



Llywodraeth Cymru
Welsh Government

DRAFT

Building Inspector Competence Framework (BICoF)

Drafting Note:

Secondary legislation is currently being developed. This particularly applies to Dutyholder regulations / Appointment of Persons regulations and restricted functions and activities.

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1. Introduction and background narrative

The government is introducing new building safety reforms in the wake of the Grenfell Tower fire.

Building control professionals and private sector building control organisations will have to register in order to perform building control work in Wales. Registration will open in Autumn 2023 with the sections of the Building Safety Act 2022 (the Act) related to registration coming into force Spring 2024.

As per sections 58C and 58D of the Act, Welsh Ministers will:

- Establish and maintain a register of building inspectors
- Provide for different classes of building inspectors (for example, according to qualifications or experience)
- Register an individual as a building inspector, or a building inspector of a particular class, if satisfied that the individual meets the criteria we determine

Building control professionals will need continued professional development (CPD) to maintain their future registrations.

2. Registration Classes

There are four registration classes for individual building inspectors:

- Class 1 Building Inspector (Associate/Assistant)
- Class 2 Building Inspector (Standard)
- Class 3 Building Inspector (Complex/HRBs)
- Class 4 Building Inspector (Manager)

All individual building control professionals performing the roles described under these classes, whether in the public or private sector and whatever types of buildings or building projects they work, on must register and comply with the code of conduct in order to continue in that role. An individual's registration may include more than one class, for example a Class 2 Building Inspector (Standard) or Class 3 Building Inspector (Complex/HRBs) may also be registered as a Class 4 Building Inspector (Manager). Progression through the classes is not necessarily linear and a Class 2 Building Inspector may progress to Class 4 if they are managing a team that does not deal with HRBs.

Building control bodies must ensure that staff or contractors carrying out building control activities, or who advise them on building control functions, (as defined in legislation) are registered under the appropriate class. Building control bodies are organisations that undertake building control functions, i.e. Local Authorities, Registered Building Control Approvers (RBCAs).

Welsh Government expects that in order to continue their professional development and progress their careers, progressing between the registration classes, individuals may be required to carry out work outside their registration class. This must only be done under the supervision of a suitably competent person.

The following pages provide the detailed competence demonstrations required for an individual to register under these classes. Some of the exact requirements will depend on the specific role carried out by the individual – we have marked these sections as “indicative”.

Class 1 Building Inspector (Associate/Assistant)

Profile

This class is suitable for any individual working in building control who cannot demonstrate the required competences to work unsupervised or register in one of the other three classes.

This includes new entrants, individuals working for building control bodies in related technical roles and students, apprentices or trainees who will need to perform specific building control duties as part of their vocational training. They may be undertaking restricted activities, and advising on restricted functions, (as defined in law) under supervision. Alternatively, they may undertake a limited range of these, for which they are fully competent, but cannot demonstrate competence in the full range of areas required to register in another class.

Class 1 Building Inspector is the entry-level class, with a minimal skills, knowledge, experience and behaviours profile required to register. The entry route, expectations and capabilities will vary significantly. Individuals wishing to pursue a professional career in building control will need support to pursue a relevant academic or vocational qualification and practical support in terms of experience of building control activities and functions.

Activities

Class 1 building inspectors may be carrying out activities under supervision in both the academic and workplace environments.

Those hoping to progress to the Class 2 Building Inspector (Standard) will need to study all subject areas required to achieve the necessary competence. We expect the timeframe to achieve this will vary for individuals and would expect this to involve both academic study and vocational experience.

The activities performed will encompass all the legislative and administrative processes to an initial level 3 qualification, progressing through to levels 4-6 within an academic framework. Progress beyond level 3 will include undertaking restricted activities and advising on restricted functions under the supervision of a suitably competent person until the individual has demonstrated sufficient competence to act independently.

Accountabilities

Works under supervision on allocated tasks reporting to a Class 2, 3 and/or 4 building inspector.

Indicative skills

Effective IT skills.

Capable of performing as both an individual and as a team player.

The ability to develop the breadth of skills required to register as a Class 2 Building Inspector or demonstration of competence for the limited range of building control activities they undertake.

Indicative examples of knowledge/ qualifications

No minimum criteria.

Indicative levels of experience

Evidence of working towards gaining relevant building control experience or experience in the limited range of building control activities they undertake.

New entrants to the built environment, or those operating in roles adjacent or similar to that of building inspectors, may also be able to demonstrate useful experience.

Ability to develop both the technical and personal skills to deliver the building control activities and functions and achieve competency and professional recognition.

Indicative behaviours

Work appropriately within both the academic and workplace environments following both employer's policies and procedures as both an individual and team player.

Commitment to a course of relevant study.

Commitment to compliance with the building control Code of Conduct.

Class 2 Building Inspector (Standard)

Profile

Class 2 building inspectors check that building work achieves compliance with the Building Act 1984 (as amended), Building Regulations 2010 (as amended) and other applicable, allied legislation, standards and guidance. They do this through undertaking evaluations of plans and other documents and by undertaking inspections.

