



MCLA BCAR REQUIREMENTS

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Project Ref. /Name: B.O.M Kildangan National School

Doc Ref: 21 30

Stage: Tender

Project Details: Kildangan National School, Derry,
Kildangan, Co. Kildare

Completed by: David Farrell

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Revision:

McLoughlin Architecture BCAR Requirements

BUILDING CONTROL (AMENDMENT) REGULATIONS SI 9 2014

Project Ref:	Board of Management Kildangan National School	Doc Ref:	21 30- BCAR
Project Details:	Kildangan National School, Derry, Kildangan, Co. Kildare	Stage:	Completion
Completed by:	David Farrell	Date:	June 2026
Revision:			
This document shall be read in conjunction with all drawings, schedules and other information issued by McLoughlin Architecture and works shall be carried out accordingly unless otherwise instructed.			

This document has been prepared by McLoughlin Architecture and under the supervision and to the satisfaction of:

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1.0 Introduction

The purpose of this document is to identify the requirements and obligations of the Contractor which is deemed to form part of the works requirements / building contract to provide compliance accordance the Building Control (Amendment) Regulations 2014.

Please Note this document shall be read in conjunction with and acts a supplementary document to the requirements in the Mcl Safety File with Operations and Maintenance Manual.

1.1 Building Regulations

This project is one to which article 9(1) (b) of the Building Control Regulations 1997 (as amended) applies.

The contractor shall comply with the Building Control Regulations 1997 – 2018 and with the Code of Practice for Inspecting and Certifying Buildings and Works, issued by the Department of Housing, Planning, Community and Local Government in 2016.

For the purpose of Statutory Instrument No.9 of 2014, where the Building Regulations require that a Completion Certificate be included on the Statutory Register before the building can be opened, occupied or used, Practical Completion shall not be deemed to take place until relevant particulars thereof have been included on the Register.

The Building Owner means the person who has commissioned or paid for the works and who has legal entitlement to have such works carried out on their behalf, and for this document, also the person who will be named in the building contract.

For clarity the “Builder” is described as the “Contractor” as it is within the RIAI building contracts. The Builder as described within S.I.9 “means a competent builder appointed for the purpose of the Building Control regulations, by the owner, to build and supervise the works.” The contractor is the “builder” for the purposes of these regulations and shall undertake their duties in accordance with the regulations.

1.2 RIAI BC(A)R Code of Practice for Designer and Certifier Roles.

The Appendices Section 6 of the RIAI BC(A)R Code of Practice for Designer and Certifier Roles Edition 2 - March 2020 refers to the following Building Control (Amendment) Regulations S.I.9 of 2014 documents

- A1: Statutory Notice of Assignment of Assigned Certifier by Building Owner
- A2: Statutory Notice of Assignment of Builder by Building Owner
- A3: Statutory Design Certificate (Form of Certificate of Compliance (Design))
- A4: Statutory Undertaking by Assigned Certifier
- A5: Statutory Undertaking by Builder
- A6: Statutory Certificate of Compliance on Completion
- A7: Non-Statutory Forms of Ancillary Design Certificates

- A8: Non-Statutory Forms of Ancillary Inspection Certificates (Completion)
- A9: Non-Statutory Forms of Ancillary Design Certificates (Completion)
- A10: Non-Statutory Form of Ancillary Certificates (CIF Forms 01 and 02)
- A11: Inspection Notification Framework

2.0 Contractor's Duties (RIAI Tender Requirements Edition 2 May 2020)

The Contractor shall carry out the works in accordance with the contract documents and comply with all statutory requirements including, inter alia, The Building Control Act 1990, The Building Control Regulations, The Building Regulations, The Safety, Health and Welfare at Work (Construction) Regulations, and The Construction Products Regulations 2013.

All the obligations of the Contractor as set out in this document are deemed to form part of the works requirements / building contract and are to be included in the Contractor's tender costs.

The Contractor shall co-operate and coordinate with the Assigned Certifier through the Architect as Contract Administrator at all times, and shall do the following during the course of the works:

- (a) Accept from the Employer (the 'Employer' as stated in the building contract) the assignment to build and supervise the building or works and provide / sign the "Undertaking by Builder", statutory forms (see Appendices A2 and A5) identified in the Commencement Notice;
- (b) Take careful note of the drawings, specifications and documents lodged with the Commencement Notice, or as subsequently uploaded on to the on-line Building Control Management System (BCMS) as the works proceed; take note of applicable fire safety and disability access certificates;
- (c) Plan and agree the execution, inspection milestones, sequence and programme of works with the Architect as Contract Administrator and Assigned Certifier in advance of commencement of works;
- (d) Ensure Competent Person(s) are assigned to oversee the general construction works and / or specialist works. The specialist works and associated Assigned Certifiers which the Contractor is responsible for are identified on a preliminary basis in the Inspection Notification Framework issued at tender, and to be finalised after discussion with the Contractor after tenders are received;
- (e) Co-operate at all times with the Architect as Contract Administrator, Design Team, the Assigned Certifier and other Ancillary Certifiers;
- (f) Ensure that the workmanship complies with the requirements of the Building Regulations, ensure that site management are familiar with the Building Regulations and that operatives are familiar with Building Regulations relevant to their work and ensure that the workmanship and design are compliant with the requirements of the Building Regulations.

