



Llywodraeth Cymru
Welsh Government

Building Inspector Competence Framework (BICoF) Wales 2024

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1. Introduction

- 1.1 In the wake of the Grenfell Tower fire new building safety reforms have been introduced.
- 1.2 Welsh Ministers are now the “regulatory authority” for Wales under Part 2A of the Building Act 1984 as part of these reforms.
- 1.3 Building control professionals and private sector building control organisations must register with the regulatory authority (or their delegate) to perform building control work in Wales. Registration opened in January 2024.
- 1.4 As per sections 58C, 58D and 58F of the revised Building Act 1984, the regulatory authority will:
 - a. establish and maintain a register of building inspectors (“RBIs”)
 - b. provide for different classes of RBI (for example, according to qualifications or experience)
 - c. 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
 - d. prepare and publish a Code of Conduct for RBIs which sets out the standards of professional conduct and practice expected of them
- 1.5 The building inspector competence framework (“BICoF”) provides a clear, structured framework to demonstrate competence for the whole building control profession. Competence reflects the necessary skills, knowledge, experience, and behaviours of individuals performing their role as an RBI.
- 1.6 Building control professionals will need continued professional development (“CPD”) to maintain their registrations.
- 1.7 The BICoF is not exhaustive, and RBIs should exercise their professional judgement when determining their own competence. RBIs must ensure they comply with their duties under the Code of Conduct for Registered Building Inspectors (“the Code”) to only undertake work for which they have relevant competence and maintain their professional competence.
- 1.8 The BICoF and supporting guidance will be reviewed on a regular basis.

2. Registration classes

- 2.1 There are four registration classes for individual building inspectors:
 - a. Class 1: trainee building inspector
 - b. Class 2: building inspector
 - c. Class 3: building inspector
 - d. Class 4: building inspector (technical manager)
- 2.2 All individual building control professionals performing the roles described within these classes, whatever types of buildings or building projects they work on, must register with the regulatory authority and comply with the Code.
- 2.3 Local authorities and Registered Building Control Approvers (“RBCAs”) must ensure that those carrying out restricted activities, or who advise them on restricted functions, are suitably competent and registered in the appropriate class.
- 2.4 RBIs are responsible for recognising the boundaries of their competence and when specific projects should be managed by, for example, a building inspector with a higher competence, or when specialist support, from a structural or fire engineer, may be required.
- 2.5 The following pages describe the competence requirements for an individual to register. The details will depend on the specific role carried out by the individual – these sections are ‘indicative’.
- 2.6 Competence is not a static achievement but requires maintenance and development to reflect the changes taking place within the industry and support the enhancement of the knowledge and skills relevant to the professional work undertaken.

Role of a Registered Building Inspector

- 2.7 RBIs must be competent to undertake building control activities, and advise on functions, within the limits of their class and their own experience. This should include:
 - a. technical understanding of building control legislation, guidance, and associated standards to provide evidence-based decisions and secure compliance with the building regulations
 - b. processes and procedures including the identification of non-compliance and manage the effective resolution of identified concerns
 - c. technical specialisms within the competence subject areas

- d. the appropriate use of specialists who may support building control decisions
- e. inspection, plans assessment, and final completion certification
- f. effective communication with all interested parties
- g. identification and reflection on the competencies, of self and others
- h. supervision of others if appropriate
- i. advising on restricted functions, as defined in law.

Legislation relevant to building control

2.8 Legislation relevant to building control includes:

- a. The Building Safety Act 2022 and related secondary legislation
- b. The Building Act 1984, related secondary legislation
- c. Fire Safety Act 2021 and related secondary legislation
- d. The Regulatory Reform (Fire Safety) Order 2005
- e. The Building (Approved Inspectors etc.) Regulations 2010
- f. The Defective Premises Act 1972
- g. The Safety of Sports Grounds Act 1975
- h. Fire Safety and Safety of Places of Sport Act 1987

Progression through and between classes

2.9 Individuals may wish to progress their professional development through the registration classes. Such work must only be done under the supervision of a suitably competent person, for example, an RBI registered in the appropriate class for the work being carried out. All supervised work should be recorded as appropriate, including details of the supervisor and supervisee.

2.10 Progression is based on demonstrating an individual's development in respect of their skills, knowledge, experience, and behaviours related to the BICoF subject areas. Progression through the classes is not necessarily linear, and a Class 2 Building Inspector may additionally register as a Class 4 technical manager.

Supervision

- 2.11 For the purposes of the building control profession, supervision will include the overseeing or directing of a task, activity, or process to ensure it is undertaken appropriately, correctly and to required standards. For more information on supervision please visit the guidance.

Class 1: Trainee Building Inspector

Profile

- 2.12 This class is suitable for a person working in building control who cannot, on entry to registration, demonstrate the required competences to work unsupervised or register in one of the other three classes.
- 2.13 Trainee is a 'generic' term relating to all those entering the profession either:
- without any academic or vocational expertise linked to building control and the built environment,
 - with academic or vocational qualifications without building control experience, or
 - with construction awareness, experience and understanding but limited knowledge in terms of detailed current building control, regulations and the associated functions and activities.
- 2.14 These individuals will be engaged in a training or verification route which may contain academic and/or vocational qualifications. They will work under supervision at a level appropriate to the tasks being undertaken, until they progress to their next registration class.

Activities

- 2.15 Class 1 building inspectors will be working under supervision in academic and workplace environments.
- 2.16 Those progressing to another registration class will need to develop and demonstrate skills, knowledge, behaviours and experience relating to all subject areas required to achieve the necessary competence. The timeframe to achieve this will vary for individuals and is likely to include academic study and vocational experience.
- 2.17 The activities performed will encompass all the legislative and administrative processes to an initial level 3 qualification¹, progressing through to levels 4-6

¹ [What qualification levels mean: England, Wales and Northern Ireland - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

within their academic or vocational framework. Trainees are expected to be under supervision for their period of training.

