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# BCA accreditation scheme checklist

### Regulation 10: Establishing and assessing competence of employees

### Minimum criteria for accreditation against regulation 10

#### Establishing competence of new employees performing building control functions

[ ]  The BCA has a system to establish the competence of new employees who will be performing building control functions

#### Notes: Click here to enter text.

#### Annual assessments of employees performing building control functions

[ ]  The BCA annually assesses the competency of all employees performing building control functions

#### Notes: Click here to enter text.

#### The competency assessment system

The BCA’s competency assessment system covers the:

[ ]  employees' understanding of the philosophy and principles of building design and construction

[ ]  employees' understanding and knowledge of building products and methods

[ ]  employees' knowledge and skill in applying the Act, the building code, and any other applicable regulations under the Act

#### Notes: Click here to enter text.

The BCA’s competency assessment system covers the employees' ability to:

[ ]  process applications for building consents

[ ]  inspect building work

[ ]  certify building work

#### Notes: Click here to enter text.

The BCA’s competency assessment system covers the:

[ ]  employees' ability to communicate with internal and external persons

[ ]  employees' ability to comply with the building consent authority's policies, procedures, and systems

#### Notes: Click here to enter text.

[Regulation 10 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/10-establish-assess-competence-employees/) provides further information.

**Evidence of Policy/Procedure/System being completely and effectively implemented**

***Notes:******Click here to enter text.***