1. **Introduction**

This scheme provides ongoing, third party certification of Building Information Modelling (BIM) Certificated Practitioners (Level 2) and BIM Informed Professionals. The scheme covers roles associated with Level 2 BIM Maturity and is aligned with requirements of PAS 1192-2:2013 ‘Specification for information management for the capital/delivery phase of construction projects using building information modelling.’

2. **Scope**

2.1 The scheme includes the following three categories of certification:

**BIM Level 2 Certificated Practitioner - Task Information Manager (TIM)***

Applicants will need to provide evidence to demonstrate knowledge and understanding of the following:

- Directing the production of task information in compliance with standards and methods
- Directing the production of task information using agreed systems
- Confirming that information is suitable for issue within a Common Data Environment (CDE)

**BIM Level 2 Certificated Practitioner - Project Information Manager (PIM)***

Applicants will need to provide evidence to demonstrate knowledge and understanding of the following:

- Enable reliable information exchange through a CDE
- Enable integration and co-ordination of information within the Information Model
- Configure information for projects outputs
- Populate the information exchange format for the Information Model
- Accept/reject information exchanges within the CDE

**BIM Informed Professional (BIP)***

A BIM Informed Professional will need to demonstrate knowledge and understanding of the following, but may not currently be working within a BIM Level 2 environment:

- Information exchanges
- Approval of Information
- Directing the production of information

2.2 This scheme is open to anyone who wishes to become a member and meets the scheme requirements.
3. **Applications to join the Scheme**

3.1 To apply for this scheme applicants must complete the online application form available from: [www.bre.co.uk/bimcert](http://www.bre.co.uk/bimcert).

3.2 Applicants must also:

- Provide evidence of successful completion and an exam pass for a training course* considered by BRE Global to be appropriate to the level of membership applied for
  - As an alternative to completion and exam pass for an appropriate training course, applicants may demonstrate, to the sole satisfaction of BRE Global Ltd., that they have gained the required BIM knowledge and skills through alternative means (e.g. through participation in the preparation or delivery of training materials).
- Provide evidence of a professional qualification (e.g. HND or equivalent, Degree) and/or Chartership, membership of a professional institution (e.g. CIBSE, CIAT, RICS or RIBA) or submission of a CV which demonstrates at least two years relevant experience
- Sign up to and, if certificated, comply with the requirements of the scheme code of conduct (PN 258). Sign up is completed during the application process.
- Provide a copy of their procedure for handling complaints (see Appendix 1)
- Provide evidence of appropriate insurance for BIM Level 2 Certificated Practitioners. Applicants seeking BIM Informed Professional certification will not be required to hold a policy of insurance. (see Appendix 1)
- Undergo and successfully complete an assessment relevant to the level of scheme membership applied for (TIM\PIM\BIP). See section 4.
- Payment of applicable fee

*BRE Academy offers BIM specific training courses, details of which can be found here ([www.bre.co.uk/BIMTraining](http://www.bre.co.uk/BIMTraining)). Other courses are available.

3.3 On receipt, all applications shall be checked for eligibility, completeness and declarations by the individual and any sponsoring company.

3.4 For more information or help with applications contact BRE Global Ltd on: 0333 321 88 11 or [bim@bre.co.uk](mailto:bim@bre.co.uk).

3.5 All fees associated with this scheme are detailed in the fee sheet (FS073).

4. **Assessment**

4.1 Based on submission of satisfactory information as detailed in 3 above applicants will be issued a form upon which the relevant assessment is based:

- PIM and/or TIM membership applicants will be required to provide evidence to demonstrate knowledge, competence and experience of working within a BIM Level 2 environment.
Those applying as a BIM Informed Professional are required to demonstrate knowledge and understanding of BIM Level 2 processes either within their assessment form or submission of documented evidence (as appropriate).

4.2 Applicants will be required to provide details of a referee who may be contacted to verify any information submitted as part of the assessment.

4.3 The assessment fee covers the initial assessment. One re-submission of evidence, to close out any non-conformities that may be identified, will be reviewed at no additional cost. Additional assessment fees may be incurred should further submissions be required.

4.4 Further additional information may be requested as appropriate. Failure to provide sufficient detail following an assessment request may result in delays or a requirement to re-submit evidence.

5. Certification and Public Listing

5.1 Certificates are awarded to applicants who meet the requirements for scheme membership as detailed in this Scheme Document.

5.2 Certificates contain:

- Applicant name
- Company address (if appropriate)
- Category of membership (TIM/PIM/BIP)
- Unique certificate number, issue number and issue/expiry date
- Validity

5.3 Certificates are valid for three years from date of issue subject to maintenance requirements being met. Certificates remain the property of BRE Global Ltd.

