

**BOARD NOTICE 120 OF 2019****CALL FOR COMMENT****Scope of Services for Certified Building Inspectors in terms of the Section 18(1)(c) of the Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000)**

Written comments and inputs are invited by The South African Council for the Project and Construction Management Professions (SACPCMP) from all Voluntary Associations, persons and/or industry on the Scope of Services for Certified Building Inspectors.

The SACPCMP is empowered in terms of Section 18(1)(c) of the Project and Construction Professions Act, 2000 (Act No. 48 of 2000) to register Certified Building Inspectors.

Scope of Services for Certified Building Inspectors can be downloaded from [www.sacpcmp.org.za](http://www.sacpcmp.org.za)

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**CLOSING DATE FOR SUBMITTING COMMENTS: THURSDAY, 13 SEPTEMBER 2019**



**The South African Council for the Project and Construction  
Management Professions (SACPCMP)**

**Registration Rules for Certified Building Inspectors in  
terms of Section 18(1)(c) of the Act, 2000  
(Act No. 48 of 2000)**

**Commencement Date: 01 October 2019**

**Application forms to be downloaded from [www.sacpcmp.org.za](http://www.sacpcmp.org.za)**

Applications should be addressed to:

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## 1. GUIDELINES FOR REGISTRATION OF CERTIFIED BUILDING INSPECTORS

### Introduction

The SACPCMP hereby prescribes the registration of Certified Building Inspectors as a specified category in terms of Section 18(c) of the Act No. 48 of 2000. The registration system described in this document applies to those Certified Building Inspectors who operate at levels other than professional level in the Construction Industry. This document provides the requirements that an individual requires to comply with in order to attain recognition by the SACPCMP as a Building Inspector.

Certified Building Inspectors who want to register with the SACPCMP will be required to follow the prescribed registration process, and subject themselves to the assessment of professional competency and experience requirements as set out for the registration category: Certified Building Inspector.

In order to register as a Building Inspector, set criteria and competency requirements must be met in full and to the satisfaction of the SACPCMP. The SACPCMP has, as its objective, the regulation of the Building Inspector profession, thereby ensuring the progressive development of this occupational group.

A Professional Building Inspector may be appointed in two ways:

- National, Provincial or Municipal Government departments or the National Home Builders Registration Council (NHBRC) may appoint a Professional Building Inspector to perform regulated inspections;
- Private institutions may appoint a Professional Building Inspector directly to continuously inspect construction to ensure compliance to specification.

The SACPCMP acts as the custodian of the profession of Certified Building Inspectors; accordingly, it is responsible for:

- The certification and registration of Certified Building Inspectors;
- The regulation of Certified Building Inspectors through their adherence and compliance always to the prescribed Code of Conduct;
- Monitoring the Continuing Professional Development (CPD) of each registered Certified Building Inspector;
- Determining the conditions for maintaining registration on an annual basis; and
- Publishing guidelines for professional fees, after consultation with relevant organisations.

## 2. DEFINITIONS

**'Built Environment Professions'** refers to those categories of professionals established in terms of the following Acts:

- Act 43 of 2000 Council for the Built Environment Act
- Act 44 of 2000 Architectural Professions Act
- Act 45 of 2000 Landscape Architectural Professions Act
- Act 46 of 2000 Engineering Professions Act
- Act 47 of 2000 Property Valuation Professions Act
- Act 48 of 2000 Project and Construction Management Professions Act
- Act 49 of 2000 Quantity Surveying Professions Act

**'Built Environment'** refers to the functional area in which Registered Persons practise. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilised for the purpose and supporting infrastructure.

**'Building'** includes:

- (a) any other structure, whether of a temporary or permanent nature and irrespective of the materials used in the erection thereof, erected or used for or in connection with -
  - (i) the accommodation or convenience of human beings or animals;
  - (ii) the manufacture, processing, storage, display or sale of any goods;
  - (iii) the rendering of any service relative to the Built Environment;
  - (iv) the destruction or treatment of refuse or other waste materials;
- (b) any wall, swimming bath, swimming pool, reservoir or bridge, or any other structure connected therewith;
- (c) any fuel pump or any tank used in connection therewith;
- (d) any part of a building, including a building as defined in paragraph (a), (b) or (c);
- (e) any facilities or system, or part or portion thereof, within or outside but incidental to a building, for the provision of a water supply, drainage, sewerage, stormwater disposal, electricity supply or other similar service in respect of the building.