Accountabilities

2.18 The main accountabilities of a trainee building inspector include:

- a. Works under appropriate supervision
- b. Compliance with the Code.

Indicative skills

2.19 The indicative skills for a trainee building inspector include:

- a. personal skills such as interpersonal, study skills, presentation, communication
- b. effective IT skills
- c. record keeping
- d. capability to perform as an individual and as a team player
- e. the ability to progress through class 2-4 with appropriate competence.

Indicative examples of knowledge/qualifications

2.20 To be determined by the employer and will reflect the academic or vocational route selected for the individual.

Indicative levels of experience

2.21 This would be reflected by their level of entry and could include the development and reinforcement of:

- a. evidence of working towards gaining relevant building control experience
- b. new entrants to the building control profession, or those operating in roles adjacent or similar to that of building inspectors, may also be able to demonstrate useful experience
- c. ability to develop the technical and personal skills to deliver the building control activities and functions and achieve competency and professional recognition

Indicative behaviours

2.22 The indicative behaviours expected of a trainee building inspector include:

- a. to work appropriately within academic and workplace environments while following employers' policies and procedures as an individual and a team player

- b. commitment to the selected programme of relevant academic and/or vocational activities
- c. commitment to compliance with the Code
- d. ethical and inclusive behaviours

Class 2: Building Inspector

Profile

- 2.23 Class 2 building inspectors perform restricted activities and advise on restricted functions, within the limitations of their registration. This is a broad class which covers all building types other than non-standard and higher-risk buildings (“HRBs”).
- 2.24 Some people who register within this class will be working on a limited range of building types, e.g. domestic only, and this will be reflected in their registration through the categories (as detailed in the Code).

Restricted Activities and Functions

- 2.25 The main activities undertaken by the role are assessing plans and carrying out inspections to secure compliance with the legislation relevant to building control, standards, and guidance for a range of building types, excluding non-standard buildings and HRBs as defined by the Building Act 1984. These relate to the subject areas, activities, and functions within the competence framework and the ability to deliver these in compliance with limitations within the individual’s registration.

Accountabilities

- 2.26 The main accountabilities of a building inspector include:
- a. identifying noncompliance, determining, and taking action to secure compliance
 - b. providing competent advice to building control bodies (“BCBs”)
 - c. acting within and maintaining own competence, supporting others to do same
 - d. identifying and reporting conflicts of interest for appropriate action to be taken
 - e. undertaking all work in compliance with the Code

Indicative skills

- 2.27 The indicative skills necessary include:

- a. analysis of information to relevant building types excluding non-standard buildings and HRBs
- b. decision making
- c. record keeping and report writing
- d. IT-proficiency
- e. communicating, influencing and interpersonal skills
- f. supervising and mentoring trainees if appropriate

Indicative examples of knowledge/qualifications

2.28 Examples of necessary knowledge/qualifications expected of a building inspector include:

- a. level 4-6 academic qualification or equivalent, relevant professional/vocational training
- b. sufficient knowledge to contribute to the demonstration of competence against the BCoF, legislation relevant to building control, Approved Documents and relevant standards and guidance
- c. fire/life safety
- d. health and safety
- e. design and construction
- f. change management

Indicative levels of experience

2.29 Indicative levels of experience include:

- a. assessing compliance against legislation relevant to building control, Approved Documents and relevant standards and guidance
- b. previous experience of the building types on which they intend to work
- c. inspections
- d. plans assessment
- e. developing and implementing inspection schedules
- f. assessing safety and risk
- g. taking action to secure compliance, including enforcement action and/or reversion to the local authority when appropriate

Indicative behaviours

- 2.30 The indicative behaviours expected of a building inspector include:
- a. commitment to developing knowledge and skills through CPD
 - b. commitment to acting with integrity, respect and in compliance with the Code
 - c. making effective decisions
 - d. communicating and influencing
 - e. working as an individual and as part of a team
 - f. adaptability and resilience
 - g. leadership and seeing the bigger picture
 - h. ethical and inclusive behaviours

Class 3: Building Inspector

Profile

- 2.31 Class 3 building inspectors are those registered with the additional knowledge and experience required to carry out the restricted activities and advise building control bodies who are undertaking restricted functions, in relation to all building types, including non-standard buildings and/or HRBs.

Standard and non-standard building(s)

- 2.32 As part of the risk management approach the building control professional should identify if a building or project is standard or non-standard. Further information on non-standard buildings can be found in the Operational Standards Rules Monitoring Arrangements.

Restricted Activities and Functions

- 2.33 The main activities undertaken by the role are assessing plans and carrying out inspections. Inspecting whether the building(s) comply with legislation relevant to building control, standards, and guidance for a range of building types, including non-standard and/or HRBs. These relate to the subject areas, activities, and functions within the competence framework and the ability to deliver these in compliance with limitations within the individual's registration.

