

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	1 of 12
Revision	1
Date	01/01/2026

Purpose:	This Scheme Document defines the rules, requirements, and procedures for the NSAI ISO 19650-2 BIM Certification Scheme.
Primary Ref.:	ISO 17065 Cl. 4.1-4.6, 5.1, 5.2, 6.1, 6.2, 7.1-7.13, 8.1-8.8

1 Contents

2	INTRODUCTION	2
3	SCOPE OF THE SCHEME	2
4	NORMATIVE REFERENCES AND TERMS	2
4.1	Normative References	2
4.2	Terms and Definitions	3
5	SCHEME OWNERSHIP, GOVERNANCE AND IMPARTIALITY	3
6	CERTIFICATION REQUIREMENTS	4
7	ACCESS TO THE SCHEME AND APPLICATION	4
8	EVALUATION METHODOLOGY	5
9	REVIEW, CERTIFICATION DECISION AND ATTESTATION	5
10	SURVEILLANCE AND RECERTIFICATION	6
11	CHANGES AFFECTING CERTIFICATION	6
12	SUSPENSION, WITHDRAWAL, REINSTATEMENT AND TERMINATION	7
13	COMPLAINTS AND APPEALS	7
14	USE OF CERTIFICATE, MARK AND CERTIFICATION CLAIMS	8
15	CONFIDENTIALITY, RECORDS AND PUBLIC INFORMATION	8
16	APPENDICES	9
16.1	Supporting Documents Register	9
16.2	Certificate Format and Content	10
16.3	Certification Cycle Overview	10
16.4	Applicant and Certificate Holder Obligations	11

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	2 of 12
Revision	1
Date	01/01/2026

2 Introduction

The NSAI ISO 19650-2 BIM Certification Scheme provides independent third-party certification of an organisation's information management (BIM) processes against ISO 19650-2.

The scheme is designed and operated in accordance with ISO/IEC 17065 for the certification of products, processes, and services, and is structured as a Type 6 process certification scheme.

Certification under this scheme gives confidence that an organisation has established and implemented information management (BIM) processes, roles and controls that support conformity with ISO 19650-2.

The scheme applies to the certification process from application and evaluation through review, certification decision, surveillance, recertification, and changes affecting certification, as set out in the associated NSAI BIM procedures.

3 Scope of the Scheme

This scheme applies to the certification of an organisation's information management (BIM) processes against ISO 19650-2. It is intended for organisations involved in the management, production and delivery of information in the built environment. This may include organisations acting as Appointing Party, Lead Appointed Party, or Appointed Party.

The scheme may be applied across construction and infrastructure sectors, including design, engineering, contracting, consultancy and asset management.

Certification applies to the organisation's defined scope of services, processes, roles and activities assessed by NSAI. The scope of certification is stated on the certificate.

The scheme does not certify the performance of an individual project, or the quality of individual models, drawings, data sets or other information deliverables. It confirms that the organisation has established and implemented processes to manage information in accordance with ISO 19650-2.

National annexes, client requirements and sector-specific requirements may also be considered during assessment where relevant to the applicant's scope.

4 Normative References and Terms

4.1 Normative References

This scheme is based on **ISO 19650-2**, which sets out requirements for the information management process. This scheme is operated in accordance with **ISO/IEC 17065**, which sets requirements for bodies certifying products, processes and services.

The scheme is structured as a **Type 6 process certification scheme** in line with **ISO/IEC 17067**.

The evaluation process uses a Stage 1 and Stage 2 audit approach based on **ISO/IEC 17021-1**, as applied within this scheme.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	3 of 12
Revision	1
Date	01/01/2026

Terms used in this scheme may also be read in line with **ISO/IEC 17000**, **ISO 19650-1** and **ISO 19650-2**, where relevant.

4.2 Terms and Definitions

For the purposes of this scheme, the applicable terms and definitions are those given in **ISO/IEC 17065**, **ISO/IEC 17067**, **ISO 19650-1** and **ISO 19650-2**.