**'Building Control Officer'** is any person appointed or deemed to be appointed as Building Control Officer by a local authority.

**'Building Inspector'** is a person who is employed by either a statutory council, municipality, National Government, financial institution or private entity, and must be certified in one or more of the relevant disciplines qualifying them to make professional judgment on whether a building meets building code requirements.

**‘Building Inspector Work’** means the scope of work identified under Section 11 of this document.

**‘Competent Person’** is a person who is qualified by virtue of their education, training, experience and contextual knowledge to make a determination regarding the performance of a building or part thereof in relation to a functional regulation, or to undertake such duties as may be assigned to the person in terms of these regulations.

**‘Construction Management’** is the management of the *physical construction process* within the Built Environment and includes the co-ordination, administration, and management of resources. The Construction Manager is the one point of responsibility in this regard.

**‘Construction Programme’** is the programme for the works indicating the logical sequence and duration of all activities to be completed by the contractors, subcontractors, and suppliers, in appropriate detail, for the monitoring of progress of the works.

**‘Contract Programme’** is the construction programme for the works agreed upon between the Contractor and the Principal Agent.

**‘Contractor’** means any person or legal entity entering into contract with the Client for the execution of the works or part thereof.

**‘Construction Work Permit’** refers to a document issued in terms of Regulation 3 of the Construction Regulations as contained in the Occupational Health and Safety Act.

**‘Health and Safety Programme’** is the programme implemented to identify, evaluate and control health and safety hazards, and associated risks on any construction project considering legislative requirements and industry best practice.

**‘Home’** means any dwelling unit constructed for residential purposes or partially for residential purposes.

**‘Improper Conduct’** as contemplated in Section 27(3) of the Project and Construction Management Professions Act means failure to comply with the prescribed Code of Conduct for Registered Persons.

**‘Inspection’** is the general inspection by a competent person of a system or measure or installation of a building, or part thereof, at such intervals as might be necessary in accordance

with accepted professional practice to enable such competent person to be satisfied that the design assumptions are valid, the design is being correctly interpreted and the work is being executed generally in accordance with the designs, appropriate construction techniques and good practice, but shall exclude detailed supervision and day-to-day inspection.

**'National Building Regulations'** means the National Building Regulations and Standards Act No 103 of 1997 (as amended).

**'National Home Builders Registration Council'** is the National Home Builders Registration Council established in terms of the Housing Consumers Protection Measures Act No. 95 of 1998 Section 2; **'NHBRC'** has the same meaning.

**'Major Structural Defect'** means a defect that gives rise, or which is likely to give rise, to damage of such severity that it affects or is likely to affect the structural integrity of a building, and which requires complete or partial rebuilding or extensive repair work to the structure.

**'Occupational Health and Safety Act'** means the Occupational Health and Safety Act (Act No. 85 of 1993), read with all its related regulations as amended from time to time.

**'Owner'** in relation to a building or land, means the person in whose name the land on which such building was or is erected, or such land as the case may be, that is registered in the Deeds Office in question.

**'Project and Construction Management Professions Act'** means the Project and Construction Management Professions Act (Act No. 48 of 2000).

**'Project'** means the total development envisaged by the Client, including the professional services.

**'Public'** means any person, or group of persons who is, or whose environment is, either directly or indirectly affected by any construction project, or by a product, outcome or influence of a construction project which may impact on the health, safety and interest of such person or group of persons.

**'Substantially Practise'** means regularly and consistently carry out Professional Building Inspector work identified and charging a fee for such work and accepting responsibility to a client or an employer for the performance of such functions.

**‘Test of Professional Competency’** are assessment tests that measure knowledge, capabilities, experience and attitudes of a candidate to determine whether they are suitable for a specific category of registration.

**‘The Council for the Built Environment’** means Council for the Built Environment established under Section 2 of the Council for the Built Environment Act (Act No.43 of 2000).

**‘The South African Council for the Project and Construction Management Professions’** means The South African Council for the Project and Construction Management Professions established by Section 2 of the Project and Construction Management Professions Act (Act No. 48 of 2000); **‘SACPCMP’** has the same meaning.

