

Preliminaries Document
For
Extension works to existing Primary School at
Queen of Angels Primary School, Wedgewood,
Sandyford, D16 D16AX05

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GENERAL INFORMATION

1. Introduction

1.1. Explanatory information note for tendering contractors explaining the BC(A)R Regulations:

The Building Control (Amendment) Regulation 2014 now provide for a much more intensive system of monitoring and control of certain building or works from March 1st 2014. The new legislation requires mandatory design certification, lodgement of plans and particulars, builders supervision and certification, mandatory inspection by an appointed Assigned Certifier with inter-reliance on ancillary certification by key parties involved in the building process. This will affect all buildings and works requiring a Fire Safety Certificate, new dwellings and extensions to dwellings greater than 40 m².

2. Project Participants Details

2.1. Building Control Authority,
Dun Loaghaire Rathdown County Council,

2.2. Employer- as named in the Building Contract & "Owner" for purpose of SI.9
2014 –
BOM Queen of Angels Primary School

2.3. Architect/ER/CA- as named in the Building Contract
Sweeney Architects, Block A Gem Park, Athlone Rd., Longford

2.4. Assigned Certifier - as nominated by the Employer – details,
Sweeney Architects, Block A Gem Park, Athlone Rd., Longford

2.5. Builder [Main Contractor] as nominated by the Employer
details to be confirmed by tender,

2.6. List of (Pre-tender) Ancillary Design Certifiers:

The following design consultants have provided Ancillary design certificates referred to in Section 4:

Design Consultant 1: Fallon Consulting Engineers (C&S)

Design Consultant 2: Geaney Engineering Consultants (M&E)

2.7. Preliminary list of Ancillary Certifiers:

List of Ancillary Certifiers identified by the Assigned Certifier in the tender stage Inspection Notification Framework who will provide Ancillary Completion Certificates. Names to be confirmed by the Builder as the works proceed. The Builder shall coordinate the provision of all Ancillary Completion Certificates from the Ancillary Certifiers.

2.8. Non-exhaustive list of Ancillary Certificates Required:

The contractor is to provide the Assigned Certifier with ancillary certificates for all sub-contractors (and sub-sub-contractors) and specialists that carry out work on the project under the main contract. Works carried out by the contractor shall be certified as compliant under the Contractors Certificate of Conformance. See *Annex for example of Sub-contractors & Specialist Ancillary Certificate*

*Doors & Glazing
Painting & Decorating
Plumbing
Sanitary Fittings
Electrical Installation
Mechanical Installation
Ground Works
Floor Finishes
Heating System
Block Laying
Brick Laying
Cavity Insulation
External Paths
Roofing
Gutters
Fascia & Soffit
Internal Plastering
Precast capping
Precast Lintels
Internal Partitions
Specialist Flooring/Roofing
Fire Alarm System
Green Roofing System*

Sub-contractors that carry out a design as part of their contract, such as:

- Fire detection & Alarm
- Emergency lighting
- Provision of first aid fire fighting equipment
- Any structural elements such as curtain walling, trusses or lintels,
- Steel works

- Fire Rated Windows & Doors
- Design Cert Escape Stairs
- Specialist Flooring/Roofing
- Heating system

Shall be classified as specialists and shall provide the Assigned certifier with a completed “*SD: Ancillary Certificate of Compliance: Design (Commencement Notice)*” following pre-contract meeting, and prior to lodgement of Commencement Notice, to be uploaded to the BCMS system by the Assigned Certifier.

Additionally, the following certs are to be provided to the Ancillary Certifier for all specialist works

- *SI: Ancillary Certificate of Compliance: Design - Compliance*
- *SC: Ancillary Certificate of Compliance on Completion*

A non-exhaustive list of all required Material certificates and Ancillary Certificates is included in Appendix F

3. Employer's (Building Owner) Duties

The employer is ultimately responsible for ensuring that the building or works complies with Building Regulations and has appointed a competent design team, assigned certifier and contractor (builder).

The employer shall:

- Ensure that a Fire Safety Certificate and Disability Access Certificate are obtained if and when required.
- Sign the commencement notice (7 day notice).
- Sign and submit a notice of assignment of Assigned Certifier and Builder.
- Ensure that adequate resources and competent persons are in place to design, construct, inspect and certify the works.

4. Assigned Certifier's Role

- Provide and sign the Form of Undertaking at Commencement and Certificate of Compliance on Completion
- Co-ordinate the ancillary certification of design team and others for the Certificate of Compliance on Completion.
- Identify all designers and specialists (including specialist sub-contractors, suppliers) from whom certificates are required for the

design and completion of the works. Co-ordinate and collate all certificates in conjunction with the builder.

