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# BCA accreditation scheme checklist

## Regulation 7(2)(e): Planning, performing and managing inspections

### Minimum criteria for accreditation against Regulation 7(2)(e)

#### Planning, performing and managing inspections

The BCA’s process for inspecting building work includes:

[ ]  a description of the standard inspection types undertaken by the BCA

[ ]  a description of the building work to be assessed for each standard inspection type

[ ]  how the building work may be inspected for each standard inspection type

[ ]  how any inspections outside the standard inspection types are identified and delivered eg strawbale construction, site meetings etc

[ ]  how inspections may be requested, received and recorded in the BCA

[ ]  how inspections will be scheduled and allocated to one or more competent employee or contractor

[ ]  how an inspection is recorded, including the matters that must be recorded and may be recorded

[ ]  how building work that varies from the consent is dealt with

[ ]  how building work that does not comply with the Building Code is dealt with

[ ]  how building work is checked for any warnings or bans issued by MBIE

[ ]  how the outcomes of inspections are communicated to an applicant and owner

[ ]  how any requirements of the issued consent are requested, received, recorded and communicated eg PS4 from chartered professional engineer

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[Regulation 7(2)(e) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/plan-perform-manage-inspections/) provides more information.

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

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