



specific criteria

for accreditation

IANZ

**Building
Consents
Authorities
(BCA)**

**specific criteria
for accreditation**

Building Consents
Authorities

First edition October 2012

specific criteria for accreditation

BCA Accreditation

AS BCA AC1

Edition Statement			
Edition	Amendment	Date of Issue	ISBN No.
1	New Document	October 2012	978-1-877531.0-00-2

Published by:

International Accreditation New Zealand

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1 Introduction

International Accreditation New Zealand (IANZ) Specific Criteria documents provide clarification of accreditation criteria for specific fields of activity. This document performs this function in relation to accreditation of Building Consent Authorities (BCAs). A list of all published Specific Criteria documents is available from IANZ on request.

This document must be read in conjunction with the *Building (Accreditation of Building Consent Authorities) Regulations: 2006* (the Regulations) and the IANZ publication *Procedures and Conditions of BCA Accreditation*, the latter document describing the organisation and operation of the IANZ BCA Accreditation Programme.

Information enclosed in boxes, in this document, represent the minimum requirement of accreditation arising from agreed interpretations of the Regulations. Other text is explanatory guidance.

2 Scope

This document clarifies those requirements of the regulations which have been shown by experience to be open to wide interpretation. To be accredited, a Building Consent Authority must meet all requirements of the Regulations, interpreted as in this specific criteria document where applicable.

3 Clarification of Terms

3.1 BCA

A BCA is an organisation that must be accredited under the Regulations and take full responsibility for ensuring compliance with all requirements of the Regulations within its scope.

Note: A BCA that is part of a Territorial Authority (TA) must have full scope, i.e. be capable of managing all building control functions related to all types of building work.

A BCA that is not part of a TA may have a limited scope.

3.2 Policy

A policy is a statement of intent to achieve a specified outcome.

Note: Policies should not state **how** things are going to be done.

3.3 Procedure

A procedure is a set of instructions describing **how** a task is to be performed.

3.4 System

A system is a linked combination of policies, procedures, facilities, equipment, Information Technology (IT) systems, human resources etc. designed to work together to deliver a specified outcome.

3.5 Documents

Documents include any item that describes, prescribes or otherwise determines or influences how an action should be performed.

Note: This includes all policies, procedures, blank forms, template letters, laws, Regulations, Standards, Specifications etc.

3.6 Records

Records include any evidence of how a task was actually performed, what was observed, what decision was taken, when and by whom etc. Records may include but are not limited to plans, specifications, submissions, correspondence to and from the BCA in any form, computer records, completed forms, inspection notes, photographs, sketches, sound recordings etc.

3.7 Regularly

Regularly means recurring at a fixed frequency. In the three places where this word is used in the regulations the minimum acceptable frequency agreed with the DBH is once every twelve months.

3.8 Substantial Compliance

Substantial compliance is defined as the situation in which the only exceptions to full compliance with any statutory requirement, such as prescribed timeframes, is due to unpredictable or unmanageable causes such as accident, sickness or natural disaster.

4 Defining the BCA

BCA choices

There are many ways of fulfilling the functions of a BCA but it is not possible to delegate responsibility for any of them to others, except by a formal transfer of powers to another BCA.

A BCA may choose to have all the expertise and capacity needed to perform all functions required by the regulations, within the BCA. Alternatively, by utilising the provisions of Section 213 of the Act, a BCA may choose to rely, wholly or in part, on expertise and capacity from outside of the BCA to perform some Building Control Functions or essential supporting activities.

A BCA may be a defined part of a larger organisation and find it convenient to use the services of departments such as Human Resources, Information Technology and Records Management from their parent organisation to provide information and tools or to perform some of the functions required by the Regulations. In such cases these functions are considered to be provided from outside the BCA.

Management of internal and external resources require different approaches and therefore it is important for a BCA to clearly define its own boundaries, who are inside the BCA and who are outside. This is most commonly formalised in an organisation chart.

Minimum criteria for accreditation

- ***A BCA must clearly define its boundaries so that internal and external resources are differentiated.***
- ***A BCA must treat any person, expertise, equipment or service that is outside of the defined boundary of the BCA, as an external resource and use appropriate policies and procedures to ensure the BCA's responsibilities under the Regulations are met.***

5 Quality Management System

A BCA is responsible for compliance with all requirements of the Regulations.

The Regulations require a BCA to have policies, procedures and systems to manage all aspects of building control as defined in the Regulations.

