Todays Presentation will cover:

• Scheme Management
• Certification Environment
• Competency
• Certification Practice
• Liability
• Insurances
• Added Value
The Schemes brings together:

- Royal Incorporation of Architects in Scotland (RIAS)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building Services Engineers (CIBSE)
- Home Energy and Data Services Limited (HEADS)

And is supported by the
Architects Registration Board (ARB). and
Royal Institute of British Architects (RIBA)
So Lots of Logos:

- **arb** Architects Registration Board
- **CIAT**
- **RIBA**
- **HEADS** Supporting Design Certification
- **RIAS** The Royal Incorporation of Architects in Scotland
- **CIBSE** Certification Ltd.
Client → Approved Body
- Approved Certifier of Design
- Certification Coordinator

→ Section 6 Certificate & EPC’s

- Verifier

→ www.RIAS-reg.co.uk

→ Scheme Approval

→ Building Standards Division of the Scottish Government on behalf of Scottish Ministers
The Scheme Provider is: RIAS Services Limited

It is delivered by a joint venture between RIAS, CIBSE and HEADS
Ministerial Approvals

RIAS-regis received Ministerial Approval on 21st October 2007 to Provide the Domestic Certification Scheme.

RIAS-regis received Ministerial Approval on 28th November 2013 to Provide the Non-domestic Certification Scheme.
Scheme Management

• Head of Certification
• Scheme Administrator
• Technical Advisor
• IT Manager & Web Developer
• Review Panel
RIAS-regs:

• Attend Scheme Providers meetings along with all the Certification of Design and Construction Schemes, BSD and LABSS
• Collaborate in the promotion of Certification of Design and Construction
• Provide up to date information to BSD on Scheme and certification activity
• Are subject to audit by BSD
Who and What are?

- Approved Certifiers of Design
- Approved Bodies
- Certification Coordinators
Publicly available documents on the website:

- Membership Guide and Routes to Membership
- Scheme Guide
- Code of Conduct
- Complaints Procedure
- Invalid Certificates
- Audit Procedures
Routes to Membership

All Section 6 Applicants

Applications checked that pre-qualification criteria are met

Domestic

Complete Domestic On-line Modules 1-6 Competency Tests

Practical SAP Test Completed

ACoD Domestic status achieved & designated to use approved SAP software (multiple designations available)

Non-domestic

Complete Non-Domestic On-line Modules 1-6 Competency Tests

iSBEM course completed, and/or evidence of training in approved software provided. Only Approved Certifiers of Design (Section 6 - Energy) - AB Non-Dom can be credited to use Dynamic Simulation Modelling (DSM) as a compliance methodology

AB Non-dom

Provide evidence of design involvement in “Advanced Buildings” as defined in Table 1

Approval by RIAS-EDC

ACoD Advanced Non-dom status achieved & designated to use iSBEM and/or approved software including DSM (multiple designations available)
RIAS Regs – certification membership scheme

Certification Schemes
RIAS-Regs provides a number of Schemes, each one of which is operated under license from the Building Standards Division of the Scottish Government. These are:

1. Scheme Provider for the Certification of Section 6 – Energy (Domestic)
2. Scheme Provider for the Certification of Section 6 – Energy (Non-domestic)
3. Approved Organisation for the New Build Domestic Energy Assessment

Each of these Schemes has a separate and distinct legal status, however, as far as possible, we have streamlined the process by which an applicant can become a member of each.

Certification of Design
The Building (Scotland) Act 2003 provides the opportunity for design professionals in the construction industry practicing in Scotland to be able to certify that a design meets one or more Sections of the Technical Standards.

To do so a designer must demonstrate and maintain competency in that Section of the Technical Standards by becoming an Approved Certifier of Design recognised by a Scheme Provider approved by Scottish Ministers.

Energy Performance Building Directive (EPBD)
Approved Certifiers of Design (Section 6 – Energy) Domestic can also choose to opt-in to be recognised as New Build Domestic Energy Assessors able to prepare and lodge Energy Performance Certificates (EPCs) for new dwellings to the Scottish EPC Register: https://www.scottishepcregister.org.uk.