- Prepare the Preliminary Inspection Plan and oversee adherence to it. On completion provide the Inspection Plan as implemented.
- On termination or relinquishment make available to the Building Owner all certification prepared and inspection reports carried out.
- Act as the single point of contact with the Building Control Authority during construction.
- Seek advice from the Building Control Authority in respect of compliance matters relating to the building or works where disputes or differences of opinion arise between the parties to the project
- Maintain records of inspection.
- The assigned certifier shall not be responsible for the supervision of the works and shall not issue instructions to the contractor.
-

BUILDER (MAIN CONTRACTOR) TENDER REQUIREMENTS:

Note: for clarity the "contractor" as within the contract is the "Builder" as within S.I. 9 of 2014

In most instances the Architect is acting in two roles; both as the Contract Administrator/ Employers Representative under the building contract, and as the Assigned Certifier There will be instances where the Contract Administrator/ Employer Representative and the Assigned Certifier are different persons separately appointed.

1. Contract Requirements

1.1. Contract Amendments:

Definition of the "Works"

The Works shall be defined as per Appendix A

Practical Completion

Clause 31 is hereby amended by replacement of the second paragraph by:

"Practical Completion" means that the Works have been carried to such a stage that they can be taken over and used by the Employer for their intended purpose and that any items of work or supply then outstanding or any defects then patent are of a trivial nature only and are such that their completion or rectification does not interfere with or interrupt such use. **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 the Certificate of Compliance on Completion has been**

submitted to the building control authority and relevant particulars thereof have been included on the Register maintained under Part IV of the regulations”

1.2. Role of Contract Administrator/Employers Representative

The Builder shall comply with the instructions and directions issued by the Contract Administrator/Employer Representative in accordance with the conditions of contract, relating to cooperating and coordinating with the Assigned Certifier and complying with his obligations as set out in this document. An Assigned Certifier who is not the Contract Administrator/Employer Representative shall not issue instructions to the Builder.

The builder shall co-operate with the AC in the preparation of the Inspection Plan and Inspection Notification Framework and shall provide him with facilities for access and inspection of the works.

1.3. Interim & Final Certificate for Payments

Interim & Final Certificate for Payments shall be issued in accordance with the conditions of contract. In advance of each interim payment, the Builder shall provide the following confirmations and/or documentation relevant to that stage of the construction, to the Assigned Certifier and the Contract Administrator/ Employer Representative:

The Contract Administrator/ Employer Representative may also want to see a copy of the Ancillary Certificates and associated tests or records from the Builder for works identified in the Inspection Notification Framework that are completed at each pa stage and which are listed in the Interim Statement of Compliance.

1.4. Delays and/or Additional Expense

No claims for delay and/or additional expense will be entertained under the contract due to:

- delays by the builder in notifying all inspections identified in the Inspection Notification Framework,
- delays in completing builders inspections,
- delays caused by re-inspections or delays in providing Ancillary Completion Certificates, Declarations of Performance, records & back-up documentation as set out this document.

The Builder to use best endeavours to minimise any delays in carrying out the scheduled Ancillary Certifier or Builder inspections identified in the Inspection Notification Framework.

Should the Builder refuse or neglect to provide records, Ancillary Completion Certificates, or any related documentation set out in this document, the Employer (& "Owner" for purpose of SI.9 2014) may employ and pay other persons to provide such records, certificates or confirmations and all costs incurred in connection therewith shall be recoverable from the Builder or may be deducted from any money due or to become due to them, irrespective of the Builders tender price for same.

1.5. Phased Completion

Projects that are completed on a phased basis for occupation, with multiple Commencement Notices, for example large residential or mixed use developments will require separate, Building Control notification, Statutory Assignments and Certificates, Preliminary Inspection Plan, Inspection Notification Framework and Building Control Registration for Commencement Notice submitted. The following clause should be included as part of the tender preliminaries for such phased works:

The Builder shall promptly provide the documentation for each phase or individual unit that is identified in the relevant phase Preliminary Inspection Plan and phase Inspection Notification Framework.

