

BBA CASS® Assessment Guide

This guide confirms to the user what answer options they have when completing a CASS® assessment and the photos required by the Desktop Auditor to complete a thorough audit.

Any queries on this guide should be directed to cass@bba.star.co.uk for clarification.

NB. Some questions will require you to enter a reason for your answer when you upload an Assessment to the CASS™ Platform.

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1. **Have you gained access to all external walls both internally and externally, including the loft areas in order to complete the Assessment in accordance with the Scheme and relevant BBA certificate requirements?**

Yes No

Photos of all elevations of the property need to be provided, and a photo of loft is needed.

2. **Have all internal rooms and external elevations been checked and do you confirm that no areas of existing damp are present (other than those caused solely by condensation)?**

Yes No

Photos only need to be uploaded if damp is present internally/externally on the property. This will need to be recorded on the remedial form, and any damp needs to be remediated prior to install.

3. **Have all fuel burning appliances within the property been identified and if required, is the correct sized fixed permanent ventilation in place / to be placed for all appliances prior to CWI installation (as per CIGA guidelines) for adequate combustion ventilation?**

Yes No N/A

Photos of all primary and secondary heating sources need to be uploaded, as well as rating plates or a manufacturer's guide if possible.

4. **Has the position of all flues and vents (including those not in use) been clearly identified with measures required to safeguard their proper functioning along with any path they may take through the sub-floor (straight, staggered or off-set) for adequate combustion ventilation?**

Yes No N/A

Photos of the corresponding vents to the fuel burning appliances need to be uploaded, both internal and external to the property. If additional ventilation is required to be installed, this needs to be recorded on the remediation form and completed prior to install.



5. **If safety alarms are present, have you confirmed with the customer if the alarms have been tested and are working?**

Yes No N/A

No evidence required, this is just a confirmation question.

6. **Is the type, location, including exposer and condition of the structure / property suitable for the cavity wall system to be installed? Please supply the certificate number for the system to be installed.**

Yes No

Please enter the relevant certificate number: _____

No photo evidence required.

7. **Confirmation the DPC is visible above ground level and complies with the CIGA Best Practice Guide.**

Yes No

Photographic evidence needs to be provided to show the height of the DPC.

8. **Are all guttering / downspouts in good repair with no evidence of leaks / spills? In addition, if guttering is a Finlock system has this been lined?**

Yes No

Photos of the guttering/ downspouts are needed and must show the condition of these. If there is evidence of poor condition, then this will need to be recorded on the remedial form and will need to be remediated prior to install.

9. **Do sub floor vents (including staggered vents) require sleeving?**

Yes No N/A

If subfloor vents are present and need sleeving, a photo of the vents need to be uploaded. This will need to be recorded on the remedial form and will need to be remediated prior to install.

10. **Where there are non-standard cavities, have these been assessed in compliance with the relevant Agrément Certificate and CIGA Technical Note? Please supply the certificate number for the system to be installed.**

Yes No N/A

If the cavity is HTT, then the relevant certificate number is required.

11. **If the cavities have been cleaned of a previous CWI Installation, can you confirm the cavities are suitable for re-installation?**

Yes No N/A



If the property has been cleaned of a previous CWI Installation, photos of the inside of the cavity need to be uploaded.

12. **Is the site fully accessible with recommendations made to safely address any working at height issues?**

Yes No

Any working at height issues needs to be stated on the survey form, e.g. access above a conservatory.

13. **Where 100% of the suitable cavity is not going to be filled, have you completed the Omitted Areas form, uploaded a photograph of the completed form on to the CASS™ Platform and left the original with the customer?**

Yes No N/A

Photographs of the omitted areas on the property and of the omitted areas form (signed by the customer) needs to be uploaded.

14. **Where the property is in need of remedial works prior to the installation of CWI, have you completed the Remedial Works form, uploaded a photograph of the completed form on to the CASS™ Platform and left the original with the customer?**

Yes No N/A

Photographs of the remedial works on the property and of the remedial works form (signed by the customer) needs to be uploaded.

15. **Have you completed you approved BBA survey form and uploaded a photograph of the completed form on to the CASS™ Platform?**

Yes No

A photograph of the completed survey form (signed by the customer and assessor) needs to be uploaded.

16. **Confirmation that relevant checks have been undertaken to determine if the presence of any asbestos containing material is present?**

Yes No

No photo evidence required.

17. **Confirmation there is no evidence of protected species.**

Yes No

No photo evidence required.

18. **Confirmation that the maintenance of the property is suitable for the cavity wall system to be installed?**

Yes No

No photo evidence required.

19. Confirmation the installation will not result in any non-compliance with building regulations?

Yes No

No photo evidence required.

20. Please upload photographs of the borescope in the wall, alongside photographs of the inside of the cavity and a record of the cavity width.

Yes No N/A

If the borescope has a camera then a photo of the inside of the cavity needs to be uploaded. If the borescope used has only an eye piece, please upload a photograph of the borescope in the wall, alongside a measurement of the cavity using a tape measure.

21. Confirmation that the survey has been completed in accordance with the requirements of BBA Certificate, CIGA guide to best practice and Technical Schedule.

Yes No

No photo evidence required.

22. Have you informed the customer that the BBA may contact them to arrange a visit to confirm suitability of the property?

Yes No

No photo evidence required.

Any supporting additional information that is relevant to the suitability of the property should be uploaded.

Ensure you have uploaded clear quality photographs of the following:

- ✓ Existing DPC
- ✓ Brick pattern
- ✓ All fuel burning appliances
- ✓ Any building defects
- ✓ Remedial form (if relevant)
- ✓ Omitted areas form (if relevant)

N.B. Poor quality photographs may result in a rejected assessment.

END.