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# BCA accreditation scheme checklist

### Regulation 18: Requiring technical qualifications

### Minimum criteria for accreditation against regulation 18

#### Ensuring employees and contractors doing a technical job hold a technical qualification

[ ]  The BCA’s employees and contractors performing building control functions by doing a technical job have – or are working towards achieving – a technical qualification or recognised international equivalent, unless exempt

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

#### System for decisions on exemptions

The BCA’s system for decisions on exemptions includes:

[ ]  a general policy statement or objective that sets out the goal for the BCA related to qualifications

[ ]  an agreed set of circumstances where an exemption may be considered

[ ]  a nominated person who can sign off an exemption

[ ]  the process for seeking the sign off of an exemption (which may simply be by memo)

[ ]  The BCA records the employees and contractors who are exempt from this regulatory requirement

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

[Regulation 18 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/18-appropriate-technical-qualifications/) provides further information.

#### Of note:

This regulatory requirement only applies to those employees and contractors who are performing building control functions by doing a technical job. The regulatory requirement does not apply to employees or contractors who perform non-technical jobs or functions within a building consent authority (BCA), or to contractors who have been engaged to provide technical or specialist expertise.

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

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