

Legacy Certificates

Scotland

This tutorial is designed to explain the most common processes Certifiers will use relating to projects which contain at least one certificate generated under the old (pre-October 2016) SER system. Such certificates will be referred to as ‘legacy’ certificates.

Certificate Status: Signature Dates Recorded

Certificate Summary

Project reference	Project Reference
Certifier	SER1-D-00000 Title Certifier Name
Body	SER1-DB-0000 Firm Name

Certificate Actions +

Certificate Details

This is a legacy certificate that was generated on the previous version of this website.

General Project Information +

Schedule 1 - Third Party Designed Details +

Schedule 2 - Design Features +

Additional Information +

Creating a New Certificate from a Legacy Certificate

To create a new certificate from a legacy certificate you will use one of the below options:

- Generate Additional Stage(s) to an Existing Project
- Generate Amendment to Warrant
- Generate Structural Changes to Certificate Issued to Local Authority
- Convert Non-staged Project to Staged Project

The first stages of the process remain the same as for a non-legacy certificate. You will begin by confirming that your firm has adequate Professional Indemnity Insurance, and will then enter whether the project is staged or not and select the certificate which is to be superseded.

You will then reach the General Project Information screen which will be prepopulated. You can edit all fields as required, with the exception of the Approved Body. There are two fields which you will need to populate even if there are no other changes to the previous certificate; 'Project risk group' and 'Total project value'.

Once this section has been completed, select 'Save and Continue'.

The screenshot shows a web form for project information. It includes a dropdown for 'Project risk group' (set to 'Please select'), a radio button selection for 'Does the project contain conversion work?' (set to 'No'), a dropdown for 'Local authority acting as Verifier' (set to 'Renfrewshire'), and a section for 'Body registration number' with fields for 'SER1-DB-0000', 'Address Line 1', 'Address Line 2', 'Postcode', and 'Country'. Below this is a 'Project Value' section with a 'Total project value' field set to '£ 0' and a summary table.

Previous total project value	£2,894,400
Cost of the certificate (incl. VAT)	£30.00

Stages (if applicable)

If the new certificate relates to a staged project you will be presented with the current stage description as shown to the right. Due to the old system having a separate certificate for each stage, these cannot be translated into the new system and will need to be manually entered.

Please delete the stage shown (unless the certificate was a stage 1) and re-enter all stages from stage 1 onwards. Deleting the current stage (in this case stage 3) will reset the stage numbers to begin at stage 1 again.

This creates a single certificate covering all stages for the project. If more stages are required, then these can be created using the 'Generate Additional Stage(s) to an Existing Project' function and you will not need to re-enter the stages again.

Once the stages are represented correctly, select 'Save and Continue'.

Stage Information

ACC: SER1-D-00000

3 Stage type **SER** Edit

Stage description * Delete

Stage description

4 Stage type * SER Non-SER

Stage description *

You have 2000 characters left Save This Stage

Do you expect this to be the last stage(s) for the project?

Yes No

Schedule 1 – Third party designed details

If you had items on the legacy certificate Schedule 1, you will see a screen similar to the screen to the right. A list of all items present on the legacy certificate Schedule 1 will be listed under 'Previous Items', along with the items available to be selected for the current certificate.

You are required to re-enter all legacy certificate Schedule 1 items onto the new certificate's Schedule 1, if those items are still permitted for the applicable Risk Group. Using the example to the right, you would therefore re-select Timber roof trusses, piling and pedestrian barriers/handrails. As detailed in SER Guidance Note 12, there is no longer an 'other' section on Schedule 1, regardless of the Risk Group.

However, for projects which contained a certificate generated under the old system, any items entered onto the legacy certificate's Schedule 1 remain valid. However, they will not appear on the new certificate or the Form Q. These items will therefore need to be handwritten onto the Form Q before it is submitted (please see Slide 10 of this tutorial for an example).

Select new any items that are being added to the certificate then select 'Save and Continue'.

Schedule 2 remains the same as the old system. The items will be prepopulated with the items entered onto the original certificate. Please review, amend and add to these as appropriate prior to moving to the next page.

Schedule 1 - Third party designed details

ACC: SER1-D-00000

Please note - ALL items entered on Schedule 1 must also be included on Schedule 2

Previous Items

The following items are those that formed part of the structural design covered by the previous legacy certificate:

- Timber roof trusses
- Piling
- Pedestrian barriers/handrails
- Other: Stairs

Please select the items that form part of the structural design covered by this certificate and are subject to detailed design by a specialist contractor which have yet to be completed.

- Piling
- Vibro stone columns
- Precast foundation systems
- Precast concrete floor units
- Precast concrete stairs
- Timber roof trusses
- Steelwork connections
- Pedestrian barriers
- Glazing

List of information used for the purposes of certification

This new section allows you to add a list of drawings, specifications and documentation used during the certification process. This Schedule is mandatory for all certificates, and will be issued to the Local Authority with the certificate.

You can add the items individually or upload a document containing a list of the items.

Once you have completed this section you should click 'Save and Continue'.