- (g) Ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;
- (h) Ensure that all products incorporated into the works are properly CE Marked where required in accordance with the Construction Products Regulations 2013 (the CPR 2013). Contractor to ensure compliance with performance criteria specified under the CPR 2013 by the Architect (and others, including Engineers, specialist subcontractors etc). At all times contractor to make available on request copy of Declaration of Performance supplied by the Manufacturer for CE Marked products incorporated into the works. Where National Annex requires minimum standards under CPR 2013 Contractor is required to comply with these standards. [A list of these standards is available on www.nsai.ie];
- (i) Provide written confirmations and supporting documentation at interim payment stages when requested to do so by the Architect as Contract Administrator.
- (j) Issue a signed statutory form - Certificate of Compliance on Completion at handover - see Appendix A6;
- (k) Promptly provide to the Assigned Certifier, via the Architect as Contract Administrator, all documents requested by the Assigned Certifier to enable the Assigned Certifier to collate particulars for the purposes of handover and certification, and / or for further submissions to the Building Control Authority;
- (I) Ensure the coordination and provision of all test certificates and confirmations to the Assigned Certifier via the Architect as Contract Administrator, to the satisfaction of the Assigned Certifier;
- (m) Co-ordinate the work of all specialist Sub-Contractors and designers to ensure the co-ordination and provision of all test certificates and confirmations to the designated inspectors, or Ancillary Certifiers, who are required to provide Ancillary Certificates at Completion, as identified by the Assigned Certifier at any stage during the project;
- (n) Maintain progress records as detailed in Section 14 of this document.
- (o) Comply with the detailed requirements of the Inspection Notification Framework as issued at tender, and the detailed requirements of the updated Preliminary Inspection Plan and Inspection Notification Framework as coordinated and agreed with the Architect as Contract Administrator and Assigned Certifier prior to the commencement of the works, and as amended during the course of the works;
- (p) Provide / furnish Ancillary Completion Certificates to the Assigned Certifier via the Architect as Contract Administrator for sub-contract works with design, using the form of Ancillary Completion Certificate in Appendix A9 for specialist sub contract work as identified in the Preliminary Inspection Plan and Inspection Notification Framework issued at tender and as amended during the course of the works, up to completion;
- (q) Co-operate with the Assigned Certifier through the Architect as Contract Administrator in the lodgement of supplementary documentation to the Building Control Authority during the course of the works;

(r) Between 3-5 weeks in advance of a nominated completion date, provide all completed or prospective documentation and confirmations for which the Contractor is responsible for, to the Assigned Certifier through the Architect as Contract Administrator to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with Clause 20F (8) of S.I.9 of 2014.

(s) Afford the Assigned Certifier the same facilities as for the Clerk of Works under Clause 12 of the RIAI form building contract (yellow or blue).

3.0 Statutory BC(A)R Assignment & Certificate Forms

Accompanying the Commencement Notice, there are 2 statutory assignments and 3 statutory certificates to be completed online, using the Building Control Management System (BCMS) on-line system. The format for these are as per the Second Schedule, S.I. 9 of 2014.

At completion, a 4th statutory certificate is completed on-line, using the BCMS on-line system. The format for this certificate is as per the Sixth Schedule, SI. 9 of 2014.

The two assignments, A1 and A2 as follows are submitted with the Commencement Notice a minimum of 14 days and maximum of 28 days prior to the commencement of the works:

- A1) Notice of Assignment of Assigned Certifier (Notice of Assignment of Person to Inspect and Certify Works).
- A2) Notice of Assignment of Builder.

There are three statutory certificates A3, A4, A5 as follows to be submitted with the Commencement Notice a minimum of 14 days and maximum of 28 days prior to the commencement of the works:

- A3) Design Certificate (Form of Certificate of Compliance-Design).
- A4) Undertaking by Assigned Certifier (Form of Certificate of Compliance).
- A5) Undertaking by Builder (Form of Certificate of Compliance).

The fourth statutory certificate A6 is co-signed by the Assigned Certifier and Contractor and submitted to the Building Control Authority at project completion. A6) Certificate of Compliance on Completion.

