

## **ASSESSMENT PROCESS FOR THE AUTHORISATION OF COMPETENT PERSON SELF-CERTIFICATION SCHEMES or AIR TIGHTNESS TESTING SCHEMES**

We will process applications as quickly as possible. The process will follow the steps set out below:

**Step 1:** Submission of an application to the Department, which will usually be after an invitation on the Department's website for expressions of interest. An invitation will normally include a closing date for receipt of applications

**Step 2:** Letter of acknowledgement sent to applicant with confirmation of the process and timescale to be followed. The names of all applicants and the type(s) of work applied for will be published on the Department's website after the closing date for applications.

**Step 3:** If an application received is not for a type of work currently authorised, the Department will inform the applicant that it will not be considered at this time.

**Step 4:** Detailed scrutiny of application by Departmental policy and technical officers against the conditions of authorisation. This scrutiny will include an assessment of the managerial and technical competence of the proposed new or extended scheme and its potential members for the type(s) of work applied for, in consultation with other relevant Government Departments, public bodies, building control bodies and others.

**Step 5:** The Department may request further information or clarification or an amended application from the applicant if there are some shortcomings. If necessary, the applicant may be contacted to discuss the application orally. However, if the Department decides that the application falls significantly short of what is required it may be rejected at this stage for that reason. This would not prevent a further application being made at a later time.

**Step 6:** Departmental consultation with the Building Regulations Advisory Committee for England (BRAC) on application, which may include a formal interview.

**Step 7:** Decision on whether to recommend Ministerial approval of application made by Departmental officials, taking account of advice from BRAC and comments from other consultees.

**Step 8:** Ministerial decision sought and received on application.

**Step 9:** Applicant advised in writing whether application approved. Where not approved, reasons will be given.

**Step 10:** Formal confirmation in writing by applicant of acceptance of conditions of authorisation (ie agreement to the terms under which the scheme will operate and against which its performance will be monitored).

**Step 11:** Regulations laid to authorise approved new or extended schemes from a given date.

**Assessment criteria**

Applications will be assessed against the appropriate set of conditions of authorisation, with particular reference to conditions 1-5 in each set of conditions.