



# PRACTICE NOTE 2

## PURPOSE OF PRACTICE NOTE

1. A suite of the Ancillary Certificates for use with the BC(A)R regime of Building Control has been agreed between the Professional Bodies and the Construction Industry Federation (CIF) representing the principal stakeholders in the building sector.
2. These Ancillary Certificates were introduced in Practice Note 1.
3. The primary purpose of this Practice Note 2 is to provide further guidance on the application of these Ancillary Certificates in respect of elements designed and/or constructed by Sub-contractors.
4. This guidance takes the form of a series of examples of elements of building works commonly Sub-contracted, for which the appropriate Ancillary Certificates are identified in each case.
5. Ancillary Certificates are proposed in respect of a sample of elements which require contractor / sub-contractor certification under the Building Control Regulations. Many projects will incorporate a vast range of such elements which it will not be possible to comprehensively identify prior to the commencement of the works on site.
6. Additionally, this Practice Note also considers an example in relation to specialist manufacturer systems complying with the Building Regulations.



## EXAMPLE 1

# PRECAST CONCRETE UNITS

1. Precast concrete units are produced by Precast Sub-Contractors in accordance with a Performance Specification (loading, spans, opes, etc.) from the Engineer.
2. Based on the spans, loadings, etc. provided by the Engineer, the Precast Sub-Contractor confirms the size, reinforcement, the necessity for a structural topping, the necessity for propping during construction, etc.
3. Where a Precast Concrete Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and installed** the precast concrete units, and also fill in the **Annex\*** setting out the associated design work undertaken by them.
4. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (SD or Sc as appropriate)**.
5. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

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## EXAMPLE 2

# STRUCTURAL STEELWORK

1. CE Marking is now mandatory for structural steel. Steel Sub-contractors must therefore demonstrate their right to CE Mark their products, in accordance with the Execution Class(es) specified for the works, by the provision of:
  - A Factory Production Control (FPC) Certificate – issued by a notified body
  - A Welding Certificate – issued by a notified body
  - A Declaration of Performance (DoP) – issued by the steelwork Sub-contractor.
2. Where a Steel Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and erected** the steelwork, and also fill in the **Annex\*** setting out the associated design work undertaken by them, e.g. connection design.
3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
4. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

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### EXAMPLE 3

## **PREFABRICATED STRUCTURAL MEMBERS ASSEMBLED WITH PUNCHED METAL PLATE FASTENERS (TIMBER TRUSSED RAFTERS & OPEN WEB JOISTS)**

1. CE Marking is now mandatory for Prefabricated Structural Members Assembled with Punched Metal Plate Fasteners. Manufacturers must therefore demonstrate their right to CE Mark their products, by the provision of:
  - A Factory Production Control (FPC) Certificate – issued by a notified body
  - A Declaration of Performance (DoP) – issued by the manufacturer
2. Timber trussed rafters & Open Web Joists are produced by the manufacturer in accordance with the general arrangement drawings and Performance Specification (Loadings and Elemental Fire & Acoustic resistance) provided by the Design Certifier or designated Ancillary Certifier. Where resistance is a characteristic dependent on an assembled system, the manufacturer must provide an execution standard for site assembly and specification for any ancillary materials required to demonstrate compliance with the Performance Specification.
3. Where a manufacturer is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and installed** the prefabricated structural members, and also fill in the **Annex\*** setting out the associated design work undertaken by them.



4. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
  
5. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **(CIF-01)** or **C<sub>ss</sub> (CIF-02)**, with annex completed as appropriate.

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## EXAMPLE 4

# TIMBER FRAMED BUILDINGS

1. Timber framed buildings are proprietary systems incorporating Wall, Floor and Roof elements; designed and manufactured by the Specialist System Provider in accordance with the general arrangement drawings and Performance Specification (Loadings and elemental Thermal, Fire & Acoustic resistance) provided by the Design Certifier or designated Ancillary Certifier.
2. Based on the Performance Specification, the Specialist System Provider designs and manufactures the timber framed building in accordance with the requirements of I.S. 440:2009+A1:2014. Where resistance is a characteristic dependent on an assembled system, the manufacturer must provide an execution standard for site assembly and specification for any ancillary materials required to demonstrate compliance with the Performance Specification.
3. Incorporated Prefabricated Structural Members Assembled with Punched Metal Plate Fasteners must be CE Marked, with manufacturers demonstrating their right to CE Mark their products, by the provision of:
  - A Factory Production Control (FPC) Certificate – issued by a notified body
  - A Declaration of Performance (DoP) – issued by the manufacturer
4. Where a Specialist System Provider is appointed, they must sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and erected** the timber framed building, and also fill in the **Annex\*** setting out the associated design work undertaken by them.



5. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
  
6. Where a Sub-Contractor is appointed to undertake site erection only, they must familiarise themselves with the erection requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **C<sub>s</sub> (CIF-01)** or **C<sub>ss</sub> (CIF-02)**, with annex completed as appropriate.

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## EXAMPLE 5

# ANCHORS

1. All anchors must be designed in accordance with the Code of Practice for the Design and Installation of Anchors, published by the Health and Safety Authority.
2. This Code of Practice allows two alternative approaches to the design of anchors in a Safety Critical Situation (SCS).
  - **Approach A** - The anchor supplier is the ‘anchor specifier’
  - **Approach B** - The consultant is the ‘anchor specifier’
3. Under **Approach A** where the anchor supplier is the ‘anchor specifier’ (which is the approach recommended by EI/ACEI)
  - The manufacturer/supplier signs the **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
4. Under **Approach B** where the consultant is the ‘anchor specifier’
  - The consultant signs the **Ancillary Certificate of Compliance on Completion - Design of the Works (E<sub>C</sub>)**
5. If the anchor is installed by a Sub-contractor, then that Sub-contractor must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **C<sub>s</sub>(CIF-01)** or **C<sub>ss</sub>(CIF-02)\***.
6. Additional Permanent Works Design Certificates or Temporary Works Design Certificates also need to be completed under Health and Safety Legislation.

