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To: Chief Executives - Scottish Local Authorities

(copy: Building Standards Managers – Scottish
Local Authorities)

31 March 2020

Dear Chief Executive

**Certification Schemes under Section 7(2) of The Building (Scotland) Act 2003
Special measures to enable the acceptance of unsigned certificates of design as a
result of the COVID-19 outbreak**

As a result of the current stay at home advice, members of the Structural Engineers Registration Ltd (SER) certification scheme are working from home and are unable to facilitate the normal certificate signing process. This process includes the wet signing of the certificate by both the approved certifier and the certification coordinator of the approved body.

The purpose of this letter is to advise that an alternative temporary arrangement has been agreed to allow for unsigned certificates of design to continue to be submitted to verifiers in support of building warrant applications, either until wet signatures can again be provided or the current SER certification system adjusted to facilitate electronic signatures.

When an unsigned certificate is submitted in accordance with the guidance and confirmatory signature forms appended to this letter it shall be treated as a valid certificate.

Officials from Building Standards Division at Scottish Government will be available to respond to any queries that may arise, contact in the first instance should be via Stephen Garvin, Head of Building Standards Division (07836 504 781, Stephen.garvin@gov.scot).

Yours sincerely

KEVIN STEWART

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