

P001 Scheme Document

ATTMA Scheme Document for Competent Air
Tightness Testing Firms and their Testers

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1	David Pickavance	Barry Cope	01/11/2014	Initial Issue
2	David Pickavance	Barry Cope	01/12/2014	Added BINDT reference box
3	Barry Cope	David Pickavance	18/02/2016	Complete re-write

This Scheme Document covers the scheme structure and objectives, how to apply, be assessed and certified and the requirements for maintaining Certification.

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1. Terms of Reference

ATTMA	The Air Tightness testing and Measurement Association
ATTMA Scheme Also The Scheme	The ATTMA Scheme for Certifying Air Tightness Testing Firms and their Testers
DCLG	The Department of Communities and Local Government and the Welsh Government
CoA	DCLG's Conditions of Authorisation for air tightness schemes, Scheme Members and Scheme Operators
LABC	Local Authority Building Control
HBF	Home Builders Federation
BCA	Building Control Alliance
BINDT	The British Institute for Non Destructive Testing
NOS	National Occupational Standard
MTC	Minimum Technical Competence
LCHR	Large, Complex and High Rise (Buildings)
EPC	Energy Performance Certificate
BCO	Building Control Officer
Governing Committee	Independent Committee governing the operation of the Scheme
Scheme Manager	Directly employed person managing operation of the Scheme
Firm	Members of the scheme are categorised as "Firms", whether a Company, Partnership, Sole Trader or other organisation
UKAS	United Kingdom Accreditation Service
ATTMA TSL1 and TSL2	Industry Technical Standards for air tightness testing
EN13829	BS EN 13829:2001 Thermal performance of buildings. Determination of air permeability of buildings. Fan pressurization method
Lodgement	Centralised recording process and database for all test reports
Lodgement Database	Independently operated database where all test reports are lodged and allocated a unique reference number. Also where the official ATTMA-badged Test Certificate is raised and issued.
ISO 27001	BS ISO/IEC 27001:2013. Information technology. Security techniques. Information security management systems. Requirements (Used by the Lodgement database contractor)

2. Introduction

- 2.1. The ATTMA Scheme for Competent Air Tightness Testing Firms and their Testers (The ATTMA Scheme)**
- 2.1.1. The Department of Communities and Local Government and the Welsh Government (henceforth referred to as DCLG), which specifies industry competence requirements, has set out requirements for competence in the air tightness testing industry. It has done this to improve levels of confidence in air tightness testing results.
- 2.1.2. DCLG's requirements for this scheme are set out in their "Conditions of Authorisation" (CoA), which must be met by both the scheme operator and the scheme members.
- 2.1.3. The Scheme Operator shall assess, certify and audit the Scheme members as competent and carry out an ongoing audit programme of surveillance and witnessing of tests in line with the requirements of the CoA.
- 2.1.4. The Scheme Operator shall be audited against the CoA requirements by a Third Party Assessment Body approved by DCLG.
- 2.1.5. DCLG Conditions for Authorisation are at this link: [Conditions of Authorisation](#)
- 2.1.6. This Scheme for all air tightness testing Firms (which includes Companies, Partnerships and Sole Traders) is in place to keep the industry operating at an accepted, demonstrable and recognised level of competence and compliance.
- 2.1.7. ATTMA is an organisation authorised by DCLG to operate such a scheme and it has the support of LABC, HBF, BCA, BINDT and other stakeholders. All air tightness testers that do not join a DCLG authorised Scheme will have to demonstrate their competence and validity of any testing they do to every Building Control Body whose area they work within or sites they work on.
- 2.1.8. ATTMA Scheme will continually promote the value of its scheme to demonstrate competence of its members to the industry stakeholders and Regulators, e.g. Building Control Bodies (BCB) via LABC and Approved Inspectors, as well as the wider construction industry and its representative bodies. It will also support the scheme members in the market and provide technical guidance and support.
- 2.1.9. The scheme's test report lodgement system will provide your official ATTMA registered test certificate.

