

**Building (Accreditation of Building Consent Authorities) Regulations 2006
Clutha District Council BCA Manual Cross Reference Table**

Regulation	Manual Reference	Description	Comment
<i>Regulation 5: Requirements for Policies, Procedures and Systems</i>			
5(a)		Written or electronic	Applies to Regulations 5 – 18
5(b)		Appropriate for purpose	
<i>Regulation 6: Observance of Policies, Procedures and Systems</i>			
6(a)		BCA's must record means by which it ensures implementation of policies, procedures and systems required by regulations	Applies to Regulations 5-18
6(b)	TS-05	BCA's must record decisions made	
6(c)	TS-05	BCA's must record reasons for decisions	
6(d)	TS-05	BCA's must record outcomes of decisions	
<i>Regulation 7: Performing Building Control Systems</i>			
7(1)	Discussed in Introduction. Refer to whole BCA Manual	BCA's must have policies and procedures for performing building control functions	Identified as "Purpose" of Management procedures and "BCA Aim" in Technical procedures.
7(2)(a)	See location in Appendix 1.	Information given to applicants must outline the applying, processing, inspection and certification process	Application guide – DBH "Guide to applying for a building consent" Processing, inspection and certification process – "Customer Information" sheet
7(2)(b)	TS-04	Receiving applications	
7(2)(c)	TS-04.1	Check for legislative compliance	
7(2)(d)(i)	TS-05	Entering application into BCA's processing system	
7(2)(d)(ii)	TS-17	Assess application's content	
7(2)(d)(iii)	TS-17	Allocate applications for processing	
7(2)(d)(iv)	TS-07, TS-07.1, TS-11, TS-12.1, TS-12.2, TS-13, TS-13.1, TS-14, TS-14.1, TS-14.2, TS-14.3, TS-15, TS-16, TS-18, TS-19, TS-20, TS-20.1, TS-21, TS-23, TS-27, TS-29, TS-34, TS-40.	Process application to establish legislative compliance	TS-19 gives process overview. Specific aspects addressed in TS-07, TS-07.1, TS-11, TS-12.1, TS-12.2, TS-13, TS-13.1, TS-14, TS-14.1, TS-14.2, TS-14.3, TS-15, TS-16, TS-18, TS-20, TS-21, TS-23, TS-27, TS-29, TS-34, TS-40. Processing check sheets also used – location specified in Appendix 1.
7(2)(d)(v)	TS-25	Granting, refusing to grant, and issuing building consents	
7(2)(e)	TS-19, TS-25, TS-30 "Customer information" sheet TS-32	Planning, performing and managing inspections	
7(2)(f)	TS-33	Issuing and refusing to issue CCC's, compliance schedules and notices to fix	
7(2)(g)	TS-03 User guides	Receiving and managing inquiries (in addition to those under 7(2)(a))	

Regulation	Manual Reference	Description	Comment
7(2)(h)	TS-42, MS-21	Receiving and managing complaints	Council wide CDC Service Request process.
<i>Regulation 8: Ensuring Enough Employees and Contractors</i>			
8(1)	<u>Introduction</u> , TS-19, MS-08, MS-10, MS-13, MS-15	Ensuring enough employees and contractors	Discussed in Introduction Monitored through close knowledge of consent volume and performance reporting.
8(2)	MS-08, MS-15, TS-17, TS-17.2	Assessing the need to employ contractors	TS-17 identifies consents outside organizational skill level, TS-17.2 identifies skill gaps within organization that may need to be filled by contractors. Close knowledge of consent volume and performance indicates the need for contractors based on length or processing time.
<i>Regulation 9: Allocating Work to Competent Employees and Contractors</i>			
9	MS-20, TS-17, TS-17.2	Allocating work to competent employees or contractors	TS-17 details task allocation, TS-17.2 outlines staff assessment, MS-20 contractors process
<i>Regulation 10: Establishing and Assessing Competence of Employees</i>			
10(1)	TS-17.2, MS-13, MS-15	Establishing the competence of employees	
10(2)	TS-17.2, MS-13, MS-15	Assessing the competence of employees	
10(3)	TS-17.2, MS-13, MS-15	Components the competency assessment system must cover	
10(3)(a)	TS-17.2, MS-13, MS-15	Understanding of philosophy and principles of building design and construction	
10(3)(b)	TS-17.2, MS-13, MS-15	Understanding and knowledge of building products and methods	
10(3)(c)	TS-17.2, MS-13, MS-15	Knowledge and skill in applying relevant legislation	
10(3)(d)	TS-17.2, MS-13, MS-15	Ability to process applications, inspect and certify building work	
10(3)(e)	TS-17.2, MS-13, MS-15	Communication skills	
10(3)(f)	TS-17.2, MS-13, MS-15	Ability to comply with the BCA's policies, procedures, and systems	See CDC performance appraisal system Also identified during review procedures
<i>Regulation 11: Training Employees</i>			
11(1)	TS-17, TS-17.2, MS-14	BCA's must have a system for employee training	
11(2)	TS-17, TS-17.2, MS-14	Components the training system must cover	
11(2)(a)	TS-17, TS-17.2, MS-14	Training needs assessment	

