

ROOFING
COMPETENT
PERSON
SCHEME

7NFRC

Self-Certifying High-Value Works

Key updates for CPS
registered contractors

NFRC's Competent Person Scheme provides its registered contractors with a simple solution to self-certify a variety of roofing retrofit works, bypassing the requirement for local authority building control approval. From small to large scale retrofit projects, CPS covers residential, commercial and industrial properties where 50% or more of the roof is being refurbished

What are High-Value Works?

Roofing projects registered with the Scheme, with a value of more than £50k, are classified as High Value Projects. To self-certify this type of works, CPS will carry out a thorough review of project specific documentation to assess the viability of self-certification prior to allowing the project to be registered.

High-value works carry additional responsibilities due to their complexity, scale, and the regulatory scrutiny they may attract. It is essential that registered contractors fully understand and can provide comprehensive documentation to support the self-certification process.

Required Documentation for High-Value Works Registration

1. Project Specification and Visual Records

- Full project specifications and technical drawings
- Photographs of the site before commencement
- Site inspection reports and photographs taken during construction and on completion

2. Material Evidence

- Copies of material delivery notes
- Manufacturer's technical literature
- Installation guides (where applicable)

3. Compliance and Installation Evidence

- Signed declarations of conformity
- Completed installation checklists

4. Project Handover Documents

- Manufacturer's sign-off documentation
- Product care, maintenance, and repair data sheets

5. Fire Performance Classification

- Evidence of fire classification of roof materials and systems in line with Building Regulations

6. Wind Load Assessment and Design Specification

- Wind load assessment report by a competent person or organisation
- Design specification for attachment detailing the appropriate factor of safety

Keeping an Audit Trail

Registered contractors must maintain a robust, auditable trail of evidence throughout the project. This includes clearly documented procedures for:

- Site inspections
- Site supervision
- Record-keeping

CDM (2015) Regulations

It is also essential that contractors demonstrate the ability to assess, manage, and coordinate with the Principal Designer and Principal Contractor, as defined under the CDM Regulations 2015, especially where these roles are not being undertaken by the registered contractor in-house.

The Contractor must also be able to provide:

- Evidence of the skills, knowledge, experience and behaviours (SKEB) of all operatives involved in their projects
- Confirmation that a Mandatory Occurrence Reporting (MOR) system is in place and actively maintained by the Principal Designer and Principal Contractor
- Manufacturer inspection reports for at least two comparable previous projects, including any issues noted and actions taken

Competency Requirements and Annual Reviews

The Hackett Report highlighted a critical need for cultural change within the construction industry. While we understand this transformation will take time, it is the industry's collective responsibility to drive progress and uphold the standards necessary to ensure safety.

Now is the time for the industry to raise its standards and NFRC are here to support Contractors in meeting these requirements, through NFRC's Trade Body services, and validating those who meet the required benchmarks. This includes implementing a robust Competent Person Scheme (CPS) that ensures competency and enhances the reputation of the roofing sector.

In alignment with evolving Health and Safety Executive (HSE) guidance and recent updates to the Health and Safety at Work Act, NFRC CPS is undertaking a comprehensive review of its competency assessment of contractors involved in self-certifying roofing works. This review includes industry engagement and pilot projects to evaluate current practices and identify key areas for improvement.

We are working collaboratively with contractors, manufacturers, specialist roofing bodies, and main contractors to deliver this essential initiative.

Preparing our registered contractors for change is key to this initiative so look out for further news in the coming months ahead.

Get ahead of the curve

Begin preparing now by maintaining a complete and up-to-date portfolio of evidence, which should include:

- Relevant NVQs in Roofing Occupations
- Evidence of previous projects undertaken of a similar nature
- Valid health and safety training certificates
- Records of ongoing CPD activities
- CSCS cards for all operatives involved in large-scale site-based works
- Evidence of manufacturer training completed for the installation of specific roofing systems
- Project files for high-value works should also include:
- Site-specific Risk Assessments and Method Statements (RAMS)
- Scope of works detailing the full extent of the roof refurbishment
- Evidence of project-specific insurance requirements
- Full material specifications, including fire safety compliance documentation and wind load assessments
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Finally, if a member of your team has a registered place on the RoofCERT programme, encourage them to complete their accreditation as this will provide key evidence of the knowledge and skills your organisation will need to provide your clients with going forward.

Key Takeaway for Contractors:

Diligent preparation, detailed record-keeping, and evidence-based competency are critical to meeting your obligations under the NFRC CPS.

By adhering to the documentation and competency standards outlined above, you'll ensure a smoother self-certification process while maintaining the highest standards of safety, compliance, and professional excellence.

For further information, guidance, or support with the registration of high-value works, please contact the NFRC CPS team at admin@nfrccps.com



Contact Us

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