

IANZ Desktop Review - Feedback from Councils

This document is a compilation of around 12 desktop reviews of Councils applying for BCA Accreditation, undertaken in May 2007. The document was compiled by case advisers from the feedback given by councils. Councils have shared this feedback for the benefit of others.

The issues are assembled regulation by regulation. Issues to fix have been outlined and a space provided for thought to be given on proposed solutions to these issues.

Issues to Fix	Possible Solutions
<p><u>General</u></p> <p>Good index, good glossary of terms and document indentation.</p> <p>Clear index for each section is very useful.</p> <p>Need to document what is provided, how it is provided, and managed and where it is available</p>	
<p><u>Regulation 5</u></p> <p>Need other regulations 7 to 16 to be completed to meet the regs.</p>	
<p><u>Regulation 6</u></p> <p>Need "facility" to enter reasons for making decisions.</p> <p>What is to be used to demonstrate effective implementation for all the other clauses and regulations?</p>	
<p><u>Regulation 7</u></p> <p>Systems needed for statutory twenty day time frame.</p> <p>Clarification of how in the documentation procedures will be achieved.</p>	
<p>Need procedure for statutory clock start and stop.</p>	
<p>Need procedures for public information and internal procedures. How does the public access the information?</p>	
<p>Need procedures for granting or refusing CCC.</p>	
<p>Need procedure for granting and issuing Compliance Schedules.</p>	
<p>Need information around the statutory clock</p>	

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information available to the public. How do they know the clock has started?	
How are the contents of applications assessed prior to allocation to competent personnel? Also need to keep records of this.	
<u>Regulation 8</u>	
Describe procedures for determining number of employees.	
Describe procedures for when contractors are used or required.	
<u>Regulation 9</u>	
What is the process behind the skills matrix?	
How are tasks allocated?	
How are consents categorised?	
Describe how tasks are allocated to competent people.	
<u>Regulation 10</u>	
How is information gathered and used as an input into the competency assessment?	
Describe the procedure for establishing competence of an applicant for employment with the BCA.	
Describe the procedure for assessing competence of individuals beyond just referring to the skills matrix.	
When an external contractor is used to undertake the competency assessment, the BCA must have a documented system on why they selected that contractor or consultant.	
<u>Regulation 11</u>	
How are training needs identified and assessed? Document these.	
Training needs to be addressed by the BCA as a whole as well as individuals.	
Need to record ongoing observation of relevant activities by the trainer and trainee.	

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Do not limit the range of training available.	
The training systems for new employees, including monitoring and observation for existing competent people needs documenting.	
Need to have demonstration of how training needs assessment is carried out and the outcomes required.	
How is the effectiveness of training monitored?	
<u>Regulation 12</u>	
How do you determine contractor's competence?	
Clarify the nature of contracts in assessment of competence of contractors.	
How are persons, organisations providing Producer Statements monitored for continuing competence?	
Also, what is the nature of maintaining their records?	
How are contractors competence assessed?	
<u>Regulation 13</u>	
Document systems for identifying technical leadership.	
Clarify who are the technical leaders in the organisation and for what areas of performance.	
<u>Regulation 14</u>	
How is reference material sourced from the material supplier?	
How many copies of material are acceptable?	
Currency of material?	
Control and maintenance of all technical literature. How is this procedure managed?	
What is the process that shows how technical	

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literature is to be maintained?	
Need records of particular equipment for carrying out building control functions including calibration, precision and frequency and source of calibration.	
<u>Regulation 15</u>	
Organisation structure to show relationships outside of the BCA, e.g. human resources and IT etc.	
How does the BCA determine that activity is to be carried out by “external organisations” fulfil the BCA’s requirement?	
What is the relationship of BCA with IANZ and DBH? Needs to be documented.	
Document relationships with external organisations.	
<u>Regulation 16</u>	
What is the procedure of how records are stored and what is included in those records?	
What is the content of the Building Consent file?	
What is the service level agreement with IT and the specification of the requirements of the regulation with The Act, e.g. public access, security and integrity of data long term accessible storage?	