

Jersey Scheme for Certification of Design (Building Structures)



**SCHEME FOR CERTIFICATION
OF DESIGN
(BUILDING STRUCTURES)**

in accordance with the requirements of the
PLANNING AND BUILDING (JERSEY) LAW 2002
BUILDING BYE-LAWS (JERSEY) 2007

Structural Engineers Registration Ltd

SCHEME

September 2007

The Scheme for Certification of Design (Building Structures) has the support of the Institution of Structural Engineers (IStructE) and the Institution of Civil Engineers (ICE). The Guide describes the Scheme and its operation and is issued by Structural Engineers Registration Limited (SER), the scheme provider. Information about SER may be found at www.ser-ltd.com.

Persons who are approved to certify design of building structures under the Building Bye-laws (Jersey) 2007 appear on the Certification Register. The Register is maintained by the Planning and Environment Department and can be viewed at www.gov.je.

SCHEME GUIDE

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1 GLOSSARY OF TERMS AND ABBREVIATIONS

Applicant	The applicant for a building permit is usually a building owner or a developer. The applicant must demonstrate the compliance of their proposals with the Building Bye-laws (Jersey) 2007. For the purposes of the requirements relating to the structural design of buildings applicants are required to provide a certificate of design by Approved Certifiers of Design (Building Structures) in support of their application for a building permit.
Approved Body	A firm, public body, or other organisation that is a member of the Scheme
Building Bye-laws	Building Bye-laws (Jersey) 2007
Certificate	A certificate of design (building structures) issued by an Approved Certifier
Certifier	An Approved Certifier of Design (Building Structures), i.e. a Chartered Structural or Civil Engineer who is a member of the Scheme
Certification Coordinator	A person employed by an Approved Body authorised to countersign Certificates on behalf of the Body. The Certification Coordinator does not need to be a Chartered Engineer.
Firm	A company, partnership, contractor, or sole practitioner
ICE	Institution of Civil Engineers
IStructE	Institution of Structural Engineers
Law	The Planning and Building (Jersey) Law 2002 (as amended)
PED	The States of Jersey Planning and Environment Department
Register	The register of approved certifiers of design (building structures) maintained by the States of Jersey Planning and Environment Department at www.gov.je
Scheme	Scheme for the Certification of Design (Building Structures)

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SER	Structural Engineers Registration Ltd
Sole practitioner	A single engineer who does not employ any other engineers and who is not an employee of any other type of firm
Structural design	Structural calculations, drawings and details, including reinforcement drawings, survey and investigation reports, and the relevant parts of the specification for the works. In the case of alterations to an existing building, survey of the condition of the existing structure and assessment of the effect of the alteration on the stability of the completed building are also included. In the case of the material change of use of a building, a survey of the existing building, that identifies any works necessary to upgrade the structural integrity of the building as required by the building bye-laws.

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2 LEGISLATION AND GUIDANCE

Planning and Building (Jersey) Law 2002 (as amended)

Building Bye-laws (Jersey) 2007

Planning and Building Fees (Jersey) Order 2006

Planning and Environment Technical Guidance Document (Part 1. Structure) 1997

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3 FOREWORD

The purpose of the building bye-laws (Jersey) 2007, as defined by the Planning and Building (Jersey) Law 2002, is to secure the health, safety, welfare and convenience of people, to further the conservation of fuel and power, and to further the achievement of sustainable development, with respect to the design, construction, demolition and conversion of buildings and the provision of services, fittings and equipment in or in connection with buildings. The bye-laws achieve this by setting down procedures for persons proposing to carry out building work and by prescribing a number of functional requirements for buildings which are supported by detailed technical guidance.

Under the Jersey system of building control, designers of buildings have to submit plans and details of their proposals to the Planning and Environment Department (PED) for verification before a building permit is issued so as to limit the risk to public safety, as a consequence of inadequate building performance. This verification process is seen to be a key element in the enforcement of the building bye-laws in Jersey and the maintenance of good building standards. It is however recognised that this process can extend the time taken for building projects to commence and that for certain well defined specialist areas in the construction process it may be appropriate, provided that adequate safeguards are put in place, to verify plans in a different way.

