

TS-07.1 Producer Statements – Inspection

ROLES AND RESPONSIBILITIES

Building Manager

Responsible for ensuring technical staff have the appropriate technical competence to assess and approve the acceptance of producer statements.

Building Officer

Responsible for assessing and recording the approval or rejection of the use of producer statements as a mechanism for satisfying compliance with all or part of the building consent.

BACKGROUND

1. Description of Producer Statements and background covered in section TS-07
2. This section covers the process of being satisfied of the validity of producer statements during the construction and review stage

PROCEDURE

1 PRODUCER STATEMENT REQUIRED FOR CONSTRUCTION


- 1.1 During the building consent process the Building Officer will have identified and advised the applicant, from whom a producer statement construction and/or producer statement construction review may be accepted or who may be deemed acceptable to fulfil specific producer statement conditions or requirements (e.g. verification of on-site ground-bearing conditions, or site observation).

2 BUILDING OFFICER REITERATES THE NEED TO FULFIL PRODUCER STATEMENT CONDITIONS OR REQUIREMENTS

- 2.1 During site visits, the Building Officer ensures the contractor/owner is aware of the building consent obligations to fulfil producer statement conditions or requirements.

3 OBTAIN COPIES OF REQUIRED PRODUCER STATEMENT DOCUMENTATION

- 3.1 Producer statements should be obtained from the contractor during the construction process, after the completion of the stage of work that relates to that Producer statement.
- 3.2 This will involve obtaining copies of producer statements and/or verification of compliance with producer statement requirements or building consent requirements.

	<p style="text-align: center;">Clutha District Council Building Consent Authority Manual</p>	Doc Ref	TS-07 1 Producer Statement Inspections-NV
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4 PRODUCER STATEMENT DOCUMENTATION RECEIVED

4.1 Upon receipt of producer statement documentation, the Building Officer will assess whether:

- it has been provided in the appropriate form
- it has been provided by the agreed people
- the scope of work covered by the documentation is clearly defined
- the documentation references the appropriate building consent document and verifies that compliance has been achieved.

If any one of the above matters is in question, the Building Officer should contact the building owner/applicant/contractor and request the necessary information. All correspondence should be recorded.

5 CHANGES TO PRODUCER STATEMENT DESIGN

- 5.1 In the event that the design covered by the producer statement is changed or amended, these changes will need to be recorded and updated details reflecting these changes should be obtained.
- 5.2 If the changes are deemed significant, the Building Officer may choose to treat the changes as an amendment.
- 5.3 In such cases, the Building Officer will contact the owner and instigate the amendment procedures (refer to TS-21).

6 PRODUCER STATEMENT DOCUMENTATION ACCEPTED

- 6.1 When satisfied that the producer statement documentation adequately establishes compliance with the Building Consent, details should be recorded on the job card.

NOTES

- Department of Building and Housing Guidelines on the Management and Acceptance of Producer Statements (when available).
- Register of Producer Statement Authors.
- Producer Statement Author Acceptance Process.