Follow the links under the “Schemes Tab” above for relevant web links

The Benefits of Design Certification

Click on the Register Tab….
Register for Membership

We will now take you through the process of registering your interest in becoming an Approved Certifier of Design.

RIAS – Energy Design Certification currently approves:

- Certifiers of Design (Section 6 – Energy) Domestic of the Scottish Building Standards. This includes the option to become a New Build Domestic Energy Assessor, able to lodge Energy Performance Certificates to the EPC Register Scotland.
- Certifiers of Design (Section 6 – Energy) Non-domestic of the Scottish Building Standards. This includes the option to become a New Build Non-domestic Energy Assessor (as recognised by CIBSE) able to lodge Energy Performance Certificates to the EPC Register Scotland.

Registering your interest consists of 3 steps:

1. First of all we will ask you to provide a login name, password, contact details and answer some simple questions.
2. RIAS-EDC will then check and verify your registration details, this may take up to a week to complete.
3. Once your details have been verified, you will be informed by email that your interest has been registered. On any future visits to www.rias-regs.co.uk you will be able access the site via your login and password.

If for any reason your details cannot be verified you will be asked to confirm them again or you may receive a telephone call from RIAS-EDC to discuss the problem.

Provide your details and you will then receive an email with your Log In details.
From your Account Dashboard you can create and pay for subscriptions.
Members documents are:

- Learning Modules
- Certification Checklists
- Schedule 1
- Quality Assurance for Approved Bodies
- Guide to Staged Warrants, Schedule 1 and Form Q
- CPD Guidance
- CPD Logbook
The next step is to undertake the on-line competency tests covering 6 modules:

1: Roles, Duties and Procedures – Common to both Schemes
2: Design Limits
3: Alterations, Extensions and Conversions
4A: Calculation Methods for New Dwellings
   or
4B: Calculation Methods for New Non-domestic Buildings
5: Other Section 6 Issues
6: Other Section 1 - 5 and 7 Issues

Don’t forget to include these as part of your annual CPD requirement.
Practical SAP Test

Home Energy & Data Services Limited

Standard Assessment Procedure (SAP)
A USER FRIENDLY GUIDE
(WE HOPE...)

June 2012 Version 3.2
Updated to incorporate SAP 2009 in the body of the text

Don’t forget to include these as part of your annual CPD requirement.
Demonstrate pre-existing competency in SBEM or DSM software or undertake the online iSBEM course provided by Strathclyde University.

Don’t forget to include these as part of your annual CPD requirement.
Approved Body

The last step to becoming an Approved Certifier of Design is to either join an existing Approved Body or submit a new Approved Body for, err…..”approval”.

Each new Approved Body has to confirm they wish to be one and provide details of their Professional Indemnity Insurance.
Approved Certifiers of Design and Approved Bodies are entitled and encouraged to use the Certification logo.
From your projects page you can then create Certificates of Design
### Certification Checklist

#### Checklist

Only complete those boxes that are relevant.

The use of abbreviations is acceptable, where referenced otherwise insert full text.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Designer or Certifier</th>
<th>Supporting Information</th>
<th>Design Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0</td>
<td>ACD, (name), PS</td>
<td>D, Calc, SP, ML, Cert, S1</td>
<td>Within limits of, or British Standard, Eurocode etc cited, calculations attached, or Form Q required, etc.</td>
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<tr>
<td>6.1</td>
<td>Introductions</td>
<td></td>
<td></td>
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<td>6.1.1</td>
<td>Drawings</td>
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<tr>
<td>6.1.2</td>
<td>Setting the TRR</td>
<td></td>
<td></td>
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<tr>
<td>6.1.3</td>
<td>Calculating DER</td>
<td></td>
<td></td>
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<tr>
<td>6.1.4</td>
<td>Buildings with multiple dwellings</td>
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<td></td>
</tr>
<tr>
<td>6.2</td>
<td>Conservation of areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Calculation of areas</td>
<td></td>
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<tr>
<td>6.4</td>
<td>Latest changes</td>
<td></td>
<td></td>
</tr>
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</table>

#### RIAS Energy Design Certification

**Certification Checklist**

Version 1.0 June 2010

This Checklist is available as a word document on request from the Scheme Administrator.
Certification Steps

1. Check that sufficient general arrangement, construction details and services installation plans of the proposed building have been prepared to provide the general level of information required by the procedure regulations.

