

## **Preliminary Inspection Plan & Building Certification Checklist**

|                                    |                                                                                                                                                                                                                                                                                                                                 |                                              |                        |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------|
| <b>Our Reference:</b>              | 2025-008                                                                                                                                                                                                                                                                                                                        |                                              |                        |
| <b>Description:</b>                | Construction of a single storey extension to the north side of the existing school building to create a single new classroom and 4 no. S.E.T. Rooms, Connection to existing services on the site and all the site works connected with the work mentioned above at St. Edward’s NS, Clarion Road, Ballytivnan, Sligo, F91 DX64. |                                              |                        |
| <b>Client/Employer:</b>            | Board of Management, St. Edward’s NS, Clarion Road, Ballytivnan, Sligo, F91 DX64.                                                                                                                                                                                                                                               |                                              |                        |
| <b>Contract Admin/ Architects:</b> | McCabe Architects, Old Laghey Road, Donegal Town, Co. Donegal.                                                                                                                                                                                                                                                                  |                                              |                        |
| <b>Planning Ref:</b>               | 25/60346                                                                                                                                                                                                                                                                                                                        | <b>Grant Date:</b> 30 <sup>th</sup> Oct 2025 |                        |
| <b>Fire Cert Ref:</b>              | FSC251672450                                                                                                                                                                                                                                                                                                                    |                                              |                        |
| <b>DAC Ref:</b>                    | DAC 25/64                                                                                                                                                                                                                                                                                                                       |                                              |                        |
| <b>Site Address:</b>               | St. Edward’s NS, Clarion Road, Ballytivnan, Sligo, F91 DX64.                                                                                                                                                                                                                                                                    |                                              |                        |
| <b>Assigned Designer:</b>          | McCabe Architects, Old Laghey Road, Donegal Town, Co. Donegal.                                                                                                                                                                                                                                                                  |                                              |                        |
| <b>Structural Engineer:</b>        | DSM Consulting Engineers, Donegal Road, Ballybofey, Co. Donegal                                                                                                                                                                                                                                                                 |                                              |                        |
| <b>Assigned Certifier:</b>         | McCabe Architects, Old Laghey Road, Donegal Town, Co. Donegal.                                                                                                                                                                                                                                                                  |                                              |                        |
| <b>Assigned Builder:</b>           | TBC                                                                                                                                                                                                                                                                                                                             |                                              |                        |
| <b>Building Control Authority:</b> | Donegal County Council                                                                                                                                                                                                                                                                                                          |                                              |                        |
| <b>BCMS Ref No:</b>                | TBC                                                                                                                                                                                                                                                                                                                             | <b>Submitted:</b> TBC                        | <b>Start Date:</b> TBC |

### **Guidance Notes:**

This document is to be read in conjunction with the Preliminary Inspection Plan. The following checklist includes the anticipated list of Site Inspections; Ancillary Certificates; CE certificates, required tests and installer registration certificates for each element of the project and is subject to change. These certificates are required to fulfil our role as Assigned Certifier and demonstrate compliance with Building Regulations under the Building Control (Amendment) Act; SI:9 2014. The completion of each stage and certification of same for payments by the client are dependent on the supply of each elements relevant documents.

### **Building Regulations - Technical Guidance Documents**

**Part A - Structure;**

**Part B - Fire Safety;**

**Part C - Site Preparation & Resistance to Moisture;**

**Part D - Materials & Workmanship;**

**Part E - Sound;**

**Part F - Ventilation;**

**Part G - Hygiene;**

**Part H - Drainage (Storm & Foul);**

**Part J - Heat Producing Appliances;**

**Part K - Stairs, Ramps & Guards;**

**Part L - Conservation of Fuel & Energy;**

**Part M - Access & Use**

This is a template checklist for tender purposes.

Contractors should be aware that any item which affects Building Regulations should be accompanied by a CE Certificate. The list is not exhaustive and conversely some items may not be relevant.

Claims for payment must be accompanied by relevant CE Certificates in order to be considered.

