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# BCA accreditation scheme checklist

## Regulation 7(2)(d)(ii) and (iii): assessing and allocating applications

### Minimum criteria for accreditation against Regulations 7(2)(d)(ii) and (iii)

#### Assessing and allocating consents

The BCA assesses the content of a building consent application to:

classify the application using the work classification framework required by regulation 9

allocate the application to one or more competent employee or contractor

NB – where a self-allocation process is used, ensure there is a record confirming the work is within the employees competency.

identify if technical leadership or specialist expertise may be required

decide whether to provide a copy to Fire and Emergency New Zealand (FENZ)

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

[Regulation 7(2)(d)(ii) and (iii) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/assess-applications-allocate-process/) provides more information.

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

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