In order to carry out the restricted activities described in secondary legislation, and to advise building control bodies who are undertaking restricted functions, an individual must be a Class 2, 3 or 4 Building Inspector

Activities and Functions

- Evaluate plans, drawings, specifications (etc.) to assess legal compliance and liaise with the applicant/agent
- Review amended schemes and advise whether Building Regulations approval should be given or the plans rejected
- Undertake inspections
- Advise on the issuing of final/completion certificates, after taking all reasonable steps, to ensure that the relevant requirements of the Building Regulations have been complied with
- Identify contraventions and take appropriate action to ensure compliance, including enforcement action and/or reversion to the LA in the case of Class 2 building inspector working for an RBCA.
- Liaise with clients, contractors, members of the public and statutory consultees
- Advise building control bodies exercising restricted functions, as defined in legislation

Accountabilities

- Identify, determine and take action to secure compliance
- Provide competent advice to building control bodies and dutyholders
- Act within and maintain own competence, supporting others to do same
- Identify and report conflicts of interest for appropriate action to be taken
- Undertake all work in compliance with the Code of Conduct

Indicative skills

- Problem solving and decision making
- Record keeping and report writing
- Analysis of information
- IT-proficiency
- Communicating, influencing and interpersonal skills
- Ethical and non-discriminatory behaviour

Indicative examples of knowledge/qualifications

- Level 6 academic qualification or equivalent professional/vocational training
- Building control processes
- Regulations & legislation
- Approved documents, best practice and guidance
- Fire/life safety
- Health and safety
- Design and construction
- Change management
- Commitment to the Code of Conduct

Indicative levels of experience

- Assessing compliance against the Building Act 1984 (as amended), Building Regulations 2010 (as amended) and other applicable, allied legislation, standards and guidance
- Previous experience of working on the building types they will be working on
- Inspections
- Plan checking
- Developing and implementing inspection schedules
- Assessing safety and risk
- Taking action to ensure compliance, including enforcement action and/or reversion to the LA in the case of a Class 2 Building Inspector working for an RBCA

Indicative behaviours

- Working together
- Adaptable and resilient
- Leadership and seeing the bigger picture
- Willing to develop knowledge and skills and a commitment to continuing professional development (CPD)
- Making effective decisions
- Communicating and influencing
- Acting with integrity, respect and in compliance with the Code of Conduct

Class 3 Building Inspector (Complex/HRBs)

Profile

Registered building inspectors check that building work achieves compliance with the Building Act 1984 (as amended), Building Regulations 2010 (as amended) and other applicable, allied legislation, standards and guidance. They do this through undertaking evaluations of plans and other documents and by undertaking inspections.

Class 3 building inspectors are those registered building inspectors with the additional knowledge and experience required to carry out the restricted activities described in secondary legislation, and to advise building control bodies who are undertaking restricted functions, in relation to complex buildings and HRBs.

Complex buildings can be a building of any or multiple purpose groups that is designed, constructed, and occupied in a such a way that the statutory guidance may not be wholly appropriate. It will require alternative methods of compliance to be applied and consequentially reviewed to ensure satisfactory compliance with the relevant requirements.

HRB has the meaning given in Section 31 of the Building Safety Act 2022

Activities and Functions

- Evaluate plans, drawings, specifications (etc.) for complex/HRBs to assess legal compliance and liaise with the applicant/agent
- Review amended schemes for complex/HRBs and advise whether Building Regulations approval should be given or the plans rejected
- Undertake inspections
- Advise on the issuing of final/completion certificates for complex/HRBs, after taking all reasonable steps, to ensure that the relevant requirements of the Building Regulations have been complied with
- Identify contraventions and take appropriate action to ensure compliance, including enforcement action and/or reversion to the LA in the case of an Class 3 building inspector working for an RBCA on complex projects.
- Liaise with clients, contractors, members of the public and statutory consultees
- Advise building control bodies exercising restricted functions, as defined in legislation

Accountabilities

- Identify, determine and take action to secure compliance
- Provide competent advice to building control bodies and dutyholders
- Act within and maintain own competence, supporting others to do same
- Identify and report conflicts of interest for appropriate action to be taken
- Undertake all work in compliance with the Code of Conduct

Indicative skills

- Problem solving and decision making in relation to complex/HRBs
- Record keeping and report writing in relation to complex/HRBs
- Analysis of Information in relation to complex/HRBs
- IT-proficiency
- Communicating, influencing and interpersonal skills
- Ethical and non-discriminatory behaviour

Indicative examples of knowledge/qualifications

- Level 6 academic qualification/equivalent with specialist knowledge of complex/HRBs
- Building control processes with specific reference to complex/HRBs
- Relevant legislation with specific reference to complex/HRBs
- Approved documents, best practice and guidance with specific reference to complex/HRBs
- Fire/life safety
- Construction safety
- Building systems
- Health and safety
- Design and construction
- Change management
- Commitment to the Code of Conduct

Indicative levels of experience

- Assessing compliance against the Building Act 1984 (as amended), Building Regulations 2010 (as amended) and other applicable, allied legislation, standards and guidance in relation to complex/HRBs
- Previous experience of working on the complex/HRB building types they will be working on
- Inspections
- Plan checking
- Developing and implementing inspection schedules for complex/HRBs
- Assessing safety and risk for complex/HRBs
- Taking action to ensure compliance, including enforcement action and/or reversion to the LA in the case of a Class 3 building inspector working for an RBCA on complex work

Indicative behaviours

- Working together
- Adaptable and resilient
- Leadership and seeing the bigger picture
- Willing to develop knowledge and skills and a commitment to continuing professional development (CPD)
- Making effective decisions

- Communicating and influencing
- Acting with integrity, respect and in compliance with the Code of Conduct

Class 4 Building Inspector (Manager)

Profile

The Class 4 Building Inspector (Manager) role is responsible for the administrative and technical processes linked to the delivery of a safe, secure and sustainable built environment. This includes:

- The management of a building control function/team that is able to participate in pre-submission consultations, validation of applications including fees, the plans assessment process through to decision, the creation of inspection schedules and the delivery of these matters from concept to completion and certification
- The management and oversight of the enforcement procedures for, and enforcement action by, the building control function/team
- The effective delivery of a building control function to ensure dutyholder compliance with, and where necessary enforce all relevant aspects of, the Building Act 1984 (as amended), the Building Regulations 2010 (as amended) and associated legislation and guidance, for all relevant building types.
- Ensuring their team members, including Class 2 and Class 3 building inspectors, are competent and only operate within their competence and in accordance with the Code of Conduct.

