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Guidance Notes:

CBICAS Building Inspector Revalidation

for Classes 2, 3 and 4

Guide to revalidation assessment through the CABE
Building Inspector Competence Assessment Scheme (CBICAS).

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At a glance: Revalidation roadmap and key dates

This guide summarises what you need to prepare for CBICAS revalidation, the key steps in the process, and the timeframes to plan for. Please read the full document for the detailed requirements.

Key dates

- **Your CBICAS expiry date:** (shown on your certificate)
- **Latest date CBE must receive your submission:** no later than **6 months** before your CBICAS certificate expiry date
- **Earliest date you can submit:** no earlier than **9 months** before your CBICAS certificate expiry date
- **Outcome timeframe following Revalidation Interview:** you will normally receive your outcome within **6–8 weeks** of your interview

What you need to prepare

Your revalidation evidence is built around your Professional Logbook, including:

- CV, PDP and CPD records
- Record of projects and supporting evidence (up to the stated limits)
- Reflective Statement (completed within the application form)
- Five Competence Statements A–E (completed within the application form)

The revalidation process

Stage 1: Desktop review – assessors review your submission against the BICoF and your certified scope

Stage 2: Professional Review Interview (50–60 minutes) – structured, conversational discussion to explore your evidence and judgement

Decision and ratification – recommendation made by assessors and ratified by MPSC before the final outcome is confirmed

Outcomes

- **Successful revalidation** – certification renewed for a further four years (current class and scope)
- **Revalidation with conditions** – clear feedback and a set period to provide additional evidence and/or complete development/CPD
- **Unsuccessful** – clear feedback and options explained, including what is needed before a future reassessment

Planning tip: keeping your logbook and CPD up to date throughout the cycle makes revalidation much simpler and avoids last-minute pressure.



Section 1: Before you apply

About this guide

The CABE Building Inspector Competence Assessment Scheme (CBICAS) provides a recognised route for assessing the competence of Building Inspectors, aligned with the CABE Building Inspector Competence Framework (CABE BICoF) and the requirements of the Building Safety Regulator (BSR).

This guide is designed to help you prepare for revalidation. It explains the steps in the process, the evidence to include, and how your submission will be assessed, so you can plan ahead and understand what is expected.

To maintain a high standard of professional competence, all Building Inspectors certified under CBICAS complete a formal revalidation every four years. This confirms that knowledge, skills, behaviours, and professional practice remain current and aligned with evolving legislation, technical standards, and industry expectations.

Successful completion of revalidation confirms continued competence for the class and scope of certification and supports renewal of registration with the Building Safety Regulator, allowing inspectors to continue undertaking restricted activities and functions under the regulatory framework.

Purpose and Principles of Revalidation

The CBICAS revalidation process is here to help Registered Building Inspectors show they continue to meet the competence, professional behaviours, and ethical standards needed to carry out their role safely and effectively. Revalidation is a requirement set by the Building Safety Regulator (BSR). CABE does not set these requirements; our role is to guide you through the process and assess evidence fairly and consistently against the required standards.

Revalidation is not a repeat of initial certification. Instead, it is a structured review of how your knowledge, skills, and behaviours have been maintained, updated, and applied over the four-year period since your last assessment. It provides assurance to the BSR, employers, clients, and the public that you remain current and capable, and it also gives you a clear way to demonstrate the work you have already been doing through CPD, reflective practice, and professional development.

The process is built around the following core principles:

- **Ongoing competence:** You keep your knowledge and skills up to date in response to legislative change, emerging technologies, and evolving industry best practice.
- **Reflective practice:** You can reflect on your professional performance, identify learning and development needs, and show how you have acted on them.
- **Professional accountability:** You continue to act ethically and responsibly, in line with the CABE Code of Professional Conduct and relevant statutory obligations.
- **Proportionality:** The process is designed to be proportionate, focusing on evidence of continued competence rather than repeating the original certification assessment.
- **Transparency:** Revalidation creates a clear and consistent record of ongoing professional development and competence management, aligned with the CABE Building Inspector Competence Framework (CABE BICoF).

Through revalidation, CABE aims to support you in planning, recording, and evidencing your competence across the certification cycle, so you can feel confident in your ongoing professional development and remain well placed to meet your responsibilities under the Building Safety Act 2022.



Structure of the Revalidation Process

A successful revalidation submission confirms that a Building Inspector:

- has maintained the knowledge, skills, and behaviours required for their class and scope of registration
- continues to act in accordance with the CABA Code of Professional Conduct and relevant legislation; and
- remains capable of undertaking restricted functions safely, effectively, and in compliance with regulatory requirements.

Deadlines

To give you enough time to prepare your evidence and allow CABA to complete the assessment and decision process before your certificate expires, you must submit your revalidation application no later than six months before the expiry date shown on your CBICAS certificate.

Submitting earlier is strongly recommended, particularly if you expect to need time to update your logbook, CPD record or reflective statement, or to arrange your interview.