Accountabilities

- 2.34 The main accountabilities of a Class 3 building inspector include:
- a. identifying, determining, and taking action to secure compliance

- b. providing competent advice to building control bodies
- c. acting within and maintaining own competence, supporting others to do the same
- d. identifying and reporting conflicts of interest for appropriate action to be taken
- e. undertaking all work in compliance with the Code

Indicative skills

2.35 The indicative skills necessary include:

- a. analysis of information in relation to all building types including non-standard buildings and/or HRBs
- b. decision making
- c. communicating, influencing and interpersonal skills
- d. record keeping and report writing
- e. IT-proficiency
- f. supervising and mentoring if appropriate

Indicative examples of knowledge/qualifications

2.36 Examples of necessary knowledge/qualifications expected of a building inspector include:

- a. level 6 academic qualification or equivalent, relevant professional/vocational training with specialist knowledge of a range of building types including non-standard buildings and/or HRBs
- b. building control processes and procedures with specific reference to a range of building types including non-standard buildings and/or HRBs
- c. legislation relevant to building control with specific reference to a range of building types including non-standard buildings and/or HRBs
- d. Approved Documents, good practice, and guidance to a range of building types including non-standard buildings and/or HRBs
- e. Health Technical Memoranda and Building Bulletins
- f. fire/life safety
- g. structural safety
- h. construction safety

- i. building systems
- j. health and safety
- k. design and construction

Indicative levels of experience

2.37 Indicative levels of experience include:

- a. assessing compliance against legislation relevant to building control, Approved Documents and relevant standards and guidance in relation to a range of building types including non-standard buildings and/or HRBs
- b. previous experience of the building types on which they intend to work
- c. inspections
- d. plans assessment
- e. developing and implementing inspection schedules for a range of building types
- f. assessing safety and risk for a range of building types
- g. acting to secure compliance, including enforcement action and/or reversion to the local authority when appropriate

Indicative behaviours

2.38 The indicative behaviours expected of a Class 3 building inspector include:

- a. commitment to developing knowledge and skills through CPD
- b. acting with integrity, respect and in compliance with the Code
- c. making effective decisions
- d. communicating and influencing
- e. working as an individual and as part of a team
- f. adaptability and resilience
- g. leadership and seeing the bigger picture
- h. ethical and inclusive behaviours

Class 4: Building Inspector (Technical Manager)

Profile

- 2.39 The Class 4 Building Inspector (Technical Manager) role is responsible for the administrative and technical processes linked to the management of the building control function. This includes:
- a. the management of a building control team that is able to participate in pre-submission consultations, validation of applications for building control approval including fees and charges, the plans assessment process through to decision, the creation of inspection schedules and the delivery of these matters from concept to completion and certification
 - b. the management and oversight of the enforcement procedures for, and enforcement action taken by, the building control team
 - c. the effective delivery of a building control function to ensure compliance with, and where necessary enforcing all relevant aspects of legislation relevant to building control, standards, guidance and Approved Documents, for all relevant building types
 - d. ensuring their team members are competent and only operate within their competence and in accordance with the Code
- 2.40 Class 4 Building Inspector (Technical Manager) are those individuals who, in addition to holding the competence of a Class 2 or Class 3 Building Inspector, are responsible for technical management of a building control team. Their role would reflect the classes of RBIs they manage, and this would be reflected by limitations in their registration.

Activities and Functions

- 2.41 The main activities undertaken by the role are:
- a. application and validation of applications for building control approval in respect of legislation relevant to building control, and management of fees and charges
 - b. creating, monitoring, and auditing of technical policies and standard procedures linked to prioritisation of plans assessment and inspection plans
 - c. considering applications for building control approval, in accordance with section 30 of the Building Act, and dispensation, in accordance with Section 11 of the Building Act, if appropriate
 - d. establishing inspection plans, allocate inspections to an appropriate RBI and monitoring performance records and enforcement as appropriate to secure compliance with legislation relevant to building control, standards, guidance, and Approved Documents
 - e. monitoring the inspections carried out and issue final/completion certificates when the work is confirmed as compliant with the Building Regulations

- f. creating and applying a complaint and dispute resolution procedure on technical matters and other issues relating to the building control processes and procedures
- g. ensuring that the law applicable to the role of building control and the management of the building control team is applied
- h. taking all reasonable steps to ensure the RBIs they are responsible for managing, operate in compliance with the Code and undertaking appropriate supervision and mentoring
- i. supporting the RBIs they are responsible for managing, in maintaining their competence by ensuring they have access to necessary, relevant training and that they are supported in undertaking relevant and appropriate CPD
- j. undertaking the role of a Class 2 or 3 RBI as appropriate, with reference to the main activities listed under 'role of an RBI'

Accountabilities

2.42 The main accountabilities of a Building Inspector (Technical Manager) include:

- a. managing/overseeing the work of their team to ensure compliance with the law
- b. ensuring that the building control team is competent to deliver the building control activities and functions, providing support in the gaining of competencies, monitor/audit competencies, and supporting the registration process
- c. recording and managing conflicts of interest within the organisation's conflict of interest policy and in accordance with the Operational Standards Rules ("OSRs") published by the regulatory authority
- d. leading and managing the building control team to secure compliance with the law, the Code, the OSRs and key performance indicators ("KPIs") published by the regulatory authority and organisational arrangements

Indicative skills

2.43 The indicative skills necessary include:

- a. managerial and decision-making skills relevant to all aspects of building control
- b. financial acumen, as building control is chargeable and monies must be accounted for
- c. people skills, effective communication, teamwork, and leadership

- d. research, analysis, risk awareness and assessment linked to decision making
- e. IT proficiency
- f. recruitment and retention skills, linked to competencies, training and development

Indicative examples of knowledge/qualifications

2.44 Indicative examples of necessary knowledge and qualifications include:

- a. Educated to the equivalent level 4-6 academic qualification of the RBIs they manage, or equivalent, relevant professional/vocational training with significant experience within building control
- b. Ability to understand the OSRs, KPIs and the Code published by the regulatory authority, as well as organisational arrangements, and apply them within the building control setting to secure compliance with the law

