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# BCA accreditation scheme checklist

## Regulation 9: Allocating work to competent employees or contractors

### Minimum criteria for accreditation against regulation 9

#### Classifying building control work

The BCA classifies all building control work consistently with the National BCA competency assessment system assessment levels (NB – it is not yet mandatory to use NCAS. The current test is that the classification system for building work matches up to the defined competency assessment system used for employees and contractors)

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#### Allocating building control work to competent employees and/or contractors

The BCA allocates work to competent or supervised employees and contractors

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[Regulation 9 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/9-allocate-work-competent-employees-contractors/) provides further information.

#### Of note:

The following activities are not subject to the requirements of regulation 9:

* receiving and accepting building consent or code compliance certificate applications
* checking building consent applications to ensure that they contain all the required information
* classifying work according to the BCA’s classification framework
* allocating applications or inspection appointments to competent employees or contractors
* accepting and making inspection bookings
* printing and sending consents or code compliance certificates to applicants or owners.

Where the work is performed by another BCA, it is sufficient for the primary BCA to simply record the name of the BCA, not the individual staff member performing the building control function.

Ev**idence of Policy/Procedure/System being completely and effectively implemented**

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