing space heating or cooking facilities in a building will: reduce the risk of oil escaping from the installation; contain any oil spillage likely to contaminate any water supply, ground water, watercourse, drain or sewer; and permit any spill to be disposed of safely</p> <p>b. the volume of woody biomass fuel storage allows the number of journeys by delivery vehicles to be minimised.</p> <p>Limitation: This standard does not apply to portable containers</p>	
		<i>Understand the scope and limitations of the protection against ground contamination in the storage of fuel</i>	3.24.0 Introduction	Oil is a common and highly visible form of water pollution. Information on woody biomass fuel can be found on the BSD website under: 'Storage of woody biomass fuel for heating equipment' https://www.webarchive.org.uk/wayback/archive/20141130101344mp_/http://www.scotland.gov.uk/Resource/0038/00387492.pdf	
		<i>Ability to assess the construction and specification of fuel storage facilities</i>	3.24.1 Construction of oil storage tanks	Fixed oil storage tanks between 90 and 2500 litres and the fuel feed system connecting them to a combustion appliance should be strong enough to resist physical damage and corrosion so that the risk of oil spillage is minimised	
		<i>Ability to assess the construction and specification of fuel storage facilities</i>	3.24.2 Installation of oil storage tanks	Tanks of more than 2500 litres, and their associated pipework must be installed in accordance with the requirements of Regulation 6 of The Water Environment (Oil Storage) (Scotland) Regulations 2006. Oil storage containers up to 2500 litres serving domestic buildings will be deemed to be authorised if they comply with the building regulations	Tanks with a capacity of more than 90 litres but not more than 2500 litres and the fuel feed system connecting them to a combustion appliance should be installed in accordance with the recommendations of BS 5410: Part 1: 1997
		<i>Assess the need for a catch pit as a form of containment</i>	3.24.3 Secondary containment	Externally located, above ground, oil tanks with a capacity of not more than 2500 litres serving a domestic building should be provided with a catchpit or be integrally banded if subject to any of the hazards	Table 3.22 Provisions of a catchpit
		<i>Understand the storage and delivery of biomass products</i>	3.24.4 Storage containers for solid biomass fuel	In order to best exploit the advantages achieved through the use of woody biomass as low carbon technology it is recommended that wood fuel storage provision is of a size that will ensure bulk deliveries need not be made at intervals of less than 3 months for bulk storage and 6 months for small installations	<p>Table 3.19 Bulk woody biomass fuel storage: 100% heating (primary) and DHW</p> <p>Table 3.20 Woody biomass fuel storage: secondary heating</p>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
WASTE STORAGE – General waste; Dungsteads and farm effluent tanks					
Dungsteads and farm effluent tanks					
	3Bf) Environment Non-Domestic Storage Fuel & Waste:	<i>Understand the scope and limitations of standard to control the storage of farm waste</i>	3.26 Dungsteads and farm effluent tanks	Mandatory Standard 3.26 Every building must be designed and constructed in such a way that there will not be a threat to the health and safety of people from a dungstead and farm effluent tank	
		<i>Understand the terms “dungsteads and farm effluent”</i>	3.26.0 Introduction	The guidance to this standard should not be read in isolation. Appropriate sections of other legislation, such as the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (Scotland) Regulations 2003 and The Water Environment (Controlled Activities) (Scotland) Regulations 2011, as amended would also normally require to be met	The Scottish Environmental Protection Agency is the body responsible for enforcing these environmental regulations and further information may be obtained from their website www.sepa.org.uk
		<i>Ability to assess the potential for contamination from the escape of effluent</i>	3.26.1 Construction of dungsteads and farm effluent tanks	Every dungstead or farm effluent tank, including a slurry or silage effluent tank should be constructed in such a manner so as to prevent the escape of effluent through the structure that could cause ground contamination or environmental pollution. The construction should also prevent seepage and overflow that might endanger any water supply or watercourse	
		<i>Assess the suitable location of farm storage arrangements</i>	3.26.2 Location of dungsteads and farm effluent tanks	Every dungstead or farm effluent tank, including a slurry or silage effluent tank should be located at a distance from a premises used wholly or partly for the preparation or consumption of food so as not to prejudice the health of people in the food premises. The dungstead or farm effluent tank should be located at least 15m from the food premises	
		<i>Ability to assess the adequate/safe enclosure of farm waste storage containers</i>	3.26.3 Safety of dungsteads and farm effluent tanks	Covers or fencing should be in accordance with the relevant recommendations of Section 8 of BS 5502: Part 50: 1993	

Section 4 - Safety



Section 4: Safety: Domestic Technical Handbook – Competency Matrix: 4a) Safety Domestic:

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Safety – Introduction and Background					
	4a) Safety Domestic:		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998	Other references: The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity Safety, Quality and Continuity Regulations 2002 The Electricity at Work Regulations 1989 The Gas Safety (Installations and Use) Regulations 1998 The Work at Height Regulations 2005
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 https://www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Section 4: Safety: Domestic Technical Handbook – Competency Matrix: 4Aa) Safety Domestic: Access to and within dwellings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Access to buildings and access within dwellings					
	4Aa) Safety Domestic: Access		4.1 Access to buildings	Mandatory Standard 4.1 Every building must be designed and constructed in such a way that all occupants and visitors are provided with safe, convenient and unassisted means of access to the building Limitation: There is no requirement to provide access for a wheelchair user to: a. a house, between either the point of access to or from any car parking within the curtilage of a building and an entrance to the house where it is not reasonably practicable to do so, or b. a common entrance of a domestic building not served by a lift, where there are no dwellings entered from a common area on the entrance storey	
		<i>Understand how BS 8300 and Inclusive design may improve building design</i>	4.1.0 Introduction	An inclusive approach to design should be taken to ensure that buildings are as accessible to as wide a range of people as possible. Solutions should be integral to a design rather than an afterthought added in order to meet duties under building standards or other legislation	
		<i>Ability to interpret access and availability of car parking</i>	4.1.1 Accessible car parking to flats or maisonettes	A proportion of car parking spaces should be designed to be accessible to a person with mobility impairment, including a wheelchair user, and designated for use as such	
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree</i>	4.1.2 Car parking within the curtilage of a dwelling	Where car parking is provided within the curtilage of a dwelling, a person should be able to alight from a vehicle directly onto the firm surface of an accessible route to the dwelling	Setting down point should be on a level surface, where the road gradient or camber is less than 1 in 50, with a dropped kerb between the road and an accessible route to the building
		<i>Ability to interpret routes to the building suitable for all including gradients, widths, assistance</i>	4.1.3 Accessible routes	An accessible route should contain no barriers, such as kerbs, steps or similar obstructions that may restrict access, including gradient	
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.4 Surface to accessible routes	The surface of an accessible route, whether composed of modular paving units, formless materials such as tarmac, or another durable material, should have a profile that will not offer a trip hazard or result in standing water. It should be installed in accordance with a code of practice relevant to the material, where such exists	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.5 Length of accessible routes	In addition to minimising gradients where possible, as recommended in clause 4.1.3, the length of an accessible route to an accessible entrance of a building should be limited to 45m	Guidance Clause 4.1.3
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.6 Width of accessible routes	The clear and unobstructed surface width of an accessible route should generally be at least 1.8m	See reductions for not more than 10 dwellings or single houses
		<i>Ability to interpret physical access to the building suitable for all including widths, accessibility, ease of use, obstructions</i>	4.1.7 Accessible entrances	Each common entrance to a domestic building and at least one entrance to a dwelling should be an accessible, designed to present as little restriction to passage as possible	BS 8300: 2009
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree.</i>	4.1.8 Common entrances	Defines standards for protection, vision panels, door entry systems, sizes of landing etc.	Powered doors should be controlled by either an automatic sensor, such as a motion detector, or by a manual activation device, such as push-pad
			4.1.9 Accessible thresholds	To be accessible, a door should not present unnecessary barriers to use, such as a step or raised profile at a threshold that might present difficulties to a wheelchair user or be an entrapment or trip hazard to an ambulant person, whether or not using a walking aid	
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree</i>	4.1.10 Alteration and extension	Where a dwelling is altered or extended, this work should not adversely affect an existing accessible entrance	See allowances of compliance or not depending on what exists

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2 Access within buildings	<p>Mandatory Standard 4.2</p> <p>Every building must be designed and constructed in such a way that:</p> <ul style="list-style-type: none"> a. in non-domestic buildings, safe, unassisted and convenient means of access is provided throughout the building b. in residential buildings, a proportion of the rooms intended to be used as bedrooms must be accessible to a wheelchair user c. in domestic buildings, safe and convenient means of access is provided within common areas and to each dwelling d. in dwellings, safe and convenient means of access is provided throughout the dwelling, and e. in dwellings, unassisted means of access is provided to, and throughout, at least one level <p>Limitation:</p> <p>There is no requirement to provide access for a wheelchair user:</p> <ul style="list-style-type: none"> a. in a non-domestic building not served by a lift, to a room, intended to be used as a bedroom, that is not on an entrance storey, or b. in a domestic building not served by a lift, within common areas and to each dwelling, other than on an entrance storey 	
		<i>Understand how BS 8300 and Inclusive design may improve building design.</i>	4.2.0 Introduction	Circulation areas within a building should allow occupants to move around freely and without difficulty, to the best of their ability. Lack of space can make movement around a building difficult for many people and hamper activities such as carrying or moving large items	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.1 Horizontal circulation in common areas of domestic buildings	There should be level or ramped access within the common areas of a domestic building:	
		<i>An awareness of hazards</i>	4.2.2 Floor surfaces in common areas of domestic buildings	Floor surfaces within common areas should be uniform, permit ease in manoeuvring and be of a material and finish that, when clean and dry, will provide a level of traction that will minimise the possibility of slipping	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.3 Lobbies in common areas of domestic buildings	Any lobby at the entrance to or within the common areas of a domestic building should allow a person to pass through whilst remaining clear of the swing of doors	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.4 Doors within common areas of a domestic building	Doors within the common areas of a domestic building should present as little restriction to passage as practicable and be constructed in a manner that does not present a hazard or a potential barrier to access	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.5 Vertical circulation in common areas of domestic buildings	Level access, or access by a stair or ramp device should be provided to any storey, or part of a storey	Standard 4.3 for stair requirements
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.6 Accessibility within a storey of a dwelling	To ensure facilities within a dwelling can be reached and used by occupants, each storey within a dwelling should be designed to be accessible	There should be safe and convenient access to and throughout each storey, other than to a level which comprises solely of storage and/or such accommodation as may be accessed via a 600mm wide stair
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.7 Access between storeys in a dwelling	Where a dwelling has accommodation on more than one level, the levels containing accommodation should be connected by a stair or ramp within the dwelling following the guidance given under Standard 4.3	Standard 4.3 for stair requirements
			4.2.8 Unassisted access between storeys in a dwelling	Provision should be made for future installation of a means of unassisted access, both within a storey and between storeys	
			4.2.9 Split level storeys	Any change of level within a storey should not compromise access to facilities within the principal living level of a dwelling	
			4.2.10 Dwellings with limited entrance storey accommodation	Where the entrance storey of a dwelling is not also the principal living level, the first storey above or below entrance storey which contains an enhanced apartment, kitchen and accessible sanitary accommodation is considered to be the principal living level	
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree</i>	4.2.11 Alterations and extensions	Where accommodation within a dwelling meets the recommendations in clauses 4.2.6 to 4.2.10, any works to the dwelling should maintain compliance	

Section 4: Safety: Domestic Technical Handbook – Competency Matrix: 4Ab) Safety Domestic: Stairs And Ramps – Pedestrian Protective Barriers – Vehicle Protective Barriers

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Stairs and barriers					
	4Ab) Safety Domestic: Stairs and Protective Barriers		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998	Other references: The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity Safety, Quality and Continuity Regulations 2002 The Electricity at Work Regulations 1989 The Gas Safety (Installations and Use) Regulations 1998 The Work at Height Regulations 2005
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 https://www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Stairs and ramps					
	4Ab) Safety Domestic: Stairs and Protective Barriers	<i>Understand that stairs and ramps should be constructed to be within limits recognised as offering safe and convenient passage and designed so that any person who is likely to use them can do so comfortably and safely, with the minimum amount of difficulty. Design should also address the issue of appropriate guarding, where a level change is made, and seek to eliminate any possible trip hazards</i>	4.3 Stairs and ramps	Mandatory Standard 4.3 Every building must be designed and constructed in such a way that every level can be reached safely by stairs or ramps	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.1 Measurement for stairs 4.3.2 Rise, going, tread and pitch of stairs 4.3.3 Width of stair flights and landings 4.3.4 Number of rises in a flight	The geometry of a stair flight can have a significant effect on the ability of people to use a stair safely and conveniently and limits should be placed on the rise and going of a stair, and steepness of pitch	Generally, a flight should have not more than 16 rise Generally, a flight should have at least 3 rises
		<i>Understand the difference between 'private and other' stairs.</i>	4.3.5 Risers and treads	All stairs providing access to and within buildings should be designed to be accessible by most persons with reduced mobility	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers.</i>	4.3.6 Stair landings	Clear space is needed to the head and foot of any stair flight to allow people to move between a flight and an adjacent level surface safely	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.7 Warning surfaces to landings of external steps	On external routes serving more than one dwelling, tactile paving should be used to alert people to the presence of a flight of steps	
		<i>Awareness of hazards and how to eliminate them</i>	4.3.8 Stair landings serving outward opening fully glazed doors	If the conservatory or extension is intended to be the accessible entrance, the guidance to Standard 4.1 should be followed	See requirements for landing sizes and configurations
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.9 Stair flights consisting of both straight and tapered treads	On that part of a flight consisting of tapered treads, the going of the tapered treads should be uniform and should not be less than the going of the straight treads	See minimum guidance on minimum tread going size
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.10 Stair flights consisting wholly of tapered treads	A flight consisting wholly of tapered treads, forming a helix or spiral, should be constructed to give safe passage	BS 5395: Part 2: 1984

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.11 Pedestrian ramps	Surfaces with a gradient of 1 in 20 to not more than 1 in 12 are considered to be ramps and recommendations are made on such surfaces to ensure the safety and amenity of users. Gradients of more than 1 in 12 are considered too steep to negotiate safely and are not recommended	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.12 Width of ramps flights 4.3.13 Ramp landings	The width of a ramp should relate to the intensity of use Clear space is needed to the head and foot of any ramp flight to allow people to move between a flight and an adjacent level surface safely	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.14 Handrails to stairs and ramps	A handrail should be provided to both sides of any flight where there is a change of level of more than 600mm, or where the flight on a ramp is longer than 2m	See reductions for single dwellings and private stairs
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.15 Height of handrails	A handrail should be fixed at a height of at least 840mm and not more than 1.0m, measured vertically above the pitch line of a flight on a stair or ramp and on a landing where a handrail is provided	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.16 Headroom on stairs and ramps	A flight or landing on a stair or ramp should have clear headroom of at least 2.0m extending over the whole of the effective width	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.17 Industrial stairs and fixed ladders	An industrial stair or fixed ladder serving an area in any building to which only limited access is provided should be constructed so as to offer safe passage	A stair or ladder should be constructed in accordance with: a. BS 5395: Part 3: 1985 or BS 4211: 2005, as appropriate, or b. BS 5395: Part 2: 1984 where the stair is a spiral or helical stair
Pedestrian barriers					
	4Ab) Safety Domestic: Stairs and Protective Barriers	<i>Understand scope of protective barrier needs</i>	4.4 Pedestrian protective barriers	Mandatory Standard 4.4 Every building must be designed and constructed in such a way that every sudden change of level that is accessible in, or around, the building is guarded sudden change of level that is accessible in, or around, the building is guarded by the provision of pedestrian protective barriers Limitation: This standard does not apply where the provision of pedestrian protective barriers would obstruct the use of areas so guarded	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand scope of protective barrier needs</i>	4.4.0 Introduction	Protective barriers are necessary to prevent people in and around buildings from an accidental fall at an unguarded change of level	
		<i>Understand scope of protective barrier needs</i>	4.4.1 Location of pedestrian protective barriers	An unguarded change in level or a sudden change in direction	
		<i>Understand scope of protective barrier needs</i>	4.4.2 Design of pedestrian protective barriers	In and around domestic buildings, gaps in any protective barrier should not be large enough to permit a child to pass through	
		<i>Understand scope of protective barrier needs</i>	4.4.3 Guarding to the edge of ramps	Where a continuous pedestrian protective barrier is not provided to the edge of a ramp flight, a kerb upstand of at least 100mm high should be provided to any open side of the flight where there is a drop of any height	
Vehicle protective barriers					
	4Ab) Safety Domestic: Stairs and Protective Barriers	<i>Understand protection afforded by barriers against vehicles</i>	4.12 Vehicle protective barriers	Mandatory Standard 4.12 Every building accessible to vehicular traffic must be designed and constructed in such a way that every change in level is guarded	
		<i>Understand protection afforded by barriers against vehicles</i>	4.12.1 Vehicle protective barriers	If vehicles have access to a floor, roof or ramp that forms part of a building, a vehicle If vehicles have access to a floor, roof or ramp that forms part of a building, a vehicle protective barrier should be provided to the edge of any such area that is above the level of any adjoining floor, ground or any other route for vehicles	Annex A to BS 6180: 2011. Table 4.10 Height of vehicle protective barriers

Section 4: Safety: Domestic Technical Handbook – Competency Matrix: 4Ac) Safety Domestic:

Electrical safety – electrical fixtures – aids to communication – in-building physical infrastructure for high-speed electronic communications network

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Electrical	4Ac) Safety Domestic: Electrical		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998	Other references: The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity Safety, Quality and Continuity Regulations 2002 The Electricity at Work Regulations 1989 The Gas Safety (Installations and Use) Regulations 1998 The Work at Height Regulations 2005
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 https://www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Electrical safety and fixtures					
	4Ac) Safety Domestic: Electrical	<i>Understand the scope of electrical safety and compliance checks</i>	4.5 Electrical safety	<p>Mandatory Standard 4.5 Every building must be designed and constructed in such a way that the electrical installation does not:</p> <p>a. threaten the health and safety of the people in, and around, the building, and</p> <p>b. become a source of fire.</p> <p>Limitation: This standard does not apply to an electrical installation:</p> <p>a. serving a building or any part of a building to which the Mines and Quarries Act 1954 or the Factories Act 1961 applies, or</p> <p>b. forming part of the works of an undertaker to which regulations for the supply and distribution of electricity made under the Electricity Act 1989</p>	
		<i>Understand the Approved Certifiers of Construction Scheme and the LABSS Equivalence checks for uncertified work</i>	4.5.1 Electrical installations	An electrical installation should be designed, constructed, installed and tested such that it is in accordance with the recommendations of BS 7671: 2008	Professional Expertise – electrical installation work should be inspected and tested by persons who possess sufficient technical knowledge, relevant practical skills and experience for the nature of the electrical work undertaken. An approved certifier of construction who has been assessed to have the professional skills and relevant experience, can certify compliance of an electrical installation (see clause 4.0.5)
		<i>Understand scope of low voltage work</i>	4.5.2 Extra-low voltage installations	Any such installation should be designed, constructed, installed and tested such that it is in accordance with the recommendations of BS 7671: 2008	
		<i>Understand scope and checks needed for installations operating above low voltage</i>	4.5.3 Installations operating above low voltage	To avoid the risk of harm, any circuit which is designed to operate at a voltage higher than low voltage should be provided with a cut-off switch for use in emergency in accordance with the recommendations of BS 7671: 2008. Such installations are not usual in domestic buildings	
Electrical fixtures					
	4Ac) Safety Domestic: Electrical	<i>Interpret and apply minimum level and specification of electrical fixtures</i>	4.6 Electrical fixtures	<p>Standard 4.6</p> <p>Every building must be designed and constructed in such a way that electric lighting points and socket outlets are provided to ensure the health, safety and convenience of occupants and visitors. Limitation: This standard applies only to domestic buildings where a supply of electricity is available</p>	APPLIES TO DOMESTIC BUILDINGS ONLY

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Interpret and apply minimum level and specification of electrical fixtures</i>	4.6.1 Lighting	A dwelling should have an electric lighting system providing at least one lighting point to every circulation space, kitchen, bathroom, toilet and other space having a floor area of 2m ² or more	See need for accessible switching to stairways
		<i>Interpret and apply minimum level and specification of electrical fixtures</i>	4.6.2 Lighting in common areas of domestic buildings	Common areas should have artificial lighting capable of providing a uniform lighting level, at floor level, of not less than 100 lux on stair flights and landings and 50 lux elsewhere within circulation areas	
		<i>Ability to apply door entry and security systems</i>	4.6.3 Door entry systems	A common entrance door, intended as a principal means of access to a building, should have a door entry system installed	
			4.6.4 Socket outlets	A dwelling should be provided with at least a defined number of 13A socket outlets	
Aids to communication					
	4Ac) Safety Domestic: Electrical	<i>Understand scope and application of communications in a fire situation and for those with hearing impairments</i>	4.7 Aids to communication	Standard 4.7 Every building must be designed and constructed in such a way that it is provided with aids to assist those with a hearing impairment Limitation: This standard does not apply to domestic buildings	DOES NOT APPLY TO DOMESTIC BUILDINGS
		<i>Understand scope and application of communications in a fire situation and for those with hearing impairments</i>	4.7.1 Hearing enhancement systems	A hearing enhancement system or similar device to assist a person with hearing loss should form part of a building installation	
In-building physical infrastructure for high-speed electronic communications network					
	4Ac) Safety Domestic: Electrical	<i>Ability to assess electronic communications installations</i>	4.14 In-building physical infrastructure for high-speed electronic communications network	Mandatory Standard 4.14 Every building and building unit must be designed and constructed in such a way that – a. a high-speed ready in-building physical infrastructure up to a network termination point for high-speed electronic communications network is provided; and b. in the case of a building which contains more than one building unit, a common access point for high-speed electronic communications networks is provided. Limitation: This standard does not apply to – a. alterations or extensions to buildings that do not include major renovation works; or b. buildings having an area not exceeding 30 square metres, ancillary to and within the curtilage of a dwelling	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			4.14.1 In-building physical infrastructure in dwellings	A dwelling should be provided with in-building physical infrastructure to allow for the future installation of a service provider's network cabling and associated equipment to the end user's location, with minimal disruption to the fabric of the building	APPLIES EQUALLY TO NON- DOMESTIC
			4.14.2 Satellite and wireless communications	In such cases in-building physical infrastructure suitable for satellite or wireless communications should be provided in place of the infrastructure for cable or fibre where a minimum network speed of 30 Mbps is, or will be, available	APPLIES EQUALLY TO NON- DOMESTIC

Section 4: Safety: Domestic Technical Handbook – Competency Matrix: 4Ad) Safety Domestic:
 General – Danger from Accidents – Danger from Heat – LPG Storage – Security

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
General – Prevention of danger					
	4Ad) Safety Domestic: General		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998	Other references: The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity Safety, Quality and Continuity Regulations 2002 The Electricity at Work Regulations 1989 The Gas Safety (Installations and Use) Regulations 1998 The Work at Height Regulations 2005
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Danger from accidents					
4Ad) Safety Domestic: General		<i>Understand scope of dangers and collisions and protective works needed to avoid accidents</i>	4.8 Danger from accidents	Mandatory Standard 4.8 Every building must be designed and constructed in such a way that: a. people in and around the building are protected from injury that could result from fixed glazing, projections or moving elements on the building b. fixed glazing in the building is not vulnerable to breakage where there is the possibility of impact by people in and around the building c. both faces of a window and rooflight in a building are capable of being cleaned such that there will not be a threat to the cleaner from a fall resulting in severe injury d. a safe and secure means of access is provided to a roof, and e. manual controls for ventilation and for electrical fixtures can be operated safely Limitation: Standards 4.8(d) does not apply to domestic buildings	
		<i>Understand scope of dangers and collisions and protective works needed to avoid accidents</i>	4.8.1 Collision with projections	Any element of a building capable of projecting into a circulation route or space should be positioned, secured or guarded so that it does not present a risk to building users	
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.2 Collision with glazing	Glazing should be designed to resist human impact as set out in BS 6262: Part 4: 2005	BS6262: Part 4: 2005
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.3 Cleaning of windows and rooflights	Any window or rooflight, all or part of which is more than 4m above the adjacent ground or internal floor level, should be constructed so that any external and internal glazed surfaces can be cleaned safely	BS 8213: Part 1: 2004
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.4 Guarding of windows for cleaning	The general guidance for provision of protective barriers given in clause 4.4.2 should be followed	Guidance Clause 4.4.2
		<i>Understand the need for control mechanisms to secure safety and security</i>	4.8.5 Access to manual controls	An openable window, rooflight or other ventilator, that provides natural ventilation to meet Standard 3.14, should have controls for opening, positioned at least 350mm from any internal corner, projecting wall or similar obstruction	Electrical fixtures – outlets and controls of electrical fixtures and systems should be positioned at least 350mm from any internal corner, projecting wall or similar obstruction and, unless the need for a higher location can be demonstrated, not more than 1.2m above floor level

