

Purpose

The purpose of this document is to describe the controls for all legislation, standards, compliance documents, and supporting material used to demonstrate compliance with the various provisions of the building code.

Scope

This procedure details Auckland City Environments responsibilities in terms of defining the various types of documentation and mechanisms available for sourcing and maintaining an up-to-date technical library.

Reference

BLD-70.0-POL. Technical library

Roles and responsibilities

The roles and responsibilities of each person involved in the process are listed as follows:

Principal building officer:

Defines what material shall be retained/archived and ensures the necessary resources to maintain an up-to-date library system, ie.

- access and ability to download from New Zealand Standards (standards)
- access and ability to download from Brookers Limited (legislation)
- subscribing to the email notification service offered by the Department of Building and Housing for notification of amendments or revocation of compliance documents
- purchase of hard copies for technical library

Ensures all staff have access to an electronic version of all standards, legislation and appraisal certificates

Ensures staff have access to a hard copy of the listed reference material (relevant to their position)

Specialist officer building:

Develops an effective library system and maintains the library system, ie.

- purchasing new legislation/standards
- obtaining amendments and updates
- cataloguing all new documents
- maintaining library register
- issuing amendments and updates to all holders of hard copies
- issuing advice to all building control staff when compliance documents have been amended or revoked
- downloading copies of all BRANZ appraisal certificates issued
- archiving obsolete material

Reviewed by	Senior Specialist – Building Regulatory Services	Date	8 May 2007
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- ensuring documents on loan have been returned

Building control staff:

Accurately records relevant file notes including any document referenced during the building consent/inspection process, checks that supporting information used to establish compliance is up-to-date (i.e. manufacturer's information) and a copy is included with the file and files all amendments and updates to hard copies held personally (NZS3604, NZS4121, AS3500)

Procedure

Step #	Description	Responsibility
1.	Receive notification from Brookers for new/changed legislation <ul style="list-style-type: none"> determine if legislation is relevant request legislation go to step 5 	Principal officer building
		Senior specialist officer
2.	Receive notification from SANZ for standards <ul style="list-style-type: none"> determine if standard is relevant request new standards amendments/updates go to step 5 	Principal officer building
		Senior specialist officer
3.	Receive notification from BRANZ for new appraisal certificate <ul style="list-style-type: none"> download hard copy for file update BRANZ appraisal register go to step 5 	Senior specialist officer
4.	Receive new information from Brookers, SANZ, or manufacturer's <ul style="list-style-type: none"> update appropriate hardcopies go to step 5 	Senior specialist officer
5.	Determine if document is for technical library purposes or for general distribution <ul style="list-style-type: none"> update library register catalogue document and file in technical library distribute document to staff (where applicable) send memo to staff advising of new document and any instructions (date to be implemented, etc) 	Senior specialist officer
6.	Determine when documents should be archived <ul style="list-style-type: none"> archive documents noting date effective 	Senior specialist officer