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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.***