No works shall commence on site until a valid Commencement Notice, including all the associated uploaded documentation, has been submitted to, and successfully registered by the Building Control Management System (BCMS).

4.0 Ancillary Certifiers & Ancillary Completion Certificates

The Contractor shall co-ordinate the work of all specialist Sub-Contractors, to ensure the provision of all test certificates, Declarations of Performance, back-up documentation and confirmations to the relevant Ancillary Certifiers, or their designated inspectors.

The Contractor shall coordinate the work of the Ancillary Certifiers and ensure that Ancillary Completion Certificates are promptly provided when requested by Assigned Certifier via the Architect as Contract Administrator, for all specialist subcontract works.

Post Tender and prior to the issue of the Commencement Notice, and subsequently as the works proceed, the Contractor shall coordinate the notification of inspections and records with the Assigned Certifier and the Ancillary Certifiers in accordance with the Inspection Notification Framework.

The forms of Ancillary Completion Certificate to be used are included in the Tender Documentation in Appendices A8, A9 and A10. – Refer to Samples in Section 14 below.

5.0 Contractor and specialist Sub-Contractor Supervision

5.1 - The Contractor shall ensure that there are at all times, on the site, sufficiently suitably qualified, experienced and competent staff to supervise all work carried out under the contract, who are familiar with the requirements of the Building Regulations.

The tendering contractor is required to submit a Competency Assessment Statement as part of their tender submission, and further assessments for their subcontractors where appointed during the course of the works.

5.2 - Supervision of the works shall be the responsibility of the Contractor and where relevant, the specialist Sub-Contractor(s). The Contractor, Sub-Contractor and specialist shall provide competent supervision by experienced personnel familiar with current Standards and Codes of Practice and other requirements of this specification for all stages of the work.

5.3 - Supervisors shall be provided both on and off the site who shall instruct the Sub-Contractor's tradesmen, and properly represent the Sub-Contractor in all matters related to progress, the technical specification for the works and quality of materials and workmanship.

5.4 - Undertake all work with skill and care in order to produce work fit for its intended purpose and of good quality under the direct supervision of operatives with suitable training, experience and competence. Craftsmen shall undertake work requiring special skill. Apprentices should not be permitted to work unsupervised.

5.5 - Prior to commencing the sub-contract installation, specialist Sub-Contractors shall attend the necessary pre-installation meetings at the project site to review the materials, installation procedures, coordination with other trades, inspection protocols, Contractor and Sub-Contractors supervision, and requirements for progress and completion records.

These meetings shall be organised by the contractor and where requested by the Architect as Contract Administrator facilitate the inclusion of the Architect, Assigned Certifier, Specialist Sub-Contractor, and Manufacturer's representatives, and any trade that requires co-ordination with the work. The Contractor shall keep records of all such meetings to include attendees and a summary of the main issues. These records shall be made available to the Architect as Contract Administrator and Assigned Certifier upon request.

5.6 - Before any work starts, the Sub-Contractor shall notify the Contractor who shall confirm in writing to the Architect as Contract Administrator the names of his appointed supervisors. No work of the Sub-Contractor shall be carried out unless one of the appointed supervisors is present at the place where the work is physically being carried out.

5.7 - All work shall be carried out in accordance with the terms and requirements of the works requirements and approved submissions and samples.

5.8 - The Architect or the Assigned Certifier may, if required, make random or periodic visits to suppliers' premises to ensure that standards of manufacture and quality control are to their satisfaction.

6.0 The Preliminary Inspection Plan

6.1 - The Preliminary Inspection Plan is a statutory requirement in a format prepared by the Assigned Certifier that has to be submitted to the Building Control Authority by the Employer or the Assigner Certifier with the Commencement Notice a minimum of 14 days and a maximum of 28 days in advance of the commencement of the works. At project completion the Inspection Plan as implemented is submitted to the Building Control Authority via the BCMS system.

6.2 - It is the responsibility of the Contractor to employ competent persons to supervise the works. The Preliminary Inspection Plan shall not in any way diminish the duty of the Contractor to properly supervise, and any defective works, whether identified during or after the contract period, remain the sole responsibility of the Contractor.

6.3- The Contractor shall include with his tender submission a Method Statement as set out in this document, indicating his own inspection and supervision regime.

6.4 - The Contractor shall submit a method statement at tender, for works under their control and remit, including the works of their domestic Sub-Contractors. The method statement which will indicate their own inspection and supervision regime. This will form part of the inspection regime such that the Certificate of Compliance on Completion must be signed by both the Contractor and Assigned Certifier.

The Assigned Certifier and the Architect shall not be under a duty to approve the Contractor's supervision of his work, and shall solely rely on his certification of same.

