

FRANKLIN DISTRICT COUNCIL

6 Technical Library (Refer Flowchart BCA-01-00-7V Technical Library)

Reg.14 A Building Consent Authority must have a system for providing the technical and administrative information, facilities and equipment that its employees and contractors need to perform building control functions effectively. The flowchart shows control of technical publication for the Building Consent Authority.

Procedure for Maintenance of the Technical Library:

The Building Consent Manager is to undertake the technical review of all publications received and approve for inclusion in the technical library or for public information. The Building Consent Officer who is the technical leader for the library, shall maintain the library and file new publications and recommend the replacement or removal to archives. He can also order publications for which there is no charge.

The Building Consent Manager shall order publications for which there is a charge, and the Building Consent Manager shall arrange for the maintenance of the library register.

Building Consent Officers shall maintain a copy of NZS 3604 in their vehicles. Standards NZ regularly notify the Building Consent Authority of new standards that are related to building control work. They also have an online service that allows access to all building related standards and the Building Consent Authority subscribes to this service as a way of ensuring hard copy standards in the library are kept up-to-date (see agreement Appendix).

Manufacturers' technical literature is updated by receiving new literature in the post, in person by the manufacturer's representative who may call at the office, or by a staff member's attendance at a seminar or training course. The technical literature is also updated as and when required by a process which is triggered when a Building Consent Officer uses the literature and finds it more than 2 years old. If the officer is in doubt about it being current, the manufacturer is contacted, or their website is accessed, to ascertain if the technical literature is current. If found to be superseded or obsolete, then it is replaced, and this is reported to the Building Consent Authority staff weekly meeting.

Access to Technical Library

Processing staff and contractors have access to the Technical Library as required and must return any document removed back into its correct position on the shelves.

A Building Consent Inspector is issued a current copy of NZS 3604 and other product information. If more information is required while on site, this can be obtained by a phone call to the Building Consent Officer on duty, or the Senior Building Consent Officer, who will undertake to research the matter.