Indicative levels of experience

2.45 Indicative levels of experience include:

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

Indicative behaviours

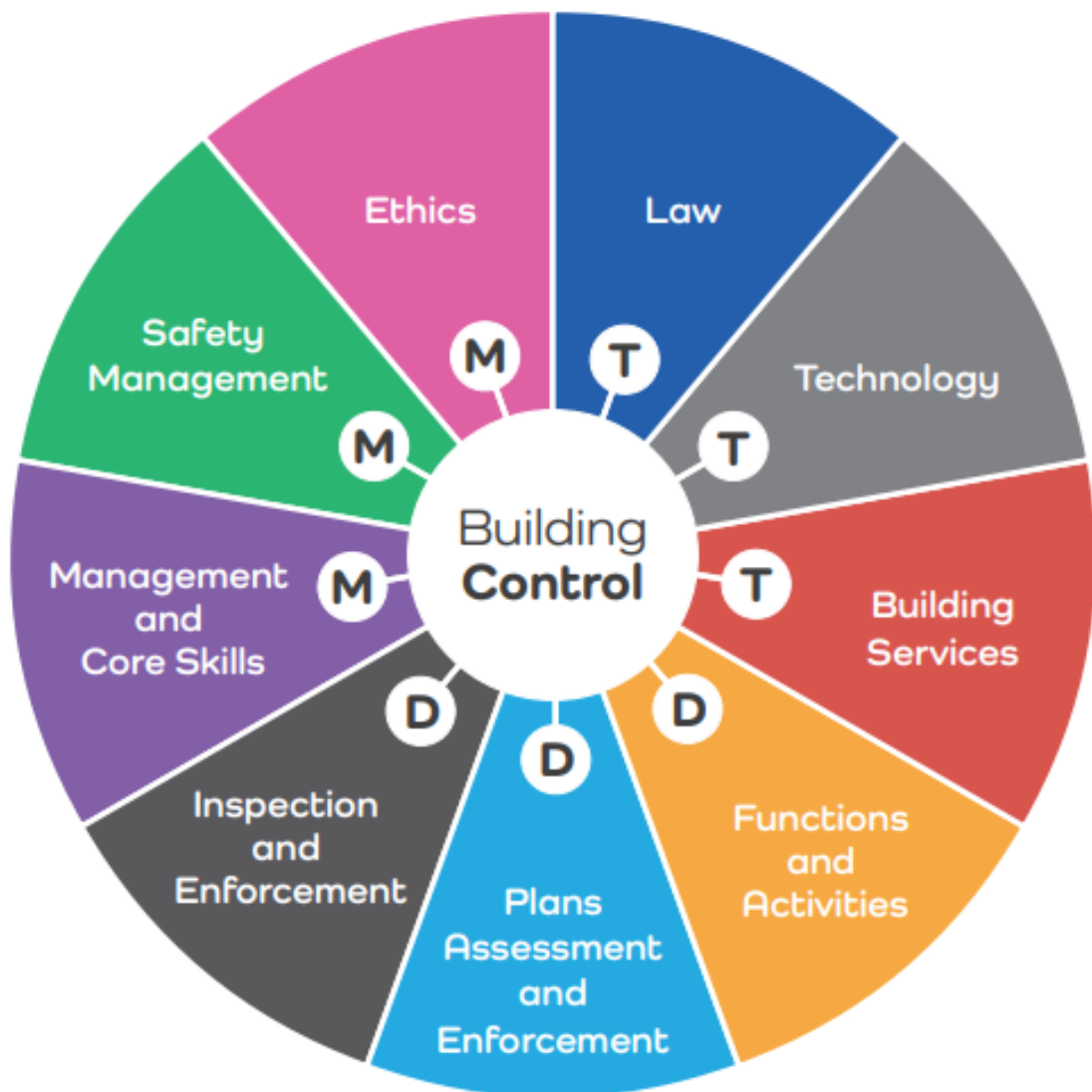
2.46 The indicative behaviours expected of a Building Inspector (Technical Manager) include:

- a. acting professionally at all times, exhibiting high levels of skill both technical and people focused
- b. commitment to developing knowledge and skills of self and others through CPD
- c. acting with integrity, respect and in compliance with the Code
- d. making effective decisions (high-proficiency)
- e. communicating and influencing (high-proficiency)
- f. leadership and seeing the bigger picture
- g. adaptability and resilience
- h. ethical and inclusive behaviours

3. Building inspector competence framework overview

3.1 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:

- (T) Technical competence
- (D) Delivery competence, or
- (M) Management competence



4. Competence levels

4.1 The competence levels are:

A. Awareness

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

B. 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.

C. Understanding

Sufficient knowledge and understanding of the factors (legal, technical, etc) involved to make informed independent decisions and assessments regarding compliance of typical building work, including utilising input from other specialists.

D. Comprehensive

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

5. BICoF competence subject area framework

- 5.1 The following 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 BICoF model overview.