Class 4 Building Inspectors are those individuals who, in addition to holding the necessary competence to register as a Class 2 or Class 3 building inspector, are responsible for managing a building control function/team and wish to have this reflected in their registration.

Activities

- Application and validation of applications in respect of the Building Act, Building Regulations and Fee Charges
- Creation, monitoring and auditing of technical policies and standard procedures linked to prioritisation relating to plans assessment and inspection regimes
- Consider and make applications for determination, in accordance with Section 30, of the Building Act (as amended), and dispensation, in accordance with Section 11 of the Building Act (as amended), if appropriate.
- Establish inspection regimes and allocate those inspections to the appropriate inspector and monitor performance records and enforcement as appropriate to ensure compliance with the Building Regulations and associated legislation
- Monitor the inspections carried out and issue final/completion certificates when the work is confirmed as compliant with the Building Regulations
- Create and apply a complaints and dispute resolution procedure on technical matters and other issues relating to the building control process
- Ensure that the law applicable to the role of building control and the management of the building control team is applied

- Take all reasonable steps to ensure the Class 2 and Class 3 building inspectors are competent and that they operate in compliance with the code of conduct at all times

Accountabilities

- To the company/employer, public at large, people in and about buildings and the building control team
- To manage/oversee the work of their team to ensure compliance with the law
- To ensure that the building control team is competent to deliver the building control activities and functions, provide support in the gaining of competencies, monitor/audit competencies, and support the registration process
- Record and manage conflicts of interest within the organisation's conflict of interest policy and in accordance with the Operational Standards Rules (OSRs) published by Welsh Ministers
- Lead and manage the building control function/team to ensure compliance with the law, the OSRs and KPIs published by Welsh Ministers and organisational arrangements

Indicative skills

- Managerial and decision-making skills relevant to all aspects of building control
- Financial acumen as building control is chargeable and monies must be accounted for
- IT proficiency
- Recruitment and retention skills, linked to competencies, training and development
- People skills, effective communication, teamwork
- Ethical and non-discriminatory behaviours
- Research, analysis, risk awareness and assessment linked to decision making

Indicative examples of knowledge/qualifications

- Educated to level 6 with significant experience within building control
- Ability to understand the OSRs, KPIs and Code of Conduct published by Welsh Ministers as well as organisational arrangements, and apply them within the building control setting to achieve compliance with the law

Indicative levels of experience

- Significant experience of working within the building control profession, gaining experience on the full range of activities and functions they manage
- Experience relating to all the items mentioned above, from concept to completion and enforcement as appropriate