If a submission is received after the six-month deadline, there may not be enough time to complete revalidation before expiry. This could result in a lapse of certification and may mean you need to complete a new assessment process.

Changing or modifying Class or Scope of registration

The revalidation process is designed only to confirm continued competence within your current class and scope. It cannot be used to extend or upgrade your certification beyond what you are currently registered for.

If you wish to extend your scope within your existing class; for example, to include additional purpose groups, building types, or activities (such as plan assessment or inspection at new height categories), you must complete a scope extension assessment under the dedicated CBICAS Scope Extension process. This involves providing evidence of relevant experience, training, and competence, and completing a shorter review and interview process focused solely on the additional areas of practice.

If you wish to progress to a higher class of certification; for example, from Class 2 to Class 3 or Class 4, you will need to complete a full CBICAS assessment. This will include the submission of a new portfolio, competence statements, and technical report, and participation in a full professional review interview.

Revalidation confirms that you remain competent for the class and scope you currently hold. Any changes or extensions must follow the separate processes outlined above.

Revalidation is a mandatory requirement of CBICAS certification. Failure to complete the revalidation process within the required timeframe may result in the suspension or removal of certification and could affect your ability to remain on the Building Safety Regulator's register.

Eligibility

All Registered Building Inspectors who have achieved certification through the CABA Building Inspector Competence Assessment Scheme (CBICAS) are required to undergo formal revalidation every four years in order to maintain their registration and continue undertaking restricted activities under the Building Safety Act 2022.



To be eligible to enter the revalidation process, applicants must:

- hold a current and valid CBICAS certificate for their class and scope of registration;
- be actively practising as a Building Inspector or have done so within the four-year revalidation cycle. Inspectors who have taken a career break or have not been in active practice must demonstrate how they have maintained their competence during that period (for example, through CPD, technical training, or consultancy work); and
- have maintained membership of CABA (or achieved membership by the time of revalidation) and complied with all relevant membership requirements, including CPD and code of conduct obligations.

Ongoing certification of Building Inspectors

Ongoing competence management is a core part of the CABA Building Inspector Competence Assessment Scheme (CBICAS) and supports CABA's approval by the Building Safety Regulator (BSR). Certification is not a one-off achievement; it is maintained through continued competence, professional conduct, and development across the four-year certification period.

All Building Inspectors certified through CBICAS are enrolled into the Building Standards Section of CABA membership. This enables CABA to provide the structure and oversight needed to evidence ongoing competence to the BSR.

During the certification period, inspectors are expected to:

- **maintain and develop competence** through relevant training, CPD, and professional learning, keeping up to date with legislative change, technical developments, and industry best practice
- **keep a professional logbook of work activity**, learning outcomes, and reflective practice to support revalidation
- **comply with CABA's Code of Professional Conduct** and demonstrate professional behaviours aligned with the responsibilities of a Registered Building Inspector
- **engage with CABA audits when selected**. The BSR requires a higher level of qualitative review of CPD, training, and competence records, and a proportion of members will be selected each year for additional audit
- **complete any mandatory training or CPD** required by CABA or the BSR, for example following significant legislative or regulatory change.

An annual fee is payable to cover the additional support, administration, and compliance activity associated with ongoing certification. Fees are reviewed periodically to ensure they reflect the cost of delivering these services.

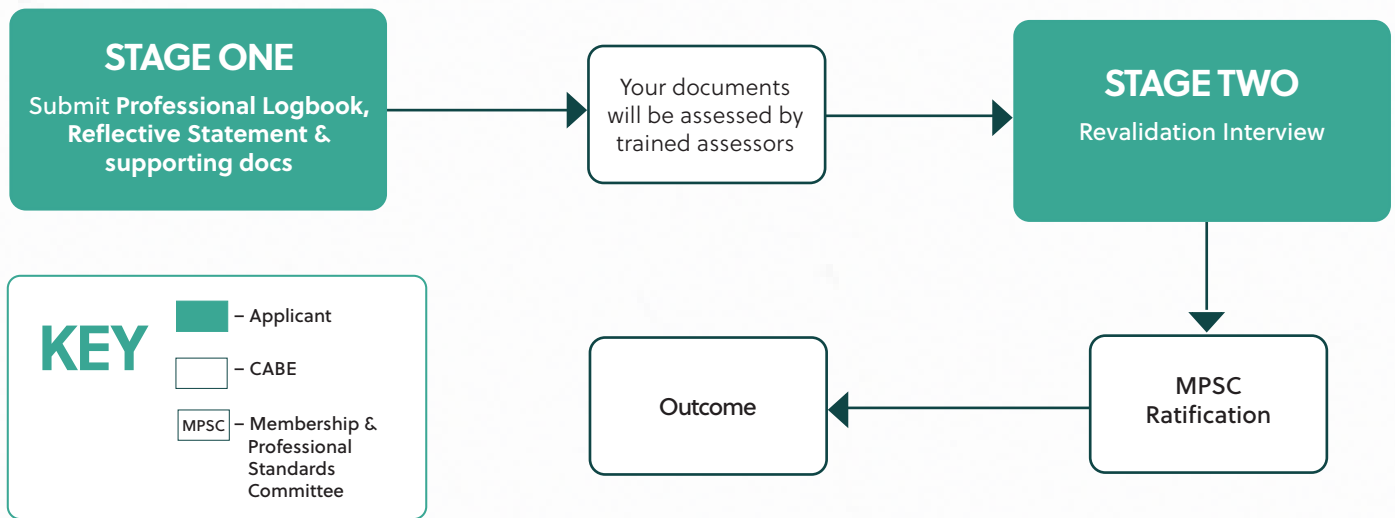
Maintaining certification supports continued registration with the BSR. If an inspector does not meet the ongoing requirements, CABA will contact them to explain what is needed and the options available. Where requirements are not met, certification may be suspended or withdrawn in line with the scheme rules.

