



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

Scheme Guide

August 2021

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 Infrastructure, Housing and Environment Department and can be viewed at www.gov.je.

Contents

Contents.....	2
1 Glossary of Terms and Abbreviations	3
2 Legislation and Guidance	5
3 Foreword	6
4 The Scheme.....	8
4.1 Authority and scope of the Scheme.....	8
4.2 Membership of the Scheme	8
4.3 Scheme management	9
4.4 Conditions for membership as an Approved Certifier of Design (Building Structures).....	10
4.5 Conditions of membership as an Approved Body for Certification of Design (Building Structures)	13
4.6 Code of Conduct.....	16
4.7 Complaints and Appeals	16
5 Membership Processes.....	17
5.1 Applications for membership.....	17
5.2 Assessment of applications for membership	17
5.3 Maintaining membership	17
5.4 Auditing of Scheme membership and certificates issued.....	18
5.5 Auditing of SER	18
6 Further Information.....	19
6.1 The Infrastructure, Housing and Environment Department’s Certification Register	19
6.2 Structural Engineers Registration Ltd (SER).....	19

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
Approved Certifier	An Approved Certifier of Design (Building Structures), i.e. a Structural or Civil Engineer who 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
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.
CPD	Continuing Professional Development
Firm	A company, partnership, contractor, or sole practitioner
IHE	The Government of Jersey Infrastructure, Housing and Environment Department
ICE	Institution of Civil Engineers
IStructE	Institution of Structural Engineers
Law	The Planning and Building (Jersey) Law 2002 (as amended)
Register	The register of Approved Certifiers of Design (Building Structures) maintained by the Government of Jersey
Scheme	Scheme for the Certification of Design (Building Structures)
SER	Structural Engineers Registration Ltd
Sole practitioner	A single engineer who does not employ any other engineers
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.

2 Legislation and Guidance

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

Building Bye-laws (Jersey) 2007 (as amended)

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

Copies of the documents listed above may be downloaded from www.gov.je

SER has published guidance related to the Scheme which can be accessed via the Resources page at <https://www.ser-ltd.com/ser-jersey/resources>

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 Infrastructure, Housing and Environment Department (IHE) 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 Minister responsible for making Building Bye-laws approved a Scheme for Certification of Design (Building Structures) and Structural Engineers Registration Ltd (SER) were appointed 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 IHE. 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.

As a result of the 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 IHE. The Jersey Registration Board of SER assesses all applications for membership from individuals and firms. SER undertakes audits of the certification practice of Scheme members.

The Law also introduces the possibility of criminal prosecution in the event of reckless certification. In consequence individual Certifiers are required to undertake additional actions, which may not historically 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 document describes the Scheme, its management, and the management processes.

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 on 13 July 2007.
- 4.1.5 The Scheme and SER, the scheme provider, are subject to audit by the IHE.

4.2 Membership of the Scheme

- 4.2.1 Membership of the Scheme is subject to criteria defined by SER and approved by the Infrastructure, Housing and Environment Department.
- 4.2.2 SER will forward details of membership of the Scheme to the IHE Certification Register within a week of a change occurring.
- 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 upon applying to join 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.
- 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, generated from SER, directly to the IHE to discharge conditions relating to the structural design of a building (see SER Technical Bulletin No 1). 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.
- 4.3.3 The Board of Directors of SER comprises:
1. 3 members nominated by IStructE
 2. 1 member nominated by ICE
 3. 1 independent member
 4. Up to 2 additional members as deemed necessary by the Board
- 4.3.4 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 Audit Pool
 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 IHE
 8. confirming the outcomes of application assessments, audits of certification performance and reviews of membership of the scheme

The Board is assisted by the Company Secretary of SER.

- 4.3.5 The operation of the Scheme is managed and administered by the Head of Certification and the Registration Schemes Administration Team.

- 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, normally appointed for three-year terms.

The quorum of the Jersey Registration Board is 3 members

- 4.3.7 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, request additional information and/or call the candidate for interview as appropriate and to recommend to the SER Board whether or not the application should be accepted
 2. to exercise appropriate quality control of the issue of certificates by review of reports of audits of the certification practice of members
 3. to review the Scheme and its operation and recommend any changes that it considers necessary
- 4.3.8 Audits of certification practice of Scheme members are conducted by members of the Jersey Registration Board, with the assistance of members of the Audit Pool.
- 4.3.9 Members of the Audit Pool are appointed by the Board of SER to assist with the undertaking of audits, normally for three-year terms.
- 4.3.10 Members of the JRB and Audit Pool are Members or Fellows of ICE and/or IStructE, or who hold a professional qualification of equal standing as determined by SER, with appropriate experience in the design of building structures and of certification under the SER Scheme.