Minimum criteria for accreditation

- ***To demonstrate the existence of a complete system a BCA must have an overall description of all system components and how they are intended to work together to meet all requirements of the Regulations.***
- ***To be considered appropriate for their purposes BCA systems must be designed to comply with all relevant legal and regulatory requirements such as the Building Act, the Forms Regulations, statutory timeframes etc.***
- ***To be considered effective, all aspects of systems, technical, administrative, internal and external resources etc. must be regularly monitored (audited) and any issues identified must be appropriately addressed. In some cases appropriate actions may include changes to systems.***

6 Classification of Work

The Building Act 2004 (the Act) requires accredited BCAs that are TAs to be able to provide all building control services required for any building that may legally be built in NZ. Some BCAs do not have the capability to undertake all processing, inspection and certification activities necessary for all legal building work within the defined limits of the BCA and therefore have a need to use external resources.

To facilitate correct allocation of work, a BCA's work classification scheme should make the following distinctions in addition to the technical classification of building projects:

- (a) Work of the type and complexity routinely presented to the BCA, and
- (b) Work of a type or complexity rarely presented to the BCA for approval

Work which falls into (a) above must be further subdivided into:

- (i) Work which is within the in-house capability of the organisation without the need to rely on third party involvement, and
- (ii) Work for which it needs to rely upon third party assurances.

This recognition of work which the BCA has the capability to undertake using in-house resources and work that requires external assistance does not restrict the work which a BCA can accept. The boundaries between these categories may change over time as the BCA's in-house capability expands or contracts.

Records must clearly demonstrate the classification of each application and identify how the BCA has managed the project.

BCAs that are **not** part of a Territorial Authority are required, by the Act, to define and record their scope of activity. The claimed scope will be assessed by IANZ through the assessment process and the finally agreed scope will be published on the organisation's Certificate of Accreditation.

Minimum criteria for accreditation

BCA systems must show that the organisation has a clear understanding of the extent and limitations of its in-house capabilities with respect to type and complexity of building work.

To demonstrate this, a BCA must have a documented scheme for classifying building work.

For a classification scheme to be considered appropriate it must relate to the typical work in the BCA's area and to the capability of the BCA's staff members, while also covering all other possible types of building work.

For a classification scheme to be considered effective it must correctly differentiate between work that can be done by BCA staff members and work that requires external resource to process, inspect or certify.

Note: This implies that a BCA's scheme for assessing the competence of staff and the BCA's scheme for classification of work relate closely to each other.

7 Resources

Several regulations require BCAs to have appropriate human and physical resources. Minimum criteria for meeting these requirements are clarified below.

7.1 Sufficient Employees and Contractors

In order to perform their building control functions in compliance with the Act, BCAs must have access to sufficient personnel with the required competencies. BCAs may use any combination of internal and/or external personnel to meet this requirement but must be able to demonstrate effective systems that ensure there are sufficient personnel to complete the work competently and on time.

To be considered satisfactory a system for ensuring sufficient employees and contractors must include projection of future demands. A purely reactive process cannot be considered to be pro-active management of resources. A satisfactory system will include triggers for sending work out to contractors, bringing in contractors and initiating the recruitment process as required.

Requirements for Employees and Contractors

If a person is contracted under the provisions of Regulation 12 and is to work within the BCAs quality system then they must be treated as if they are an employee (i.e. have regular competence assessments (Reg 10), be included on the skills matrix, attend relevant meetings, and have their training needs assessed and managed (Reg11) using the same systems as used for employees.

A contractor simply using the BCAs forms to record their work does not necessarily mean that the contractor is working within the BCAs quality system.

Contractors who use their own systems and processes to undertake work for the BCA must be assessed in terms of the requirements of Regulation 12 (i.e. initial assessment of competence and qualification, on-going review of competence and performance and verification of qualifications).

Outsourcing BCA Requirements:

A BCA is responsible for meeting all the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006 and this responsibility cannot be delegated. If a BCA chooses to outsource some of these functions it must be able to demonstrate how it actively managed compliance with these requirements. (See section 4 of this document).