**‘Works’** means all work executed or intended to be executed in accordance with the construction contracts.

### **3. APPLICATION FOR REGISTRATION**

A person who wishes to be registered as a Certified Building Inspector must apply on the prescribed application form in Schedule 1 (attached).

The application form should be accompanied by the following:

- Non-refundable application fee as determined by the Council;
- A certified copy of the applicant’s identification document;
- Certified copies of educational qualifications;
- Curriculum Vitae of the applicant in the prescribed format;
- Reports in the prescribed format;
- Proof of involvement in initial professional development;
- Proof of registration with other professional bodies.

### **4. CRITERIA FOR REGISTRATION AS A CERTIFIED BUILDING INSPECTOR**

The SACPCMP will assess and register Certified Building Inspectors based on their experience, knowledge and capabilities as prescribed in the registration requirements for Certified Building Inspectors. A person will obtain registration once they have submitted the required documentation and met the registration criteria in full.



#### **4.1. General Requirements for Registration as a Certified Building Inspector**

In order to obtain registration as a Certified Building Inspector, an applicant must provide proof of:

- Accredited or recognised and appropriate qualifications (see Annexure 1 for details);
- Relevant experience in the built environment, with specific detail on construction experience;
- Test of professional competency;
- Examination;
- Upon registration as a Certified Building Inspector, the applicant will be required to adhere to the SACPCMP Code of Conduct and be involved in Continuing Professional Development for maintaining registration as prescribed in the *CPD Policy Framework*.

### **5. REGISTER OF CERTIFIED BUILDING INSPECTORS**

The SACPCMP will maintain and regularly update the Register of Certified Building Inspectors and will require that all registered Certified Building Inspectors adhere to the Code of Conduct published, from time to time, by the SACPCMP. Any registered Certified Building Inspector found guilty of improper conduct will be subject to the Council's disciplinary procedures. The *SACPCMP Register of Certified Building Inspectors* will be published annually and will be available for inspection by the public.

### **6. REGISTRATION OF APPLICANTS ON THE REGISTER OF CERTIFIED BUILDING INSPECTORS**

#### **6.1. Admission to the SACPCMP Register of Certified Building Inspectors**

Once the applicant has complied with SACPCMP registration requirements and criteria, and upon successful registration:

- He/she is competent to act as a Certified Building Inspector;
- All applicable fees must be paid;
- The requisite undertakings have been made; and
- His/her name will be added to the *SACPCMP Register of Certified Building Inspectors*.

#### **6.2. Continuing Professional Development (CPD)**

Certified Building Inspectors are required to comply with the Continuing Professional Development Policy Framework. Failure to comply with the CPD requirement for the five (5) year cycle will result in the de-registration of the Certified Building Inspector.

### **6.3. Recognition of Registration with Other Professional Bodies/Voluntary Associations**

Where an applicant has been registered as a member of professional bodies, the SACPCMP may recognise such registration as fulfilling part of the requirements for registration. The SACPCMP will determine what additional evidence is needed for registration as a Certified Building Inspector. Where applicants are accredited as 'Certified Building Inspector' under programmes that are not recognised by the SACPCMP, the Registration and Education Committee will determine their eligibility for registration based on the normal application requirements. In all cases applicants will be subject to a Test of Professional Competency before progressing to the next registration level.

## **7. TITLE AND ABBREVIATION**

A person registered in terms of the rules of a Certified Building Inspector may use the title 'Certified Building Inspector' abbreviated as **CBInsp.**

## **8. TRANSITIONAL ARRANGEMENTS**

Until the required Professional Building Inspector Unit standards and qualifications have been registered with the National Qualifications Framework (NQF), the SACPCMP will operate under the transitional arrangements detailed below.

## **9. STANDARD SCOPE OF SERVICES FOR CERTIFIED BUILDING INSPECTORS REGISTERED IN TERMS OF THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS SECTION 18(C) ACT NO. 48 OF 2000**

### **9.1. General Notes**

Certified Building Inspectors shall be expected to demonstrate detailed knowledge of the National Building Regulations, Codes and Standards at managerial and operational levels, with the ability to plan, conduct and co-ordinate relevant compliance inspections and take the relevant action against deviations and non-compliance of the approved plans or the relevant Acts.

