



Application form for Principal Designer Registration - HRB

The Principal Designer (PD) Register is open to Chartered Architectural Technologists practising in industry who undertake the role of PD under the Building Regulations etc. (Amendment) (England) Regulations 2023.

To apply please confirm your eligibility:

I am a Chartered Architectural Technologist

In doing so, I agree to fulfil the **Institute's PD Competency Framework** requirements for registration as selected above.

Application

Applicants are required to:

- Complete all sections of this form;
- Include a 2 page CV outlining their relevant experience working on HRBs;
- Include relevant and focused information and supporting project based evidence demonstrating experience in line with the Institute's PD Competency Framework, and;
- Pay the £350 fee.

Assessment

A Panel will review and assess each application and has three options:

1. **Pass:** the candidate is accepted onto CIAT's PD Register/s and will be listed on a publicly available Register as being competent to work on HRBs. All applications for HRB registration will require an assessment interview.
2. **Defer:** the application does not satisfy the criteria or provide sufficient information for the Panel to make an informed decision. Should the first submission be deferred, the candidate will have the opportunity to make two further submissions for the written/portfolio at no additional charge.
3. **Refer:** the application does not satisfy the criteria following three submissions or after Assessment Interview. Guidance on remedial actions and a timeframe outlining eligibility to re-apply will be provided. All subsequent submissions will require a new application and the appropriate fee.

The decision of the Panel will be communicated accordingly and is final with no right of appeal.

Section A: Personal details

Full name	
Membership number	
Email address	
Telephone number/s	

Section B: Supporting statement 3000 words (+/- 10%) per application for registration.

The supporting statement must include:

- **Context:** Information about you and a brief overview of your experience working on HRB projects.
- **Summary of how the applicant meets the performance criteria** as outlined in PAS 8671 and The Building Regulations etc. (Amendment) (England) Regulations 2023 (or any subsequent amendments/updates). **Evidence must be provided to support this summary and clearly labelled. Please refer to the Institute PD Competency Framework and Candidate Guidance Notes for a full outline of the registration process and requirements.**

The application for the PD Register should be a concise, honest, and insightful written account of your current experience of working on HRBs and how you satisfy the Institute's PD competency framework.

Acceptance onto the Register is based on the applicant successfully meeting the performance criteria as set out in PAS 8671 by providing suitable evidence of them meeting these through their own portfolio of similar project types (i.e. HRB buildings). **The purpose of providing evidence is to add value to your statement. Therefore, supporting documentation is mandatory and should be carefully considered to ensure it is relevant to the application and type of PD competence you wish to be assessed against.**

Where relevant, you can include links to websites or make reference to other documents within the written statement. **All additional documentation, references or links must be relevant, focused, and succinct.**

Context

1-

I have been Director of Architects since June 2015, previously running my own small practice from 2007 and have been a Chartered Member of CIAT since November 2013.

2- Supplementary/supporting evidence.

Competency A: Behavioural competence:

Principal Designers must be able to demonstrate behaviour in accordance with legal duties and the "behavioural competencies" specified within BSI Flex 8670, or any code of professional conduct conforming to BSI Flex 8670.

A:1-

evaluate the limits of their own competence and, if relevant, their own organisational capability sufficient

i) not to take on a specific Principal Designer dutyholder role when the needs of the project in question are beyond the Principal Designer's competence and, if relevant, organisational capability;

and

ii) to ask for help from other appropriately competent persons when needs emerge during a project that can no longer be met by the Principal Designer's competence or, if relevant, organisational capability;

- *Know how to evaluate professional competence*
- *Know how to evaluate organisational capability.*
- *Know how to advise client and others including appointment of other consultants.*
- *Know how to use CIAT Code of Conduct and satisfy requirements.*

As part of the BSA steering group, we developed 'Architects Capability Statement' and 'Principal Designer Capability Statement' to demonstrate our practice's and individuals' experience. These statements include a Company Profile, Organisational Capability Statement, Resource Profile, individual CVs, and similar projects.

As the PD, I ensure the Capability Statements' accuracy by understanding the new project and the Design Team's experiences and limitations, challenging any unclear or weak points.

As part of the Steering Group, we also prepared a 'Client Advisory Letter' for CDM & Building Safety Act that is now part of the QMS. It is issued to all clients and advises of the key duties, including appointments they need. It requires them to acknowledge the contents of the letter prior to commencing design work.