7.0 The Inspection Notification Framework

7.1 - The Inspection Notification Framework identifies by trade / stage and critical milestone which the Assigned Certifier, Contractor, and Ancillary Certifiers (designers, subcontractors, suppliers, w / wo design) are required to inspect, when they are to inspect, and if records are required.

7.2 - The Contractor shall have regard to the Inspection Notification Framework issued at tender with respect to programming of the works. The co-ordination and interface of the Inspection Notification Framework with the Contractor's programme shall be the responsibility of the Contractor and forms part of the tender.

A specimen copy of the Inspection Notification Framework is included in Appendix A.

7.3 - The tenderers are to include for all costs associated with carrying out / co-ordinating inspections, issuing of certificates and maintaining records for those elements of the works identified in the Inspection Notification Framework for which the Contractor is responsible.

7.4- The Contractor shall co-ordinate the inspections and provision of records of the Ancillary Certifiers for which he is responsible in accordance with the inspection protocols and notifications set out in this document.

7.5 - The Contractor shall also at tender, submit an associated method statement identifying on a preliminary basis, how the requirements of the Inspection Notification Framework, and inspection Protocols as set out in this document shall be met.

7.6 - Project Specific Identified Risk Elements.

Project specific risk elements identified in accordance with the Code of Practice for Inspecting and Certifying Buildings. Refer to the Design Risk Assessment completed by the project PSDP attached in the complete Tender / Construction package which sets out the particular risks to the safety and health of persons (as set out in Schedule 1, of S1 504 of 2006) together with the opinion of the Project Supervisor for Design Process on what elements of the works may fall within each particular risk category. It should be noted that many of the risks on the project may arise out of working methods which are at the discretion of the Contractor and as such cannot be determined by the Project Supervisor for the Design Process.

10.7 - Project Specific Tests Requirements:

Refer to the Preliminary Inspection Plan & Inspection Notification Framework completed by the Assigned Certifier attached in the complete Tender / Construction package which sets out the Project specific testing requirements relating to the Inspection Notification Framework. Please note the Ancillary Designers may also provide an additional specific testing requirement.

8.0 Inspection Protocols

8.1- Inspection Requirements: The inspection requirements set out in this document do not in any way relieve, replace, or reduce the Contractor's duty to supervise the works.

8.2 - Coordination of the Inspection Plan, Notification Framework, Inspections Tests & Records: In advance of the submission of the Commencement Notice, the appointed Contractor shall meet with the Architect as Contract Administrator and the Assigned Certifier, to coordinate and update both the Preliminary Inspection Plan and Inspection Notification Framework, with the Contractor's construction programme, in agreement with the Employer.

The Preliminary Inspection Plan shall be revised following this meeting showing the agreed notification, and inspection milestones. The revised Preliminary Inspection Plan shall be included with the Commencement Notice documentation to be submitted by the Assigned Certifier, to the on-line Building Control Management System (BCMS)

The updated and revised Inspection Notification Framework shall be based on the updated Preliminary Inspection Plan and will also be subject to continuing review and change as the works progress. Changing risk profile identified by the inspection regime may give rise to further changes in the Inspection Notification Framework and the Preliminary Inspection Plan.

The Contractor shall program and provide advance notice to ensure that all elements identified in the Preliminary Inspection Plan, and Inspection Notification Framework are (a) sufficiently complete, (b) not concealed and (c) are safely accessible.

The Contractor shall facilitate random inspections by the Assigned Certifier or Ancillary Certifiers for elements as stated in the Preliminary Inspection Plans, and the Inspection Notification Framework.

The Contractor shall provide to the Architect as Contract Administrator, and the Assigned Certifier in a timely manner all certificates, Declarations of Performance and tests for materials, products and assemblies as required by the Inspection Notification Framework and the tender documents.

8.3 - Advance Notice and Time for Inspections: Due consideration shall be given by the Contractor for inspection notices as identified in the Inspection Notification Framework. No claims for extension of time or additional expense shall be considered due to delays arising out of the inspection or re-inspection requirements, and protocols set out in this document. The Contractor shall ensure advance notifications are issued with respect to works to be inspected that are identified in the Inspection Notification Framework. The minimum advance notice required for inspection of items of works is 5 working days.

8.4 - Re-Inspections / Follow up inspections, Incomplete Work: The minimum notice required for reinspection of items of works not complete, or requiring remedial works shall be 3 working days.

The Assigned Certifier shall, following inspection, notify the Contractor through the Architect as Contract Administrator of any incomplete or non-compliant work, at a given milestone identified in the Inspection Notification Framework.

The Contractor shall diligently ensure that any incomplete areas at given milestones are completed and that such works are kept available for inspection again, or until a record of completion is furnished, as may be agreed with the Assigned Certifier prior to proceeding to the next stage.