### **9.2. Certified Building Inspectors Responsibilities**

The applicant must demonstrate knowledge and application of:

- Relevant National, Provincial and Municipal Acts;
- National Building Codes, Standards and Specifications;
- Law enforcement – specific powers of the inspector and procedures required to address deviations and non-compliances in terms of the approved plans, codes or Acts;

- Inspection processes to ensure that building projects meet the structural, safety, fire protection, energy saving and accessibility requirements of the National Building Regulations;
- Communication skills in order to:
  - co-ordinate site inspections with other departments (fire, health, sewerage).
  - advise on building-related issues, specifically regarding approved building plans to reduce technical risks and prevent construction errors.
  - address complaints and respond to building-development related correspondence in an effective and efficient manner.
- Documentation processes to:
  - give assurance that building projects achieve legal building certification.
  - issue relevant Certificates of Occupancy.
  - prepare site inspection reports and legal notices in cases of unauthorised building work or building regulation contraventions.
  - serving legal notices in the correct manner including attending court where deemed necessary.
- The principles of quality control and quality assurance;
- The requirements for proper construction health and safety practises and the necessary steps required to correct/prevent unsafe conditions;
- Innovative construction technologies.

## 10. IDENTIFICATION OF WORK FOR CERTIFIED BUILDING INSPECTORS

### Standard Service

Certified Building Inspectors shall be able to perform the following standard services under the following stages:

#### 10.1. STAGE 1 – Project Initiation and Briefing

##### Definition

Agreeing Client requirements and preferences, assessing User needs and options, appointment of necessary Consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with the Client.

##### Standard Services

Not applicable

**10.2. STAGE 2 – Concept and Feasibility**

Definition

Finalisation of the project concept and feasibility.

Standard Services

Not applicable

**10.3. STAGE 3 – Design Development**

Definition

Manage, co-ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.

Standard Services

Not applicable

**10.4. STAGE 4 – Tender Documentation and Procurement**

Definition

The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation for effective and timeous execution of the project.

Standard Services

Not Applicable

## 10.5. STAGE 5 – Construction Documentation and Management

### Definition

The management and administration of the construction contracts and processes, including the preparation and co – ordination of the necessary documentation to facilitate effective execution of the works.

### Standard Services

**Restricted to Inspections of single-storey buildings and multi-storey building of not more than two (2) storeys (in accordance with SANS 10400-Part A20 Section 3 sub-section 3.6, read with Table 1).**

### Pre-Construction

- Obtain and use an approved plan to inspect conformance of the building to statutory requirements.

### During Construction

- Inspect the condition of the soil, depth and width of footings prior to casting of foundation **with rational design and performance requirements of the National Building Regulations.**
- Inspect the quality of the building construction with respect to foundation/slab, brickworks, roof structure and services to ensure compliance **with rational design and performance requirements of the National Building Regulations.**
- Verify levels, alignment, and elevation of structures and fixtures to ensure building compliance.
- Identify and respond to non-compliance in building construction and usage.
- Select and use relevant instruments to check quality of building materials and products.
- Identify, record and compile reports.
- Compile court reports on non-compliance(s) and non-conformance(s) with legal and regulatory requirements on building construction.
- Testify and witness in a court of law.

### Deliverables

- Ability to interpret all relevant construction drawings;
- Understanding of different appropriate building methods, materials and techniques;
- Understanding of different soil classifications;
- Understanding and application of relevant SANS standards;
- Supporting documents and photographic evidence for inspection of building.

## 10.6. STAGE 6 – Project Close Out

### Definition

The process of managing and administering the project close out, including preparation and co – ordination of the necessary documentation to facilitate the effective operation of the project.

### Standard Services

**Restricted to Inspections of single-storey buildings and multi-storey building of not more than two (2) storeys (in accordance with SANS 10400-Part A20 Section 3 sub-section 3.6, read with Table 1).**

### Post Construction

- Inspect structural integrity of building;
- Inspection for quality of building materials;
- Compile a report on findings;
- Co-ordinate site inspections and approvals in collaboration with relevant departments/authorities;
- Follow up on closing out of relevant defect liability complaints.

### Deliverables

- Relevant certificates in all trades;
- Record of audits during defects liability period.