

Technical Sign-off Guide

For building control and warranty customers,
or building control-only customers

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Follow these steps for technical sign-off of your plots and sites

1. Completion forecast:

Discuss your forecasted completions with your risk management surveyor and ensure any outstanding information on your Technical Overview document (in your Extranet account and attached to each site inspection report) is up to date

2. Drainage testing:

If these are to be carried out at the same time as the pre-handover inspection, please ensure they are made ready

3. Inspection request:

Give your surveyor as much notice as possible. We require a minimum of 24 hours' notice

4. For warranty only:

The plot must be capable of passing the UK Finance Logic Test:

	Yes	No	N/A
a. There will not be a claim			
b. Such claim will not cause major disruption to the resident			
c. It will not cause a health and safety risk to the resident			

5. Covid:

The plot should be presented in line with Standard Operating Procedures and Risk and Method Statements to ensure compliance with Covid

6. Certification:

Ensure relevant competent persons' scheme certificates for elements applicable to your development are ready and available. They will include some or all of the following:

	Yes	No	N/A
a. Commissioning and registration for renewable energy systems			
b. As built Dwelling Emission Rate (DER) and Dwelling Fabric Energy Efficiency (DFEE) calculations			
c. Air permeability testing			
d. Hot water system commissioning			
e. Electrical services			
f. Gas services: photographic evidence of a signed, dated and completed Gas Safety (Installation and Use) Regulations gas safety record, including the installer's contact details and licence number			
g. Contamination validation certificate(s)			
h. Energy Performance Certificate			

Continued overleaf

	Yes	No	N/A
i. Fire alarm design installation and commissioning			
j. Flow rate for ventilation			
k. Ventilation commissioning			
l. Single ply membrane electronic testing			
m. Smoke ventilation commissioning			
n. Acoustic Completion Certification/ Robust Details			
o. Sprinkler commissioning			
p. Water efficiency calculations			
q. Regulation 38 fire safety information			
r. Regulatory Reform (Fire Safety) Order 2005 Risk Assessment			
s. Fire stopping certificate of conformity			
t. Dry/wet riser installation commissioning			
u. Emergency lighting commissioning			
v. Target CO2 emission rate calculations			

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