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Danger from Heat					
	4Ad) Safety Domestic: General		4.9 Danger from heat	Mandatory Standard 4.9 Every building must be designed and constructed in such a way that protection is provided for people in, and around, the building from the danger of severe burns or scalds from the discharge of steam or hot water	
		<i>Recognise the parameters need by a notified body</i>	4.9.1 Installation of unvented hot water storage systems 4.9.2 Specification of small unvented hot water storage systems	An unvented hot water storage system should be designed and installed to prevent the temperature of the stored water at any time exceeding 100°C and to provide protection from malfunctions of the system	An unvented hot water storage system should be in the form of a proprietary unit or package which is in accordance with the recommendations of a relevant standard such as BS EN 12897: 2006, BS 6700: 2009 as appropriate or the subject of approval by a notified body to an equivalent level of safety and performance. SEE Definition of Notified Body
		<i>Recognise safety measures and installations to avoid danger from hot water</i>	4.9.3 Discharge from unvented hot water storage systems	Governs requirements for safe discharge	Annex D to BS 6700: 1997 “Specification for design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages” also gives guidance on pipe sizing for water distribution systems
		<i>Recognise the parameters need by a notified body</i>	4.9.4 Discharge of steam or hot water	Any vent or overflow pipe of a hot water system should be positioned so that any discharge will not endanger anyone inside or outside the building	
		<i>Recognise the parameters need by a notified body</i>	4.9.5 Hot water discharge from sanitary fittings	To prevent scalding, the temperature of hot water, at point of delivery to a bath or bidet, should not exceed 48°C	The non-domestic Handbook should be referred to for duties under Health & Safety legislation relevant to any part of a dwelling used as a place of work
		<i>Assess LPG installations</i>	4.11 Liquefied petroleum gas storage	Mandatory Standard 4.11 Every building must be designed and constructed in such a way that each liquefied petroleum gas storage installation, used solely to serve a combustion appliance providing space heating, water heating, or cooking facilities, will: a. be protected from fire spreading to any liquefied petroleum gas container, and b. not permit the contents of any such container to form explosive gas pockets in the vicinity of any container. Limitation: This standard does not apply to a liquefied petroleum gas storage container, or containers, for use with portable appliances	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Liquefied petroleum gas storage					
	4Ad) Safety Domestic: General	<i>Assess LPG installations</i>	4.11.1 LPG storage installations	The type, size and location of an LPG storage installation will determine the factors that should be addressed in the construction of the facility, to comply with health and safety requirements	The UKLPG produces and maintains Codes of Practice which give guidance on achieving levels of risk appropriate to compliance with health and safety legislation for the design, construction and operation of LPG installations. These Codes have been produced in consultation with the Health and Safety Executive (HSE). http://www.hse.gov.uk/ The operation of properties where LPG is stored or is in use are subject to legislation enforced by both the HSE and by the Local Authority
		<i>Assess LPG installations</i>	4.11.2 LPG storage – fixed tanks	Should be designed, constructed and installed in accordance with the requirements set out in the UKLPG Code of Practice 1: 'Bulk LPG Storage at Fixed Installations'	Tables 4.8 (Non-Domestic) and 4.9 (Domestic) Separation distances for liquefied petroleum gas storage tanks
		<i>Assess LPG installations</i>	4.11.3 LPG storage – cylinders	Where an LPG storage installation consists of a set of cylinders, the installation should be in accordance with the UKLPG Code of Practice 24: 'Use of LPG cylinders': Part 1 – 'The Use of Propane in Cylinders at Residential Premises'	
Security					
	4Ad) Safety Domestic: General	<i>Interpret relationship between security and escape</i>	4.13 Security	Mandatory Standard 4.13 Every building must be designed and constructed in such a way that doors and windows, vulnerable to unlawful entry, can be secured to deter housebreaking and protect the safety and welfare of occupants Limitation: This standard applies only to domestic buildings	ONLY APPLIES TO DOMESTIC BUILDINGS
		<i>Interpret relationship between security and escape</i>	4.13.1 Physical security of doors and windows	Doors should be designed and installed to resist forced entry	
		<i>Interpret relationship between security and escape</i>	4.13.2 Doors and windows – 'Secured by Design'	'Secured by Design' (ACPO, 2009) offers a comprehensive solution to the security of dwellings, addressing site design and layout as well as detailed physical security measures. It is particularly relevant to new build or building conversions involving multiple units	
		<i>Understand product accreditation</i>	4.13.3 Doors and windows – product accreditation	A door or window in the locations described in clause 4.13.1 should be tested and certified by a notified body as meeting a recognised standard for security such as PAS 24: 2007 for doorsets or BS 7950: 1997 for windows	PAS 24: 2007 or BS 7950: 1997

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand product accreditation</i>	4.13.4 Doors and windows – product standards and component performance	Defines standards and performance criteria for doorsets and windows	To ensure a robust, basic standard of security, a doorset or window in the locations described in clause 4.13.1 should be designed and constructed in accordance with the general recommendations of the product standard appropriate for the material used, such as: <ul style="list-style-type: none"> • BS 7412: 2007, for PVCu units • BS 644: 2012, for timber windows and doorsets • BS 4873: 2009, for aluminium alloy units • BS 6510: 2010, for steel-framed units
		<i>Assess security of external wall openings – doors windows rooflights etc.</i>	4.13.5 Installation and fixing of doors and windows	Defines adequacy of installed units	To ensure a robust installation, fixing of a doorset or window should be in accordance with: <ul style="list-style-type: none"> • the recommendations given in section 8 of BS 8213-4: 2007, or • manufacturer's written instructions where these meet or exceed the recommendation within this British Standard

Section 4: Safety: Non-Domestic Technical Handbook – Competency Matrix: 4B) Safety Non-Domestic

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Safety – Introduction and Background					
	4b) Safety Non-Domestic:		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998 The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity at Work Regulations 1989 The Work at Height Regulations 2005	
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Section 4: Safety: Non-Domestic Technical Handbook – Competency Matrix: 4Ba) Safety Non-Domestic: Access to buildings – access within buildings

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Access to buildings					
	4Ba) Safety Non-Domestic: Access		4.1 Access to buildings	<p>Mandatory Standard 4.1</p> <p>Every building must be designed and constructed in such a way that all occupants and visitors are provided with safe, convenient and unassisted means of access to the building</p> <p>Limitation:</p> <p>There is no requirement to provide access for a wheelchair user to:</p> <p>a. a house, between either the point of access to or from any car parking within the curtilage of a building and an entrance to the house where it is not reasonably practicable to do so, or</p> <p>b. a common entrance of a domestic building not served by a lift, where there are no dwellings entered from a common area on the entrance storey</p>	
		<i>Understand how BS 8300 and Inclusive design may improve building design</i>	4.1.0 Introduction	An inclusive approach to design should be taken to ensure that buildings are as accessible to as wide a range of people as possible. Solutions should be integral to a design rather than an afterthought added in order to meet duties under building standards or other legislation	
		<i>Ability to interpret access and availability of car parking</i>	4.1.1 Car Parking	A proportion of car parking spaces should be designed to be accessible to a person with mobility impairment, including a wheelchair user, and designated for use as such	
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree</i>	4.1.2 Setting down points	Where car parking is provided within the curtilage of a dwelling, a person should be able to alight from a vehicle directly onto the firm surface of an accessible route to the dwelling	Setting down point should be on a level surface, where the road gradient or camber is less than 1 in 50, with a dropped kerb between the road and an accessible route to the building
		<i>Ability to interpret routes to the building suitable for all including gradients, widths, assistance</i>	4.1.3 Accessible routes	An accessible route should contain no barriers, such as kerbs, steps or similar obstructions that may restrict access, including gradient	
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.4 Surface of an accessible routes	The surface of an accessible route, whether composed of modular paving units, formless materials such as tarmac, or another durable material, should have a profile that will not offer a trip hazard or result in standing water. It should be installed in accordance with a code of practice relevant to the material, where such exists	
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.5 Length of accessible routes	In addition to minimising gradients where possible, as recommended in clause 4.1.3, the length of an accessible route to an accessible entrance of a building should be limited to 45m	Guidance Clause 4.1.3

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand principles of accessibility and limitations of disabled persons</i>	4.1.6 Width of accessible routes	The clear and unobstructed surface width of an accessible route should generally be at least 1.8m, unless:	See reductions for not more than 10 dwellings or single houses
		<i>Ability to interpret physical access to the building suitable for all including widths, accessibility, ease of use, obstructions</i>	4.1.7 Accessible entrances	Each common entrance to a domestic building and at least one entrance to a dwelling should be an accessible, designed to present as little restriction to passage as possible	BS 8300: 2009
		<i>Be able to determine accessibility needs and ensure an existing building does not fail to comply to a greater degree</i>	4.1.8 Powered doors	Defines standards for protection, vision panels, door entry systems, sizes of landing etc.	Powered doors should be controlled by either an automatic sensor, such as a motion detector, or by a manual activation device, such as push-pad
			4.1.9 Accessible thresholds	To be accessible, a door should not present unnecessary barriers to use, such as a step or raised profile at a threshold that might present difficulties to a wheelchair user or be an entrapment or trip hazard to an ambulant person, whether or not using a walking aid	

Access within buildings

4Ba) Safety Non-Domestic: Access

Ability to understand internal layout needs for accessibility and manoeuvrability

4.2 Access within buildings

Mandatory Standard 4.2

Every building must be designed and constructed in such a way that:

- a. in non-domestic buildings, safe, unassisted and convenient means of access is provided throughout the building
- b. in residential buildings, a proportion of the rooms intended to be used as bedrooms must be accessible to a wheelchair user
- c. in domestic buildings, safe and convenient means of access is provided within common areas and to each dwelling
- d. in dwellings, safe and convenient means of access is provided throughout the dwelling, and
- e. in dwellings, unassisted means of access is provided to, and throughout, at least one level

Limitation:

There is no requirement to provide access for a wheelchair user:

- a. in a non-domestic building not served by a lift, to a room, intended to be used as a bedroom, that is not on an entrance storey, or
- b. in a domestic building not served by a lift, within common areas and to each dwelling, other than on an entrance storey

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand how BS 8300 and Inclusive design may improve building design</i>	4.2.0 Introduction	Circulation areas within a building should allow occupants to move around freely and without difficulty, to the best of their ability. Lack of space can make movement around a building difficult for many people and hamper activities such as carrying or moving large items	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.1 (Non-Domestic) Access within buildings	A building should be accessible to everyone. It should be possible for a person to move throughout a building and use the facilities present to the best of their ability, without assistance and without the need to overcome unnecessary barriers	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.2 Corridors	Corridors within a building should be wide enough to allow two-way traffic and manoeuvring at junctions or when passing through doorways	All corridors therefore should have an unobstructed width of at least 1.2m wide. This is the minimum width for escape recommended in Section 2, (Fire)
		<i>An awareness of hazards</i>	4.2.3 Floor surfaces	Floor surfaces within common areas should be uniform, permit ease in manoeuvring and be of a material and finish that, when clean and dry, will provide a level of traction that will minimise the possibility of slipping	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.4 Lobbies	Any lobby at the entrance to or within the common areas of a domestic building should allow a person to pass through whilst remaining clear of the swing of doors	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.5 Internal doors	Doors within the common areas of a domestic building should present as little restriction to passage as practicable and be constructed in a manner that does not present a hazard or a potential barrier to access	
		<i>Understand door furniture</i>	4.2.6 Door closing devices	Heavy door leafs and strong closing devices can make an otherwise accessible door impassable to many building users. The force needed to open and pass through a door, against a closing device, therefore should be limited	
		<i>Ability to understand internal layout needs for accessibility and manoeuvrability</i>	4.2.7 Vertical circulation <u>between</u> storeys	Stairs within a building should be designed to be accessible to a person with reduced mobility, as described in guidance to Standard 4.3. Generally, unassisted access between storeys should be provided by a passenger lift, with the installation meeting the recommendations of BS EN 81-70: 2003	Standard 4.3 for stair requirements
			4.2.8 Vertical circulation <u>within</u> storeys	Access between levels within a storey provided by a lifting device should be in accordance with the recommendation given in clause 4.2.7	Clause 4.2.7 (Non-Domestic)

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			4.2.9 Sleeping accommodation within residential buildings	Within residential buildings, such as hotels and halls of residence, sleeping accommodation which is accessible to a wheelchair user should be provided. At least 1 bedroom in 20, or part thereof	
			4.2.10 Fixed counter installations at service points	Fixed counter installations such as a reception desk or a serving counter in a bar or restaurant should be accessible to a person who is standing, regardless of stature, or seated in a wheelchair	

Section 4: Safety: Non-Domestic Technical Handbook – Competency Matrix: 4Bb) Safety Non-Domestic:

Stairs and ramps – pedestrian protective barriers – vehicle protective barriers

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Stairs and Barriers					
	4Bb) Safety Non-Domestic: Stairs and Barriers		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998 The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity at Work Regulations 1989 The Work at Height Regulations 2005	
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Stairs and ramps					
	4Bb) Safety Non-Domestic: Stairs and Barriers	<i>Understand that stairs and ramps should be constructed to be within limits recognised as offering safe and convenient passage and designed so that any person who is likely to use them can do so comfortably and safely, with the minimum amount of difficulty. Design should also address the issue of appropriate guarding, where a level change is made, and seek to eliminate any possible trip hazards</i>	4.3 Stairs and ramps	Mandatory Standard 4.3 Every building must be designed and constructed in such a way that every level can be reached safely by stairs or ramps	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.1 Measurement for stairs 4.3.2 Rise, going, tread and pitch of stairs 4.3.3 Width of stair flights and landings 4.3.4 Number of rises in a flight	The geometry of a stair flight can have a significant effect on the ability of people to use a stair safely and conveniently and limits should be placed on the rise and going of a stair, and steepness of pitch	Generally, a flight should have not more than 16 rise Generally, a flight should have at least 3 rises
		<i>Understand the difference between 'private and other' stairs</i>	4.3.5 Risers and treads	All stairs providing access to and within buildings should be designed to be accessible by most persons with reduced mobility	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.6 Stair landings	Clear space is needed to the head and foot of any stair flight to allow people to move between a flight and an adjacent level surface safely	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.7 Warning surfaces to landings of external steps	On external routes serving more than one dwelling, tactile paving should be used to alert people to the presence of a flight of steps	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.8 Stair flights consisting of both straight and tapered treads	On that part of a flight consisting of tapered treads, the going of the tapered treads should be uniform and should not be less than the going of the straight treads	See minimum guidance on minimum tread going size.
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers</i>	4.3.9 Stair flights consisting wholly of tapered treads	A flight consisting wholly of tapered treads, forming a helix or spiral, should be constructed to give safe passage	BS 5395: Part 2: 1984
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.10 Pedestrian ramps	Surfaces with a gradient of 1 in 20 to not more than 1 in 12 are considered to be ramps and recommendations are made on such surfaces to ensure the safety and amenity of users. Gradients of more than 1 in 12 are considered too steep to negotiate safely and are not recommended	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.11 Width of ramps flights 4.3.12 Ramp landings	The width of a ramp should relate to the intensity of use Clear space is needed to the head and foot of any ramp flight to allow people to move between a flight and an adjacent level surface safely	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.13 Handrails to stairs and ramps	A handrail should be provided to both sides of any flight where there is a change of level of more than 600mm, or where the flight on a ramp is longer than 2m	See reductions for single dwellings and private stairs
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.14 Height of handrails	A handrail should be fixed at a height of at least 840mm and not more than 1.0m, measured vertically above the pitch line of a flight on a stair or ramp and on a landing where a handrail is provided	
		<i>Understand the ramps, landings, stairway, barriers, handrails, balustrading minimum standards and relationships</i>	4.3.15 Headroom on stairs and ramps	A flight or landing on a stair or ramp should have clear headroom of at least 2.0m extending over the whole of the effective width	
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers.</i>	4.3.16 Industrial stairs and fixed ladders	An industrial stair or fixed ladder serving an area in any building to which only limited access is provided should be constructed so as to offer safe passage	A stair or ladder should be constructed in accordance with: a. BS 5395: Part 3: 1985 or BS 4211: 2005, as appropriate, or b. BS 5395: Part 2: 1984 where the stair is a spiral or helical stair
		<i>Understand the principles of stair geometry, including the provision of handrails and protective barriers.</i>	4.3.17 Stairs and fixed ladders in agricultural buildings 4.3.18 Stepped or ramped gangways within areas of fixed seating	A stair or fixed ladder in an agricultural building should offer safe passage. Such a stair or fixed ladder should be constructed in accordance with BS 5502: Part 80: 1990 Defines standards in non-domestic buildings for assembly and entertainment buildings	
Pedestrian protective barriers					
	4Bb) Safety Non-Domestic: Stairs and Barriers	<i>Understand scope of protective barrier needs</i>	4.4 Pedestrian protective barriers	Mandatory Standard 4.4 Every building must be designed and constructed in such a way that every sudden change of level that is accessible in, or around, the building is guarded sudden change of level that is accessible in, or around, the building is guarded by the provision of pedestrian protective barriers Limitation: This standard does not apply where the provision of pedestrian protective barriers would obstruct the use of areas so guarded	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand scope of protective barrier needs</i>	4.4.0 Introduction	Protective barriers are necessary to prevent people in and around buildings from an accidental fall at an unguarded change of level	
		<i>Understand scope of protective barrier needs</i>	4.4.1 Location of pedestrian protective barriers	An unguarded change in level or a sudden change in direction	
		<i>Understand scope of protective barrier needs</i>	4.4.2 Design of pedestrian protective barriers	In and around domestic buildings, gaps in any protective barrier should not be large enough to permit a child to pass through	
		<i>Understand scope of protective barrier needs</i>	4.4.3 Guarding to the edge of ramps	Where a continuous pedestrian protective barrier is not provided to the edge of a ramp flight, a kerb upstand of at least 100mm high should be provided to any open side of the flight where there is a drop of any height	
Vehicle protective barriers					
	4Bb) Safety Non-Domestic: Stairs and Barriers	<i>Understand protection afforded by barriers against vehicles</i>	4.12 Vehicle protective barriers	Mandatory Standard 4.12 Every building accessible to vehicular traffic must be designed and constructed in such a way that every change in level is guarded	
		<i>Understand protection afforded by barriers against vehicles</i>	4.12.1 Vehicle protective barriers	If vehicles have access to a floor, roof or ramp that forms part of a building, a vehicle protective barrier should be provided to the edge of any such area that is above the level of any adjoining floor, ground or any other route for vehicles	Annex A to BS 6180: 2011. Table 4.10 Height of vehicle protective barriers

Section 4: Safety: Non-Domestic Technical Handbook – Competency Matrix: 4Bc) Safety Non-Domestic: Electrical

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Electrical	4Bc) Safety Non-Domestic: Electrical		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998 The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity at Work Regulations 1989 The Work at Height Regulations 2005	
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Electrical safety					
	4Bc) Safety Non-Domestic: Electrical	<i>Understand the scope of electrical safety and compliance checks</i>	4.5 Electrical safety	<p>Mandatory Standard 4.5 Every building must be designed and constructed in such a way that the electrical installation does not:</p> <p>a. threaten the health and safety of the people in, and around, the building, and</p> <p>b. become a source of fire.</p> <p>Limitation: This standard does not apply to an electrical installation:</p> <p>a. serving a building or any part of a building to which the Mines and Quarries Act 1954 or the Factories Act 1961 applies, or</p> <p>b. forming part of the works of an undertaker to which regulations for the supply and distribution of electricity made under the Electricity Act 1989</p>	
		<i>Understand the Approved Certifiers of Construction Scheme and the LABSS Equivalence checks for uncertified work</i>	4.5.1 Electrical installations	An electrical installation should be designed, constructed, installed and tested such that it is in accordance with the recommendations of BS 7671: 2008	Professional Expertise – electrical installation work should be inspected and tested by persons who possess sufficient technical knowledge, relevant practical skills and experience for the nature of the electrical work undertaken. An approved certifier of construction who has been assessed to have the professional skills and relevant experience, can certify compliance of an electrical installation (see clause 4.0.5)
		<i>Understand scope of low voltage work</i>	4.5.2 Extra-low voltage installations	Any such installation should be designed, constructed, installed and tested such that it is in accordance with the recommendations of BS 7671: 2008	
		<i>Understand scope and checks needed for installations operating above low voltage</i>	4.5.3 Installations operating above low voltage	To avoid the risk of harm, any circuit which is designed to operate at a voltage higher than low voltage should be provided with a cut-off switch for use in emergency in accordance with the recommendations of BS 7671: 2008. Such installations are not usual in domestic buildings	
Aids to communication					
	4Bc) Safety Non-Domestic: Electrical	<i>Understand scope and application of communications in a fire situation and for those with hearing impairments</i>	4.7 Aids to communication	<p>Standard 4.7</p> <p>Every building must be designed and constructed in such a way that it is provided with aids to assist those with a hearing impairment</p> <p>Limitation: This standard does not apply to domestic buildings</p>	DOES NOT APPLY TO DOMESTIC BUILDINGS

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand scope and application of communications in a fire situation and for those with hearing impairments</i>	4.7.1 Hearing enhancement systems	A hearing enhancement system or similar device to assist a person with hearing loss should form part of a building installation	
In-building physical infrastructure for high-speed electronic communications network					
	4Bc) Safety Non-Domestic: Electrical	<i>Ability to assess electronic communications installations</i>	4.14 In-building physical infrastructure for high-speed electronic communications network	Mandatory Standard 4.14 Every building and building unit must be designed and constructed in such a way that – a. a high-speed ready in-building physical infrastructure up to a network termination point for high-speed electronic communications network is provided; and b. in the case of a building which contains more than one building unit, a common access point for high-speed electronic communications networks is provided Limitation: This standard does not apply to – a. alterations or extensions to buildings that do not include major renovation works; or b. buildings having an area not exceeding 30 square metres, ancillary to and within the curtilage of a dwelling	
			4.14.1 In-building physical infrastructure in dwellings	A dwelling should be provided with in-building physical infrastructure to allow for the future installation of a service provider's network cabling and associated equipment to the end user's location, with minimal disruption to the fabric of the building	APPLIES EQUALLY TO NON-DOMESTIC
			4.14.2 Satellite and wireless communications	In such cases in-building physical infrastructure suitable for satellite or wireless communications should be provided in place of the infrastructure for cable or fibre where a minimum network speed of 30 Mbps is, or will be, available	APPLIES EQUALLY TO NON-DOMESTIC

Section 4: Safety: Non-Domestic Technical Handbook – Competency Matrix: 4Bd) Safety Non-Domestic:

General – Danger from Accidents – Danger from Heat – Fixed Seating LPG

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
General – Prevention of danger					
	4Bd) Safety Non-Domestic:General		4.0.1 Background	Safety has been defined by the International Standards Organisation as 'a state of freedom from unacceptable risks of personal harm'. This recognises that no activity is absolutely safe or free from risk. No building can be absolutely safe and some risk of harm to users may exist in every building. Building standards seek to limit risk to an acceptable level by identifying hazards in and around buildings that can be addressed through the Building (Scotland) Regulations	
		<i>Understand the scope and intent of Section 4</i>	4.0.2 Aims	The intention of this section is to give recommendations for the design of buildings that will ensure access and usability, reduce the risk of accident and unlawful entry	
			4.0.3 Latest changes	Standard 4.14 – Introduction of a new standard and supporting guidance covering the provision of in-building physical infrastructure to facilitate the installation of high-speed electronic communications networks	
				Appendix A – Additional defined terms added. Most of these new terms are as defined within Article 2 of EU Directive 2014/61/EU	
			4.0.4 Relevant legislation	The Electricity Safety, Quality and Continuity Regulations 2002 The Gas Safety (Installations and Use) Regulations 1998 The Equality Act 2010 The Workplace, (Health, Safety and Welfare) Regulations 1992 The Electricity at Work Regulations 1989 The Work at Height Regulations 2005	
			4.0.5 Certification	The certification of construction (electrical installations to BS 7671) scheme has been approved by Scottish Ministers to confirm compliance with relevant standards in Section 4 www.webarchive.org.uk/wayback/archive/20141129143819/http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification/certhandbook	

