**Compliance Plan Proposed\* / Agreed in Principle\* (Delete as appropriate)**

To be completed by the Compliance Plan Manager to support the Pre-Warrant Compliance and Procedural Assessment. The verifier adds notes, comments, amendment, or conditions to reflect considerations and discussions and allow the proposed Compliance Plan to be finalised and Agreed in Principle.

**Section A: Procedural Compliance**

This Section supports compliance with the building warrant pre-emptive approval process to reduce risk of non-compliance and likelihood of enforcement action by the local authority.

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| **Projected Timescales**  |
| **Description** | **Projected Date/Comments** | **Verifier’s Comments/Notes** |
| Building warrant submission  |  |  |
| Initial site set-up  |  |  |
| Site start (building warrant approval needed) |  |  |
| Completion |   |  |

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| **Building Warrant Submission Plan**  |
| **Stage** | **Description of proposed stage of work** | **Proposed Submission Date** | **Date approval required to enable start of works** | **Verifier comments & contingencies**(agree or vary or conditions) |
| Stage 1 |  |  |  |  |
| Stage 2 |  |  |  |  |
| Stage 3 |  |  |  |  |
| Stage 4 |  |  |  |  |
| Stage 5 |   |  |  |  |
| Stage 6 |  |  |  |  |
| Stage 7 |  |  |  |  |
| Other (s) |  |  |  |  |
| Completion |  |  |  |  |

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| **Completion Certificate Submission** |
| Who will sign and submit the completion certificate submission? |  |  |
| Role on project i.e.:* Duly Authorised Agent/ Compliance Plan Manager
* Relevant Person
* Owner
 |  |  |

**Section B: Relevant Person/Compliance Plan Manager – Supervision and Evidence**

This section details how compliance inspections and evidence will be recorded to demonstrate compliance with the approved building warrant plans and details, and show that the relevant person’s legal requirement to control the work on site and deliver a compliant building is being met i.e. full documentation of all compliance inspections and tests being made by the contractor or on behalf of the owner. These inspections and checks will extend beyond those required by the verifier and should be passed to the building owner for their records to support building compliance and operation of the building in use.

Provide details of any site recording system being used: i.e., Snagmaster/BIM 360/Hollow wall, Scottish Futures Trust Standard Information Management Plan (SIMP) etc. and how access to the system will be arranged/authorised for verifiers access.

This information will also inform the verifiers consideration of their checks, inspections, and other evidence to be submitted and also evidences to the local authority in their statutory role that the relevant person can competently submit the completion certificate in due course and in line with legislative requirements.

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| **Contractor Construction Compliance Inspection and Evidence Documentation** |
| **Item** | **Details** | **Verifier’s Comments** |
| Recording and monitoring systems to be used |  |  |
| Details of (or attach) the site inspections and testing plan to be carried out by **the contractor** - Contractor’s Inspection and Testing Plan (CITP) |  |  |
| Inspection and supervision records to be made available to the verifier on request. Describe how this will be achieved |  |  |
| Detail any other contractor’s compliance evidence to be available to verifier |  |  |

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| **Other Construction Compliance Inspection and Evidence Documentation** |
| **Item** | **Details** | **Verifier’s Comments** |
| Details of site inspection or testing to be carried out **beyond the contractor** |  |  |
| Inspection and supervision records to be made available to the verifier. Describe how this will be achieved |  |  |
| Any other compliance evidence to be available to verifier |  |  |

**Section C: Verification Inspection Notification Compliance and Evidence**

This section covers the Key Construction Stages that the CPM must ensure are notified and responded to as planned by the verifier. In response to the construction stage notification **the verifier may make a series of checks and/or inspections**. This does not preclude other inspections and ad-hoc inspections being made by the verifier during the construction phase.