## Section 1 - Guidance Notes

- 1.1. 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 or on behalf of the Employer by the Employers Representative 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 implimented is submitted to the Building Control Authority.
- 1.2. 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.
- 1.3. The Builder shall provide to the Assigned Certifier a Method Statement as set out hereunder, which will include his own Preliminary Inspection Plan indicating his own inspection and supervision regime.
- 1.4. The Builder shall submit a method statement to the Assigned Certifier, for works under their control and remit, including the works of their sub-contractors. The method statement shall incude their own Inspection Plan which will indicate their own inspection and supervision regime. This will form part of the Inspection regieme such that the Certificate of Compliance on Completion may be signed by both the Builder and Assigned Certifier. The Assigned Certifier and Contract Administrator /Employer Representative shall not be under a duty to approve the Builder's supervision of his work, and shall solely rely on his certification of same.
- 1.5. 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**.
- 1.6 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**.
- 1.7 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.

### Building Regulations Guide

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L - Conservation of Fuel & Energy; M - Access & Use

- 1.8 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.
- 1.9 The Contract Administrator/ Employer Representative shall without delay notify the Builder of any area of non-compliance identified by the Assigned Certifier.
- 1.10 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.
- 1.11 The Main Builder shall ensure all tests and certificates for materials, components and assemblies (listed in Section 4) 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.
- 1.12 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.
- 1.13 The Builder shall coordinate the inspections and provision of records of the Ancillary Certifiers for which he is responsible (listed in Section 3) in accordance with the inspection protocols and notifications set out in this document.

## **Section 2 - Inspection Plan**

- 2.1 The following stages are identified as the key inspection stages of the building contract.
  - Foundation excavation
  - Placing of hardcore before covering
  - Placing of damp proof courses below subfloor
  - Cavity wall construction - DPC installation
  - Roof level
  - Connection to Public Foul Water Supply
  - Occupation of the building
- 2.2 The Assigned Builder and the Assigned Certifier must jointly meet on site and inspect the works at the above key stages.

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### **Section 3 - Ancillary Certifiers**

- 3.1 A certificate of compliance, confirming compliance of specific elements of the building design or works with Building Regulations is required to be furnished to the Assigned Certifier. It is the responsibility of the Assigned Builder to compile the ancillary certs and pass them to the Assigned Certifier.
- 3.2 All Ancillary Certifiers must be registered and fully licensed contractors.
- 3.3 The following is a list of ancillary certificates required.
- Pre-cast concrete slab manufacturer - design calculations.
  - Steelwork calculations and certification for steel lintels by specialist sub contractor(s).
  - Window manufacturer/fitter certificate of compliance.
  - Mechanical/Plumbing contractor certificate of compliance and commissioning certs.
- Electrical contractor - Electrical Completion Certificate:  
The electrical contractor must test and certify that the installation complies with current standards. These standards are set by the ETCI (Electro Technical Council of Ireland).

### **Section 4 - Project Specific Test Requirements**

- 4.1 The following testing will be required by the builder to demonstrate compliance.
- Test results of concrete for foundations from concrete supplier.
  - Test results from concrete block supplier.

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## Stage 1 - Site Clearance to Subfloor

| Site Inspections |                                                      |      |    |
|------------------|------------------------------------------------------|------|----|
| TGD              | Element                                              | Date | By |
| C                | Site Clearance                                       |      |    |
| A                | Foundation Excavation                                |      |    |
| A                | Placing of Hardcore before covering                  |      |    |
| C                | Radon Barrier, Sump Pipe terminals capped and marked |      |    |
| H                | Foul Pipes in Subfloor                               |      |    |
| G                | Mains water pipe - Insulated                         |      |    |
| A                | Inspections as required by Engineer                  |      |    |

| Ancillary Certifiers              | Design Cert | Inspection | Completion |
|-----------------------------------|-------------|------------|------------|
| Structural Engineer - Foundations |             |            |            |
| Specialist - PC Slabs             |             |            |            |
|                                   |             |            |            |