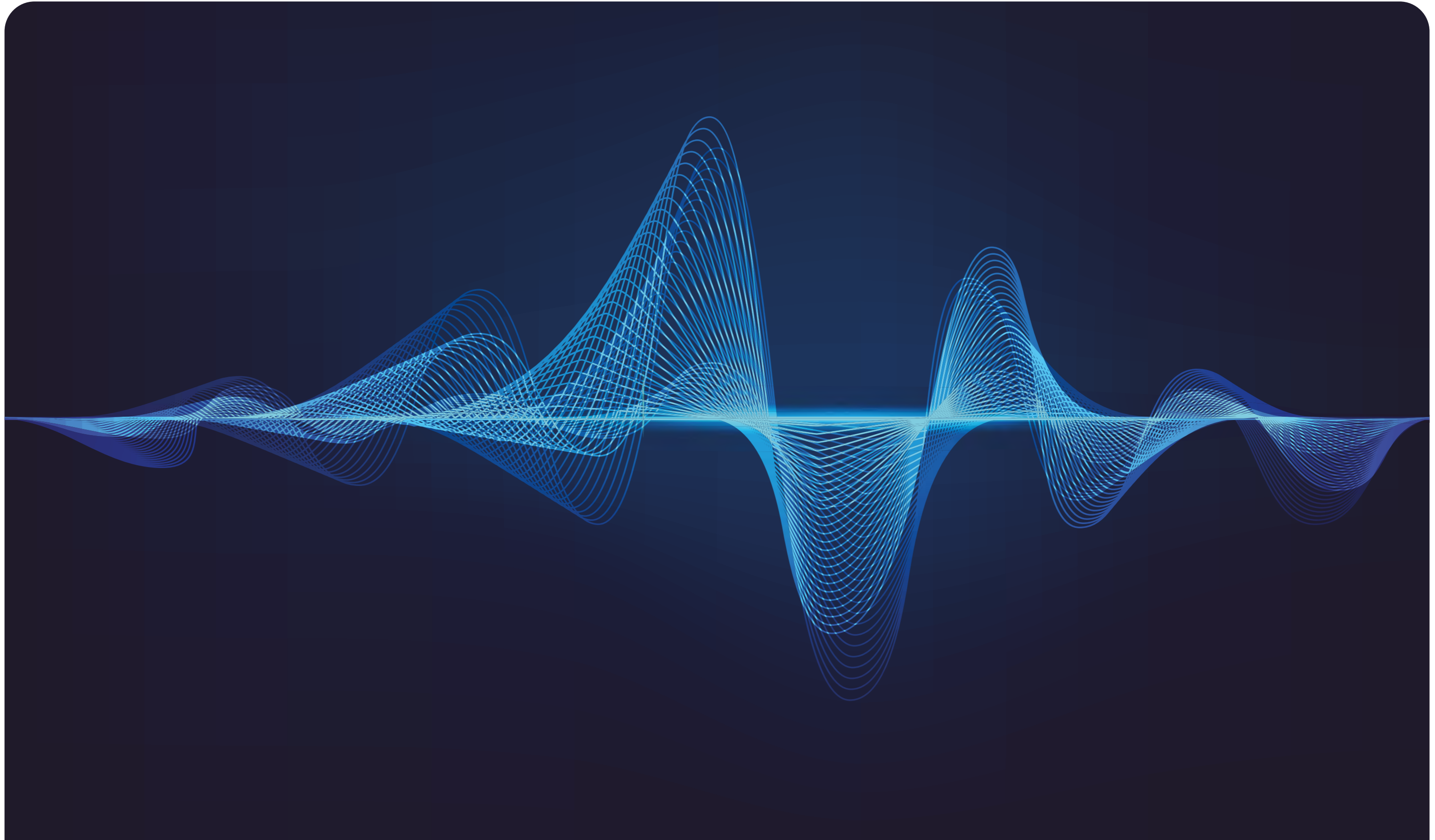
Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Danger from accidents					
4Bd) Safety Non-Domestic:General		<i>Understand scope of dangers and collisions and protective works needed to avoid accidents</i>	4.8 Danger from accidents	<p>Mandatory Standard 4.8</p> <p>Every building must be designed and constructed in such a way that:</p> <ul style="list-style-type: none"> a. people in and around the building are protected from injury that could result from fixed glazing, projections or moving elements on the building b. fixed glazing in the building is not vulnerable to breakage where there is the possibility of impact by people in and around the building c. both faces of a window and rooflight in a building are capable of being cleaned such that there will not be a threat to the cleaner from a fall resulting in severe injury d. a safe and secure means of access is provided to a roof, and e. manual controls for ventilation and for electrical fixtures can be operated safely <p>Limitation: Standards 4.8(d) does not apply to domestic buildings</p>	
		<i>Understand scope of dangers and collisions and protective works needed to avoid accidents</i>	4.8.1 Collision with projections	Any element of a building capable of projecting into a circulation route or space should be positioned, secured or guarded so that it does not present a risk to building users	
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.2 Collision with glazing	Glazing should be designed to resist human impact as set out in BS 6262: Part 4: 2005	BS6262: Part 4: 2005
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.3 Cleaning of windows and rooflights	Any window or rooflight, all or part of which is more than 4m above the adjacent ground or internal floor level, should be constructed so that any external and internal glazed surfaces can be cleaned safely	BS 8213: Part 1: 2004
		<i>Ability to interpret glazing needs for safety and for cleaning</i>	4.8.4 Guarding of windows for cleaning	The general guidance for provision of protective barriers given in clause 4.4.2 should be followed	Guidance Clause 4.4.2
		<i>Understand the need for control mechanisms to secure safety and security</i>	4.8.5 Emergency stopping of escalators and passenger conveyors	The location of the devices and the stopping of the equipment should meet the recommendations of BS EN 115: 1995	
		<i>Understand the need for control mechanisms to secure safety and security</i>	4.8.6 Access to manual controls	An openable window, rooflight or other ventilator, that provides natural ventilation to meet Standard 3.14, should have controls for opening, positioned at least 350mm from any internal corner, projecting wall or similar obstruction	Electrical fixtures – outlets and controls of electrical fixtures and systems should be positioned at least 350mm from any internal corner, projecting wall or similar obstruction and, unless the need for a higher location can be demonstrated, not more than 1.2m above floor level
		<i>Ability to interpret roof working safety</i>	4.8.7 Roof access	A means of safe and secure access should be provided to a roof of a building. One method of providing such access would be the installation of a stair, ladder or walkway meeting BS 5395: Part 3: 1985	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to understand internal layout needs for accessibility and maneuverability</i>	4.8.8 Working on roofs	There should be a clear visible warning identifying any part of a roof that is not capable of bearing a concentrated load of 0.9 kN on a 130mm by 130mm square. The visible warning should include the relevant hazard sign from BS 5499: Part 5: 2002	
Danger from heat					
	4Bd) Safety Non-Domestic:General		4.9 Danger from heat	Mandatory Standard 4.9 Every building must be designed and constructed in such a way that protection is provided for people in, and around, the building from the danger of severe burns or scalds from the discharge of steam or hot water	
		<i>Recognise the parameters need by a notified body</i>	4.9.1 Installation of unvented hot water storage systems 4.9.2 Specification of small unvented hot water storage systems	An unvented hot water storage system should be designed and installed to prevent the temperature of the stored water at any time exceeding 100°C and to provide protection from malfunctions of the system	An unvented hot water storage system should be in the form of a proprietary unit or package which is in accordance with the recommendations of a relevant standard such as BS EN 12897: 2006, BS 6700: 2009 as appropriate or the subject of approval by a notified body to an equivalent level of safety and performance. SEE Definition of Notified Body
		<i>Recognise the parameters need by a notified body</i>	4.9.3 Specification of large unvented hot water storage systems	An unvented hot water storage system should be designed and installed to prevent the temperature of the stored water at any time exceeding 100°C and to provide protection from malfunctions of the system	Where the system has a power input greater than 45kW, safety devices should include an appropriate number of temperature or combined temperature/pressure relief valves: <ul style="list-style-type: none"> • to BS 6283: Part 2: 1991 or BS EN 1490: 2000, or • of equivalent suitability marked with the activation temperature (in °C), pressure (if relevant) and the discharge rating (in kW), measured in accordance with Appendix F of BS 6283 Part 2: 1991 or BS EN 1490: 2000
		<i>Recognise safety measures and installations to avoid danger from hot water</i>	4.9.4 Discharge from unvented hot water storage systems	Governs requirements for safe discharge	Annex D to BS 6700: 1997 “Specification for design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages” also gives guidance on pipe sizing for water distribution systems
		<i>Recognise the parameters need by a notified body</i>	4.9.4 Discharge of steam or hot water	Any vent or overflow pipe of a hot water system should be positioned so that any discharge will not endanger anyone inside or outside the building	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Recognise the parameters need by a notified body</i>	4.9.5 Hot water discharge from sanitary fittings	To prevent scalding, the temperature of hot water, at point of delivery to a bath or bidet, should not exceed 48°C	The non-domestic Handbook should be referred to for duties under Health & Safety legislation relevant to any part of a dwelling used as a place of work
Fixed seating					
	4Bd) Safety Non-Domestic: General	<i>Ability to assess and apply fixed seating criteria</i>	4.10 Fixed seating	Mandatory Standard 4.10 Every building, which contains fixed seating accommodation for an audience or spectators, must be designed and constructed in such a way that a number of level spaces for wheelchairs are provided proportionate to the potential audience or spectators Limitation: This standard does not apply to domestic buildings	DOES NOT APPLY TO DOMESTIC BUILDINGS
		<i>Ability to assess and apply fixed seating criteria</i>	4.10.1 Variety in provision of fixed seating	Within any area of fixed seating, such as in a lecture room or auditorium or at a sporting venue, the layout should identify space for the seating of wheelchair users. These provisions may also benefit a person with mobility impairment or who may travel with an assistance dog	
Liquefied petroleum gas storage					
	4Bd) Safety Non-Domestic: General	<i>Assess LPG installations</i>	4.11 Liquefied petroleum gas storage	Mandatory Standard 4.11 Every building must be designed and constructed in such a way that each liquefied petroleum gas storage installation, used solely to serve a combustion appliance providing space heating, water heating, or cooking facilities, will: a. be protected from fire spreading to any liquefied petroleum gas container, and b. not permit the contents of any such container to form explosive gas pockets in the vicinity of any container. Limitation: This standard does not apply to a liquefied petroleum gas storage container, or containers, for use with portable appliances	
		<i>Assess LPG installations</i>	4.11.1 LPG storage installations	The type, size and location of an LPG storage installation will determine the factors that should be addressed in the construction of the facility, to comply with health and safety requirements	The UKLPG produces and maintains Codes of Practice which give guidance on achieving levels of risk appropriate to compliance with health and safety legislation for the design, construction and operation of LPG installations. These Codes have been produced in consultation with the Health and Safety Executive (HSE). http://www.hse.gov.uk/ The operation of properties where LPG is stored or is in use are subject to legislation enforced by both the HSE and by the Local Authority

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Assess LPG installations</i>	4.11.2 LPG storage – fixed tanks	Should be designed, constructed and installed in accordance with the requirements set out in the UKLPG Code of Practice 1: 'Bulk LPG Storage at Fixed Installations'	Tables 4.8 (Non-Domestic) Separation distances for liquefied petroleum gas storage tanks
		<i>Assess LPG installations</i>	4.11.3 LPG storage – cylinders	Where an LPG storage installation consists of a set of cylinders, the installation should be in accordance with the UKLPG Code of Practice 24: 'Use of LPG cylinders': Part 1 – 'The Use of Propane in Cylinders at Residential Premises'	

Section 5 - Noise



Section 5: Noise: Domestic Technical Handbook – Competency Matrix: 5A Noise Domestic:

Introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Noise – Introduction and Background					
5A Noise Domestic		<i>Understands the purpose and objectives of the guidance to Section 5. Be able to understand principles of airborne and impact sound</i>	5.0 Introduction	The purpose of the standards in Section 5 is to limit the transmission of sound to a level that will not threaten the health of occupants from sound transmission emanating from attached buildings and a differently occupied part of the same building	
			5.0.1 Background	Noise is unwanted sound. In order to limit the effects of unwanted sound the standards intend to improve the resistance of building elements to sound transmission	
			5.0.2 Aims	The purpose of the standards in Section 5 is to limit the transmission of sound to a level that will not threaten the health of occupants from sound transmission emanating from attached buildings and a differently occupied part of the same building	
			5.0.3 Latest changes		
			5.0.4 Explanation of terms	<p>Airborne sound is sound which is propagated from a noise source through the medium of air. Examples of these are speech and sound from a television</p> <p>Airborne sound transmission is direct transmission of airborne sound through walls or floors. When sound energy is created in a room, for instance by conversation, some of the energy is reflected or absorbed by room surfaces but some may set up vibrations in the walls and floor. Depending on both the amount of energy and the type of construction, this can result in sound being transmitted to adjacent parts of the building</p> <p>Direct transmission refers to the path of either airborne or impact sound through elements of construction</p> <p>DnT,w is the weighted standardised level difference. A single-number quantity (weighted) which characterises the airborne sound insulation between two rooms, in accordance with BS EN ISO 717-1: 1997</p> <p>Flanking transmission is airborne or impact transmission between rooms that is transmitted via flanking elements and/or in flanking elements in conjunction with the main separating elements. An example of a flanking element is the inner leaf of an external wall that connects to the separating 'core' of a wall or floor</p> <p>Impact sound is sound which is propagated from a noise source through a direct medium. An example of this is footfall on a floor</p> <p>Impact sound transmission is sound which is spread from an impact noise source in direct contact with a building element</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<p>L'nT,w is the weighted standardised impact sound pressure level. A single-number quantity (weighted) to characterise the impact sound insulation of floors, in accordance with BS EN ISO 717-2: 1997</p> <p>Rw is a single number quantity (weighted) which characterises the airborne sound insulation of a building element from measurements undertaken in a laboratory, in accordance with BS EN ISO 717-1: 1997</p>	
			5.0.5 Reduction of sound transmission	The reduction of sound transmission from attached buildings, or part of the same building, and sound from within the same dwelling can be provided through different mechanisms which involve; mass, isolation, absorption, resilience and stiffness (see annex A of the Example Constructions)	
			5.0.6 Principles of airborne sound transmission	When sound waves strike a wall or floor, the pressure variations cause the construction to vibrate	
			5.0.7 Principles of impact sound transmission	Impact sound is sound that is spread from an impact or vibrational source in direct contact with a building element such as a floor	
			5.0.8 Principles of flanking sound transmission	Flanking sound transmission occurs when there is an indirect path for sound to travel along elements adjacent to walls and floors	
			5.0.9 Relevant legislation	<p>The Common Law of Nuisance</p> <p>Part IV of the Civic Government (Scotland) Act 1982 sets out a range of public nuisance offences.</p> <p>The Environmental Protection Act 1990 as it relates to noise, states that 'any premises in such a state as to be prejudicial to health or a nuisance ranks as a statutory nuisance'.</p> <p>The Human Rights Act 1998 (as it relates to noise) Article 8 guarantees the right to respect for private and family life</p> <p>The Antisocial Behaviour etc. (Scotland) Act 2004 empowers the local authority to serve a warning notice in relation to noise which exceeds the permitted level</p> <p>The Planning Advice Note PAN 1/2011 'Planning and Noise', provides advice on the role of the planning system in helping to prevent and limit the adverse effects of noise.</p> <p>The SHTM 2045 provide guidance on designing for noise in hospitals and healthcare facilities</p>	
			5.0.10 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Noise separation					
	5a) Noise Domestic	<p><i>Be able to determine suitability of separating wall or floor construction – concrete and blockwork structures.</i></p> <p><i>Be able to determine the adequacy of acoustic performance for separating walls and floors and internal walls and floors</i></p> <p><i>Be aware of key stage site inspections and what to identify for compliance and non compliance with Section 5</i></p>	5.1 Noise separation	<p>Mandatory Standard 5.1 Every building, which is divided into more than one area of different occupation, must be designed and constructed in such a way to limit the transmission of source noise from normal domestic type activities, between such areas, to a level that will not threaten the health of, or cause inconvenience to the building occupants</p> <p>Limitation:</p> <p>This standard only applies to a building in different occupation incorporating:</p> <ol style="list-style-type: none"> attached dwellings attached residential buildings, or a roof, walkway or access deck located directly above an area that is either a dwelling or a residential building 	
		<i>Be able to determine suitability of separating wall or floor construction – timber frame structures (TF, CLT, panelised)</i>	5.1.1 Scope of standard	Airborne sound insulation should be provided where any separating wall or separating floor is formed between areas in different occupation	
		<i>Be able to determine suitability of separating wall or floor construction – steel frame and concrete and LW steel frame</i>	5.1.2 Design Performance levels	Defines design performance levels	
			5.1.3 Example Constructions	Example Constructions have been developed that will repeatedly achieve the design performance levels in the table to clause 5.1.2.	The Example Constructions are available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160520200310/http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/publications/pubtech/techexpleconstr/
		<i>Be confident enough to enter meaningful discussions to determine suitability of non-standard constructions</i>	5.1.4 Other constructions	Where constructions that have not been tested previously are used, the services of an acoustic specialist may be obtained, who should be able to offer design guidance on constructions that are capable of achieving the performance levels in the table to clause 5.1.2	
		<i>Be able to determine suitability of Conversions separating wall or floor construction and upgrade and flanking factors</i>	5.1.5 Conversions	With older buildings achieving the performance levels in clause 5.1.2 becomes more difficult, therefore the levels for traditional buildings are less demanding than for new build and conversions	Conversions and conversions of traditional buildings should achieve the performance levels in the table to clause 5.1.2

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Be able to determine suitability of noise reduction for common areas corridors, lift shafts and services noise</i>	5.1.6 Doors in a separating wall	Entrance doors to flats and maisonettes located in a separating wall should be fitted with a perimeter seal, including the threshold, to minimise noise transmittance through the doorset	Doors to dwellings from common areas must comply with the relevant standards in Section 2: Fire, Section 4: Safety and Section 6: Energy
		<i>Be able to determine suitability of flanking construction and areas of common error, raft foundations, spandrel panels and hybrid construction systems (e.g. masonry and timber)</i> <i>Be aware of testing provision and options including sampling</i>	5.1.7 Noise from services	Therefore, it is important that the design of building services, their position in the building and the building structure should be considered at an early stage in the design process	Services passing through separating walls or separating floors must comply with the relevant standards in Section 2: Fire
Post completion testing					
	5a) Noise Domestic	<i>Awareness of the components of an acoustic test report and how to check an acoustic test report. Be aware of testing provision and options including sampling</i>	5.1.8 Post-completion performance test levels	The effectiveness of a construction to reduce sound transmission depends on several factors; the design, the buildings within which it is formed and the quality of the workmanship	
		<i>An ability to interpret necessary remedial action in the event of a sound test failure</i>	5.1.9 Post-completion testing	Professional expertise – testing should be carried out by persons who can demonstrate relevant, recognised expertise in acoustics for sound insulation testing	
		<i>Have an awareness of Robust Details methodology, approach</i> <i>Be aware of key stage site inspections and what to identify for compliance and non compliance with Section 5</i>	5.1.10 Remedial action following a test failure		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Noise reduction					
	5a) Noise Domestic		5.2 Noise reduction between rooms	<p>Mandatory Standard 5.2 Every building, must be designed and constructed in such a way to limit the transmission of source noise from normal domestic type activities, through a wall or floor, between a room and internal space where noise is likely to occur, to a level that will not cause inconvenience to the building occupants.</p> <p>Limitation: This standard only applies to a wall or floor forming an apartment in a dwelling and a room in a residential building which is capable of being used for sleeping; other than:</p> <ol style="list-style-type: none"> a wall between an en-suite bathroom and the apartment or room it serves a hospital a place of lawful detention 	
			5.2.0 Introduction	Although noise within a dwelling, can be more easily controlled than noise from outwith the dwelling itself, this can still be a nuisance	
		<i>Ability to interpret sound test results and conclusions</i>	5.2.1 Design performance level	The design performance levels for internal walls and intermediate floors covered by this standard should achieve minimum airborne sound insulation levels indicated in the table to this clause	Alternatively, product manufacturers may have solutions that will achieve the design performance level
		<i>Ability to interpret adequate constructions from example details and expert submissions from sound specialists</i>	5.2.2 Internal walls	The design performance levels in clause 5.2.1 can be achieved by using the Generic Internal Constructions available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160107091304mp_/http://www.gov.scot/Resource/0039/00393440.pdf	
		<i>Ability to interpret adequate constructions from example details and expert submissions from sound specialists</i>	5.2.3 Intermediate floors	The design performance levels in clause 5.2.1 can be achieved by using the Generic Internal Constructions available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160107091304mp_/http://www.gov.scot/Resource/0039/00393440.pdf	
		<i>Recognise the limitations of applying standards to existing property</i>	5.2.4 Conversions	In such cases the sound insulation level will not be known therefore, it is not reasonably practicable for the existing walls or floors to meet the performance levels in clause 5.2.1	
		<i>Recognise the need to consider the acoustic quality of internal doors</i>	5.2.5 Doors in internal walls	Rooms intended for sleeping should be separated by a door that will act as a sound barrier and reduce noise transference	

Section 5: Noise: Domestic Technical Handbook – Competency Matrix: 5B Noise Non-Domestic:

Introduction and background – noise separation between buildings – noise reduction between rooms

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Noise – Introduction and Background					
	5b) Noise Non-Domestic	<i>Understands the purpose and objectives of the guidance to Section 5. Be able to understand principles of airborne and impact sound</i>	5.0 Introduction	The purpose of the standards in Section 5 is to limit the transmission of sound to a level that will not threaten the health of occupants from sound transmission emanating from attached buildings and a differently occupied part of the same building	Areas identified as skills or knowledge gaps : -Understanding/Interpretation Sound Test reports – BS/EN ISO criteria – Site investigations and checking compliance – new innovative or hybrid constructions
			5.0.1 Background	Noise is unwanted sound. In order to limit the effects of unwanted sound the standards intend to improve the resistance of building elements to sound transmission	
			5.0.2 Aims	The purpose of the standards in Section 5 is to limit the transmission of sound to a level that will not threaten the health of occupants from sound transmission emanating from attached buildings and a differently occupied part of the same building	
			5.0.3 Latest changes		
			5.0.4 Explanation of terms	<p>Airborne sound is sound which is propagated from a noise source through the medium of air. Examples of these are speech and sound from a television</p> <p>Airborne sound transmission is direct transmission of airborne sound through walls or floors. When sound energy is created in a room, for instance by conversation, some of the energy is reflected or absorbed by room surfaces but some may set up vibrations in the walls and floor. Depending on both the amount of energy and the type of construction, this can result in sound being transmitted to adjacent parts of the building</p> <p>Direct transmission refers to the path of either airborne or impact sound through elements of construction</p> <p>DnT,w is the weighted standardised level difference. A single-number quantity (weighted) which characterises the airborne sound insulation between two rooms, in accordance with BS EN ISO 717-1: 1997</p> <p>Flanking transmission is airborne or impact transmission between rooms that is transmitted via flanking elements and/or in flanking elements in conjunction with the main separating elements. An example of a flanking element is the inner leaf of an external wall that connects to the separating 'core' of a wall or floor</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<p>Impact sound is sound which is propagated from a noise source through a direct medium. An example of this is footfall on a floor</p> <p>Impact sound transmission is sound which is spread from an impact noise source in direct contact with a building element</p> <p>L'nT,w is the weighted standardised impact sound pressure level. A single-number quantity (weighted) to characterise the impact sound insulation of floors, in accordance with BS EN ISO 717-2: 1997</p> <p>Rw is a single number quantity (weighted) which characterises the airborne sound insulation of a building element from measurements undertaken in a laboratory, in accordance with BS EN ISO 717-1: 1997</p>	
			5.0.5 Reduction of sound transmission	The reduction of sound transmission from attached buildings, or part of the same building, and sound from within the same dwelling can be provided through different mechanisms which involve; mass, isolation, absorption, resilience and stiffness (see annex A of the Example Constructions)	
			5.0.6 Principles of airborne sound transmission	When sound waves strike a wall or floor, the pressure variations cause the construction to vibrate	
			5.0.7 Principles of impact sound transmission	Impact sound is sound that is spread from an impact or vibrational source in direct contact with a building element such as a floor	
			5.0.8 Principles of flanking sound transmission	Flanking sound transmission occurs when there is an indirect path for sound to travel along elements adjacent to walls and floors	
			5.0.9 Relevant legislation	<p>The Common Law of Nuisance recognises that an occupant has the right to the free and absolute use of the property, but only to the extent that such use does not discomfort or annoy a neighbour</p> <p>Part IV of the Civic Government (Scotland) Act 1982 sets out a range of public nuisance offences.</p> <p>The Environmental Protection Act 1990 as it relates to noise, states that 'any premises in such a state as to be prejudicial to health or a nuisance ranks as a statutory nuisance'</p> <p>The Human Rights Act 1998 (as it relates to noise) Article 8 guarantees the right to respect for private and family life</p> <p>The Antisocial Behaviour etc. (Scotland) Act 2004 empowers the local authority to serve a warning notice in relation to noise which exceeds the permitted level</p>	

