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# BCA accreditation scheme checklist

## Regulation 15: Keeping organisational records

### Minimum criteria for accreditation against regulation 15

#### Recording organisational structure

The BCA has an up-to-date organisational chart that records:

[ ]  where the BCA is placed in the management structure of its parent organisation (if applicable)

[ ]  any relationships the authority has with external organisations ie other BCAs, accredited organisations or contractors performing building control functions

[ ]  lines of accountability for employees and contractors

[ ]  number of employees performing building control functions (in full-time equivalent)

[ ]  outstanding vacancies

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

#### Recording roles, responsibilities, powers and authorities

The BCA records the following information for all employees and contractors performing a building control function:

[ ]  objectives of their role

[ ]  required competencies of their role

[ ]  tasks/activities their role is responsible for undertaking

[ ]  key responsibilities and accountabilities

[ ]  powers to perform building control functions, and what functions

[ ]  administrative authorities (including any delegated authorities)

[ ]  any limitations on the powers and authorities in their role

[ ]  reporting lines and key relationships

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

[The regulation 15 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/15-keeping-organisational-records/) provides further information.

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

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