Reasonable adjustments

CABA is committed to ensuring that everyone is treated fairly and provided with reasonable access to the activities and services provided by the Association. CABA operates in accordance with its Reasonable Adjustments Policy and has produced a Reasonable Adjustments Guidance document for CBICAS applications which can be found at this link: cbuide.com/reasonable_adjustments



Section 2: Process overview for CBICAS Revalidation



Revalidation Submission and Assessment Process

All Building Inspectors undertaking revalidation at Class 2, 3, or 4 will follow the same three-stage process designed to confirm continued competence and professional practice.

Stage 1 – Professional Logbook, Reflective Statement and Competence Statements

Applicants submit a logbook covering the certification period*, along with a reflective statement highlighting key learning, projects, and areas for future growth.

Desktop Review

Trained assessors review the submitted evidence against the CABE Building Inspector Competence Framework (CABE BICoF). If the evidence does not sufficiently demonstrate ongoing competence, the process will be paused, and feedback provided to support re-submission.

Stage 2 – Revalidation Interview

All applicants will attend an interview to discuss their evidence, demonstrate continued application of skills and knowledge, and reflect on their professional practice.

Following the interview, outcomes are ratified by the CABE Membership and Professional Standards Committee (MPSC), and successful applicants receive confirmation of continued certification for their class and scope.

***To take into consideration the delay in confirming revalidation requirements, the minimum acceptable submission for this first revalidation is a full logbook for two years and four years' CPD.**



Stage 1 – Professional Logbook, Reflective Statement and Competence Statements

The first stage of the revalidation process is where you submit the main evidence for your assessment: your Professional Logbook, including Reflective Statement and five Competence Statements. Taken together, these give assessors a clear picture of how you have maintained and applied your competence during the certification period.

Your Professional Logbook is your portfolio of professional practice, built up across the four-year certification period*. It should capture the key work and projects you have undertaken, your roles and responsibilities, and how you have applied technical knowledge, professional judgement and decision-making in practice.

Your logbook should also record training, formal Continuing Professional Development (CPD), and any other learning that has helped you maintain and enhance competence. The aim is to show both the breadth and depth of your experience within the scope of your current class of registration.

Your Reflective Statement complements the logbook by providing an overview of your professional development during the certified period. It should highlight key achievements, learning, and challenges, and explain how these have influenced your practice. It should also reflect on how you have responded to changes in legislation, standards, technology or working practices, and set out your objectives for future development.

The five Competence Statements should each be 400–800 words and reference the CABC BICoF competencies A–E. Use real examples to show what you did, why you did it, and the outcome. Your statements should demonstrate both technical competence and professional behaviours, including ethical practice, responsibility, and continued development.

You may include up to 20 pages of supporting evidence to help assessors understand the context and impact of your work. This could include reports, plans, assessments, technical calculations, photographs, training records, CPD certificates, or other relevant materials.

Submitting your Professional Logbook formally starts the revalidation process. Assessors will use this information to review how you maintain competence, how you apply your knowledge and skills in practice, and how you continue to meet the CABC Building Inspector Competence Framework (CABC BICoF).

Your Professional Logbook should demonstrate competence across your full certified scope, not just your most recent work. If you have not worked in all areas recently, you can show how you have maintained competence through relevant CPD and development.

***To take into consideration the delay in confirming revalidation requirements, the minimum acceptable submission for this first revalidation is a full logbook for two years and four years' CPD.**

Further guidance on preparing these documents and what should be included is provided in Section 3 of this guide.



Stage 2 – Revalidation Interview

The Professional Review Interview is a mandatory part of revalidation and is your opportunity to talk through your experience and the evidence you have provided. Following a successful submission and desktop review of your logbook, reflective statement and supporting evidence, you will be invited to attend an interview.