A:2-

demonstrate the integrity to refuse to accept design work for building work that cannot conform to relevant requirements and to report safety occurrences to relevant parties;

- *Know how to formally accept or decline work*
- *Know how to carry out safety occurrence reporting*

The practice requires a formal appointment as part of our QMS, and these are separate for Architectural Services, PD(CDM) & PD(BR). We do not undertake the role of Lead Designer unless we are appointed as PD(BR)

Our standard Scope of Works includes;

- Advise Client and/or Contractor on the need to obtain statutory approvals.
- Advise Client and/or Contractor of their statutory duties under CDM Regulations.
- Co-operate with the Principal Designer (CDM).
- Provide information and advise foreseeable risks to health and safety to the Principal Designer (CDM) as appropriate to each work stage.
- Co-operate with the Principal Designer (Building Regulations) and/or Principal Contractor (Building Regulations) as appropriate to each work stage.
- Ensure that all advice, reports and the like made by the Architect are provided in writing.

RIBA Stage 5;

- Report to the BSR via the Mandatory Occurrence Reporting (MOR) when there is a safety occurrence (structural safety or fire safety) in relation to the design of a building or an incident or situation during construction for which the building.
- If in the course of these site visits the Architect becomes aware of any part of the works in the view of the Architect presents an undue risk to the health or safety of site staff, visitors or end-users, then the Architect shall advise the Contractor and Principal Designer verbally and in writing of each instance on the day of the site visit, or as soon as is practicable afterwards.

I would have significant reservations should these not be acceptable and included in the appointment.

A:3-

evaluate how to cooperate with all dutyholders in a way that achieves design work compliance, including by:

- i) assisting clients to provide information to dutyholders; and

ii) liaising with Principal Contractors to share relevant information, and having regard for the Principal Contractor's comments in relation to compliance; and

- Know how to work with other duty holders including client to achieve design and regulatory compliance.
- Know how to log and record project work.
- Know how to work with Principal Contractor.

Our Scope of Work (HRBs & NRBs) includes General Services with a requirement to cooperate with other duties holders and the wider design team to achieve the required design and regulatory compliance. These are then measured internally using the relevant Quality Procedures (QPs) and at DTMs which are chaired by the PD and minuted with actions. Additionally, tracker documents are prepared and used for appropriate tasks.

As PD key design decisions & changes are documented, to form part of the 'Golden Thread' and a live tracker is used with a schedule of materials & products specified, including the test data (with dates of the certification) and where applicable the fire rating.

A:4-

apply interpersonal communication skills to:

- i) encourage designers to perform their own duties, including to cooperate with other dutyholders;*
- ii) challenge designers to rework designs if evidence of design work compliance is insufficient; and*
- iii) challenge the Principal Contractor's comments if they compromise design work compliance.*

Know how to formalise contractual arrangements and agree responsibilities.

Know how to address unethical behaviour and misconduct.

Know how to challenge non-compliance from project stakeholders.

With 25 years in the Built Environment, I have the communication skills to work effectively with Duty Holders and the Design Team.

As Lead Designer, I ensure the scheme's coordination and compliance with contract documents and regulations by challenging the Structural Engineer or MEP Designer through DTMs, workshops, and coordination exercises like clash detection with our BIM model.

When checking appointments, I follow QME procedures, liaise with insurers, and negotiate with the client's representative, deciding when to hold firm or prioritize the project's commercial realities.

For example, in a fire remedial (HRB) project, I requested changing "The Consultant shall comply with the design programme..." to "...have due regard to..." because our PD(BR) appointment is with the Building Owner, not the Contractor. This aligns with the Client's duty to make suitable arrangements for project planning, managing, and monitoring, while the PD(BR) must plan, manage, and monitor the design work during the design phase. Requiring strict compliance with a pre-set programme is contrary to initial contractor discussions.

Competency B: Legislative and regulatory framework for compliance

Principal Designers must be able to apply the legislative and regulatory framework related to how designers and design work ensure compliance with all relevant requirements.

B:1-

apply understanding of the duties and behaviours required of Principal Designers

- *Know where to find relevant legislation(s)/regulation(s).*
- *Know how design intent conforms with all of the relevant requirements.*

Our BSA Steering Group meant I needed to familiarise myself with the relevant legislation and guidance, to enable the group to provide briefings to the Board and Directors followed by the broader practice to inform them of the new role and duties.