In this scheme, **NSAI** is the certification body and scheme owner responsible for operating and maintaining the scheme.

An **applicant** is the organisation applying for certification under this scheme. A **certificate holder** is an organisation that has been granted certification by NSAI.

The **scope of certification** means the defined services, processes, roles and activities covered by the certificate.

Evaluation means the assessment activities carried out by NSAI to determine conformity with the scheme requirements. In this scheme, evaluation includes application review, audit activities and the review of findings and corrective actions.

Surveillance means the periodic activities carried out after certification to confirm continued conformity with the scheme requirements.

Recertification means the reassessment carried out at the end of the certification cycle to renew certification.

5 Scheme Ownership, Governance and Impartiality

NSAI is the scheme owner and certification body responsible for the operation, maintenance and control of this certification scheme.

The scheme is implemented through documented NSAI procedures covering application, evaluation, certification decision, surveillance, and changes affecting certification.

NSAI is committed to impartiality in all certification activities. Certification decisions are based on objective evidence of conformity with the scheme requirements.

All personnel involved in certification activities shall declare any actual or potential conflict of interest. Where a conflict is identified, NSAI shall take appropriate action to protect impartiality.

Review and certification decision activities shall be carried out by authorised persons. The certification decision shall not be subcontracted.

All information obtained through the certification process shall be treated as confidential, except where publication or disclosure is required by law, accreditation, or the rules of this scheme.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	4 of 12
Revision	1
Date	01/01/2026

6 Certification Requirements

To be certified under this scheme, the applicant shall demonstrate conformity with **ISO 19650-2** for the defined scope of certification.

The applicant shall define the role or roles included in the certification scope, such as **Appointing Party**, **Lead Appointed Party** or **Appointed Party**, where applicable.

The applicant shall provide the information needed by NSAI to review the application, confirm the requested scope, and determine whether certification can be offered.

The applicant shall enter into a certification agreement with NSAI and accept the applicable quotation before evaluation activities begin.

The applicant shall make available the documented procedures, records, project information and other evidence needed for evaluation of its information management (BIM) processes.

The applicant shall allow NSAI access to relevant personnel, locations, projects and supporting information needed to carry out audits and other certification activities.

Where nonconformities are identified, the applicant shall provide root cause analysis, correction and corrective action within the timeframe set by NSAI.

After certification is granted, the certificate holder shall continue to meet the scheme requirements and shall inform NSAI without delay of any changes that may affect certification.

The certificate holder shall use the certificate and any certification mark only in accordance with the rules of this scheme and the certification agreement.

7 Access to the Scheme and Application

Access to this scheme is open to organisations whose activities fall within the scope of the certification services offered by NSAI.

An organisation seeking certification shall submit an application to NSAI for the defined scope of certification requested.

The applicant shall provide the information needed by NSAI to confirm the requested scope, review the application, and determine whether the certification can be offered.

NSAI shall carry out an application review before proceeding. This review shall consider the requested scope, the availability of competent resources, and any need for clarification with the applicant.

Where the application is accepted, NSAI shall issue a quotation and certification agreement to the applicant. Evaluation activities shall begin only after acceptance of the quotation and completion of the required agreement.

Fees for certification are determined by NSAI and are based on the scope of certification and the activities required.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	5 of 12
Revision	1
Date	01/01/2026

8 Evaluation Methodology

NSAI shall evaluate the applicant using a **Stage 1** and **Stage 2** audit approach as part of the certification process.

The evaluation process begins after the applicant has accepted the quotation and completed the required certification agreement.

Before the audit, NSAI shall assign an authorised auditor and confirm there is no conflict of interest.

Stage 1 is a readiness assessment. It is used to review the applicant's documented arrangements and confirm that the organisation is ready to proceed to Stage 2.

Stage 2 is an implementation audit. It is used to assess how the applicant's information management (BIM) processes are applied in practice.