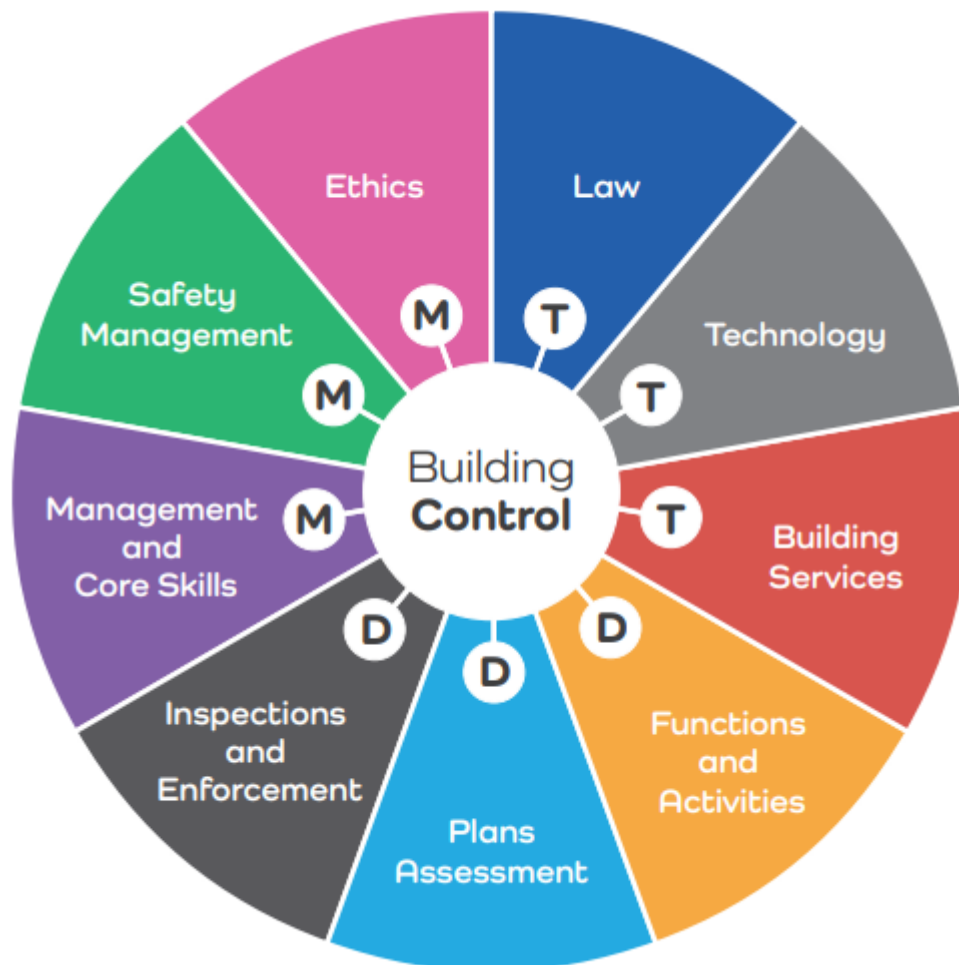
Indicative behaviours

- Acts professionally at all times, exhibiting high levels of skill both technical and people focused
- Acting with integrity, respect and in compliance with the Code of Conduct
- Commitment to CPD
- Communication and influencing (high-proficiency)
- Seeing the bigger picture
- Making effective decisions (high-proficiency)

3. BICoF model overview (aka “BICoF wheel”)

The BICoF model for the building control profession is split into 9 competence subject areas. These areas inter-relate and overlap but broadly cover either:

- Technical competence
- Delivery competence, or
- Management competence



4. Competence levels

Welsh Government has reviewed and proposes to use the four competency levels outlined within the [Future of Building Control](#) report as the basis for those described in the BICoF.

The competence levels are:

1. Awareness

A basic knowledge of the subject and how it relates to their role.

2. Appreciation

A general background knowledge of the subject area, combined with an appreciation of intent. May require the specialist input of others to assess compliance.

3. Understanding

Sufficient knowledge of the complexities involved in order to make independent decisions and assessments regarding compliance of typical building work, including utilising input from other specialists.

4. Comprehensive

Sufficiently detailed knowledge and skills to make decisions on complex issues relating to design and construction and the ability to commission and interrogate specialist assistance where necessary.

These competence levels reflect the needs of each individual relative to their role within building control and should be read as a progressive requirement, starting at awareness through to comprehensive understanding.

Section 5 of this document sets out what an individual is expected to demonstrate at each competence level, for each of the 9 competence areas described.

5. BCoF competence subject area framework

The following framework provides an overall competence statement, and details on indicative demonstration of competence, for each of the nine competence subject areas outlined in section 3's BCoF model overview (aka "BCoF wheel").

Law

OVERALL COMPETENCE STATEMENT FOR LAW

Uphold high professional standards in the application of the law, associated acts and regulations, in the delivery of building control activities (all building control functions and activities).

Level 1 competence overview - awareness of;

- The law relevant to building control, i.e. which primary and secondary legislation is applicable and enforced by building control professionals
- Legal terminology relating to the principles of law* and legal behaviours.
- Principles of the law* and the roles and responsibilities of both individuals and organisations in the application of building regulations
- Primary and allied legislation relevant to building control

Level 2 competence overview - appreciation of;

Appreciation of level 1 content, and additionally:

- How a building inspector should carry out their duties relating to the law in its application to all building control functions and activities

Level 3 competence overview - understanding of;

Understanding of level 1-2 content, and additionally:

- How the law interacts with the Code of Conduct for Registered Building Inspectors
- How to identify, apply and enforce the law during the undertaking of all building control functions and activities

Level 4 competence overview - comprehensive understanding of;

Comprehensive understanding of level 1-3 content, and additionally:

- How to apply relevant law to complex buildings and HRBs

Law – skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

Principles of law include;

- Review of building control related law; purpose, creation, development, including primary and secondary legislation, how organisational policies, procedures, and consultation relate to the application of the law.
- How individual and organisational duties in design, construction, inspection, compliance, and enforcement support safe, sustainable buildings.
- The legal status of other documents, such as Approved Documents and guidance
- How the law, legal matters and behaviours are applied to achieve compliance,

Primary and allied legislation relevant to building control includes;

- The Building Safety Act 2022 and related secondary legislation
- The Building Act 1984 (as amended) and related secondary legislation
- The Building Regulations 2010 (as amended) and associated Approved Documents
- Property and Land Law
- Health and Safety Law
- Criminal and Civil Law
- Agency Law
- Case Law and precedents
- Data Protection legislation

Level 2 competence criteria – Appreciation

Appreciation of level 1 criteria, and additionally:

- How the law interacts with the building control functions, including both restricted activities and functions and non-restricted building control activities.

Level 3 competence criteria – Understanding

Understanding of level 1-2 criteria, and additionally:

- How to apply the law to secure compliance when undertaking building control activities, including plans assessment and inspections.
- The enforcement powers available: their extent and limitations, when and how to apply them to secure compliance.
- How the application of personal, technical and professional skills (relating to law) enhances the carrying out of building control activities and functions.

Level 4 competence criteria – Comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- Application of relevant legislation to complex buildings and HRBs

Technology

OVERALL COMPETENCE STATEMENT FOR TECHNOLOGY

Exhibit high levels of expertise and professional skills relating to the construction of the built environment and the carrying out of all building control functions and activities. Competence in technology includes building technology (existing and new buildings), building systems, modern methods of construction, sustainability and insurance.