I also attended training seminars from the HSE and other providers alongside facilitating internal CPDs and provided external client briefings to further upskill others.

The group then prepared new templates (including client advice letters), procedures and protocols so that the practice is fully compliant.

It became clear to us that Design Intent would no longer be acceptable for HRBs at Gateway 2, therefore there would need to be a cultural shift in the way we design. This needed educating staff and clients on the new approach.

B:2-

apply understanding of the purpose, structure and scope of the legislative and regulatory framework to appraising and challenging evidence of design work compliance

- Know how regulations relate to the role and duties of PD.
- Know how to use and apply regulations and legislation to satisfy design requirements and challenge compliance.

The BSA Steering Group needed a new Scope of Services for PD(BR) and a specific DRM.

These documents provide the client and others with our PD(BR) Duties and how these will be discharged alongside interactions with others in the design team.

As PD(BR) I must “Plan, Manage and Monitor” the Design Phase and to do so I chair ‘Compliance Meetings’ with the design team to meet The Building Regulations etc. (Amendments) Regulations 2023 Part 2A Regulations 11M (2).

B:3-

understand how to find and apply information in the legislative and regulatory framework governing:

- how design work, including HRB design work, if built, is expected to comply with all relevant requirements; and*
- how Principal Designers and other dutyholders are expected to perform their duties, follow prescribed procedures, and comply with legislation, including when working on HRB design work.*

- Know which legislation(s)/regulation(s) to apply to satisfy PD role.
- Know how to ensure design project compliance.
- Know how regulatory procedures should be used and how the PD and other duty holders are expected to perform their duties.

Our BSA Steering Group required that I familiarise myself with the relevant legislation and guidance. We then amended our QMS to suit the new legislative framework and provided training to staff working on relevant projects. This alongside our PD(BR) DRS enables us to perform the duties and those within the wider design team.

B:4-

analyse understanding of the legislative and regulatory framework related to designing HRBs, including in relation to prescribed procedures and information; and

- Know how the regulatory and legislative framework, systems and procedures are applied to HRBs.

I have attended training courses & conferences led by the HSE and other providers, these meant I gained an understanding of the procedures and information alongside in-use examples relating to Gateway 2 applications.

We also work with Building Control Advisors (BCAs) (typically a Class 3 Registered Building Inspector) who provide additional support during the design phase (up to Gateway 2) to ensure validation and ultimately compliance with the regulatory and legislative framework.

B:5-

evaluate duties of other duty holders in the context of HRB projects for the ways they could affect the Principal Designer's duties and design work compliance.

- *Know how legislative design requirements apply to HRBs and statutory requirements, duties, and obligations.*
- *Know how to analyse HRBs designs to satisfy regulatory requirements and design input required from others including consultants and client.*
- *Know how to monitor and control HRBs design development including the work of others, consultants, and clients and how this may affect the PD role, duties and reporting.*

Our CDM & BSA Advice Letter requires the client to confirm in writing that they are aware of their duties under both the CDM Regulations and the Building Regulations. With the client, we would use PAS 8672:2022 to provide support, if required, to determine the PC(BR) competency (note the client under the BSA is responsible for appointing the PC(BR) and ensuring that meet the component criteria).

Our Designer Competency Form (BSA) enable me to evaluate other Designers and by having a single agreed DRM(BR) I would be able to complete my duties and ensure design work compliance.

Competency C: Management of design work Compliance

Principal Designers must be able to apply general principles of management to plan design work compliance, and to manage, monitor and coordinate designers and design work in relation to compliance during the design phase.

C:1-

demonstrate understanding of how clients' project briefs, key performance indicators, programmes, designers' competence requirements, and, if relevant, their own organisational capability can affect design work compliance;

- *Know how to interpret client, brief requirements.*
- *Know how to plan and programme the stages and activities of design and construction.*
- *Know how to meet statutory requirements.*
- *Know how to assess organisational capability*
- *Know how to assess how much human resources and competence is required within the design and construction team(s) to achieve design delivery and compliance.*

I can determine if the initial brief is sufficient or whether further information is required, this informs our Fee Proposal & Scope of Works.

I then understand the client's programme, cost plan, ERs and any site constraints that may have an impact. This determines my approach including resource allocation and determine the project lead with the necessary experience and competence. I use our CMap platform to manage the resource and progress tracking.

