Generating a New Certificate Non-staged Projects

Jersey

Home Screen

- Expand the 'Certifier Actions' bar followed by the 'Certificates' bar

- Select 'Generate New Certificate' from the list of options

Application Actions   +

Account Actions   +

Certifier Actions   −

Management   +

Certificates   −

View Certificate Summary Report ▶

View Certificate Status Report ▶

Generate New Certificate ▶

Generate Additional Stage(s) to an Existing Project ▶

Convert Non-Staged Project to Staged Project ▶

View Schedule Information ▶

CPD   +

Certificate Generation

- The first step is to confirm that your firm has adequate Professional Indemnity Insurance. Select the correct option and click 'Continue'

- Next you will be asked to select whether the project is staged or non-staged. Select 'Non-staged project' and click 'Continue'

- The next option is to select the type of building that this project relates to. Select the relevant option and click 'Continue'

Project Information

You will then enter the project information as outlined below:

- Project reference number
- Permit number
- Project title
- Project location
- Project description - this should include descriptions of any New Build, Alteration and Material Change of Use elements to the project
- Project risk group
- Does the project contain material change of use? Please note: there is no longer a requirement to generate a separate certificate relating to a material change of use
- Body registration number – Please note: when you enter the body number and search, you must click 'Confirm' to continue
- Total project value

Select 'Save and Continue' to progress to the next step

General Project Information

ACC: SERJ-D-00000

Project reference number *

Permit number

Project title *

Project location *

Project description *

You have 2000 characters left

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Schedule 1

This section allows you to add a list of drawings, calculations and documentation used during the certification process. You can add the items individually or upload a document containing a list of the items.

Click 'Save and Continue' once all items are added.

Schedule 2

This section allows you to list items that will be certified in future stages of the project.

If you do not expect further stages to be added to the project, leave this section blank.

Click 'Save and Continue'

Schedule 2 - Details which have yet to be designed and which are not covered by this design certificate

ACC: SERJ-D-00000

Please provide a description of any items that will be covered by future design certificates

You have *2000* characters left

Save and Continue

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Schedule 3

Schedule 3 is where you enter the design features, which type of certification option was used and the competency declarations. There are a number of sections under each heading. We recommend you view each heading to ensure that items are not omitted, but it is not mandatory.

Certification Options

- Certifier was Designer, checked by others
- Certifier was Checker, structure designed by others
- Certifier made independent assessment
- Certifier used competence of identified third party
- Certifier was Designer and Checker

Competency Declarations

- Basic Knowledge
- Design Knowledge
- Some Design Knowledge
- Major Design Knowledge
- Specialist

Schedule 3 - Design features

ACC: SERJ-D-00000

General Design Overview ▶	Not Viewed ⊗	No design feature(s) selected ⊗
Sub-structures ▶	Not Viewed ⊗	No design feature(s) selected ⊗
Ground Improvement ▶	Not Viewed ⊗	No design feature(s) selected ⊗
Superstructure ▶	Not Viewed ⊗	No design feature(s) selected ⊗
Building Envelope ▶	Not Viewed ⊗	No design feature(s) selected ⊗
Secondary Structure ▶	Not Viewed ⊗	No design feature(s) selected ⊗

Save and Continue

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Confirm Certificate

On this screen you will be able to expand any of the sections shown to the right. You will also be able to view a PDF draft of the certificate.

If you notice any errors you can return to the previous step using the 'Previous Step' button at the bottom left of the screen. Continue pressing this until you reach the step that needs to be amended. Change any details as required and proceed back through the steps to the 'Confirm Certificate' screen.

Select a response to the question asking 'Do you expect this to be the last certificate for this project?'. Selecting 'Yes' will not prevent you from creating an amendment in the future or adding additional stages should they become necessary. This is a function added for accuracy in our records and reporting processes.

Once you have made any required corrections, select 'Confirm Certificate'.