The structural design of a building is one such clearly defined specialist role, where responsibility for certifying compliance with the bye-laws, could be done by suitably qualified and experienced persons who undertake to work in an agreed way. The system is grounded on the principle that suitably qualified and experienced building professionals can accept responsibility for ensuring compliance with the building bye-laws, without the need for detailed scrutiny of design by verifiers, provided they are employed by reputable firms or organisations that operate a system of careful checking.

On 13 July 2007 the Planning and Environment Minister approved a Scheme for Certification of Design (Building Structures) and PED appointed Structural Engineers Registration Ltd (SER) to provide that Scheme. In order to establish the competence of those certifying the design of building structures, individual chartered engineers are approved for membership of the Scheme and placed on a Certification Register maintained by the PED. An individual member of the Scheme may perform the functions of an Approved Certifier of Design (Building Structures).

To fulfil their role properly, Certifiers must have adequate support from their employers, or the firms to whom they are contracted to certify a project. In order to provide certification services, a firm (company, partnership, contractor, or sole practitioner), public body, or other organisation must meet the conditions to become a member of the Scheme as an Approved Body.

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As a result of the Planning and Environment Ministers decision to approve this scheme a person submitting an application for a building permit on or after 1 January 2008 will need to use the services of a firm on the Register to obtain a certificate of design. Firms not on the register are not precluded from preparing designs but their client will need to arrange a separate contract (or subcontract) with an Approved Body to provide certification.

All certificates must be signed by both an Approved Certifier and the Certification Coordinator of the Approved Body employing the Approved Certifier.

SER is responsible for operating the Scheme and is subject to audit by PED. The Jersey Registration Board of SER assesses all applications for membership from individuals and firms. SER will commission audits of the certification practice of Scheme members.

It is important that all parties involved in the design, construction, and approval of buildings covered by the Building Bye-laws clearly recognise and understand the differences between the current system and that introduced under this Scheme.

The Law also introduces the possibility of criminal prosecution in the event of reckless certification. In consequence individual Certifiers are now required to undertake additional actions, which may not previously have been considered to be part of a structural engineer's remit. It is the responsibility of the Approved Body that employs the Certifier to negotiate appropriate fee levels commensurate with the work involved and to permit the Certifier adequate time and resources to undertake all enquiries necessary to satisfy themselves that works covered by the certificate comply with all relevant building bye-law requirements.

This system of certification of design (building structures) takes effect on 1 January 2008 and applies to projects where the building permit application is lodged after that date. It also applies to building permits issued prior to 1 January 2008 that have conditions relating to the structural design attached where these have not previously been discharged. This document describes the Scheme, its management and the management processes.

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4 THE SCHEME

4.1 Authority and scope of the Scheme

- 4.1.1 The authority for the Scheme is derived from Article 30 (4) of the Law. The Scheme places the responsibility for certification on its members.
- 4.1.2 The scope of the Scheme for Certification of Design (Building Structures) is the certification of work described in applications for a building permit as complying with the Building Bye-laws (Jersey) with respect to all relevant requirements listed in Part 1 of the second schedule to the Bye-laws, and Bye-law 7 (materials and workmanship) as far as Bye-law 7 relates to the structural design of the building.
- 4.1.3 It is necessary for Certifiers to be clear about the scope of work covered by any design certificate that they sign in relation to a particular project. In this context, reference should be made to the definition of 'building' contained within the Building Bye-laws.
- 4.1.4 The Scheme is provided by SER, which was first appointed by the PED on 13 July 2007.
- 4.1.5 The Scheme and SER, the scheme provider, are subject to annual audit by the PED.