5.4 Names of Certificated Individuals will be publicly listed by default, an option is available to opt out of this service if preferred. Listings can be found at [http://www.bre.co.uk/BIMCPSListings](http://www.bre.co.uk/BIMCPSListings)

5.5 Successful applicants will also receive BRE Academy BIM Membership and its associated benefits for the duration of certification which include:

- Access to an online portal to log and keep track of Continuous Professional Development (CPD) which has been completed.
- Access to the BRE Academy series of free webinars.
- 15% discount on training courses and 20% discount on events (both UK, international and online);
- BRE Academy badge of recognition
- Access to BRE Academy LinkedIn member group
6. Maintenance of Certification

6.1 To maintain the validity of their certification scheme members shall undertake a minimum of 15 hours relevant CPD by the end of each year of membership, CPD records will be reviewed annually by BRE Global. CPD may include training or learning relevant to the role for which membership is held such as BIM courses or, alternatively, case studies of work completed over the course of the year. Any changes in regulatory requirements (for example updates to PAS 1192:2 2013) must be covered in your annual CPD. Scheme members can check with the scheme to clarify suitability of CPD material. CPD should be logged in the BRE Academy portal (as mentioned in 5.5).

6.2 Subject to the results of the annual review, ongoing performance, significant changes within the industry or how the scheme operates, further re-assessment may be required.

6.3 Scheme members who require the validity of their certification to continue beyond their certificate expiry date will be required to successfully repeat the certification described in clause 4. To ensure that there are no gaps in their certification scheme members must complete this before the expiration of their current certificate.

7. Certification Mark

7.1 The certificate holder may use the BRE Certification Mark as directed in the publication PN242 ‘Use of the BRE Certification Marks’. The Mark that can be used for this scheme is as follows:

![BRE Certification Mark]

BIM Level 2 Certificated Practitioner / BIM Informed Professional (delete as appropriate) TIM/PIM (delete as appropriate) BREXXXXX

Where ‘XXXXX’ is the certificate number.

8. Complaints & Appeals

BRE Global Ltd operates procedures for complaints and appeals. Further details are available on application.

9. Change of details

9.1 The certificate holder shall give notice in writing to BRE Global Ltd of a change in circumstances which may affect their certification. Such changes include but are not limited to:

- Change of certificate holder’s name
• Change of address
• Change of contact details
• Change to information and/or declarations upon which the current certificate was awarded

9.2 Such notice shall be given to BRE Global Ltd at least thirty days before any change becomes effective.

9.2 Where the changes are such that the conditions under which certification was awarded are significantly affected, the certificate holder will be advised of the actions, and any associated fees, that will be required to maintain certification.

10 Certification Process
The certification process is outlined on the following page:
Certification Process:

**Scheme Process**

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Completed application with Payment &amp; Supporting documents.</td>
<td>Application reviewed by scheme. Audit request issued to applicant.</td>
</tr>
<tr>
<td>Assessment and verification</td>
<td>Certification decision</td>
</tr>
<tr>
<td>Yearly Maintenance</td>
<td>Re-certification after 3 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Complete online application</td>
<td>All documentation to be assessed based on scheme requirements.</td>
</tr>
<tr>
<td></td>
<td>Individual is advised of assessment outcome as well as receipt of auditors comments if applicable.</td>
</tr>
<tr>
<td>Annual CPD records and other supporting documents to maintain membership. Annual renewal fee.</td>
<td>Return to step 2, assessment request issued for completion</td>
</tr>
</tbody>
</table>
### Appendix 1. Additional requirements

#### Complaints system

Scheme members shall have in place a complaints procedure and maintain a system to log and investigate any complaints associated with work under this scheme.

The scheme member is required to keep BRE Global Ltd informed of any complaints received and any actions taken to resolve them.

#### Professional Indemnity Insurance

Without prejudice to any liabilities arising or indemnities granted under the certification terms and conditions, scheme members shall maintain adequate and appropriate professional indemnity insurance covering certificated activities for an amount of at least £1,000,000 for any one occurrence or series of occurrences for a period beginning at date certification is awarded and ending 12 years after the date of making good of defects of any BIM-enabled project, provided that such insurance is available at commercially reasonable rates.

Scheme members shall notify BRE Global Ltd., as soon as is reasonably practicable, should the scheme member be subject to a claim from a third party where BRE Global BIM Certification or Certification Scheme is referred to as part of the claim.

Scheme members should note that BIM certification is invalid if work is carried out without appropriate Insurance cover.

Proof of insurance is not a requirement for certification as a BIM Informed Professional, and certification under this scheme does not cover work carried out by a BIM Informed Professional.