Confirm Certificate

ACC: SERJ-D-00000

Please ensure that you have reviewed all sections and viewed the draft certificate before continuing
Please also ensure that this is not a duplicate of a previously submitted certificate

General Project Information   +

Schedule 1 - List of drawings, details, and calculations   +

Schedule 2 - List of details yet to be designed   +

Schedule 3 - Design features   +

PDF **View Draft Certificate** ▶

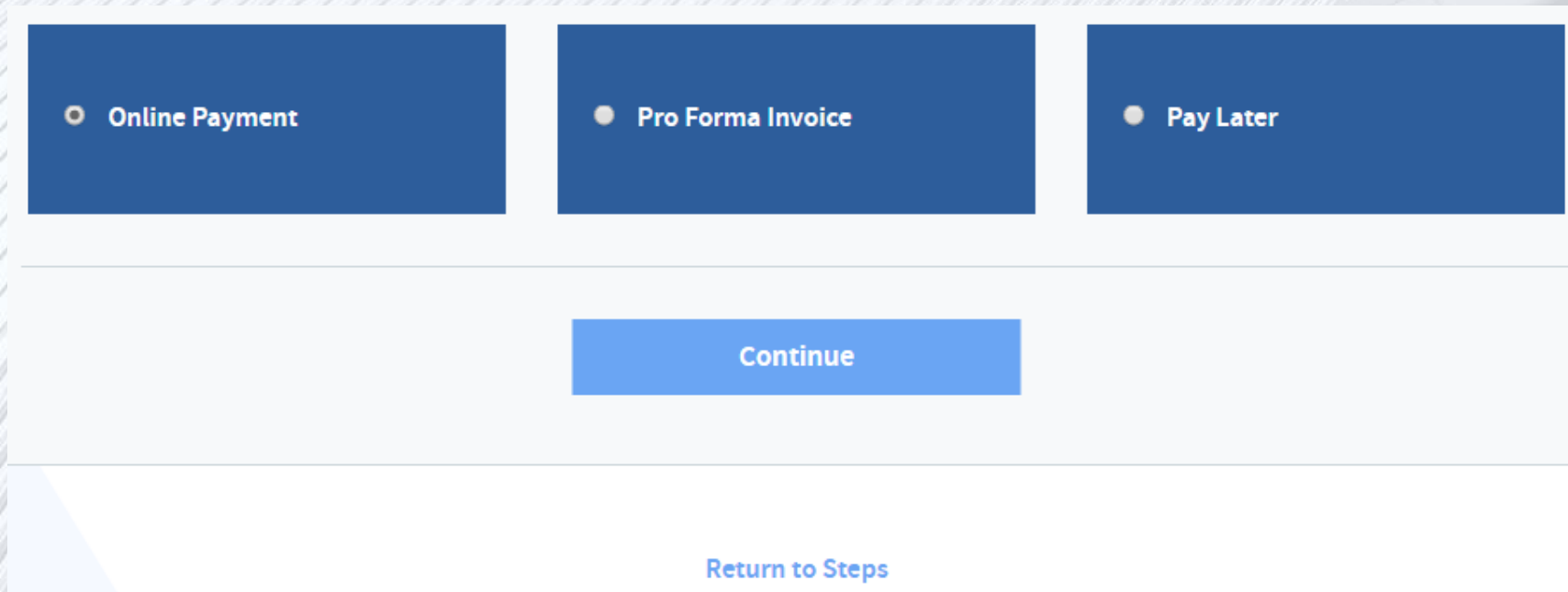Do you expect this to be the last certificate for this project? *
○ Yes   ● No

Confirm Certificate

Complete Payment

In the payment section you will be presented with the screen to the right.

- Online Payment – secure payment using Credit/Debit card
- Pro Forma Invoice – this is if you want to pay by cheque; you will be able to select the billing address
- Pay Later – this saves all actions up to this section and returns you to your account home page. Note: the certificate isn't complete using this selection. The certificate will only be completed once payment has been received.

Upon completion of the certificate you will be sent a receipt of your payment. You will also be emailed a PDF copy of the certificate for printing and signing. This can be accessed again from the 'Certificate Information' page.

Certificate Information

Once payment is complete the certificate is confirmed and you will be taken to the 'Certificate Information' screen shown to the right.

Expanding the 'Certificate Actions' screen will give you the below options:

- View Certificate PDF – you can download and save the PDF certificate
- View Certificate History – this allows you to access information regarding previous certificates generated for the project
- Enter Certificate Signature Dates
- Mark Certificate As Not Proceeded With

Expanding the Certificate Details sections will show you the information entered during certificate generation.