

Our Ref: BM281016



28<sup>th</sup> October 2016

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Dear

**RE: BBA Certification of External Wall Insulation**

I refer to my letters of 7<sup>th</sup> October and 18<sup>th</sup> October 2016 regarding concerns about the adequacy of windload calculations and design/installation of EWI. You will recall that in the first letter I set out that BBA was conducting an industry-wide, fact-finding project to establish how effectively windload calculations are being conducted and the propriety of judgments that arise from them in the design process. The second letter set out further information in a 'FAQ' format.

On 25<sup>th</sup> October 2016, the BBA Team met with senior representatives from BPF, BRUFMA, INCA, NHBC, NIA and SWIGA at our Offices. Apologies were received in advance from MIMA who had been unable to attend due to other commitments and the short-notice of the meeting.

The purpose of our meeting was to provide a detailed briefing as to background, current grounds for concern, the proposal, the methodology, fees, and potential next steps. Also, to receive and discuss views and concerns being expressed by Associations' membership.

The BBA Team found the three-hour session very constructive, as we hope the Associations' representatives did, in painting a picture as to the potential severity of the issue, the need to proceed on an evidence-led basis, and ensuring that all our Clients are treated equally, fairly and consistently.

One of the inputs to the session was a more detailed explanation of how the fees for the work (£4,850) were derived and what service the BBA will actually be providing for this outlay. The table below sets out the activity involved and the approximate timing based on our experience:

Activity	Estimate of BBA time (days)	Comment
1. Gather evidence	2.0	Noting a number of different approaches, the iterative process of acquiring and assuring the right information from the right person within the Client's organization and/or its provider.
2. Assess calculation adequacy and peer review	0.5	Having acquired the correct information, internal BBA activity to assess the process undertaken by the Client/provider to calculate windload.
3. Establish competence	1.0	Including any follow-up queries from stage 2, drawing conclusions about the competence of the individual making the calculations and their judgment about the

Product Approval

Installer Approval

Test Services

Management Systems

The UK Representative in EOTA (European Organisation for Technical Assessments) and in the UEAtc (European Union of Agrément).

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		practical implications and application of the calculation data to the site-specific case study provided to BBA.
4. Agree individual QA process	currently unknown	Subject to stage 3, drawing conclusions as to the overall adequacy of the Client's QA process and recommending adjustments, where appropriate. This will have regard to guidance and direction provided by the Client to system installers.
5. Review Certificate content ('Strength and Stability' Section) and update with new wording (estimate 1.0 day)	1.0	Given that the Certification cycle is over 3 years, it is considered appropriate to review and update the 'Strength and Stability' Section of Certificates following this exercise.
6. Amend and publish Certificate	0.25	
7. Prepare and present a technical seminar for Clients (2 x dates)	4.0	Two member of the BBA will be responsible for preparing and delivering an 'outcomes' seminar on two dates (yet to be agreed).

We therefore estimate that stages 1 – 6 above will take between 4 – 5 man days of activity per Client for the BBA Team.

The Industry Association representatives asked that BBA give thought to providing greater clarification or prescription about the height-related criteria in our Certificates. We undertook to consider that concern as part of this important fact-finding operation.

As no two Clients situations are wholly identical, we do think that there is real value in making direct contact with Oriola Davies and her Team ([odavies@bba.star.co.uk](mailto:odavies@bba.star.co.uk)) (01923 665467) to ensure that there is a bespoke approach for each Company. The engagement so far, I understand, has been valuable to all parties. We are grateful for the co-operation and assistance and remain confident that we can complete this inquiry in a timely and efficient way.

The date for windload calculation submissions that we are all working to is Friday 2<sup>nd</sup> December 2016.

Yours sincerely



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