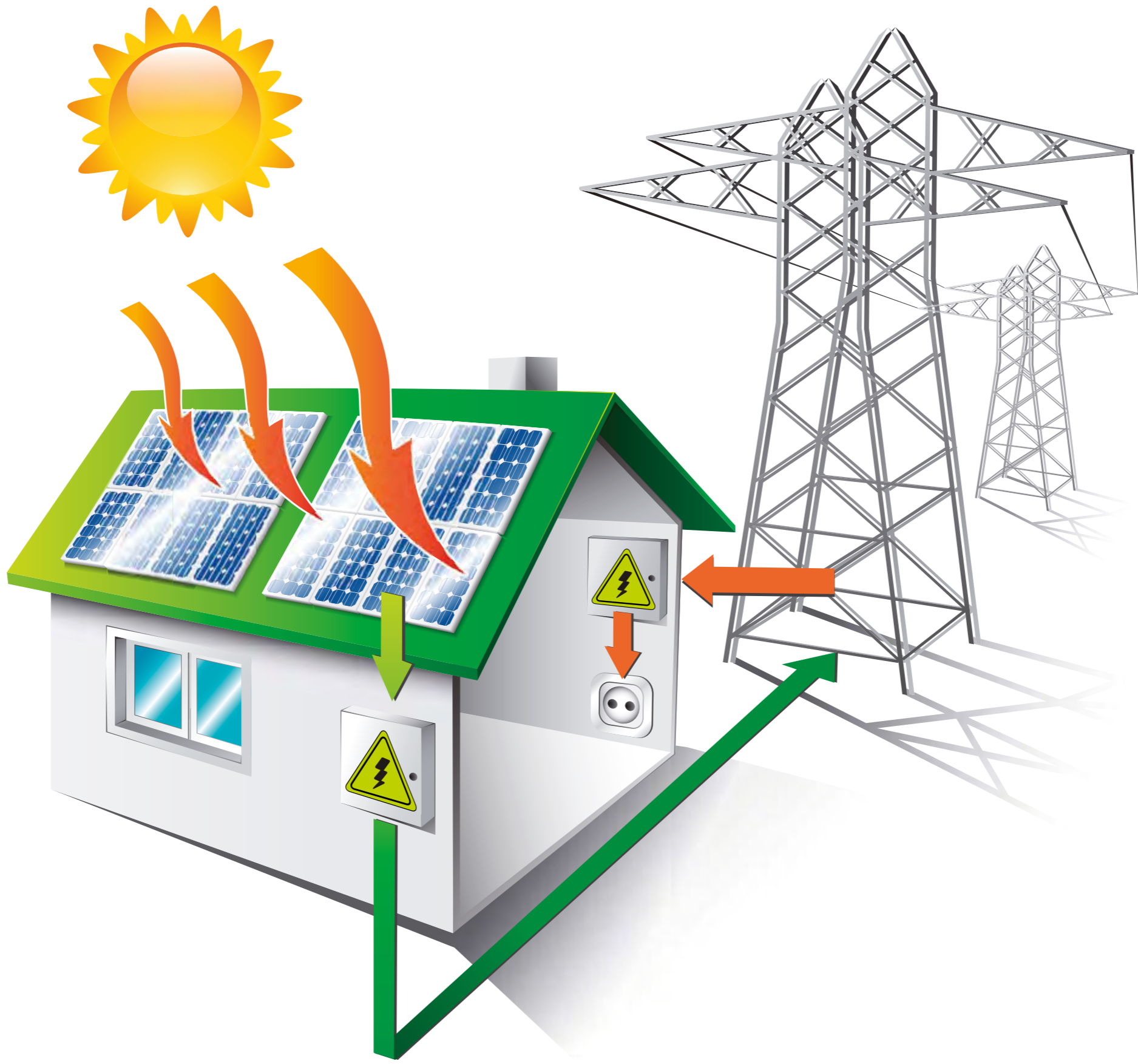
Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				<p>The Planning Advice Note PAN 1/2011 'Planning and Noise', provides advice on the role of the planning system in helping to prevent and limit the adverse effects of noise</p> <p>The SHTM 2045 provide guidance on designing for noise in hospitals and healthcare facilities</p>	
			5.0.10 Certification	Scottish Ministers can, under Section 7 of the Building (Scotland) Act 2003, approve schemes for the certification of design or construction for compliance with the mandatory functional standards	
Noise separation					
	5b) Noise Non-Domestic	<i>Be able to determine the adequacy of acoustic performance for separating walls and floors and internal walls and floors. Understands the purpose and objectives of the guidance to Section 5. Be able to understand principles of airborne and impact sound</i>	5.1 Noise separation	<p>Mandatory Standard 5.1 Every building, which is divided into more than one area of different occupation, must be designed and constructed in such a way to limit the transmission of source noise from normal domestic type activities, between such areas, to a level that will not threaten the health of, or cause inconvenience to the building occupants</p> <p>Limitation:</p> <p>This standard only applies to a building in different occupation incorporating:</p> <ol style="list-style-type: none"> attached dwellings attached residential buildings, or a roof, walkway or access deck located directly above an area that is either a dwelling or a residential building 	
		<i>Be able to determine suitability of separating wall or floor construction – concrete and blockwork structures. Be able to determine suitability of flanking construction and areas of common error, raft foundations, spandrel panels and hybrid construction systems (e.g. masonry and timber)</i>	5.1.1 Scope of standard	Airborne sound insulation should be provided where any separating wall or separating floor is formed between areas in different occupation	
		<i>Be able to determine suitability of separating wall or floor construction – timber frame structures (TF, CLT, panelised)</i>	5.1.2 Design Performance levels	Defines design performance levels	The Example Constructions are available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160107091304mp_/http://www.gov.scot/Resource/0039/00393440.pdf
		<i>Be able to determine suitability of separating wall or floor construction – steel frame and concrete and LW steel frame</i>	5.1.3 Example Constructions	Example Constructions have been developed that will repeatedly achieve the design performance levels in the table to clause 5.1.2	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Be confident enough to enter meaningful discussions to determine suitability of non-standard constructions</i>	5.1.4 Other constructions	Where constructions that have not been tested previously are used, the services of an acoustic specialist may be obtained, who should be able to offer design guidance on constructions that are capable of achieving the performance levels in the table to clause 5.1.2	Conversions and conversions of traditional buildings should achieve the performance levels in the table to clause 5.1.2
		<i>Be able to determine suitability of Conversions separating wall or floor construction and upgrade and flanking factors</i>	5.1.5 Conversions	With older buildings achieving the performance levels in clause 5.1.2 becomes more difficult, therefore the levels for traditional buildings are less demanding than for new build and conversions	Doors to dwellings from common areas must comply with the relevant standards in Section 2: Fire, Section 4: Safety and Section 6: Energy
		<i>Be able to determine suitability of noise reduction for common areas corridors, lift shafts and services noise</i>	5.1.6 Noise from services	Therefore, it is important that the design of building services, their position in the building and the building structure should be considered at an early stage in the design process	Services passing through separating walls or separating floors must comply with the relevant standards in Section 2: Fire
Post Completion Testing					
		<i>Be aware of testing provision and options including sampling</i>	5.1.7 Post-completion performance test levels	The effectiveness of a construction to reduce sound transmission depends on several factors; the design, the buildings within which it is formed and the quality of the workmanship	
		<i>Awareness of the components of an acoustic test report and how to check an acoustic test report.</i>	5.1.8 Post-completion testing	Professional expertise – testing should be carried out by persons who can demonstrate relevant, recognised expertise in acoustics for sound insulation testing	
		<i>An ability to interpret necessary remedial action in the event of a sound test failure</i> <i>Ability to interpret sound test results and conclusions</i> <i>Have an awareness of Robust Details methodology, approach</i>	5.1.9 Remedial action following a test failure		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Noise Reduction between rooms					
	5b) Noise Non-Domestic		5.2 Noise reduction between rooms	<p>Mandatory Standard 5.2 Every building, must be designed and constructed in such a way to limit the transmission of source noise from normal domestic type activities, through a wall or floor, between a room and internal space where noise is likely to occur, to a level that will not cause inconvenience to the building occupants.</p> <p>Limitation: This standard only applies to a wall or floor forming an apartment in a dwelling and a room in a residential building which is capable of being used for sleeping; other than:</p> <ol style="list-style-type: none"> a wall between an en-suite bathroom and the apartment or room it serves a hospital a place of lawful detention 	
		<i>Be aware of key stage site inspections and what to identify for compliance and non compliance with Section 5</i>	5.2.0 Introduction	In the past many noise complaints have come, from occupants of residential buildings, such as hotels, residential care buildings and student residences. NHS regulations, SHTM 2045, provide guidance on designing for noise in hospitals and healthcare facilities	
		<i>Awareness of different standards and criteria from ISO 717 – residential separating and internal constructions performance, schools and hospitals</i>	5.2.1 Design performance level	The design performance levels for internal walls and intermediate floors covered by this standard should achieve a minimum airborne sound insulation level of 43 dB Rw	Alternatively, product manufacturers may have solutions that will achieve the design performance level
		<i>Be able to determine suitability of acoustic construction for schools and hospitals</i>	5.2.2 Internal walls	The design performance levels in clause 5.2.1 can be achieved by using the Generic Internal Constructions available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160107091304mp_/http://www.gov.scot/Resource/0039/00393440.pdf	
		<i>Understand the scope and limitations of the standard to rooms in buildings and when and where the standards can be expected</i>	5.2.3 Intermediate floors	The design performance levels in clause 5.2.1 can be achieved by using the Generic Internal Constructions available on the BSD website https://www.webarchive.org.uk/wayback/archive/20160107091304mp_/http://www.gov.scot/Resource/0039/00393440.pdf	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<p><i>Ability to interpret adequate constructions from example details and expert submissions from sound specialists</i></p> <p><i>Ability to interpret adequate constructions from example details and expert submissions from sound specialists</i></p> <p><i>Recognise the limitations of applying standards to existing property</i></p>	5.2.4 Conversions	In such cases the sound insulation level will not be known therefore, it is not reasonably practicable for the existing walls or floors to meet the performance levels in clause 5.2.1	
		Recognise the need to consider the acoustic quality of internal doors	5.2.5 Doors in internal walls	Rooms intended for sleeping should be separated by a door that will act as a sound barrier and reduce noise transference	

Section 6 - Energy



Section 6: Noise: Domestic Technical Handbook – Competency Matrix: 6A Energy Domestic –

Introduction and background – carbon dioxide emissions – building insulation envelope – heating system – Insulation of pipes, ducts and vessels – artificial and display lighting – mechanical ventilation and air conditioning – commissioning building services – written information – energy performance certificates – metering – performance – building fabric – glazing – air infiltration – thermal bridging – conservatories – extensions – building types

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Energy – Domestic					
	6a) Energy Domestic		6.0.1 Background	<p>Within Scottish building regulations, improvements in energy standards have been made over many years, including in 2007, the move to a single carbon dioxide emission based methodology for assessing carbon and energy performance in new buildings</p> <p>The Climate Change (Scotland) Act 2009</p> <p>To deliver buildings that are more energy efficient and have fewer carbon dioxide emissions, a greater emphasis is needed on the overall effect that design and specification choices, construction and commissioning of new work can have on building performance</p>	
			6.0.2 Aims	<p>The intention of Section 6 is to ensure that effective measures for the conservation of fuel and power are incorporated in buildings. In addition to limiting energy demand by addressing the performance of the building fabric and fixed building services, a carbon dioxide emissions standard obliges designers of new buildings to consider building design in a holistic way</p>	
			6.0.3 General guidance	<p>This section should be read in conjunction with all the guidance to the Building (Scotland) Regulations 2004, but in particular Section 3 Environment, which has a close affiliation with energy efficiency</p> <p>Heated stand-alone buildings</p> <p>Stand-alone buildings that are less than 50m² in floor area, must still comply with Standards 6.2 to 6.8 and 6.10. The guidance to Standard 6.2 recommends that the insulation envelope of heated stand-alone buildings meets the level of performance applicable to an extension</p> <p>Examples – common examples of stand-alone buildings that could be less than 50m² and which would therefore be eligible for exemption are: a detached petrol filling station kiosk, associated with a supermarket; and heated office and toilet accommodation, within an otherwise unheated warehouse</p> <p>Work on existing buildings – as for other standards within Scottish building regulations, the energy standards apply to conversions and also work on existing buildings, such as extensions, alterations and fit-outs</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.0.4 U-values	Thermal transmittance (U-value) is a measure of how much heat will pass through one square metre of a structure when the temperature on either side differs by one degree Celsius. It is expressed in units of watts per square metre per degree of temperature difference (W/m ² K)	
			6.0.5 Thermal conductivity	The thermal conductivity λ (the λ -value) of a material is a measure of the rate at which that material transmits heat and is expressed in units of watts per metre per degree of temperature difference (W/mK). Establishing the thermal conductivity of materials in a building element forming part of the insulation envelope will enable the thermal transmittance of the element to be calculated	
			6.0.6 Thermal transmittance through separating elements	<p>Previously, thermal transmittance through separating walls or separating floors between heated parts of the same building (e.g. between an office and a protected zone with space heating) was not assessed. Accommodation on both sides of the separating element was expected to be at a similar temperature when the buildings are occupied</p> <p>This is no longer always the case. Whilst 'no loss' may still be assumed for solid walls, research has identified previously unanticipated heat losses from air movement in cavity separating walls. This 'thermal bypass' is now identified in the calculation methodology and guidance to Standard 6.1 and in guidance to Standard 6.2</p>	
			6.0.7 Buffering effects on the insulation envelope	<p>If a building or part of a building is separated from an unheated enclosed area, (e.g. solid waste storage accommodation, a porch, garage, protected zone or underground car park) the U-values of the walls/floors (including doors and translucent glazing) may be calculated by:</p> <ul style="list-style-type: none"> • disregarding the buffering effects and treating the element as if it is directly exposed to the outside • following the procedure in BS EN ISO 6946: 2007, or • following the procedure in BS EN ISO 13789: 2007 disregarding the buffering effects and treating the element as if it is directly exposed to the outside • following the procedure in BS EN ISO 6946: 2007, or • following the procedure in BS EN ISO 13789: 2007 	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.0.8 Roofs that perform the function of a floor	A roof of a building that also performs the function of a floor or similar load-bearing surface (e.g. an access deck, escape route, roof garden or car park), should be considered as a roof for the purpose of assessment within this section	
			6.0.9 Conservatories & Atria	In a building with an atrium the guidance given in clause 6.0.7 applies if the atrium is unheated and thermally divided from the remainder of the building by translucent glazing and doors and, if appropriate, walls and floors	
			6.0.10 Performance of fixed building services	Unless otherwise identified in text, guidance given in support of Standards 6.3 to 6.6 now refers directly to information contained within the Non-domestic Building Services Compliance Guide for Scotland	
			6.0.11 Calculation of areas	<p>When calculating areas for the purposes of this section and in addition to regulation 7, schedule 4, the following should be observed:</p> <ul style="list-style-type: none"> • all areas should be measured in square metres (m²), unless stated otherwise in this guidance • the area of a floor, wall or roof is to be measured between finished internal faces of the insulation envelope, including any projecting bays and in the case of a roof, in the plane of the insulation • floor areas are to include stairwells within the insulation envelope and also non-useable space (for example service ducts) • the area of an opening (e.g. window or door) should be measured internally from ingo to ingo and from head to sill or threshold 	
			6.0.12 Latest changes		
			6.0.13 Relevant legislation	EU Directive 2009/28/EC	
			6.0.14 Certification	The Certification of Design (Section 6 – Energy) for Non-domestic Buildings scheme has been approved by Scottish Ministers to confirm compliance with Section 6. Details are available on the certification pages of the Building Standards Division website https://www.bregroup.com/acd/page.jsp?id=1119	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Carbon dioxide emissions					
6a) Energy Domestic		<i>Understands the purpose and objectives of the guidance to Standard 6.1 when considering the TER and DER values for a project</i>	6.1 Carbon dioxide emissions	Mandatory Standard 6.1 Every building must be designed and constructed in such a way that: a. the energy performance is estimated in accordance with a methodology of calculation approved under regulation 7(a) of the Energy Performance of Buildings (Scotland) Regulations 2008, and b. the energy performance of the building is capable of reducing carbon dioxide emissions Limitation: This standard does not apply to: a. alterations and extensions to buildings, other than:	
		<i>Understand the principle of heat flow through structure</i>		i. alterations and extensions to stand-alone buildings having an area less than 50 square metres that would increase the area to 50 square metres or more	
		<i>Be able to calculate a basic U value.</i>		ii. extensions to non-domestic buildings where the extension will have an area which is both greater than 100 square metres and greater than 25% of the area of the existing building, and	
		<i>Be able to recognise thermal bridges in walls, floors and roofs</i>		iii. alterations to buildings involving the fit-out of the building shell which is the subject of a continuing requirement b. conversions of buildings: c. non-domestic buildings and buildings that are ancillary to a dwelling that are standalone having an area less than 50 square metres d. buildings, which will not be heated or cooled, other than by heating provided solely for the purpose of frost protection, or e. limited life buildings which have an intended life of less than 2 years	
		<i>Understands the purpose and objectives of the guidance on TER and DER Calculations</i>	6.1.0 Introduction	Standard 6.1 focuses on the reduction of carbon dioxide emissions arising from the use of heating, hot water, lighting, ventilation and cooling systems in a new dwelling. The guidance sets an overall level for maximum carbon dioxide emissions in buildings by use of a methodology which incorporates a range of parameters that influence energy use. This means that, for new dwellings, a designer is obliged to consider energy performance as a complete package rather than looking only at individual elements such as insulation or boiler efficiency – a 'whole dwelling approach' to energy, which offers a significant degree of design flexibility	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
				For the majority of new buildings, Standard 6.1 has the greatest influence on design for energy performance. Standards 6.2 to 6.6, in the main, recommend benchmark and back-stop levels to be achieved for individual elements or systems. To achieve compliance with Standard 6.1, it will be necessary to improve upon some or all of these backstop levels or incorporate additional energy efficiency measures, such as low carbon equipment (LCE)	
		<i>Ability to check SAP Rating</i>	6.1.1 Dwellings	Objective – the calculated carbon dioxide emissions (measured in kilograms per square metre of floor area per annum) for the proposed dwelling, the dwelling emissions rate (DER), should be less than or equal to the target carbon dioxide emissions for a 'notional dwelling', the target emissions rate (TER)	
		<i>Ability to calculate the TER for a dwelling</i>	6.1.2 Setting the target carbon dioxide emissions level	To set the target carbon dioxide emissions level, (i.e. the level that should not be exceeded, the TER), refer to the table to this clause	Table 6.1 Main space heating system fuel [1] [2] [3]. Table 6.2 For the 'notional dwelling' in addition all of the following applies in every fuel type
		<i>Ability to calculate the DER for a dwelling</i>	6.1.3 Calculating carbon dioxide emissions for the proposed dwelling (DER)	The second calculation involves establishing the carbon dioxide emissions for the proposed dwelling (DER). To do this the values proposed for the dwelling should be used in the methodology i.e. the U-values, air infiltration, heating system, etc.	All other values can be varied, but before entering values into the methodology, reference should be made to: <ul style="list-style-type: none"> • the back-stop U-values identified in guidance to Standard 6.2, and • guidance on systems and equipment referenced in guidance to Standards 6.3 to 6.6 and the Domestic Building Services Compliance Guide for Scotland http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/dbscgs
		<i>Ability to calculate the DER/ TER comparisons for a block of flats</i>	6.1.4 Buildings with multiple dwellings	Where a building contains more than one dwelling (such as a block of flats or terrace of houses) the average carbon dioxide emissions for the proposed block or terrace (DER) may be compared to the average target CO2 emissions (TER) for the 'notional block or terrace'	
		<i>Understand the assessment of communal areas</i>	6.1.5 Common areas in buildings with multiple dwellings	Where subject to Standard 6.1, communal rooms or other areas in blocks of dwelling (which are exclusively associated with the dwellings) should be assessed	