2. Builder (Main Contractor) Obligations

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

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

The Builder shall cooperate and coordinate with the Assigned Certifier through the Contract Administrator/ Employer Representative at all times and shall do the following during the course of the works:

- (a) accept from the Building Owner (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 identified in the Commencement Notice;
- (b) take careful note of the drawings, specifications and documents lodged with the Commencement Notice or as subsequently uploaded onto the on-line system as the works proceed;
 - (c) plan and agree the execution, Inspection milestones, sequence and programme of works with the Contract Administrator/ Employer Representative, & 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 Builder is responsible for are identified on a preliminary basis in the Inspection Notification Framework issued at tender;
 - (e) co-operate at all times with the Contract Administrator/ Employer Representative, design team, the Assigned Certifier and other Ancillary Certifiers;
 - (f) ensure that the workmanship complies 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 <http://www.nsai.ie/NSAI/files/b5/b5373a09-08d5-4e44-963b-1f86adc1a558.pdf>]
 - (i) provide written confirmations and supporting documentation at interim payment stages when requested to do so by the Contract Administrator /Employers Representative.
 - (j) Issue a signed statutory form- Certificate of Compliance on Completion at handover
 - (k) promptly provide to the Assigned Certifier, via the Contract Administrator/ Employer Representative, 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;

- (l) ensure the coordination and provision of all test certificates and confirmations to the Assigned Certifier via the Contract Administrator/ Employer Representative, to the satisfaction of the Assigned Certifier;
- (m) co-ordinate the work of all specialist sub-contractors and designers to ensure the coordination and provision of all test certificates and confirmations to the designated inspectors, or Ancillary Certifiers, who are required to provide Ancillary Completion Certificates, as identified by the Assigned Certifier at any stage during the project. A preliminary list of Ancillary Certifiers are scheduled above in section 2.7 above;
- (n) maintain progress records;
- (o) comply with the detailed requirements of the Preliminary Inspection Plan and 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 Contract Administrator/ Employer Representative 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 Contract Administrator/ Employer Representative for specialist works with design, using the form of Ancillary Completion Certificate 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 Contract Administrator/ Employer Representative in the lodgement of supplementary documentation to the Building Control Authority during the course of the works;

Incomplete design work or specialist design that is not available for submission at commencement stage can be submitted to the Building Control Authority at a later stage. Drawings and documentation for these designs should be submitted before the relevant work commences, using the form of Ancillary Design Certificate where appropriate. An Ancillary Completion Certificate needs to be issued when complete. A decision needs to be made by the Assigned Certifier whether to use this option.

- (r) Between 3-5 weeks in advance of a nominated completion date, provide all completed or **prospective** documentation and confirmations for which the Builder is responsible for, to the Assigned Certifier through the Contract Administrator/ Employer Representative, to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with clause 20F(8) of SI 9 2014.
- (s) Afford the Assigned Certifier the same facilities as for the Clerk of Works under clause 12 of the contract.

3. Statutory BC(A)R Assignment & Certificate Forms

- 3.1. In advance of the commencement of the works, in addition to and accompanying the Commencement Notice, there are 2 statutory assignments and 3 statutory certificates to be completed on-line using the Building Control Management System on-line system. The format for these are as per the Second Schedule, SI 9 2914.

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

- 3.2. The two assignments, **A1** and **A2** as follows are submitted with the Commencement Notice a min of 2 weeks and max of 4 weeks 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

This is completed by the appointed Builder using the on-line Building Control Management System.

- 3.3. There are three statutory certificates **F1, F2, F3** as follows to be submitted with the Commencement Notice a min of 2 weeks and max of 4 weeks prior to the commencement of the works:

F1) Design Certificate (Form of Certificate of Compliance-Design)

This is completed by the Design Certifier (normally the Architect) and supported by Ancillary Design Certificates using the on-line Building Control Management System.

F2) Undertaking by Assigned Certifier (Form of Certificate of Compliance)

This is completed by the Assigned Certifier using the on-line Building Control Management System.

F3) Undertaking by Builder (Form of Certificate of Compliance)

This is completed by the appointed Builder using the on-line Building Control Management System.

- 3.4. The fourth statutory certificate, **F4** is co-signed by the Assigned Certifier and Builder and submitted to the Building Control Authority at project completion.

F4) Certificate of Compliance on Completion

This is signed by both the Assigned Certifier and Builder using the on-line Building Control Management System.

- 3.5. 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.

4. Ancillary Certifiers & Ancillary Completion Certificates

- 4.1. The Builder shall co-ordinate the work of all specialist sub-contractors as listed in Section 2.7, 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.
- 4.2. The Builder shall coordinate the work of the Ancillary Certifiers identified in section 2.7 and ensure that Ancillary Completion Certificates are promptly provided when requested by Assigned Certifier via the Contract Administrator/ Employer Representative, for all specialist sub-contract works
- 4.3. Post Tender and prior to the issue of the Commencement Notice and subsequently as the works proceed, the Builder shall coordinate the notification of inspections and records with the Assigned Certifier and the Ancillary Certifiers in accordance with the Inspection Notification Framework
- 4.4. The forms of Ancillary Completion Certificate to be used are included in the Tender Documentation in Appendices C

5. Builder (Main 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.

The tendering contractor is required to submit a Competency Assessment Statement as part of their tender submission, and further assessments for their sub-contractors where appointed during the course of the works. The Assigned Certifier may at any time during the course of the works, request through the Contract Administrator/ Employer Representative, to inspect the competency assessment of all sub-contractor appointments.