4.2 Membership of the Scheme

- 4.2.1 Membership of the Scheme is subject to criteria defined by SER and approved by the Planning and Environment Department.
- 4.2.2 SER will forward details of membership of the Scheme to the PED Certification Register every 7 days, or within 24 hours in the case of termination of membership or resignation.
- 4.2.3 Membership of the Scheme (both individual membership and membership of bodies) is for a term of 5 years and is subject to the payment of a membership fee on joining the Scheme and an annual subscription.
- 4.2.4 Members may apply to renew their membership.
- 4.2.5 Members are subject to audit at any time deemed necessary by SER. An initial audit will take place within the first 3 years of being accepted for membership of the scheme.

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- 4.2.6 An individual member is entitled to exercise the function of an Approved Certifier of Design (Building Structures), referred to in this guide as a Certifier. That function is to examine the work described in an application for building permit and where appropriate to certify that it complies with the Building Bye-laws (Jersey) with respect to all relevant requirements listed in Part 1 of the second schedule to the Bye-laws, and Bye-law 7. A Certifier must not certify any work that does not comply with the Building Bye-laws and must not certify any work that has not been checked for compliance with the building bye-laws. A Certifier can issue a design certificate, using the prescribed form, to the applicant for building permit for him/her to submit it to the PED with his/her application, or in the case where a conditional approval has been granted he/she can issue the design certificate directly to the PED (see SER Technical Bulletin No 1). In both cases the design certificate must be accompanied by one copy of all structural design drawings and calculations that have been checked for the purposes of issuing the design certificate (see Technical Bulletin No 1).
- 4.2.7 A firm, public body, or other organisation that is a member of the Scheme may act as an Approved Body to supply certification services within the scope of the Scheme.
- 4.2.8 An Approved Body must employ at least one Approved Certifier of Design (Building Structures), support the work of Certifiers in specified ways, hold appropriate levels of professional indemnity insurance, and designate a Certification Coordinator who may or may not be a Certifier.
- 4.2.9 The Certification Coordinator of the Approved Body that is contracted to provide certification services for a building application must countersign certificates issued by the Certifier confirming that the Approved Certifier signing the certificate is employed by the Approved Body..
- 4.2.10 A Certifier is given a personal registration number and may leave an Approved Body without loss of that number. The individual uses that number if subsequently employed by another Approved Body. However, if subsequently employed by a firm not on the Register, the individual cannot act as a Certifier.

4.3 Scheme management

- 4.3.1 SER is a Limited Company, registered at Companies House. It is a subsidiary of the Institution of Structural Engineers. The memorandum and articles of association may be seen at www.ser-ltd.com .
- 4.3.2 SER and the Scheme have the full support of the IStructE and the ICE.

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4.3.3 The Board of Directors of SER is responsible for:

- 1) continuing review of the operation of the Scheme;
- 2) implementation of the Code of Conduct;
- 3) appointment of the Jersey Registration Board;
- 4) appointment of auditors;
- 5) determining fees for membership on joining, annual renewal of membership, certificate fees, and remuneration to members of the Jersey Registration Board and to auditors;
- 6) approval of reports on Scheme finances;
- 7) reporting on the Scheme to the PED.

4.3.4 The Board of Directors of SER comprises:

- 1) 3 members nominated by IStructE
 - 2) 1 member nominated by ICE
 - 3) 1 independent member
- The Board is assisted by the Company Secretary.

4.3.5 The operation of the Scheme is managed and administered by:

- 1) Chief Executive
- 2) Head of Certification
- 3) Administrators

4.3.6 The assessment, auditing, and making recommendations to the SER Board for approval of membership are undertaken by the Jersey Registration Board which is appointed by the Board of SER. The Jersey Registration Board comprises:

- 1) Chairman
- 2) 4 Members or Fellows of ICE and /or IStructE with appropriate experience, with the agreement of both the ICE and the IStructE, normally appointed for three years.

4.3.7 The quorum of the Jersey Registration Board is 3 members

4.3.8 The Jersey Registration Board carries responsibilities and duties delegated to it by the Board of Directors of SER as follows:

- 1) to assess applications from individuals and firms for Scheme membership and to recommend acceptance or rejection, or request additional information; or call the candidate for interview.
- 2) to exercise appropriate quality control of the issue of certificates by review of reports of audits of the certification practice of members; and

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- 3) to review the Scheme and its operation and recommend any changes that it considers necessary.

