

**REGULATION AND QUALITY IMPROVEMENT AUTHORITY**

9<sup>th</sup> Floor Riverside Tower 5 Lanyon Place Belfast BT1 3BT

Tel: (028) 9051 7500 Fax: (028) 9051 7501

**PRE-REGISTRATION BUILDING AND  
ENGINEERING DOCUMENTATION  
CHECK LIST**

**- for -**

**NEW BUILD RESIDENTIAL HOMES**

The following building and engineering documentation should be forwarded to the Regulation and Quality Improvement Authority (RQIA) prior to the pre-registration inspection of the premises to be used for the purposes of the residential home:

## 1. Drawings

- 1.1 **Site Location Map:** A Site Location Map (scale 1:1250 or 1:2500 as appropriate) to clearly identify the location of the residential home,
- 1.2 **Site Plan:** A site plan (scale 1:200) which should indicate boundaries, roads, paths, ramps, level access to all entrances and exits, orientation, car park layouts, fuel storage facilities, waste storage facilities (general and clinical), plant rooms and external facilities for patient's use,
- 1.3 **Floor Plans:** Two copies of the floor plans (scale 1:50 or 1:100) to accurately define the premises as constructed. The number, designated use and dimensions should be indicated for all rooms,

## 2. Planning Permission

- 2.1 **Planning Approval:** Confirmation that planning permission has been obtained and that the conditions of same have been complied with in respect of the premises (new works/and/or change of use),

## 3. Building Regulations

- 3.1 **Plans Approval:** 'Notice of Passing of Plans' in compliance with the current building regulations in respect of the works undertaken (change of use, new building and/or alterations),
- 3.2 **Completion Inspection:** A letter to confirm satisfactory completion of the works from Building Control,

## 4. Fire Safety

- 4.1 **Fire Risk Assessment:** Confirmation that an initial fire risk assessment has been carried out for the residential home and that any issues identified for action have been addressed,
- 4.2 **Health Technical Memorandum 84 Compliance:** The residential home should comply with Health Technical Memorandum 84. This compliance is dependent upon the

interaction between the fire hazards, the number of patients, the physical fire safety protection measures, the management policies and the availability of adequately trained staff. The person/s applying for registration should, therefore, be fully aware of the inter-dependency between the managerial aspects of fire safety and physical fire safety protection measures within the home.

The person/s applying for registration should complete Appendix 1 'Certificate of Compliance with HTM 84 - Fire Safety',

- 4.3 **Emergency Lighting:** Emergency Lighting Completion, Design Declaration, Construction Declaration and Verification Declaration Certificates in accordance with BS 5266-1:2005, Emergency Lighting. Code of practice for the emergency lighting of premises, BSEN 50172:2004 / BS 5266-8 2004 Emergency escape lighting systems. These Certificates should be provided by an Electrical Contractor who is a member of the NICEIC,
- 4.4 **Fire Alarm Installation:** A Design, Installation and Commissioning Certificate in accordance with Annex G (Informative) Model Certificates of BS 5839-1: 2002 Fire detection and alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance. Consideration should also be given to obtaining a Verification Certificate although this would not be required for registration purposes,
- 4.5 **Fire Fighting:** Confirmation that the Northern Ireland Fire and Rescue Service (NIFRS) have been consulted about the residential home and that they have been provided with written information relevant for fire fighting purposes eg location of residential home, nature of premises, number of patients, opening date etc... ,

## 5. Environmental Health Approval

- 5.1 **Food Hygiene:** Confirmation of compliance with the requirements of the Food Hygiene Regulations by the Local Environmental Health Department,

## 6. Plumbing, Heating and Ventilation Installations

Confirmation by a Chartered Mechanical Services Engineer (with professional indemnity insurance) of compliance with the following:

- 6.1 **APPROVED CODE OF PRACTICE AND GUIDANCE 'Legionnaires' disease the control of legionella bacteria**

**in water systems (L8)**' issued by The Health and Safety Commission,

- 6.2 **HTM 04-01:** Health Technical Memorandum 04-01: Water systems: The control of Legionella, hygiene, "safe" hot water, cold water and drinking water systems,
- 6.3 **HTM 03-01:** Health Technical Memorandum 03-01: Specialised ventilation for healthcare premises,
- 6.4 **Health Guidance Note "Safe Hot Water and Surface Temperatures"** issued by NHS Estates (1998 Edition),
- 6.5 **Confirmation** that adequate provision has been made for the residential home to operate in the event of a failure of the mains water supply.