- 5.2. Supervision of the works shall be the responsibility of the Builder and where relevant, the specialist Sub-Contractor(s). 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 that 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. Do not permit apprentices 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, co-ordination with other trades, inspection protocols, builders and sub-contractors supervision, and requirements for progress and completion records.

These meetings shall be organised by the builder and where requested by the Contract Administrator/ Employer Representative, facilitate the inclusion of the CA/ER, Assigned Certifier, Specialist Sub-Contractor, and Manufacturer's representatives, and any trade that requires co-ordination with the work. The Builder 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 Contract Administrator/ Employer Representative and Assigned Certifier upon request.

- 5.6. Before any work starts, the Sub-Contractor shall notify the Builder who shall confirm in writing to the Contract Administrator/ Employer Representative, 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 Assigned Certifier shall, if required, make random or periodic visits to suppliers' premises to ensure that standards of manufacture and quality control are to their satisfaction.

6. The Preliminary Inspection Plan

- 6.1. The Preliminary Inspection Plan is a statutory requirement in a format prepared by the Assigned Certifier that is has to be submitted to the Building Control Authority by the Employer with the Commencement Notice a minmum of 2 weeks and a maximum of 4 weeks in advance of the

commencement of the works. At project completion the Inspection Plan as implemented is submitted to the Building Control Authority.

- 6.2. It is the responsibility of the Builder to employ competent persons to supervise the works. The Preliminary Inspection Plan shall not in any way diminish the duty of the Builder to properly supervise, and any defective works, whether identified during or after the contract period, remain the sole responsibility of the Builder.
- 6.3. The Builder shall include with his tender submission a Method Statement as set out in this document, which will include his own Preliminary Inspection Plan indicating his own inspection and supervision regime.
- 6.4. The Builder shall submit a method statement at tender, for works under their control and remit, including the works of their sub-contractors. The method statement shall include their own Preliminary Inspection Plan 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 may be signed by both the Builder and Assigned Certifier.

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

- 6.5. A copy of the Preliminary Inspection Plan is included.

7. The Inspection Notification Framework

- 7.1. The Inspection Notification Framework identifies in detail and by trade/stage and critical milestone what the Assigned Certifier, Builder, and Ancillary Certifiers (designers, specialist sub-contractors, suppliers, w/wo design) are required to inspect, when they are to inspect, and if records are required.
- 7.2. The Builder shall have regard to the Inspection Notification Framework issued at tender with respect to programming of the works. The coordination and interface of the Inspection Notification Framework with the contractors programme shall be the responsibility by the Builder and forms part of the tender.
- 7.3. A copy of the Inspection Notification Framework is included in Appendix C. The tenderers are to include for all costs associated with carrying out/coordinating inspections, issuing of certificates and maintaining records

for those elements of the works identified in the Inspection Schedule for which the Builder is responsible.

7.4. The Builder shall coordinate the inspections and provision of records of the Ancillary Certifiers for which he is responsible (listed in Section 2.7) in accordance with the inspection protocols and notifications set out in this document.

7.5. The Builder 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
refer to Inspection Notification Framework

7.7. Project Specific Tests Requirements
Refer to Inspection Notification Framework

8. Inspection Protocols

8.1. The inspection requirements set out in this document do not in any way relieve, replace, or reduce the builder'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 Builder shall meet with the Contract Administrator/ Employer Representative and the Assigned Certifier, and coordinate and update both the Preliminary Inspection Plan and the Inspection Notification Framework, with the builders own tender preliminary Inspection Plan and construction programme.

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 and Builder to the on-line Building Control Management System

The updated and revised Inspection Notification Framework shall be based on the 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.

The Builder shall program and ensure that all elements identified in the Preliminary Inspection Plan, as being available for inspection as per the Inspection Notification Framework are a) sufficiently complete, b) not concealed and c) are safely accessible.

The Builder shall facilitate random inspections by the Assigned Certifier or Ancillary Certifiers as if such inspections were identified in the Preliminary Inspection Plans and the Inspection Notification Framework.

The Builder shall provide to the Contract Administrator/ Employer Representative 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 Builder 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 Builder 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 without delay notify the Builder through the Contract Administrator/ Employer Representative of any incomplete work at a given milestone identified in the Inspection Notification Framework

Note chain of communication may lead to delays.

The Builder shall diligently ensure that any incomplete areas of 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 required by the Assigned Certifier.