Evaluation may include review of documents, records, project information and other evidence relevant to the certification scope.

Where more than one project or activity falls within the certification scope, NSAI may use sampling to obtain sufficient evidence of conformity.

Audit duration and sampling shall be determined by NSAI, taking account of the scope of certification and the activities to be assessed.

Any findings raised during evaluation shall be recorded by NSAI. Where nonconformities are identified, the applicant shall provide root cause analysis, correction and corrective action within the agreed timeframe.

When evaluation is complete, the auditor shall submit the audit report and recommendation for review and certification decision.

9 Review, Certification Decision and Attestation

When evaluation is complete, the audit report and supporting information shall be reviewed by NSAI before a certification decision is made.

The review and certification decision shall be carried out by authorised personnel. The certification decision shall not be subcontracted.

The person making the review or certification decision shall confirm that there is no conflict of interest.

Certification shall only be granted where the applicant has demonstrated conformity with the scheme requirements and any required corrective actions have been accepted by NSAI.

Where certification is granted, NSAI shall issue certification documentation stating the certified organisation, the scope of certification, the relevant standard, and the certificate details.

The certificate shall remain valid for the defined certification period, subject to successful surveillance and continued conformity with the scheme requirements.

NSAI shall maintain a public record of certified organisations and their certification status in the NSAI certification directory. Further information available via: [NSAI | Certified company search | NSAI](#)

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	6 of 12
Revision	1
Date	01/01/2026

10 Surveillance and Recertification

After certification is granted, NSAI shall carry out surveillance activities to confirm continued conformity with the scheme requirements.

Surveillance audits shall normally be carried out every 12 months during the certification cycle.

Surveillance may include review of project information, changes to the organisation, updates to documented arrangements, and the status of corrective actions from previous audits.

Where relevant, NSAI may sample projects and activities within the certified scope to confirm continued implementation of the certified information management (BIM) processes.

At the end of the certification cycle, the certificate holder shall undergo recertification to confirm continued conformity and renew certification.

Recertification shall be carried out as part of the three-year cycle and, where successful, shall result in the issue of a new certificate.

NSAI may also carry out a special audit where changes, complaints or other issues indicate that further evaluation is needed.

11 Changes Affecting Certification

The certificate holder shall inform NSAI without delay of any change that may affect the scope or validity of certification.

Changes may be requested by the certificate holder or may arise from information identified by NSAI during surveillance, recertification or other certification activities.

Where a change is requested, NSAI shall review the nature and extent of the change and decide whether further evaluation is needed.

If further evaluation is required, the change shall be treated through the relevant application, evaluation and certification decision processes.

If further evaluation is not required, NSAI may treat the change as an administrative update and update the certification records as needed.

Changes affecting certification may include extension of scope, reduction of scope, changes to certification requirements, and other changes that could affect continued conformity with the scheme.

Where NSAI changes the certification requirements or scheme rules, certificate holders shall be informed and shall implement the required changes within the period set by NSAI.

NSAI shall update the certification status, certificate content, certification records and public directory information, where applicable, following any approved change.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	7 of 12
Revision	1
Date	01/01/2026

12 Suspension, Withdrawal, Reinstatement and Termination

NSAI may suspend certification where the certificate holder no longer meets the scheme requirements, does not respond adequately to audit findings, does not provide required information, or does not meet contractual obligations such as payment of fees.

Where certification is suspended, NSAI shall notify the certificate holder in writing and state the reasons for suspension and the actions needed for reinstatement.

During suspension, the certificate holder shall not claim certification status or use the certificate or certification mark in a misleading way.

Certification may be withdrawn where the reasons for suspension are not resolved within the period set by NSAI, or where serious issues justify withdrawal without a prior suspension step.

Certification may also be withdrawn voluntarily at the request of the certificate holder.

Reinstatement may be granted where the certificate holder provides objective evidence that the reasons for suspension have been addressed, and where any further evaluation required by NSAI has been successfully completed.

