

**E-MAIL FROM THE BUILDING STANDARDS DIVISION OF CHANGES IN NOTIFICATION TO BUILDING STANDARDS MANAGERS OF SER APPROVED BODY & CERTIFIER STATUS**

Dear Building Standards Manager

SER and BSD have recently been discussing the current practice of BSD notifying local authority (LA) verifiers when the status of an Approved Body or Certifier changes. One of the considerations being the balance between pre-empting future situations that actually might not arise and possible reputational damage for the Approved Body or Certifier. At the moment, BSD notifies each relevant LA with a list of all the certificates that have been generated for their area.

When an Approved Body or Certifier is suspended or terminated it is their responsibility to handle the contractual arrangements with their client. This is important when further procedures might be needed such as amendments to warrant or provision of Form Q (following use of schedule 1 of the certificate).

It is important to note that when a suspension or termination takes place, the SER IT system will not allow a certificate to be produced. Although a Form Q could be presented to a LA, the standard validation check by the LA through the certification register will clarify whether it is valid or not.

In view of the above, BSD will cease notifying LAs of changes of the membership status of SER Ltd Approved Bodies and Certifiers. This does not affect the status or use of the LABSS guidance document "Building Warrant and Completion Certificates subject to SER Engineers Temporary Suspension or Termination".

The register should still be used for checking the validity of certificates and Form Q. Enquiries by verifiers or applicants relating to the membership status of any SER member should be directed to SER by contacting their Registration Scheme Administrator on 0207 201 9116 or by email at [admin@ser-ltd.com](mailto:admin@ser-ltd.com).

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