Level 1 competence overview - awareness of;

- Building control expectations for new and existing buildings, construction form and function, systems, components and materials, taking account of social, environmental, and technical developments
- Terminology relating to insurance, warranties and guarantees, and their role and application, within both the construction and building control processes
- Associated research into materials, technologies and systems introduced as elements/modules within buildings.
- Associated testing, certification, and guidance from manufacture through transport processes and incorporation of the various elements into the built environment
- Sustainability terminology relating to the Building Act 1984 and building regulations
- Dutyholders' role in the selection and appropriate use of materials and systems

Level 2 competence overview - appreciation of;

Appreciation of level 1 content, and additionally:

- How a building inspector should consider compliance utilising the technical handbooks linked to warranty provisions
- Interactions of level 1-2 content with all building control activities and functions.

Level 3 competence overview - understanding of;

Understanding of level 1-2 content, and additionally:

- Appropriate testing, certification and guidance documentation
- How to undertake building control in support of a sustainable built environment
- The integration of new buildings into the existing built environment
- Interactions of level 1-3 content with all building control activities and functions.

Level 4 competence overview - comprehensive understanding of:

Comprehensive understanding of level 1-3 content, and additionally:

- Their application to all buildings with particular reference to complex buildings and HRBs.

Technology – skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- The building regulations in force now and how they've changed over time and the different forms of construction and technologies used to achieve compliance
- Building pathology and development of building systems, components and materials
- Fire safety design, including the behaviour of people, materials, and the construction methods to achieve compliance with the building regulations
- Structural performance of different methods and types of construction
- The requirements of insurance relative to the roles of both individuals and organisations within the construction industry and building control activities
- The recognition of risks and the role of technical handbooks in meeting the functional requirements of the building regulations.
- Development, application, and use of compliance strategies to meet the requirements of the building regulations e.g. fire, thermal, accessibility, ventilation, noise, drainage etc.

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- Learning relating to both the existing built environment, extensions, alterations, refurbishments and new buildings and the incorporation of building systems, components and materials and their compliant integration with the building regulations
- How insurance, warranties and guarantees, and the associated handbooks and documentation used, interact with the building control functions and activities
- Interactions of level 1-2 content with all building control activities and functions.

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- Application of building technology, systems, components, and materials to achieve compliance with the building regulations in relation to new buildings and their integration into the existing built environment
- Appropriate use and acceptance of both technical handbooks and documentation during the building control activities and processes on a day-to-day basis.
- How level 1-3 content relates to both the carrying out of all building control activities and functions, and the code of conduct for registered building inspectors

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- Application of level 1-4 content to complex buildings and HRBs

Building Services

OVERALL COMPETENCE STATEMENT FOR BUILDING SERVICES

Uphold high professional standards during the consideration and acceptance of building services in the achievement of compliance with the appropriate regulations (all building control functions and activities). Building services are defined as the provisions that make a building work and be fit for use, including heating, lighting, ventilation, drainage, fire detection, alarms, etc as set out in the detailed subject information

Level 1 competence overview - awareness of;

- The provision and role of services within a building relative to the use and occupancy of a building

Level 2 competence overview - appreciation of;

Appreciation of level 1 content, and additionally:

- Social, environmental, and technical developments relevant to building services, and how these affect the undertaking of building control activities in respect of new work, and the integration of new services into existing buildings

Level 3 competence overview - understanding of;

Understanding of level 1-2 content, and additionally:

- How to identify the required services relative to the proposed building use(s) and their integration into the built form, in compliance with the building regulations

Level 4 competence overview - Comprehensive understanding of;

Comprehensive understanding of level 1-3 content, and additionally:

- The role of building services and their provision and use within complex buildings and HRBs

Building services - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- Design, installation, inspection and commissioning of building services including, but not limited to:
 - Water services including foul and storm drainage systems
 - Heating systems
 - Ventilation/air conditioning systems
 - Electricity systems
 - Renewable energy solutions
 - Waste disposal systems chutes and vacuum
 - Fire detection, alarms, emergency lighting and signage for new buildings and works in response to fire audits
 - Smoke control and fire ventilation systems applied in respect of means of escape
 - Lifts, including firefighting lifts, hoists, and escalators
 - Communication systems
- Competent person schemes and their role in achieving compliance with the Building Regulations

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- The achievement of compliance with the building regulations in relation to extensions, alterations, refurbishments and new buildings through the plans assessment and inspection processes.
- How level 1-2 content relates to building control activities and functions

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- What makes a building service compliant
- How level 1-3 content relates to building control activities and functions

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- Application of level 1-4 content to complex buildings and HRBs

Functions and Activities

OVERALL COMPETENCE STATEMENT FOR BUILDING CONTROL FUNCTIONS AND ACTIVITIES

Uphold high professional standards whilst delivering all building control functions and activities.