Either party may terminate the certification agreement in accordance with the agreed terms and conditions.

Where certification is withdrawn or terminated, the certificate holder shall stop making any claim of certification and shall comply with any instructions issued by NSAI regarding the return, withdrawal or discontinuation of certification documents, marks or related claims.

NSAI shall update the certification records and public certification status following suspension, reinstatement, withdrawal or termination.

13 Complaints and Appeals

Applicants and certificate holders have the right to make a complaint or appeal in relation to certification activities under this scheme.

Complaints may relate to NSAI's certification activities or to a certified organisation covered by this scheme.

Appeals may be made against certification decisions taken by NSAI.

Complaints and appeals shall be handled in accordance with NSAI's documented complaints and appeals arrangements.

Appeals shall be reviewed by persons independent of the original decision.

NSAI shall record, review and respond to complaints and appeals in line with its procedures.

Further information available via: [Impartially Policy, Complaints and Appeals | NSAI](#)

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	8 of 12
Revision	1
Date	01/01/2026

14 Use of Certificate, Mark and Certification Claims

The certificate remains the property of NSAI and may only be used by an organisation holding valid certification under this scheme.

The certificate holder may refer to its certification only in a way that is clear, accurate and consistent with the certified scope.

The certificate holder shall not use the certificate, certification mark or any related claim in a misleading way, or in a way that suggests certification of activities outside the approved scope.

Use of any NSAI certification mark shall be subject to the applicable NSAI rules and any conditions set out in the certification agreement.

If certification is suspended, withdrawn, terminated or expires, the certificate holder shall stop using the certificate, certification mark and any related certification claims.

NSAI may take appropriate action where the certificate, certification mark or certification status is used incorrectly or misleadingly.

Further information available via: [NSAI Logos | NSAI](#)

15 Confidentiality, Records and Public Information

NSAI shall keep records of applications, evaluations, certification decisions, surveillance activities, complaints, appeals and certification changes under this scheme.

All information obtained during the certification process shall be treated as confidential, unless disclosure is required by law, accreditation requirements or the rules of this scheme.

Where confidential information must be released, NSAI shall manage this in accordance with its documented arrangements and applicable obligations.

NSAI shall maintain a public record of certified organisations and their certification status.

Public information may include the name of the certified organisation, the relevant standard, the scope of certification and the current certification status.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	9 of 12
Revision	1
Date	01/01/2026

16 Appendices

16.1 Supporting Documents Register

Document Number	Document Title
QM-CE-01	ISO 17065 Quality Manual
CN-00-01	Certification Agreement and Contract
CL-BIM-01	Readiness Assessment Checklist
CL-BIM-02	Implementation Audit Checklist
CL-BIM-03	Remote Audit Checklist
F-BIM-01	Application Form
F-BIM-02	Application / Contract Review Form
F-BIM-03	Initial Quotation Letter
F-BIM-04	Recertification Quotation Letter
F-BIM-05	Readiness Assessment Plan
F-BIM-06	Implementation Audit Plan
F-BIM-07	Meeting Attendance Record
F-BIM-08	Client Audit Response (CAR) Template
F-BIM-09	Audit Programme
F-BIM-10	Approval / Amendment Record (AAR)
F-BIM-11	Certification Change
F-BIM-12	Certification Status Review Form
F-BIM-13	Suspension Letter
F-BIM-14	Termination, Reduction and Withdrawal Letter
F-BIM-15	Witness Audit Form
F-BIM-16	Competence Evaluation Form
F-BIM-17	Competence Matrix
P-BIM-01	Application Procedure
P-BIM-02	Evaluation Procedure
P-BIM-03	Certification Decision Procedure
P-BIM-04	Surveillance Procedure
P-BIM-05	Certification Changes Procedure

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	10 of 12
Revision	1
Date	01/01/2026

R-BIM-01	Readiness Assessment Report
R-BIM-02	Implementation Audit Report
R-BIM-03	Management Review Report
R-BIM-04	Training Record
X-BIM-X1	A4 Word Template – Landscape
X-BIM-X2	A4 Word Template – Portrait

16.2 Certificate Format and Content



16.3 Certification Cycle Overview

Certification under this scheme follows a **three-year certification cycle**. The cycle includes **initial certification**, **annual surveillance**, and **recertification**.

