



Purpose

The purpose of this document is to describe the producer statement procedure. As part of the building consent application process a producer statement can be submitted as a method of establishing compliance with all or parts of the building code.

Scope

This document describes the producer statement for:

- Consent application
- Inspections
- Author registration
- Audits

References

- BLD-8.3-FORM, Producer statement checklist
- CENV 4029, Producer statement Construction
- CENV 4028, Producer statement Construction review
- CENV 4021, Producer statement Design
- CENV4027, Producer statement Design review
- CENV 4070, Producer statement Construction plumbing
- CENV 4052, Producer statement Construction exterior stucco

Roles and responsibilities

This roles and responsibilities of each person involved in the process is listed as follows.

Building control manager: Ensures that technical staff has the appropriate technical competence to assess and approve the acceptance of producer statements.

Quality manager: Audits policies and procedures associated with producer statements.

Building official: Assesses and records the approval or rejection of the use of producer statements as a mechanism for satisfying compliance will all or part of the New Zealand Building Code.

Administration: Ensures producer statement documentation is attached to the relevant building consent application.

Team leader: Audits producer statements.

Structural engineer: Ensures the standard of producer statements.

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Abbreviations and acronyms

- PS1 Producer statement – design
- PS2 Producer statement – design review
- PS3 Producer statement – construction
- PS4 Producer statement – construction review

Procedure

The following table describes the producer statement procedure.

Step #	Description	Responsibility
1.	<p>Receive producer statement</p> <p>The producer statement is received. This producer statement is either be for the consent application PS1 or PS2, or as part of an inspection PS3 or PS4. Perform validation checks on the application. Check for completeness and supporting documentation.</p> <p>Lodgement staff attaches the producer statement checklist BLD-8.3-FORM to the application to assist the building official during processing.</p>	Building official
2.	<p>Assess producer statement and accompanying plans</p> <p>Assess the plans and documentation for the following and action accordingly:</p> <ul style="list-style-type: none"> • Contact the applicant for additional information if required. • Identify the scope of work in the statement and ensure the work covered in the statement is clearly defined. • Verify building code clauses covered. • Determine whether the producer statement is for consent processing or for Inspections. • Determine whether the author is registered. <ul style="list-style-type: none"> ➢ If the author is not registered, the applicant has a choice to either pay for a structural check (refer step 3) or to apply for author registration (refer step 4). Note: Structural checks are not performed during inspections. ➢ If the author is registered and the producer statement is for consent processing, the producer statement is accepted and consent processing continues (refer to BLD-18.2-PROC). ➢ If the author is registered and the producer statement is for inspections then refer to step 5. 	Building official
3.	<p>Perform structural check</p> <p>If the PS1 or PS2 author is not on the register, the applicant may elect to undertake a structural check and add the extra cost onto the processing fee. After the structural check has been completed, the application process continues under consent processing guidelines (refer to BLD-18.2-PROC).</p>	Structural engineer



Step #	Description	Responsibility
<p>4.</p>	<p>Producer statement author registration These steps outline the producer statement author registration process:</p> <ol style="list-style-type: none"> 1. Check application for completeness (Note: a separate form is required for each type of producer statement that the applicant is applying for ie. CENV 4029, CENV 4028, CENV 4021, CENV 4027, CENV 4070, CENV 4052). 2. Contact references. 3. Assess scope of producer statement authorisation, and insurance, experience and qualifications. 4. Notify applicant of acceptance or rejection (if rejected, this is the end of the process). 5. Allocate author number and update register. 	<p>Building official</p>
<p>5.</p>	<p>Consider assumptions Determine whether the producer statement is subject to the following conditions or requirements:</p> <ul style="list-style-type: none"> • Verification of design assumptions (i.e. ground bearing conditions) • On-site inspection is required • On-site verification is required for items such as welding or connections • Initiate producer statement construction or construction review, if required. 	<p>Building official</p>
<p>6.</p>	<p>Confirm producer statement conditions Inform applicant of specific responsibilities and implications associated with their producer statement. Record all communication with applicant on the inspection sheet and attach to the application.</p>	<p>Building official</p>
<p>7.</p>	<p>Record producer statement details Record producer statement details and/or conditions associated with producer statement.</p>	<p>Administration</p>
<p>8.</p>	<p>Perform producer statement audit A small sample (approximately 5%) of producer statements are chosen for auditing. The producer statement auditing process is described in the steps below:</p> <ol style="list-style-type: none"> 1. Select a producer statement author from the register and update appropriate system that the audit is in progress. 2. Perform audit (Note: this involves the same steps as performing a structural check). 3. Update system with audit results. 4. If audit fails, place consent on hold and liaise with applicant for resolution. 	<p>Structural engineer</p>