The Contractor shall diligently ensure that any areas of non-compliance are rectified and that such works are kept available for inspection again, or until a record of rectification is furnished, as may be required by the Assigned Certifier.

The Contractor shall ensure all tests and certificates for materials, components and assemblies listed in the Inspection

Notification Framework, or elsewhere in the tender documentation, are undertaken in a timely way. Any test failure shall immediately be made known to the Architect as Contract Administrator; the materials / works in question shall be replaced / rectified and retested undertaken prior to proceeding with subsequent work.

It is the responsibility of the Contractor to coordinate and supervise the works, and no claim for delay, or cost, shall arise from the tender requirement to re-inspect incomplete, or unacceptable work.

8.5 - Non-Conformance: Non-Conformance of the materials and workmanship, with the tender drawings, specifications, works requirements and the Building Regulations shall be dealt with as set out in the conditions of contract.

The Contractor shall note that missed Inspections, for whatever reason, will ultimately be recorded as incomplete / missed inspections on the completed Preliminary Inspection Plan that is registered with the Building Control Authority at completion.

9.0 Record Keeping Protocols

The following clauses should be included As part of the tender preliminaries:

9.1 - The Contractor shall maintain progress records and inspection records prepared by him, and the Ancillary Certifiers, for the duration of the works, and for a minimum of 6 years after issue of Final Certificate. These records shall be prepared in accordance with the Method Statement submitted at tender, and shall at all times be up to date and available for review by the Assigned Certifier.

9.2 - The Tenderers shall include in their tender costs for the provision of progress and inspection records as the works proceed. The frequency and timing of progress records shall be as per the Inspection Notification Framework issued at tender, the Contractor's programme, and as subsequently agreed and coordinated with the Assigned Certifier.

9.3 - Progress records shall be provided by the Contractor in accordance with their methodology proposed as part of the tender submittal requirements in section 10. The contractor shall include for the provision of records as follows: (Architect may select methods from any of the following suggested list):

- Digital photographic progress records (indexed by location / date),
- Video (via mobile device or other acceptable format again indexed by location / date),
- Other methods

9.4 - Promptly provide a copy to the Assigned Certifier of all progress and inspection records prepared by the Contractor and the Ancillary Certifiers, if instructed to do so by the Architect as Contract Administrator.

9.5 - At completion, upon instruction from the Architect as Contract Administrator, the Contractor shall issue a digital / hardcopy copy of all records, prepared by the Contractor and the Ancillary Certifiers to the Assigned Certifier for their records.

9.6 - The Contractor shall also retain in his own central office all records prepared by the Contractor and the Ancillary Certifiers for a minimum period of 6 years after the issue of the Final Certificate.

9.7 - One hardcopy and a softcopy of all records relevant to the Inspection Plan as implemented shall be issued 5 days in advance of the nominated completion date. The softcopy shall be provided by the Contractor in the following format(s): Architect to select the softcopy formats from the following suggested list

- CD
- Web / cloud-based depository
- Co-ordinated with the Safety File
- Other methods

9.8 - The record should include evidence of the successful execution of the Contractor's method statement on supervision, including tests, Declarations of Performance check sheets, photographs and memos. All evidence shall be properly indexed by location and date. Acceptance of such records shall not constitute approval or imply that their content has been examined by others.

10.0 Tender Submittal Requirements

10.1 - The tendering contractors shall submit the following documentation as part of their tender. Failure to do so may invalidate the tender:

Contractors Competence Assessment containing the following information:

- Evidence of membership of Construction Industry Register Ireland (CIRI) when passed into law.
- Relevant experience (within appropriate timeframe),
- Evidence of working knowledge of BC(A)R S.I.9 of 2014,
- Details of any enforcement or noncompliance with Building Control over the last 5 years,
- Contractor's CV's and experience of management and site supervisors,
- Details of Contractor's QA system for quality of workmanship,
- Details of QA system used by the Contractor's Estimating Department for the selection of competent and experienced specialists, and subcontractors when procuring such specialists and sub-contractors, prior to tender, and during the course of the works.
- Details of QA System for record keeping including technology used,
- Relevant Insurances.

- Tax compliance
- 10.2 - Main Contractor's Method Statement setting out:
 - How the Contractor proposes to supervise the works;
 - Method of validation of compliance of the works for which the Contractor is responsible;
 - Method for recording and supervising concealed works;
 - Method of provision of progress records co-ordinated with the Inspection Notification Framework and the Contractors Programme;
 - Proposed technology / method for recording the progress of the works,
 - Proposed technology / method for recording Contractor, and Ancillary Certifier site inspections;
 - Draft Contractor's supervision regime showing:
 - How the inspections identified in the Inspection Notification Framework issued at tender shall be facilitated by the Contractor during the course of the works;
 - How documentation and Ancillary Completion Certificates for which the Contractor is required to provide under this tender, shall be provided in advance of the nominated date for completion.