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the assessment and use of a simplified approach to comparisons for compliance</i>	6.1.6 A simplified approach	Where a dwelling is designed to one of the packages of measures in the table to clause 6.1.2, it can be considered to reduce carbon dioxide emissions to the same level as by use of the methodology, calculating and comparing DER with TER	Note that an Energy Performance Certificate (EPC) will still be required, on completion of the dwelling, to meet Standard 6.9
		<i>Ability to interpret the energy use position with conservatories</i>	6.1.7 Conservatories and stand-alone buildings	Conservatories of less than 50m ² in area are stand-alone buildings, thermally separated from the dwelling. A dwelling to which one is attached should be assessed as if there was no conservatory proposed	
		<i>Understand the SBEM Method of calculation for stand alone buildings and conservatories over 50 m²</i>		For conservatories and other ancillary stand-alone buildings of 50m ² or more subject to Standard 6.1, a SBEM calculation using the methodology and guidance to Standard 6.1 for non-domestic buildings should be provided, applying the standards set for domestic buildings in all other respects	
Building insulation envelope					
	6a) Energy Domestic	<i>Understands the purpose and objectives of the fabric insulation requirements under Standard 6.2</i>	6.2 Building insulation envelope	Mandatory Standard 6.2 Every building must be designed and constructed in such a way that an insulation envelope is provided which reduces heat loss. Limitation: This standard does not apply to: <ul style="list-style-type: none"> a. non-domestic buildings which will not be heated, other than heating provided solely for the purpose of frost protection b. communal parts of domestic buildings which will not be heated, other than heating provided solely for the purpose of frost protection, or c. buildings which are ancillary to dwellings, other than conservatories, which are either unheated or provided with heating which is solely for the purpose of frost protection 	
			6.2.0 Introduction	The levels set out in the guidance to this standard are robust back-stops	
		<i>Understands the purpose and objectives of the fabric insulation backstops for various scenarios</i>	6.2.1 Maximum U-values for new buildings	Where a balanced and practical approach is taken to reducing energy demand in new dwellings, a consistent and good level of fabric insulation will limit heat loss through the building envelope	Table 6.3 Maximum U-values for building elements of the insulation envelope
		<i>Understand the relationship between Standard 6.1 and the number of openings</i>	6.2.2 Areas of windows, doors and rooflights	Due to the carbon emissions Standard 6.1, there is no need for guidance on minimum or maximum area for windows, doors and rooflights in new dwellings	Guidance on alterations, extensions and conversions is provided in clauses 6.2.6 to 6.2.13
		<i>Ability to investigate potential thermal bridging in constructions</i>	6.2.3 Limiting heat loss through thermal bridging	The insulation envelope of any heated building should be designed and constructed to limit heat loss through thermal bridging	
		<i>Ability to investigate potential air infiltration in constructions</i>	6.2.4 Limiting uncontrolled air infiltration	To limit heat loss, any heated building should be designed to limit air infiltration through the building fabric	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to instruct, witness and accept air tightness test results</i>	6.2.5 Air-tightness testing	Frequency of testing dwellings – testing of completed dwellings should be carried out on at least 1 in 20 dwellings or part thereof	
		<i>Ability to apply the insulation needs to a previously unheated building</i>	6.2.6 Introducing heating to unheated buildings and conversion of unheated buildings	Where conversion of an unheated building (e.g. a barn) or part of a dwelling is to be carried out, or heating is introduced to a building that was previously designed to be unheated, the building should work to achieve the same standards to those for an extension to the insulation envelope by following the guidance in clauses 6.2.9 and 6.2.10, meeting the U-values in column (b) of the table to clause 6.2.9	Guidance Clause 6.2.9
		<i>Understand the application of standards to a previously heated building</i>	6.2.7 Conversion of heated buildings	A less demanding approach than identified in clause 6.2.6 is recommended which at the same time still ensures that some overall improvements are being made to the existing building stock	Table 6.4 Maximum U-values for building elements of the insulation envelope
		<i>Ability to apply improvement standards to sensitive buildings</i>	6.2.8 Conversion of historic, listed or traditional buildings	In many cases, specialist advice will be helpful in making an assessment to ensure that, in improving energy efficiency, there is no other, adverse effect to the building fabric	
		<i>Understand the application of standards to an extension to a building Understand the limitations of existing buildings and suitable forms of improvement.</i>	6.2.9 Extensions to the insulation envelope	Extension of a domestic building is not subject to Standard 6.1. In view of this, measures to limit energy demand and carbon dioxide emissions rely primarily upon the performance of the new building fabric	Table 6.5 Maximum U-values for building elements of the insulation envelope
		<i>Understand the application of standards limit heat loss through air infiltration and thermal bridging in existing buildings</i>	6.2.10 Thermal bridging and air infiltration for existing buildings	Describes the principles to be applied to existing buildings to combat thermal bridging and air infiltration	
		<i>Understand the application of standards to a previously heated building</i>	6.2.11 Alterations to the insulation envelope	Defines the standards to be met when altering an existing insulated element	
		<i>Ability to apply energy improvement works to conservatories and stand alone buildings</i>	6.2.12 Conservatories 6.2.13 Stand-alone buildings	Defines approach to conservatories Defines approach to stand alone buildings	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Heating system					
	6a) Energy Domestic		6.3 Heating system	Mandatory Standard 6.3 Every building must be designed and constructed in such a way that the heating and hot water service systems installed are energy efficient and are capable of being controlled to achieve optimum energy efficiency Limitation: This standard does not apply to: a. buildings which do not use fuel or power for controlling the temperature of the internal environment, or b. heating provided solely for the purpose of frost protection	
		<i>Understand the performance needs of fixed heating systems</i>	6.3.1 Performance of fixed heating systems in new and existing buildings	The minimum performance of, space heating and hot water systems, heating appliances and controls is set out in the Domestic Building Services Compliance Guide for Scotland http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/dbscgs	
		<i>Ability to recognise the need for heating controls in a conservatory</i>	6.3.2 Conservatories	Any conservatory with heating installed should have controls that regulate it from the rest of the dwelling e.g. a thermostatic radiator valve (TRV) to each radiator	
Insulation of pipes, ducts and vessels					
	6a) Energy Domestic	<i>Ability to interpret heat loss via heating equipment, pipes and vessels</i>	6.4 Insulation of pipes, ducts and vessels	Mandatory Standard 6.4 Every building must be designed and constructed in such a way that temperature loss from heated pipes, ducts and vessels, and temperature gain to cooled pipes and ducts, is resisted Limitation: This standard does not apply to: a. buildings which do not use fuel or power for heating or cooling either the internal environment or water services b. buildings, or parts of a building, which will not be heated, other than heating provided solely for the purpose of frost protection, or c. pipes, ducts or vessels that form part of an isolated industrial or commercial process	
		<i>Recognise the need for insulation to heating equipment</i>	6.4.1 Insulation of pipes, ducts and vessels in new and existing buildings	Guidance on the insulation of pipes, ducts and vessels is set out, in the context of the systems of which they form a part, in the Domestic Building Services Compliance Guide for Scotland http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/dbscgs	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.4.2 Work on existing buildings	Where a new boiler or hot water storage vessel is installed, or where existing systems are extended, new or existing pipes, ducts and vessels that are accessible or exposed as part of the work should be insulated as for new systems. Replacement hot water storage vessels should be insulated as for new systems	
Artificial and display lighting					
	6a) Energy Domestic	<i>Recognise the part fixed lighting plays in energy use/saving</i>	6.5 Artificial and display lighting	Mandatory Standard 6.5 Every building must be designed and constructed in such a way that the artificial or display lighting installed is energy efficient and is capable of being controlled to achieve optimum energy efficiency Limitation: This standard does not apply to: a. process and emergency lighting components in a building, or b. alterations in dwellings or a building ancillary to a dwelling	
			6.5.1 Fixed lighting	Guidance on the efficiency of fixed internal and external lighting is given in the Domestic Building Services Compliance Guide for Scotland [http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/dbscgs]	
Mechanical ventilation and air conditioning					
	6a) Energy Domestic	<i>Understand the energy use in mechanical ventilation and air conditioning units</i>	6.6 Mechanical ventilation and air conditioning	Mandatory Standard 6.6 Every building must be designed and constructed in such a way that: a. the form and fabric of the building minimises the use of mechanical ventilating or cooling systems for cooling purposes, and b. ventilating and cooling systems installed are energy efficient and are capable of being controlled to achieve optimum energy efficiency Limitation: This standard does not apply to buildings which do not use fuel or power for ventilating or cooling the internal environment	
			6.6.0 Introduction	It is not desirable that dwellings or buildings consisting of dwellings have air-conditioning systems or use mechanical ventilation systems for cooling purposes, as this leads to increased energy use and higher carbon dioxide emissions	
		<i>Understand the need to minimise heat gain in hot weather to eliminate/reduce need for ventilation and or air conditioning</i>	6.6.1 Form and fabric of the building	Describes reduction measures for fabric to avoid heat gain	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.6.2 Efficiency of mechanical ventilation and air conditioning systems in new and existing buildings	Guidance on the efficiency of mechanical ventilation and air conditioning systems is given in the Domestic Building Services Compliance Guide for Scotland [http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/dbscgs]	
		<i>Understand the issues affecting the efficiency of ventilation systems</i>	6.6.3 Design and installation of Ductwork	The design and installation of ductwork design can have a significant effect on the effectiveness of a ventilation system	
Commissioning building services					
	6a) Energy Domestic		6.7 Commissioning building services	Mandatory Standard 6.7 Every building must be designed and constructed in such a way that energy supply systems and building services which use fuel or power for heating, lighting, ventilating and cooling the internal environment and heating the water, are commissioned to achieve optimum energy efficiency Limitation: This standard does not apply to: a. major power plants serving the National Grid b. the process and emergency lighting components of a building c. heating provided solely for the purpose of frost protection, or d. energy supply systems used solely for industrial and commercial processes, leisure use and emergency use within a building	
		<i>Understand the issues affecting the commissioning of service installation systems</i>	6.7.1 Inspection and commissioning	All heating, hot water service, ventilating or cooling systems and any decentralised equipment for power generation in a dwelling or other area of a building consisting of dwellings should be inspected and commissioned in accordance with manufacturers' instructions to enable optimum energy efficiency	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Written information					
6a) Energy Domestic			6.8 Written information	<p>Mandatory Standard 6.8 The occupiers of a building must be provided with written information by the owner:</p> <p>a. on the operation and maintenance of the building services and energy supply systems, and</p> <p>b. where any air-conditioning system in the building is subject to regulation 17, stating a time-based interval for inspection of the system</p> <p>Limitation:</p> <p>This standard does not apply to:</p> <p>a. major power plants serving the National Grid</p> <p>b. buildings which do not use fuel or power for heating, lighting, ventilating and cooling the internal environment and heating the water supply services</p> <p>c. the process and emergency lighting components of a building</p> <p>d. heating provided solely for the purpose of frost protection</p> <p>e. lighting systems in a domestic building, or</p> <p>f. energy supply systems used solely for industrial and commercial processes, leisure use and emergency use within a building</p>	
		<i>Ability to assess written information</i>	6.8.1 Written information	Written information should be made available for the use of the occupier on the operation and maintenance of the heating, ventilation, cooling and hot water service system, any additional low carbon equipment installations and any decentralised equipment for power generation to encourage optimum energy efficiency	
		<i>Ability to assess written information</i>	6.8.2 Quick Start Guide	Additional information should be provide to assist the building user	
		<i>Ability to assess written information</i>	6.8.3 Work on existing buildings	A list of recommendations which would improve the overall energy efficiency of the system should be provided	
Energy performance certificates					
6a) Energy Domestic		<i>Understand the methods used in creating an energy performance certificate and checking its accuracy and correct display</i>	6.9 Energy performance certificates 6.9.1 Calculating the carbon dioxide emissions for a certificate 6.9.2 Information to be provided for buildings 6.9.3 Location of an energy performance certificate 6.9.4 Conservatories and other stand-alone buildings		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Metering					
	6a) Energy Domestic		6.10 Metering	This standard does not apply to domestic buildings as fuel providers e.g. gas companies, provide meters to dwellings to enable correct charging for fuel used by the customer	DOES NOT APPLY TO DOMESTIC BUILDINGS
		<i>Have the ability to interpret and use the Annexes listed here</i>	DOMESTIC ANNEXES Annex 6.A Compensating U-values for windows, doors and roof-lights Annex 6.B Compensatory approach – heat loss example Annex 6.C – Consideration of High- Efficiency Alternative Systems in New Buildings		

Section 6: Noise: Non-Domestic Technical Handbook – Competency Matrix: 6B Energy Non-Domestic:

Introduction and background – carbon dioxide emissions – building insulation envelope – heating system – Insulation of pipes, ducts and vessels – artificial and display lighting – mechanical ventilation and air conditioning – commissioning building services – written information – energy performance certificates – metering – performance – building fabric – glazing – air infiltration – thermal bridging – conservatories – extensions – building types

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System:</i> (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Energy Non-Domestic	6b) Energy Non-Domestic		6.0 Introduction 6.0.1 Background	<p>Within Scottish building regulations, improvements in energy standards have been made over many years, including in 2007, the move to a single carbon dioxide emission based methodology for assessing carbon and energy performance in new buildings</p> <p>The Climate Change (Scotland) Act 2009</p> <p>To deliver buildings that are more energy efficient and have fewer carbon dioxide emissions, a greater emphasis is needed on the overall effect that design and specification choices, construction and commissioning of new work can have on building performance</p>	
			6.0.2 Aims	<p>The intention of Section 6 is to ensure that effective measures for the conservation of fuel and power are incorporated in buildings. In addition to limiting energy demand by addressing the performance of the building fabric and fixed building services, a carbon dioxide emissions standard obliges designers of new buildings to consider building design in a holistic way</p>	
			6.0.3 General guidance	<p>This section should be read in conjunction with all the guidance to the Building (Scotland) Regulations 2004, but in particular Section 3 Environment, which has a close affiliation with energy efficiency</p> <p>Heated stand-alone buildings</p> <p>Stand-alone buildings that are less than 50m² in floor area, must still comply with Standards 6.2 to 6.8 and 6.10. The guidance to Standard 6.2 recommends that the insulation envelope of heated stand-alone buildings meets the level of performance applicable to an extension</p> <p>Examples – common examples of stand-alone buildings that could be less than 50m² and which would therefore be eligible for exemption are: a detached petrol filling station kiosk, associated with a supermarket; and heated office and toilet accommodation, within an otherwise unheated warehouse</p> <p>Work on existing buildings – as for other standards within Scottish building regulations, the energy standards apply to conversions and also work on existing buildings, such as extensions, alterations and fit-outs</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.0.4 U-values	Thermal transmittance (U-value) is a measure of how much heat will pass through one square metre of a structure when the temperature on either side differs by one degree Celsius. It is expressed in units of watts per square metre per degree of temperature difference (W/m ² K)	
			6.0.5 Thermal conductivity	The thermal conductivity λ (the λ -value) of a material is a measure of the rate at which that material transmits heat and is expressed in units of watts per metre per degree of temperature difference (W/mK). Establishing the thermal conductivity of materials in a building element forming part of the insulation envelope will enable the thermal transmittance of the element to be calculated	
			6.0.6 Thermal transmittance through separating elements	<p>Previously, thermal transmittance through separating walls or separating floors between heated parts of the same building (e.g. between an office and a protected zone with space heating) was not assessed. Accommodation on both sides of the separating element was expected to be at a similar temperature when the buildings are occupied</p> <p>This is no longer always the case. Whilst 'no loss' may still be assumed for solid walls, research has identified previously unanticipated heat losses from air movement in cavity separating walls. This 'thermal bypass' is now identified in the calculation methodology and guidance to Standard 6.1 and in guidance to Standard 6.2</p>	
			6.0.7 Buffering effects on the insulation envelope	<p>If a building or part of a building is separated from an unheated enclosed area, (e.g. solid waste storage accommodation, a porch, garage, protected zone or underground car park) the U-values of the walls/floors (including doors and translucent glazing) may be calculated by:</p> <ul style="list-style-type: none"> • disregarding the buffering effects and treating the element as if it is directly exposed to the outside • following the procedure in BS EN ISO 6946: 2007, or • following the procedure in BS EN ISO 13789: 2007 	
			6.0.8 Roofs that perform the function of a floor	A roof of a building that also performs the function of a floor or similar load-bearing surface (e.g. an access deck, escape route, roof garden or car park), should be considered as a roof for the purpose of assessment within this section	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			6.0.9 Atria	In a building with an atrium the guidance given in clause 6.0.7 applies if the atrium is unheated and thermally divided from the remainder of the building by translucent glazing and doors and, if appropriate, walls and floors	
			6.0.10 Annexes to guidance	Annexes can be found at the back of this section	
			6.0.11 Performance of fixed building services	Unless otherwise identified in text, guidance given in support of Standards 6.3 to 6.6 now refers directly to information contained within the Non-domestic Building Services Compliance Guide for Scotland	
			6.0.12 Calculation of areas	<p>When calculating areas for the purposes of this section and in addition to regulation 7, schedule 4, the following should be observed:</p> <ul style="list-style-type: none"> • all areas should be measured in square metres (m²), unless stated otherwise in this guidance • the area of a floor, wall or roof is to be measured between finished internal faces of the insulation envelope, including any projecting bays and in the case of a roof, in the plane of the insulation • floor areas are to include stairwells within the insulation envelope and also non-useable space (for example service ducts) • the area of an opening (e.g. window or door) should be measured internally from ingo to ingo and from head to sill or threshold 	
			6.0.13 Latest changes		
			A full summary of changes can be found on the Technical Handbooks page of the Building Standards Division section of the Scottish Government website		
			6.0.14 Relevant legislation	EU Directive 2009/28/EC – Directive 2009/28/EC (http://europa.eu/legislation_summaries/energy/renewable_energy/en0009_en.htm) promotes the use of energy from renewable sources, including promotion within national legislation. It establishes a common framework for the use of energy from renewable sources in order to limit greenhouse gas emissions, including establishment of national action plans and targets which set the share of energy from renewable sources for 2020	
			6.0.15 Certification	The Certification of Design (Section 6 – Energy) for Non-domestic Buildings scheme has been approved by Scottish Ministers to confirm compliance with Section 6 Details are available on the certification pages of the Building Standards Division website https://www.webarchive.org.uk/wayback/archive/3000/https://www.gov.scot/Resource/0039/00394210.pdf	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Carbon Dioxide Emissions					
	6b) Energy Non-Domestic	<i>Understands the purpose and objectives of the guidance to Standard 6.1 when considering the TER and DER values for a project</i>	6.1 Carbon dioxide emissions	Mandatory Standard 6.1 Every building must be designed and constructed in such a way that: a. the energy performance is estimated in accordance with a methodology of calculation approved under regulation 7(a) of the Energy Performance of Buildings (Scotland) Regulations 2008, and b. the energy performance of the building is capable of reducing carbon dioxide emissions Limitation: This standard does not apply to: a. alterations and extensions to buildings, other than:	
		<i>Understand the principle of heat flow through structure</i>		i. alterations and extensions to stand-alone buildings having an area less than 50 square metres that would increase the area to 50 square metres or more	
		<i>Be able to calculate a basic U-value</i>		ii. extensions to non-domestic buildings where the extension will have an area which is both greater than 100 square metres and greater than 25% of the area of the existing building, and	
		<i>Be able to recognise thermal bridges in walls, floors and roofs</i>		iii. alterations to buildings involving the fit-out of the building shell which is the subject of a continuing requirement b. conversions of buildings: c. non-domestic buildings and buildings that are ancillary to a dwelling that are standalone having an area less than 50 square metres d. buildings, which will not be heated or cooled, other than by heating provided solely for the purpose of frost protection, or e. limited life buildings which have an intended life of less than 2 years	
		<i>Understands the purpose and objectives of the guidance on TER and BER Calculations</i>	6.1.0 Introduction	Standard 6.1 focuses on the reduction of carbon dioxide emissions arising from the use of heating, hot water, ventilation and lighting in new buildings and large extensions. The guidance sets an overall level for maximum carbon dioxide emissions in buildings by use of a methodology which incorporates a range of parameters that influence energy use. This means a designer is obliged to consider energy performance as a complete package rather than looking only at individual elements such as insulation or boiler efficiency – a 'whole building approach' to energy, which offers a significant degree of design flexibility	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Ability to interpret an SBEM Calculation</i>	6.1.1 Simplified Building Energy Model (SBEM) 6.1.2 Summary of procedure 6.1.3 The 'Notional' building and SBEM calculation tool 6.1.4 Fabric and fixed building services specification for 'notional' building 6.1.5 User defined information for 'notional' building 6.1.6 Calculating the building carbon dioxide emission rate (BER) 6.1.7 Adjustment of BER	The Simplified Building Energy Model (SBEM) is a calculation tool which forms part of the UK National Calculation Methodology which conforms with Article 3 of Directive 2010/31/EU on the Energy Performance of Buildings. It is approved for use in carbon dioxide emissions calculations. SBEM has a basic user interface, iSBEM, which includes Scottish compliance parameters for use with this guidance and is available on the National Calculation Methodology website (http://www.ncm.bre.co.uk/index.jsp) Other tools may be used with the methodology (such as dynamic simulation modelling), particularly where the building is considered to be a complex design. A list of approved calculation tools can be found on the 'Section 6 software' page of the Building Standards Division website. The guidance given here is written in terms of the SBEM calculation tool but the principles and procedures also apply to other calculation tools. Designers should be familiar with the NCM and their chosen software tool and be able to explain the input and calculation process in the context of the information submitted as part of the building warrant	
		<i>Understand the methodology for confirming compliance for shell and fit out buildings</i>	6.1.8 Shell and fit-out buildings	In such cases, the calculation methodology should still be used to show that the building shell, as proposed, can comply with Standard 6.1	
Building insulation envelope					
	6b) Energy Non-Domestic	<i>Understands the purpose and objectives of the fabric insulation requirements under Standard 6.2</i>	6.2 Building insulation envelope	Mandatory Standard 6.2 Every building must be designed and constructed in such a way that an insulation envelope is provided which reduces heat loss Limitation: This standard does not apply to: a. non-domestic buildings which will not be heated, other than heating provided solely for the purpose of frost protection b. communal parts of domestic buildings which will not be heated, other than heating provided solely for the purpose of frost protection, or c. buildings which are ancillary to dwellings, other than conservatories, which are either unheated or provided with heating which is solely for the purpose of frost protection	
			6.2.0 Introduction	The levels set out in the guidance to this standard are robust back-stops	
		<i>Understands the purpose and objectives of the fabric insulation backstops for various scenarios</i>	6.2.1 Maximum U-values for new buildings	Where a balanced and practical approach is taken to reducing energy demand in new dwellings, a consistent and good level of fabric insulation will limit heat loss through the building envelope	Table 6.3 Maximum U-values for building elements of the insulation envelope