The interview helps assessors to confirm and explore your submission in more depth. It is designed to understand how you have maintained and applied your knowledge, skills and behaviours since your last certification, and to give you space to reflect on challenges, learning and how you will continue to develop over the next cycle.

During the interview, you will be invited to:

- discuss the key projects, activities, and learning recorded in your logbook and how these demonstrate ongoing competence
- reflect on how changes in legislation, technology, standards, or best practice have influenced your work and decision-making
- explain how you use the CABE Building Inspector Competence Framework (CABE BICoF) in practice
- share examples of professional judgement, problem-solving and ethical decision-making from real situations
- outline your development goals and how you plan to maintain competence over the next four-year cycle

The interview typically lasts 50–60 minutes and is conducted by a panel of two trained CABE assessors. It is structured but conversational, and is intended to help you explain your work and approach rather than to feel like an examination.

After the interview, the assessors will consider your submission as a whole, including the interview discussion, and make a recommendation on revalidation. This recommendation is then reviewed and ratified by the CABE Membership and Professional Standards Committee (MPSC).

MPSC Ratification

Recommendations from the assessment panel are passed to a specialist sub-committee of the MPSC for ratification. This ensures that the assessment process overall complies with our scheme requirements.

Outcomes

Once you have completed the assessment process including submission of your logbook and supporting evidence, and attendance at the Professional Review Interview, the assessors will consider your application as a whole and make a recommendation. This recommendation is then reviewed and ratified by the CABE Membership and Professional Standards Committee (MPSC) before a final outcome is confirmed.



There are several possible outcomes from the revalidation process:

- **Successful Revalidation:** You have demonstrated continued competence in line with the CABE Building Inspector Competence Framework (CABE BICoF). Your certification will be renewed for a further four-year period for your current class and scope.
- **Revalidation with Conditions:** You have met most requirements, but specific areas need further evidence, development, or CPD. We will clearly set out the conditions and give you a defined period to address them before full revalidation is confirmed.
- **Unsuccessful Revalidation:** You have not yet demonstrated the required competence for the scope being revalidated. In this situation, you must not practise independently within that scope. You will need to work under appropriate supervision while you address the gaps identified in your feedback. Once you can demonstrate the required competence, you may apply for a full CBICAS reassessment.

You will be notified of the outcome in writing within six to eight weeks of your interview. Written feedback is provided for all outcomes to support your ongoing professional development and to explain next steps.

What happens next

If your outcome includes conditions, we will explain what is required and how to submit the additional information. If your outcome is unsuccessful, we will set out the options available to you and the steps you can take towards a future submission.

Appeals

Any appeal against the outcome of an assessment must be lodged after ratification of the outcome by the MPSC and formal notification by CABE. Appeals must be lodged within 30 days of formal notification.

Guidance on the Appeals Procedure will be issued on request.

Further information on preparing for the interview can be found in section 5 of this guide.

Revalidation and existing CABE Membership and registration with Engineering Council

As part of the revalidation process, CABE will review your submission against the required standard. This revalidation outcome relates only to the revalidation application being assessed.

There will be no impact on:

- your existing CABE membership, or
- your current registration with the Engineering Council,

if your revalidation submission is unsuccessful or if the outcome includes conditions.



Section 3: Document Preparation

Stage 1 – Professional Logbook, Reflective Statement and Competence Statements

The Professional Logbook is a central part of revalidation and is the main way you show your professional practice, development and competence across the four-year certification period. It brings together evidence of how you have maintained and applied your knowledge, skills and professional judgement since your last certification, and how you continue to meet the CABE Building Inspector Competence Framework (BICoF).

Your logbook should capture the key projects and work activities you have undertaken, including your roles, responsibilities and the decisions you have made in practice. It should show how you have applied building control principles, responded to changes in legislation and standards, and contributed to safe, compliant and effective outcomes in the built environment. It should also include a record of training, formal Continuing Professional Development (CPD), and any other learning that has helped you maintain and enhance your competence. Overall, the logbook should demonstrate both the breadth and depth of your experience across the scope of your current class of registration.

Important: maintaining competence across your full scope

Your revalidation assessment looks at whether you can demonstrate current competence across the full scope for which you are certified. This includes the activities, building types and purpose groups (where applicable) covered by your original certification, not only the areas you have worked in most recently. If your recent role has been more specialised, or you have not worked across the full breadth of your scope, that is understandable. However, you will still need to show how you have maintained and developed competence across your whole certified scope, because certification confirms you are competent to practise within that full scope.

To help you do this, make sure your submission includes evidence of how you have kept your knowledge and skills up to date in any areas you have not recently practised. This could include relevant CPD, training, structured learning, technical reading or study, shadowing, supervised practice, mentoring, or involvement in quality assurance/technical review activities. Where you use these routes, explain what you did, what you learned, and how it supports your competence in that part of your scope.