4.3.9 Members of the Registration Board are paid for their work.

4.4 Criteria for individual membership

4.4.1 Membership is restricted to chartered engineers who are Members or Fellows of IStructE or ICE (i.e. MStructE, FStructE, CEng MICE, or CEng FICE).

4.4.2 Beyond that, candidates must fulfil the following criteria:

- 1) Generally, to have a minimum of five years relevant experience of the design of building structures, gained after award of chartered membership of ICE or IStructE;
- 2) to agree to adopt appropriate procedures to satisfy themselves of the compliance or non-compliance of design work described in an application for a building permit or an application to discharge a condition attached to a building permit;
- 3) to declare that they will only certify if they have sufficient knowledge and understanding of the Building Bye-laws (Jersey) the associated Technical Guidance Documents and relevant codes of practice and design guides.
- 4) to agree to undertake appropriate CPD and to declare at annual intervals their CPD record;
- 5) to declare their experience and expertise in specified aspects of structural design of buildings and to take account of this declaration in their certification practice;
- 6) to undertake to understand the Scheme's requirements as described in this Scheme Guide;
- 7) to undertake to abide by the Code of Conduct;
- 8) to keep a logbook that details all certificates issued together with a record of the basis of decisions on compliance and details of any third party relied on in making decisions on compliance; and
- 9) to agree to submit evidence of their certification practice to audit by SER on request, including the logbook of certificates issued.

4.4.3 An individual Scheme member, a Certifier, may describe themselves as an Approved Certifier of Design (Building Structures).

4.4.4 Membership does not entitle the use of designatory letters such as 'AC', 'ACD' or 'PED' or any logo, including the logos of SER, IStructE, ICE, and the PED.

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- 4.4.5 Individual members will be issued with a certificate of membership of the Scheme. Certificates remain the property of SER and must be returned to SER should the individual cease to be a member of the Scheme for whatever reason.

4.5 Criteria for membership of bodies

- 4.5.1 Criteria for the membership of firms, public bodies, or other organisations are given below. Approved Bodies are required to:

- 1) employ at least one Approved Certifier of Design (Building Structures) so that applications must either:
 - be accompanied by an application for membership of an individual who is permanently employed by the body; or
 - identify an engineer who has already achieved Certifier status with another Body but who has transferred their employment to the body seeking membership
- 2) have in place appropriate auditable checking procedures to assure the quality of certification activities (formal accreditation such as ISO9000 is not mandatory);
- 3) agree to maintain adequate professional indemnity cover for any project certified by an Approved Certifier of Design (Building Structures);
- 4) provide access for Certifiers to all relevant legislation, handbooks, codes, standards and guides;
- 5) make provision to promote the continuing professional development of Approved Certifiers of Design (Building Structures), in support of certification activities (including both technical and procedural training) to a level appropriate to that required by their respective professional institutions;
- 6) designate a Certification Coordinator to countersign certificates completed by a Certifier who is employed by the Approved Body;
- 7) undertake to understand the Scheme's requirements as described in this Scheme Guide;
- 8) undertake to abide by the Code of Conduct;

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- 9) report any changes in staffing to SER with regard to Approved Certifiers of Design (Building Structures) or the Certification Coordinator; and
 - 10) to agree to an audit of their certification activities by SER on request.
- 4.5.2 Bodies with more than one office are required to make a separate application for each branch office that wishes to offer certification services. Only offices or branch offices that employ at least one Certifier are eligible for membership.
- 4.5.3 A sole practitioner can be both a Certifier and an Approved Body and must submit both application forms.
- 4.5.4 An Approved Body may describe itself as an Approved Body for Certification of Design (Building Structures).
- 4.5.5 Certification Coordinators of Approved Bodies will be issued with a certificate of membership of the Scheme that will be sent to the designated Certification Coordinator. Certificates remain the property of SER and must be returned to SER should the Approved Body cease to be a member of the Scheme for whatever reason.