The Contract Administrator/ Employer Representative shall without delay notify the Builder of any area of non-compliance identified by the Assigned Certifier.

Note chain of communication may lead to delays.

The Builder 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 Main Builder 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 Contract Administrator/ Employer Representative, the materials/works in question shall be replaced/rectified and retested undertaken prior to proceeding with subsequent work.

It is the responsibility of the Builder 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, and works requirements shall be dealt with as set out in the conditions of contract.

The Builder 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. Record Keeping

9.1. The Builder shall maintain progress records and inspection records prepared by him, and the Ancillary Certifiers listed in Section 2.7, for the duration of the works until completion. 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 on site.

9.2. The Tenderers shall include in their tender costs for the provision of

progress records as the works proceed. The frequency and timing of progress records shall be as per the Inspection Notification Framework issued at tender, the Builders programme, and as subsequently agreed and coordinated with the Assigned Certifier.

- 9.3. Progress records as the works proceed shall be provided by the Builder by the following means:
- Contractor to submit methodology as part of the tender submittal requirements - see section 11,
 - Digital photographic progress records,
 - Video via VCR,
 - Video via mobile phone,
 - Other?
- 9.4. Promptly provide a copy to the Assigned Certifier of all progress records and inspection records prepared by the Builder and the Ancillary Certifiers listed in Section 2.7 if instructed to do so by the Contract Administrator/ Employer Representative.
- 9.5. At completion, upon instruction from the Contract Administrator/ Employer Representative, the Builder shall issue a digital/hardcopy copy of all records, prepared by the Builder and the Ancillary Certifiers listed in Section 2.7, to the Assigned Certifier for their records.
- 9.6. The Builder shall also retain in his own central office all records prepared by the Builder and the Ancillary Certifiers listed in Section 2.7 for a minimum period of 6 years after the issue of the Final Certificate.
- 9.7. One hardcopy and/or softcopy of all records relevant to the Inspection Plan as implemented shall be issued **5 days** in advance of the nominated completion date. If in softcopy format, these final records shall be provided by the Builder in the following format:
- CD,
 - Web/cloud based depository
 - Coordinated with the Safety File
 - Other
- 9.8. The record should include evidence of the successful execution of the Builders method statement on supervision, including tests, Declarations of Performance check sheets, photographs and memos. All evidence shall be indexed by location and date.

Acceptance of such records shall not constitute approval or imply that

their content has been examined by others.

10. Tender Submittal Requirements

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

Builders Competence Assessment containing the following information:

- Evidence of member of (new) Construction Industry Register Ireland (CIRI),
- Relevant experience over the last 3 years,
- Evidence of working knowledge of BC(A)R SI 9 2014,
- Details of any enforcement or non-compliance with Building Control over the last 5 years,
- Builders CV's and experience of management and site supervisors,
- Details of Builders QA system for quality of workmanship,
- Details of QA system used by the Contractors Estimating Department for the selection of competent and experienced specialists and sub-contractors when procuring such specialists and sub-contractors, prior to tender, and during the course of the works.
- Details of QA System for record keeping incl technology used,
- Relevant Insurances.

Sub-Contractor/Specialist Competence (Ancillary Certifiers) Assessment for the following Sub-Contractor/Specialist (Ancillary Certifiers):

- Electrical Contractor
- Mechanical Contractor
- Trussed rafter contractor
- Steel contractor
- Fire stopping contractor
- Air tightness contractor
- Window contractor

Builder Method Statement (setting out):-

- How the Builder proposes to supervise the works;
- Method of validation of compliance of the works for which the Builder is responsible;
- Method for recording and supervising concealed works;
- Method of provision of progress records coordinated with the Inspection Notification Framework and the Contractors Programme;
- Proposed technology/method for recording the progress of the works,
- Proposed technology/method for recording Builder and Ancillary Certifier (Section 2.7) site inspections;

- Draft Builders Preliminary Inspection Plan showing:
 - how the inspections identified in the Inspection Notification Framework issued at tender shall be facilitated by the Builder during the course of the works;
 - how documentation and Ancillary Completion Certificates for which the Builder is required to provide under this tender, shall be provided in advance of the nominated date for completion.

11. Completion

- 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.**
- 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 Builder shall provide 4/6 weeks in advance of the nominated completion date, all completed and/or **prospective** documentation and confirmations for which the Builder is responsible for, to the Assigned Certifier through the Contract Administrator/ Employer Representative, to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with clause 20F(8) of SI 9 2014.
- 11.4. The Assigned Certifier and the Builder shall co-sign the Completion Certificate as set out in Appendix C, 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 Builder shall assist and facilitate the Assigned Certifier to then lodge/upload the following onto the Building Control Authority system-

- a) The signed Completion Certificate, and
- b) A schedule of the Ancillary Design Certificated and Ancillary Completion Certificates from other members of the design and construction team, and
- c) Outline plans, specifications and particulars for any amendments from those submitted at commencement or during the course of the works, and
- d) The Inspection Plan as implemented by the Assigned Certifier

during the course of the works.