2.2. Purpose of the ATTMA Scheme

- 2.2.1. The purpose is to deliver an air tightness testing industry scheme which publicly recognises and promotes competent air tightness testers in line with the requirements of DCLG and is for the benefit and development of the industry, the scheme members and external stakeholders. It aligns air tightness testing with other industries which have competence schemes.
- 2.2.2. DCLG instigated production of National Occupational Standards (NOS) and a Minimum Technical Competence document (MTC). These documents give member firms and their testers, as well as the scheme operator, a technical and operational framework for demonstrating competence and compliance.
- 2.2.3. These documents are available at: [NOS](#) and [MTC](#).

2.3. Aims of the ATTMA Scheme

- 2.3.1. The aims of the new ATTMA scheme are to provide scheme member firms and their testers with:

- An independent and impartial way of demonstrating professional competence as well as meeting Government's Regulatory compliance requirements;
- Valuable recognition under the established ATTMA brand to use for their benefit in the market;
- Technical (and non-technical) support from an impartial Scheme Manager employed solely by the scheme, whose role is to manage the scheme's operation and support the scheme members in the market;
- Ongoing promotion and marketing of the importance of air tightness, the scheme's value and the competence of its members and testers to industry specifiers, stakeholders and Regulators;
- Representation of the full scheme membership through democratically elected regional representation as well as a technical committee to assist and oversee development of the scheme and its operation.

2.4. Scheme Outline

2.4.1. This is an industry scheme to suit all testing firms (companies, partnerships and sole traders). It first opened on 1 January 2015 and its key elements are listed below:

- It is an industry competence scheme Authorised by DCLG and specified by name in Parts L1 and L2 of The Building Regulations;
- It is based on the Performance Criteria and Knowledge requirements set out in the suite of National Occupational Standards (NOS) and under the requirements of the Minimum Technical Competence (MTC) document;
- It will enable firms to operate at the Level they wish (by demonstrating competence of their tester(s) at one of three Levels);
- Firms (which includes sole traders) will apply and register their testers, who will be assessed and identified together with their technical level and ATTMA Registration Number by their ATTMA Scheme Identity Cards;
- Level 1 testers can test dwellings and non-dwellings up to 4000m³ gross envelope volume, as stated in EN13829 2001 and tested as a single entity, with a single blower door fan kit;
- Level 1 testers will be able to take a competence test to move up to Level 2;
- Level 2 testers can test all buildings except large and complex and/or high rise buildings and/or phased handover or zonal buildings, unless as part of a team managed by a Level 3 Tester;
- UKAS accredited firms' testers will be "grandfathered" into the scheme at the Level at which they operate under their accreditation and their Level 2 testers must have passed the assessment for Level 2 testing, where appropriate, within the prescribed time period (Shown in Section 4 at 4.1.1). The Assessment Process and Syllabus are detailed in Scheme Publication P016;
- Area calculation technicians may be registered; these may be office based non-testing staff and must be assessed against the relevant NOS;
- There is a Level 3 qualification for air tightness experts, covering Large, Complex and High Rise Buildings (LCHR) and higher level technical competencies such as phased handover and zonal compartmentalisation;
- Testing and sign-off for LCHRs and buildings described above will be carried out by a Level 3 Tester, or should it be necessary, by a team of testers suitably qualified for the job, managed and overseen by the Level 3, present at the job. The test work will be project managed and overseen by the Level 3 Tester who will plan, manage and sign off the work and reports;