Candidates for the JRB will, in most cases, have had previous experience as members of the Audit Pool; however, in circumstances where suitable candidates from the Audit Pool are not forthcoming, other applicants will be considered providing they can clearly demonstrate a detailed understanding and experience of the Scheme.

- 4.3.11 Members of the Registration Board and the Audit Pool are remunerated for their work.

4.4 Conditions for membership as an Approved Certifier of Design (Building Structures)

- 4.4.1 Membership of the Scheme is restricted to chartered engineers who are Members or Fellows of IStructE or ICE (i.e. MStructE, FStructE, CEng, MICE, or CEng, FICE) or to those who hold a professional qualification of equal standing from an equivalent overseas institution as determined by SER. Generally, they must also have a minimum of five years' recent relevant experience of the design of building structures.
- 4.4.2 Approved Certifiers must agree to fulfil all the requirements of the scheme as described in the Scheme Guide and agree to abide by the Code of Conduct.
- 4.4.3 Approved Certifiers must 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. Approved Certifiers must not certify projects where the work, or a significant proportion of the work, falls outwith the limits of knowledge and experience declared in the application for membership of the Scheme, unless it can be demonstrated that the necessary knowledge and experience has been acquired since making the application. New applicants will be required to demonstrate an adequate level of experience and expertise in specified aspects of structural design of buildings.

- 4.4.4 Approved Certifiers must have a good understanding of the Jersey building standards system and the SER Scheme's requirements as described in this Scheme Guide and other guidance issued by SER.
- 4.4.5 Approved Certifiers must maintain their knowledge and skills at a level necessary to discharge their duties. They must undertake an adequate level of CPD and must submit a return annually detailing the amount and type of CPD undertaken and the learning outcomes achieved. New applicants will be required to provide details of CPD undertaken over the previous three years. Further information is available in the guidance note on CPD requirements.
- 4.4.6 Approved Certifiers must undertake certification in a methodical manner. They must have procedures in place that will enable them to identify the scope of their certification, plan the certification process and satisfy themselves of the compliance or non-compliance of design work described in an application for a building permit.
- 4.4.7 The certificate applies to the whole of the work described in the application for a building permit. Approved Certifiers must, therefore, make themselves aware of the extent of the work covered by the application.

Approved Certifiers must note the definitions of 'building' and 'building work' within the Building Bye-Laws (Jersey) 2007.

Approved Certifiers must also note that the Requirements in Part 1 of Schedule 2 refer to the 'building' and not to the structure of the building. It is for this reason that scoping, i.e. determining the elements of the project that need to be considered as part of the certification process, is so important.

- 4.4.8 The building standards system is designed to check that the proposed building work meets the relevant requirements. Approved Certifiers must, therefore, see that the design for the work described in the application, excluding any work that is described on Schedule 2 to the certificate, has been completed and that it has had the appropriate level of checking.

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 Scheme and may lead to disciplinary action or prosecution.

- 4.4.9 It is a fundamental requirement of the Scheme that the design is checked before certification and it is the responsibility of the Approved Certifier to see that appropriate levels of checking of designs have been adopted.

While the design must be certified by an Approved Certifier, the design and the check may be undertaken by any competent person who may or may not be a Chartered Civil or Structural Engineer.

- 4.4.10 Approved Certifiers must notify the designers if they identify any aspects of the structural design which do not comply with the structural requirements of the building regulations and must re-examine the design after changes have been made, but before certification.
- 4.4.11 It is a requirement of the Scheme that records are maintained by the Approved Certifier of how compliance with the Bye-Laws was established. These should include evidence of scoping, certification plan, design review checklists, etc.
- 4.4.12 It is the intention of the Building Bye-laws and an important feature of the Scheme that an individual Approved Certifier will certify the structural design of all the elements of the building, so that there is a holistic overview of that design. It is expected therefore that the same Approved Certifier will sign all the design certificates issued in relation to an application for a building permit or to discharge a condition attached to a building permit.

In exceptional circumstances it may be necessary for a new Approved Certifier to certify further stages of the design or amendments to the design. For the procedure to be adopted see the relevant guidance issued by SER.

In any circumstances where it is necessary for the Approved Certifier or Approved Body to change during the building design process, the applicant for the permit should write to IHE pointing out the change, detailing how it has been dealt with and confirming that in presenting new certificates on the project both the Approved Certifier and Approved Body are now taking responsibility for compliance with the Bye-laws for all stages of the project. A new Approved Body should secure an appropriate appointment from the client covering the provision of certification services for the entire project.

