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1. New Users

1.1 This guide will be particularly helpful if this is your first time using the Certification Register. You may wish to read the entire document before using the Register if you are unsure about what information should be entered into a particular box or to the meaning of search results. Further guidance is available from the Building Standards Division Administrator - contact details can be found at the end of the guide.

1.2 The menu structure to the left hand side is duplicated throughout the Certification Register. All functions of the Register can be accessed using the Menu. The ‘Home’ page of the Register can be accessed at http://www.certificationregister.co.uk
2. Searching for an Approved Body

2.1 An Approved Body is a firm that offers certification services and employs an Approved Certifier. To search for an Approved Body, click on ‘Find an Approved Body’ from the menu, and you will be taken to the above Search screen. Enquiries about using an Approved Certifier should be made with the Certification Co-ordinator at the firm.

2.2 Choose Scheme Type
Currently there are two Scheme types, Construction and Design. The Construction scheme type covers works such as Drainage, heating and plumbing, and also Electrical Installations to BS 7671. The design scheme type covers Structural work and Section 6 Energy (both Domestic and Non Domestic builds).

2.3 Choose a Certification of Scheme
From one of the following:
*Construction*:
  - Certification of Construction (Drainage Heating and Plumbing)
  - Certification of Construction (Electrical Installations to BS 7671)

*Design*:
  - Certification of Design (Building Structures)
  - Certification of Design (Section 6 – Energy) for Domestic Buildings
  - Certification of Design (Section 6 – Energy) for Non-Domestic Buildings

2.4 Work Type
Work types are only applicable when you have chosen to search for an approved body under the Certification of Construction (Drainage Heating and Plumbing) scheme. You will be able to choose particular work types to suit your requirement.

2.5 Choose the local authority area to be covered by the Approved Body
All 32 Scottish local authorities are listed. Using the drop down menu, you can search for an Approved Body that offers certification services in any of the 32 local authorities.
2.6 Enter a Postcode (optional)
One of the new improvements to the register is the ability to enter a postcode when searching for an approved body. The postcode function will highlight those Approved Bodies within a close proximity to the postcode entered.

Click the Search button, to find an Approved Body within the local authority area chosen.

2.7 If no Postcode entered – The Approved Body list returned is randomised to allow for fairness.

3. Approved Body Search Results

3.1 The next screen will display all Approved Bodies that fall within the search criteria. Information shown on the page includes the Approved Body (company name), Certification Coordinator, Company address and the distance between the postcode entered and the postcode of the Approved bodies.

3.2 Once you have chosen a firm to provide the services required, you will need to contact the Certification Co-ordinator of the firm. Contact details for the Certification Co-ordinator can be accessed by clicking on the name of the firm which is highlighted in blue, under the column headed 'Approved Body'.
4. **Check Firm is an Approved Body**

4.1 To check whether a firm that you already know is registered to provide certification services, click on ‘Check Firm is an Approved Body Check Registration of a Firm’.

4.2 Beside ‘Scheme Type’, choose either Design or Construction using the drop down function. Enter either the name of the company and/or the company’s registration number, and click on the Search button.

4.3 The next page will display the search results. If the firm is registered, details displayed will include the Approved Body name, the name of the Certification Coordinator, and the Company address. If the firm is not registered, the above details will not be shown, and the statement ‘No results returned’ will be displayed.
4.4 Further details of the firm can be accessed by clicking on the name of the firm, highlighted in blue. Details include:

- the name of the Approved Body
- the Approved Body address
- date of registration
- scheme information
- certification coordinator contact information.

5. Check Validity of a Certificate or Form Q

5.1 To check the validity of a certificate or Form Q, click on ‘Check Validity of a Certificate or Form Q’.

5.1 To check the ‘Validity of a Certificate or Form Q’, the following details have to be entered:

1) Choose whether the Scheme type is Design or Construction
2) Certificate Number: (This is for reference only and does not form part of the checking process).
**Certificate Part A (Certifier)**

2) Registration Number: Enter the Approved Certifier’s registration number

3) Date of Signature: Enter the date that the Approved Certifier signed the Certificate.

**Certificate Part B (Approved Body)**

4) Registration Number: Enter the Approved Body registration number

5) Date of Signature: Enter the date that the Approved Body signed the Certificate.