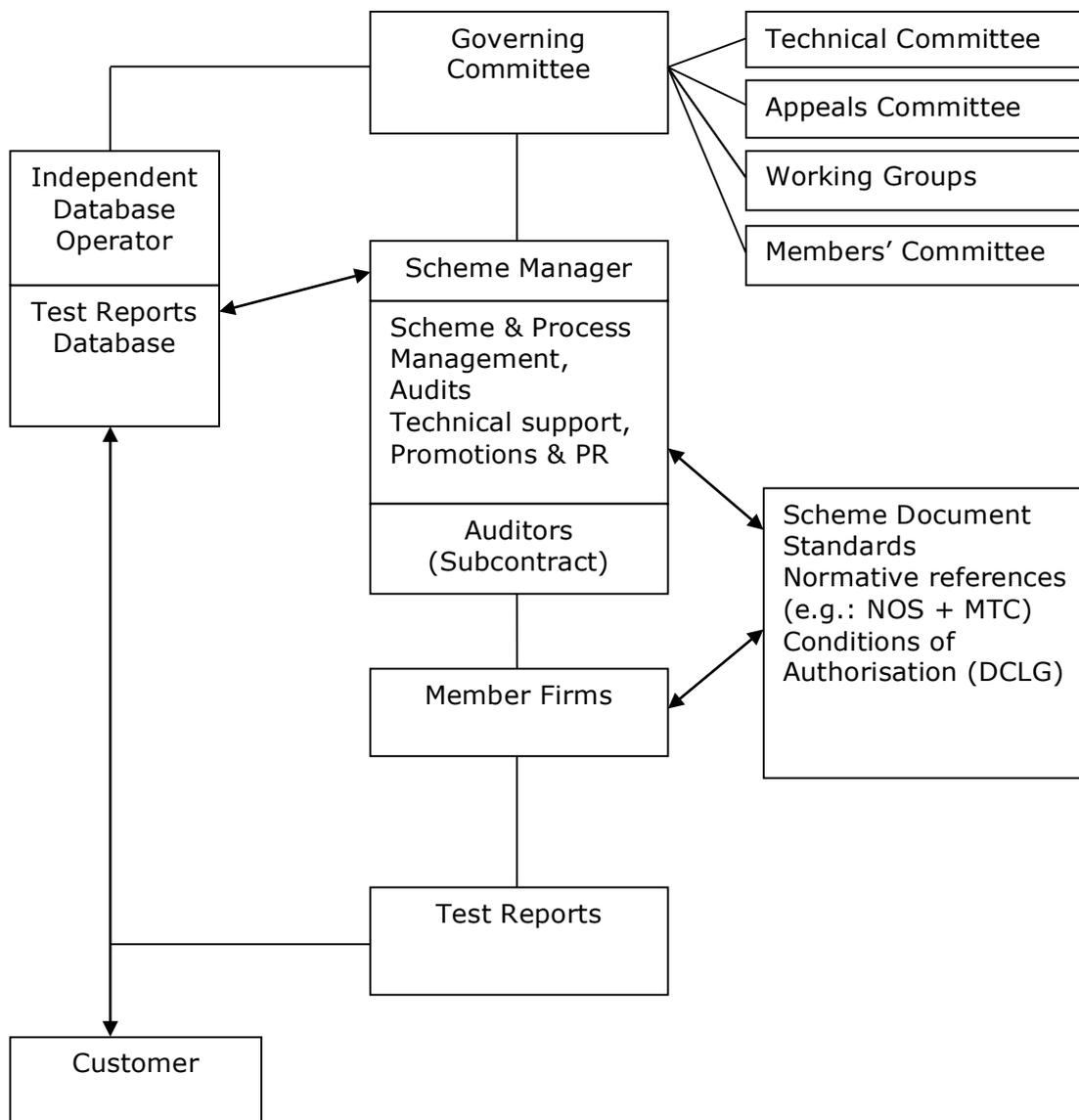
- Level 3 individuals will be able to be assessed to become scheme auditors to support the Scheme Manager as subcontract auditors for the scheme when required;
- Lodgement of all test results will be required. This is to an automated, independently operated, secure database which will produce the official ATTMA test certificate for each final test, for submission to Building Control, the client and other specifiers;
- A fee structure which is fair, proportionate and supports the scheme and its aims will apply;
- Support and recognition of Government and major stakeholders has been received.
- Promotion of the Scheme to all BCOs and independent Inspectors and EPC assessors to ensure acceptance of an ATTMA Certificate as opposed to them having to establish the competence and validity of any test results produced by non-scheme members.

2.5. Third party assessment body for the scheme operator

- 2.5.1. In order to satisfy DCLG's Conditions of Authorisation, the scheme operator must be assessed and audited annually in line with these Conditions by a third party certification body acceptable to DCLG. This Certification Body has been instructed by the Governing Committee, it has experience of competence schemes and is acceptable to DCLG.