Please note: During the assessment (including the interview), you may be asked about any area within your certified scope. If you cannot provide appropriate evidence for parts of your scope, it may limit the scope that can be revalidated or affect the outcome of your revalidation.

Documents That Make Up the Logbook

To make the record complete and easy to verify, your logbook should include:

- **Curriculum Vitae (CV):** A current summary of your career history, qualifications and experience.
- **Personal Development Plan (PDP):** A forward-looking plan setting out your development goals for the next four-year certification cycle.
- **CPD Records:** A record of CPD completed during the certification period, including dates, duration and learning outcomes.
- **Organogram:** Your position within your organisation or project structure, showing reporting lines and responsibilities.



- **Reflective Statement:** An overview of your professional development during the certified period
- **Competence Statements:** Your statements should demonstrate both technical competence and professional behaviours.

Record of Projects

The Record of Projects Undertaken provides a summary of the projects you have worked on during the four-year certification period. It allows assessors to understand the type, scale, and scope of work you are engaged in and the proportion of different project categories within your practice.

This record may be presented as a simple table or spreadsheet showing:

- project type or category (e.g. residential, commercial, mixed use)
- number of projects completed within each category
- percentage of total workload represented by each project type; and
- period covered (start and end year).

A sample format is provided below to guide you, but you may adapt it to reflect your own records or use an existing work log. The aim is to give a clear overview of the breadth of your professional activity, which may also support your **Personal Development Plan (PDP)** and **CPD review**.

Record of Projects Undertaken (Example Format)

This record provides a summary of the projects completed during the four-year certification period. It shows the balance of work across residential, commercial, and mixed-use projects, giving assessors an overview of the scope and focus of your professional activity.

Period	Start Year	End Year
	2024	2027

Category	Project Type/Code	Number of Projects	% of Total
Residential Projects	2A	25	15%
	2B	30	17%
	2C	26	15%
	3H	0	0%
Subtotal Residential		81	
Commercial Projects	2D	20	12%
	2E	15	9%
	2F	22	13%
	3G	12	7%
Subtotal Commercial		69	
Mixed Use	2ABD	10	6%
	2ABE	7	4%
	2CF	3	2%
	3GH	2	1%
Subtotal Mixed Use		22	
Total Projects		172	100%



Record of Projects Guidance

You may use this format or adapt your own work records, as long as the information is clear and concise. The purpose is to show the proportion of work across project types, not detailed project descriptions. This overview may also help inform your Personal Development Plan (PDP) by identifying areas where you could broaden or deepen your experience.

Note: If records are lacking, you should estimate the proportion and type of works, but you must make every effort to accurately reflect your work experience.

Reflective Statement

The Reflective Statement is part of your Professional Logbook and is completed within the revalidation application form. It allows you to step back and reflect on your professional practice over the four-year certification period.

Alongside the project and CPD information in your logbook, it helps you explain what you have learned, how you have developed, and how your experience has shaped your approach to practice. It is your opportunity to demonstrate reflective practice, professional judgement, and a commitment to continuous improvement – all important qualities for a competent Building Inspector.

Purpose of the Reflective Statement

The purpose of the reflective statement is to:

- demonstrate how you have maintained and developed your professional competence over time
- show that you can critically assess your own performance and identify areas for growth
- reflect on how your knowledge, behaviours, and decision-making have evolved in response to changes in legislation, technology, standards, or industry practice
- evidence your ability to learn from experience, including successes, challenges, and mistakes, and apply those lessons to future work; and
- set out your plans for ongoing development in the next revalidation period.

Structure and Content

Your reflective statement should be written as a structured narrative, typically between 1,500 and 2,000 words. It should be written in the first person and presented clearly and concisely. While there is no fixed format, a well-structured reflective statement will usually include the following elements:

1. Professional Overview

Provide a summary of your career since your last certification. Outline any changes in your role, responsibilities, or areas of practice, and explain how these have influenced your professional development.

2. Key Achievements and Learning Outcomes

Highlight significant projects, activities, or experiences from your logbook and explain what you learned from them. Discuss how these experiences have enhanced your technical knowledge, decision-making, problem-solving, and professional judgement.



3. Challenges and How They Were Addressed

Reflect on the most challenging aspects of your work over the past four years. Explain how you approached these challenges, the decisions you made, and what you learned from the process. This might include dealing with complex compliance issues, managing stakeholder expectations, or responding to regulatory changes.

4. Adapting to Change

Discuss how you have responded to changes in the wider context of building control — including new legislation, technical standards, industry trends, or emerging technologies. Explain how these changes have affected your practice and how you have adapted your approach to remain effective and compliant.

5. Professional Behaviours and Ethics

Reflect on how you have upheld professional standards, including ethical decision-making, communication, teamwork, leadership, and adherence to the CABA Code of Professional Conduct. Consider how your behaviours have contributed to safe, effective, and compliant building control outcomes.