4.6 Duties of an Approved Certifier of Design (Building Structures)

- 4.6.1 The Certifier should be satisfied that their knowledge and experience enables them to discharge the responsibility of certifying a particular design, bearing in mind the type of structure, materials used, complexity or unusual nature of the project. If appropriate, the Certifier should call on other suitably qualified and experienced engineers for advice or to undertake specific checks in order to be satisfied with the design. However, certification is the responsibility of the Certifier alone.
- 4.6.2 A Certifier must undertake certification in a methodical manner, for example by using a certification plan or a check list for each project, and record sufficient detail in a form that can be readily audited by SER.
- 4.6.3 The certificate applies to the whole of the work described in the application for a building permit, or any application to discharge a condition attached to a building permit, including any component parts of the structure designed by others such as proprietary products and parts designed by sub-consultants or contractor-designers. Where components of the structure, e.g. precast floors, roof trusses or cladding components, are designed by others, the Certifier must make sufficient enquiry to be

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satisfied that these components are properly specified and of appropriate quality. The enquiry may include scrutiny of any certificate issued by the British Board of Agrèment or other testing organisation accredited within a European Union member state for that purpose. The Certifier may not rely on 'design certificates' produced by other designers to relieve them of their responsibilities for checking the adequacy of the design.

- 4.6.4 The Certifier must take account of any requirements of the Building Bye-laws other than those in Part 1 of the second schedule, such as those relating to fire protection which may have an impact on design loadings and cover to reinforcement. Certifiers should note however that the Scheme does not extend to the requirements within Part 2 (Fire Safety) of the second schedule dealing with structural fire performance. Any structural calculations undertaken to address matters covered by those requirements will require to be submitted to the PED for checking.
- 4.6.5 In all cases, the design of the structure must be certified by a Certifier and countersigned by the Certification Coordinator of an Approved Body. However, the design or checking of the design may be undertaken by any competent person who may or may not be a Chartered Civil or Structural Engineer.
- 4.6.6 In general, it is expected that the body carrying out the design (or fulfilling the function of the lead designer) will also undertake the certification. It is recognized, however, that this will not always be the case and the design body may wish to sub-contract certification to a third party Approved Body. Alternatively the client may appoint an Approved Body to undertake certification services for the project. In either case the third party Approved Body must carry professional indemnity insurance appropriate to the certification duties.
- 4.6.7 The adoption of appropriate levels of checking of designs before they are certified is a fundamental part of the Scheme. It is the Certifier's responsibility to determine the appropriate checking regime for any particular project. Reference should be made to Technical Bulletin No 2 for the limited range of projects where a Certifier may also be the designer and the checker. Technical Bulletin 2 also provides general guidance on checking.
- 4.6.8 The Certifier is expected to notify the designer if they have identified non-compliance with any aspect of the building bye-laws relating to structure, and to re-examine the design when changes have been made.
- 4.6.9 An important feature of the system is that it requires one Certifier to have a holistic overview of the building structure for the whole of any building

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bye-law application and, wherever practicable, for any application for amendment.