Law

Overall competence statement for law

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

5.3 Level A competence overview - awareness of:

- a. the law relevant to building control, i.e. which primary and secondary legislation is applicable and enforced by building control professionals
- b. legal terminology relating to the principles of law and legal behaviours
- c. principles of the law and the roles and responsibilities of individuals and organisations in the application of building regulations
- d. legislation relevant to building control

5.4 Level B competence overview - appreciation of:

- a. level A criteria
- b. how a building inspector should carry out their duties relating to the law in its application to all building control functions and activities

5.5 Level C competence overview - understanding of:

- a. level A and B criteria
- b. how the law interacts with the Code for RBIs
- c. how to identify, apply and enforce the law when undertaking building control functions and activities

5.6 Level D competence overview - comprehensive understanding of:

- a. level A, B and C criteria
- b. how to apply relevant law to non-standard buildings and/or HRBs

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

5.7 Level A competence criteria – awareness of:

- a. Principles of law including:
 - i. review of legislation relevant to building control; purpose, creation, development, including primary and secondary legislation, how organisational policies, procedures, and consultation relate to the application of the law
 - ii. how individual and organisational duties in design, construction, inspection, compliance, and enforcement support safe, sustainable buildings
 - iii. the legal status of other documents, for example Approved Documents and guidance
 - iv. how the law, legal matters and behaviours are applied to secure compliance
 - v. general understanding of English and/or Welsh legal system

5.8 Level B competence criteria – appreciation of:

- a. level A criteria
- b. how the law interacts with building control functions, restricted activities and restricted functions

5.9 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. how to apply the law to secure compliance when undertaking building control activities, for example plans assessment and inspections
- c. the enforcement powers available: their extent and limitations, when and how to apply them to secure compliance

- d. how the application of personal, technical, and professional skills (relating to law) enhances the carrying out of building control activities and functions

5.10 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. the application of relevant legislation to non-standard buildings and/or HRBs for example Health Technical Memoranda

Technology

Overall competence statement for technology

- 5.11 Exhibit high levels of awareness and understanding of how the built environment has developed over time, the transition from traditional to innovative design and the role materials, components and systems play in securing compliance with the legislation in force at the time of construction and during any subsequent works.
- 5.12 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 and sustainability.
- 5.13 Level A competence overview - awareness of:
 - a. building control expectations for new and existing buildings, construction form and function, systems, components, and materials, taking account of social, environmental, and technical developments
 - b. fire safety design, including the behaviour of people, materials, and the construction methods to secure compliance with the building regulations
 - c. structural performance of different methods and types of construction
 - d. terminology relating to warranties and guarantees, and their associated handbooks where they are used to prove compliance within the construction and building control processes and procedures
 - e. associated research into materials, technologies and systems introduced as elements/modules within buildings
 - f. associated testing, certification, and guidance from manufacture through transport processes and incorporation of the various elements into the built environment

- g. sustainability terminology relating to the Building Act 1984 and building regulations
- h. use of computer technology such as building information modelling
- i. concepts of sustainability and application to construction, resources, and their use

5.14 Level B competence overview - appreciation of:

- a. level A criteria
- b. interactions of level A and B content with all building control activities and functions

5.15 Level C competence overview - understanding of:

- a. level A and B criteria
- b. interactions of level A, B and C criteria with all building control activities and functions

5.16 Level D competence overview - comprehensive understanding of:

- a. level A, B and C criteria
- b. their application to all buildings with particular reference to non-standard buildings and HRBs

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

5.17 Level A competence criteria – awareness of:

- a. the building regulations in force, how they've changed over time and the different forms of construction and technologies used to secure compliance
- b. building pathology and development of building systems, components, and materials
- c. the existing built environment, development and the creation of new buildings and the building regulations currently in force and those at the time of the design, construction, and inspection

- d. the construction form and function of existing and new buildings relative to social, environmental, technical developments and demands
- e. fire engineering, safety, design including the behaviour of people, materials, and the construction methods to secure compliance with the building regulations
- f. fire engineering safety measures relating to high rise, high risk and non-standard buildings
- g. structural engineering, performance of materials and the design of structures
- h. structural engineering, design philosophies, and design appraisal for high rise, high risk and non-standard buildings
- i. the requirements of insurance relative to the roles of individuals and organisations within the construction industry and building control activities
- j. the recognition of risks and the role of technical handbooks in meeting the functional requirements of the building regulations
- k. development, application, and use of compliance strategies to meet the requirements of the building regulations, for example, fire, thermal, accessibility, ventilation, noise, drainage, etc

5.18 Level B competence criteria – appreciation of:

- a. level A criteria
- b. the demonstration of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions and refurbishments, through the plans assessment and inspection processes and the incorporation of building systems, components and materials and their compliant integration with the building
- c. how insurance, warranties and guarantees, and the associated product and system handbooks and documentation used, interact with the building control functions and activities
- d. interactions of level A and B criteria with all building control activities and functions

5.19 Level C competence criteria – understanding of:

- a. level A and B criteria

- b. how level A, B and C criteria relate to the carrying out of all building control activities and functions, and the Code

5.20 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. application of level A, B, C and D criteria to non-standard buildings and/or HRBs

Building services

Overall competence statement for building services

5.21 Uphold high professional standards during the consideration and acceptance of building services in the demonstration 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 fit for use, including heating, lighting, ventilation, drainage, fire detection, alarms, etc as set out in the detailed subject information.

5.22 Awareness of the role of services and their integration into the built environment, their effective design, installation, inspection, commissioning, maintenance, certification, use and their consideration within the plans assessment and inspection processes.

