

## **BSRIA NBS specification writing service**

If you have a set of office master specifications, the task of creating them within NBS Engineering Services may seem daunting, especially if you are new to NBS. Through a new arrangement between NBS and BSRIA, a consultancy service is now available to ease the process of conversion, and offer assurance that all aspects of your office master specifications are covered.

### **How does it work?**

#### **Converting your existing master specifications to NBS format.**

- Initially, you should contact NBS on 0845 456 9594 who will review your requirements and ask BSRIA to contact you. This will normally happen within two days.
- One of the team at BSRIA will request a copy of your current office master specification. BSRIA will compare it with NBS technical material and produce a comparison table to indicate how your specification details are covered in NBS. This will help define the scope of work.
- Once the scope has been agreed, BSRIA will create an NBS office standard specification. BSRIA will edit the existing NBS clauses and customise the technical NBS specifications to suit your requirements. During this process BSRIA will liaise with you to resolve any technical queries. The draft office standard is then issued to you (in native NBS or pdf format) to edit, mark up and return to BSRIA.
- One of the NBS Engineering Services technical authors will also review the specification to help create a clear, precise and contractually robust document and this will be forwarded to you for final comment.
- When you have approved the final version, the electronic NBS native file is issued and this is added to your NBS Engineering Services software and can be used as an office standard specification on which consistent project specifications can be based.

#### **Setting up new office master specifications in NBS format**

- Initially, you should contact NBS on 0845 456 9594 who will review your requirements and ask BSRIA to contact you. This will normally happen within two days.
- One of the team at BSRIA will send you the index of NBS technical specifications (work sections). You mark up which work sections you would like to include in the specification, and return the index to BSRIA.
- BSRIA will create an NBS office standard specification based upon the content selected, and issue an unedited specification, either as a native NBS file or, if you prefer, as a pdf for you to print out. You mark up the specification and return the copy to BSRIA.
- BSRIA completes your NBS office standard specification, which is then reviewed by an NBS Engineering Services technical author to ensure that it is a clear, precise and contractually robust document.
- The NBS office standard specification is sent to you for final approval, and the electronic file is issued for use when writing project specifications.

## Benefits of the service

- The BSRIA NBS specification writing service helps you overcome the initial difficulty in finding time to learn and adopt a new method.
- It saves time and helps colleagues to get started on using NBS Engineering Services more quickly.
- Your draft office standard can be reviewed in paper or electronic copy to suit your preference.
- A consistent approach to specification writing. Once your office masters are set up, colleagues will feel more confident about using NBS and will quickly adopt the NBS habit.
- Improved currency – your specifications will be easier to maintain and keep up to date.
- Quality assurance – your office masters created by BSRIA engineers and checked by NBS technical authors, provide a sound basis for quality control.

Contact BSRIA:

T: 01344 465600

E: [bsria@bsria.co.uk](mailto:bsria@bsria.co.uk)