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# Apply for recognition as a test expert for the testing of technical systems

Inspection experts inspect and certify compliance with building code requirements. An inspection expert or inspection expert for the inspection of technical installations is a person who is recognised as such by the Supreme Building Supervisory Authority. Other persons may not use this designation. In Berlin, only persons who have their place of business/place of work in the state of Berlin as freelancers or employees can be recognised.

Inspection experts are recognised upon application in the fields of ventilation systems, CO warning systems, smoke extraction systems, pressurised ventilation systems, fire extinguishing systems, fire detection and alarm systems and safety power supplies. Recognition can be granted for one or more specialisations. Applications can be submitted at any time.

Only persons who fulfil the general requirements (§ 4 BauPrüfV) and the special requirements (§ 20 BauPrüfV) can be recognised. The special requirements include, among other things, proof of special expertise in the form of an expert opinion from a designated chamber of engineers. Applicants must undergo a comprehensive examination procedure consisting of a written and oral/practical examination.

## Prerequisites

- **Personal suitability**
  - Proficiency in written and spoken German,
  - No criminal record.
- **Registered office, status**
  - The place of business/work is located in the state of Berlin,
  - The activity is carried out on a freelance basis on own account or as an employee without being bound by instructions.
- **Education**

Completed engineering degree at a German university or an equivalent degree at a foreign university.
- **Professional experience**

At least five years of full-time professional activity in the specialisation applied for and at least two years of involvement in inspections of safety-related systems.

## Documents required

- **Application for recognition as an inspection expert for the inspection of technical systems**

Completed application form with accompanying questionnaire.
- **Curriculum vitae**

Curriculum vitae with complete details of your professional career up to the date of application.
- **Certificates of completion and employment**

A copy of each of the degree and employment certificates as well as the diploma, bachelor's or master's certificate.

- **Certificate of good conduct**

(<https://service.berlin.de/dienstleistung/120926/>)

Proof of the application for a certificate of good conduct for submission to an authority (document type O), which is not older than 3 months, or an equivalent document.

- **Proof of personal responsibility and independence**

- Copy of tax office registration or declaration by the employer that the audit expert activity is carried out free of instructions,
- Details of any branch offices,
- Details of any shareholdings in a company whose purpose is the planning or realisation of construction projects.

- **Proof of professional experience**

List of projects processed in the last five years, list of installations in which tests were carried out.

- **Further information and explanations**

- Information on unsuccessful recognition procedures in other countries,
- Declaration that the necessary insurance cover is available in the event of recognition,
- Declaration that the equipment and aids required to carry out the testing activity are available.

- **Proof of professional suitability**

Expert opinion (arranged by the recognition authority).

## Forms

- **Application for recognition as an inspection expert for the inspection of technical systems and questionnaires**

([https://www.berlin.de/sen/bauen/\\_assets/baurecht-und-bauplanung/bauaufsicht/antragpsvtae.pdf?ts=1685689126](https://www.berlin.de/sen/bauen/_assets/baurecht-und-bauplanung/bauaufsicht/antragpsvtae.pdf?ts=1685689126))

## Fees

The amount depends on the outcome of the proceedings

- EUR 500.00: Recognition fee
- EUR 420.00 to EUR 1.600: Costs for the preparation of the expert opinion

## Legal basis

- **Building Inspection Ordinance (BauPrüfV)**

(<https://gesetze.berlin.de/bsbe/document/jlr-BauPrVBE2010rahmen>)

- **Building Fee Regulations (BauGebO) Tariff section 8.2**

(<https://gesetze.berlin.de/bsbe/document/jlr-BauGebOBE2008V4Anlage>)

## Average time to process request

The duration of the recognition procedure is approx. 9 months.

## More information

- **Further application forms for test engineers and test experts**

(<https://www.berlin.de/sen/bauen/baurecht-und-bauplanung/bauaufsicht/prue>)

[fingenieure-und-pruefsachverstaendige/](#))

- **Building sector**

(<https://www.berlin.de/sen/sbw/service/formularcenter/bereich-bauen/>)

## **Notes on responsibility**

The Senate Department for Urban Development, Building and Housing, Supreme Building Inspectorate, is the recognising authority for inspection experts for the inspection of technical installations.