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To: Chief Executives - Scottish Local
Authorities

(copy: Building Standards Managers – Scottish
Local Authorities)

Our ref:

6 April 2020

Dear Chief Executive

**Certification Schemes under Section 7(2) of The Building (Scotland) Act 2003
Special measures to enable the acceptance of unsigned certificates of design as a
result of the COVID-19 outbreak**

As a result of the current stay at home advice, members of the BRE Certification of Design – Energy scheme are working from home and are unable to facilitate the normal certificate signing process. This process includes the wet signing and dating of the certificate by both the approved certifier and the certification coordinator of the approved body.

The purpose of this letter is to advise that an alternative temporary arrangement has been agreed to allow for unsigned certificates of design to continue to be submitted to verifiers in support of building warrant applications, either until wet signatures can again be provided or the current BRE certification system adjusted to facilitate electronic signatures.

When an unsigned/dated certificate is submitted in accordance with the guidance and confirmatory signature forms appended to this letter it shall be treated as a valid certificate.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot



Officials from Building Standards Division at Scottish Government will be available to respond to any queries that may arise, contact in the first instance should be via Stephen Garvin, Head of Building Standards Division (07836 504 781, Stephen.garvin@gov.scot).

A handwritten signature in black ink, appearing to read 'Kevin Stewart', with a long horizontal stroke extending to the right.

KEVIN STEWART

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Guidance regarding remote signing and dating of 'Certificates of Design' during COVID-19 pandemic

BRE Global Limited 'Certificates of Design' are generated in protected pdf format and current scheme procedures require 'wet' signatures and 'wet' dates of signing, from the Approved Certifier and the Certification Coordinator representing the Approved Body. As Approved Body employees are likely to be working from home in accordance with Government guidance relating to COVID-19, an alternative solution has been developed for situations where the certificate cannot be printed, signed/dated and scanned.

Following discussions with the Scottish Government Building Standards Division it has been agreed on a temporary basis due to COVID-19 that Certificates of Design can be accepted unsigned and undated, provided that they are accompanied by the attached 'Confirmation of Signature Forms' from both the Approved Certifier and Certification Coordinator for the Approved Body, both of which should be signed electronically.

When a Certificate of Design has been generated, the Approved Certifier should complete a copy of the Model Certificate Signature Form for Approved Certifiers and send both the unsigned Certificate and the completed Signature Form, in pdf format, to the Coordinator for the Approved Body via an email address attributable to the Approved Body. The Coordinator should then complete the Certificate Signature Form for the Approved Body in pdf format. The email can then be forwarded on as required with all three pdf documents attached, again using an email address attributable to the Approved Body.

The email should clearly identify the Certificate of Design it relates to in the subject line by means of the Certificate of Design reference number and project location.

If the Certificate of Design is being submitted via the [ebuildingstandards.scot](https://www.ebuildingstandards.scot) portal, the two Model Confirmation of Signature Forms, as completed by the Approved Certifier and the Certification Coordinator, should be uploaded along with the Certificate of Design.

Microsoft Word versions of the Forms are provided along with this letter, for use as described above. Please note that the structure, content or wording of the Forms should not be changed.

To be completed by the Approved Certifier of Design

Project Information

Certificate number	
Stage number and description (where relevant, otherwise leave blank)	
Project location (as per Certificate)	
Description of Works (as per Certificate)	

Schedules – tick those applicable to this certificate

Schedule 1 – Third party design details	<input type="checkbox"/>
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Declaration

Due to restrictions imposed by the UK and Scottish Governments in respect of COVID-19, I am unable to sign the declaration on the accompanying unsigned Certificate as detailed above, together with those Schedules as indicated. I therefore request that you accept this document as confirmation that I have made the declaration on the certificate.

I am registered by the Scottish Government Building Standards Division as an Approved Certifier of Design (Section 6 - Energy).

Name	
Certifier Registration Number	
Signature	
Date	

To be completed by the Certification Coordinator for the Approved Body

Project Information

Certificate number	
Stage number and description (where relevant, otherwise leave blank)	
Project location (as per Certificate)	
Description of Works (as per Certificate)	

Declaration

I confirm that the person who has provided the Confirmation of Certificate Signature Form (Approved Certifier) for the unsigned certificate as detailed above is an Approved Certifier of Design and is a principal in or is employed by this Approved Body.

This body is registered by the Scottish Government Building Standards Division to provide certification services for Design (Section 6 - Energy) and employs at least one approved certifier under that scheme. I am registered as a Certification Coordinator for this body.

Approved Body Name	
Approved Body Registration Number	
Certification Coordinator Name	
Signature	
Date	