

Building services engineering

‘BIM Readiness/Capability’ **Basic** Checklist

Person completing this checklist..... Date.....

Other details...

A broadly accepted description of ‘Level 2’ BIM is “the process of working with digital building information, including data-rich objects, which can be effectively shared between those who are building and/or maintaining the building and its services.” However, not all contractors need the same level of ‘BIM capability’ - this will depend on their roles in building projects.

This checklist aims to help mainly lower tier *building services engineering* contractors, by providing an in-company ‘Basic’ self-assessment’ checklist on BIM readiness and capability. This ‘Basic’ checklist highlights the *minimum capability* which any contractor engaging with a BIM project is likely to need (the ‘bare essentials’). A fuller version of this checklist, covering higher levels of BIM capability, is available to ECA members.

**Your assessment...
Yes/No/Don’t Understand**

(if ‘no’ - consider your plan for turning this into a ‘yes’. If you *do not understand* what is required, please contact your trade association, professional or other competent body for assistance.

1. BIM: capability and skills - Do you have...		Assessment/ comments	Capability
1.1	A BIM Manager and/or BIM champion? <i>Does this person have a short CV you can show a buyer/PQQ assessor? Can you show evidence of training and relevant experience?</i>		Basic
1.2	Enough trained (preferably, but <i>not exclusively</i>) in-house BIM capability and capacity which includes the following? <i>This should include staff who can:</i> <ul style="list-style-type: none"> - take part in (respond to) BIM information exchange - read and use BIM software outputs as necessary <i>If yes, can you show evidence of training and experience?</i> <i>If ‘no’, do you have a means for ensuring the required services will be available from outside your organisation?</i>		Basic
2. BIM: processes - Do you have...			
2.1	An understanding of Employer Information Requirements (EIRs)? <i>The EIR is where a buyer (client or main contractor) presents ‘Plain Language’ Questions that aim to define their BIM needs.</i>		Basic
2.2	The ability to understand a buyer’s (client or main contractor) BIM Execution Plan (BEP)? <i>The BEP will detail aspects such as:</i> <ul style="list-style-type: none"> o Structure of the Common Data Environment (CDE, see below) o File naming convention o Roles/Responsibilities for BIM activity o Software Requirements o Overall BIM Objectives 		Basic
3. BIM: software - Do you have...			
3.1	Basic BIM reader software		Basic
4. Working with digital BIM information – Are you able to...			
4.1	Apply digital information (outputs) for use on site?		Basic

We welcome your feedback on this ‘BIM readiness/capability’ Basic checklist.
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