Minimum criteria for accreditation

To demonstrate compliance with this requirement BCAs must perform the following activities and keep the records indicated below:

	Activity	Records
1	Assess the competence of every person performing technical tasks, including persons contracted to work in accordance with the BCA's quality system. (Regulation 10)	Competence matrix or equivalent together with supporting evidence. Review at least every 12 months
2	Estimate the volume of each type of work expected in next period (e.g. 12 months). This includes all the regulated functions of Reg 7 & 17. Examples include application receipt, processing and inspections in each technical category, compliance schedules, notices-to-fix, lapsing consents, non-completions, CCCs, internal peer reviews, audits, management review meetings etc. (Regulations 8, 11(2), 17(2)(f))	Record projection of workloads for each type of work based on historical records and expected levels of activity
3	Based on projected workload work out how many people with each type of competence will be required in the next period to carry out that work. (Regulation 8)	Record the expected number of people of each competence category that are expected to be needed in the coming period.
4	Compare requirements with current numbers and competencies to determine if the BCA has access to sufficient personnel. (Regulation 8)	Record decisions.
5	Determine how to address any projected shortfall or excess (e.g. whether to employ, contract or train)	
6	Regularly review compliance with all statutory timeframes e.g. compliance processing, multi-use processing, CCC processing, lapsing consents, no-starts, non-completions etc. (Regulation 8)	Record any over-runs on all statutory timeframes along with reasons for each occurrence.
7	Analyse reasons for each over-run on a statutory timeframe. (Regulation 8)	Record analysis and conclusions
8	Take appropriate action to achieve substantial compliance with all statutory timeframes. (See 3.8 for definition of substantial compliance) (Regulation 8)	Record action taken and monitor effectiveness.
9	Assess acceptability of services from outside the BCA (both timeliness and quality of services) (Regulations 7(2)(d)(iii), 7(2)(d)(e), 8, 9, 10(3), 11(2)(a), 12, 17(2)(f))	Record good and bad services and decisions for future actions – monitor the effectiveness of these actions.

7.2 Technical and Administrative Information

The Regulations require BCAs to have a system for providing the technical and administrative information that its employees and contractors need to perform building control functions effectively.

What is technical and administrative information?

Technical and administrative information includes but is not limited to:

- Legislation
- Regulations and other Government publications
- Published standards
- Manufacturer's information
- The entire documented quality management system including
 - Policies
 - Procedures
 - Links to external documentation
 - Forms
 - Standard letters, etc.

Note: Technical and administrative information may be hard-copy, on local computer storage, web-based or in any other format.

Minimum criteria for accreditation

To properly support building controls, technical and administrative information must be available, accessible and up to date.

To be acceptable for accreditation a BCA must, as a minimum:

- ***list what information must be available***
- ***have an effectively implemented procedure that ensures information is kept up to date***
- ***have an effectively implemented procedure that identifies superseded information***
- ***have an effectively implemented procedure that ensures personnel are informed when essential information changes and what the changes are***
- ***have an effectively implemented procedure that describes how controlled documents shall be accessed***

7.3 Technical Equipment

What is technical equipment?

Technical equipment includes but is not limited to:

- Computer facilities and software
- Measuring equipment
- Access equipment
- Tools

Note: Essential technical equipment is any equipment, the absence of which would prevent a building control function from being properly carried out.

As there are widely differing views on this matter it is considered good practise for a BCA to consider carefully what they consider to be essential technical equipment for each type of work and to document these decisions. Without a clear view of what is essential for each job it is difficult for a BCA to ensure that essential equipment is always available, to monitor the use, maintenance or loss of equipment or to budget for future equipment needs. It is also considered good practise for BCAs to have policy and procedures describing:

- What will be provided by the BCA
- Who is responsible for each type of technical equipment
- Replacement of lost or damaged items
- Any expectations that clients should provide equipment such as access equipment

Note: Critical measurements are measurements required to establish compliance with the Building Code through acceptable solutions, alternative solutions, specifications etc. Such measuring equipment must be calibrated.

The Regulations give no specific guidance on how to calibrate measuring equipment used to make critical measurements, however there are well established principles that accreditation bodies apply internationally.

Minimum criteria for accreditation

To be acceptable for accreditation a BCA's management system for measuring equipment must include at least the following:

- ***A list of all types of critical measurements that can be used to make compliance decisions e.g. length, temperature, moisture content, sound levels etc.***
- ***A recorded decision on the pass/fail tolerance for each compliance decision e.g. $\pm 3\%$ for moisture content***
- ***A documented procedure describing how the reliability of each measurement is to be assured e.g. in-house checks, external calibration etc.***
- ***Decisions on the intervals between calibrations or in-house checks for each instrument (these decisions must be supported by recorded reasons)***

How often to calibrate or check

Whatever methods are chosen to assure the reliability of measurements the process must be repeated at defined intervals to maintain confidence in the measurements.

