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# Test engineer for fire protection - setting up a second office

The establishment of a second branch office as a Berlin test engineer for fire protection in another state of the Federal Republic of Germany requires the approval of the recognition authority in agreement with the recognition authority of the state in which the second branch office is to be established.

## Prerequisites

- **Recognised as a test engineer for fire protection in the state of Berlin**

(<https://service.berlin.de/dienstleistung/329487/>)

## Documents required

- **Informal application stating the address of the secondary establishment**
- **Proof of personal responsibility and independence in the secondary establishment**  
A copy of the articles of association or similar.
- **Information on the number and qualifications of the employees who are to participate in the audit activity**
- **Information on the distance between the branches or place of residence**
- **Information on the time allocation of audit activities between the registered office and the second branch office**
- **Explanation to ensure proper construction supervision**
- **Declaration of consent from the recognising authority of the country in which the secondary establishment is to be set up**

This is arranged by the recognition authority in Berlin.

## Fees

EUR 200.00

## Legal basis

- **Building Inspection Ordinance (BauPrüfV)**  
([http://gesetze.berlin.de/jportal/portal/t/zwx/page/bsbeprod.psm1?pid=Dokumentanzeige&showdoccase=1&js\\_peid=Trefferliste&fromdoctodoc=yes&doc.id=jlr-BauPrVBE2010rahmen&doc.part=X&doc.price=0.0&doc.hl=0#focuspoint](http://gesetze.berlin.de/jportal/portal/t/zwx/page/bsbeprod.psm1?pid=Dokumentanzeige&showdoccase=1&js_peid=Trefferliste&fromdoctodoc=yes&doc.id=jlr-BauPrVBE2010rahmen&doc.part=X&doc.price=0.0&doc.hl=0#focuspoint))
- **Tariff item 8.9 of the Building Fee Regulations (BauGebO)**  
(<https://gesetze.berlin.de/bsbe/document/jlr-BauGebOBE2008V5Anlage>)

## Average time to process request

The procedure depends on the agreement of the recognition authority of the other country and usually takes no longer than 8 weeks.

## **Notes on responsibility**

The authorising authority is the accreditation authority for fire safety test engineers: the Senate Department for Urban Development and Housing, Supreme Building Inspectorate.