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

APPENDICES:

- A Definition of Works
- B Preliminary Inspection Plan (Tender Issue)
- C Inspection Notification Framework (Tender Issue)
- D Undertaking by Builder
Form of Certificate of Compliance
- E Ancillary certificates to be provided by the contractor, sub-contractor, specialist suppliers, sub-subcontractors etc.

APPENDIX A:

Definition of Works

The parties further agree that the words “the Works” in this contract shall have the meanings already given to those words in this Agreement as they applied to those words on the 28th February 2014 and in addition, these meanings are deemed to be broadened to include requirements arising by operation of law, to include the provisions and requirements of the Building Control Acts 1991 – 2007, Regulations arising and in particular those arising from S.I. 9 of 2014.

For the avoidance of doubt, the following performance requirements are deemed to be included within the meanings set out above;

- preparatory works, services and activities in anticipation of the Works on site;
- Contractor's design; Certification and written Opinion documentation arising as a requirement of the Scope of Works, Specification, drawings, etc..
- The provision of documentation to the appropriate persons or bodies stated in the Scope of Works requirements / specification (or the appropriate person or bodies if not expressly stated),
- The timely provision of training in use of life safety systems and other systems as required the Scope of Works requirements / specification and/or by law.

Initialed by the signatories for the parties to the Contract:

Employer: _____

Date:

Contractor: _____

Date:

Appendix B

Preliminary Inspection Plan (Tender Issue)				
TGD REF: Description	Applies	Partially Applies	Does not Apply	Comment
Part A: Structure				
A1 Loading				
A2 Ground Movement				
A3 Disproportionate Collapse				
Part B1: Fire Safety				
B1 Means of escape				
B2 Internal fire spread - structure				
B3 Internal fire spread - Linings				
B4 External fire spread				
B5 Access and facilities for the fire service				
Part B2: Fire Safety -Dwellings				
B1 Means of warning and escape in case of fire				
B2 Internal fire spread - Linings				
B3 Internal fire spread - structure				
B4 External fire spread				
B5 Access and facilities for the fire service				
Part C: Site preparation & resistance to Moisture				
C1 Preparation of site				
C2 Subsoil drainage				
C3 Dangerous Substances				
Part D: Materials & workmanship				
D1 Materials & workmanship				
Part E: Sound				
E1 Airborne sound (Walls)				
E2 Airborne sound (floors)				
E3 Impact sounds (floors)				
Part F: Ventilation				
F1 Means of ventilation				
F2 Condensation in roofs				
Part G: Hygiene				
G1 Bathrooms & kitchens				
G2 Sanitary conveniences & washing facilities				
Part H: Drainage & Waste Disposal				
H1 Drainage systems				
H2 Septic Tanks				

Part K: Stairways, ladders, ramps & guards				
K1 Stairways, ladders & ramps				
K2 Protection from falling				
K3 Vehicle ramps				
Part L: Conservation of fuel & energy				
L1 Conservation of fuel & energy				
L2 Conservation of fuel and energy in existing dwellings				
L3 Conservation of fuel & energy in new dwellings				
L4 Conservation of fuel & energy in buildings other than dwellings				
Part M: Access & Use				
M1 Access and use of buildings other than dwellings				
M2 Access and use of existing buildings other than dwellings				
M3 Access and use of dwellings				

Appendix C

Inspection Notification Framework

(Tender Issue)



ASSIGNED CERTIFIER (ARCHITECT)
INSPECTION NOTIFICATION FRAMEWORK

Project:       
Angels Primary School,
Wedgewood, Sandyford, D16
Client: BOM Queen of Angels Primary School