2. Check that the information listed in the checklist has been shown on plans and supporting information, reports and schedules and that this is reflected in any energy calculation(s) for the project and assess the compliance with minimum provisions within published guidance.

3. Prior to issue of a Certificate of Design, confirm that the information used in any energy calculation(s) for the project and in assessment of compliance is included in the building warrant submission. This will only usually be necessary where the Approved Certifier of Design is not also the party submitting the building warrant application.
A Certificate of Design certifies that the design described in the application complies with the Building (Scotland) Regulations 2004 and subsequent amendments.

The Certificate is only valid under the Act when issued by an Approved Certifier of Design.
Schedule 1
and Form Q

What it can cover
and what can not
Quality Assurance

RIAS Energy Design Certification
Quality Assurance Guidance for Approved Bodies
Version 1.0 June 2010
Information on Warrant Applications

Procedural Guidance on Certification including information to be submitted with a Building Warrant Application

April 2010
Version 2

The Scottish Government

CIBSE
Insurance and Liabilities

MASTER POLICY NUMBER: 24339654 LAL

1 THE INSURED: Richard Atkins Chartered Architect

2 PRINCIPAL ADDRESS OF THE INSURED:
   1 Cartverlock Farm Cottages
   Trongate
   East Lothian
   EH33 2NF

3 THE POLICY PERIOD:
   From: 01 July 2009
   To: 30 June 2010
   both days inclusive

4 THE LIMIT OF INDEMNITY: £1,000,000.00 each and every claim

5 THE EXCESS: £750.00 each and every claim

6 THE TOTAL PREMIUM: £1,250.00 (includes 5% IPT)

7 DATE OF PROPOSAL/RENEWAL DECLARATION FORM: 01 June 2009

Insurers:

Aviva Insurance Limited 48%
QBE Insurance (Europe) Ltd 32%
Hiscox Insurance Co Ltd 20%

Signed on behalf of the Insurers

Director/Authorised Signatory

Edition - 1 July 2009
Optimising the Design
Energy Performance Certificates

This dwelling has been assessed using: SAP 2016

Its performance is rated in terms of the energy use per square metre of floor area, energy efficiency based on fuel costs and environmental impact based on carbon dioxide (CO₂) emissions.

Energy Efficiency Rating

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Current</th>
<th>Potential</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>Very inefficient - high running cost</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>Inefficient - medium running cost</td>
<td>4</td>
<td>4</td>
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<tr>
<td>C</td>
<td>Efficient - low running cost</td>
<td>3</td>
<td>3</td>
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<tr>
<td>B</td>
<td>Very efficient - low running cost</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>A</td>
<td>Most efficient - lowest running cost</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Environmental Impact Rating (CO₂)

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Current</th>
<th>Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Very environmentally damaging</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>F</td>
<td>Environmentally damaging</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>E</td>
<td>Environmentally damaging</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>Environmentally damaging</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>Environmentally damaging</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>Environmentally damaging</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Approximate current energy use per square metre of floor area: 114 kWh/m² p.a.

Approximate current CO₂ emissions per square metre of floor area: 214.0 kg CO₂ p.a.

Cost effective improvements:

Below is a list of lower cost measures that will raise the energy performance of the dwelling to the potential indicated in the bands above:

- Fit low-energy lighting in all fixed outlets

N.B. THIS CERTIFICATE MUST BE AFFIXED TO THE DWELLING AND NOT BE REMOVED UNLESS IT IS REPLACED WITH AN UPDATED VERSION.
Equivalence

“LABSS are continuing to explore ways to close any perceived gaps in the compliance agenda and work in partnership with all Certifiers.

We are committed to adopting a progressive approach to the current equivalence guidance for the verification of Non-domestic energy calculations (SBEM).

Through BRE, LABSS are in the process of arranging training sessions, these will be delivered to approximately 80 Building Standards Surveyors throughout Scotland. This will help drive consistency when determining non certified work. We wish you all the very best with your launch event and look forward to working together in the near future.”

Local Authority Building Standards Scotland