Deciding on the frequency of calibration normally involves balancing a number of considerations including but not limited to:

- Cost of calibration
- Down-time during calibration (or the cost of additional instruments to cover calibration periods)
- Stability of an instrument's calibration (some instruments drift even if not used)
- Risk of consequences of inaccurate measurements (safety, legal challenge etc.)

The frequency of re-calibration or checking should be determined by understanding the stability of each instrument. The more likely the instrument is to drift or lose accuracy the more frequently it needs to be checked or calibrated.

This information will only become apparent after several calibrations or checks.

During the establishment of an instrument's stability history checks or calibrations should take place at shorter intervals than the maximum permitted in Appendix 1.

Note: An exception to this rule is liquid in glass thermometers as these do not change significantly over time.

Appendix 1 provides guidelines on intervals between calibrations or checks for different types of instruments. These periods have been established by practical experience in other industries and are the maximum intervals acceptable for accreditation.

Note: If Appendix 1 does not include a type of instrument that a BCA has, or intends to acquire, IANZ can provide guidance on maximum calibration intervals on request.

Minimum criteria for accreditation

To be acceptable for accreditation calibration records and internal check records must include at least the following information:

- ***The unique identifier of the instrument being calibrated***
- ***The date of the calibration or check***
- ***The unique identifier of the reference instrument(s) where applicable***
- ***The maximum acceptable error***
- ***The reference value or reading on the reference instrument***
- ***The actual reading on the working instrument***
- ***The error – that is the difference between the reference value and the working instrument reading***
- ***The pass/fail decision***
- ***Any correction factor that needs to be used***

7.4 Technical Leadership

Technical leadership serves several purposes within a BCA including:

- (a) providing technical input into appropriateness of procedures relating to technical processes, and
- (b) defining the technical standards for the test of “on reasonable grounds” for the BCA and
- (c) providing technical support for staff performing processing, inspection and certification tasks

Technical leadership may be sourced from within or from outside the BCA itself. In general there should be only one technical leader identified and empowered (except where deputies are identified) for each aspect of building control.

Minimum criteria for accreditation

- ***Where a BCA elects to name more than one person for any aspect of building control there must be a documented procedure for ensuring consistency of technical decision making between the named leaders. Records of how this is achieved, including records of the agreed decisions, must be maintained.***
- ***Where a technical leader is named, who does not have all the required competencies, there must be a list of the technically competent persons on whom the named technical leader relies. A BCA must have documented justification for the inclusion of a person on this list.***

8 Competence Assessment

What is competence?

Competence is the combination of knowledge, skills, understanding and judgement relating to a specific subject and the ability to apply it.

What is competence assessment?

Competence assessment is the process of gathering, recording, interpreting and reporting evidence to support a decision on the level of competence of an individual to perform specific functions. Evidence may be in many forms and may be gathered in various ways including by interviews, review of recent work records, examinations, witnessing of work etc.

When assessing competence in a practical area, such as building control, witnessing of work is considered an essential tool. The person performing a competence assessment must be involved in some witnessing of work rather than relying entirely on second hand observations.

Whose competence needs to be assessed?

All persons that perform technical building control functions and operate under the BCA's quality management system need to have their competence assessed.

Moderation

If more than one person in a BCA is involved in competence assessment a process of moderation is required to ensure consistency of decisions.

Note: Assessments of persons who have previously been assessed within their own organisation may comprise a review process, which must include witnessing of activities by the competence assessor. Determinations of higher or lower competence than previously established must be supported by full competence assessments for those aspects where the level of competence has changed.

Persons who were previously employed by another BCA may not need a comprehensive competence assessment when employed by a new BCA if they can provide full competence assessment records (including supporting evidence) from recent previous employment and the work classification schemes used by the two BCAs are reasonably compatible however they are still required to undergo an annual competence review as above.

Minimum criteria for accreditation

To be acceptable for accreditation a BCA's competence assessment system must:

- **Require persons performing competence assessments to be at least as competent as the person being assessed in the field of work being assessed**
- **Require the person performing the assessment to personally witness at least some work being performed or review recent work records in detail with the person being assessed**
- **Require records of decisions and reasons for decisions to employ new persons to perform technical functions, as a minimum justification of the decision to interview the applicant**
- **Require recorded competence decisions and at least references to supporting evidence, related to each clause 10(3)(a – f)**
- **Require recorded competence decisions that relate to the work classification scheme adopted by the BCA**
- **Require persons being assessed for competence for the first time to have comprehensive records of assessment, using multiple assessment methods, to support competence decisions**
- **Require competence decisions to be reviewed and re-validated at least annually**
- **Include a moderation process, if more than one person is involved in assessments of the same field**

9 Training

What is training?

