

## Instructions for completion and use of certificates and schedules

Please note the following:

- Part A of the certificate should be signed by you as the Approved Certifier of Design. Please notify Structural Engineers Registration Ltd of the date on which you do this by using the link on the E-mail to which this document was attached.
- Part B of the certificate should be signed by the Certification Coordinator of the Approved Body for which you are working. Please notify Structural Engineers Registration Ltd of the date on which this happens by using the link on the E-mail to which this document was attached.
- Certificates relating to new buildings or alterations and/or extensions, but not those for conversions, are accompanied by a schedule (Schedule 2) recording the manner in which the project has been certified. The schedule should be signed by you as the Approved Certifier of Design. The original signed schedule should be appended to the record copy of the certificate but should not be sent to the local authority.
- Where designed details have been excluded from the scope of the certificate using the Post Warrant Contractor Designed Details procedure then these details must be listed in a separate schedule (Schedule 1). This schedule should be signed by you as Approved Certifier and sent to the local authority verifier along with your design certificate. A copy should be retained with your records.
- The original signed certificate should be forwarded as part of the Building Warrant application to the local authority acting as Verifier for the project. A copy should be retained for your records.
- Details of the certificate should be entered into your logbook.

Certificate No.		Schedule 1 Form	
Project Ref.			
Project Location (As described in Warrant Application)			
Parent Certificate (Staged Certificate)			
Building Warrant Number (if known)			

**STRUCTURAL ENGINEERS REGISTRATION LIMITED**  
**CERTIFICATE OF DESIGN (BUILDING STRUCTURES)**  
**FOR ALTERATION, ALTERATION AND EXTENSION OR EXTENSION OF AN EXISTING BUILDING**  
**Part A: To be completed by Approved Certifier of Design**

Description Of Works	
Stage Number and Description (If Applicable)	

I certify that, having exercised reasonable skill care and diligence in consideration of the design proposal for the project described in the application:

- i) The structural design complies with the Building (Scotland) Regulations 2004 (as amended) with respect to **Standards 1.1 and 1.2** of Schedule 5 to Regulation 9 (see note 2).
- ii) The overall stability of the existing building, once completed, will not be impaired as a direct result of the alteration and/or extension.
- iii) Where this certificate relates to an application for a stage, the design of this stage is consistent with the design of any previously certified stages.
- iv) I am registered by the Scottish Government Building Standards Division as competent to certify the design of such work.

Note 1: This certificate has been issued in support of an application for building warrant under the Building (Scotland) Act 2003 only and must not be used or relied upon for any other purposes including under any contract to which the Certifier is not a party.

Note 2: This certificate must relate to the building regulations in force at the date the building warrant application is made.

Note 3: This certificate relates solely to the design of the building (or the design up to the stage of construction to which the certificate relates) and does not certify any aspects of construction.

Note 4: Any structural details which have yet to be designed in detail and for which a performance specification has been supplied with the building warrant application are listed in Schedule 1 accompanying this certificate.

Signature			Day			Month			Year		Certifier registration number:	
Name									200		SER1-D-	

**Part B: To be completed by the certification coordinator of the Approved Body**

I confirm that the person signing Part A is an Approved Certifier of Design and is a principal in or is employed by this body. This body is registered by the Scottish Government Building Standards Division to provide certification services for Design (Building Structures) and employs at least one approved certifier under that scheme. I am registered as certification coordinator for this body.

Signature			Day			Month			Year		Body registration number:	
Name									200		SER1-DB-	

Body Name	
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<b>Certificate No.</b>		<b>Schedule 1 Form</b>	
<b>Project Ref.</b>			
<b>Project Location (As described in Warrant Application)</b>			
<b>Parent Certificate (Staged Certificate)</b>			
<b>Building Warrant Number (if known)</b>			

**SCHEDULE 1:** The following items, while forming part of the structural design covered by this certificate, are subject to detailed design by a specialist contractor which has yet to be completed. A performance specification covering the design of these items has been submitted with the information accompanying the building warrant application. I understand that I will be required to sign a certificate indicating that the design of these items has been undertaken in accordance with the performance specification at the appropriate time.

	<b>Item Ref</b>	<b>Item Description</b>
	1	Timber roof trusses
	2	Piling
	3	Steelwork connections
	4	Precast concrete floor units
	5	Precast concrete stairs
	6	Pedestrian barriers/handrails
	7	Vehicle barriers
	8	Cladding Fixings
	9	Other

Signature	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>	Certifier registration number:	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	200	<input type="text"/>	SER1-D-	<input type="text"/>

<b>Certificate No.</b>		<b>Schedule 1 Form</b>	
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### SCHEDULE 2 for Alteration, Alteration and Extension or Extension of an Existing Building

Note: It is the duty of the Approved Certifier of Design to ascertain the full extent of the structure covered by the Regulations.

**Scope of certification and how certified:** For all certified features state how certified, using options 1-5 All features relevant to the project must be included. (N.A. may only be used if the feature is not relevant to the project and should not be used to indicate a feature of the design that has not been certified.)

1: Certifier was Designer, check by others.

3: Certifier made independent assessment (subject to limitations specified by the scheme).

5: Certifier was designer and checker.

2: Certifier was Checker, structure designed by others.

4: Certifier used competence of an identified third party (subject to limitations specified by the scheme).

General Design Overview	Material	Certification Option
Bearing capacity	-	3
Condition assessment of existing building	-	3
Loading assessment (Live;Dead;Wind;)	-	3
Overall Stability	-	3
Site investigation scope and application to ground conditions	-	3
Sub-structures	Material	Certification Option
Spread foundations (Strip and Pad)	-	5
Superstructure	Material	Certification Option
Brick / block Walls	-	5
Slappings	-	5
Timber Frame	-	5
Timber Roof Structure	-	5
Timber suspended floor/s	-	5
Building Envelope	Material	Certification Option
Fixings	-	5
Masonry / brick / block cladding	-	5
Wall ties	-	5

Signature	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>	Certifier registration number:	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	200	<input type="text"/>	SER1-D-	<input type="text"/>