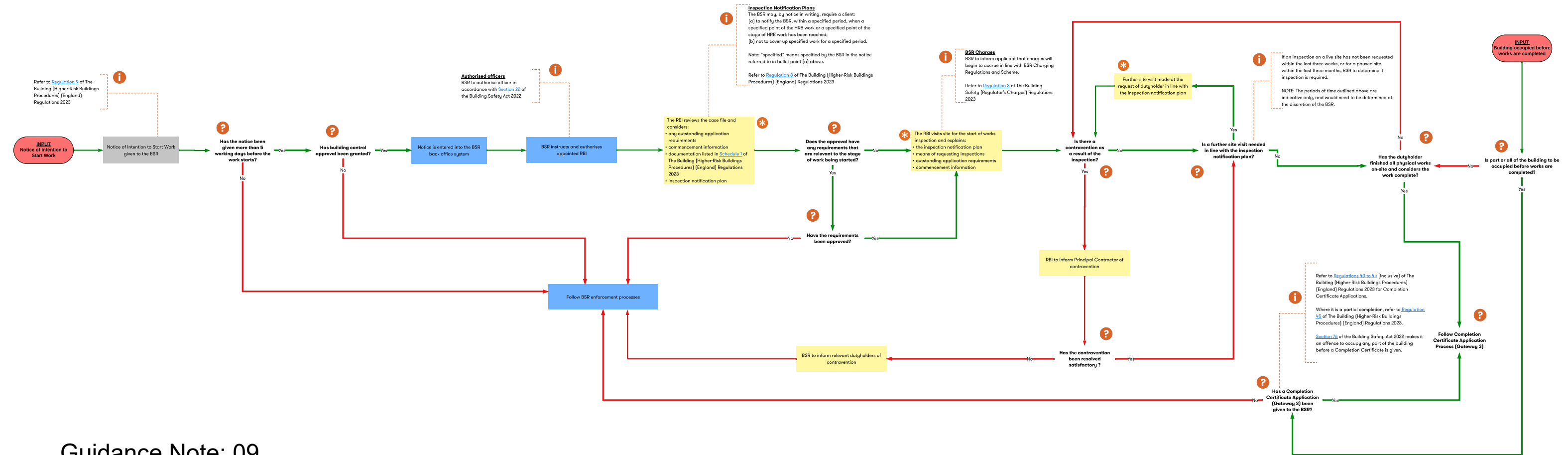


Registered Building Inspector Inspections Process Map



Guidance Note: 09
Annex: 9C
Version: 01
Date: 18/12/2025

NOTES:

Note 1: The Building Safety Regulator (BSR) must obtain and consider the advice of a suitable Registered Building Inspector (RBI) before each exercise of a restricted function in relation to any work. Refer to Regulation 4 of The Building (Restricted Activities and Functions) (England) Regulations 2023 for further information on the prescribed restricted functions of the BSR.

Note 2: Changes before or during the construction must follow the requirements of Part 3 of The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023. Moreover, the Principal Contractor must create and maintain a document for the purposes of recording information in respect of changes to the project. The arrangements should be evidenced and available for inspection by the Registered Building Inspector (RBI). Refer to Regulation 19 of The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 for further information.

Note 3: The Client must make arrangements for an electronic facility to be created and maintained for the purpose of holding the golden thread information. Moreover, the Client must put in place procedures for dutyholders to have access to the facility for maintaining the golden thread information. Refer to Regulation 31 of The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 for further information.

Note 4: Before the construction phase begins, the principal dutyholders must establish a system which enables the reporting of every safety occurrence and maintain the system throughout. Refer to Regulation 32 of The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 for further information.

Note 5: When carrying out any building work, the relevant dutyholders, must ensure that the work carried out by them is planned, managed and monitored so as to be in compliance with all relevant requirements. The arrangements should be evidenced and available for inspection by the Registered Building Inspector (RBI). Refer to Part 2A of the Building Regulations 2010 for further information.

Note 6: There is a specific process of giving notice of commencement to ensure that there is not a lapse of building control approval. Refer to Section 32 of the Building Act 1984 and Regulation 46A of the Building Regulations 2010.

Note 7: For MMC buildings, the start of work may be pre-delivery fabrication. In which case, this process map may have to be altered as it may require pre-delivery inspection offsite by the RBI.

Note 8: This process map may be subject to revision as and when the Building Safety Levy commences.

KEY

? Decision point

i Information

***** This icon means that inspection records are made and entered into the BSR back office within 5-days. Records may include:

- Date and time of inspection, along with weather conditions.
- Nature of inspection.
- Details of dutyholders accompanying the RBI during the inspection.
- Observations made including inspection.
- Comments made on site by the RBI.
- Comments made on site by a dutyholders.
- Any tests carried out / observed.
- Any contravention or potential contravention discussed and remedial actions.
- Photographs / video taken - time / date / geo-tagged.
- Next inspection expected including likely time frame.
- If the RBI was accompanied by another RBI under supervision, the name of the supervisees.

 Dutyholder task

 Building Safety Regulator (BSR) task

 Registered Building Inspector (RBI) task