6. Future Development Goals

Identify the areas where you intend to focus your development over the next four years. This might include gaining deeper expertise in a technical area, enhancing leadership skills, pursuing further qualifications, or contributing to knowledge-sharing in the profession.

Competence Statements

As part of the revalidation process, you will complete five competence statements within the revalidation application form. Each statement must be between 400 and 800 words and aligned to the CABA Building Inspector Competence Framework (CABA BICoF) competencies A–E.

These statements are your opportunity to show how you apply your knowledge, skills and professional judgement in practice. For each competence area, use real examples from your work to demonstrate how you meet the requirements. Focus on what you did, why you did it, and what the outcome was, highlighting your contribution and the impact of your actions.

Your statements should cover both technical competence and professional behaviour, including ethical practice, responsibility and ongoing development. They should reflect your role, level of responsibility, and the scope of work within your current class of registration.

Purpose of the Competence Statements

The competence statements allow assessors to evaluate how you have maintained and applied professional competence since your last certification. They provide evidence of how you:

- apply building control knowledge and judgement in professional contexts
- make and justify technical and regulatory decisions
- respond to changes in legislation, standards, and best practice
- demonstrate leadership, collaboration, and effective communication; and
- commit to ongoing professional development and reflective learning.

Each statement should clearly reference the relevant BICoF competence area (A–E) and be written in a clear, concise and reflective style. The statements are completed within the revalidation application form.



Additional Information

The logbook can contain a range of additional documents (max. 20 pages) that support and illustrate the evidence presented in your logbook and reflective statement. These may include, but are not limited to:

- **Project documentation:** plans, specifications, site inspection records, plan assessment reports, defect investigations, or compliance advice.
- **Technical evidence:** calculations, modelling outputs, drawings, design reviews, or reports demonstrating application of technical knowledge.
- **Compliance and regulatory evidence:** risk assessments, regulatory submissions, meeting records, correspondence with dutyholders, or examples of advice given.
- **Professional practice evidence:** management reports, stakeholder engagement documentation, leadership activities, mentoring records, or collaborative project evidence.
- **Development and learning records:** CPD logs, training certificates, course completion records, or evidence of professional development activities.
- **Supporting visuals:** annotated photographs, diagrams, or sketches that help illustrate project challenges and solutions.

All documents should be clearly labelled and referenced in your logbook documentation so that assessors can easily cross-reference them. You do not need to include documentary evidence, but it can assist in your application if you focus any additional documents on the most relevant and significant evidence that demonstrates continued competence.

Confidential information should be redacted where necessary before submission.

Referencing and Cross-Referencing

Your logbook and evidence portfolio should work together as a coherent submission. To support the assessment process, you must:

- cross-reference project evidence in your logbook to relevant documents in your evidence portfolio
- reference specific projects or case studies in your reflective statement where they illustrate learning outcomes or development
- include a brief contents page or index for the evidence portfolio so that assessors can easily locate documents.

Presenting your evidence

The logbook should provide a clear, well-structured record of your practice and development, with sections clearly labelled so assessors can easily follow your evidence. It should cover the certification period* and will form a core part of your revalidation evidence.

***To take into consideration the delay in confirming revalidation requirements, the minimum acceptable submission for this first revalidation is a full logbook for two years and four years' CPD.**

Together, these documents form your Professional Logbook and provide a comprehensive and verifiable record of your ongoing competence and professional practice.



Section 4: Submission of your documents

The revalidation submission is your opportunity to demonstrate that you continue to meet the standards of competence, knowledge, and professional practice required under the **CABE Building Inspector Competence Framework** (CABE BICoF). To ensure a smooth and efficient assessment process, all required documents must be submitted in the correct format, by the published deadlines, and with the appropriate supporting information.

Your revalidation Professional Logbook submission must include the following components:

- **Curriculum Vitae (CV)**
- **Reflective statement (within application form)**
- **Competence statements (within application form)**
- **Continuing Professional Development (CPD):** Records covering the last four years since certification
- **Personal Development Plan (PDP):** A forward-looking plan setting out your development goals for the next four-year certification cycle
- **Organogram**
- **Record of Projects.**

All components are required so we can assess your application fairly and without delay. If anything is missing, we'll contact you to explain what's needed before your submission can move to assessment.

Format and Presentation

- Submit all documents digitally (PDF preferred). Hard copy submissions will not be accepted.
- Name and organise files clearly so it is obvious what each document contains.
- Present documents in a clear, professional and legible format, using headings, page numbers and consistent referencing, and combine files into as few structured PDFs as possible.

Submission Process

Submit one professionally presented digital copy of the complete submission via a secure file-sharing link (for example, OneDrive or WeTransfer) to cbicas.stage2@cbuide.com

You will receive an automated email confirmation once your submission has been successfully received. If you do not receive confirmation within five working days, please contact CABE so we can check receipt.