Work Stages		Inspection Assessment		Inspection Schedule		
	Work Stage	Elements to be inspected	Priority (H-Hold W-Witness)	No. of inspections by Assigned Certifier	3rd Party Certification / tests / samples	Sign-off
1	Commencement	Review/examine topography, services , party structures, setting out.	H	1		
Total Inspections Stage 1				1		
2	Excavations	Foundation Excavations, ground remediation, underground services diversion. Reinforcement to strip footings/soft spots/arching over drains/underpinning of party wall structures prior to concrete pour.	H	3		
Total Inspections Stage 2				3		
3	Foundations	Foundations before blocklaying or covering in.		1	Concrete cube footings	
Total Inspections Stage 3				1		
4	Rising walls to DPC	Hardcore. Radon sump complete. rising wall penetrations.		1	Hardcore test	
		Radon Sump	H	1		
		Rising Walls	W	1		
Total Inspections Stage 4				2		
5	Underground Services	Drains, ducts, underground pipes before covering-in.	H	1	Pressure test underground/under floor pipework	
Total Inspections Stage 5				1		
6	Radon Barrier	Radon Barrier	H	3		
Total Inspections Stage 6				3		
7	Ground Floor Slabs	Floor Insulation	W	1		
		Slab reinforcement complete prior to concrete pour		1	Concrete cube	
Total Inspections Stage 7				2		
8	Cavity Wall Construction	Cavity clear of mortar	W	1		
		Provision of wall ties				
		DPCs				
		Maximum height of blockwork/day not exceeded				
Total Inspections Stage 8				1		
9	Structural opens	Lintels	W	1		
		DPCs		1		
		Gills		1		
Total Inspections Stage 9				3		
10	Superstructure complete	External windows & doors	W	1	Compliance	
		Insulation & membranes				
		Firestopping				
		Cavity barriers				
		Part Wall				
		Internal walls				
Total Inspections Stage 10				1		
11	First Fix	First fix electrical		1		
		First fix mechanical			Pressure test mech. pipework. Above-ground drainage.	
		Internal drainage				
		Completed roof before removal of scaffold				
		First fix joinery	H			
Total Inspections Stage 11				1		
12	Plasterboarding	Completed plasterboarding prior to plastering		1		
		Airtightness membranes and tapes		1		
		Fire & acoustic seals		1		
		Completed insulations prior to covering up	W			
Total Inspections Stage 12				3		
13	Second Fix	Plastering		1		
		Second fix electrics		1		
		Fire detection & alarm system				
		Second fix mechanical				
		Heating systems & controls				
		Ventilation system				
		Kitchens & bathrooms				
		second fix joinery	W			
Total Inspections Stage 13				2		
14	Completions	Decoration				
		Commissioning & certification of electrical systems		1		
		Commissioning & certification of mechanical systems		1		
		Footpaths				
		landscaping				
		landscaping walls				
		Drainage & Services				
		Boundaries				
Total Inspections Stage 14				2		
Total Inspections				26		

Appendix D

Preliminary Inspection Plan (Tender Issue)



Project: Extension works to existing Primary School at Queen of Angels Primary School, Wedgewood, Sandyford, D16 D16AX05
Client: BOM Queen of Angels Primary School



Date 29.06.2026

Signed:

Work Stages		Inspection Assessment		Inspection Schedule			Notes
Work Stage	Elements to be inspected	Items to inspect	Priority (H-Hold W-Witness)	Date	Follow-up	Sign-off	Notes/Comments
1 Commencement	Site Preparation	Safety Signage		27/10/2026			
	Site Hoarding	OSB 3/Smart Ply or exterior grade plywood min 18mm thick x 2.4m High. Traffic flow signage		27/10/2026			
	Setting Out	Check accuracy against Construction Drawings		27/10/2026			
Total Inspections Stage 1				1			
2 Excavations	Structural			10/11/2026			
	Existing Foundations			10/11/2026			
	Drainage			24/11/2026			
	Pipes & Services			08/12/2026			
Total Inspections Stage 2				3			
3 Foundations	Steel reinforcement placement			22/12/2026			
Total Inspections Stage 3				1			
4 Rising walls to DPC	Accuracy			12/01/2027			
		Polymer DPC layered in continuous lengths on a full bed of fresh mortar. Width to be at least full width of masonry leaf. Edges not to project into cavity. Check		12/01/2027			
	DPC			26/01/2027			
Total Inspections Stage 4				2			
5 Underground Services	Service Trenches			09/02/2027			
Total Inspections Stage 5				1			
6 Superstructure	Walling	Check blockwork, thermal blockwork, weepholes and insulation		23/02/2027			
	Wall ties			23/02/2027			
	Cills & Lintels			09/03/2027			
	Fire Stopping	Proprietary cavity firestopping to all opes and to party walls and floors. Fire stopping around vents		09/03/2027			
	Plaster/Render			23/03/2027			
	Structural Columns & Beams			23/03/2027			
	Airtightness	To DOE approved details		06/04/2027			
Total Inspections Stage 6				4			
7 Ground Floor Slabs	Hardcore			20/04/2027			
	Radon Sump	Radon Sump, radon barrier, radon tape		20/04/2027			
	Floor Slab			04/05/2027			
Total Inspections Stage 7				2			
8 Carpentry/Joinery	Window boards, skirting & Architrave	Confirm to design		18/05/2027			
	Door frames, doors and fire doors			18/05/2027			
	Fitted furniture			01/06/2027			
Total Inspections Stage 8				2			
9 Roof	Flat roof			15/06/2027			
	Structure			15/06/2027			
	Breather membrane			29/06/2027			
	Continuity of thermal insulation			29/06/2027			
	Flashings & Leadwork			13/07/2027			
Total Inspections Stage 9				3			
10 Doors and windows	External windows			27/07/2027			
	External doors			27/07/2027			
	Roof windows			27/07/2027			
Total Inspections Stage 10				1			
11 First Fix M&E	Piped services			10/08/2027			
	Duct work			10/08/2027			
	conduit & Boxes			10/08/2027			
	Notching of joists & wall chasing			10/08/2027			
Total Inspections Stage 11				1			
12 Second fix M&E	Piped services			24/08/2027			
	Mechanical services			24/08/2027			
	Electrical Services			07/09/2027			
	Fittings			07/09/2027			
	Boiler operation			07/09/2027			
	Fire alarm			21/09/2027			
	Emergency Lighting			21/09/2027			
Total Inspections Stage 12				3			
13 Finishes	External Finishes			05/10/2027			
	Painting			19/10/2027			
	Tiling			19/10/2027			
	flooring			02/11/2027			
Total Inspections Stage 13				3			
14 External Works	Footpaths			16/11/2027			
	landscaping			16/11/2027			
	landscaping walls			30/11/2027			
	Drainage & Services			30/11/2027			
	Boundaries			07/12/2027			
Total Inspections Stage 14				3			
Assigned certifier Inspections Total				30			