C:2-

demonstrate understanding of how the scope of relevant insurances, the limitations of relevant warranties, the terms and conditions of appointments can impact design work compliance;

- *Have an awareness of relevant insurance, warranties, and legal limitations.*
- *Know how to assess different consultant's appointment for any risks to design work compliance.*
- *Know how to assess project procurement to identify risks relating to design work compliance.*

As a director responsible for appointments & warranties I follow our QME procedures liaising with insurers and then negotiating with the client's representative. I then ensure the project lead is familiar with the agreed appointment including any 'risk' items.

As PD I would use our Designer Competency Form (BSA) to enable me to evaluate other Designers and review other Designer's scope of work and have a single agreed DRM(BR) to ensure design work compliance.

C:3-

create strategies for managing design work compliance;

- *Know how to use strategies to manage design development compliance.*

Our QMS provides a framework for me as PD(BR) to manage design work compliance and alongside the DRM(BR) and Building Regulations Reasonability Matrix (BRRM) enables me to manage others within the Design Team to perform their required design work compliance.

Since the PD(BR) is not expected to have expertise in all facets of design we also typically work with a BCA in a support role to provide further assistance and skills. This enables me to robustly 'Plan, Manage and Monitor' the design work and challenge where appropriate.

C:4-

apply understanding of how to manage the recording, maintenance and approval of evidence of design work compliance;

- *Know how to set up systems to control, record, maintain and manage evidence of design work compliance.*

Our QMS procedures and forms provide the tools & framework to manage the recording, maintenance and approval of evidence of design work compliance.

The practice is investigating methods for the storage of the Golden Thread as an online archive so that we are able to assist and advise our clients on how best this can be achieved. We expect to see this develop as a specific data storage solution.

C:5-

understand the effect of designers' duties and, in the context of a specific project, their contracted responsibilities;

- *Know how to manage design projects from inception to completion and the role of the PD.*
- *Know how to inform the client about any areas affected by the contractual designers' duties and obtain additional input to ensure compliance.*

As a director responsible for appointments & warranties I have an awareness of our contractual relationship with the client.

As PD(BR) I use our DRMs (Design & BR) and BRRM to inform the client about any risk factors that may impact the compliance of the project.

C:6-

analyse ways to identify and manage gaps in designers' competences, capabilities, or capacities sufficient to coordinate design work compliance;

- *Know how to identify, analyse and manage gaps in designers' abilities in order to coordinate design work compliance;*

As studio director, I'm responsible for the day-to-day resourcing of projects, which requires an understanding of the team to ensure a competent Project Lead for each project.

We use staff appraisals and skills matrixes to determine their capabilities and staff-specific CVs to capture project experience, to include key role(s) on the project, its size, sector and the like.

The company offers all staff unrestricted access to the Construction Information Service (CIS) allowing access to British Standards, harmonized BS EN standards etc. and dedicated training & CPDs are also provided.

Using our CMap platform we are also able to understand staff availability and utilisation to ensure sufficient capacity.

Our QMS has a procedure for checking the competency of third-party consultants, including understanding their training procedures and project team organograms.

C:7-

analyse how to monitor identified risks to compliance and control changes affecting design work compliance

- *Know how to analyse and to monitor identified risks.*
- *Know how to control changes affecting design compliance.*

As part of our steering group I led the creation of a Building Regulation Compliance Tracker (BRCT) and aligned this with others provided by our Peers shared via the Architects Technical Leads Group (ATLG) and we improved our Risk Assessments (CDM) and Design Risk Register (DRR) to enable me to control, manage and record the design work and align this with legislative & regulatory compliance.

As a Director I am also responsible for end-of-stage Project Reviews which require the Project Lead to present the design against a set agenda which covers key compliance matters including Fire Strategy, Coordination, Buildability and CDM / Risk Analysis.

C:8-

evaluate how to manage the process for achieving consensus from designers that coordinated design work is compliant.

- *Know when to ask for, and how to assess input from other consultants at different stages of the design programme.*
- *Know how to evaluate and to manage the information received from designers and that coordinated design work is compliant.*

Using our BRCT as a live document alongside our DRM(BR) and BRRM we're able to coordinate design work to ensure it is compliant, this is done during Design Team Meetings and specific workshops.

