

Remote Verification Inspections

Building Standards inspection

By following Scottish Government guidance to help protect everyone from the spread of COVID-19 our on-site Building Standards service is presently suspended. However, to support the local construction industry, and to ensure the occupation of new dwellings or small non-domestic buildings is not prevented by the current restrictions, we are encouraging the use of Remote Verification Inspection (RVI) as an alternative to on-site verification inspection.

Construction Compliance Notification Plan (CCNP)

The CCNP is a risk-based inspection plan delivered with your Building Warrant approval pack. It's used by the verifier to ensure we are notified of important build stages throughout the development, the subsequent inspection reports assist with the determination of any Completion Certificate or Temporary Occupation submissions.

Inspector guidance

Prior to submitting alternative evidence for any stage inspection identified on the CCNP you are advised to contact your allocated inspector (inspector contact details are included in the CCNP) for further guidance. By example, for foundations the inspector may require evidence of depth or width and clear indication of these measurements must be included in the alternative evidence provided e.g. viewing a tape or ruler. In addition, confirmation of the site / building location will be required to ensure verification of the correct project.

Alternative evidence formats

Alternative evidence may include digital photographs, video clips or a real time video link between the inspecting officer and the site representative providing the remote inspection (e.g. mobile device to mobile device) where connectivity allows. Wherever possible photos and documents should be saved in pdf format and correct orientation. Resolution should be kept to the minimum necessary to provide a clear image. Files may be stored on cd or other storage devices such as sd-card or pen drive. Although remote storage devices other than cd will require scrutiny by our IT service before being viewed by staff on any council device.

Delivering alternative evidence

To ensure reliable delivery, wherever possible files should be uploaded through the [eBuildingStandards](#) portal. Maximum file size is 5Mb with a 100Mb combined attachment limit. By email building.standards@orkney.gov.uk where the maximum file size is 5Mb with maximum 25Mb combined attachment limit. And for alternative storage devices by post to the council office address provided in the CCNP.

Alternative evidence approval

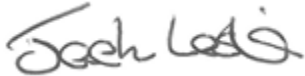
Alternative evidence can only be accepted and CCNP stage inspection signed-off where the verifier is satisfied that the data provided is robust and sufficient to establish that the works have been completed in accordance with the approved building warrant. Where

acceptance of a completion certificate submitted by the relevant person (usually the owner or developer) is not possible from the evidence provided then a temporary occupation certificate may be an alternative option to allow occupation of the building. Temporary Occupation can only be authorised where the evidence provided is sufficient to address health, safety and welfare. This can be followed up at a later date when restrictions are eased to ensure Completion Certificates are obtained.

I trust this is to your satisfaction and please do not hesitate to contact me at the Building Standards office if you require any further information about any aspect of your Building Warrant during this difficult time.

Best regards

Jack Leslie

A handwritten signature in black ink that reads "Jack Leslie". The signature is written in a cursive style with a large initial 'J' and 'L'.

Principal Building Standards Officer
Orkney Islands Council
22nd May 2020