Appendix E

Ancillary certificates to be provided by the contractor, sub-contractor, specialist suppliers, sub-sub contractors etc.

DRAFT Ancillary Certificate of Compliance on Completion

Building Control Authority

Certificate signed by Sub Contractor/ Specialist Contractor Assigned by the Builder/ Main Contractor on Completion

Building Control Authority: _____ **Unique Identifier:** _____

1. Name of Builder/Main Contractor

2. Name of Sub-Contractor/ Specialist Contractor

3. Description of the Sub-Contractor/ Specialist Contractor buildings or works:

4. This certificate relates to the buildings or works as described above to include the design necessary for the completion of the Sub-Contractor's element of the works as detailed in the attached Annex.
5. I confirm that I am the Sub-Contractor/Specialist Contractor assigned by the Builder/Main Contractor to construct, supervise and certify the building or works outlined at 3 above.
6. I certify, having exercised reasonable skill, care and diligence, that the building or works outlined at 3 above as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the above building or works at 3 above, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.
7. Reliant on the foregoing, I certify that the works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____
(to be signed by a Principal or Director of the Sub Contractor/
Specialist Contractor)

Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Construction Industry Register Ireland Registration No. _____

ANNEX

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

- 1. Drawings, Calculations, Specifications and particulars provided by the Builder/Main Contractor.**

SCHEDULE

- 2. Associated design undertaken by Sub-contractor/ Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.**

SCHEDULE

**DRAFT Certificate for Sub Sub Contractor to Sub Contractor
Ancillary Certificate of Compliance on Completion
Building Control Authority**

**Certificate signed by Ancillary Sub-Contractor / Ancillary Specialist
Contractor Assigned by a Sub-Contractor to the Builder/ Main Contractor on
Completion**

Building Control Authority: _____ **Unique Identifier:** _____

1. Name of Sub Contractor/ Specialist Contractor

2. Name of Ancillary Sub Contractor/ Ancillary Specialist Contractor

3. Description of the Ancillary Sub Contractor/ Ancillary Specialist Contractor's buildings or works:

4. This certificate relates to the buildings or works as described above to include the design necessary for completion of the Ancillary Sub-Contractors element of the works as detailed in the attached Annex.

5. I confirm that I am the Ancillary Sub-Contractor/Ancillary Specialist Contractor assigned by the Sub Contractor/ Specialist Contractor to construct, supervise and certify the buildings or works outlined at 3 above.

6. I certify, having exercised reasonable skill, care and diligence, that the building or works outlined at 3 above as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the above building or works at 3 above, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.

7. Reliant on the foregoing, I certify that the works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____
(to be signed by a Principal or Director of the Ancillary Sub Contractor / Ancillary Specialist Contractor)

Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Construction Industry Register Ireland Registration No.: _____

ANNEX

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

- 1. Drawings, Calculations, Specifications and particulars provided by the Sub-Contractor/Specialist Contractor.**

SCHEDULE

- 2. Associated design undertaken by the Ancillary Sub-contractor/ Ancillary Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.**

SCHEDULE