As PD(BR) I'm not expected to have expertise in all facets of design so working alongside a BCA in a support role to provide further assistance and skills providing challenges where appropriate.

C:9-

evaluate the system of regulated procedures and information related to working on HRBs and their implications for the performance of the Principal Designer's duties, including contributing to the golden thread of information, reporting safety occurrences to the Building Safety Regulator, and making competence and compliance declarations;

- *now how to evaluate the system of regulated procedures and information related to working on HRBs.*
- *Know how design management processes and their implications relates to the performance of the Principal Designer's duties.*
- *Know what information is required as part of the golden thread.*
- *Know how to report safety occurrences to the Building Safety Regulator.*

As one of four directors who set up our internal Steering Group before the new Building Regulations in October 2023, I helped prepare the practice for the new regime. The Steering Group assessed our knowledge and identified gaps regarding the new Principal Designer role and legislative framework for HRB and non-HRB buildings.

We are expanding our QME documentation to include guidance on the Golden Thread, a Building Regulations Compliance Tracker (for HRB and non-HRB), and template Change Control forms. Our updated Site Visit Record template now includes references to safety occurrences (MOR), encouraged for use on all projects.

We introduced an intranet system to improve project planning and monitoring, with template documents and guidance provided as prompts for key tasks. We are also exploring online storage solutions for the Golden Thread to advise our clients on optimal data storage methods.

C:10-

evaluate ways to establish and maintain throughout the construction phase a system for inspecting HRB design work for safety occurrences and promptly reporting safety occurrences; and

- *Know how to evaluate methods to establish and maintain systems throughout the construction phase for inspecting HRB design work for safety occurrences and promptly reporting safety occurrences.*

The Steering Group understood that as the PD(BR) we had a key role during the construction phase on HRBs for site inspection of design work for Mandatory Safety Occurrences, we set out clearly within our Fee Proposal this requirement and this is then reflected with the DRM(BR). We subsequently presented this to all technical staff.

Our existing Site Visit Record template has been updated to include specific reference to safety occurrences (MOR) and new technical staff receive a QMS induction and annual refresher training is provided for existing staff.

C:11-

create ways to instruct reporting persons about the system for mandatory safety occurrence reporting related to working on HRBs.

- Know how to create methods to report safety occurrences.
- Know how to communicate how to use these systems to other members of the design and construction team/s.

Our existing Site Visit Record template has been updated to include specific references to safety occurrences (MOR).

As part of our appointment, we ensure that all other members of the design and construction team/s have agreed and 'signed up' to our DRM(BR), this is important as it allows me as PD(BR) to effectively 'Plan, Manage and Monitor' the design work.

Our DRM(BR) requires the PD(BR) to "...Develop strategies, policies and procedures for the MOR, to ensure information on structural and fire safety occurrences that could cause a significant risk to life safety in higher-risk buildings are reported to the Building Safety Regulator..."

At the Project Initiation meeting, I set out how the MOR will be established and maintained, including how it's shared and accessed and remains a standing item at future DTMs.

Competency D: Technical framework for compliance

Principal Designers must be able to understand general principles of building design, general principles of construction, and the "core criteria for building safety" set out in BSI Flex 8670 sufficient to:

- appraise designers' evidence of design work compliance with all relevant requirements;*
- manage the process for designers to achieve consensus that coordinated design work complies with all relevant requirements; and*
- appraise Principal Contractors' comments affecting design work compliance with all relevant requirements.*

D:1-

understand the purpose, structure and scope of technical guidance, and standards governing building design and construction compliance with all relevant requirements;

- *Know how the structure, fabric and services as well as the anatomy and physiology of a building typology design relates to the purpose and performance in use.*

I have acted as a Project Architect, Project Director and Supervising Director on a large number of commercial projects varying in scale, complexity & sectors. This requires a broad skills and knowledge base and an understanding of legislation & regulations including where to source knowledge/assistance when there is a skills gap on my part.

I review projects for technical compliance against Building Regulations and/or relevant standards using our Internal sign-off forms at RIBA Stages (1-4) as a template, but not restricted as projects vary in scale and complexity.

Most projects are D&B, with large proportions of design work carried out by the contractor's specialist trades. I review/coordinate the CDPs, holding a strong line on compliance with ERs and applicable standards.

