

DESIGNER COMPETENCE POLICY

AMF Mech Ltd, trading as AMF MEP · CDM 2015 / CDM (NI) 2016 and the Building Safety Act 2022 dutyholder regime

AMF designs mechanical, electrical and public health systems for buildings, including high-rise residential buildings that fall within the higher-risk regime. Building safety law places duties on designers, and the first of those duties is not to accept work unless we have the skills, knowledge, experience and behaviours to do it properly. This policy sets out how we make sure we do.

1. The duties we are meeting

Designer duties arise under the Construction (Design and Management) Regulations 2015 in Great Britain and the Construction (Design and Management) Regulations (Northern Ireland) 2016, and under the Building Safety Act 2022 and the dutyholder regime made under it, which applies to building work in England. Competence requirements for individual designers and principal designers are described in the published competence frameworks. The core criteria for everyone working on building safety are set out in BS 8670-1:2024, which superseded BSI Flex 8670; where an individual delivers or manages the principal designer function, the additional requirements in PAS 8671:2022 apply.

2. Accepting work

Before AMF accepts an appointment, the Director and the Head of Operations consider whether the Company has the skills, knowledge, experience and organisational capability the project needs, including whether it involves a higher-risk building. Where we do not, we say so and either decline the work or bring in the competence required. The same test is applied to any individual before they are assigned to a task: work is allocated to people who are competent to do it, with supervision proportionate to their experience.

3. How we evidence competence

- A competence record for each member of technical staff, covering qualifications, professional registration or progress towards it, relevant project experience and continuing professional development.
- Continuing professional development kept up to date by every member of technical staff, with the Company paying for training agreed in advance as appropriate to the role.
- Professional body membership and training funded by the Company on the terms set out in the Staff Handbook, and support towards professional registration.
- Design review before issue on every deliverable, which is the practical check that competence has actually been applied.

4. Behaviours

Competence is not only technical. We expect our people to:

- work within the limits of what they know;
- ask when they are unsure;
- record decisions and the reasons for them, so that the golden thread of information holds;
- cooperate with the other dutyholders on a project;
- raise safety concerns without hesitation.

Raising a building-safety or fire-safety concern is always legitimate and is separately protected under the Whistleblowing Policy.

5. Mandatory occurrence reporting

On higher-risk building work in England, our designers are reporting persons under the mandatory occurrence reporting regime made under the Building Safety Act 2022. Any structural or fire-safety occurrence that could present a risk of significant harm to people in or about a building must be reported to the principal designer or client immediately, and

onward to the Building Safety Regulator within ten days. If you become aware of something that might qualify, tell the Head of Operations at once, do not wait to be certain.

6. Responsibilities and review

The Director is accountable for the Company's competence to take on the work it accepts. The Head of Operations maintains the competence records and this policy, which is reviewed at least annually and whenever the regime changes.

SIGNED BY



John Fleming
Head of Operations
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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