11.0. Completion

The following clauses should be included as part of the tender preliminaries:

11.1 - Tenderers shall note that Practical Completion for this contract is contingent upon the successful registration of the works on the Building Control Management System (BCMS).

11.2 - Tenderers shall note that this project shall / shall not require a Prior Notification of Completion to be submitted to the Building Control Authority, in advance of completion.

11.3 - The Contractor shall provide 3-5 weeks in advance of the nominated completion date, all completed and / or prospective documentation and confirmations for which the Contractor is responsible for, to the Assigned Certifier, through the Architect as Contract Administrator, to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with clause 20F (8) of S.I.9 2014.

11.4 - The Assigned Certifier and the Contractor shall sign the Completion Certificate as set out in Appendix A6, supported by all the Ancillary Design Certificates from other members of the design team and the Ancillary Completion Certificates from specialist Sub-Contractors for which the Completion Certificate is relying on.

The Contractor shall assist and facilitate the Assigned Certifier to then lodge / upload the following onto the Building Control Authority system:

- (a) The signed Completion Certificate,
- (b) The Ancillary Certificates from other members of the design and construction team as scheduled therein,

- (c) Outline plans, specifications and particulars for any amendments from those submitted at commencement or during the course of the works,
- (d) The Inspection Plan as implemented, during the course of the works, submitted by the Assigned Certifier.

11.5 - Notwithstanding any statutory duty to retain same, in advance of project completion, the Contractor shall issue to the Assigned Certifier a copy of all inspection and progress records retained by the Contractor during the course of the project.

12.0 Required Ancillary Certificates

12.1 - Design Certificate for all necessary design work for the installed systems not explicitly designed (as presented in the tender documentation) by the consultant, consultant design altered in any way or initial design impacted by final equipment selection, The contractor shall support this certification with the following non-exhaustive list of data:

- Ground works
- Drainage subcontractor
- Tarmac or paving sub-contractor
- Speciality surfacing
- Fencing
- Landscaping
- Specialist foundations or piling
- Concrete / screed pouring
- Specialist supplier of concrete mixes.
- Radon Barrier
- Below Ground Insulation Installer
- Ground floor slab
- Specialist Precast Floor units (Ground / First Floor)
- Specialist Precast Stairs units
- Masonry subcontractor including lintols
- Steel fabricator
- Roof and purling carpentry
- Roof Steel and Fire protection of frame including testing of welds, bolt certs and material certs for Structural steelwork.
- Roof completions & Flat roof Specialists
- Render subcontractor
- Plastering subcontractor
- Window Supply & Installation
- Roof completions
- Fall arrest system
- Specialist Cladding
- Internal Timber / MF Partitions & Glazing
- Fire Barrier and other fire detailing
- Intumescent paint installer

- Handrails and Fixings
- Floor finishes
- Painting
- Internal joinery
- Fitted Furniture
- Internal Waterproofing
- Internal wall cladding or Tiling
- Suspended ceilings
- Drylining subcontractor
- Insulation Installation

12.2 - M&E Ancillary Certification

In order to complete the Ancillary Certification (ACEI/EI BCR 1403) for the Mechanical and Electrical Services, The Assigned Certifier shall require the following certificates to be completed and handed over by the Mechanical and Electrical Sub-Contractors and their Sub-Sub Contractors. The following list is a guide only for the mechanical and electrical services installation works and is non-exhaustive. It is the responsibility of the Contractor to arrange for all necessary testing and commissioning to be carried out on their installations.

The Contractor shall refer to the drawings and specification and shall ensure the installation complies with the Local Authority Codes, Building Regulations, FSC and DAC, Planning Conditions and all relevant standards. It is the contractor's responsibility to ensure all design work and certification is carried out by competent persons. The contractor will support this certification with the following non-exhaustive list of data:

12.3 - Sub-Contractors Certificate of Compliance on Completion incl. Annex Schedule (CS, CIF-01)

- Mechanical Sub-Contractor
- Electrical Sub-Contractor

12.4 - Sub-Sub Contractors Certificate of Compliance on Completion incl. Annex Schedule (CSS, CIF-02)

- Ventilation & Ductwork Sub-Sub Contractor
- BMS & Controls Sub-Sub Contractor
- Mechanical Commissioning Sub-Sub Contractor
- Fire Alarm Sub-Sub Contractor
- Emergency Lighting Sub-Sub Contractor
- Lightning Protection Sub-Sub Contractor (N/A)
- Security Sub-Sub Contractor
- Data Sub-Sub Contractor