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the interpretation of display windows and their thermal value</i>	6.2.2 Display windows	Describes the features of a display window	
		<i>Understand the relationship between Standard 6.1 and the number of openings</i>	6.2.3 Areas of windows, doors and rooflights	Due to the carbon emissions Standard 6.1, there is no need for guidance on minimum or maximum area for windows, doors and rooflights in new dwellings	Guidance on alterations, extensions and conversions is provided in clauses 6.2.6 to 6.2.13
		<i>Understand the methodology for confirming compliance for shell and fit out buildings</i>	6.2.4 Shell and fit-out buildings		
		<i>Ability to investigate potential thermal bridging in constructions</i>	6.2.5 Limiting heat loss through thermal bridging	The insulation envelope of any heated building should be designed and constructed to limit heat loss through thermal bridging	
		<i>Ability to investigate potential air infiltration in constructions</i>	6.2.6 Limiting uncontrolled air infiltration	To limit heat loss, any heated building should be designed to limit air infiltration through the building fabric	
		<i>Ability to instruct, witness and accept air tightness test results</i>	6.2.7 Air-tightness testing	Frequency of testing dwellings – testing of completed dwellings should be carried out on at least 1 in 20 dwellings or part thereof	
		<i>Ability to apply the insulation needs to a previously unheated building</i>	6.2.8 Introducing heating to unheated buildings and conversion of unheated buildings	Where conversion of an unheated building (e.g. a barn) or part of a dwelling is to be carried out, or heating is introduced to a building that was previously designed to be unheated, the building should work to achieve the same standards to those for an extension to the insulation envelope by following the guidance in clauses 6.2.9 and 6.2.10, meeting the U-values in column (b) of the table to clause 6.2.9	Guidance Clause 6.2.9
		<i>Understand the application of standards to a previously heated building</i>	6.2.9 Conversion of heated buildings	A less demanding approach than identified in clause 6.2.6 is recommended which at the same time still ensures that some overall improvements are being made to the existing building stock	Table 6.4 Maximum U-values for building elements of the insulation envelope
		<i>Ability to apply improvement standards to sensitive buildings</i>	6.2.10 Conversion of historic, listed or traditional buildings	In many cases, specialist advice will be helpful in making an assessment to ensure that, in improving energy efficiency, there is no other, adverse effect to the building fabric	
		<i>Understand the application of standards to an extension to a building Understand the limitations of existing buildings and suitable forms of improvement.</i>	6.2.11 Extensions to the insulation envelope	Extension of a domestic building is not subject to Standard 6.1. In view of this, measures to limit energy demand and carbon dioxide emissions rely primarily upon the performance of the new building fabric	Table 6.5 Maximum U-values for building elements of the insulation envelope
		<i>Understand the application of standards limit heat loss through air infiltration and thermal bridging in existing buildings</i>	6.2.12 Thermal bridging and air infiltration for existing buildings	Describes the principles to be applied to existing buildings to combat thermal bridging and air infiltration	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the application of standards to a previously heated building</i>	6.2.13 Alterations to the insulation envelope	Defines the standards to be met when altering an existing insulated element	
Heating system					
	6b) Energy Non-Domestic		6.3 Heating system	Mandatory Standard 6.3 Every building must be designed and constructed in such a way that the heating and hot water service systems installed are energy efficient and are capable of being controlled to achieve optimum energy efficiency. Limitation: This standard does not apply to: a. buildings which do not use fuel or power for controlling the temperature of the internal environment, or b. heating provided solely for the purpose of frost protection	
			6.3.0 Introduction	In the design of buildings, the energy efficiency of the heating plant is an important part of the package of measures which contributes to the overall building carbon dioxide emissions. In practice the backstop levels for appliance efficiencies and controls will normally be exceeded to achieve compliance with Standard 6.1. for new buildings	
		<i>Understand the performance needs of fixed heating systems</i>	6.3.1 Performance of fixed heating systems in new and existing buildings	The minimum performance of, space heating and hot water systems, heating appliances and controls is set out in the Domestic Building Services Compliance Guide for Scotland https://www.webarchive.org.uk/wayback/archive/20160401151317/http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/ndbscg	
		<i>Understand the consequential improvement methods scope and limitations for existing buildings Understand the limitations of existing buildings and suitable forms of improvement</i>	6.3.2 Consequential improvement	Where work to an existing building is subject to a building warrant and includes the provision of new fixed building services or alters or extends the capacity of existing fixed building services, the opportunity should be taken to review and improve the performance of fixed building systems	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Insulation of pipes, ducts and vessels					
	6b) Energy Non-Domestic	<i>Ability to interpret heat loss via heating equipment, pipes and vessels</i>	6.4 Insulation of pipes, ducts and vessels	<p>Mandatory Standard 6.4 Every building must be designed and constructed in such a way that temperature loss from heated pipes, ducts and vessels, and temperature gain to cooled pipes and ducts, is resisted</p> <p>Limitation: This standard does not apply to:</p> <ul style="list-style-type: none"> a. buildings which do not use fuel or power for heating or cooling either the internal environment or water services b. buildings, or parts of a building, which will not be heated, other than heating provided solely for the purpose of frost protection, or c. pipes, ducts or vessels that form part of an isolated industrial or commercial process 	
		<i>Recognise the need for insulation to heating equipment</i>	6.4.1 Insulation of pipes, ducts and vessels in new and existing buildings	<p>Guidance on the insulation of pipes, ducts and vessels is set out, in the context of the systems of which they form a part, in the Domestic Building Services Compliance Guide for Scotland https://www.webarchive.org.uk/wayback/archive/20160401151317/http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/ndbscg</p>	
			6.4.2 Work on existing buildings	<p>Where a new boiler or hot water storage vessel is installed, or where existing systems are extended, new or existing pipes, ducts and vessels that are accessible or exposed as part of the work should be insulated as for new systems. Replacement hot water storage vessels should be insulated as for new systems</p>	
		<i>Understand the consequential improvement methods scope and limitations for existing buildings</i>	6.4.3 Consequential improvement	<p>Where work to an existing building is subject to a building warrant and includes the provision of new fixed building services or alters or extends the capacity of existing fixed building services, the opportunity should be taken to review and improve the performance of fixed building systems</p>	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Artificial and display lighting					
	6b) Energy Non-Domestic	<i>Recognise the part fixed lighting plays in energy use/saving</i>	6.5 Artificial and display lighting	Mandatory Standard 6.5 Every building must be designed and constructed in such a way that the artificial or display lighting installed is energy efficient and is capable of being controlled to achieve optimum energy efficiency. Limitation: This standard does not apply to: a. process and emergency lighting components in a building, or b. alterations in dwellings or a building ancillary to a dwelling	
			6.5.1 Lighting efficiency and controls	Guidance on the efficiency of fixed internal and external lighting is given in the Domestic Building Services Compliance Guide for Scotland https://www.webarchive.org.uk/wayback/archive/20160401151317/http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/ndbscg	
		<i>Understand the consequential improvement methods scope and limitations for existing buildings</i>	6.5.2 Consequential improvement	Where work to an existing building is subject to a building warrant and includes the provision of new fixed building services or alters or extends the capacity of existing fixed building services, the opportunity should be taken to review and improve the performance of fixed building systems	
Mechanical ventilation and air conditioning					
	6b) Energy Non-Domestic	<i>Understand the energy use in mechanical ventilation and air conditioning units</i>	6.6 Mechanical ventilation and air conditioning	Mandatory Standard 6.6 Every building must be designed and constructed in such a way that: a. the form and fabric of the building minimises the use of mechanical ventilating or cooling systems for cooling purposes, and b. ventilating and cooling systems installed are energy efficient and are capable of being controlled to achieve optimum energy efficiency Limitation: This standard does not apply to buildings which do not use fuel or power for ventilating or cooling the internal environment	
			6.6.0 Introduction	It is not desirable that dwellings or buildings consisting of dwellings have air-conditioning systems or use mechanical ventilation systems for cooling purposes, as this leads to increased energy use and higher carbon dioxide emissions	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the need to minimise heat gain in hot weather to eliminate/reduce need for ventilation and or air conditioning</i>	6.6.1 Form and fabric in relation to MVAC equipment	Describes reduction measures for fabric to avoid heat gain	
			6.6.2 MVAC equipment efficiency, distribution systems and controls in new and existing buildings	Guidance on the efficiency of mechanical ventilation and air conditioning systems is given in the Domestic Building Services Compliance Guide for Scotland https://www.webarchive.org.uk/wayback/archive/20160401151317/http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks/ndbscg	
		<i>Understand the consequential improvement methods scope and limitations for existing buildings</i>	6.6.3 (Non-Domestic) Consequential improvement	Where work to an existing building is subject to a building warrant and includes the provision of new fixed building services or alters or extends the capacity of existing fixed building services, the opportunity should be taken to review and improve the performance of fixed building systems	
Commissioning building services					
	6b) Energy Non-Domestic		6.7 Commissioning building services	Mandatory Standard 6.7 Every building must be designed and constructed in such a way that energy supply systems and building services which use fuel or power for heating, lighting, ventilating and cooling the internal environment and heating the water, are commissioned to achieve optimum energy efficiency Limitation: This standard does not apply to: a. major power plants serving the National Grid b. the process and emergency lighting components of a building c. heating provided solely for the purpose of frost protection, or d. energy supply systems used solely for industrial and commercial processes, leisure use and emergency use within a building	
		<i>Understand the issues affecting the commissioning of service installation systems</i>	6.7.1 Inspection and commissioning	All heating, hot water service, ventilating or cooling systems and any decentralised equipment for power generation in a dwelling or other area of a building consisting of dwellings should be inspected and commissioned in accordance with manufacturers' instructions to enable optimum energy efficiency	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the issues affecting the commissioning of service installation systems</i>	6.7.2 Ductwork leakage testing	One way that can be considered as following the guidance would be by confirming that the leakage testing has achieved the equivalent leakage performance standards specified in BES DW/143 – 'Guide to good practice ductwork air leakage testing' https://www.thebesa.com/knowledge/shop/products/dw-143-guide-to-good-practice-ductwork-air-leakage-testing/	
		<i>Understand the issues affecting the commissioning of service installation systems</i>	6.7.3 Work on existing buildings	Ductwork leakage testing (see above clause) can only be carried out on ducts that are completely new and where it is possible to isolate the new duct from the existing	
Written information					
	6b) Energy Non-Domestic		6.8 Written information	Mandatory Standard 6.8 The occupiers of a building must be provided with written information by the owner: a. on the operation and maintenance of the building services and energy supply systems, and b. where any air-conditioning system in the building is subject to regulation 17, stating a time-based interval for inspection of the system Limitation: This standard does not apply to: a. major power plants serving the National Grid b. buildings which do not use fuel or power for heating, lighting, ventilating and cooling the internal environment and heating the water supply services c. the process and emergency lighting components of a building d. heating provided solely for the purpose of frost protection e. lighting systems in a domestic building, or f. energy supply systems used solely for industrial and commercial processes, leisure use and emergency use within a building	
		<i>Ability to assess written information</i>	6.8.1 Logbook information	Written information should be made available for the use of the occupier on the operation and maintenance of the heating, ventilation, cooling and hot water service system, any additional low carbon equipment installations and any decentralised equipment for power generation to encourage optimum energy efficiency	
		<i>Ability to assess written information</i>	6.8.2 Work on existing buildings	A list of recommendations which would improve the overall energy efficiency of the system should be provided	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Energy performance certificates					
	6b) Energy Non-Domestic	<i>Understand the methods used in creating an energy performance certificate and checking its accuracy and correct display</i>	6.9 Energy performance certificates 6.9.1 Calculating the carbon dioxide emissions for a certificate 6.9.2 Information to be provided for buildings 6.9.3 Location of an energy performance certificate 6.9.4 Stand-alone buildings		
Metering					
	6b) Energy Non-Domestic		6.10 Metering	This standard does not apply to domestic buildings as fuel providers e.g. gas companies, provide meters to dwellings to enable correct charging for fuel used by the customer	DOES NOT APPLY TO DOMESTIC BUILDINGS
		<i>Understand the need for meters</i>	6.10.1 (Non-Domestic) Metering 6.10.2 (Non-Domestic) Sub-metering 6.10.3 Metering and sub-metering in existing buildings	All buildings should be fitted with meters to record fuel and power use	
		<i>Have the ability to interpret and use the Annexes listed here</i>	NON-DOMESTIC ANNEXES Annex 6.A Compensating U-values for windows, doors and roof-lights Annex 6.B Compensatory approach – heat loss example Annex 6.C Energy performance of modular and portable buildings Annex 6.D Improvement to the energy performance of existing building services when carrying out building work Annex 6.E – Consideration of High-Efficiency Alternative Systems in New Buildings		

Section 7 - Sustainability



Section 7: Sustainability: Domestic Technical Handbook – Competency Matrix: 7A Domestic Sustainability: Statement of sustainability – levels of sustainability – labelling – enhancements

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Sustainability Domestic					
	7a) Domestic Sustainability	<i>Understands the purpose and objectives of the guidance to Section 7</i>	7.0 Introduction		
			7.1 Statement of sustainability	<p>Standard 7.1</p> <p>Every building must be designed and constructed in such a way that:</p> <p>a. with regard to a dwelling, or school building containing classrooms, a level of sustainability specified by the Scottish Ministers in respect of carbon dioxide emissions, resource use, building flexibility, adaptability, and occupant wellbeing is achieved</p> <p>b. with regard to a non-domestic building other than a school building containing classrooms, a level of sustainability specified by the Scottish Ministers in respect of carbon dioxide emissions is achieved, and</p> <p>c. a statement of the level of sustainability achieved is affixed to the dwelling or non-domestic building</p> <p>Limitation:</p> <p>This standard does not apply to:</p> <p>a. alterations and extensions to buildings</p> <p>b. conversions of buildings</p> <p>c. buildings that are ancillary to a dwelling that are stand-alone having an area less than 50 square metres</p> <p>d. buildings which will not be heated or cooled other than by heating provided solely for the purpose of frost protection</p> <p>e. buildings intended to have a life not exceeding the period specified in regulation 6, or</p> <p>f. conservatories</p>	
			7.1.0 Statement of sustainability (sustainability label)	The statement of sustainability (sustainability label, or SL) that includes the level of sustainability achieved must be fixed to the building prior to completion	
		<i>Understand the specified levels of defined sustainability levels</i>	7.1.1 Levels of sustainability	<p>The specified level of sustainability for a dwelling should be selected from the following:</p> <ul style="list-style-type: none"> • Bronze or Bronze Active • Silver or Silver Active • Gold 	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			7.1.2 Bronze level	This is the baseline level for sustainability achieved where the dwelling meets the functional standards set out in Sections 1-6 of this Handbook	
		<i>Ability to assess the additions required for bronze active</i>	7.1.3 Bronze Active level	Non-domestic building and dwellings includes the use of a low and zero carbon generating technology (LZCGT) in respect of meeting Standard 6.1 within Section 6, Energy	
			7.1.4 Silver level	A dwelling at this first optional upper level should meet all the standards in Sections 1-6 that apply to the building for the Bronze level and, in addition, the dwelling should comply with the Silver level in each of the eight aspects below	
		<i>Ability to assess the additions required for silver active</i>	7.1.5 Silver Active level	This is the same as the silver level but, in addition, the dwelling includes the use of a low and zero carbon generating technology (LZCGT) in respect of meeting at least one of the aspects: Silver 1, Silver 2 or Silver 3	
			7.1.6 Gold level	A dwelling at this second optional upper level should meet all the standards in Sections 1 –6 that apply to the building for the bronze level and in addition the dwelling should comply with the gold level in each of the eight aspects below	
			7.1.7 Carbon dioxide emissions only at Platinum level	All the standards in Sections 1-6 that apply to the building for Bronze level, and in addition the building should comply with the following	
Annexes					
			Annex 7.A Sample sustainability label		
		<i>Ability to interpret the guidance when considering levels of achieved sustainability</i>	Annex 7.B Supplementary guidance in the aspect of optimising performance		
		<i>Ability to interpret the guidance when considering levels of achieved sustainability</i>	Annex 7.C Desk Space		
		<i>Ability to interpret the guidance when considering levels of achieved sustainability</i>	Annex 7.D Mobility Space		
		<i>Ability to interpret the guidance when considering levels of achieved sustainability</i>	Annex 7.E Sustainability Label		

Section 7: Sustainability: Non-Domestic Technical Handbook – Competency Matrix: 7B Non-Domestic Sustainability:

Statement of sustainability – levels of sustainability – labelling – enhancements

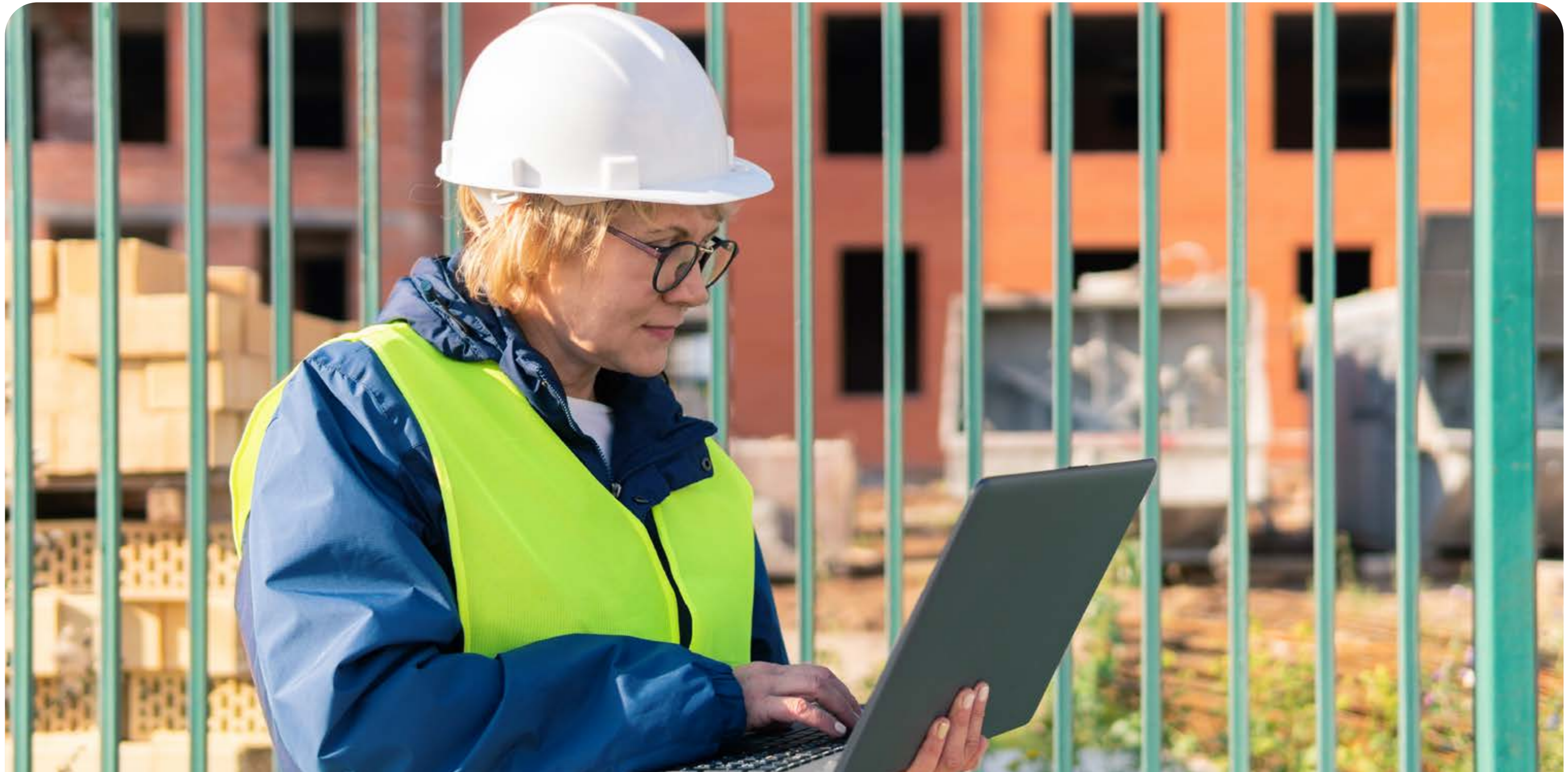
Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Sustainability Non-Domestic					
7b) Non-Domestic Sustainability		<i>Understands the purpose and objectives of the guidance to Section 7</i>	7.0 Introduction		
			7.1 Statement of sustainability	<p>Standard 7.1</p> <p>Every building must be designed and constructed in such a way that:</p> <p>a. with regard to a dwelling, or school building containing classrooms, a level of sustainability specified by the Scottish Ministers in respect of carbon dioxide emissions, resource use, building flexibility, adaptability, and occupant wellbeing is achieved</p> <p>b. with regard to a non-domestic building other than a school building containing classrooms, a level of sustainability specified by the Scottish Ministers in respect of carbon dioxide emissions is achieved, and</p> <p>c. a statement of the level of sustainability achieved is affixed to the dwelling or non-domestic building</p> <p>Limitation:</p> <p>This standard does not apply to:</p> <p>a. alterations and extensions to buildings</p> <p>b. conversions of buildings</p> <p>c. buildings that are ancillary to a dwelling that are stand-alone having an area less than 50 square metres</p> <p>d. buildings which will not be heated or cooled other than by heating provided solely for the purpose of frost protection</p> <p>e. buildings intended to have a life not exceeding the period specified in regulation 6 or</p> <p>f. conservatories</p>	
			7.1.0 Statement of sustainability (sustainability label)	The statement of sustainability (sustainability label, or SL) that includes the level of sustainability achieved must be fixed to the building prior to completion	
		<i>Understand the specified levels of defined sustainability levels</i>	7.1.1 Levels of sustainability for non-domestic buildings		The award of a sustainability label at the baseline level for all non-domestic buildings (including a school building containing classrooms) should be selected from the following defined within clauses 7.1.3 - 7.1.4

Relevant Modules (including Levels)	CM Ref:	Understanding the System: (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		<i>Understand the specified levels of defined sustainability levels</i>	7.1.2 Upper levels of sustainability for school buildings		Optional upper levels of sustainability for a school building containing classrooms should be selected from the following, defined within clauses 7.1.4 - 7.1.9
			7.1.3 Bronze level	This is the baseline level for sustainability achieved where a non-domestic building, (including a school building containing classrooms) meets the functional standards set out in Sections 1-6 of this Handbook This is the baseline level for sustainability achieved where the dwelling meets the functional standards set out in Sections 1-6 of this Handbook	
		<i>Ability to assess the additions required for bronze active</i>	7.1.4 Bronze Active level	Non-domestic building and dwellings includes the use of a low and zero carbon generating technology (LZCGT) in respect of meeting Standard 6.1 within Section 6, Energy	
			7.1.5 Silver level for school buildings containing classrooms	A school building at this first optional upper level should meet all the standards in Sections 1-6 that apply to the building for the Bronze level and, in addition, the school building should comply with the Silver level in each of the eight aspects below	
			7.1.6 Carbon dioxide emissions only at Silver level for all other non-domestic buildings	All non-domestic buildings at this first optional upper level (in this aspect only) should meet all the standards in Sections 1-6 that apply to the building for the Bronze level and in addition, the building should comply with the following aspect as specified in this clause	
		<i>Ability to assess the additions required for silver active</i>	7.1.7 Silver Active level	This is the same as the Silver level aspect but, in addition the school includes the use of a low and zero carbon generating technology (LZCGT)	
			7.1.8 Gold level for school buildings containing classrooms	A school building at this second optional upper level should meet all the standards in Sections 1-6 that apply to the building for the Bronze level and in addition the school should comply with the Gold level in each of the eight aspects below	
			7.1.9 Carbon dioxide emissions only at Gold level for all other non-domestic buildings	All non-domestic buildings at this first optional upper level (in this aspect only) should meet all the standards in Sections 1-6 that apply to the building for the Bronze level and in addition, the building should comply with the following aspects	
			7.1.10 Carbon dioxide emissions only at Platinum level for all other non-domestic buildings		

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Annexes					
	7b) Non-Domestic Sustainability	<i>Ability to interpret the guidance when considering levels of achieved sustainability</i>	Annex 7.A Example options of measures for the control of solar gain Annex 7.B Supplementary guidance in the aspect of biodiversity Annex 7.C Daylight factor calculation Annex 7.D Example cycle and scooter parking Annex 7.E Example of a dedicated internal drying area Annex 7.F Supplementary guidance in the aspect of optimising performance Annex 7.G Sustainability Label		

Site inspection/compliance and enforcement

Describes the administration of Site Compliance Checks and of duties related to Enforcements



Building Standards Training Education Knowledge and Resources

Competency Assessment System Compliance and Enforcement

Competency Assessment Principles

- 1.1.** The competency principles adopted for the purpose of this framework requires the competencies identified within the matrices to be assessed for each employee.
- 1.2.** Understanding of the philosophy and principles of building design and construction:
- a) Knowledge of building products and methods
 - b) Knowledge and skill in applying the Act, the Building Regulations and any other applicable regulations under the Act
 - c) Ability to:
 - i. inspect building work
 - ii. certify building work
 - iii. identify non-compliance on site
 - iv. identify building conditions in-situ
 - d) Ability to communicate with internal and external people
 - e) Ability to comply with both national and local building standards services policies, procedures and systems.
- 1.3.** Adoption of these principles will be considered as part of the Building Standards Division (BSD) Workforce Strategy and, ultimately, the Verification Operating Framework as a condition of the verifier appointment process, all to improve consistency and accountability in the assessment of competency of staff and services.

Competency Assessment of Technical Staff

The scope of competencies when considering inspection and/or enforcement work are described here:

- Display an understanding of the inspection for compliance role of a building standards surveyor.
- Ability to interpret and complete a CCNP.
- Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”.

- Have developed the ability to record and maintain accurate site records.
- Be capable of reading, understanding, filing and retrieving plans.
- Have demonstrated how to resolve construction defects on site with builder.
- Have demonstrated how to deal with minor amendments on site.
- Have demonstrated an ability to recognise compliance defects in a timeous manner.
- Understand the commencement of work procedure; the need for planned visits; the need for random visits.
- An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.
- Understand the process around completion inspections, authorisation of temporary occupation and completion certificates.
- Understand the process around staged warrants and amendments to warrants.
- Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation.
- Be able to assess suitability of materials in construction against those specified in the approved plans.
- Recognise the reporting process when defects are found and recording such defects.
- Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed.
- Understand the Approved Certifier of Design and Approved Certifier of Construction Process.
- Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site.

Procedures – Competency Assessment

- a) Construction on-site competence assessment
- b) Gather evidence
- c) Assess evidence
- d) Make decisions based on documented evidence
- e) Record competency assessment outcomes.

Building Standards System Verification During Construction – Domestic and Non-Domestic Competency Matrix

SCQF Levels	Work-Based Levels	Supervision	Specific Post Responsibility Levels	Verification During Construction – Domestic – Risk Matrix	Verification During Construction – Non-Domestic – Annex B – Non-domestic grouping risk factors
6	Level 3 Competencies – Trainee/assistant/apprentice officer with supervision (low risk Domestic – applications i.e. patio doors, small conservatories, minor alterations).	Y	Low risk Dom	Level A	N/A
6	Level 3A Competencies – Trainee/assistant/apprentice officer working with added skills and working without supervision (low risk Domestic – applications i.e. patio doors, small conservatories, minor alterations).	N	Low risk Dom	Level B	N/A
7	Level 4 Competencies – BS officer working with supervision on domestic projects (low/medium risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories, including flat alterations, demolitions & free-standing walls).	N	Low/medium risk Dom	Level B/C	N/A
8	Level 4A Competencies – BS officer working with added skills and working without supervision on domestic projects (low risk domestic – applications i.e. Single/two storey extensions, garage/attic conversions, larger conservatories. including flat alterations, demolitions & free standing walls).	Y	ALL Dom & Low/medium risk Non-Dom	Level C	Low Risk B.5 NDOM 9 – Storage/Agricultural Types of buildings covered: <ul style="list-style-type: none"> • Grain/food store, large cattle shed • Car parking • Bonded warehouse.
8 or 9	Level 5 Competencies – BS officer with proven capability to work with supervision on all domestic types (up to 18m) and on non-domestic low-medium risk buildings (alterations, extensions, conversions & new build).	N	ALL Dom & Low/medium risk Non-Dom	Level C	Low/Medium Risk B.4 NDOM 8 – Industrial Types of buildings covered: <ul style="list-style-type: none"> • Small factory unit • Building used for manufacturing • Refinery building.
9	Level 5A Competencies – BS officer with added proven capability to work without supervision on all domestic types (up to 18m) and on non-domestic low – medium risk buildings (alterations, extensions, conversions & new build).	Y	ALL Risks	Level D	Medium/High Risk B.3 NDOM 7 – Commercial Types of buildings covered: <ul style="list-style-type: none"> • Cafes and small shops • Supermarkets, pubs, restaurants and nightclubs • Large office buildings and shopping centres.
10	Level 6 Competencies – BS officer with proven capability to working with supervision on high risk/complex buildings.	N	ALL Risks	Level D	Medium/High Risk B.3 NDOM 7 – Commercial Types of buildings covered: <ul style="list-style-type: none"> • Cafes and small shops • Supermarkets, pubs, restaurants and nightclubs • Large office buildings and shopping centres.
10	Level 6A Competencies – BS officer with added proven capability to work unsupervised on high risk complex buildings.	N	ALL	Level D	High Risk B.2 NDOM 6 – Assembly Types of buildings covered: <ul style="list-style-type: none"> • Churches and crematoria • Schools, libraries and health centres • Auditoriums and sports stadium.
11	Level 7 Competencies – BS officer with specialist skills unsupervised such as safety at sports grounds, fire engineering, dangerous buildings etc.	N	ALL	Level D	High Risk B.1 NDOM 5 – Residential Types of buildings covered: <ul style="list-style-type: none"> • Small premises containing sleeping accommodation such as a bed and breakfast, boarding house, guest house or small hotel or hostel • Medium and large premises containing sleeping accommodation (greater than 200m² in floor area and three storeys and above) such as motels/hotels • Hospitals, nursing homes, hospices, children’s homes.