Level 1 competence overview - awareness of;

- The activities and functions, restricted and non-restricted, carried out by building control organisations
- The role of building control within the development process and the individual functions and activities delivered by building control organisations

Level 2 competence overview - appreciation of;

Appreciation of level 1 content, and additionally:

- The role of building control within the development process and the individual functions and activities delivered by individuals including registered and non-registered building inspectors
- The processes associated with the delivery of the building control function

Level 3 competence overview - understanding of;

Understanding of level 1-2 content, and additionally:

- How to effectively carry out building control functions and activities appropriate to the role of an RBI
- The processes associated with the carrying out of the building control function in accordance with the Code of Conduct for Registered Building Inspectors

Level 4 competence overview - comprehensive understanding of;

Comprehensive understanding of level 1-3 content, and additionally:

- How to effectively carry out building control functions and activities appropriate to the role of an RBI (Complex/HRBs)

Functions and activities - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- Of all building control functions and activities identified within legislation including:
 - The Building Act 1984 (as amended)
 - The Building Regulations 2010 (as amended)
 - The Building Safety Act 2022 and relevant secondary legislation
- Pre-submission activities
- Consultations in respect of the proposals of potential applications and the application of the building regulations and allied legislation
- Consideration of exemptions, valid applications and the processes to be followed including relaxation and dispensation of requirements if appropriate
- Agreement of fees (including exemptions), service level, submission and validation
- Full plans, building notices, regularisations, reversions, and initial notices
- Plans assessment, and inspection regimes for all applications and enforcement
- Build over agreements – sewers
- Planning consultations including gateway reviews and the interaction with planning on fire safety matters
- Structural and fire safety audits, the role of the golden thread and the application of building logbooks and manuals generated through the building control process and maintained throughout building occupancy
- Dangerous structures, Demolitions and defective sites and premises
- Safety at sports grounds and licencing

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- Building control functions and activities, and their interaction with each other
- Compliance with the building control functions and activities carried out by Local Authorities and RBCAs in its capacity as the building control authority for HRBs
- Building control function as applied to all building types excluding complex buildings and HRBs and other complex buildings during their design, construction, and use

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally

- The building control function relating to all building types excluding complex/HRBs and other complex buildings during their design, construction, and use

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- Building control function as applied to all building types including complex/HRBs

Plans Assessment

OVERALL COMPETENCE STATEMENT FOR PLANS ASSESSMENT

Uphold high professional standards when undertaking plans assessment, risk assessment and prioritisation leading to decisions as to compliance.

Level 1 competence overview - awareness of;

- The role of plans assessment processes and procedures, including consultations from submission, validation through to a decision as to compliance or rejection
- Enforcement and compliance checking commencing at the plans assessment stage
- The expectations in respect of skills and competence required to assess plans

Level 2 competence overview - appreciation of;

Appreciation of level 1 content, and additionally:

- The roles and responsibilities of the development team dutyholders, including clients, principal designers, designers, principal contractors and contractors, in the processes and procedures
- The plans assessment process linked to the construction form and function relative to social, environmental, and technical developments and the undertaking of building control activities in respect of new work

Level 3 competence overview - understanding of;

Understanding of level 1-2 content, and additionally:

- How to carry out effective plans assessment for all building types excluding complex buildings and HRBs
- How to review the key aspects of design strategies, assess the technical standards to be applied, identify critical elements within the proposals and integrate these into compliance and the issuing of effective decisions
- How to effectively communicate technical and compliance matters to all members of the development team
- How to work with statutory consultees and partner regulators to achieve consensus

Level 4 competence overview - comprehensive understanding of;

Comprehensive understanding of level 1-3 content, and additionally:

- The plans assessment procedures and processes appropriate for all building types including complex buildings and HRBs

Plans assessment - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- Of legal requirements relating to plans assessment, as described within the relevant legislation and applicable to the project under consideration including:
 - The Building Act 1984 (as amended)
 - The Building Regulations 2010 (as amended)
 - The Building Safety Act 2022 and associated secondary legislation
- The plans assessment process applied following the receipt and validation of building regulation applications
- Review of documentation and assessment of the use, multi-use size, area, volume, height and occupancy

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- Risk assessment and prioritisation of regulatory compliance
- Requests and consideration of further information, specifications, calculations, and associated details to substantiate/approve compliance and issue decisions within the legislative timeline, plans passed, conditional or stage approval or rejection for non-compliance

Developer/constructor experience and expertise and interaction with the plans assessment process relative to the works proposed and the number of inspections required

Recording of plans assessment and creation of audit trail with appropriate action and details of the strategies used to achieve compliance

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- How to achieve compliance with the building regulations in relation to extensions, alterations, refurbishments and new buildings through the plans assessment process.

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

Application of the plans assessment processes and their role in achieving compliance within the existing built environment for all buildings including complex buildings and HRBs

Inspections and Enforcement

OVERALL COMPETENCE STATEMENT FOR INSPECTIONS AND ENFORCEMENT

Uphold high professional standards during inspection processes and instigate enforcement as appropriate to achieve compliance with the building regulations

Level 1 competence overview – awareness of:

- Inspection processes and procedures and the transition from plans to the physical construction and building on site.
- Expectations in respect of both skills and competencies relative to the inspection of buildings and achieving compliance with the building regulations.
- The term enforcement and how it is applied within the building regulation processes
- The processes and procedures linked to the enforcement of the law and appropriate legal action and remediation of non-compliant work

Level 2 competence overview – appreciation of:

Appreciation of level 1 content, and additionally:

- The impact of social, environmental, and technical developments upon the inspection process and the undertaking of building control functions and activities
- How enforcement impacts extensions, alterations, refurbishments and new buildings

Level 3 competence overview – understanding of:

Understanding of level 1-2 content, and additionally:

- How to implement and carry out suitable inspection and enforcement regimes for extensions, alterations, refurbishments and new buildings, including appropriate legal action and remediation of non-compliant work, for all building types except complex buildings and HRBs
- The interaction of enforcement criteria and the building regulations and allied legislation within both the plans assessment and inspection functions
- The key role of enforcement and how compliance with building regulations and the allied legislation interacts with the code of conduct for Registered Building Inspectors.
- The ability to effectively communicate technical and compliance matters to all members of the development team

Level 4 competence overview – comprehensive understanding of:

Comprehensive understanding of level 1-3 content, and additionally:

- How to implement and carry out suitable inspection and enforcement regimes for complex/HRBs
- How to ensure that all members of the building control and development teams understand the inspection and enforcement procedures and the way they may be used to support compliance particularly in relation to complex/HRBs

Inspections and Enforcement - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- Enforcement terminology and relevant building control law
- Effective inspection and enforcement regime development for extensions, alterations, refurbishments and new buildings to support building regulations compliance
- How inspection and enforcement are affected by:
 - Building type, use, construction method
 - Environmental factors such as seasonal weather
 - Developer experience and expertise
 - Complexity of the work proposed
 - Any critical elements identified
- Inspection procedures including booking, preparation, sampling, testing, and evidence collection
- The role of IT, photos, drones, videos, web and email
- Recording of inspections and creation of audit trail with appropriate action including enforcement identified and actioned
- Completions and certification
- Injunctions, reports and their interactions with plans assessment and inspections
- Administrative procedures, actions, and timescales leading to court action

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- The role of enforcement and remediation of non-compliant works
- Appreciation of how inspection and enforcement impact both the existing built environment and extensions, alterations, refurbishments and new buildings

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- The application of the building control inspection and enforcement processes and procedures, and their roles within the existing built environment concerning the creation of extensions, alterations, refurbishments and new buildings.

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- The application of the building control inspection and enforcement processes and procedures, and their roles within the existing built environment concerning complex/HRBs.

Management and Core Skills

OVERALL COMPETENCE STATEMENT FOR MANAGEMENT AND CORE SKILLS

Uphold high professional standards through the application of management and core skills to achieve compliance with the appropriate regulations ().

Level 1 competence overview – awareness of:

- The role of management and core skills and their integration into the building control functions and activities, their effective development and application in respect of both the organisation and individual activities
- That management and core skills are progressive, and competency is relevant to the role performed and developmental throughout an individual's personal and working life

Level 2 competence overview – appreciation of:

Appreciation of level 1 content, and additionally:

- The role of management and core skills in achieving compliance with the building regulations and the integration of building control functions and activities into the built environment

Level 3 competence overview – understanding of:

Understanding of level 1-2 content, and additionally:

- How to effectively utilise management and core skills in the delivery of an organisation's building control functions and activities for all building types, excluding complex buildings and HRBs, including reinforcement and development of those competences for building control staff

Level 4 competence overview – comprehensive understanding of:

Comprehensive understanding of level 1-3 content, and additionally:

- How to effectively utilise management and core skills in the delivery of an organisation's building control functions and activities for all building types, including complex and HRBs, reinforcement and development of those competences for building control staff
- The use of management and core skills in effective participation in multi-disciplinary teams

Management and core skills - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- The management and core skills required by organisations and individuals, in differing roles, to meet the Code of Conduct for Registered Building Inspectors and effectively carry out building control.
- Management of work priorities, time, competence maintenance and development among other things must all be managed effectively by building control professionals
- The management skills for the organisation and individual will address all the following, relative to their position:
 - Company law and the legal framework relating to building control
 - Decision making
 - Training, development, monitoring, validation, and registration of the building control professionals they manage
 - Investigation and research skills
 - Project management related to building control
 - Complaints, dispute resolution, enforcement, and court procedures
 - Leadership, team, and individual development
 - Management of relevant external resources, e.g. contractors

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- The utilisation of management and core skills in the achievement of compliance with the building regulations in relation to extensions, alterations, refurbishments and new buildings from concept to completion and certification

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- How to apply management and core skills required to carry out building control in support of compliant buildings of all types including complex/HRBs (from concept to completion and certification)
- How management and core skills influence design, installation, inspection, commissioning, and certification and route to Building Regulations compliance

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- How to ensure that members of the building control team not only demonstrate good management and core skills in their effective carrying out of building control but are able to reinforce and if necessary develop competence in their roles

Safety Management

OVERALL COMPETENCE STATEMENT FOR SAFETY MANAGEMENT

Uphold high professional standards related to the safety of self and others during the construction and development processes carried out on site and within the office

Level 1 competence overview – awareness of:

- The role of building control in the safety management of developments of all building types from concept through design, approval, construction, inspection, certification, occupation, and use of the finished development
- The role building control can play in the promotion and leadership of a safety culture including adherence to life, fire and structural safety principles
- The role of health and safety legislation and the associated risks and controls within the built environment

Level 2 competence overview – appreciation of:

Appreciation of level 1 content, and additionally:

- How to apply life, fire and structural safety principles when carrying out building control through design, construction, and occupation phases.
- The application of effective communication, with all interested parties, utilising a full range of methods and styles in carrying out building control functions and activities

Level 3 competence overview – understanding of:

Understanding of level 1-2 content, and additionally:

- How a professional should carry out their building control safety management duties in accordance with the code of conduct for Registered Building Inspectors
- How building safety management supports achievement of compliance with the building regulations, for all building types excluding Complex/HRBs.

