



London Borough of Sutton Building Control Supervision Policy

Introduction

This document outlines Sutton Building Control's Policy and Process for supervising surveyors who are registered with the Building Safety Regulator (BSR) as Registered Building Inspectors (RBIs). It is intended to complement and not supersede the council's more general policy on employee supervision.

Policy

For the purposes of this policy, supervision is as follows.

Supervision is a process of professional learning and development that enables individuals to reflect on and develop their skills, knowledge, experience, and behaviours to build competence, through agreed and regular support with a competent professional. For the purposes of the building control profession, supervision includes the overseeing or directing of a task, activity, or process to ensure it is undertaken appropriately, correctly and to required standards.

When working under supervision, a suitably competent RBI will oversee your work. A suitably competent RBI is someone of a relevant Registration Class who can carry out that work. For the purposes of this Policy, competence is as defined by the Building Inspector Competence Framework (BICoF).

Our supervision policy is as follows.

Using best endeavours, Sutton Building Control will ensure that its RBIs are able to meet their obligations as required by:

- The Building Inspector Competence Framework
- The Code of Conduct for Registered Building Inspectors and in particular:
 - in maintaining their professional competence and complying with any continuing professional development requirements issued by the BSR;

- allowing formal reflection on their development needs and recording and retaining their findings and planned actions to meet these needs in accordance with the continuing professional development requirements;
 - maintaining a portfolio of evidence to demonstrate their competence;
 - helping adherence to the Sutton Building Control quality assurance processes.
- Other relevant guidance produced by the Building Safety Regulator.

Using best endeavours, Sutton Building Control will ensure that its registered building inspectors:

- Recognise the boundaries of their competence and when specific projects should be managed by, for example, a building inspector with a higher competence, or when specialist support, from a structural or fire engineer, may be required.
- Ensure that RBIs are competent to undertake building control activities and advise on functions, within the limits of their class and their own experience. If the RBI is a manager or supervisor, s/he will take steps to ensure the ongoing competence of those managed or supervised.
- Are appropriately assisted should they wish to progress their professional development, through the registration classes. Such work will only be done under the supervision of a suitably competent person, for example, an RBI registered in the appropriate class for the work being carried out. All supervised work will be recorded as appropriate, including details of the supervisor and supervisee.

Using best endeavours, Sutton Building Control will:

- Ensure that policies are aligned with the BSR's Operational Standards Rules (OSRs) and in particular;
 - resource the building control functions appropriately and effectively target activities by considering the risk and potential severity of contraventions of the Building Safety Act and Building Regulations. This will include the allocation of competent persons to any given task.
 - Put in place a risk-based process to determine how projects/case work are allocated to ensure that the person inspecting the work is suitably competent and has the correct registration.
 - Record decisions and reasoning in writing for each case allocation. This includes decisions relating to the level of supervision required for building inspectors with differing levels of experience.
 - Promote the council's Whistleblowing Policy to its RBIs and make clear the circumstances in which the Policy should be used, particularly so in the context of their RBI role.
 - Review this Policy (and Process) on a (for the time being) quarterly basis.

Process

The following applies to building inspectors working under supervision.

Working under supervision: Class 1 Registered Building Inspectors (trainee)

As a Class I building inspector (trainee), all of your work will be supervised. This includes;

- Checking plans and specifications for compliance with building regulations.
- Carrying out site inspections.

For trainees, plans/photos will be re-checked by a suitably competent class 2-4 RBI and all site inspections will be carried alongside a suitably competent class 2-4 RBI. The supervision process will include discussing findings to facilitate learning.

The training and supervision process will also involve mentoring and working through a planned and documented development programme, designed to gain sufficient knowledge and experience to enable the trainee to extend the scope of their work and/or register at a higher class.

Working under supervision: Class 1 Registered Building Inspectors (non-trainee)

Plans/photos will be rechecked by a suitably competent class 2-4 RBI and all site inspections will be carried out alongside a suitably competent 2-4 RBI. With regard to the latter, the process will include discussing findings to facilitate learning.

Working under supervision: Class 2 Registered Building Inspectors

Your work will not be supervised where it relates to your class of registration. In all other cases, all of your work will be supervised. This includes:

- Checking plans and specifications for compliance with building regulations.
- Carrying out site inspections.

In the case of class 2 work for which you are not registered, plan checks will be carried out with a suitably competent RBI who will sign off the plan check for distribution to the applicant or agent. In relation to inspections, these will be carried out with a suitably competent RBI except where, through a competency discussion, the class 2 RBI is judged to be suitably competent to carry out the inspection unaccompanied. In this case, the site inspection findings (information gathering) will be discussed with a suitably competent RBI, who will sign off the site inspection records prior to distribution to the applicant or agent.

In the case of class 3 work, all plan checking will be re-checked by a suitably competent class 3-4 RBI and all site inspections will be carried out alongside a suitably competent class 3-4 RBI.

In all cases above, the supervision process will include discussing findings and overseeing decision-making to facilitate learning. Where you are working towards a higher class of registration, you will be required to keep sufficient and appropriate evidence of your work at this higher class, in a portfolio. The portfolio will include records of training, development, and competence activities undertaken.

Supervising registered building inspectors

If you supervise the work of another building inspector, you are responsible for the work and must make sure it is done correctly. You can only supervise work you are competent to carry out.

Supervisors should take the necessary steps to record the activities carried out (the Code 4.2).

Supervisors should review their workload from time to time to ensure that they have sufficient time to undertake and record their discharge of restricted activities and functions.

Although supervision will ordinarily be carried out by a suitably competent RBI who is employed, it may also be carried out by a suitably competent RBI who is self-employed, should the exigencies of the service dictate.

Review

As part of the council's normal supervision process, a class 4 technical manager will discuss the operation of this policy and process with RBIs to ensure that it is working effectively. Any identified areas of improvement or amendment will be discussed at the quarterly QMS management meetings and agreement reached on necessary changes and this will be brought into effect.