| CE Certificates From Suppliers    |  |                       |  |                                              |  |
|-----------------------------------|--|-----------------------|--|----------------------------------------------|--|
| A - Concrete-Foundations          |  | A - Steel-Foundations |  | A - Concrete - Retaining Wall                |  |
|                                   |  |                       |  | A - Steel - Retaining Wall                   |  |
| A - Insulated Blocks - Foundation |  | A - Concrete Blocks   |  | A - PC Slabs - GFL                           |  |
|                                   |  |                       |  | A - Gravel Fill (as appropriate – see below) |  |
| C - Radon Barrier                 |  | C - Radon Sump        |  | C - Tanking                                  |  |
|                                   |  |                       |  | G - Mains water pipe - Insulated             |  |
|                                   |  |                       |  |                                              |  |

| TGD | Required Tests / Registered Installer Certificates                  |  |
|-----|---------------------------------------------------------------------|--|
| C   | Removal of hazardous materials - eg asbestos - Appropriate Training |  |
| A   | Cube Test on Concrete 1 per x loads (as specified by engineer)      |  |
| C   | Radon Sump Smoke Test                                               |  |

| Stage Complete & Items Received |  | Date |
|---------------------------------|--|------|
| Signed                          |  |      |

Gravel Fill Certification:

SR 21: Annex A: Aggregates for pipe bedding, haunching and surrounding material.

SR 21: Annex B: Aggregates for backfilling of filter drains

SR 21: Annex C: Aggregates for general fill material

SR 21: Annex D: Aggregates for unbound sub-bases for road pavements

SR 21: Annex E: Aggregates for use under (and adjacent to) concrete floors and footpaths

SR 21: Annex F: Aggregates for cement bound materials

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## Stage 2 - Subfloor to Wall Plate Level

| Site Inspections |                                                                     |      |    |
|------------------|---------------------------------------------------------------------|------|----|
| TGD              | Element                                                             | Date | By |
| C                | DPC/Radon Barrier Installation - base of wall                       |      |    |
| C                | DPC Installation - around windows, vertical & stepped               |      |    |
| A                | Wall Construction - Block - Cavity-Timber Frame, Insulation (rigid) |      |    |
| A                | Appropriate Steelwork and Padstones                                 |      |    |
|                  |                                                                     |      |    |
|                  |                                                                     |      |    |
| A                | Inspections as required by Engineer                                 |      |    |

| Ancillary Certifiers                       | Design Cert | Inspection | Completion |
|--------------------------------------------|-------------|------------|------------|
| Structural Engineer - Steelwork            |             |            |            |
| Specialist - PC Slabs                      |             |            |            |
| Specialist (eg-corner lintel/curtain wall) |             |            |            |

| CE Certificates From Suppliers          |  |                                                |  |                                      |  |
|-----------------------------------------|--|------------------------------------------------|--|--------------------------------------|--|
| A - Concrete Blocks                     |  | A - Insulated Blocks                           |  | A - Concrete Lintels                 |  |
|                                         |  |                                                |  | A - Concrete Padstones               |  |
| A - Steel - Walls/Floors                |  | A - FFL P.C. Slabs <u>or</u> Structural Timber |  | A - Wall Ties                        |  |
|                                         |  |                                                |  | A / J - Chimney Flue                 |  |
| B - Cavity Barriers                     |  | B - Fire Proof Insulation (chimney)            |  | C - DPC                              |  |
|                                         |  |                                                |  | D - Cills                            |  |
| E - Timber stud wall - sound insulation |  | L - Rigid Insulation - Floor                   |  | L - Insulation - Wall Pumped / Rigid |  |

| TGD | Required Tests / Registered Installer Certificates |  |
|-----|----------------------------------------------------|--|
|     |                                                    |  |
|     |                                                    |  |
|     |                                                    |  |

| Stage Complete & Items Received |  | Date |
|---------------------------------|--|------|
| Signed                          |  |      |