Level 4 competence overview – comprehensive understanding of:

Comprehensive understanding of level 1-3 content, and additionally:

- How building safety management supports achievement of compliance with the building regulations, for all building types including Complex/HRBs.
- How the use of building safety management supports effective participation in multi-disciplinary teams

Safety management - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- Terminology relating to the maintenance of life, fire and structural safety and appropriate associated behaviours applicable in construction of the built environment
- The role of health and safety as applicable to building control related to all building types
- The role of effective communication methods and styles deployed in the delivery of building control functions and activities in achieving safety
- The culture of the construction industry
- Personal safety, the safety of others and safe systems of work
- Risk identification, assessment methodology and management for all building types
- Health and safety legislation and practice, with an emphasis on the built environment
- Construction, design and management legislation
- Identification, raising concerns, effectively reporting to appropriate parties, and recording safety management incidents identified during assessment and inspection

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- Building safety management and how these processes interact with the building control functions including plans assessment and inspection
- The utilisation of building management safety skills in the achievement of compliance with the building regulations in relation to extensions, alterations, refurbishments and new buildings from concept to completion and certification

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- How to demonstrate effective safety management when carrying out building control for all building types excluding complex/HRBs, from concept to design, approval, construction, inspection, enforcement, certification, occupation, and end use
- How building safety management behaviours compliment adherence to the code of conduct for Registered Building Inspectors and relevant organisational standards
- How effective plans assessment, inspection processes, professional interaction and communication supports both building regulation compliance and building safety

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- How to demonstrate effective safety management when carrying out building control for all building types including complex/HRBs, from concept to design, approval, construction, inspection, enforcement, certification, occupation, and end use
- How to use building safety management to support effective participation in multi-disciplinary teams

Ethics

OVERALL COMPETENCE STATEMENT FOR ETHICS

Uphold high professional and ethical standards when undertaking all building control activities.

Level 1 competence overview – awareness of:

- Terminology relating to ethics and
- What good conduct and ethical behaviour looks like

Level 2 competence overview – appreciation of:

Appreciation of level 1 content, and additionally:

- The way ethical behaviour/conduct interacts with the building control function

Level 3 competence overview – understanding of:

Understanding of level 1-2 content, and additionally:

- The role that ethics and ethical behaviours contribute to, and how they interact with the code of conduct for Registered Building Inspectors in their application during the undertaking of all building control activities

Level 4 competence overview – comprehensive understanding of:

Comprehensive understanding of level 1-3 content, and additionally:

- The role that ethics and ethical behaviours contribute to, and how they interact with, the Code of Conduct for Registered Building Inspectors in their application during the undertaking of all building control activities; coupled with the ability to ensure that members of the building control/development team work ethically at all times.

Ethics - skills, knowledge, experience and behaviours (indicative examples)

Level 1 competence criteria – awareness

- A review of terminology relating to ethics and ethical behaviour and the way ethics and ethical behaviours are expected within society and how performance is measured by professional bodies and others as applied within society
- Areas to be considered include the role of ethics and ethical behaviour relative to the Code of Conduct for Registered Building Inspectors;
 - Respect for life, the law, environment and public good
 - Honesty and integrity
 - Professionalism
 - Accuracy and rigour
 - Competence
 - Respect
 - Dispute resolution
 - Cooperation
 - Responsibility for direction, conduct and communication
 - Linked to the development of personal skills

Level 2 competence criteria – appreciation

Appreciation of level 1 criteria, and additionally:

- The application of the awareness learning and the appreciation of the way ethics interact with the building control functions, both internal and external to the office, including plans assessment and inspection functions

Level 3 competence criteria – understanding

Understanding of level 1-2 criteria, and additionally:

- The delivery of ethics and ethical behaviours on a day-to-day basis and professional interaction with all members of the development team, face to face, online and other electronic media and the achievement of compliance with the code of conduct for Registered Building Inspectors

Level 4 competence criteria – comprehensive

Comprehensive understanding of level 1-3 criteria, and additionally:

- The application of ethical behaviours, including the behaviour of others and enforcement of ethical behaviour as appropriate
- The application of ethical principles to promote safe outcomes and the application of relevant codes or standards of conduct with respect for diversity and principles of inclusivity.

6. Table of Minimum Competence Requirements

The following sets out the **minimum** competence levels expected within each of the 9 competence areas of Section 3’s BICoF model (aka “BICoF wheel”), in order to register under each class. Individuals may have a higher level of competence than the minimum required. In some instances, more than the minimum level may be required, for example a Class 4 Building Inspector (Manager) managing only Class 2 (Standard) building inspectors would need level 3 competence for law and technology, while a Class 4 Building Inspector (Manager) managing Class 3 Building Inspectors (Complex/HRBs) would need level 4 competence.

Individuals may demonstrate a higher level of competence than the minimum required in a specific competence area, for a specific registration class, and this is expected and accepted. An individual unable to achieve the required minimum competence demonstration levels in all 9 competence areas for a given registration class, cannot register under that class.

<u>Competence area</u> <u>Registration Class</u>	Law	Technology	Building Services	Functions and Activities	Plans Assessment	Inspections and Enforcement	Management and Core Skills	Safety Management	Ethics
Class 1 Building Inspector (Associate/Assistant)	1	1	1	1	1	1	1	1	2
Class 2 Building Inspector (Standard)	3	3	3	3	3	3	3	3	4
Class 3 Building Inspector (Complex/HRBs)	4	4	4	4	4	4	3	4	4
Class 4 Building Inspector (Manager)	3	3	3	3	3	3	3	3	4