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			CDC performance appraisal system covers training needs and scheduling training.
11(2)(b)	TS-17.2, MS-14	Training plans specifying required outcomes	Included within CDC performance appraisal system
11(2)(c)	TS-17.2, MS-14	Ensuring agreed training is received	Included within CDC performance appraisal system
11(2)(d)		Application of training received	Included within CDC performance appraisal system
11(2)(e)	TS-17, TS-17.2, MS-14	Supervising employees under training	TS-17 allows for task oversight and sign off by trainer, TS-17.2 assesses need for training or competence to train.
11(2)(f)	TS-17.2, MS-13, MS-14	Recording employees qualifications, experience and training	HR Staff files, HR training records
11(2)(g)	TS-17.2, MS-14	Recording continuing training information	HR training records, CDC Performance assessment system
Regulation 12: Choosing and Using Contractors			
12(1)	TS-07, TS-07.1, TS-17, MS-15, MS-20	BCA's must have a system for choosing and using contractors	CDC Contractors chosen by Council – BCA may engage additional contractors
12(2)	TS-17, MS-15, MS-20	Components the system must cover	
12(2)(a)	TS-07, TS-07.1, TS-17, MS-15, MS-20	Establishing competence	
12(2)(b)	TS-07, TS-07.1, TS-17, MS-15, MS-20	Engagement	See also “CDC Staff delegations and general procedures”
12(2)(c)	TS-17, MS-15, MS-20	Making agreements	See also “CDC Staff delegations and general procedures”
12(2)(d)	TS-07, TS-07.1, TS-17, MS-15, MS-20	Recording qualifications	Include own contractor record
12(2)(e)	TS-17, MS-15, MS-20	Monitoring and reviewing performance	Authorising staff member responsible
12(2)(f)	TS-17.2, MS-15, MS-20	Regular assessment of competence	
Regulation 13: Ensuring Technical Leadership			
13(a)	TS-17.2, TS-19, MS-07, MS-08	BCA's must have a system for identifying competent technical leaders	
13(b)	TS-17, MS-07, MS-08	BCA's must have a system for giving powers and authorities to enable technical leadership	“CDC Staff delegations and general procedures”
Regulation 14: Ensuring Necessary Resources			
14	MS-04 , MS-11, MS-13	BCA's must have a system for providing necessary technical and administrative information, facilities and equipment	Equipment list and calibration register; Technical information library; OSH policy and

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			procedures; Uniform policy.
<i>Regulation 15: Keeping Organisational Records</i>			
15(1)(a)	MS-07	Record organisational structure	
15(1)(b)(i)	MS-07	In structure, include reporting lines and accountabilities	
15(1)(b)(ii)	MS-07, TS-01, TS-06	In structure, include relationships with external organisations	
15(2)	MS-08	Necessary components of employees and contractors job descriptions	HR Files
15(2)(a)	MS-08	Roles	Included in each technical process
15(2)(b)	MS-08	Responsibilities	
15(2)(c)	MS-08	Powers	CDC Staff delegations and general procedures
15(2)(d)	MS-08	Authorities	
15(2)(e)	MS-08	Limitations on powers and authorities	
<i>Regulation 16: Filing Applications for Building Consents</i>			
16(1)	TS-05, MS-04	BCA's must have a system for uniquely identifying each building consent application	
16(2)(a)	TS-05, MS-04	All relevant information must be on the application's file	
16(2)(b)	MS-04	All relevant information must be accessible and retrievable	
16(2)(c)	MS-04	All relevant information must be stored securely	
<i>Regulation 17: Assuring Quality</i>			
17	MS-01, MS-02, MS-02.1, MS-03, MS-04, MS-05, MS-08, MS-16, MS-18	Assuring quality	Not required for 30 November 2007.

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Please note the following Procedures are TA or non BCA functions:

- TS-09 & 09.1 Development Contribution – Non BCA function
- TS-14.3 Extending the Life of a Building with a Specified Intended Life – TA function
- TS-27.3 Amending a Compliance Schedule – Non BCA function
- TS-38, 38.1, 38.2 & 38.3 Enforcement – TA function
- MS-06 Insurance & Risk Management
- MS-17 Conflict of Interest & Integrity