

Building Control Performance Standards Policy

1.0 Policy

Stroma Building Control has written this policy to evidence our levels of compliance with the Building Control Performance Standards (BCPS) (Department of Communities and Local Government, January 2017).

By creating this policy, we are able to demonstrate our compliance and service approach to:

- Support customers.
- Meet legal obligations in achieving compliance.
- Comply with respective codes of conduct set out in the guidance.
- Comply with the current Building Control Performance Standards for England and Wales.

We have taken each requirement from the BCPS and detailed how we will ensure adherence to its requirements.

2.0 Resources

Stroma Building Control will ensure sufficient experienced and qualified staff are in place, with the required competencies appropriate to the type of building control work is undertaken and will ensure that suitable arrangements exist for Continuing Professional Development and in-service training of our technical staff.

Stroma Building Control will allocate sufficient resources to discharge our duties, having regard to the current and future workload, complexity and location of work, and changes in Building Regulations, Approved Documents and other recognised guidance.

Through correspondence and instructions monitored in accordance with our quality management system and developing guidance such as the Initial Notice Protocol, we will ensure that all relevant people cited within controlling legislation are kept informed in accordance with our procedures. Where reasonably possible the building owner, where that person is not our client, will be notified of our appointment as Building Control Body as close as practicable to the point of project acceptance.

3.0 Consultation

Stroma Building Control will undertake all statutory consultations promptly and the observations of consultees will be communicated in writing to our clients. We will also consider the benefit of undertaking additional consultation and where appropriate co-operate in an integrated approach to consents relevant to development control.

It is our policy that we collaborate with the client, designer and consultee to ensure that client interaction with controls and duties placed upon them, by other legislation, in the continuing control of buildings is as smooth as possible.

4.0 Pre-application contact and provision of advice

Stroma Building Control will ensure that arrangements are in place for contact with those proposing or carrying out building work before a formal application is received where this is requested or would be beneficial to the functioning of the building control process.

Stroma Building Control will establish a single point of contact to deal with both procedural and technical building control enquiries on individual projects. Namely, a Lead Surveyor will be appointed for the project and communicated to the client. This will be supported by a team working within Stroma Building Control to ensure continuity throughout the construction project. We will aim for an early involvement as part of the project team as possible.

5.0 Assessment of Plans

Stroma Building Control will assess plans and designs in accordance with our internal procedures and clearly communicate to our clients the following:

- Non-compliance with the Building Regulations.
- Views of all statutory consultees.
- Conditions pertaining to the approval or passing of plans.
- Remedies available in the event of a dispute over compliance.

Stroma Building Control will ensure that records are kept for a minimum of 15 years relating to the design assessment philosophy, and/or discretionary consultations, for future reference and continuity of control. These will be held electronically and assigned to the specific project that it is relevant to.

6.0 Site Inspection

Stroma Building Control will maintain an appropriate inspection regime which takes account of the following requirements:

- The degree of detail in the design assessment process
- The nature and complexity of the work
- Experience of the builder
- High-risk design features
- Notification arrangements
- Key construction stages.

Relevant factors will be assessed at the design stage compliance appraisal and at the site commencement of each project. This will ensure that effective control can be maintained for the duration of the project.

Site inspection records will identify the work stage(s) inspected and include the required core and site-specific information. The inspection record will clearly detail general observations made during the course of the inspection and separately identify potential non-compliance issues requiring further action by the client/person undertaking the work.

Non-compliant work shall be communicated on the site inspection report sent via email. If thought necessary by the Building Control Surveyor, it will be followed up in writing to the client and the person responsible for the building work. Our record will clearly indicate the contravention and indicate, where possible, measures necessary to remedy the situation. Suitable return visits will be arranged/requested to ensure that the contravention has been rectified. In the event of a dispute, Stroma Building Control will observe statutory procedures and work collaboratively with the client where possible to help resolve the issues.

7.0 Communications and Records

Stroma Building Control will communicate with our clients, consultees and others in writing. All records relating to the building control service provided to individual projects will be stored in a retrievable format and wherever practicable electronically for a minimum period of 15 years.

A documented process is in place for arrangements to be taken for the transfer of records into safekeeping in the event of Stroma Building Control ceasing trading.

8.0 Business and Professional Ethics

Stroma Building Control observes the highest professional standards and business ethics expected of service providers. We will not attempt to supplant a competitor or win work, based on the interpretation of the regulations. The principle of the building control function being independent shall not be compromised.

Stroma Building Control formally adopts into practice the following relevant codes of conduct:

- Code of Conduct for Approved Inspectors (CIC, January 2017).
- Building Control Performance Standards (DCLG, January 2017).

Stroma Building Control will ensure the independence of our building control functions and will have no professional or financial interest in the work they supervise as this could result in a conflict of interest. Stroma Building Control operates a clear and transparent Impartiality Policy that is available to download from our website www.stromabc.com.

9.0 Complaints Procedure

Stroma Building Control has established and published our complaints process which is available from our website <https://www.stromabc.com/contact/complaints>. We are committed to maintaining the complaints procedure and if a person is dissatisfied with the service they receive they can make a complaint to us in a manner that can be independently audited.