



BUILDING CONSENT AUTHORITY

T-06.1 AUDITING CONSULTANTS (building consent authority function)

Roles and Responsibilities

- **MANAGER CONSENTS**

To develop policy and procedures for the acceptance, management and review of specialist technical consultants.

- **TEAM LEADER BUILDING**

To develop audit processes to ensure quality of assessments of specialist technical sections by consultants is maintained, and that all process requirements are included in accordance with policy and procedures.

Background

- Where a building consent authority does not have the expertise in house to consider specialist technical sections of the Building Code or Building Act, they may contract the specialist expertise through external consultants.
- A register should be maintained of the consultants and their specialist areas.
- Where a building consent authority has contracted an external consultant for specialist expertise, there needs to be an audit process to demonstrate due consideration has been given to the level of expertise and knowledge in the required specialist technical section.

Procedure

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Manager Consents</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
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1 BUILDING CONSENT AUTHORITY APPROVAL PROCESS

- 1.1 Provide a process with a checklist outlining specific requirements to be verified before approval to be included on the register.
- 1.2 Require evidence of suitable professional liability insurance cover which the building consent authority must ensure is appropriate to the degree of risk.

2 ACCEPTANCE CRITERIA AND EVALUATION – PROFESSIONAL

- 2.1 Identify whether the consultant is a chartered professional.
- 2.2 Identify the area of expertise offered by the consultant.
- 2.3 Verify that membership of the chartered professional’s organisation is current in the area of required expertise.
- 2.4 Require copies of documentation from the chartered organisation as verification.

3 ACCEPTANCE CRITERIA AND EVALUATION – NON-PROFESSIONAL

- 3.1 Identify whether the consultant has appropriate trade-based (or other) skills.
- 3.2 Identify the area of expertise offered by the consultant.
- 3.3 Verify any professional or affiliated trade is current in the area of required expertise.
- 3.4 Require copies of documentation in support of application from the organisation or trade as verification.

4 APPROVAL

- 4.1 Develop and complete a checklist to verify that the above items have been completed.
- 4.2 An approved specialist shall sign the checklist.

5 REVIEWING THE CONSULTANT’S WORK

- 5.1 The Manager Consents shall review the consultant’s register at appropriate intervals dependant upon the level of risk associated with the specialist technical area being provided by the consultant, and/or the frequency of assessment requests (annually or other).
- 5.2 Provide a review process (refer to clause 5.0 below) with a checklist of requirements to be verified in order to remain on the register.

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- 5.3 The process shall include an update of the consultant's technical experience and qualification.
- 5.4 The result of audits and reviews shall be recorded on the register.
- 5.5 Any complaints or changes shall be considered before approval or renewal is contemplated.

6 PEER REVIEW

- 6.1 A peer review is to be commissioned in order to assess and substantiate the quality and consistency of reports, calculations, observations and decisions that are critical to the outcome of the consent, inspection and code compliance certificate processes.

7 REVIEW OF REPORTS

- 7.1 The audit review and peer review reports shall be appraised to confirm that the required level of service is being provided.

8 INVESTIGATION

- 8.1 If the specified level of service is not being provided, an inquiry shall be commissioned to investigate reasons.
- 8.2 Decide if remedial actions are required.
- 8.3 If a decision to remove the consultant from the register is made, the consultant shall be advised in writing including the reasons for this action.
- 8.4 Remove from register.

9 INFORM CLIENT

- 9.1 Send written notification to client advising outcome of investigation.

10 APPROVAL

- 10.1 If decision is to accept or renew the consultant's application, the register shall be amended accordingly.

NOTES

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