5.23 Level A competence overview - awareness of:

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

5.24 Level B competence overview - appreciation of:

- a. level A criteria
- b. 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

5.25 Level C competence overview - understanding of:

- a. level A and B criteria

- b. 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

5.26 Level D competence overview - comprehensive understanding of:

- a. level A, B and C criteria
- b. the role of building services and their provision and use within non-standard buildings and/or HRBs

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

5.27 Level A competence criteria – awareness of:

- a. competent person schemes and their role in securing compliance with the building regulations
- b. design, installation, inspection, and commissioning of building services including, but not limited to:
 - i. water services including foul and storm drainage systems
 - ii. heating systems
 - iii. ventilation/air conditioning systems
 - iv. electricity systems
 - v. renewable energy solutions
 - vi. waste disposal systems' chutes and vacuum
 - vii. fire detection, alarms, emergency lighting and signage for new buildings and works in response to fire audits
 - viii. fire suppression systems, wet and dry
 - ix. smoke control and fire ventilation systems applied in respect of means of escape, natural and mechanical
 - x. lifts, including firefighting lifts, hoists, and escalators
 - xi. communication systems

5.28 Level B competence criteria – appreciation of:

- a. level A criteria
- b. securing compliance with the building regulations in relation to new buildings, extensions, alterations, conversions and refurbishments through the plans assessment and inspection processes
- c. how level A and B criteria relates to building control activities and functions

5.29 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. how level A, B and C criteria relates to building control activities and functions
- c. how to identify the required services relative to the proposed building use(s) and their integration into the built form, in compliance with the law

5.30 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. application of level A, B, C and D criteria to non-standard buildings and/or HRBs

Functions and activities

Overall competence statement for building control functions and activities

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

5.32 Level A competence overview - awareness of:

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

5.33 Level B competence overview - appreciation of:

- a. level A criteria

- b. the role of building control within the development process and the individual functions and activities delivered by individuals including registered and non-registered individuals (administrative, technical, and managerial)
- c. the processes and procedures associated with the delivery of the building control function

5.34 Level C competence overview - understanding of:

- a. level A and B criteria
- b. how to effectively carry out building control functions and activities appropriate to the role of an RBI and in accordance with the Code

5.35 Level D competence overview - comprehensive understanding of:

- a. level A, B and C criteria
- b. how to effectively carry out building control functions and activities appropriate to the role of an RBI (as appropriate to non-standard buildings and/or HRBs) and in accordance with the Code

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

5.36 Level A competence criteria – awareness of:

- a. legislation relevant to building control
- b. pre-submission activities
- c. consultations in respect of the proposals of potential applications and the application of the building regulations and allied legislation e.g. fire, water, etc.
- d. consideration of exemptions, valid applications, and the processes to be followed including relaxation and dispensation of requirements if appropriate
- e. agreement of fees and charges (including exemptions), service level, submission, and validation
- f. full plans applications, building notices, regularisations, reversions, initial notices, plans certificates, etc.

- g. provision of information to those who engage building control bodies to undertake building control work (clients), with reference to the duty within the Code
- h. plans assessment, and inspection plans for all applications and enforcement
- i. build-over agreements – sewers
- j. planning consultations including the interaction with planning on fire safety matters
- k. structural and fire safety audits, the application of building logbooks and manuals generated through the building control process and maintained throughout building occupancy
- l. dangerous structures, demolitions, defective sites, and premises
- m. safety at sports grounds and licencing

5.37 Level B competence criteria – appreciation of:

- a. level A criteria
- b. building control functions and activities, and their interaction with each other
- c. compliance with the building control functions and activities carried out by Local Authorities and RBCAs
- d. building control function as applied to all building types excluding non-standard buildings and HRBs during their design, construction, and use

5.38 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. the building control functions and activities relating to all building types excluding non-standard buildings and HRBs during their design, construction, and use

5.39 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. building control functions as applied to all building types including non-standard buildings and/or HRBs

Plans assessment and enforcement

Overall competence statement for plans assessment and enforcement

- 5.40 Uphold high professional standards when undertaking plans assessment, risk assessment and prioritisation leading to decisions on compliance.
- 5.41 The role of plans assessment, the processes and procedures involved including consultations from submission, validation through to a decision on compliance or rejection (and the issue of plans certificates if appropriate).
- 5.42 Recognise the fact that regulation and compliance assessment commence when an application is submitted to the BCB and continues with the plans assessment stage.
- 5.43 Level A competence overview - awareness of:
- a. the role of plans assessment processes and procedures, including consultations from submission, validation through to a decision on compliance or rejection, or the issue of a plans certificate
 - b. enforcement and compliance checking commencing at the plans assessment stage
 - c. the expectations in respect of skills and competence required to assess plans
- 5.44 Level B competence overview - appreciation of:
- a. level A criteria
 - b. the roles and responsibilities of the development team in the processes and procedures
 - c. 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
- 5.45 Level C competence overview - understanding of:
- a. level A and B criteria
 - b. how to carry out effective plans assessment for all building types excluding non-standard buildings and/or HRBs
 - c. 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 the assessment of compliance and the issuing of effective decisions

- d. how to effectively communicate technical and compliance matters to all members of the development team
- e. how to work with statutory consultees and partner regulators to achieve consensus

5.46 Level D competence overview - comprehensive understanding of:

- a. level A, B and C criteria
- b. the plans assessment processes and procedures appropriate for all buildings including non-standard buildings and/or HRBs

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

5.47 Level A competence criteria – awareness of:

- a. legal requirements relating to plans assessment, as described within the legislation relevant to building control and applicable to the project under consideration
- b. the plans assessment process applied following the receipt and validation of applications for building control approval
- c. review of documentation and assessment of the use, multi-use, size, area, volume, height and occupancy

5.48 Level B competence criteria – appreciation of:

- a. level A criteria
- b. risk assessment relating to the building type and prioritisation of compliance
- c. 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 or the issue of plans certificates
- d. developer/constructor experience and expertise and interaction with the plans assessment process relative to the works proposed and the number and type of inspections required

- e. recording of plans assessment and creation of audit trail with appropriate action and details of the strategies used to secure compliance

5.49 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. the securing of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions, refurbishments, regularisations through the plans assessment processes

5.50 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. application of the plans assessment processes and their role in securing compliance within the existing built environment for all buildings including non-standard buildings and/or HRBs

