



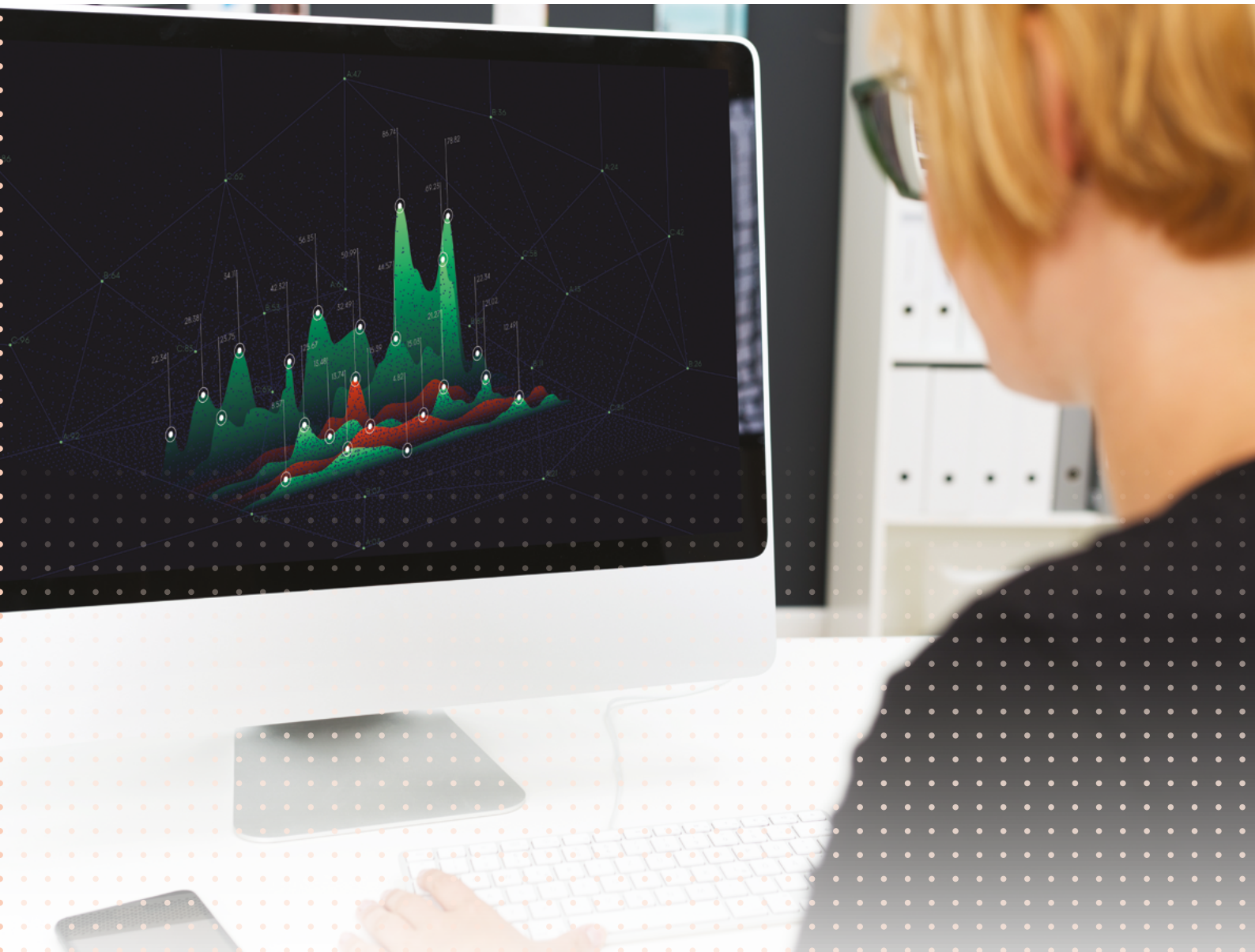
# Certification for BBA/TIMSA U-value and Condensation Risk Calculation Competency Scheme

Part of an initiative devised by the BBA in association with the Thermal Insulation Manufacturers and Suppliers Association (TIMSA)

