Registration on Scheme	Application to register on the Scheme Determination of Scope for Certification Determination of cost to achieve certification Programme of assessment stages and duration	Confirmation letter of acceptance on the Scheme
Stage 1 and Stage 1 Audit	Development of Policy Development of Management Manual Development of training plans Capability assessment / arrangements for stage 2	Stage 1 certificate issued; valid for 6 months
Stage 2 and Stage 2 Audit	Development of operating procedures Development of operating records BIM execution plan Arrangements for stage 3	Stage 2 certificate issued; valid for 6 months
Stage 3 and Stage 3 Audit	Project activity Project evidence Procurement process Arrangements for stage 4	Stage 3 certificate issued; valid for 6 months
Stage 4 and Stage 4 Audit	Employer information requirements / information exchange Supplier BIM assessments Handover process Arrangements for certification audit	Stage 4 certificate issued; valid for 6 months
Certification Audit	Audit of all elements of the standard Discussion and resolution of non-conformances Arrangements for annual surveillance audits Certificate issued after successful audit / registration on website	Full certificate issued; valid for 12 months