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## Stage 3 - Roof

| Site Inspections |                                     |      |    |
|------------------|-------------------------------------|------|----|
| TGD              | Element                             | Date | By |
| A                | Appropriate Steelwork and Padstones |      |    |
| C                | Waterproof Membrane                 |      |    |
| F                | Soffit Ventilator                   |      |    |
|                  |                                     |      |    |
| A                | Inspections as required by Engineer |      |    |

| Ancillary Certifiers                  | Design Cert | Inspection | Completion |
|---------------------------------------|-------------|------------|------------|
| Structural Engineer - Purlins/Rafters |             |            |            |
|                                       |             |            |            |
|                                       |             |            |            |

| CE Certificates From Suppliers        |  |                                        |  |                                         |  |                                    |  |
|---------------------------------------|--|----------------------------------------|--|-----------------------------------------|--|------------------------------------|--|
| A - Structural Timber                 |  | A - Concrete Padstones                 |  | A - Structural Steel Purlins/Ridge Beam |  | A - Cavity Closer                  |  |
| A - Tension Straps                    |  | C - Vapour Barrier / Breather Membrane |  | C - Trocal Membrane Flat Roof Cover     |  | D - Slates/Tiles Roof Covering (s) |  |
| D - Insulated Panel Roof Covering (s) |  | L - Insulation                         |  |                                         |  |                                    |  |
|                                       |  |                                        |  |                                         |  |                                    |  |

| TGD | Required Tests / Registered Installer Certificates |  |
|-----|----------------------------------------------------|--|
|     |                                                    |  |
|     |                                                    |  |
|     |                                                    |  |

| Stage Complete & Items Received |  | Date |
|---------------------------------|--|------|
| Signed                          |  |      |

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## Stage 4 - First Fix

| Site Inspections |                                                                                                                                                                                                             |      |    |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|
| TGD              | Element                                                                                                                                                                                                     | Date | By |
| A                | Windows & Door Installation (stamps for safety glass below 800mm)                                                                                                                                           |      |    |
| L                | Electrical                                                                                                                                                                                                  |      |    |
| G / H            | Plumbing                                                                                                                                                                                                    |      |    |
| M                | PC Stairs - Rise/Going/Pitch; 400mm from top or bottom of step to door swing                                                                                                                                |      |    |
| M                | <b>Entrance Lobby</b> <u>Non Dwelling</u> - 1570mm between door swings, 300mm from manual door to wall (can be reduced if power operated)<br><u>Dwelling</u> - 1200mm sq clear area at accessible entrance, |      |    |

| Ancillary Certifiers                            | Design Cert | Inspection | Completion |
|-------------------------------------------------|-------------|------------|------------|
| Windows                                         |             |            |            |
| Engineer-Mechanical Ventilation & Heat Recovery |             |            |            |
|                                                 |             |            |            |

| CE Certificates From Suppliers |  |                                |  |              |  |
|--------------------------------|--|--------------------------------|--|--------------|--|
| B / D / E -Windows             |  | D / K - Windows - Safety Glass |  | D / B -Doors |  |
| D / K Stairs                   |  | F / L - Air Tightness Tapes    |  |              |  |
|                                |  |                                |  |              |  |
|                                |  |                                |  |              |  |

| TGD | Required Tests / Registered Installer Certificates |  |
|-----|----------------------------------------------------|--|
|     | Electrician Registration                           |  |
|     | Plumber Registration                               |  |
|     |                                                    |  |

| Stage Complete & Items Received |  | Date |
|---------------------------------|--|------|
| Signed                          |  |      |

### Registrations as appropriate:

Electrical Installations: RECI  
Oil Related Installations: OFTEC  
Gas Installation: RGI  
Renewable Installations: SEAI  
Solid Fuel Stove/Biomass: HETAS