Confirmation that the plumbing installation/domestic water system is suitable for use by way of the following documentation:

- 6.6 **Certificate of Chlorination** and flushing of the domestic water storage and distribution system
- 6.7 **Satisfactory test results** in respect of temperature checks to 'sentinel' taps in accordance with the guidelines contained in the L8 ACOP
- 6.8 **Satisfactory test results** in respect of sampling of the domestic water distribution system for legionellae bacteria by a UKAS accredited laboratory.
- 6.9 **Confirmation** that a suitable regime of twice weekly flushing has been implemented to all seldom used outlets in the premises.  
Note: particular attention should be paid to areas which are not to be immediately occupied on registration of the building.

## 7. Condition Report

- 7.1 A Condition Report prepared by qualified building professional (with professional indemnity insurance) confirming that the premises to used for the purposes of the residential home are in a sound and safe condition and fit for this purpose.

## 8. Electrical Installation

The following document should be provided by an Electrical Contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC).

- 8.1 **Completion certificate:** A completion certificate for an electrical installation in accordance with BS7671,

Confirmation by a Chartered Electrical Services Engineer (with professional indemnity insurance) of compliance with the following:

- 8.2 **HTM No 2011:** Health Technical Memorandum 2011: Emergency Electrical Services.

Alternatively the person/s applying for registration should confirm that adequate provision has been made for the residential home to operate in the event of a breakdown of the mains electricity supply.

## 9. Lift Installations and Lifting Equipment

- 9.1 **Examination Report :** A Thorough Examination Report from a Competent Person in accordance with Schedule 1 of the Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999 for the lift/s,
- 9.2 **Commissioning Certificate:** A Commissioning Certificate to confirm compliance with the manufacturer's and installers instructions for the lift,
- 9.3 **Lifting Devices Compliance Confirmation:** Confirmation of Compliance with manufacturer's installation instructions for patient lifting devices (ambu-lifts and auto-lifts, etc),

## 10. Resident's Call System

- 10.1 **Commissioning Certificate:** Confirmation of compliance with manufacturer's installation and commissioning instructions for the residents call system,

## 11. Gas Installation and Gas Equipment

- 11.1 **Gas Safety Certificates:** Certificates of satisfactory completion by an installer registered with the Council for Registered Gas Installers (CORGI) or a Gas Safe Registered Engineer (After 1 April 2010) for the gas installation and the gas equipment,

**NB:** The above list is not exhaustive and may be updated from time to time as necessary. In particular circumstances, additional

documentation may be required. RQIA cannot guarantee registration prior to the registration process being completed.

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**APPENDIX 1**

**CERTIFICATE OF COMPLIANCE WITH HEALTH TECHNICAL  
MEMORANDUM 84 - FIRE SAFETY IN RESIDENTIAL CARE PREMISES**

**Name of Establishment:** \_\_\_\_\_

**Health Technical Memorandum 84**

The home should comply with Health Technical Memorandum 84. This compliance is dependent upon the interaction between the fire hazards, the number of patients, the physical fire safety protection measures, the management policies and the availability of adequately trained staff.

The person/s applying for registration should, therefore, be fully aware of the inter-dependency between the managerial aspects of fire safety and physical fire safety protection measures within the home.

This certificate is the means by which the person(s) applying for registration confirm to The Regulation and Quality Improvement Authority that the residential home complies with Health Technical Memorandum 84 and that this compliance will be maintained.

**Statement of Compliance**

I/we the person(s) applying for registration, confirm that the above establishment complies with the requirements of Health Technical Memorandum 84 and that this compliance will be maintained.

**Signed:** \_\_\_\_\_  
**Person(s) Applying for Registration**

**Names:** \_\_\_\_\_  
**(Print) Provider and Manager**

**Date:** \_\_\_\_\_