Initial Certification

Document Title:	Reference	SD-BIM-728
ISO 19650-2 BIM Certification Scheme - 728	Page	11 of 12
Document Type:	Revision	1
Scheme Document	Date	01/01/2026

Initial certification begins with **application and application review**. Once the application is accepted, NSAI issues a quotation and certification agreement.

The applicant is then evaluated using a **Stage 1** and **Stage 2** audit approach. Stage 1 is a readiness assessment. Stage 2 is an implementation audit.

Where the outcome is successful, the audit report is reviewed and a certification decision is made by an authorised person within NSAI. If certification is granted, a certificate is issued.

Surveillance

After certification is granted, NSAI carries out surveillance audits to confirm continued conformity with the scheme requirements.

Surveillance audits are normally carried out **every 12 months** during the certification cycle. For this scheme, surveillance audits take place in **Year 1** and **Year 2**.

Surveillance may include review of project information, changes to the organisation, updates to documented arrangements, and corrective actions from previous audits.

Recertification

In **Year 3**, the certificate holder undergoes **recertification**. Recertification is treated as a surveillance audit with the addition of a contract review and the issue of a new certificate where the outcome is successful.

Recertification confirms that the organisation continues to meet the scheme requirements and supports renewal of certification for a further cycle.

Changes During the Certification Cycle

At any stage in the cycle, the certificate holder shall inform NSAI of any change that may affect the scope or validity of certification. NSAI will review the change and decide whether further evaluation is required.

Where needed, NSAI may carry out a **special audit** or other certification activity during the cycle.

Certification Cycle Summary

Stage	Activity
Application	Application, application review, quotation and certification agreement
Initial certification	Stage 1 readiness assessment and Stage 2 implementation audit
Certification decision	Review, decision and issue of certificate
Year 1	Surveillance audit
Year 2	Surveillance audit
Year 3	Recertification audit and issue of new certificate, where successful

16.4 Applicant and Certificate Holder Obligations

Applicants and certificate holders shall comply with the requirements of this scheme and with the applicable NSAI certification agreement.

Document Title:
ISO 19650-2 BIM Certification Scheme - 728
Document Type:
Scheme Document

Reference	SD-BIM-728
Page	12 of 12
Revision	1
Date	01/01/2026

Applicant Obligations

The applicant shall provide complete and accurate information to support the application and the review of the requested scope of certification.

The applicant shall accept the quotation and enter into the certification agreement before evaluation activities begin.

The applicant shall make available the documented procedures, records, project information and other evidence needed by NSAI to carry out the evaluation.

The applicant shall provide access to relevant personnel, locations, records and activities needed for audit and certification purposes.

Where findings are raised, the applicant shall provide root cause analysis, correction and corrective action within the timeframe set by NSAI.

Certificate Holder Obligations

The certificate holder shall continue to meet the scheme requirements throughout the period of certification.

The certificate holder shall inform NSAI without delay of any change that may affect the scope or validity of certification.

The certificate holder shall allow NSAI to carry out surveillance, recertification and any other certification activities required under this scheme.

The certificate holder shall keep records of complaints relating to compliance with certification requirements and make them available to NSAI when requested.

The certificate holder shall use the certificate and any certification mark only in accordance with the rules of this scheme and the certification agreement.

If certification is suspended, withdrawn, terminated or expires, the certificate holder shall stop making claims of certification and stop using the certificate or certification mark, as required by NSAI.

The certificate holder shall pay the applicable fees for certification activities carried out by NSAI.

General

Applicants and certificate holders shall cooperate with NSAI in all certification activities and shall not make any misleading statement regarding certification status or scope.