- 4.6.10 In many cases building projects will be granted a conditional approval, permitting details of the structural design to be provided later. The scheme allows its members to certify up to the stage agreed with the PED.. This arrangement is suitable where the future stages are structurally independent, or where the loads that may be imposed by future stages can be reliably determined. For example, the foundations may be certified prior to the certification of the above-ground structure, and certification up to roof level may precede certification to include roof structure. Note that the building permit is for the whole building with the condition that work cannot proceed on the future stages until all relevant conditions have been discharged. Ideally the same Certifier should be used at each stage, but a change of Certifier may be unavoidable.
- 4.6.11 It must be clearly understood that the design certificate is intended to relate to design work which has been completed, except as explained in 4.6.13, and complies with the Bye-laws and is not a statement that the design, after it is finished, will comply with the Bye-laws. The signing of a certificate in respect of design work which has not been completed is contrary to the intentions of both the Bye-laws and the Scheme and may lead to disciplinary action or prosecution.
- 4.6.12 It is recognised that in many instances the structural design for the building may not be complete at the time an application for a building permit is made. This can be because a structural engineer has not yet been appointed or because components or details (for example, timber roof trusses, steelwork connections and piling) are designed by a specialist contractor often some time after the general layout design of the structure has been completed. Other components, such as precast floor units or anchor fixings, may be chosen on the basis of information presented in manufacturer's catalogues or test certification, however these may not be specified at the time the building application is lodged. In such circumstances the applicant will need to apply for a conditional approval based on a series of performance statements for the structural design being given in the general building specification. This will enable a building permit to be issued subject to the condition that a design certificate is provided in respect of the structural design prior to commencement of work. (For further details of this procedure refer to Technical Bulletin No 1)
- 4.6.13 It is the intention of the Building Bye-laws that an individual Certifier should be responsible for all aspects of the structural design and should certify all of the structural aspects of the entire completed building. In the

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case of staged certification each design certificate must therefore be signed by the same individual.

- 4.6.14 In exceptional circumstances this may not be possible (e.g. if for any reason the Certifier of the initial stages of the work is no longer available). In this eventuality the Certifier of the later stages of the works must not sign the relevant design certificate(s) unless and until they have satisfied themselves of the adequacy of all of the preceding stages of the work and the mutual compatibility of the various stages of the works.
- 4.6.15 Individuals may change their employment during the course of their careers. A change of employer may have implications in respect of staged certification for work which has yet to be completed. This situation may be handled in one of two ways:
- 1) Although the Certifier must be employed by an Approved Body at the time of certification, there is no requirement for the same Approved Body to be the Certifier's employer for all stages of the project, and to be named as such on each certificate. It is therefore acceptable for the Approved Body to change between certification stages. However if this approach is adopted it must be clearly understood that the Approved Body for the later stages of the project is also accepting certification responsibility for the earlier stages of the works.
 - 2) Alternatively the initial Approved Body can retain all responsibility for the project and appoint a different Certifier (in which case the requirements of 4.6.15 above will apply).
- 4.6.16 In any circumstances relating to staged certification where it is necessary for the Certifier or Approved Body to change during the course of the certification process, the applicant for the building permit should write to the PED pointing out the change, detailing how it has been dealt with and confirming that both the Certifier and Body are accepting responsibility for compliance with the bye-laws for all stages of the project. A new Body should secure an appropriate appointment from the client covering the provision of certification services for the entire project.
- 4.6.17 Where it has been agreed with the PED that a staged certification is appropriate, the design certificate shall clearly define the extent of the works covered and those which still require certification before the whole building can be certificated

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4.7 Duties of an Approved Body (Certification of design of building structures)

- 4.7.1 The Approved Body must provide an environment that supports the Certifier and maintain the conditions under which it was approved. The criteria for membership of an Approved Body are given in 4.5.1.
- 4.7.2 The Certification Coordinator of an Approved Body must not countersign certificates for any period during which the Body does not employ an Approved Certifier.
- 4.7.3 The Certification Coordinator is responsible for ensuring that the conditions under which the Approved Body was approved are fulfilled and maintained, except in the case of a change of Certification Coordinator. Any change must be reported to SER.
- 4.7.4 An Approved Body, is also required to allocate adequate time and resource to the certification process in order to provide the support described above. An Approved Body should advise their clients of the amount of time and cost associated with the certification process prior to accepting appointment of their Certifier.
- 4.7.5 Approved Bodies must make provision to ensure that an Approved Certifier who they employ is adequately protected from financial loss as a consequence of undertaking certification work on their behalf.
- 4.7.6 Approved Bodies must undertake a review of the risks associated with any certifier appointment and ensure that appointments have been based on appropriate contractual terms and conditions. Consideration should be given to limiting liabilities as a certifier through separate appointments to those as designer.