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| **Verification Construction Inspection Stages** |
| **Key Construction Stages**  | **Inspection Information**  | **Additional Compliance evidence that can be provided** | **Verifier comments and amendments**Including alternative evidence – e.g., site visit not required |
| Commencement | Send commencement to verifier at least seven days prior to starting on site |  |  |
| Foundation | Excavation prior to concrete being poured |  |  |
| Substructure/ drainage | Drain test for full system or Certification of Construction certifiers details |  |  |
| SuperstructureSuperstructure | Structural frame and insulation before plaster board fitted(including wall ties/lateral restraint)Compartment walls/ceilings at roof level to ensure complete separation provided |  |  |
| Superstructure | Separating walls/ceilings prior to installation of suspended ceilings/service cavities |  |  |
| SuperstructureCompletion | Fire collars/fire shutters/ service penetrations through walls/floorsFinal inspection of each individual unit |  |  |
| Completion | Testing and integration of alarms and ancillary fire safety equipment including SHEVS |  |  |
| Pre-completion  | Joint inspection with Fire Authority or any other bodies required |  |  |
| Pre-completion Submission | Do approved plans compare with completed buildings  |  |  |
| Completion | Submit Completion Certificate, completed and fulfilled Compliance Plan and all relevant paperwork. No occupation of building before completion accepted (see notes) |  |  |

**Section D: Compliance Evidence and Completion Certificate Submission Documentation Checklist**

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| **Compliance Evidence and Completion Certificate Submission Documentation Checklist** (\*Mark/expand as appropriate) |
| **Section** | **Completion Submission Documentation** | **\* Select those that apply** (pre-selected items apply to all projects) | **Verifier’s Comments** |
| Procedure | Completed Compliance Plan | [x]  |  |
| Form 5 – Completion Submission | [x]  |  |
| Confirmation all amendments to building warrant have been submitted, approved and match building as constructed | [x]  |  |
| Structure | Roof Truss Certificate | ☐ |  |
| SER Form Q | ☐ |  |
| Wall ties/structural restraint inspection report | ☐ |  |
| Fire | Fire detection and alarm Certificate | [x]  |  |
| Automatic fire suppression system Commissioning Certificate | [ ]  |  |
| Emergency Lighting Certificate | [ ]  |  |
| Fire/smoke dampers commissioning Certificate | [ ]  |  |
| Smoke ventilation system commissioning Certificate | [ ]  |  |
| Smoke Curtain Drop Test and Commissioning | [ ]  |  |
| Intumescent paint/cladding Certificate | [ ]  |  |
| Fire door installation inspection report | [ ]  |  |
| Fire Rated Glazing and Framing Certificate | [ ]  |  |
| Fire stopping inspection report | [ ]  |  |
| Dry Fire Main Commissioning Certificate | [ ]  |  |
| Fire Safety Design Summary | [ ]  |  |
| Environment | Certificate of Construction (Plumb/Heat/Drain) | [ ]  |  |
| Boiler Commission Certificate | [ ]  |  |
| Gas Safety Information | [ ]  |  |
| Unvented Hot Water Competence | [ ]  |  |
| MVHR/MEV/dMEV Commissioning Certificate | [ ]  |  |
| Scottish Water/SEPA Approval | [ ]  |  |
| Drain Test inspection reports | [ ]  |  |
| Safety | Certificate of Construction (Electrics) | [ ]  |  |
| Electrical installation test Certificate – BS7671 | [x]  |  |
| Lift Commissioning Certificate | [ ]  |  |
| Evidence of Safety Glass Fitted | [ ]  |  |
| Noise | Noise Test Certificate | [ ]  |  |
| Energy | EPC | [x]  |  |
| Air Tightness Test Certificate | [ ]  |  |
| Quick start guide (domestic) | [ ]  |  |
| Logbook information (non-domestic) | [ ]  |  |
| Sustainability | Sustainability Label | [ ]  |  |

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| **Section E: For Local Authority Verifier Use** |
| **Compliance Plan Agreed in Principle Date** |  | **List of Drawing Numbers that formed part of the BW Compliance and Procedural Assessment.** Only the plans necessary to confirm nature/scale of the building assessed  |  |
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