- 4.4.13 Approved Certifiers must agree to be audited by SER when requested, at which time they must produce records of their certification practice.
- 4.4.14 Approved Certifiers must declare any conflicts of interest likely to arise from them undertaking the role of an Approved Certifier on any particular project.
- 4.4.15 Approved Certifiers 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.
- 4.4.16 An Approved Certifier may describe themselves as an Approved Certifier of Design (Building Structures).

Membership does not entitle the use of designatory letters such as 'AC', 'ACD' or the logos of SER, IStructE, ICE, IHE, or the Jersey Government.

- 4.4.17 Approved Certifiers must ensure that their email address and other contact details are always up to date on the SER website. SER website login details must not be shared.
- 4.4.18 Approved Certifiers are responsible for any activity which takes place on their SER account.

4.5 Conditions of membership as an Approved Body for Certification of Design (Building Structures)

4.5.1 Approved Bodies are required to employ at all times at least one Approved Certifier of Design (Building Structures) (i.e. they must either be employed under PAYE or be a Director/Partner/Principal of the firm).

To fulfil this requirement, applications for membership as an Approved Body must either identify an engineer employed by the firm who has already achieved Approved Certifier status or be accompanied by an application for membership of an individual who is permanently employed by the Approved Body.

Approved Bodies must inform SER immediately of any changes to the Approved Certifiers that they use or if they do not employ at least one Approved Certifier as defined above.

4.5.2 Approved Bodies are required to have in place:

1. procedures to ensure the quality of the certification activities of their Approved Certifiers and to see that designs that are presented to their Approved Certifiers for certification are presented timeously, are complete, except where work is to be undertaken in a later stage, are of an appropriate quality and have been checked in accordance with the scheme requirements
2. access for Approved Certifiers to relevant legislation, handbooks, codes, standards and guides
3. policies which promote the continuing professional development of Approved Certifiers, in support of certification activities (including both technical and procedural training) to the level required by SER
4. procedures in place to manage post-certification design changes

4.5.3 Approved Bodies must have in place and maintain adequate professional indemnity cover for any project certified by an Approved Certifier of Design (Building Structures) and must provide evidence of that insurance cover when requested by SER.

Approved Bodies must make provision to ensure that any Approved Certifier who they employ or have employed is adequately protected from financial loss as a consequence of undertaking certification work on their behalf.

Approved Bodies must undertake a review of the risks associated with any Approved Certifier appointment and ensure that appointments have been based on appropriate contractual terms and conditions. Consideration should be given to limiting liabilities of an Approved Certifier through separate appointments to those as designer.

For further information refer to separate guidance on Responsibilities and Liabilities.

4.5.4 Approved Bodies are required to designate a Certification Coordinator to be responsible for ensuring that the conditions under which the Approved Body was approved are fulfilled and maintained and to countersign certificates completed by an Approved Certifier who is employed by the Approved Body. The Certification Coordinator of an Approved Body must not countersign certificates for any period during which the Approved Body does not employ an Approved Certifier.

Approved Bodies must inform SER of any changes with regards to their Certification Coordinator(s).

The Certification Coordinator is responsible for ensuring that the conditions of membership are fulfilled and maintained, and for bringing any shortcomings to the attention of the Approved Body.

- 4.5.5 Approved Bodies must agree to fulfil all the requirements of the scheme as described in the Scheme Guide and agree to abide by the Code of Conduct.
- 4.5.6 Approved Bodies must agree to be audited by SER when requested, at which time they must produce evidence of how they are meeting the conditions of membership.
- 4.5.7 Approved Bodies are required to demonstrate that they have procedures in place to ensure that complaints made against the Approved Body and any of its Approved Certifiers in relation to certification of design under the Building Bye-Laws (Jersey) 2007 are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction. The procedures must allow for the submission of a complaint to SER in respect of any matter that directly concerns certification of design under the Building Bye-Laws (Jersey) 2007 and that cannot be resolved with the Approved Body.
- 4.5.8 An Approved Body may describe itself as an Approved Body for Certification of Design (Building Structures).
- Membership does not entitle the use of designatory letters such as 'AB', 'ABCD' or the logos of SER, IStructE, ICE, or the Jersey Government.
- 4.5.9 Approved Bodies 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 Approved Body cease to be a member of the Scheme for whatever reason.
- 4.5.10 Approved Bodies must maintain adequate records of projects certified to allow their Approved Certifiers to comply with their obligations under the Scheme.
- These records should include copies of any reports, calculations, drawings, details, specifications, document issue sheets, relevant correspondence, etc.
- Approved Bodies must allow their Approved Certifiers to keep records of their certification practice so they can comply with their obligations under the Scheme.
- 4.5.11 Approved Bodies must provide an environment that supports its Approved Certifiers and must allocate adequate time and resources to the certification process in order to provide the support described above. Approved Bodies should advise their clients of the amount of time and cost associated with the certification process prior to the Client accepting appointment of their Approved Certifier.
- 4.5.12 Approved Bodies must ensure that there are no circumstances whereby they will not accept responsibility for a certificate issued by an Approved Certifier who they employ or have employed and that was countersigned by their Certification Coordinator or whereby that the certificate is not covered by their PII.

