

This procedure applies to specialist contractors such as engineers and also contractors who may work using the BCAs own systems for processing and inspections.

1. BCA manager approves need for use of contractors

The BCA manager will:

- Determine if external resources are required
- Consider if another BCA can provide the required services and/or
- Assess the need to contract with a third party
- Ensure appropriate budget is approved
- Ensure that all procurement procedures under the Local Government Act 2002 are complied with

2. BCA Manager establishes contractors competence

- Checks to see if contractor registered by statutory body
- If they are registered, confirms registration details and requests a letter from the contractor confirming they have an appropriate level of skills and experience for the work proposed and requests a copy of their qualifications.
- If contractor not registered competency assessment undertaken using (*insert name of BCA competency assessment procedure for employees*) or requests a copy of a competency assessment completed by a competent, independent, third party that is less than 12 months old.
- Records registration details and qualifications on contractors register Form 100 OR
- Reviews copy of competency assessment and if satisfactory files copy of assessment on contractors file and records details on contracts register Form 100.

3. BCA Manager engages contractor following procedure PRO 101 Engaging contractors

- Uses long from contract SLA1 to record service details
- Establishes roles, responsibilities, powers, authorities and limitations of authorities as appropriate in Schedule B to the contract
- Establishes key performance indicators, contract milestones and reporting requirements

4. BCA Manager Monitors and reviews performance of contractor

- Monitors contractors performance against requirements of contract
- Advises contractor formally of any unsatisfactory performance
- Requests contractor respond to notification of unsatisfactory performance
- Considers the need to advise registration body of unsatisfactory performance if related to registration requirements such as competency
- Considers response from contractor and determines need to continue with contract on same terms, modify contract or terminate contract.
- Records performance issues and outcomes of action taken on contractors register Form 100
- Informs insurer of issues and action taken