- 1.1** The system can therefore be used by a variety of configurations, for example separate processing and inspection teams, multi-skilled teams, teams split along building types and so on.
- 1.2** Level A Domestic includes the least complex work. In a few Building Standards Services, some of this work is carried out by technical and/or professional staff. Rather than create a separate category for this level of work, technical administration staff can be assessed against the applicable level that relates to the work that they do and not to the work they don't do. This restriction on their competency (i.e., that they only process solid fuel appliances) can be noted on the skills matrix and the individual staff member's competency assessment file.
- 1.3** Importantly, given that many staff have no recognised academic qualification but have many years of service and considerable hands-on experience in respect of their work, the competency assessment must take such circumstances into account in relation to the level of work being undertaken routinely by such "non-academically trained staff.
- 1.4** The six SCQF levels represent significant steps in technical knowledge and building type complexity. Decision making goes from simple to more complex analysis with each level step. The levels also split residential and commercial areas of knowledge, for example, light timber frame construction usually used in residential construction and more complex specific design commercial construction systems. The levels also identify specific areas of Building Standards knowledge as it relates to the type of construction.
- 1.5** The levels are all underpinned by technical considerations. To simplify this, a number of issues were considered including:
- building type (e.g, garage, carport, retaining wall, dwelling, school, office etc.)
 - classified use taken from the Technical Handbooks (Domestic, Non-Domestic, Complex/High Rise
 - risk related activity – single occupier, multiple occupier, mixed use/occupation
 - structural importance
 - complexity of design
 - life safety (risk of injury to user)
- 1.6** Because the levels reflect risk, complexity and occupier knowledge there is some cross-over between the various Levels. The defining knowledge steps between low risk, medium risk and high risk / complex relates primarily to knowledge of structural complexity, vertical and horizontal fire separations, complexity of means of escape and active and passive fire precautions and the use of specified systems,
- 1.7** Therefore, a multi-storey domestic apartment block with horizontal fire separation may be defined in the same way as a non-domestic building of less height but more complexity for the purposes of this competency assessment system and varying levels of training needs.

Building Standards System Verification During Construction – Domestic Site Compliance Checks

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (third edition, version 1.6) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits. An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<p><i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i></p> <p><i>Understand the process around staged warrants and amendments to warrants.</i></p> <p><i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i></p>
7		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<p><i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i></p> <p><i>Be able to assess suitability of materials in construction against those specified in the approved plans</i></p>
7		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Building Standards System Verification During Construction – Domestic Site Compliance Checks – Levels A & B

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
Levels A & B – DOMESTIC – VERIFICATION DURING CONSTRUCTION – Annex C – Risk Matrix					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
7		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation.</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems. Know how to achieve stability to truss rafter roofs</i>
		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/ suitability of existing floor joists.</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
9		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse”</i> <i>Appreciate when specialist knowledge and application is necessary</i>
		1 – Building Risk Group			<i>Understand a buildings risk group</i>
		1 – Assess Additional Measures			
		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
8		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings. 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses Understand the term and definition of escape Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
		2 – Dwellings and Low Risk Buildings 2 – Protection of Exits and Escape Routes			<i>Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm 2 – Fire Alarm 2 – Fire Detection 2 – Smoke Control 2 – Escape Lighting			<i>Recognise the specification and application of smoke alarms, smoke detectors Be able to assess fire detection systems</i>
8		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the principles of escape route and emergency lighting systems Recognise the need for provision of facilities to allow fire fighting to take place</i>
8		2 – Active and Passive Fire Warning System			
8		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic 2 – Fire Detection			<i>Understand the principles of a fire detection and fire suppression system Be able to assess fire detection systems</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
		2 – Fire Suppression			
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
7		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains 3 – Site preparation 3 – Nature of Ground 3 – Radon 3 – Contaminants			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
		3 – Existing Drains			
7		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
7		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
7		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
7		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer</i> <i>Be able to access to drain/sewer (including inspection chamber)</i> <i>Be able to carry out a drain test for water tightness</i>
		3 – Public Systems			<i>Understand drain rodding provisions and access points</i> <i>Understand 'self-cleansing velocity' falls for drains</i>
		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water 3 – Wastewater Treatments 3 – SUDS			<i>Be able to assess suitable disposal of surface water</i>
		3 – Septic Tanks/Soakaways 3 – Private Sewerage Plant			<i>Understand term septic tank, treatment plant, dispersal</i>
7		3 – Precipitation and Condensation			
7		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
7		3 – Facilities and Heating			
7		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities – heating – natural light			
		3 – Accessibility			<i>Be able to assess space standards</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
7		3 – Awareness of Domestic Heating			
7		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
7		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
7		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>

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Section 4 – Safety					
7		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
7		4 – Section 4 – Safety Stairs and Barriers – Domestic stairs and ramps – pedestrian barriers – vehicular barriers 4 – Stairways 4 – Ramps			<i>Be able to assess stairway pitch, headroom, guarding. Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
7		4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>
7		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
7		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
7		4 – Awareness of Verification of Certified Electrical Work			
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		5 – Noise Separation			
9		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
7		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
7		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
7		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing</i>
7		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
9		5 – Design Performance Levels			
7		5 – Generic Details			
7		5 – Sample Testing			
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Legislation and Guidance)	Links/Comments
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
7		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling			<i>Ability to apply labelling standards</i>
		7 – Enhancements			

Building Standards System Verification During Construction – Domestic Site Compliance Checks – Levels B & C

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (third edition, version 1.6) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits. Ability to interpret and complete a CCNP</i> <i>An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<p><i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i></p> <p><i>Understand the process around staged warrants and amendments to warrants</i></p> <p><i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i></p>
7		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Levels B & C – DOMESTIC – VERIFICATION DURING CONSTRUCTION – Annex C – Risk Matrix					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems. Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse”</i> <i>Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses Understand the term and definition of escape Be able to assess escape windows, dormer/roof light positions</i>
		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
		2 – Dwellings and Low Risk Buildings			<i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Protection of Exits and Escape Routes			
		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Alarm			
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Smoke Control			
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>
		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Fire Suppression			
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 3 – Environment					
		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Site preparation			
8		3 – Nature of Ground			
8		3 – Radon			
8		3 – Contaminants			
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer Be able to access to drain/sewer (including inspection chamber) Be able to carry out a drain test for water tightness</i>
8		3 – Public Systems			<i>Understand drain rodding provisions and access points Understand 'self-cleansing velocity' falls for drains</i>
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection Be able to assess existing drain passing under extension and determine any transferred sewers</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
		3 – Wastewater Treatments			
		3 – SUDS			
		3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Private Sewerage Plant			
		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
		3 – Facilities and Heating			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities – heating – natural light			
		3 – Accessibility			<i>Be able to assess space standards</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
	3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>	
	3 – Awareness of Domestic Heating				

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – Section 4 – Safety Stairs and Barriers – Domestic stairs and ramps – pedestrian barriers – vehicular barriers 4 – Stairways 4 – Ramps			<i>Be able to assess stairway pitch, headroom, guarding. Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing.</i>
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>

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		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability 7 – Levels of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Labelling 7 – Enhancements			<i>Ability to apply labelling standards</i>

Building Standards System Verification During Construction – Domestic Site Compliance Checks – Level D

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (third edition, version 1.6) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits.</i> <i>Ability to interpret and complete a CCNP</i> <i>An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<p><i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i></p> <p><i>Understand the process around staged warrants and amendments to warrants</i></p> <p><i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i></p>
7		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<p><i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i></p> <p><i>Be able to assess suitability of materials in construction against those specified in the approved plans</i></p>
7		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

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Levels D – DOMESTIC – VERIFICATION DURING CONSTRUCTION – Annex C – Risk Matrix					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof Be able to check bracing racking and wind loading detailing in walls, floors and roofs Be able to assess suitability of floor joists Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation Understand principle of stepped strip foundation Understand principle of 'minimum depth' for a foundation Understand practical application of a cavity wall construction Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings Be able to assess tying in of walls and foundations to existing (movement joints) Be able to assess weakening/suitability of existing floor joists Understand the practical application of trimming floor joists for stairs, etc</i>

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7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse”</i> <i>Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
2 – Fire Containment					
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>

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7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
		2 – Means of Escape within Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings. 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape Be able to assess escape windows, dormer/roof light positions</i>
		2 – Means of Escape from Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
		2 – Dwellings and Low Risk Buildings			<i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Protection of Exits and Escape Routes			
		2 – Means of Escape Protection			
		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Alarm			
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Smoke Control			
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Assistance to the Fire and Rescue Service			
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		2 – Active and Passive Fire Warning System			
		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection 2 – Fire Suppression			<i>Be able to assess fire detection systems</i>
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains 3 – Site preparation 3 – Nature of Ground 3 – Radon 3 – Contaminants			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer</i> <i>Be able to access to drain/sewer (including inspection chamber)</i> <i>Be able to carry out a drain test for water tightness</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Public Systems			<i>Understand drain rodding provisions and access points Understand 'self-cleansing velocity' falls for drains</i>
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection Be able to assess existing drain passing under extension and determine any transferred sewers</i>
8		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
8		3 – Wastewater Treatments			
8		3 – SUDS			
		3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Private Sewerage Plant			
		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
		3 – Facilities and Heating			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities – heating – natural light			
		3 – Accessibility			<i>Be able to assess space standards</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>
		3 – Awareness of Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Awareness of Fuel and Waste Storage			
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		4 – Access			
		4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – Domestic Stairway and barriers			
		4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers 4 – Stairways 4 – Ramps			<i>Be able to assess stairway pitch, headroom, guarding. Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Domestic Electrical Safety			
		4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>
7		4 – Domestic Safety – General			
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
		4 – Awareness of Verification of Certified Electrical Work			
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels 5 – Generic Details 5 – Sample Testing			
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling 7 – Enhancements			<i>Ability to apply labelling standards</i>

Building Standards System Verification During Construction – Non-Domestic Site Compliance Checks NonDom09

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Non-Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
8		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6)) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits.</i> <i>Ability to interpret and complete a CCNP. An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>
7			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i>
7					<i>Understand the process around staged warrants and amendments to warrants</i>
7					<i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i> <i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Low Risk B.5 NDOM 9 – Storage/Agricultural – Non-Domestic Verification During Construction Handbook – Annex B – Non-domestic grouping risk factors					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems. Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse”</i> <i>Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Non-Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		2 – Fire Containment			
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping. Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
		2 – Section 2 – Fire Means of Escape Domestic – escape from buildings			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape</i> <i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Internal arrangements			
		2 – Smoke Control 2 – High Risk/Complex Buildings 2 – Low Risk Buildings			<i>Understand site installations for smoke control</i>
		2 – Protection of Exits and Escape Routes			<i>Understand the term escape route and exit</i>
		2 – Means of Escape Protection			
		2 – Section 2 – Fire Means of Escape Non-Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Alarm			<i>Be able to assess fire alarm systems</i>
		2 – Fire Detection 2 – Smoke Control			<i>Be able to assess fire detection systems</i>
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Assistance to the Fire and Rescue Service			
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Non-Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>
		2 – Active and Passive Fire Warning System			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		2 – Section 2 – Fire Automatic Fire Suppression Systems Non-Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Fire Suppression			
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Site preparation			
8		3 – Nature of Ground			
8		3 – Radon			
8		3 – Contaminants			
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer Be able to access to drain/sewer (including inspection chamber) Be able to carry out a drain test for water tightness</i>
8		3 – Public Systems			<i>Understand drain rodding provisions and access points. Understand 'self-cleansing velocity' falls for drains</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection</i> <i>Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
8		3 – Wastewater Treatments 3 – SUDS 3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Private Sewerage Plant			
		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
		3 – Facilities			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities			
		3 – Accessibility			<i>Be able to assess space standards</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Awareness of Non-Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
		3 – Awareness of Fuel and Waste Storage			
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		4 – Access			
		4 – Non-Domestic Access – access to and within houses			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – External			
		4 – Internal			
		4 – Sanitary Facilities			
		4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers			<i>Be able to assess stairway pitch, headroom, guarding</i> <i>Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Stairways			
		4 – Ramps			
		4 – Pedestrian barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Vehicle barriers			
		4 – Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – Electrical safety			
		4 – Electrical fixtures			
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>
7		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
		4 – Awareness of Verification of Certified Electrical Work			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 5 – Noise					
7		5 – Section 5 – Noise – Non-Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			<i>Understand expertise of sound testing</i>
		5 – Expertise			
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			
Section 6 – Energy					
7		6 – Energy Standards in Non-Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Non-Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling 7 – Enhancements			<i>Ability to apply labelling standards</i>

Building Standards System Verification During Construction – Non-Domestic Site Compliance Checks NonDom08

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Non-Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
8		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6)) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits</i> <i>Ability to interpret and complete a CCNP</i> <i>An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>
7			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i>
7					<i>Understand the process around staged warrants and amendments to warrants</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7					<i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i>
		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i> <i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Low/Medium Risk B.4 NDOM 8 – Industrial – Non-Domestic Verification During Construction Handbook – Annex B – Non-domestic grouping risk factors					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
7		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems</i> <i>Know how to achieve stability to truss rafter roofs</i>
		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse”</i> <i>Appreciate when specialist knowledge and application is necessary</i>
		1 – Building Risk Group 1 – Assess Additional Measures 1 – Design and Construction of Additional Measures			<i>Understand a buildings risk group</i>
		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		2 – Fire Containment			
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
7		2 – Means of Escape within Dwellings			
7		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape</i> <i>Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Means of Escape from Dwellings			
8		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
8		2 – Dwellings and Low Risk Buildings			<i>Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Protection of Exits and Escape Routes			
8		2 – Means of Escape Protection			
8		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
8		2 – Fire Alarm 2 – Fire Detection 2 – Smoke Control			<i>Be able to assess fire detection systems</i>
8		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
8		2 – Assistance to the Fire and Rescue Service			
8		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		2 – Active and Passive Fire Warning System			
8		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
8		2 – Fire Detection 2 – Fire Suppression			<i>Be able to assess fire detection systems</i>
8		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
8		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
8		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Site preparation			
8		3 – Nature of Ground			
8		3 – Radon			
8		3 – Contaminants			
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer</i> <i>Be able to access to drain/sewer (including inspection chamber) Be able to carry out a drain test for water tightness</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Public Systems			<i>Understand drain rodding provisions and access points</i> <i>Understand 'self-cleansing velocity' falls for drains</i>
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection</i> <i>Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
8		3 – Wastewater Treatments 3 – SUDS 3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Private Sewerage Plant 3 – Precipitation and Condensation 3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
8		3 – Facilities and Heating 3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities			
		3 – Accessibility			<i>Be able to assess space standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>
		3 – Awareness of Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
		3 – Awareness of Fuel and Waste Storage			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		4 – Access 4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – Domestic Stairway and barriers 4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers 4 – Stairways			<i>Be able to assess stairway pitch, headroom, guarding Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Ramps 4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Domestic Electrical Safety 4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		4 – Domestic Safety – General			
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing</i>
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling			<i>Ability to apply labelling standards</i>
		7 – Enhancements			

Building Standards System Verification During Construction – Non-Domestic Site Compliance Checks NonDom07

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System		The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor. Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
8		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6)) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits. Ability to interpret and complete a CCNP. An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>
7			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i> <i>Understand the process around staged warrants and amendments to warrants</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7					<i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i>
		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i> <i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Medium/High Risk B.3 NDOM 7 – Commercial – Non-Domestic Verification During Construction Handbook – Annex B – Non-domestic grouping risk factors					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leaves in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems</i> <i>Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse” Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		2 – Fire Containment			
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
		2 – Means of Escape within Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings. 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape</i> <i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Means of Escape from Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
		2 – Dwellings and Low Risk Buildings 2 – Protection of Exits and Escape Routes			<i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Means of Escape Protection			
		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm 2 – Fire Alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Detection 2 – Smoke Control			<i>Be able to assess fire detection systems</i>
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Assistance to the Fire and Rescue Service			
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		2 – Active and Passive Fire Warning System			
		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Fire Suppression			
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Site preparation			
8		3 – Nature of Ground			
8		3 – Radon			
8		3 – Contaminants			
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer. Be able to access to drain/sewer (including inspection chamber) Be able to carry out a drain test for water tightness</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Public Systems			<i>Understand drain rodding provisions and access points</i> <i>Understand 'self-cleansing velocity' falls for drains</i>
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection</i> <i>Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
8		3 – Wastewater Treatments 3 – SUDS 3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Private Sewerage Plant			
		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
		3 – Facilities and Heating			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities			
		3 – Accessibility			<i>Be able to assess space standards</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>
		3 – Awareness of Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
		3 – Awareness of Fuel and Waste Storage			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System:</i> (officer should)	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		4 – Access 4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – Domestic Stairway and barriers 4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers 4 – Stairways 4 – Ramps			<i>Be able to assess stairway pitch, headroom, guarding Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Domestic Electrical Safety 4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		4 – Domestic Safety – General			
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing.</i>
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling			<i>Ability to apply labelling standards</i>
		7 – Enhancements			

Building Standards System Verification During Construction – Non-Domestic Site Compliance Checks NonDom06

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Non-Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
8		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6)) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits</i> <i>Ability to interpret and complete a CCNP</i> <i>An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>
7			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i>
7					<i>Understand the process around staged warrants and amendments to warrants</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7					<i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i>
		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i> <i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
High Risk B.2 NDOM 6 – Assembly – Non-Domestic Verification During Construction Handbook – Annex B – Non-domestic grouping risk factors					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation</i> <i>Understand principle of stepped strip foundation</i> <i>Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction</i> <i>Understand the significance of structural ties between masonry leaves in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems. Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/ suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse” Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		2 – Fire Containment			
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing</i> <i>Be able to assess fire resistance to external walls (unprotected areas</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
		2 – Means of Escape within Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings. 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape</i> <i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Means of Escape from Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit</i>
		2 – Dwellings and Low Risk Buildings 2 – Protection of Exits and Escape Routes			<i>Be able to assess escape windows, dormer/roof light positions</i>
		2 – Means of Escape Protection			
		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm 2 – Fire Alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Detection			<i>Be able to assess fire detection systems</i>
		2 – Smoke Control			
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Assistance to the Fire and Rescue Service			
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		2 – Active and Passive Fire Warning System			
		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection 2 – Fire Suppression			<i>Be able to assess fire detection systems</i>
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains 3 – Site preparation			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
8		3 – Nature of Ground			
8		3 – Radon			
8		3 – Contaminants			
8		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
8		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
8		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer</i> <i>Be able to access to drain/sewer (including inspection chamber)</i> <i>Be able to carry out a drain test for water tightness</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		3 – Public Systems			<i>Understand drain rodding provisions and access points. Understand 'self-cleansing velocity' falls for drains</i>
8		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
8		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
8		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection</i> <i>Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
8		3 – Wastewater Treatments 3 – SUDS			
		3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Private Sewerage Plant			
		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
		3 – Facilities and Heating			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities			
		3 – Accessibility			<i>Be able to assess space standards.</i>
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>
		3 – Awareness of Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
		3 – Awareness of Fuel and Waste Storage			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		4 – Access 4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
		4 – Domestic Stairway and barriers 4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers			<i>Be able to assess stairway pitch, headroom, guarding</i> <i>Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Stairways 4 – Ramps			
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
		4 – Domestic Electrical Safety 4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>
7		4 – Domestic Safety – General			
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
Section 5 – Noise					
7		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing</i>
		5 – Noise Reduction			
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			<i>Be aware of testing provision and options including sampling</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 6 – Energy					
7		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling			<i>Ability to apply labelling standards</i>
		7 – Enhancements			

Building Standards System Verification During Construction – Non-Domestic Site Compliance Checks NonDom05

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND					
7		Section 0 – General Regs – 0 – Awareness of the BS System	VERIFICATION DURING CONSTRUCTION – Non-Domestic Guidance to Support the Application of Reasonable Inquiry	The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate	<i>Display an understanding of the inspection for compliance role of a building standards surveyor</i> <i>Ability to interpret and complete a CCNP</i>
7		0 – Section 0 – The Building Standards System – Overseeing the building approval process – The Building (Scotland) Regulations 2004: Regulations 3-17 0 – Scope 0 – Limitations 0 – Exemptions 0 – Conversions 0 – Ancillary Duties		Construction stages should be considered for example: <ul style="list-style-type: none"> • Early (at or shortly after commencement) – foundations, open drains, and other site works available for inspection • Intermediate (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier • Late (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance 	<i>Understand the scope of the work requiring an inspection and understand the term “reasonable inquiry”</i> <i>Have developed the ability to record and maintain accurate site records</i> <i>Be capable of reading, understanding, filing and retrieving plans</i> <i>Have demonstrated how to resolve construction defects on site with builder</i> <i>Have demonstrated how to deal with minor amendments on site</i> <i>Have demonstrated an ability to recognise compliance defects in a timeous manner</i>
8		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 – eBuildingStandards – Procedural Handbook 3rd Edition 1.5 (Building standards: procedural handbook (third edition, version 1.6)) 0 – Procedure Regulations 0 – Procedural Handbook	The Building (Procedure) (Scotland) Regulations 2004	Regulation 59: Notice of work	<i>Understand the commencement of work procedure; the need for planned visits; the need for random visits</i> <i>Ability to interpret and complete a CCNP</i> <i>An ability to interpret accept or reject other methods of confirming compliance – photographs; 3rd party “certification” etc.</i>
7			The Building (Procedure) (Scotland) Regulations 2004	Regulation 41-50: Completion certificates	<i>Understand the process around completion inspections, authorisation of temporary occupation and completion certificates</i>
7					<i>Understand the process around staged warrants and amendments to warrants</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7					<i>Understand the legal requirement to submit supporting documents to fulfil the reasonable inquiry inspection role such as: temporary occupation; amendment to warrant; staged warrant; and completion certificate documentation</i>
		0 – Alternative Approach			<i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
7		0 – Roles – verifier – local authority – government – LABSS – Public Safety			<i>Recognise the reporting process when defects are found and recording such defects</i>
7		0 – BSEN/BBA/Product Data	The Building (Procedure) (Scotland) Regulations 2004	Regulation 61: Requirement of tests by local authorities	<i>Understand the scope and limitations of when tests of materials and intrusive investigations can be and cannot be instructed</i> <i>Be able to assess suitability of materials in construction against those specified in the approved plans</i>
		Certification Section 0 – Certification – Certifying building work 0 – Approved Certifier of Design 0 – Approved Certifier of Construction			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		0 – Section 0 – Procedures – The Building (Procedure) (Scotland) Regulations 2004 0 – Views 0 – Relaxations			<i>Understand the influence decisions on Ministerial Views and Relaxations may have on the compliance checks on site</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
High Risk B.1 NDOM 5 – Residential – Non-Domestic Verification During Construction Handbook – Annex B – Non-domestic grouping risk factors					
Section 1 – Structure					
1 – Awareness of Structural Verification of Non-Certified Work					
		1 – Section 1 – Structure – Loading; Nature of Ground; Stability of existing buildings			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand and apply drawing and specification information against work on site</i>
		1 – Loadings			<i>Understand the loadings applied to foundations, floors, walls and roof</i> <i>Be able to check bracing racking and wind loading detailing in walls, floors and roofs</i> <i>Be able to assess suitability of floor joists</i> <i>Be able to assess the suitability and detailing of structural openings</i>
7		1 – Design and Construction			<i>Understand concept of a strip foundation. Understand principle of stepped strip foundation. Understand principle of 'minimum depth' for a foundation</i> <i>Understand practical application of a cavity wall construction Understand the significance of structural ties between masonry leafs in cavity wall constructions AND in tying back to steel or other structural frame including external wall cladding systems and any internal applied systems. Know how to achieve stability to truss rafter roofs</i>
7		1 – Nature of Ground			<i>Be able to recognise filled ground</i>
7		1 – Stability of Adjacent Buildings			<i>Be able to assess foundation in relation to any existing buildings</i> <i>Be able to assess tying in of walls and foundations to existing (movement joints)</i> <i>Be able to assess weakening/ suitability of existing floor joists</i> <i>Understand the practical application of trimming floor joists for stairs, etc.</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		1 – Section 1 – Disproportionate Collapse – building risk group – assess additional measures – design and construction of additional measures			<i>Understand the principles of the term and meaning of “disproportionate collapse” Appreciate when specialist knowledge and application is necessary</i>
7		1 – Building Risk Group			<i>Understand a buildings risk group</i>
7		1 – Assess Additional Measures			
7		1 – Design and Construction of Additional Measures			
7		Section 1 – Structural Design Standards – Eurocodes 1-9			<i>Understands the purpose and objectives of the guidance to Section 1 including the scope of the Structural Eurocodes and their relationship to the Guidance Clauses</i>
7		1 – Annex 1.A Structural Design Standards – Tables 1.2 to 1.11			
1 – Awareness of Structural Verification of SER Certified Work					
7		1 – Scope of Structural Design Scheme – SER			<i>Understand the Approved Certifier of Design and Approved Certifier of Construction Process</i>
7		1 – SER Suspension			
Section 2 – Fire					
2 – Awareness of Section 2 Fire – Domestic					
7		2 – Section 2 – Fire – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		2 – Fire Containment			
7		2 – Section 2 – Fire Containment – compartmentation – separation – structural protection – cavities			
7		2 – Compartmentation			<i>Ability to recognise a compartment element of construction – wall, floor, other</i>
7		2 – Separation			<i>Ability to recognise a separating element of construction – wall, floor, other</i>