Training is any activity that enables an individual to improve their competence by acquiring more knowledge, better understanding, wider experience, or improved judgement. Training is therefore not limited to formal training courses or classroom activities.

BCA's should plan training based on identified needs of the organisation or individuals rather than on the availability of courses.

9.1 Training Needs

The Regulations require a BCA to make regular training needs assessments.

What are training needs?

There are two types of training need.

1. Organisational Training Need

This is where a BCA has a policy to undertake a specific type of work using in-house personnel but finds it does not have the necessary competence among its current staff, e.g. when a staff member leaves.

2. Individual Training Need

This is where an individual requests specific training for the purpose of career advancement or to update competency due to changes in the industry or where a competency shortfall has been identified during supervision, peer review, audit or other means.

Note: If an organisational training need is identified but no currently employed person is willing or able to undertake the required training, a BCA can either employ a new person who has the required training or is prepared to undergo the necessary training or the BCA can revise its policy to use external resources for the specified work.

Minimum criteria for accreditation

For accreditation both organisational and personal training needs must be assessed and recorded even if the outcome is a decision that no training is required.

The Regulations require training needs assessments to take place regularly.

To be considered 'regular' a BCA must undertake and record both organisational and personal training needs assessments at least once each year.

9.2 Training Records

Regulation 11 requires a BCA to have a training system that covers seven specific aspects. To demonstrate compliance with this regulation a BCA must keep records of all seven aspects explained below.

- Regulation 11(2)(a) Training needs have been clarified in 9.1 of this document.
- Regulation 11(2)(b) Training plans relate to individuals and they must describe the training outcomes required. These outcomes should be related to the training needs identified during the training needs assessment process, internal peer reviews, audits, complaints etc. Required training outcomes should be written in such a way that the outcome can be measured or verified to meet the requirement of Regulation 11(2)(d).
- Regulation 11(2)(c) Ensuring that employees receive the training planned for them is more than a box ticking exercise. If training is not received, records must show the reasons and this should lead to a modified training plan for the individual. Depending on the reasons these records could result in changed plans for other personnel or changes to policy on the use of external resources for specific types of work.
- Regulation 11(2)(d) Monitoring the effectiveness of training received is an important aspect of a training system. If a specific training activity is found to be effective the organisation may be encouraged to use it again. If a specific training activity is found to be ineffective it is important to investigate why. If the reason relates to the individual this may require a reappraisal of that person's training plan and goals. If the reason is found to relate to the activity then future use of this activity should be questioned and another more effective solution found.
- Regulation 11(2)(e) Supervision of employees under training is important because by definition this implies that the individual is working outside their currently assessed competence level. If there are no credible records of supervision of a person undergoing training by a person with an appropriate level of competence doubt could exist about the reliability of the results of such work.
- Regulation 11(2)(f) Recording an employee's qualifications, experience and training is a valuable means of establishing the credibility of the individual in the event of any challenge. This information is also useful as support for competence assessment.
- Regulation 11(2)(g) This regulation emphasises that recording of evidence of training must be an on-going activity. If an individual's records indicate that they have not learned anything new for a lengthy period this casts doubt on their competence in an industry of ever changing methods, materials, technologies standards and regulations.

Minimum criteria for accreditation

To be acceptable for accreditation training records must address all seven sub-clauses of regulation 11(2) and in particular:

- **Required training outcomes must be sufficiently detailed and clear that their achievement can be measured or verified**
- **If planned training is not received, records must show the reasons and indicate future plans to meet the identified need**
- **Records of monitoring the effectiveness of training received must relate back to the specific required outcome**
- **If training is found to have been ineffective records must include a conclusion regarding the reasons and a description of the implications of this outcome for the individual and/or the organisation**
- **Records of supervision during training must include the identity of the trainee, the identity of the supervisor and the nature of the supervision provided.**
- **Records of employees' qualifications, experience and training must be readily accessible and up to date**
- **Training records must include training in all aspects of an individual's role e.g. regulatory and legal issues, quality management system knowledge and computer system proficiency as well as technical knowledge.**

10 BCA Records

Regulation 16(2)(a) requires a BCA to have a system for ensuring that all information relevant to an application for a building consent is put on the application's file; and kept in a way that makes it readily accessible and retrievable; and is stored securely.