D:2-

understand how to find and apply information in technical guidance, and standards sufficient to:

- appraise and challenge designers' evidence of design work compliance with all relevant requirements;*

ii. manage design work compliance when different packages of design work are coordinated and when design work is coordinated with building work; and
iii. contribute to identifying risks to compliance;

- Know how to locate and apply information in technical guidance, and standards sufficient to appraise and challenge designers' evidence of design work compliance with all of the relevant requirements.
- Know how the scope of technical guidance, and standards governing building design and construction relates to regulatory compliance with all relevant requirements.
- Know how to manage design work compliance with all relevant requirements when different packages of design work are coordinated.

In my career, I've built a broad skill set with a strong understanding of legislation and regulations, knowing where to source knowledge and assistance, but I am committed to ongoing CPD.

As a member of the ATLG, I benefit from peer knowledge sharing. I also participate in the practice's Technical Leads group to promote best practices and supervise training and CPDs in the

When Approved Document O (Overheating) was released, I researched its impact and prepared a 'Technical Note' for the practice, addressing follow-up questions.

The company provides unrestricted access to the CIS, facilitating access to British Standards and harmonized BS EN standards.

As Lead Designer, I coordinate information from other consultants/designers and CDPs, and handle submissions/liaison with the BSR or Building Control Approver. I use DTMs, workshops, and DRMs to manage processes, recording actions and decisions with trackers and DRRs.

D:3-

evaluate the potential impact of identified risks on design work compliance with all relevant requirements;

- Know how to evaluate the potential impact of identified technical risks on design work compliance with all relevant requirements.

By using a combination of DTMs and workshops alongside the project DRMs I'm able to identify risks in design work compliance with all relevant requirements and these would be recorded using trackers and DRRs.

D:4-

understand general principles of construction sufficient to appraise Principal Contractors' comments about compliance with all relevant requirements; and

- Understand the general principles of construction know how these relate to the appraisal of the Principal Contractors' work.
- Know how to formally convey comments on compliance.
- Know how design work is coordinated with building work; and contribute to identifying risks to compliance.

Acting as a Project Architect, Project Director and Supervising Director on a large number of commercial projects varying in scale, complexity & sectors, many being D&B I have been able to work alongside Contractors and ensure that any CDPs are coordinated and compliant with all relevant requirements.

I am used to providing Architect's Reports, liaising with Design Managers and attending progress meetings.

I also visit sites and if I become aware of any work which is not by the contract I advise the Contractor in writing of each instance, equally should I become aware of any work that presents an undue risk to the health or safety of site staff, visitors or end-users, then I would advise the Contractor and PD(CDM) verbally and in writing of each instance as soon as is practicable.

D:5-

understand information management systems sufficient to arrange for the establishment and maintenance of ways to:

- i. record strategies for achieving design work compliance with all relevant requirements;*
- ii. manage the strategies; and*
- iii. control changes affecting design work compliance with all relevant requirements.*

- Know how to use building information management systems to manage the strategies; and to control changes affecting design work compliance with all relevant requirements.*
- Know what information is to be recorded under the principles of the golden thread.*

Many projects usually require us to sign up to a contractor's Information Collaboration System such as Four Projects or Procore. If it's not familiar I would request and/or take up the opportunity for training alongside understating any protocols and design change/approval process.

Our QMS documentation is currently being expanded to include guidance on content for the Golden Thread, along with our BRRM and I would liaise with PC(BR) about specific needs.

D:6-

evaluate building safety risks in connection with the regulated system of mandatory safety occurrence reporting sufficient to report events related to structural safety, fire safety and other prescribed matters in HRBs;

- Know how to evaluate building safety risks in connection with the regulated system of mandatory safety occurrence reporting sufficient to report events related to structural safety, fire safety and other prescribed matters in HRBs.*

When acting on projects, including those defined as HRBs, I've obtained a broad skills and knowledge base alongside understanding legislation & regulations which I can use to evaluate building safety risks. I also know when I need to seek third-party input, this may include instructing the client to obtain a second opinion on matters pertinent to structural/fire safety and other prescribed matters in HRBs.

D:7-

evaluate the potential during inspections of design work throughout the construction stage for new building safety risks to emerge and for the assessed severity of potential impacts of all risks to change, including to become safety occurrences;

- Know how to perform safety inspections of design work.*
- Know how to perform safety inspections of the construction stages.*
- Know how to devise contingency plans in the event of a safety risk occurring, or how to mitigate them from occurring.*

On projects during the construction phase, I make periodic visits to the site, at intervals appropriate to the stage/scale of the Project, to review the progress/quality of works being executed. Advising the Contractor of any defects/deficiencies found in the works alongside any undue risk to the health or safety of site staff, visitors or end-users.