PRODUCT CERTIFICATION

AUDIT & INSPECTION

TEST SERVICES



# Application for BBA / TIMSA Scheme for Calculation Competency

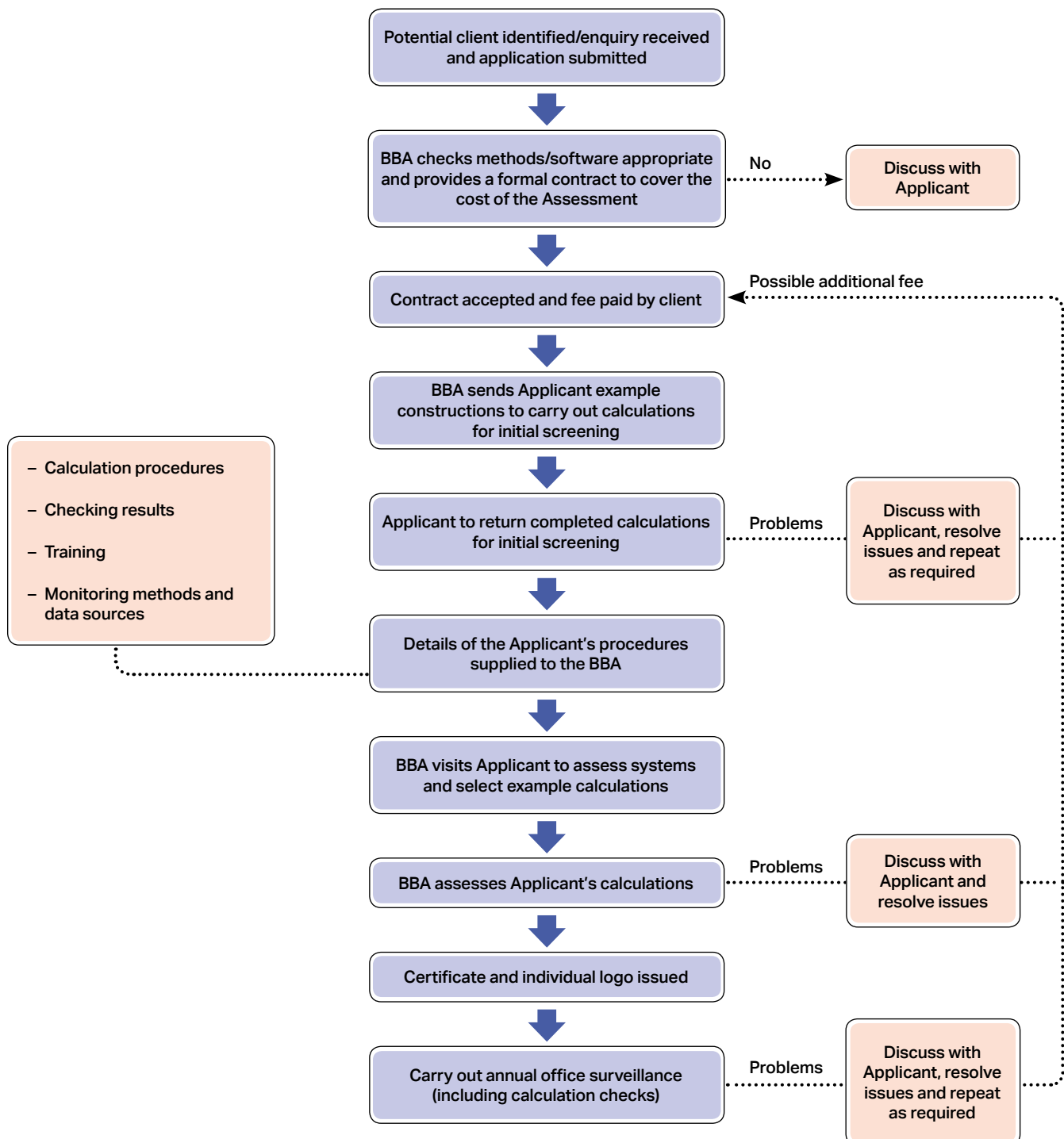
This flow chart shows the BBA's assessment process, from receipt of initial inquiry to issue of certificate and competency logo.

Please complete all applicable sections of this Application Form. If any questions do not apply to you, please mark them as "not applicable".

Completing the application form, allows us to provide you

with a valid contract. Note that any information supplied by you will be treated in confidence and will not be disclosed other than as required: to any third party that the BBA instructs or consults in connection with your application; under the statute; or by English law.

If you have any questions, please contact our client services team who will be happy to assist on 01923 665300 or [clientservices@bbacerts.co.uk](mailto:clientservices@bbacerts.co.uk)



# Welcome to the scheme

We're delighted that you have chosen to have members of your organisation become certified as BBA/TIMSA Competent Persons for U-value Calculations and Condensation Risk Analysis for walls, floors, roofs and/or basements.

By becoming a Competent Person under the BBA/TIMSA scheme, you will be recognised as a 'suitably qualified person' which allows you to conduct U-value calculations for the Government ECO scheme, providing you with a competitive advantage. You will also be certified by the BBA which offers the only audited competency scheme for U-value calculations in the UK, providing your clients with the confidence that your work continues to be at the highest standard.

