



## Guidance Note 5 – Revision B

### Reporting of Failure of Certified Structures due, in whole or in part, to the certification of design

The purpose of the Scheme of Certification of Design (Building Structures) is to ensure that buildings have been designed to comply with the requirements of the Building (Scotland) Regulations 2004 with respect to Standards 1.1 and 1.2 of Schedule 5. From time to time there may be failures of buildings where the structural design was certified. Such failures may or may not relate to the design and certification of the building structure.

Once a member of the Scheme becomes aware of the failure of any part of a building for which they are responsible for the certification of design they shall consider whether such awareness is a notifiable event in respect of their insurers and notify accordingly.

At the conclusion of any investigation of the alleged failure by insurers and/or other authority body (including but not limited to the Court) that a failure did occur and that the certification of design, in whole or in part, contributed to that failure, the member shall report the failure and outcome of the investigation to SER. The responsibility for notification rests with the Approved Body responsible for the certification of the design.

On receipt of a report SER may take whatever action is considered to be appropriate given the particular circumstances of the case, including but not limited to reporting the matter to relevant authorities and undertaking an audit of the member's certification practice.

Reports should be made using the attached form and sent to the SER administrative team via email at: [admin@ser-ltd.com](mailto:admin@ser-ltd.com) or by post to:

Structural Engineers Registration Ltd  
47-58 Bastwick Street  
London  
EC1V 3PS

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Form for Reporting of Failure of Certified Structures due, in whole or in part, to certification of design.

<b>SER Certificate No (if known)</b>	
<b>Project Description and Location</b>	
<b>Description of failure, outcomes from investigation and any remedial or other action already taken</b>	
<b>Reported by (please print)</b>	
<b>SER Registration number</b>	
<b>Date</b>	