List of information used for the purposes of certification

ACC: SER1-D-00000

Please use either of the methods below to complete a list of the information used for the certification of this project

Manually Add a List

Add Item

Title *	<input type="text"/>
Number	<input type="text"/>

Upload a File Containing a List

Select a file No file chosen

Items to be certified in a later stage

Next you will be presented with another new section entitled 'Items to be certified in a later Stage'.

Both SER and non-SER certified items should be entered into this section, as there is now the option of including non-SER stages in the certificate (refer to the 'Generate New Certificate – Staged' tutorial for more information).

If the project is not staged, please leave this section blank as it is not required.

If the project is staged, please enter all information that is yet to be certified into this section. If all information is covered by the certificate being generated, leave this section blank.

Select 'Save and Continue' once complete. You may then review the certificate information, view a draft PDF of the certificate and proceed to payment in the normal manner.

Items to be certified in a later stage

ACC: SER1-D-00000

Leave this section blank if this is a non-staged certificate

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

You have 2000 characters left

Save and Continue

◀ Previous Step

Return to Account

Generating a Form Q

Please note: If you need to generate a Form Q for a legacy certificate that is not to be superseded by a certificate generated via the new system, you will need to generate the Form Q using the old system (hard copy completed by hand, rather than being generated within the SER system). Local Authorities have been made aware that they should continue to accept old-style Form Qs in these circumstances.

To generate a Form Q for a certificate which is to supersede a legacy certificate, you must first enter the certificate signature dates. Refer to the separate tutorial for further information on this process.

Select 'Generate Form Q' from the 'Certificate Actions' menu. You will then be shown a screen with all the items selected on the certificate.

Please note: This will not show items that were present on the legacy certificate but were unable to be selected on the new certificate, e.g. 'other', cladding fixings. Such items should be hand-written on the Form Q before it is issued. Local Authorities have been made aware that they should accept Form Qs which were generated within the SER system but which contain hand-written additions in these circumstances. Please see Slide 10 of this tutorial for an example.

Enter any sign-off dates available. If you are not able to enter sign-off dates for all items you are now able to issue an interim Form Q by entering sign-off dates for some but not all of the Schedule 1 items.

Enter the sign-off date for some or all of the items.





Please note: You are not able to change a sign-off date for an item once it has been entered.

Please note: The 'no longer applicable' option has been added for use when generating an amendment to warrant or additional certificate to reflect that the element has either been removed from the project or is no longer designed by a third party.

Select 'Save and Continue'

Enter Sign-Off Dates

CRT: 000000

Piling Ref: 1	Sign off date dd/mm/yyyy 	<input type="checkbox"/> No longer applicable
Precast concrete floor units Ref: 4	Sign off date dd/mm/yyyy 	<input type="checkbox"/> No longer applicable
Timber roof trusses Ref: 6	Sign off date dd/mm/yyyy 	<input type="checkbox"/> No longer applicable
Pedestrian barriers Ref: 8	Sign off date dd/mm/yyyy 	<input type="checkbox"/> No longer applicable

Save and Continue

Confirm Details

You will then be able to review the information entered to ensure it is correct. Please note: You must enter a warrant number prior to generating the Form Q.

If you have entered sign-off dates for all items on the certificate the message shown at the bottom will say the Form Q will be a finalised version. If you haven't entered all dates the message will state that the Form Q will be an interim version.

If there are any details that are incorrect there is an option at the bottom of the screen (not shown) that allows you to return to the previous step to amend details. Once dates have been entered and the Form Q generated they cannot be amended.

Once all the information is correct, select 'Generate Form Q'.

Confirm Details

CRT: 000000

Certificate Information

Certifier name	Title Certifier Name
Certifier registration number	SER1-D-00000
Body name	Body Name
Body registration number	SER1-DB-0000
Certificate number	Certificate Number
Warrant number *	<input type="text"/> <input type="button" value="Save"/>

Summary of Schedule 1 Items

Piling Ref: 1	Sign off date 13/10/2016	<input type="checkbox"/> No longer applicable
Precast concrete floor units Ref: 4	Sign off date 13/10/2016	<input type="checkbox"/> No longer applicable
Timber roof trusses Ref: 6	Sign off date -	<input checked="" type="checkbox"/> No longer applicable
Pedestrian barriers Ref: 8	Sign off date 13/10/2016	<input type="checkbox"/> No longer applicable

Generated Form Q will be a finalised version as all Schedule 1 items have a sign off date entered against them, or have been marked as no longer applicable.

Legacy Schedule 1 Items on Form Q

Once you have generated your Form Q, you will download and print it out. If there are items which weren't available to be reselected when regenerating the certificate, you will need to handwrite these onto the Form Q. The example below shows three items, two of which were reselected from the legacy certificate, one new item and two 'Other' items handwritten onto the certificate.

When submitting the Form Q to the Local Authority, please include a copy of the legacy certificate for reference of the origin of the handwritten items.

Schedule 1 items

Item	Reference Number	Sign Off Date
Precast concrete floor units	4	13/10/2016
Pedestrian barriers	8	13/10/2016
Glazing	9	No longer applicable

*Other: Steel stairs
Cladding fixings*

13/10/2016

No longer applicable