



BCA Circular 2/2025

Launching of the BCA Digital Responsibility Form for Clearance Purposes

The Building and Construction Authority (BCA) is pleased to announce the launch of the Digital Responsibility Form, which will replace the current Detailed and Summary Responsibility Forms submitted by Periti. This digital transformation marks a significant milestone in enhancing accountability, improving efficiency, and reducing administrative burdens within the project clearance process.

After extensive consultation, testing, and development, this new platform is now ready to streamline how project stakeholders are identified and approved. By transitioning to a fully digital system, the BCA aims to increase transparency, curb abuse, and empower the Perit in charge with better tools for managing project responsibilities.

Access to Platform

The Digital Responsibility Form platform can be accessed via the following link:

<https://portal.bca.gov.mt>.

A manual explaining different steps of how to make use of this form can be found once you log in to the portal. The Building and Construction Authority is already discussing future enhancements. You are invited to submit any difficulties you encounter or any suggestions to better improve this software by sending an email on ict.support@bca.org.mt

Key features of the Digital Form

The platform introduces several user friendly and secure features:

1. Stakeholder Selection via Drop-Down Menus

- ✓ Perit in charge *and* those responsible for demolition, excavation, or building method statements can be selected from a drop-down list of all warranted *Periti*.
- ✓ Site Technical Officers (STOs) can be selected from a list of warranted Periti and qualified Engineers registered with the BCA.
- ✓ Licensed masons can be selected from a verified list of BCA licensed individuals.

- ✓ Contractors can be selected from a registry of BCA registered (recognised) and/or licensed contractors.

2. Manual Entry Where Necessary

For roles such as developer/applicant/client and site manager, manual input remains necessary, as these individuals are not drawn from BCA registers. At present, project supervisors must also be entered manually; however, the BCA is working closely with the Occupational Health and Safety Authority to introduce a drop-down list of qualified project supervisors once the relevant legal notice comes into force.

3. Digital Confirmation of Responsibilities

Once all stakeholders are selected by the Perit, the system automatically notifies the nominated individuals, requesting their digital signature to confirm acceptance of their appointment. Only when all parties have signed will the Perit be able to submit the form to the BCA. Upon submission, a Summary Responsibility Form is generated automatically and must be uploaded to e-APPs by the Perit.

Change of Responsibility Forms

The digital responsibility form platform also facilitates change of responsibilities throughout the project lifecycle. If any nominated stakeholder resigns or is dismissed, the Perit may initiate a Change of Responsibility through the same digital system. The updated form will require signatures from the developer/applicant/client, the new persons assuming responsibility and the persons relinquishing their role. Once all signatures are obtained, the system generates an updated Summary Responsibility Form, which must be uploaded together with the change of responsibility form to e-APPs. Change of responsibility forms are then reviewed by the Authority and feedback will be provided accordingly.

Launch and Transition Period

The digital responsibility form will be officially launched and ready to be used from Monday 9th June 2025. To support a smooth transition, the Authority will continue to accept the traditional forms until the 31st July 2025. After this date, the submission of digital responsibility forms will become mandatory and all manually filled forms will be rejected.

The introduction of the Digital Responsibility Form represents a major step forward in modernising Malta's building and construction sector. By ensuring that all nominated stakeholders are recognised and approved by the Authority from the outset, the platform eliminates avoidable delays and reduces administrative inefficiencies. This digital approach safeguards against abuse, reinforces professional accountability, and accelerates permit clearance timelines.

The BCA encourages all Periti to familiarise themselves with the new system and take full advantage of the benefits it offers.

Building and Construction Authority