12.5 - Mechanical Test Certificates

Heating System:

- Fuel Line (Gas) Pipework Pressure Test Certs
- Pump Commissioning Report
- Heating System Flowrates, Balancing & Venting Commissioning Report
- Heating Pipework Pressure Test Certs

- Heating Pipework Flushing and Inhibitor Certs
- Gas pipework pressure test IS813 (domestic) IS 820 (commercial)
- Boiler Commissioning (Boiler Supplier)

Controls:

- Automatic controls Report

Water Services Installation:

- Water Services Pipework Pressure Test Certs
- Water Services Sterilisation & Chlorination Cert

Soils and Waste Installation Above Ground:

- Internal Drainage Pipework Pressure/Leakage Test Certs

Ventilation & Air Conditioning Systems:

- Air Handling Unit Commissioning Report – (Not Applicable)
- Air Flowrates and Grille Readings Commissioning Report (Not applicable)
- Extract Fan Commissioning & System Balancing Report
- Kitchen Extract Fan Commissioning & System Balancing Report – (Not Applicable)
- Ductwork Cleaning Cert
- Air Conditioning Services Commissioning Reports & Air Conditioning Pipework Pressure Test Certs (Not Applicable)
- Carpark Ventilation flow rates and smoke test – (Not Applicable)
- Fire Protection Systems
- Fire Extinguishers and Fire Fighting Commissioning Cert
- Fire Rating of M&E Services (ie collars, pillows, dampers, fire rated ductwork etc) (Not Applicable)

12.6 - Electrical Test Certificates**LV Installation**

- LV Board Factory Test Cert
- Mains cable Test Certs (Not Applicable)
- Sub-main cable Test Certs
- ETCI(RECI) Electrical Completion Cert and Test records
- Final circuit test certs
- Detailed Board Reference sheets
- Earth and Bonding Cert
- Clean Earth Cert
- Surge Protection Cert

Life Safety Systems

- Fire Alarm commissioning cert IS 3218
System Certificate of Design (by Design Team M&E Consultant)
System Certificate of Installation
System Certificate of Commissioning
System Certificate of Handover
Sound level drawing
- Emergency Lighting Commissioning Cert IS 3217 and Test Records

System Certificate of Design (by Galileo Energy Services)

System Certificate of Installation

System Certificate of Commissioning

System Certificate of Handover

Emergency Lighting Lux Level Drawing

- Disabled Toilet Alarm Commissioning Report
- Fire stopping of M&E services (i.e. collars, pillows etc)
- AOV's Fire Alarm interfaces provided by Fire Alarm Specialist, AOV's provided by Main contractor
- Lightning Protection Commissioning Report - (Not Applicable)

Lighting Installation

- Internal Lighting Lux Level report
- Lighting Control System Commissioning report

Security Systems (IS EN 50131-1: 2006)

- CCTV Commissioning report
- Access control Commissioning report
- Intruder Alarm Commissioning report
- Local Door Alarm Commissioning cert

Specialist Systems

- Mechanical Wiring / Controls Wiring Test Certs

Communication Systems

- IT Installation Cabling Solution Commissioning report
- Telephone Cable test cert
- Fibre optic cable test cert
- Intercom commissioning report

12.7 – General

- End-user / Maintenance Signed Demo Sheets for each of the above systems
- All Systems to be labelled and tagged
- CE Certificates and Declarations of Performance for all installed plant and equipment (to be collated by the Mechanical & Electrical Contractors during the submittal process)
- Written confirmation from the contractor that all inspection plan observation have been completed and the project is snag free.

13.0 Technical Submittals

13.1 - Four weeks after contract award, the successful tenderer is required to produce a coordinated schedule of Technical Submissions, including sample submissions where required. The schedule shall set out all of the documentation, test certificates, drawings, maintenance manuals, warranty certificates and samples referred to in the agreed Contract Specification.

13.2 - The schedule shall list dates when the submissions shall be produced. The schedule shall be reviewed with the architect and Main Contractor and adjusted to suit the needs of all parties. As part of the Works, the Main Contractor shall provide the submissions and organise the inspections given in the schedule of Technical Submissions extracted from the Tender Specification, at the times indicated.

13.3 - The submission schedule shall take account of the requirement for items to be submitted in good time for review, re-submission, reasonable further resubmissions as required, and acceptance. Failure to achieve acceptance of submitted documents shall not relieve the contractor's obligations to achieve the requirements of the Contract Documents and the Contract Specification or meet the requirements of the contract program.

