



# **TECHNICAL MANUAL**

## **PART 1**

### **INTRODUCTION**

Version 1: 24/07/2017

## **Part 1 – Introduction**

### **1.1 Build-Zone and the Technical Manual**

Build-Zone provides a range of 10 & 12 year structural warranty solutions for the residential and commercial markets. We work with Developers, Consultants, Contractors, Housing Associations and Self-Builders.

The aim is to achieve the highest possible standard of build which will ultimately benefit the homeowner, the developer and the Insurer. By working to a set of consistent technical standards we hope all parties can minimise the possibility of defective workmanship, materials and design in the insured property, and the Technical Manual is designed to assist you in this process.

The Technical Manual is divided into 12 parts, outlining the auditing process and providing detailed guidance on each aspect of the build process in order to meet the required technical standards.

Please read through this manual and of course feel free to discuss the build process with our Technical Auditor at any stage.

We wish you every success with your build project.

## 1.2 Partners

Build-Zone work with carefully selected partners through our sister company Build-Zone Survey Services Ltd (BZSS), which provide products and services to ensure that any Build-Zone customers receive a cost effective and fully professional service.

The additional services available include:

- The combining of Statutory Building Control and Warranty Technical Audit visits
- The provision of Stage Completion certification for Lender requirements
- Party Wall Advice
- CDM Advice
- Air Pressure Testing
- Energy Performance Certification
- SAP testing
- Water Calculations
- Extract fan testing (Approved Document F)

In addition to construction related services, Build-Zone are also able to provide other insurances such as Contractors' All Risks Insurance, as well as other specialist insurances such as JCT 6.5.1, Professional Indemnity, Public Liability etc through our parent company, Sennocke International Insurance Services Ltd.

Further details can be found on our websites [www.build-zone.com](http://www.build-zone.com), [www.BZSS.co.uk](http://www.BZSS.co.uk) or [www.sennocke.co.uk](http://www.sennocke.co.uk).

## 1.3 How We Operate

For every development, Build-Zone will instruct Build - Zone Survey Services Ltd who in turn will instruct and manage either an Approved Inspector, an independent Surveyor or Engineer who will act as the Technical Auditor for your development. BZSS's appointed Technical Auditor will be your permanent contact and work with you through the development project, thus creating a consistent approach to your build process. It is our intention that they are seen by you as part of your team to ensure we add value to the delivery of your development.

Whenever you start a new development, BZSS's appointed Technical Auditor will make contact with you, and initially discuss the project with you. This will include the serving of relevant legal notices (where BZSS facilitate the Building Control function for you) and obtaining information from you to enable a Warranty Plan Check to be completed. They will go through the plans and specification with you, discuss any amendments or request further information and help you understand what is required. It is recommended that the Plan Check and initial discussions are completed prior to work starting on site in order to reduce the possibility of defects arising and as far as possible avoiding and the need to redo work.

As you can appreciate, each project is unique so the Technical Auditor will also discuss the build programme with you and indicate when they would like to visit the site to review the build as it progresses. ***Please note that it is always the Developer's responsibility to arrange each visit at the correct time.***

***Each Inspection must be conducted at the correct time as failure to do so could affect the issue of the Warranty Certificate. It may result in an exclusion in the Warranty Policy or the Warranty not being issued at all and cancelled.*** In order to fully review the build, it may be necessary to open up "completed works" in order to assess covered up works. ***This would be at the Developer's own cost.***

The Technical Auditor will normally require a minimum of 48 hours notification to arrange each inspection.

**Developers/Builders will be regularly monitored and audited by Build-Zone or their Appointed Person on the following criteria:-**

- Correct plot references
- The Technical Auditor being provided with a full view of elements for review
- Health & Safety
- Build Quality
- Progress of build
- General management of the site
- Quality of Developer/Builder
- Continuing Risk Management Assessment

## 1.4 Criteria for Technical Audits

DEVELOPMENT	SITE VISITS AND AUDITS
<b>Foundations</b>	<p>The Technical Auditor will inspect the first foundation excavation for each plot. We may feel it necessary to carry out further inspections depending on the soil conditions.</p> <p>Example for additional foundation inspections:</p> <ul style="list-style-type: none"> <li>- Made ground</li> <li>- Clay soils with trees on site</li> <li>- Mining works on site</li> <li>- Multiple plots on the same development site</li> <li>- Foundations where less than 80% has been pulled and photographic evidence will not be accepted.</li> </ul> <p>Photographic evidence may be requested by the Technical Auditor if appropriate in lieu of additional visits to the previously reviewed plot.</p> <p>Additional visits will be required during the build, the stages required will depend on the details of the development.</p>
<b>Additional Stage visits</b>	<p>The Technical Auditor will inspect each plot during the course of the construction at the pre agreed stages. Whilst this is very dependent on the type and stage of build, the following stages are given as a general guide:</p> <ul style="list-style-type: none"> <li>• Drainage</li> <li>• DPC/DPM</li> <li>• Wall Plate</li> <li>• Timber Frame erected</li> <li>• Cavities to timber frame</li> <li>• 1st Fix/pre plaster</li> <li>• Completion</li> </ul> <p>As part of the review process, the Technical Auditor will provide you with guidance regarding the stages they wish to inspect for each plot.</p>