Inspections and enforcement

Overall competence statement for inspection and enforcement

- 5.51 Uphold high professional standards during inspection processes and instigate enforcement action, as appropriate, to secure compliance with the building regulations.
- 5.52 Inspection processes and procedures and the transition from the receipt of an application for building work and the associated review of plans, to the physical construction and building on site.
- 5.53 Enforcement and how enforcement is applied within the building regulation processes, relative to the securing of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions, refurbishments, and regularisations, through the inspection processes.
- 5.54 Level A competence overview – awareness of:
 - a. inspection processes and procedures and the transition from plans to the physical construction and building on site
 - b. expectations in respect of skills and competencies relative to the inspection of buildings and securing compliance with the building regulations
 - c. the term ‘enforcement’ and how it is applied within the building regulation processes

- d. the processes and procedures linked to the enforcement of the law and appropriate legal action and remediation of non-compliant work

5.55 Level B competence overview – appreciation of:

- a. level A criteria
- b. the impact of social, environmental, and technical developments upon the inspection process and the undertaking of building control functions and activities
- c. how enforcement impacts on new buildings, extensions, alterations, conversions, refurbishments, reversions and regularisations

5.56 Level C competence overview – understanding of:

- a. level A and B criteria
- b. the implementation and carrying out of suitable inspection plans and enforcement policies for new buildings, extensions, alterations, conversions, refurbishments, reversions, and regularisations, including appropriate legal action and remediation of non-compliant work, for all building types except non-standard buildings and HRBs
- c. the interaction of enforcement criteria relating to legislation relevant to building control within the plans assessment and inspection processes applying to each building control application
- d. the key role of enforcement and how compliance with legislation relevant to building control interacts with the Code
- e. the ability to effectively communicate technical and compliance matters to all members of the development team

5.57 Level D competence overview – comprehensive understanding of:

- a. level A, B and C criteria
- b. how to implement and carry out suitable inspection plans and enforcement policies for non-standard buildings and/or HRBs
- c. how to ensure that all members of building control and development teams understand the inspection and enforcement procedures and the way they may be used to secure compliance particularly in relation to non-standard buildings and/or HRBs

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

5.58 Level A competence criteria – awareness of:

- a. enforcement terminology and relevant building control law
- b. effective inspection plans and enforcement policies for extensions, alterations, refurbishments, and new buildings to support building regulations compliance
- c. how inspection and enforcement are affected by:
 - i. building type, use, construction method
 - ii. environmental factors such as seasonal weather
 - iii. developer experience and expertise
 - iv. complexity of the work proposed
 - v. any critical elements identified
- d. inspection procedures including booking, preparation, sampling, testing, and evidence collection
- e. the role of IT, photos, drones, videos, web and email
- f. recording of inspections and creation of audit trail with appropriate action including enforcement identified and actioned
- g. completions and certification
- h. injunctions, reports and their interactions with plans assessment and inspections
- i. administrative procedures, actions, and timescales leading to court action

5.59 Level B competence criteria – appreciation of:

- a. level A criteria
- b. the role of enforcement and remediation of non-compliant works
- c. the securing of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions, refurbishments, reversions, and regularisations, through the inspection processes

5.60 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. how to implement and carry out suitable inspection plans and enforcement policies for new buildings, extensions, alterations, conversions, refurbishments, reversions, and regularisations, including appropriate legal action and remediation of non-compliant work, for all building types except non-standard buildings and HRBs

5.61 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. the application of the building control inspection and enforcement processes and procedures, and their roles within the existing built environment concerning non-standard buildings and/or HRBs

Management and core skills

Overall competence statement for management and core skills

5.62 Uphold high professional standards within the building control team through the application of management and core skills to secure compliance with the appropriate legislation relevant to building control.

5.63 Level A competence overview – awareness of:

- a. 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 the organisation and individual activities
- b. 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

5.64 Level B competence overview – appreciation of:

- a. level A criteria
- b. the role of management and core skills in the securing of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions, refurbishments, reversions, and regularisations

5.65 Level C competence overview – understanding of:

- a. level A and B criteria
- b. how to effectively utilise management and core skills in the delivery of an organisation's building control functions and activities for all appropriate building types, including reinforcement and development of those competences for building control staff

5.66 Level D competence overview – comprehensive understanding of:

- a. level A, B and C criteria
- b. the ability to identify both the management and core skills appropriate and their positive use in participation as an effective team manager

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

5.67 Level A competence criteria – awareness of:

- a. the management and core skills required by organisations and individuals, in differing roles, to meet the Code and effectively carry out building control
- b. management of work priorities, time, competence maintenance and development among other things must all be managed effectively by building control professionals
- c. the principal core skills including communication, collaboration, conflict resolution, problem solving, numeracy, IT skills, work recording/report writing, adaptability, and working with others
- d. the management skills for the organisation and individual will address all the following, relative to their position:
 - i. company law and the legal framework relating to building control
 - ii. commercial, marketing, and financial awareness
 - iii. employment, diversity, and equality
 - iv. people management
 - v. planning and service delivery and the application of key performance indicators
 - vi. decision making, delegation and empowerment
 - vii. training, development, monitoring, validation, and registration of the building control professionals they manage

- viii. investigation and research skills
- ix. project management related to building control
- x. complaints, dispute resolution, enforcement, and court procedures, time management
- xi. leadership, team, and individual development
- xii. management of relevant external resources, for example contractors
- xiii. provision of information to the client

5.68 Level B competence criteria – appreciation of:

- a. level A criteria
- b. the utilisation of management and core skills in the securing of compliance with the building regulations in relation to new buildings, extensions, alterations, conversions, refurbishments, reversions, and regularisations