What information is relevant to a consent?

In general terms:

- Anything that defines the consent (plans, schedules, specifications, calculations etc.)
- Anything that records changes to the consent (major and minor amendments)
- Anything that records evidence of compliance or non-compliance with the consent
- Anything that records the progress of the building project
- Anything that records problems arising during the project
- All decisions made during the project (what, when and by whom?)

The regulations do not specify what features a record keeping system must have.

Records can exist in many forms including but not limited to:

- Paper
- Scanned documents
- Email, Fax and other electronic communications
- Records generated by proprietary software, databases etc.
- Records produced using generic software such as MS Word.
- Photographs
- Sound files from voice recorders (tapes or digital files)

Records must be accessible within a reasonable time, to all those who have a legal right to see them

Records must be secure and therefore reasonably safe from; Fire, flood, earthquake, theft, computer system failure etc.

Minimum criteria for accreditation

To be acceptable for accreditation a record management system must include the following:

- ***An explicit definition of what types of information are relevant to a consent and must therefore be retained***
- ***A statement of which formats each type of record will be held in***

Documented procedures for:

- ***Identifying records in all applicable formats***
- ***Collecting and checking records for completeness and accuracy***
- ***Indexing or linking related records in all applicable formats to facilitate retrieval of the complete record for an application***
- ***Storing records securely***
- ***Accessing records efficiently and securely***

11 Accepting evidence of compliance from third parties

Although there is no obligation on them to do so, except for Certificates of Work from design Licensed Building Practitioners, BCA's regularly accept evidence of compliance from third parties.

If a BCA has a direct contractual arrangement with a third party, such as an external professional Engineer, the relationship and acceptance of results is governed by the requirements of Regulation 12 and Regulation 17(4)(b).

If a BCA has no contractual relationship with a person providing a producer statement, warranty or other statement of compliance the regulations do not specify how the BCA should establish whether the evidence provides reasonable grounds for establishing compliance however there are well established principles that accreditation bodies apply internationally.

Minimum criteria for accreditation

To be acceptable for accreditation a BCA must, as a minimum:

- Establish that the author of a statement is competent
- Check that a statement is specific to the project
- Check that a statement provides sufficient detail such as:
 - Product name(s)
 - Standard numbers where applicable
 - Appropriate clauses of the Building Code
 - Address of building work
 - Dates
 - Name(s) of person(s) involved

12 References

1. AS 4 BCA Procedures and Conditions of Accreditation
2. The Building (Accreditation of Building Consent Authorities) Regulations 2006

Appendix 1 Equipment Checking

The following table sets out periods between successive checks and calibrations for a number of types of measuring instruments. It must be stressed that each period is the maximum appropriate in each case. These maximum intervals between calibrations or checks can only be used if conditions (a), (b) and (c) below are met:

- (a) The equipment is of good quality and of proven adequate stability,
and
- (b) The BCA has both the equipment capability and staff expertise to perform adequate internal checks,
and
- (c) If any suspicion or indication of overloading or mishandling arises, the equipment is checked immediately and thereafter at frequent intervals until it can be shown that stability has not been impaired.

Where the above criteria are not met, appropriately shorter intervals shall be applied.

It is the responsibility of the BCA to provide evidence that its calibration system ensures that confidence in the equipment is maintained.

Where checks and calibrations have been performed as above, adequate records of these measurements must be maintained.

Type of Equipment	Period between checks / calibrations	In-service Checks	Calibration Requirements
Length Measuring Devices	Daily or whenever used	Check physical state and readability	
Moisture Meters	Annual As required	Comparison against a "test block" of set resistance	Comparison against a meter with an external calibration where comparison against a test block is outside of required tolerances
Levels	Daily or whenever used	Check physical state, readability and repeatability by reversing level	

Type of Equipment	Period between checks / calibrations	In-service Checks	Calibration Requirements
<p>Thermometers (for water temp)</p> <p>(a) Working liquid-in-glass</p> <p>(b) Electronic (digital)</p> <p>(c) Infra-red Not appropriate</p>	<p>Annual</p> <p>Annual</p>		<p>Comparison with traceably calibrated reference thermometer at points in the working range</p> <p>Calibration against traceably calibrated reference thermometer at points in the working range</p>