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7		2 – Structural Protection – fire precautions			<i>Understand the terms fire resistance and reaction to fire</i>
7		2 – Cavities			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i>
7		2 – Fire Spread			
7		2 – Section 2 – Fire Spread – internal linings – spread to neighbouring buildings – spread on external walls – spread from neighbouring buildings			
7		2 – Internal Linings			<i>Ability to recognise and understand a products fire classification of internal linings</i>
7		2 – External Walls – spread to neighbouring buildings			<i>Can check the position of the building on site on new housing Be able to assess fire resistance to external walls (unprotected areas)</i> <i>Be able to assess relevant distance to boundaries</i>
7		2 – Cladding – spread to neighbouring buildings			<i>Understand the fire protection qualities of a cavity construction including barriers and fire stopping</i> <i>Understand the fire classification of materials within a cladding system</i>
7		2 – Roofs – spread from neighbouring buildings			<i>Understand the fire classification of roofing materials</i>
9		2 – Fire Engineering			
9		2 – Section 2 – Fire Engineering – Introduction and Background – compliance checks design approach – alternative design – smoke control – modelling			<i>Understands the purpose and objectives of the guidance to Section 2 Fire Engineering including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
9		2 – Alternative Approach to Guidance in Handbooks			
9		2 – Design Approach			
9		2 – Alternative Design			
9		2 – Smoke Control			
9		2 – Modelling			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
2 – Section 2 – Fire Means of Escape – Introduction and Background					
7		2 – Means of Escape within Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape from within dwellings 2 – Internal arrangements 2 – Smoke Control			<i>Understands the purpose and objectives of the guidance to Section 2 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i> <i>Understand the term and definition of escape Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Means of Escape from Dwellings			
		2 – Section 2 – Fire Means of Escape Domestic – escape routes from dwellings/flats 2 – High Risk/Complex Buildings			<i>Understand the term escape route and exit.</i>
		2 – Dwellings and Low Risk Buildings 2 – Protection of Exits and Escape Routes			<i>Be able to assess escape windows, dormer/roof light positions</i>
8		2 – Means of Escape Protection			
		2 – Section 2 – Fire Means of Escape Domestic – Communication – escape lighting – exit – emergency – fire detection – fire alarm 2 – Fire Alarm			<i>Recognise the specification and application of smoke alarms, smoke detectors</i>
		2 – Fire Detection 2 – Smoke Control			<i>Be able to assess fire detection systems</i>
		2 – Escape Lighting			<i>Recognise the principles of escape route and emergency lighting systems</i>
		2 – Assistance to the Fire and Rescue Service			
		2 – Section 2 – Fire Assistance to the Fire and Rescue Service Domestic – access – facilities – water supply 2 – Access 2 – Facilities 2 – Water Supply			<i>Recognise the need for provision of facilities to allow fire fighting to take place</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		2 – Active and Passive Fire Warning System			
		2 – Section 2 – Fire Automatic Fire Suppression Systems Domestic			<i>Understand the principles of a fire detection and fire suppression system</i>
		2 – Fire Detection 2 – Fire Suppression			<i>Be able to assess fire detection systems</i>
		2 – Fire Door Cert			<i>Understand the specification and elements of fire resistant doors</i>
Section 3 – Environment					
8		3 – Awareness of Environment – Domestic			<i>Understands the purpose and objectives of the guidance to Section 3 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		3 – Section 3 – Environment Site preparation – harmful and dangerous substances – radon gas – flooding and ground water – moisture from the ground – existing drains 3 – Site preparation			<i>Be able to assess contaminated ground and the practical application of remediation measures</i>
		3 – Nature of Ground			
		3 – Radon			
		3 – Contaminants			
		3 – Flooding and Moisture			<i>Understand principle of DPC</i>
		3 – Existing Drains			
8		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
		3 – Awareness of Verification of Certified Drainage Work (SNIPEF)			
8		3 – Awareness of Verification of Non-Certified Drainage Work – Domestic			
		3 – Section 3 – Environment Drainage – surface water drainage – public wastewater – private wastewater – private wastewater treatment plants – infiltration systems			<i>Identify a private drain, private sewer, public sewer</i> <i>Be able to access to drain/sewer (including inspection chamber)</i> <i>Be able to carry out a drain test for water tightness</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Public Systems			<i>Understand drain rodding provisions and access points</i> <i>Understand 'self-cleansing velocity' falls for drains</i>
		3 – Private Systems			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Internal Plumbing			<i>Understand single stack waste systems and venting</i>
		3 – External Drainage			<i>Be able to assess suitability of existing drainage system and type of connection</i> <i>Be able to assess existing drain passing under extension and determine any transferred sewers</i>
		3 – Surface Water			<i>Be able to assess suitable disposal of surface water</i>
		3 – Wastewater Treatments			
		3 – SUDS			
		3 – Septic Tanks/Soakaways			<i>Understand term septic tank, treatment plant, dispersal</i>
		3 – Private Sewerage Plant			
8		3 – Precipitation and Condensation			
		3 – Section 3 – Environment Moisture Control – precipitation – condensation – ventilation			
		3 – Floors			<i>Understand principle of DPC</i>
		3 – Walls			<i>Understand need for insertion of stepped cavity wall tray, flashing or soaker</i>
		3 – Roofs			<i>Be able to assess weathering details to roof/walls and base of dormer</i>
		3 – Ventilation – natural – mechanical – air quality – air conditioning			<i>Be able to assess ventilation provisions</i>
8		3 – Facilities and Heating			
		3 – Section 3 – Environment Facilities and Heating – accessibility – sanitary facilities – heating – natural light			
		3 – Accessibility			<i>Be able to assess space standards</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		3 – Sanitary facilities			<i>Be able to assess sanitary and manoeuvrability standards</i>
		3 – Heating			<i>Understand the scope of heating provision in dwellings</i>
		3 – Natural light – domestic – provision – conservatories – extensions			<i>Understand the provision of natural light and the potential obstructions to its provision</i>
8		3 – Awareness of Domestic Heating			
		3 – Section 3 – Environment Combustion Appliances – safe operation – protection from combustion products – chimneys – flues – relationship to combustible materials – removal of products of combustion – air for combustion – air for cooling			
		3 – Solid Fuel 3 – Oil 3 – Gas 3 – Biomass			<i>Ability to distinguish from the specific needs of the various fuel types</i>
		3 – Protection from Combustible Material			<i>Be aware of potential combustion risk in elements near appliances</i>
		3 – Flues 3 – Chimneys 3 – Flue Pipes			<i>Be able to assess termination of flues chimneys and vent pipes</i>
		3 – Combustion Air			<i>Understand the operation of combustion air</i>
		3 – Air for Cooling			<i>Understand the operation of cooling air</i>
		3 – Storage of Fuel			<i>Understand qualities and risks of LPG Storage</i>
8		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			
		3 – Awareness of Certified H&V Works – Domestic and Non-Domestic			<i>Understand the Approved Certifier of Construction Process</i>
8		3 – Awareness of Fuel and Waste Storage			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
		Section 3 – Environment Storage of Fuel and Waste – protection from fire – containment – dungsteads and farm effluent tanks 3 – Fuel storage protection from fire 3 – Fuel storage containment 3 – Farm effluent tanks 3 – Dungsteads			<i>Understand protection needs for fuel and waste storage facilities</i>
Section 4 – Safety					
		Section 4 – Safety – Introduction and Background			<i>Understands the purpose and objectives of the guidance to Section 4 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
8		4 – Access 4 – Domestic Access – access to and within houses 4 – External 4 – Internal 4 – Sanitary Facilities			<i>Ability to apply access standards to works on site including the adequate provision of sanitary facilities</i>
8		4 – Domestic Stairway and barriers 4 – Section 4 – Safety Stairs and Barriers – stairs and ramps – pedestrian barriers – vehicular barriers			<i>Be able to assess stairway pitch, headroom, guarding</i> <i>Be able to determine suitability of ramp gradients and the requirement for protective barriers</i>
		4 – Stairways			
		4 – Ramps			
		4 – Pedestrian barriers 4 – Vehicle barriers			<i>Understand the structural loadings for pedestrian and vehicular barriers</i>
8		4 – Domestic Electrical Safety 4 – Domestic Safety Electrical – electrical safety and fixtures – in-building physical infrastructure for high-speed electronic communications network 4 – Electrical safety 4 – Electrical fixtures			<i>Ability to apply electrical standards of safety and fixture numbers and location</i>
		4 – High speed electronic network access			<i>Understand internet/broadband installations</i>

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		4 – Domestic Safety – General			
		4 – Domestic Safety General – danger from accidents – danger from heat – liquefied petroleum gas storage – security			
		4 – danger from accidents			<i>Understand the limitations in design of safe glazing and barriers</i>
		4 – danger from heat			<i>Understand dangers from unvented installations and heating generally including scalding</i>
		4 – LPG Storage			<i>Understand qualities and risks of LPG Storage</i>
		4 – Security			<i>Ability to apply security standards applicable to domestic property</i>
		4 – Awareness of Verification of Certified Electrical Work			<i>Understand the Approved Certifier of Construction Process</i>
Section 5 – Noise					
9		5 – Section 5 – Noise – Domestic – introduction and background – noise separation between buildings – post completion testing – noise reduction between rooms			<i>Understands the purpose and objectives of the guidance to Section 5 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		5 – Noise Separation			
		5 – Design Performance Levels			<i>Be able to determine suitability of separating wall or floor construction</i>
		5 – Example Details			<i>Be able to determine suitability of flanking construction</i>
		5 – Sample Testing			<i>Have an awareness of Robust Details</i>
		5 – Post completion testing			
		5 – Sampling			<i>Be aware of testing provision and options including sampling</i>
		5 – Test levels			
		5 – Expertise			<i>Understand expertise of sound testing</i>
		5 – Noise Reduction			<i>Be aware of testing provision and options including sampling</i>
		5 – Design Performance Levels			
		5 – Generic Details			
		5 – Sample Testing			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
Section 6 – Energy					
9		6 – Energy Standards in Domestic Buildings			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		6 – Insulation			
		6 – Performance			
9		6 – Building Fabric			<i>Be able to assess site insulation installations to external walls, vertical studding, floor and roof</i>
		6 – Glazing			
		6 – Air Infiltration			
		6 – Thermal Bridging			<i>Be able to recognise thermal bridges in walls, floors and roofs</i>
		6 – Conservatories			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Extensions			<i>Be able to assess insulation to external walls, vertical studding, floor and roof</i>
		6 – Controls – heating – ventilation – lighting – inspection – commissioning			<i>Understand controls for energy use</i>
		6 – Energy performance – determining levels – energy performance certificates			<i>Ability to apply the EPC requirements</i>
		6 – Energy SAP/EPC			<i>Understand the principle of SAP/EPC</i>
		6 – Air Testing			<i>Recognise the need for air tightness testing</i>
Section 7 – Sustainability					
		7 – Section 7 – Sustainability Domestic – statement of sustainability – levels of sustainability – labelling – enhancements			<i>Understands the purpose and objectives of the guidance to Section 6 including the scope of the Mandatory Standards and their relationship to the Guidance Clauses</i>
		7 – Domestic			
		7 – Statement of sustainability			<i>Recognise the various levels of sustainability attainment</i>
		7 – Levels of sustainability			
		7 – Labelling			<i>Ability to apply labelling standards</i>
		7 – Enhancements			

Building Standards System Enforcement – Competency Matrix: Sections 25, 26 and 27 Compliance and enforcement

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND: Part 3 Compliance and enforcement					
7		<i>Understand the scope and limitations of the Act in relation to Enforcement. Recognise the differential between local authority role and verifier role when seeking enforcement</i>	Building (Scotland) Act 2003: Part 3: Compliance and Enforcement		
7		<i>Understand the scope and limitations of the Procedure Regulations in relation to Enforcement. Recognise the differential between local authority role and verifier role when seeking enforcement</i>	The Building (Procedure) (Scotland) Regulations 2004		
7		<i>An awareness of this power to implement notices, waivers or relaxations. An awareness of the significance of the building standards register</i>	Section 51: Notices served by Local Authorities	Powers to issue, withdraw a notice or determine a waiver or a relaxation – particulars of that notice, withdrawal, waiver or relaxation shall be entered in the building standards register	Regulation 51.—(1) Where a local authority has – (a) served a notice under sections 25 to 30 of the Act; or (b) withdrawn such a notice; or (c) waived or relaxed any requirement of such a notice
8		<i>The ability to apply the procedure through to completion</i>			
7		<i>An awareness of this power to require evacuation</i>	Section 42: Evacuation of Buildings. Section	In the event that a local authority requires the occupants of a building to remove from the building in accordance with section 42(3) or (4) of the Act, the local authority must send a copy of the notice issued in accordance with section 42(5) of the Act to the owner of the building where the owner is not the occupier	Building (Scotland) Act 2003: Section 42: SCHEDULE 5 Evacuation of buildings: This schedule applies for the purpose of securing the removal from a building of any occupant who has failed to remove from a building following a requirement under section 42 to do so
8		<i>The ability to apply the procedure through to completion</i>			
7		<i>Understands the penalties and the application of penalties for re-occupying a building having been asked to vacate</i>	Building (Scotland) Act 2003: Part 5: General: Section 43: Unlawful occupation of evacuated buildings	43 Unlawful occupation of evacuated buildings: 1) Any person who – (a) has removed from a building in compliance with a requirement under section 42, or has been ejected from a building under schedule 5, and (b) thereafter occupies the building, is guilty of an offence unless notice under section 42(7) has been given to the person	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		<i>Understand the scope and limitations of the Forms Regulations in relation to Enforcement. Recognise the differential between local authority role and verifier role when seeking enforcement</i>	The Building (Forms) (Scotland) Regulations 2005		
7		<i>An awareness of procedures through the use of forms to implement enforcement</i>	Regulation 2: Schedule of Prescribed Forms		
8		<i>The ability to apply the procedure through to completion</i>			
8		<i>Be aware of the legal requirements in relation to the determination of a compliant or non-compliant warrant application</i>			
8		<i>Understand the scope and limitations of the Act in relation to the application of Continuing Requirements. Recognise the differential between local authority role and verifier role when seeking enforcement</i>	Building (Scotland) Act 2003: Part 3: Compliance and Enforcement	Section 26: Continuing requirement enforcement notices: This section provides for a local authority to take enforcement action where an owner appears to be failing to comply with a continuing requirement imposed under section 2 or by a verifier under section 22. The local authority may serve a continuing requirement enforcement notice as set out in subsection (2)	
8		<i>The ability to apply the procedure through to completion</i>			
DETERMINATION OF COMPLIANCE – NON-COMPLIANT WORK ON SITE					
8		<i>The ability to determine a compliant or non-compliant warrant application</i>			
8		<i>The ability to determine a compliant or non-compliant piece of work on site</i>			
8		<i>Be aware of the legislation for contraventions in building regulations</i>			
9,10		<i>Be able to prepare evidence for enforcement and prosecutions in respect of unauthorised work</i>			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
9,10		<i>Evidence of an active involvement with legislation dealing with unauthorised work</i>			
9,10		<i>Evidence of an active involvement with legislation dealing with evacuation of persons from a building</i>			
9,10		<i>Evidence of an active involvement with legislation dealing with unauthorised re-occupation of a vacated building</i>			
9,10		<i>Can prepare and serve enforcement notices in respect of unauthorised work</i>			
RECOVERY OF COSTS MECHANISMS					
9,10		<i>Understands the various options for recovery of costs should work be carried out directly by authority</i>			
9,10		<i>Evidence of an active involvement with legislation dealing with recovery of costs</i>			
ACTIVATE AND PROCESS COURT PROCESSES TO SECURE COMPLIANCE					
9,10		<i>Can prepare and serve enforcement notices in respect of unauthorised work</i> <i>Evidence of an active involvement with legislation dealing with recovery of costs</i> <i>Can prepare and serve enforcement notices in respect of unauthorised work</i> <i>Evidence of an active involvement with legislation dealing with recovery of costs</i>			

Building Standards System Enforcement – Competency Matrix: Sections 28, 29 and 30 Defective and dangerous buildings

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
INTRODUCTION AND BACKGROUND: Part 4 Defective and dangerous buildings					
7		Understand the scope and limitations of the Act in relation to Enforcement Recognise the differential between local authority role and verifier role when seeking enforcement	Building (Scotland) Act 2003: Part 4: Defective and Dangerous Buildings		
7		Understand the scope and limitations of the Procedure Regulations in relation to Enforcement. Recognise the differential between local authority role and verifier role when seeking enforcement	The Building (Procedure) (Scotland) Regulations 2004		
7		An awareness of this power to implement notices, waivers or relaxations An awareness of the significance of the building standards register	Section 51: Notices served by Local Authorities	Powers to issue, withdraw a notice or determine a waiver or a relaxation – particulars of that notice, withdrawal, waiver or relaxation shall be entered in the building standards register	Regulation 51.—(1) Where a local authority has— (a) served a notice under sections 25 to 30 of the Act; or (b) withdrawn such a notice; or (c) waived or relaxed any requirement of such a notice
8		The ability to apply the procedure through to completion			
7		An awareness of this power to require evacuation The ability to apply the procedure through to completion	Section 52: Evacuation of Buildings	In the event that a local authority requires the occupants of a building to remove from the building in accordance with section 42(3) or (4) of the Act, the local authority must send a copy of the notice issued in accordance with section 42(5) of the Act to the owner of the building where the owner is not the occupier	Building (Scotland) Act 2003: Section 42: SCHEDULE 5 Evacuation of buildings: This schedule applies for the purpose of securing the removal from a building of any occupant who has failed to remove from a building following a requirement under section 42 to do so
8		The ability to apply the procedure through to completion			
7		Understands the penalties and the application of penalties for re-occupying a building having been asked to vacate	Building (Scotland) Act 2003: Part 5: General: Section 43: Unlawful occupation of evacuated buildings	43 Unlawful occupation of evacuated buildings: (1) Any person who— (a) has removed from a building in compliance with a requirement under section 42, or has been ejected from a building under schedule 5, and (b) thereafter occupies the building, is guilty of an offence unless notice under section 42(7) has been given to the person	

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
7		Understand the scope and limitations of the Forms Regulations in relation to Enforcement. Recognise the differential between local authority role and verifier role when seeking enforcement	The Building (Forms) (Scotland) Regulations 2005		
7		An awareness of procedures through the use of forms to implement enforcement The ability to apply the procedure through to completion	Regulation 2: Schedule of Prescribed Forms		
8		The ability to apply the procedure through to completion			
DEFECTIVE BUILDINGS					
8		<i>Can demonstrate and understanding of assessment for defective structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Be aware of the legal requirements in relation to defective structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Can demonstrate the legislation for defective structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Have been involved with the legislative administration concerning defective structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
9,10		<i>Have extensive experience of defective structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
RECOVERY OF COSTS MECHANISMS					
9,10		<i>Understands the various options for recovery of costs should work be carried out directly by authority</i>			
9,10		<i>Evidence of an active involvement with legislation dealing with recovery of costs</i>			
ACTIVATE AND PROCESS COURT PROCESSES TO SECURE COMPLIANCE					
		<i>Can prepare and serve enforcement notices in respect of defective buildings</i>			
DANGEROUS BUILDINGS					
8		<i>Can demonstrate and understanding of assessment for dangerous structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Be aware of the legal requirements in relation to dangerous structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Can demonstrate the legislation for dangerous structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
8		<i>Ability to distinguish between the need for direct urgent works and subsequent "making safe works"</i>	Building (Scotland) Act 2003: Part 4: Defective and Dangerous Buildings	Section 29: Dangerous buildings: This section places duties on a local authority where it appears to it that a building presents a danger to people in or about that building, to the public generally, or to adjacent buildings or places. Under subsection (2) the authority must carry out work to prevent access to the dangerous building and adjacent places and to protect the public. Subsections (3) and (4) give a local authority power, where it considers that urgent action is necessary to remove or reduce a danger, to carry out the necessary work, including demolition. In cases of urgency, the subsection recognises that it may not be possible to give prior notice to the owner	
8		<i>The ability to apply the procedure through to completion</i>			

Relevant Modules (including Levels)	CM Ref:	<i>Understanding the System: (officer should)</i>	Legislation/Technical Handbooks Reference	Explanatory Note (Comments here under 'Explanatory Notes' are an excerpt only – read entire text from Handbooks)	Links/Comments
8		<i>Recognise the Notice Procedures needed for full enactment of dangerous building processes</i>	Section 51: Notices served by Local Authorities	Section 30: Dangerous buildings notices: Subsections (1) and (2) set out the purpose of a dangerous building notice and provide for the notice to specify dates by which work to comply with the notice must be started and completed. Subsection (4) creates an offence where an owner has either not started or not completed work by the specified dates and in such cases permits the local authority to carry out the required work and to recover expenses incurred by it from the owner. Subsection (5) provides that no building warrant is required for work to comply with a dangerous building notice and that any work which a local authority may carry out in order to comply with the notice does not require a building warrant, although where the authority carries out the work, it must register in the building standards register a completion certificate certifying that the work has been carried out in accordance with the notice	
8		The ability to apply the procedure through to completion			
8		<i>Have been involved with the legislative administration concerning dangerous structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
9,10		<i>Have extensive experience of dangerous structures</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
9,10		<i>Can prepare and serve enforcement notices in respect of DANGEROUS AND Defective buildings</i>			0.10 Building standards applicable to demolition; 0.13 Provision of protective works; 0.14 Clearing of footpaths
RECOVERY OF COSTS MECHANISMS					
9,10		<i>Understands the various options for recovery of costs should work be carried out directly by authority</i>			
9,10		<i>Evidence of an active involvement with legislation dealing with recovery of costs</i>			
ACTIVATE AND PROCESS COURT PROCESSES TO SECURE COMPLIANCE					
9,10		<i>Can prepare and serve enforcement notices in respect of defective buildings</i>			



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