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# BCA accreditation scheme checklist

## Regulation 8: Ensuring enough employees and contractors

### Minimum criteria for accreditation against regulation 8

#### Forecasting workflow

The BCA undertakes an annual planning exercise that includes identifying and recording:

[ ]  the volume of building control work it has processed, inspected and approved over the past two years, identifying any obvious peaks and/or fluctuations, and any seasonal or other patterns

[ ]  the volume of building control work, if any, it has agreed to undertake on behalf of another BCA (for which it must also have capacity and capability)

[ ]  known pressures impacting the performance of its building control functions such as limited access to technical leadership or specialist technical resources (at any particular time, or for any particular reason)

[ ]  any known internal or external factors that might influence the volume of building control work, such as new internal systems, the impact of environmental events and/or interest rates, and the month in which the factor/s may have an influence

[ ]  the consenting, inspection and compliance work it forecasts it will undertake using the BCAs nominated  [competency assessment system](http://www.building.govt.nz/bca-competency-assessment-system-update) assessment levels eg NCAS

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#### Identifying capacity and capability needs

The BCA undertakes an annual planning exercise that includes identifying and recording:

[ ]  total number of full-time equivalent staff it anticipates it needs (capacity)

[ ]  number of full-time equivalent staff needed at each level of competency (capability)

[ ]  technical leadership or specialist experts it reasonably expects to need

[ ]  where there are capacity and capability gaps

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#### Fulfilling capacity and capability gaps

[ ]  The BCA actively works to fill any capacity and capability gaps

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[Regulation 8 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/8-ensure-enough-employees-contractors/) provides further information.

#### Of note:

A BCA does not need to meet these requirements for any building control functions performed by another BCA using the other BCA’s policies, procedures and systems under an arrangement or transfer. It does need to include any building control functions it is performing on behalf of another BCA.

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

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