The full registration number format must be entered into the Register to check the validity of a certificate or to check notice of intent to use a certifier. E.g. SER1-D-00000.

The Date of Signature should also be entered in the format DD/MM/YYYY or DD.MM.YYYY. The year can be entered as 05 but the day, month and year must always be separated by either a forward slash or a full stop as shown in the example.

Click the Search button to run the checking process.

**Note:** The SNIPEF registration number format changed in September 2013, from 5 to 6 digit in length. If the registration number has 5 digits a preceding 0 must be inserted.
6. **Check Validity of a Certificate or Form Q Results**

6.1 The results page confirms whether or not the certificate is valid. The results page differs in appearance depending on whether the certificate is valid or not.

6.2 If the certificate is valid, the page has four parts:

- **Certificate Part A (Certifier)**
  - Registration Number: NIC1 C 00199
  - Date of Signature: 01-Nov-2013

- **Certificate Part B (Approved Body)**
  - Registration Number: NIC1 CB 00160
  - Date of Signature: 01-Nov-2013

- **Search results**
  - Part A registration number was registered as an Approved Certifier on this date? True
  - Part B registration number was registered as an Approved Body on this date? True
  - Registered under same scheme? True

6.3 The first to third sections confirm the details entered from the certificate.

6.4 The Search results section shows whether the details meet the criteria for a valid certificate. If all three subsequent sentences have a ‘True’ to the right then the certificate is valid.
6.6 If the certificate is invalid, the page has four parts:

6.7 The first to third sections confirm the details entered from the certificate.

6.8 The Search results section shows whether the details meet the criteria for a valid certificate. If one or more is ‘False’ then the certificate is invalid.

6.9 If you have made a mistake in entering the certificate details the check can be repeated. If the information is correct, then you should report the invalid certificate by using the Scheme Provider contact details displayed.
7. Check the Notice of Intent to use Certification

7.1 If the intention is to submit a completion certificate with a certificate of construction to the verifier, the local authority must be informed of the work that is to be certified before work commences. At this stage both the Approved Certifier and Approved Body must be identified by the Relevant Person who will submit the Completion Certificate and the notification to the verifier.

7.2 To check the registration status of both the Approved Certifier and Approved Body, click on ‘Check Notice of Intent to use certification’.

7.3 To check registration, the following details need to be entered:

1) Warrant Number: (This is for reference only and does not form part of the checking process).

   **Approved Certifier of Construction**
2) Enter the Registration Number of the Approved Certifier

   **Approved Body of Construction**
3) Enter the Registration Number of the Approved Body

The full registration number format must be entered into the Register to check the validity of a certificate or to check notice of intent to use a certifier. E.g. SER1-D-00000.
8. **Check the Notice of Intent to Use Certification Search Results**

8.1 The Search results confirm whether or not the Approved Body and the Approved Certifier are registered. The page has two parts.

8.2 The first is a summary of what the user searched for.

8.3 The results section shows details of the registered firm. If the firm is registered details displayed will include the Trading Name, Contact Name and the Company Address. If the firm is not registered, these details will not be shown.

8.4 Further details of the firm can be accessed by clicking on the name of the firm, highlighted in blue. Details include:

- the name of the Approved Body
- the Approved Body registration number
- Contact details for the Approved Body
- A list of local authority areas that the company will work within

9. **List of all Approved Certifiers**

9.1 This is a list of all Approved Certifiers, displayed alphabetically.

9.2 Information on their registration period can be accessed by clicking on the approved certifiers registration number.
10. CONTACT DETAILS FOR SCHEME PROVIDERS AND BSD

For matters relating to the usability of the register, please contact Building Standards Division:

Email: buildingstandards@scotland.gsi.gov.uk
Tel: 01506 600400

For issues involving membership of a scheme, please contact the relevant scheme provider:

SER Ltd   Oliver Ricketts
          Administrator
          Tel: 0207 201 9116
          E-mail: Oliver.Ricketts@istructe.org

BRE Ltd   Stephen McKay
          Administrator
          Tel: 01355 576200
          Email: McKayS@bre.co.uk

RIAS Ltd  Elaine Dobie
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          Administrator
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          Email: Mary.McSporran@select.org.uk

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