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# BCA accreditation scheme checklist

## Regulation 6A: Notification Requirements

### Minimum criteria for accreditation against regulation 6A

#### Notification requirements

The BCA’s policy, procedure and system ensures the BCA notifies MBIE and the accreditation body where:

[ ]  there are significant changes in the legal, commercial, or organisational status of a BCA or the wider organisation in which it operates

[ ]  the “authorised representative” departs or is replaced

[ ]  the BCA’s “responsible manager” departs or is replaced

[ ]  the BCA’s “quality assurance manager” departs or is replaced

[ ]  in any one quarter of the calendar year, 25 per cent or more of any employees doing technical jobs depart and are not replaced with equally qualified and competent people

[ ]  the applicant or BCA accepts any or all of another BCA’s functions under section 233 or 244 of the Building Act 2004 (the Act)

[ ]  the applicant or BCA formally transfers any or all of its functions under section 233 or 244 of the Act to another BCA

[ ]  the applicant or BCA outsources a significant portion of its functions under section 213 of the Act to another BCA

[ ]  the applicant or BCA accepts a significant portion of another BCA’s functions under section 213 of the Act

[ ]  a material change of policies, procedures or systems occurs

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

#### Additional notification requirements for BCAs not part of a territorial or regional authority

#### A private organisation or person that is accredited and registered (private BCA) must ensure that MBIE and the accreditation body are also notified of:

[ ]  any professional misconduct of the BCA or its management (including conduct that may give rise to a professional misconduct action being taken by a professional association)

[ ]  a civil claim being made against the building consent authority or its management in relation to contract or tort

[ ]  a conviction of, or pending proceedings against, the building consent authority or its management, in New Zealand or in another country, for a:

* + crime involving dishonesty
	+ building control offence.

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

[The regulation 6A regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6a-notification-requirements/) provides further information.

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

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