

Technical Sign-off Guide

For warranty-only customers

premier
guarantee®

Follow these steps for technical sign-off of your plots and sites.

Note: if you also have building control with Premier Guarantee, please [use this guide](#).

1. Completion forecast:

Discuss your forecasted completions with your risk management surveyor and ensure any outstanding information on your Technical Overview document (in your Extranet account and attached to each site inspection report) is up to date

2. Inspection request:

Give your surveyor as much notice as possible. We require a minimum of 24 hours' notice

3. Ensure the plot is ready:

The plot must be capable of passing the UK Finance Logic Test:

	Yes	No	N/A
a. There will not be a claim			
b. Such claim will not cause major disruption to the resident			
c. It will not cause a health and safety risk to the resident			

4. Covid:

The plot should be presented in line with Standard Operating Procedures and Risk and Method Statements to ensure compliance with Covid

5. Certification:

Ensure relevant competent persons' scheme certificates are ready and available. We require evidence of certificates for elements applicable to your development:

	Yes	No	N/A
a. Electrical services			
b. Gas services: photographic evidence of a signed, dated and completed Gas Safety (Installation and Use) Regulations gas safety record, including the installer's contact details and licence number			
c. Building Control sign off or Letter of Intent pending certificate issue			

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