I would report this under normal circumstances through the Architect's Report, but should the need be required then an immediate verbal and written response would be undertaken in addition to reporting to the BSR via the MOR when there is a safety occurrence (structural/fire safety) about the design of a building or an incident or situation during construction for which the building.

D:8-

evaluate design work compliance sufficient to follow prescribed procedures for declaring compliance; and

- *Know how to evaluate design work compliance.*
- *Know how to declare compliance*

Using procedures such as the End of Stage reviews, DRRs and the project's Building Regulations Compliance Statement I would chair Compliance Meetings with the design team and seek assurances that the individual's design work is compliant.

Should I not feel able to do this then I would seek third-party input and this may include instructing the client to obtain a second opinion on matters that are related to structural/fire safety and other prescribed matters in HRBs.

D:9A-

understand information management systems sufficient to:

contribute to the collation, accurate maintenance, and accessibility of digital records in the golden thread of information; and.

- *Know what information is to be recorded under the golden thread*

Many of our projects require the Design Team to use an information collaboration system such as Four Projects or Procore. This will have a set of protocols for the uploading of information to enable the Design Team to contribute to the collation, accurate maintenance, and accessibility of digital records in the golden thread of information.

The information for the Golden Thread would include;

- change control log
- final versions of drawings ..etc
- final change control log;
- information captured through construction, commissioning and final functional inspections.
- bank of evidence to demonstrate the 'what' agreed documents are reflected in the 'as built'.

As the PD I would collate & review this information.

D:9B-

understand information management systems sufficient to:

arrange the establishment and maintenance of the mandatory occurrence reporting system.

- *Know how to understand information management systems sufficient to contribute to the collation, accurate maintenance, and accessibility of digital records in the golden thread of information.*
- *Know how to arrange the establishment and maintenance of the mandatory occurrence reporting system.*

We would expect that the MOR forms part of a contractor's information collaboration system, but should this not be the case then with the PC we would develop a register of any issues raised (both design and construction) for retention at the end of the project. Either way, these would be reviewed by PC and PD for relevance.

As everyone's understanding of the BSR improves we are also investigating methods for the storage of the Golden Thread as an online archive, so that we can assist and advise our clients on how best this can be achieved. We expect to see this develop as a specific data storage solution.

Number of words (n.b. references are not to be counted and should only further support your statement and experience): 3164

Section C: Declaration of applicant

I submit this form as an accurate record in support of my application for the specific purpose of assessing my eligibility to be on the publicly available PD Register of the Chartered Institute of Architectural Technologists. I am aware that falsifying information in this application may result in investigation under the [Code of Conduct](#) and possible referral to the Conduct Committee.

I agree to accept the decision of the Institute regarding my eligibility for the PD Register and I am aware that the application and assessment fees are non-refundable.

If successfully on the PD Register, I will continue to abide by the rules and regulations specified in the [Code of Conduct](#) and any other directive issued by CIAT.

I will keep CIAT informed of any change in my circumstances in writing which may affect my Registration.

Signature of applicant: _____ Date: **26/07/24**

Disclosure - Data Protection Act 2018

All personal data will be held in accordance with the Data Protection Act 2018. If you have any queries or requests, please contact membership@ciat.global or refer to the Institute's Privacy Statement at <https://architecturaltechnology.com/privacy-policy.html>

N.B. You cannot elect to be excluded from CIAT related mailings (via post or email).

The decision of the Panel will be confirmed in writing (via email) within 28 working days, and **you will be added onto the publicly available PD Register** to confirm your competence as a PD for non-HRB and HRB projects. You will be able to use the descriptor and logo as a registered 'CIAT Principal Designer', which you should use in conjunction with the protected descriptor and logo as a 'Chartered Architectural Technologist'. You are encouraged to use these whenever possible and appropriate.

Checklist for applicants:

- All sections of the application form are complete.
- Include a 2 page CV outlining their relevant experience working on HRBs.

- Application contains relevant supporting information/documentation to corroborate your suitability as detailed in Section B.
- £350 fee paid electronically through architecturaltechnology.com.