Certification with the BBA couldn't be simpler. With six easy steps, you can become BBA/TIMSA approved:

## 1. Software Checks

As part of the BBA/TIMSA certification, your methods and all software used to complete your calculations must follow the scheme approved calculation methods and data sources. For this reason, we will need to review all relevant software and methods you use for your U-value and condensation calculations.

## 2. Initial screening

To gauge your capabilities, we will provide you with competency tests which will include a selection of example constructions that you will need to complete.

The first will focus on manual calculations (no software to be used) for U-values using the combined method (BS EN ISO 6946).

The second will focus on Condensation Risk problems, and the third on U-value calculations – both of which can be completed using the software defined in step 1.

## 3. Office Assessment Documents

Once you have passed your initial screening, we will request to see your completed Office Assessment document. This document will look at your: internal quality documentation, such as the training provided, the processes to ensure only an approved and competent person conducts or checks and authorises reports, and your data storage.

## 4. Site Visit

As your final stage of assessment, the BBA will arrange an on-site office visit to cross-reference your Office Assessment Document against practised processes. We will also collect a sample range of completed U-value and condensation calculations ensuring that they comply with BBA/TIMSA scheme document. Finally, we will conduct a technical interview with all candidates who are to be BBA/TIMSA certified.

## 5. The certificate

If successful, you will gain a BBA/TIMSA Certificate which will detail the individual areas of competency and the members of staff who have met the required standards to become a Competent Person.

Each Competent Person will be issued a unique certification number and will receive access to a BBA certification logo which can be used on websites and reports. The logo provides your clients with the confidence that you have met the requirements of the scheme and are subject to rigorous and ongoing independent assessment.

## 6. Ongoing surveillance (once a year)

As part of the scheme's continued commitment to maintaining standards, the company and each Competent Person will be subject to annual audits where we will review both your Office Assessment Documents and a sample of calculations from each competent person.

## BBA/TIMSA competency certificate holders

All BBA Certificates, including those for this scheme, can be found at [www.bbacerts.co.uk](http://www.bbacerts.co.uk). For BBA/TIMSA certificates, please search with the prefix CS/. You can find all current BBA/TIMSA certified members [here](#).

## Ready to begin?

Included within this document is an Application Form for you to complete. The completed form tells us all we initially need to know about your company and the people you would like us to assess for certification, so it's imperative that you complete the form in full.

There are several ways we can help clients, and the information that you provide on your application form will enable us to ensure that we meet your needs best.

Should you require assistance at any time, please call or [email](#) our client services team on 01923 665300 who will be glad to help you. You might also like to view an example of a completed Application Form [here](#).



## Section 1: Applicant Details

Company Name:	
Registered Address:	Correspondence Address (if different from Registered):
Postcode:	Postcode:

Telephone number:	
Web address:	
Company E-mail address:	
No of Employees:	
Company Registration Number:	
VAT number (non-UK clients only)	
Chief Executive:	Title (Miss/Mr/Mrs/Dr):
E-mail address:	Contact Number:
Head of Marketing:	Title (Miss/Mr/Mrs/Dr):
E-mail address:	Contact Number:

Contact Name:	Title (Miss/Mr/Mrs/Dr):
Contact Job Title:	
Direct telephone number:	
Mobile number:	
Contact E-mail address:	

### Company Name

Name(s) and addresses of offices carrying out calculations

Note: Give full details of all office location(s) and name(s) of the proposed Competent Person(s). Also detail the approximate number of calculations anticipated to be carried out per month at each location. If more than one individual is to be assessed, please give all names for each location.

Address	Name(s) of proposed Competent Person(s)	Number of Calculations per location per month
1.		
2.		
3.		
4.		

## Section 2: Scope of calculations

2.1 State the name and version number of each software calculation package that you wish to be assessed against.

Name	Version Number

2.2 Please tick against the calculation methods for which you wish to be assessed. (Note, the first 2 methods are mandatory whatever the scope of your application).

The combined method	BS EN ISO 6946
U value conventions	BR 443
Floors	BS EN ISO 13370
Steel frames	BRE Digest 465
Metal skin Z walls/roofs	BRE IP 10/02
Metal roof/wall cladding	SCI Information Sheet P312
Condensation risk	BS 5250 Annex D
	BS EN ISO 13788 : Section 6

2.3 Indicate the approximate % of your work volume against each construction category. Please enter zero for any construction category that you do not wish to be assessed for.

	Masonry	Timber	Steel
Roofs			
Walls			
Floors			
Basements			

Signed for the applicant:	
Name:	Job title:
Date:	

Please send your completed application form and support documents to [clientservices@bbacerts.co.uk](mailto:clientservices@bbacerts.co.uk)



British Board of Agrément  
[www.bbacerts.co.uk](http://www.bbacerts.co.uk)