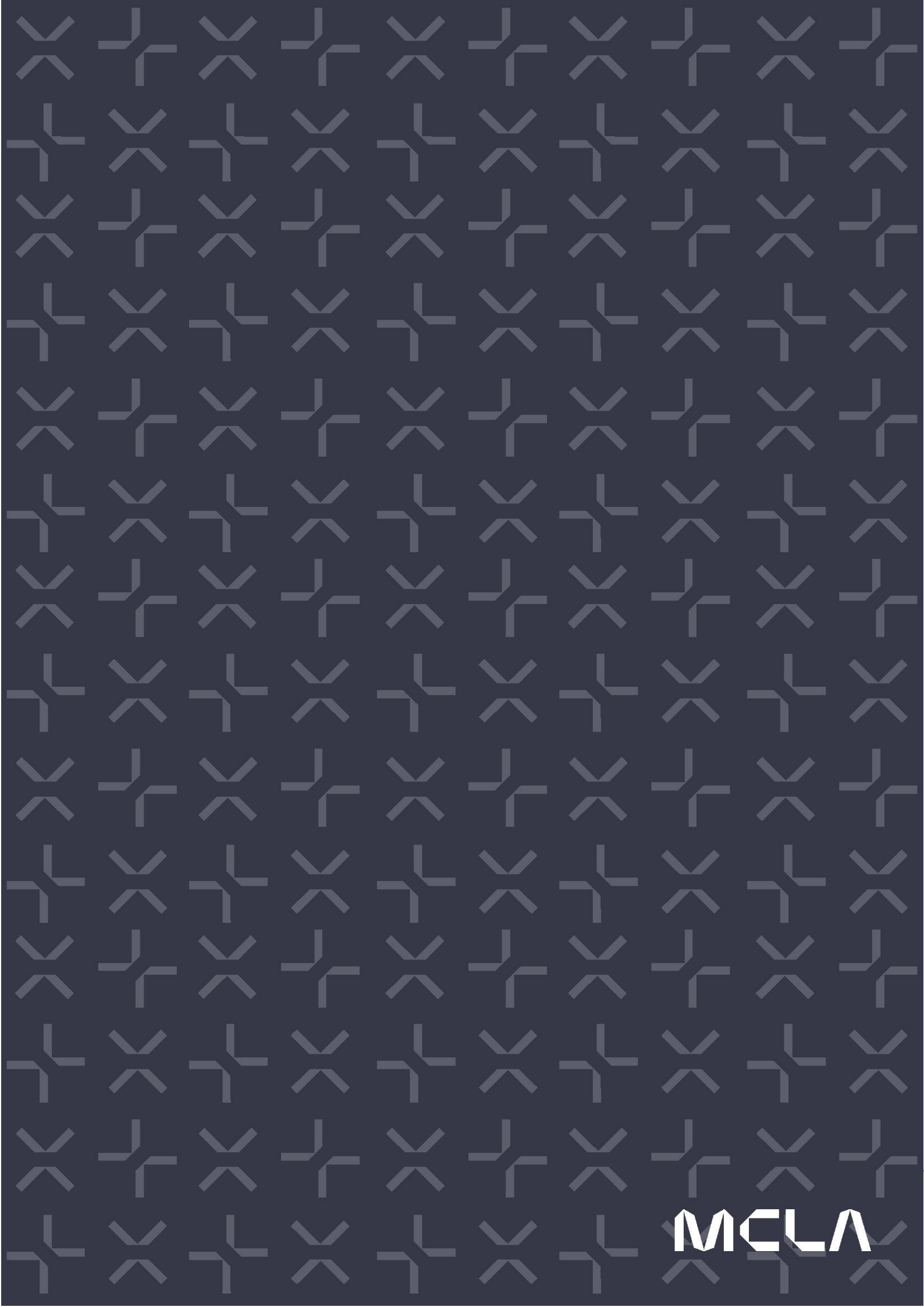
14.0 Ancillary Certificates and Practice Notes

14.1 - Refer to the Ancillary Certificates and Practice Notes document attached in the complete works package for the Ancillary Certificates templates which been developed in response to the Building Control (Amendment) Regulations, BC(A)R, published as S.I. No.9 and S.I. No.105, both of 2014 and complemented by the associated Code of Practice for Inspecting and Certifying Buildings and Work which is available from the Department of Housing, Planning, Community and Local Government web site.

14.2 - The Ancillary Certificates are required to be signed off by a principal or Director of the company employing the individual who prepared the Ancillary Certificate. The selection of the person who signs off on the Ancillary Certificate is a matter for the company concerned in compliance with their own Professional Indemnity Insurance.

14.3 - While these are not statutory documents, it is the recommendation of all three organisations that the wording and format of this suite of documents are not changed for individual project use. Milestone reviews of all the documentation generated by S.I. No.9 may initiate a review of the Ancillary Certificates at an agreed date in the future.

End of Document.



MCLA