What Happens Next

Once submitted, your documentation will undergo an initial administrative check to confirm completeness and eligibility. It will then progress to the assessment stage, where two independent assessors will review your logbook, reflective statement, and evidence portfolio ahead of your Professional Review Interview.

If your submission is incomplete or requires clarification, CABE will contact you with feedback and instructions on how to address any issues. However, if we don't receive the required information in time, it may not be possible to complete revalidation before your certificate expiry. We recommend submitting as early as you can to avoid unnecessary pressure.



Section 5: Stage 2 – Revalidation Interview process

Overview of Revalidation interview process

The Revalidation Interview is the second stage of the revalidation process and is designed to confirm that you continue to meet the competence, knowledge, and professional standards required under the **CABE Building Inspector Competence Framework (CABE BICoF)**.

The interview is not an examination in the traditional sense. Instead, it is a structured professional discussion between you and a panel of trained assessors, focused on your ongoing competence, experience, and professional development. It provides an opportunity to demonstrate the depth of your technical understanding, reflect on how your practice has evolved, and discuss how you are continuing to contribute to a safe and compliant built environment.

The interview will be conducted in English, in line with the provisions of the Welsh Language Act 1993.

Purpose of the Revalidation interview

The Revalidation Interview is designed to provide assurance that you remain competent to practise at the level and scope of your current registration. It allows assessors to verify the evidence you have submitted in your Professional Logbook, Reflective Statement, and Evidence Portfolio and to explore the depth of your technical knowledge and how this has been maintained and applied in practice.

The interview gives you the opportunity to demonstrate your ability to reflect critically on your work, identify lessons learned, and explain how you have applied these insights to improve your professional practice. It also enables assessors to evaluate how you have responded to changes in legislation, technology, standards, and industry expectations since your last certification, and to confirm your ongoing professional behaviours, judgement, ethics, and commitment to continuous improvement.

At Interview

The interview is conducted by two experienced assessors appointed by CABE, all of whom are qualified professionals with expertise in building control and building engineering. It is typically held online via a secure video platform, though in-person interviews may be arranged where appropriate. Interviews normally last between 50 and 60 minutes and follow a structured format designed to explore different aspects of your competence.

A member of staff or an internal auditor will be available during the interview to provide assistance and may observe the process for quality control purposes (but will not play any part in it).

Once the assessors are satisfied that the applicant has had adequate opportunity to substantiate their competence in person, the panel assessors will formally close the interview. They will not provide feedback or indicate the likely outcome as these will be discussed and agreed after the interview has finished.

Assessment Approach

During the interview, assessors will consider your competence across the five key competence areas of the CABE BICoF. The Revalidation Interview is a holistic assessment, meaning that assessors will evaluate your competence based on the totality of evidence, including your documentation, interview performance, and responses to questions. They will be looking for evidence that you are applying your knowledge and skills at a level appropriate to your class and scope of registration, demonstrating sound professional judgement, maintaining and developing your competence in line with current industry standards, and remaining aware of the broader context in which you work, including ethical, legal, environmental, and societal considerations.



Recording of interviews

All interviews will be online (unless otherwise agreed as a reasonable adjustment). Please be advised that the interview will be recorded. The recording will be used for training purposes and (where necessary) to help us understand and review the conversations which take place.

If you have any concerns about us **recording the interview**, please let us know.

For all possible interview outcomes, please see **section 2** of this guide.

Preparing for the Revalidation Interview

Thorough preparation is key to performing confidently and successfully at your Revalidation Interview. While the interview is intended to be a professional discussion rather than a formal exam, it is your opportunity to demonstrate – in person – that you continue to meet the standards of competence, knowledge, and behaviour expected under the **CABE Building Inspector Competence Framework (CABE BICoF)**.

This section provides guidance on how to prepare effectively, what to expect during the interview, and how to present your evidence clearly and professionally.

Review Your Submission

Before your interview, carefully review the materials you submitted as part of your revalidation application - your Professional Logbook, Reflective Statement, and Supporting Evidence Portfolio. The assessors will have studied these documents in detail and will base many of their questions on them. Be prepared to discuss your submissions openly and in detail, providing further explanation or clarification where required.

Make sure you can talk confidently about the projects, decisions, challenges, and learning experiences you have included. It is important to demonstrate not just what you did, but why you did it, what you learned from it, and how it has shaped your current professional practice.

During the Interview

The interview will take the form of a structured, in-depth discussion. You will be invited to talk through key aspects of your work and experience, drawing on the examples and evidence you have included in your logbook and supporting documents.

Assessors will guide the conversation, asking you to expand on particular examples, explain the reasoning behind decisions, and reflect on how your practice has evolved over the four-year certification period.

The discussion will explore:

- key projects or case studies you have been involved in and the decisions you made
- examples of how you have applied technical knowledge and professional judgement in practice
- how you have responded to changes in legislation, standards, technology, or working practices
- the lessons you have learned from challenging situations and how they have informed your current approach; and
- your plans for future professional development and how you will continue to maintain competence.