- 4.5.13 In circumstances where an Approved Body is unable to fulfil its obligations to its client, e.g. by undertaking the certification of further stages of the design and/or amendments to the design, or by reviewing third party designs, the Approved Body must assist the client to identify an alternative Approved Body and Approved Certifier.

In cases where a mistake, omission, or inaccuracy is discovered in work which has been certified and the Approved Body fails to assist its client as required above, SER will provide assistance in this respect.

- 4.5.14 Approved Bodies must make a report to SER as soon as they become aware of an alleged failure of any part of a building to meet the Requirements in Part 1 of Schedule 2 where the design of that building was certified by one of its Approved Certifiers. For further information refer to separate guidance on Reporting of Failure of Certified Structures.
- 4.5.15 The Approved Body must immediately inform SER Admin of any change to the ownership, status or name of the Firm to which the registration applies.
- 4.5.16 The Certification Coordinator must ensure that their email address and the Approved Body's contact details are always up to date on the SER website. SER website login details must not be shared.
- 4.5.17 Certification Coordinators are responsible for any activity which takes place on their SER account.

4.6 Code of Conduct

4.6.1 The Scheme is dependent on trust and strict adherence to this Code of Conduct.

4.6.2 The Scheme requires that Approved Bodies and Approved Certifiers who are members of the scheme, 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
3. do not maliciously or recklessly injure or attempt to injure the reputation of another person
4. must avoid conflicts of interest
5. uphold the reputation of the Scheme

4.6.3 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) 2007
2. adhere to the professional Rules of Conduct of the IStructE or the ICE or the equivalent professional body with which they are registered
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 Approved Certifier
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

4.7 Complaints and Appeals

SER has procedures, approved by IHE, for complaints against Scheme members and appeals against decisions concerning membership. Details of these may be found at www.ser-ltd.com.

5 Membership Processes

5.1 Applications for membership

5.1.1 All applications for membership are to be submitted online to SER at www.ser-ltd.com. Once payment has been made the applicant must sign and date the completed application form and send to SER Ltd.

5.2 Assessment of applications for membership

5.2.1 SER Admin check applicant's declarations of Chartered membership with the relevant Institution, as well as checking the online application for completeness.

5.2.2 Two members of the Jersey Registration Board are nominated to assess each application for membership of the Scheme.

5.2.3 Members of the Jersey Registration Board must declare any current or past conflict of interest in contributing to the assessment of an applicant.

5.2.4 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. Cannot be decided: call for more information or applicant for interview.

5.2.5 Following this grading and any interview, the members 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. Decisions reported to the applicant by the Head of Certification.

5.2.6 All personal information is collected and stored in accordance with the Privacy Policy available on the SER website at <https://www.ser-ltd.com>

5.3 Maintaining membership

5.3.1 Membership must be renewed annually by paying the appropriate fee. If renewal fees for an Approved Certifier or Approved Body are not paid by the due date their ability to generate certificates is disabled. If fees remain unpaid for three months, the membership of the Approved Certifier or Approved Body is terminated. A full re-application is required prior to re-instatement.

5.3.2 Approved Certifiers who fail to provide a CPD return by the required date may have their membership suspended until a return is provided.

5.3.3 Certifiers who wish to amend their declaration of competence may do so as part of the annual renewal process.

5.3.4 Any member who wishes to resign their membership must inform SER who will notify IHE.

- 5.3.5 Membership may be terminated, or other disciplinary action taken, at any time following properly conducted appeals and disciplinary procedures (see 4.7). SER will notify IHE by the end of the next working day.
- 5.4 Auditing of Scheme membership and certificates issued
 - 5.4.1 SER audits the activities of Approved Bodies and Approved Certifiers who are members of the Scheme.
 - 5.4.2 Details of SER's procedures for auditing may be found in *Procedures for Auditing the Activities of Approved Bodies and Approved Certifiers* available from www.ser-ltd.com.
- 5.5 Auditing of SER
 - 5.5.1 The management of the Scheme by SER, including membership assessment and auditing is subject to audit by the IHE Department.

6 Further Information

6.1 The Infrastructure, Housing and Environment Department's Certification Register

6.1.1 The IHE 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 IHE Department. 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
47-58 Bastwick Street
London
EC1V 3PS

admin@ser-ltd.com

Tel: 020 7201 9116