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## EXAMPLE 6

### PILING

1. The Piling Sub-Contractor produces the piling in accordance with a Performance Specification provided by the Engineer.
2. Where a Piling Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and installed** the piling, and also fill in the **Annex\*** setting out the associated design work undertaken by them.
3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
4. Where a Sub-Contractor is appointed to undertaken site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css (CIF-02)**, with annex completed as appropriate.

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## EXAMPLE 7

# FACADES

1. The Facade Sub-Contractor produces the facade in accordance with a Performance Specification provided by the Engineer and/or Architect.
2. Where a Facade Sub-Contractor is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css(CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and installed** the facade, and also fill in the **Annex\*** setting out the associated design work undertaken by them.
3. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
4. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css(CIF-02)**, with annex completed as appropriate.

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## EXAMPLE 8

# FIRE ALARM SYSTEMS

1. The Building Services Engineer would either design the system or would provide a performance specification for a system to be produced by specialist suppliers and/or sub-contractors.
2. In either case the Building Services Engineer would sign the **Ancillary Certificates of Compliance (Design and Completion)**, **E<sub>D</sub>** and **E<sub>C</sub>**, or if not an Engineer, would sign **Ancillary Certificates S<sub>D</sub> and S<sub>C</sub>**.
3. The Building Services Engineer would also have an inspection role under BC(A)R, and would prepare and implement an Inspection Plan and would sign **Ancillary Certificate E<sub>I</sub>** (or **S<sub>I</sub>**) on completion.
4. Where a Fire Alarm System Provider is appointed, they must sign **one of the CIF Ancillary Certificates** as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **C<sub>s</sub> (CIF-01)** or **C<sub>ss</sub>(CIF-02)**, clarifying, under “Description of the Sub-Contractor / Specialist Contractor buildings or works”, whether they **supplied only** or **supplied and installed** the fire alarm system, and also fill in the **Annex\*** setting out the associated design work undertaken by them.
5. Where a party is appointed by a Contractor/Builder to undertake **design work only** then that party would sign an **Ancillary Certificate of Compliance: Design (S<sub>D</sub> or S<sub>C</sub> as appropriate)**.
6. Where a Sub-Contractor is appointed to undertake site installation only, they must familiarise themselves with the installation requirements and must complete and sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **C<sub>s</sub> (CIF-01)** or **C<sub>ss</sub>(CIF-02)**, with annex completed as appropriate.



7. In addition to BC(A)R requirements, IS 3218 requires a Commissioning Party to certify that they have inspected, tested and commissioned the system in accordance with IS 3218. It also requires a Design Certificate and a Certificate of Installation.

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## EXAMPLE 9

# UNBOUND GRANULAR FILL FOR USE UNDER CONCRETE FLOORS & FOOTPATHS

1. Paragraph D1 of the Building Regulations requires that “All works to which these Regulations apply shall be carried out with proper materials - - -”.
2. Aggregates for unbound granular fill (hardcore) for use under concrete floors and footpaths should comply with the requirements of IS EN 13242 and Annex E of SR 21 (informative).
3. IS 888, “Code of Practice for the procurement and use of unbound granular fill hardcore material for use under concrete floors”, gives a summary in Annex A (informative), of supply chain responsibilities and the responsibilities of each party.
4. In particular it notes that, in the case where the Builder orders directly from the manufacturer, the Builder must:
  - Order the material in accordance with the project specification,
  - Request the Declaration of Performance (DoP),
  - Review the DoP for compliance with the specification,
  - Review the manufacturer’s delivery docket,
  - Retain the manufacturer’s delivery docket in respect of every load of material received,
  - Make available the CE Marking, DoP and original delivery dockets for inspection.
5. The builder, intermediary and manufacturer may have other responsibilities e.g. **legally**, **contractually** etc. which are not covered by the above.



## EXAMPLE 10

# SPECIALIST MANUFACTURER SYSTEMS e.g. FRAMED PARTITION SYSTEM

1. Framed partition systems are often specified in relation to performance requirements in a combination of the following categories - structural, robustness, fire, acoustic, thermal and moisture properties.
2. System manufacturers will provide a system warranty and performance substantiation report for each such system accompanied by relevant test results (as carried out by accredited third party testing agencies), and associated expert calculations.
3. Where a sub-contractor is appointed to install the specialist framed system they must familiarise themselves with the manufacturers installation requirements and must sign one of the CIF Ancillary Certificates as the party assigned “to construct, supervise and certify the Sub-Contract Works”, **Cs (CIF-01)** or **Css(CIF-02)**. **Annex\*** 1 of the CIF Ancillary Certificate must reference the manufacturers system used.

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## NOTES

1. Designers responsible for design and specification, including performance specifications, should complete the appropriate Ancillary Certificates from Practice Note 1.
2. The responsibility for procuring products that comply with the Specification, the Building Regulations and, where applicable, the Construction Products Regulations, rests with the Builder.
3. The Construction Products Regulations (CPR), under which CE Marking operates, are concerned with the placing of products on the market. CE Marking is not a mark of quality.
4. Not all construction products are currently covered by the Construction Products Regulations, and therefore by CE marking. Examples of European Standards not covered under the CPR are:
  - Concrete: Specification, Performance, Production and Conformity
  - Steel for the reinforcement of concrete - Weldable reinforcing steel,  
  
CARES certification should be provided for reinforcing steel.
  - Execution of concrete structures.