Generating a Form Q

User Home Screen

Form Qs are now generated within the SER system as part of the certification process.

Please note: this tutorial relates only to new certificates. There is a separate tutorial regarding the use of Schedule 1 and generation of Form Qs relating to legacy certificates and certificates which are linked to legacy certificates (e.g. additional stage(s) and amendments to warrant).

If you have at least one certificate that requires a Form Q (i.e. contains at least one Schedule 1 item) this will appear as an outstanding task on your Certifier home screen.

Certification Coordinators are not able to create a Form Q, only the Certifier that generated the certificate.

Select the 'Certificate awaiting Form Q generation' task.

Home ▸ Title User Name

User Information

Title User Name

Change Your Details: Change Email Address ▶   Change Password ▶

Outstanding Tasks

Certificate awaiting payment ▼

Certificates awaiting signature dates ▶   2

Certificate awaiting Form Q generation ▼

Access Scheme Specific User Information

SER Scheme
Scotland

Go to SER Scotland   ▶

SER Scheme
Jersey

Go to SER Jersey   ▶

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Certificate awaiting Form Q generation

If you have only one certificate awaiting the generation of a Form Q it will open as shown to the right. If you have two or more certificates awaiting a Form Q a new screen will open with a list of all the certificates.

Select the correct certificate by clicking 'Complete Form Q' at the bottom of the certificate information.

Outstanding Tasks

Certificate awaiting payment ▼

Certificates awaiting signature dates ▶ ②

Certificate awaiting Form Q generation ▼

Certificate number	000000
Project reference	Project Reference
Project title	Project Title
Project location	Project Location
Body	SER1-DB-0000 Firm Name
PDF generated on	09/08/2016 (14:06)
Certifier signature date	10/08/2016
Certification Coordinator signature date	10/08/2016
Actions	Complete Form Q

Interim Form Q – Enter Sign-Off Dates

Here you can enter the sign-off dates for any of the items present on the certificate's Schedule 1. 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Please note: The 'no longer applicable' option has been added for use when generating an amendment to warrant or additional certificate to reflect that the element has either been removed from the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.

Interim Form Q – Certificate Information

If you only enter some of the Form Q items you will see the screen to the right.

You are required to enter a Warrant number and click 'Save' before generating your interim Form Q.

Select 'Generate Form Q' and the next screen will have a link to download a PDF Form Q. This will have an 'INTERIM' watermark over it.

Generating an interim Form Q will not remove the certificate from the 'Outstanding Tasks' section of your home screen so you will be able to access it easily should you need to generate a further or final Form Q or reprint the previously generated one.

Certificate Information

Certifier name	Title Certifier Name
Certifier registration number	SER1-D-00000
Body name	Firm Name
Body registration number	SER1-DB-0000
Certificate number	000000
Warrant number *	[ ] **Save**

Summary of Schedule 1 Items

Precast concrete floor units Ref: 4	**Sign off date** 11/08/2016	☐ No longer applicable
Timber roof trusses Ref: 1	**Sign off date** -	☐ No longer applicable

> Generated Form Q will be an interim version as not all Schedule 1 items have either a sign off date entered against them or have been marked as no longer applicable.

Generate Form Q

◀ Previous Step   Return to Certificate

Final Form Q – Enter Sign-Off Dates

If this is to be a final Form Q you will need to enter sign-off dates (or mark any items as no longer applicable) for all items contained on the Schedule 1.

If you have generated an interim Form Q for the project you will see the sign-off dates carried forward as shown to the right.

Enter all dates or mark as 'no longer applicable' and click 'Save and Continue'

Final Form Q – Certificate Information

Ensure all information presented on this page is correct and select 'Generate Form Q'.

This will generate a PDF to download which will have all items signed off or marked as 'no longer applicable' and will not have a watermark as the interim Form Q did.

Please note: If you generate an amendment to warrant after the final Form Q is issued, you will need to create a new final Form Q for the project which relates to the amendment certificate. All the items from previous Form Qs will be carried forward to the new certificate along with their sign-off dates.

Certificate Information

Certifier name	Title Certifier Name
Certifier registration number	SER1-D-00000
Body name	Firm Name
Body registration number	SER1-DB-0000
Certificate number	000000
Warrant number *	Warrant Number Save

Summary of Schedule 1 Items

Precast concrete floor units Ref: 4	**Sign off date** 11/08/2016	☐ No longer applicable
Timber roof trusses Ref: 1	**Sign off date** -	☑ 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.

Generate Form Q

◄ Previous Step   Return to Certificate

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