Evidence to Bring

While most of the evidence you will discuss is contained within your written submission, it can be helpful to have copies of key supporting documents with you for reference. These might include annotated drawings or plans, compliance assessments, calculations, technical reports, site inspection records, risk assessments, or examples of how you approached decision-making in complex situations. CPD records and training certificates may also be useful to demonstrate your ongoing professional development.

If you wish to refer to any additional documents that were not included in your original submission, these must be shared with CABE at least five working days before the interview so that assessors have sufficient time to review them.

Anticipating Questions

The interview panel will explore a wide range of topics related to your competence, focusing on how you apply your knowledge, make decisions, and demonstrate professional behaviour. You should be prepared to discuss how you have approached complex or unusual compliance challenges, the reasoning behind key decisions and their outcomes, and the steps you take to ensure that your knowledge remains current in line with evolving legislation, standards, and best practice.

Assessors may also explore how you ensure ethical decision-making, how you manage risk and communicate effectively in different contexts, and how your future development plans align with the expectations set out in the CABE BICoF. Questions may range from highly technical aspects of building control practice to broader professional and behavioural considerations. It is important to be open and reflective in your responses, demonstrating not only your knowledge and experience but also your critical thinking, self-awareness, and commitment to continuous improvement.

Tips for a Successful Interview

- **Be prepared:** Revisit your submission thoroughly and know your examples inside out.
- **Be concise:** Respond clearly and directly, providing relevant examples without unnecessary detail.
- **Be reflective:** Go beyond describing what you did — explain what you learned and how you have developed.
- **Be professional:** Demonstrate your communication skills, judgement, and commitment to high standards.
- **Be confident:** Treat the interview as a professional conversation designed to help you demonstrate your competence.

What Happens Next

Following your interview, the assessment panel will review the discussion alongside the evidence submitted in your Professional Logbook, Reflective Statement, and Supporting Documentation. They will consider the totality of evidence presented, including your ability to reflect on your professional practice and demonstrate continued competence, before reaching a final recommendation.

This recommendation is then submitted to the CABE Membership and Professional Standards Committee (MPSC) for ratification. You will receive written confirmation of the decision, along with feedback where appropriate, usually within six to eight weeks of your interview.

This feedback is intended to support your ongoing development and prepare you for the next revalidation cycle. It may include observations on areas of strength, as well as suggestions for further growth, even if your revalidation is successful.



The Revalidation Interview is an essential part of the revalidation process, offering you the opportunity to demonstrate how your knowledge, skills, and professional judgement have developed and been maintained since your last certification.

It allows assessors to gain a deeper understanding of your practical experience, reflective practice, and ongoing commitment to high professional standards. By preparing thoroughly, engaging openly in discussion, and showcasing the depth and breadth of your competence, you will help ensure a smooth and successful assessment process that supports your continued certification and professional standing.

Section 6: Fees

Classes 2, 3 and 4

£TBC	Application	For initial review of your submission and supporting documents, payable at the time of submission
£TBC	Assessment of Submission	For assessment of your submission, payable at the time of submission
£TBC	Interview	Payable at the time of receiving notification of your allocated date for your interview
£65	CABE Building Inspector Annual Registration	Payable annually in addition to your usual annual CABE membership fee.

Note: Costs will be confirmed by January 2027

Disclaimer

Whilst the information that is contained / accessible above is considered to be true and correct at the time of publishing, on the basis of current information provided to us by the Building Safety Regulator ("BSR"), and we will endeavour to keep the same up to date, CABE does not warrant or represent that the information is free from errors or omission.

Changes in circumstances after the time of publication may impact on the accuracy of the information contained within. It is your responsibility to ensure that you are up to date with any relevant changes in legislation and / or changes made by the Building Safety Regulator (BSR) to its guidance, registration criteria, scheme approval criteria and / or registration deadlines, which may have occurred since the date of publishing.

CABE accepts no liability for any way the information contained/accessible above is interpreted and / or used. CABE makes no representations or warranties that completion of the CABE BICAS revalidation process will result in the BSR adding you to or maintaining you on its register, without the need for any additional requirements (e.g., training, assessment etc.) they may choose to ask of you directly, or indirectly through CABE. No responsibility is accepted by CABE for any loss or damage arising in any way from the interpretation of the information contained / accessible above or for any work you carry out before or after being registered with the BSR.

Applicants are reminded that it is their responsibility to ensure that they have the correct PI Insurance in place to cover the work that they carry out and to only undertake work within the scope of their competence. It is the applicant's responsibility to ensure that they are acting in accordance with all relevant legislation.



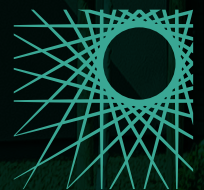
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We're here to help

If you have any queries about the CBICAS Revalidation process, please contact us at membership@cbuildde.com. You can also find further information at cbuildde.com.

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