5.69 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. how to apply management and core skills required to carry out building control in support of compliant buildings of all types including non-standard buildings and/or HRBs (from concept to completion and certification)
- c. how management and core skills influence design, installation, inspection, commissioning, and certification en-route to Building Regulation compliance

5.70 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. 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 their competency and, if necessary, maintain and develop competence

Safety management

Overall competence statement for safety management

- 5.71 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.
- 5.72 The ability of members of the building control team to apply their knowledge, skills and competencies in the promotion and management of safety, whilst fulfilling their requirements with respect to the building control function, and to report any matters of evident concern to the appropriate enforcing authority.
- 5.73 Level A competence overview – awareness of:
- a. the underpinning health and safety legislation
 - b. the role of building control in the safety management of developments of all building types from concept through to design, approval, construction, inspection, certification, occupation, and use of the finished development
 - c. the role building control can play in the promotion and leadership of a safety culture including adherence to life, fire and structural safety principles
 - d. the role of health and safety legislation and the associated risks and controls within the built environment
 - e. obligation to report matters of evident concern to the appropriate enforcing authority
- 5.74 Level B competence overview – appreciation of:
- a. level A criteria
 - b. 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
- 5.75 Level C competence overview – understanding of:
- a. level A and B criteria
 - b. how a professional should carry out their building control safety management duties in accordance with the Code
 - c. how building safety management supports securing of compliance with the building regulations, for all building types excluding non-standard buildings and/or HRBs

5.76 Level D competence overview – comprehensive understanding of:

- a. level A, B and C criteria
- b. how building safety management supports securing of compliance with the building regulations, for all building types including non-standard buildings and/or HRBs

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

5.77 Level A competence criteria – awareness of:

- a. terminology relating to the maintenance of life, fire and structural safety and appropriate associated behaviours applicable in the built environment
- b. the role of health and safety as applicable to building control related to all building types
- c. the role of effective communication methods and styles deployed by BCBs and their RBIs in the delivery of building control functions and activities safely
- d. the culture of the construction industry
- e. personal safety, the safety of others and safe systems of work
- f. risk identification, assessment methodology and management for all building types
- g. health and safety legislation and practice, with an emphasis on the built environment
- h. Construction (Design and Management) Regulations 2015
- i. identification, raising concerns, effectively reporting to appropriate parties, and recording safety management incidents identified during plans assessment and inspection

5.78 Level B competence criteria – appreciation of:

- a. level A criteria
- b. building safety management and how these processes interact with the building control functions including plans assessment and inspection

5.79 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. how to demonstrate effective safety management when carrying out building control for all building types excluding non-standard buildings and HRBs, from concept to design, approval, construction, inspection, enforcement, certification, occupation, and purpose
- c. how building safety management behaviours complement adherence to the Code and relevant organisational standards

5.80 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria
- b. how to demonstrate effective safety management when carrying out building control for all building types including non-standard buildings and/or HRBs, from concept to design, approval, construction, inspection, enforcement, certification, occupation, and purpose

Ethics

Overall competence statement for ethics

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

5.82 Level A competence overview – awareness of:

- a. terminology relating to ethics and
- b. what good conduct and ethical behaviour 'looks like'

5.83 Level B competence overview – appreciation of:

- a. level A criteria
- b. the way ethical behaviour/conduct interacts with building control

5.84 Level C competence overview – understanding of:

- a. level A and B criteria

- b. the role that ethics and ethical behaviours contribute to, and how they interact with the Code in their application during the undertaking of all building control activities

5.85 Level D competence overview – comprehensive understanding of:

- a. level A, B and C criteria
- b. the role that ethics and ethical behaviours contribute to, and how they interact with, the Code 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)

5.86 Level A competence criteria – awareness of:

- a. 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
- b. obligations to the regulatory authority under the Code

5.87 Level B competence criteria – appreciation of:

- a. level A criteria
- b. 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

5.88 Level C competence criteria – understanding of:

- a. level A and B criteria
- b. 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 securing of compliance with the Code

5.89 Level D competence criteria – comprehensive understanding of:

- a. level A, B and C criteria

- b. the application of ethical behaviours, including the behaviour of others and enforcement of ethical behaviour as appropriate
- c. the application of ethical principles to promote safe outcomes and the application of the Code with respect for diversity and principles of inclusivity

6. Table of competence requirements

The following table sets out the competence levels expected within each of the nine competence subject areas set out in Section 3 of the BICoF for each class.

Table 1: Table of competence requirements for each class of building inspector

Competence area	Law	Technology	Building Services	Functions and Activities	Plans Assessment and Enforcement	Inspections and Enforcement	Management and Core Skills	Safety Management	Ethics
Class 1 Trainee Building Inspector	A-B	A-B	A-B	A-B	A-B	A-B	A-B	A-B	D
Class 2 Building Inspector	C	C	C	C	C	C	C	C	D
Class 3 Building Inspector	D	D	D	D	D	D	C	C	D
Class 4 Building Inspector (Technical Manager)	C-D	C-D	C-D	C-D	C-D	C-D	D	D	D

NOTE:

Individuals may require a higher level of competence than the level indicated. In some instances, a higher level may be required, for example a Class 4 Building Inspector (Technical Manager) managing only Class 2 Building Inspectors would need level C

competence for many of the competencies, while a Class 4 Building Inspector (Technical Manager) managing Class 3 Building Inspectors would need level D competence.

Individuals may be able to demonstrate a higher level of competence for a specific registration class and this is accepted. An individual unable to achieve the regulatory authority's required competence levels in all 9 competence areas for a given registration class, is unlikely to be able to register in the class. They may have to register in a different class, work under supervision or be subject to limitations on their registration.