4.8 Code of Conduct

- 4.8.1 The Scheme is dependent on trust and strict adherence to this Code of Conduct.
- 4.8.2 The Scheme requires that its members, the persons employed or engaged by SER, and members of any board or panel intended to further the purposes of the Scheme and SER:
 - 1) act with integrity and fairness;
 - 2) have regard to the public interest and to the interests of all those affected by their activities;

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- 3) do not maliciously or recklessly injure or attempt to injure the reputation of another person;
- 4) avoid conflicts of interest; and
- 5) uphold the reputation of the Scheme.

4.8.3 The Scheme requires that individual members that perform the function of Approved Certifiers of Design (Building Structures):

- 1) Exercise appropriate skill, care, diligence and judgment in undertaking the certification of Design (Building Structures) with respect to the Building Bye-laws (Jersey);
- 2) adhere to the professional Rules of Conduct of the IStructE or the ICE;
- 3) do not represent themselves as having expertise or experience that they do not possess;
- 4) maintain and broaden their expertise;
- 5) undertake only those tasks for which they have appropriate expertise and experience;
- 6) do not certify work designed by others without carrying out necessary checks to satisfy themselves of the adequacy of the design and compatibility within the whole structure;
- 7) acknowledge that for some projects they may lack appropriate experience to enable them to act as the Certifier; and
- 8) disclose to SER if they have been convicted of an offence by a court or have been subject to an adverse finding of any kind by any tribunal, court or other authority.

4.9 Complaints and Appeals

4.9.1 SER has complaints and appeals procedures approved by the PED. Details of these may be found in Appendix A

5 MEMBERSHIP PROCESSES

5.1 Applications for membership

- 5.1.1 All applications for membership are to be submitted on-line to SER at www.ser-ltd.com.
- 5.1.2 Payment of the membership joining fee may be made on-line by debit card or credit card, or by cheque.
- 5.1.3 Once payment has been made the completed application form will be e-mailed to the person applying. A hard copy should be downloaded, signed and posted to the Head of Certification at SER, 11 Upper Belgrave Street, London, SW1X 8BH for confirmation.
- 5.1.4 The application will not be assessed until the signed hard copy is received.
- 5.1.5 The joining fees are as follows:
- | | |
|--------------------------------|----------------------------------|
| Approved Certifiers of Design: | Individual membership: £25 + VAT |
| Approved Bodies: | Sole practitioners £50 + VAT |
| | Other bodies £100 + VAT |
- Fees are subject to annual review by the Board of SER. For up to date figures refer to www.ser-ltd.com
- 5.1.6 An appeal to SER may be lodged if an application for membership is rejected (see Appendix A).

5.2 Assessment of applications for membership

- 5.2.1 The Jersey Registration Board will nominate pairs of Board members to assess each application for membership of the Scheme, once the Administrator has checked the electronic application for completeness and the eligibility criterion regarding qualifications.
- 5.2.2 Members of the Jersey Registration Board must declare any current or past interest in candidates.
- 5.2.3 The assessors will grade each application in one of three ways:
- 1) Does not satisfy the criteria for membership;
 - 2) Satisfies the criteria for membership;
 - 3) Can not be decided: call for more information or applicant for interview.

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- 5.2.4 Following this grading and any interview, the nominated pairs of members will submit their recommendations to the Jersey Registration Board as a whole for approval of their decisions. The recommendations of the Jersey Registration Board are subject to ratification by the SER Board of Directors and will be recorded and reported to the candidate by the Head of Certification.

