

## Assessment Schedules - TS.1 & 2

The Assessor shall determine the business's commitment and support to good and safe working practices; also that it has a positive culture in all aspects of its work. In particular, the assessor shall check that the business's health, safety and environmental arrangements are followed while the work is carried. The details that the assessor will expect to find in use, are given in the BESCA standard BS.5 and BS.6. The level of assessment will be appropriate for, the size and the complexity of the business.

<b>General requirements and design work – technical standards</b>			
BESCA standard	Scheme Requirement	Typical evidence required	
		Work done in domestic premises	Work done in non-domestic premises
TS.1	<p><b>General requirements</b> The business must demonstrate that their work meets the statutory requirements, technical standards and other published guidance relating to the work carried out.</p>	<ul style="list-style-type: none"> <li>• The business shall have access to the Technical Standards that apply to the range of work that it undertakes. These will normally comprise the national Specifications, Standards and Regulations (e.g. Building Regulations, MCS, Green Deal, etc.); along with the Minimum Technical Competency (MTC) documents published by the Competent Persons Forum, and similar documents, including industry guidance such as that issued by CIBSE, BESA, etc. These documents may be in the form of a central office based library, or may be an external online resource.</li> <li>• Where the business is responsible for the design of the work, or any element of it, checks are carried out to ensure that the design is compliant with the Building Regulations and is deliverable. Design work is done as detailed in BESCA standard TS.2.</li> <li>• The business shall have systems and processes in place, that are appropriate to the size and complexity of the business, to make sure that the work is undertaken and certified in a managed way; and is fully compliant with the Building Regulations, the relevant British Standards and other guidance, the Minimum Technical Competency (MTC) requirements, and with BESCA's rules and standards (see BESCA standards BS.1 &amp; BS.12). An assessment of risks to health and safety on the site shall be carried out in accordance with the requirements set out in health and safety regulations and other relevant legislation.</li> <li>• People, who may be affected by the work, shall be notified and be clearly and accurately advised about the potential disruption and consequences of carrying out the intended work.</li> <li>• Where holes and/or notches are made in walls, floors, ceilings and roof joists, and/or chases are to be made in structures, the work shall fully comply with the requirements set out in BESCA Standard TS.4.1.</li> <li>• The business shall issue a compliance notification to the customer, for all installed work that is in scope of the registered business's accreditation, as set out in BESCA Standard BS.11.</li> <li>• The business shall also issue an appropriate commissioning record to the customer; detailing the results of the performance tests carried out as required by the relevant scheme as set out in BESCA Standard TS.3.3.</li> <li>• User instructions that are specific to the work carried out by the business, and any subcontractors, shall be produced for the installation and any associated equipment supplied to the customer (see BESCA standards BS.2 and TS.3.3). In non-domestic premises, either a building logbook shall be provided, or details shall be provided to the customer for them to include in the existing logbook (see BESCA standards BS.2 and TS.3.3).</li> <li>• The work site shall be cleared after the work ends, and left in a safe and satisfactory condition; in accordance with health and safety regulations and good housekeeping practice. All waste materials shall be disposed of in accordance with safe practices and approved procedures, and the work area shall be left in a safe condition.</li> </ul>	

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<p>TS.2</p>	<p><b>Design work</b> The business must demonstrate that competent people carry out design work in a systematic way, so that it meets the statutory requirements and, technical standards required by BESCA.</p>	<ul style="list-style-type: none"> <li>• Only persons familiar with statutory requirements, such as national Specifications, Standards and Regulations, and the technical standards required by BESCA, may carry out design work.</li> <li>• Designers must be competent to carry out the range and complexity of work that the business is accredited by BESCA to carry out. The business's training records must identify this (see BESCA standard BS.9).</li> <li>• If the design is carried out by parties outside the business i.e. by an independent designer, then the business shall ensure that the designer meets the criteria set out in this section (see BESCA standard BS.10).</li> <li>• The 'designer', whether 'in house', or outside the business, shall have a level of Professional Indemnity Insurance cover commensurate with the size and complexity of the work being carried out.</li> <li>• Where required, a pre-design and installation survey shall be carried out, to allow the design and installation instructions to be produced. A record of the survey and its finding shall be made and retained. The survey shall also establish:             <ul style="list-style-type: none"> <li>○ if there is any pre-existing breach of statutory regulation that might affect the business's responsibility not to leave the completed work in breach of such regulations;</li> <li>○ where carbon monoxide (CO) monitors are installed, whether or not they are working, and will provide adequate protection after the works are completed;</li> <li>○ if there are any protected species (e.g. bats, birds, etc.) or plants that may prevent the work being done.</li> </ul> </li> <li>• The design and the calculations shall be carried out in accordance with the recognised industry guides and codes appropriate to the work e.g. BESA, CIBSE, IET, BSI, IGEM, and with all applicable national Specifications, Standards and Regulations (e.g. Building Regulations, MCS, Green Deal, etc.). The design shall fully meet and comply with the requirements set out in Part L of the Building Regulations; including the applicable Approved Documents, Compliance Guides and General Guidance.</li> <li>• Wherever possible, the design and the calculations shall be validated or checked by another suitably competent person. Records of the design work and the calculations are kept for a reasonable period of time, and at least five years.</li> <li>• The design shall normally include drawings, a specification and installation instructions for the work; giving details of all the plant and equipment needed to comply with the standards set out in the Building Regulations, including those for minimum energy performance, and with component manufacturers' instructions.</li> <li>• Where software is used for calculation or verification a control process must be in place to ensure the correct version of software is being used.</li> <li>• Records shall be kept for a minimum of six years of all designs, specifications, installation instructions, and other design related work that is undertaken, including amendments to such work.</li> </ul>
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