2.6. Governance and Process

- 2.6.1. The scheme operating element of ATTMA is an independent body and will be managed at arm's length by an independent, impartial Governing Committee, consisting of a balanced and relevant representation from Government, specifiers and stakeholders (Building Control, Approved Inspectors etc.), with no direct membership from testing firms.
- 2.6.2. The Governing Committee is empowered to set up a Technical Committee, an Appeals Committee and any other Working Groups to assist the scheme's operation.
- 2.6.3. A Committee representing the testing industry will be formed with elected regional representatives, which will have input direct to the Governing Committee as input and market feedback from scheme members.
- 2.6.4. The scheme will be managed by a directly employed, full time Scheme Manager who will report to and be a Member of the impartial Governing Committee.
- 2.6.5. The process is generally as the diagram below:



2.7. Governing Committee

- 2.7.1. This committee will comprise independent but interested parties who are well placed to collectively govern the scheme and ensure it delivers on its obligations and mission. It will also have non-voting representatives from DCLG and the Welsh Government. As part of the third party auditing process of the Scheme Operator, the balance, independence and impartiality of the Committee will be assessed and reported.
- 2.7.2. This committee may also be attended by the Chairs of the Technical Committee, Members Committee, and a Representative of the Training Providers, if deemed appropriate - but these will be non-voting.
- 2.7.3. The Scheme Manager and Chairs of the Technical Committee, Members Committee, Appeal Committee and any Working Groups will report to the Governing Committee.

2.8. Scheme Manager

- 2.8.1. The Scheme Manager is contactable on manager@attma.org. Their duties are (not exclusively) to manage the operation of the Scheme within the requirements of the DCLG CoA and the Governing Committee's requirements and guidance. Their management of the Scheme encompasses all aspects of the scheme and its business – i.e. operational, promotional, auditing, member support, financial, etc. The Scheme Manager is a Level 3 qualified tester and an ISO19011 qualified auditor.
- 2.8.2. The scheme manager is responsible for ensuring that members are made aware of any updates or changes to the scheme or standards which may affect members procedures, equipment or processes.

3. Use of the ATTMA Logo

- 3.1.1. A Scheme Publication, 'P003 use of ATTMA Mark Logo' is available to download from the website and is available from the scheme manager on request.

4. Method of Entry & Transition Arrangements

- 4.1.1. A Scheme Publication, 'P004 Methods & Route to Entry' is available to download from the website and is available from the scheme manager on request.

5. Code of Conduct

- 5.1.1. A Scheme Publication, 'P005 Code of Conduct' is available to download from the website and is available from the scheme manager on request.

6. Lodgement of Results

- 6.1.1. A Scheme Publication, 'P006 Process, Rules & Guidance for Lodgement' is available to download from the members portal and available from the scheme manager on request.
- 6.1.2. All tests must be lodged, regardless of the result.

7. Equipment Calibration Requirements

- 7.1.1. A Scheme Publication, 'P007 Equipment Calibration Requirements' is available to download from the members portal and available from the scheme manager on request.

8. Levels of Tester Certification

- 8.1.1. A Scheme Publication, 'P009 Tester Level Definitions' is available to download from the website and is available from the scheme manager on request.

9. Surveillance and Audit Process for Firms and their Testers

- 9.1.1. A Scheme Publication, 'P012 Audit Process & Checklist' is available to download from the members' portal and available from the scheme manager on request.

10. Reporting Requirements

- 10.1.1. A Scheme Publication, 'P011 Reporting Requirements' is available to download from the members' portal and available from the scheme manager on request.

11. Lodgement

- 11.1.1. A Scheme Publication, 'P006 Process, Rules & Guidance for Lodgement' is available to download from the members' portal and available from the scheme manager on request.
- 11.1.2. All tests must be lodged, regardless of the result.
- 11.1.3. P020, P021 & P022 give instruction on the use of Lodgement through third party software.

12. Fees and Rebates

- 12.1.1. A Scheme Publication, 'P002 ATTMA Scheme Fee Schedule' is available to download from the website and available from the scheme manager on request.

13. Complaints and Appeals Procedure

- 13.1.1. P013 'Complaints & Appeals' gives the process and procedure for complaints & appeals.

14. Suspensions and Withdrawals

- 14.1.1. P014 'Suspension & Withdrawal' gives the process and procedure for suspensions and withdrawals.

15. Terms & Conditions

- 15.1.1. P015 'Terms & Conditions' gives the process and procedure for suspensions and withdrawals.

16. Cancellation Policy

- 16.1.1. P019 'Cancellation Policy' gives the process and procedure for suspensions and withdrawals.

17. Record Keeping

- 17.1.1. QM007 'Data & Record Keeping Policy' gives the process and procedure for suspensions and withdrawals.