5.3 Maintaining membership

- 5.3.1 Membership is subject to an annual subscription as follows:

Approved Certifiers of Design:	Individual membership £25 + VAT
Approved Bodies:	Sole practitioners £50 + VAT
	Other bodies £100 + VAT

Fees are subject to annual review by the Board of SER. For up to date figures refer to www.ser-ltd.com

- 5.3.2 If fees for membership of a Certifier or Approved Body remain unpaid for one month after the due date, membership may be suspended. If fees remain unpaid for 3 months, the membership of the Certifier or Approved Body is terminated. A full re-application is required prior to re-instatement.
- 5.3.3 Certifiers who wish to continue their membership must provide an annual report on their CPD.
- 5.3.4 Certifiers who wish to amend their declaration of competence may make separate application at annual intervals.
- 5.3.5 Certifiers are required to maintain an up to date log book of all certificates issued.
- 5.3.6 Bodies must retain, for audit purposes, evidence of professional indemnity insurance for all projects certified.
- 5.3.7 The Certification Coordinator of an Approved Body is not permitted to countersign certificates during any period when the body does not employ at least one Certifier and must inform SER of any such periods.
- 5.3.8 Any member who wishes to resign their membership must inform SER who will notify the PED by the end of the next working day.
- 5.3.9 Membership may be terminated, or other disciplinary action taken, at any time following properly conducted appeals and disciplinary procedures

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(see Appendix A). SER will notify the PED by the end of the next working day.

5.4 Auditing of Scheme membership and certificates issued

- 5.4.1 SER will audit certification practice by the membership of the Scheme and the certificates issued.
- 5.4.2 Three forms of audit may be undertaken:
- 1) audits within 3 years of the latest approval of membership;
 - 2) targeted audits at the request of the Head of Certification, following discovery or complaints of poor practice;
 - 3) random audits.
- 5.4.3 SER reserves the right to phase the audit programme in order to make sensible use of resources. There will be no charge for audits. Instead, auditing will be financed from certificate fee income.
- 5.4.4 SER will give at least 10 working days' notice of an audit.
- 5.4.5 Audits will normally be undertaken by members of the Jersey Registration Board assisted, where necessary, by appropriately experienced Chartered civil or Structural Engineers who have been appointed by SER to a pool of auditors for the Scheme. The recruitment of auditors will be initiated by the advertising of vacancies.
- 5.4.6 The Board of Directors of SER will appoint and employ the auditors. Auditors will be paid for their work.
- 5.4.7 Auditors must declare any current or past interest in Certifiers or Approved Bodies.
- 5.4.8 Audits will normally be undertaken at the member's offices by an audit team. They will:
- 1) consider the previous certification work including records (the Certifier's log book of certificates issued, copies of certificates and check lists retained by the Certifier, notes on the procedures used, and evidence of support provided by the Body to the Certifier), and any complaints together with any responses to complaints;
 - 2) consider the original declaration of expertise and experience by Certifiers and compare with a random sample of certificates;
 - 3) report on the audit to the Jersey Registration Board.

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- 5.4.9 The Jersey Registration Board will review the auditors' report and make a recommendation to the SER Board. The possible recommendations are:
- 1) Successful audit; Certifier should remain on Register for remainder of 5 year period; Body should remain on Register for remainder of 5 year period or until subsequent audit failure if sooner.
 - 2) Unsuccessful audit, specify remedial action, audit again within 12 months.
 - 3) Unsuccessful audit, terminate membership.

5.5 Auditing of SER

- 5.5.1 The management of the Scheme by SER, including membership assessment, auditing, and approval processes is subject to annual audit by the PED on behalf of the Planning and Environment Minister.

6 Further Information

6.1 The Planning and Environment Departments' Certification Register

- 6.1.1 The PED Certification Register is the only authoritative list of Approved Certifiers, Approved Bodies, schemes and scheme providers. The Register is maintained and kept up to date by the PED. The Register is available for inspection at: www.gov.je

6.2 Structural Engineers Registration Ltd (SER)

- 6.2.1 The SER website provides further information at www.ser-ltd.com
- 6.2.2 Enquiries about the Scheme may be answered at the SER website. Otherwise enquiries should be addressed to:

Head of Certification
Structural Engineers Registration Ltd
11 Upper Belgrave Street
London
SW1X 8BH
admin@ser-ltd.com
Tel: 020 7235 4535
Fax: 020 7235 4294

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APPENDIX A

Complaints and Appeals Procedures – In preparation