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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.***