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## Stage 5 - Second Fix

| Site Inspections |                                                                                    |      |    |
|------------------|------------------------------------------------------------------------------------|------|----|
| TGD              | Element                                                                            | Date | By |
| M                | Disabled W/C - Non Dwelling - Existing - 450mm diameter circle - ambulant disabled |      |    |
| M                | Doors – Clear width                                                                |      |    |
| M                | Switches - 900-1200mm above floor level, Sockets 400-1200mm above floor level      |      |    |
| F                | Ventilation to all Habitable Rooms, Mech vent from w/cs                            |      |    |
| B                | Smoke Alarms – as per FSC                                                          |      |    |
| J                | Monoxide Detectors – as per M&E                                                    |      |    |

| Ancillary Certifiers        | Design Cert | Inspection | Completion |
|-----------------------------|-------------|------------|------------|
| Engineer-Underfloor Heating |             |            |            |
| Heating System/M&E          |             |            |            |
| BER Consultant -            | Prelim BER  | DEAP/NEAP  | Final BER  |

| CE Certificates From Suppliers     |                             |                       |                        |  |  |
|------------------------------------|-----------------------------|-----------------------|------------------------|--|--|
| B - Fire Detection System          | B - Fire Fighting Equipment | B - Class 1 Materials | B - Class 0 Materials  |  |  |
| D / E - Specialist Floor Coverings | D / E - Acoustic absorbers  | F - MVHR              | D / F - Extractor Fans |  |  |
| L - Hot Water Tank                 | L - Geothermal              | L - Solar Panel       | J / L - Oil/Gas Boiler |  |  |
| J - Gas/Oil Storage                | J - Monoxide Alarm          | J - Hearth-Fireproof  | J - Stove              |  |  |
| M - Disabled W/C Kit               | L - 3 coil Cylinder         |                       |                        |  |  |

| TGD | Required Tests / Registered Installer Certificates                                                                                              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Electrician(s) –ECTI Certificate                                                                                                                |
|     | Air Tightness Test - Specialist                                                                                                                 |
|     | Boiler(s) – RGI/OFTEC Certificate                                                                                                               |
|     | Renewable Installer(s) - SEAI Registration                                                                                                      |
|     | Commissioning certificates as appropriate for all M&E works<br>Electrical<br>Fire Detection & Alarm System<br>Monoxide Detection & Alarm System |

| Stage Complete & Items Received |  | Date |
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| Signed                          |  |      |

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## Stage 6 - External Completions

| Site Inspections |                                                                                                                                                                                                                |      |    |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|
| TGD              | Element                                                                                                                                                                                                        | Date | By |
| K                | <b>External Ramp(s)</b> <u>Non Dwelling</u> - 1:20-10m length/500m rise; 1:15-5m/333mm; 1:12-2m/166mm<br><b>External Steps</b> - 900min width, 1800 max rise, step rise 100-150mm, going 280min, landing 900mm |      |    |
| H                | Drainage Works                                                                                                                                                                                                 |      |    |
| M                | Door Threshold                                                                                                                                                                                                 |      |    |
|                  |                                                                                                                                                                                                                |      |    |
|                  |                                                                                                                                                                                                                |      |    |

| Ancillary Certifiers                     | Design Cert | Inspection | Completion |
|------------------------------------------|-------------|------------|------------|
| Specialist Engineer - Effluent Treatment |             |            |            |
|                                          |             |            |            |
|                                          |             |            |            |

| CE Certificates From Suppliers |  |                      |  |                              |  |
|--------------------------------|--|----------------------|--|------------------------------|--|
| H - Treatment System           |  | H - Perforated Pipes |  | H - Stone-Effluent Treatment |  |
| Driveway Finish                |  | Kerbstones           |  | Stone - Driveway             |  |
|                                |  |                      |  |                              |  |
|                                |  |                      |  |                              |  |

| TGD | Required Tests / Registered Installer Certificates |  |
|-----|----------------------------------------------------|--|
|     | Commissioning Cert for Effluent Treatment System   |  |
|     | Decommissioning Cert of any Existing System        |  |
|     | Effluent Treatment Inspection Plan                 |  |

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