



## Identification

Manuals shall be issued either as controlled or uncontrolled:

- Controlled manuals shall be
  - Identified as controlled
  - Individually numbered
  - Issued to registered holders
  - Kept up-to-date with any revisions.
- Uncontrolled manuals shall be:
  - Clearly marked 'uncontrolled'
  - Issued for information purposes only.

## Manual Issue

The Manager building control regulatory services shall be responsible for the issue of all Building Quality manuals. All hard copies and or access to the networked electronic copy will be given to members of Auckland City Environments or other authorised individuals according to the distribution list. It will be the responsibility of the registered holder to ensure that all amendments are incorporated and that the Building Quality Manual is maintained up-to-date and is available to all relevant staff for which the Manager building control regulatory services has responsibility.

The Manager building control regulatory services will retain a list of uncontrolled building quality manuals. Serialisation and accountability of building quality manuals are the responsibility of the manager building control regulatory services, who will retain a complete register of Building Quality manual holders and those with network access to the electronic copy.

## Amendment and Re-issue

The Building Quality Manual shall be periodically reviewed to re-affirm its adequacy and conformance to internal and customer requirements. Amendments to the Manual shall be carried out as required to reflect the current Quality Assurance programme. Each amended procedure will be logged on the master issue and revision Status index and will be numbered consecutively until an issue of a new Building Quality Manual incorporates all amendments.

Issues of Building Quality manuals are identified in alphabetical order. Each issue cancels and supersedes all previous issues and amendments. The amendment list indicates all the amendments to the latest issue of the Building Quality Manual. Amendments will not be implemented until the relevant section has been rewritten, approved by the Manager building control regulatory services and issued. The manager building control regulatory services distributes amendments and reissues of the manual to all registered holders.

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Approved by				
Issued by				
Version	Draft 1	Date issued	Expiry date	



### **Internal availability**

The Building Quality Manual is available through the computer network to the designated members of the staff. There are also additional numbered hard copies.

*Review note: To be completed upon final acceptance by IANZ.*

### **Approvals and revision history**

<b>Designation</b>	<b>Comments and Changes</b>	<b>Approval Date</b>
BQM-A0	Initial (under review by IANZ) draft copy of the Building Quality Manual for BCA Accreditation.	N/A