

BCA Accreditation

A Quick Reference Guide



A person wearing a light blue button-down shirt and a blue lanyard is using a white stylus to interact with a rugged tablet. The tablet screen displays a software interface with various data fields, including a table with green and yellow rows. The person is holding the tablet with their left hand and the stylus with their right hand. The background is dark and out of focus.

The smartest route
to **BCA** accreditation.

Follow the **ABC**.

A. Business as usual

These day-to-day functions will help you to perform your building control functions and enable you to maintain accreditation.

POLICIES, PROCEDURES AND SYSTEMS (REG 5)

Ensure your policies, procedures and systems are suitable and available in hard copy or electronic versions. You need evidence to show they are consistently and effectively implemented, are written in appropriate detail and readily accessible.

MAKING AND RECORDING DECISIONS (REG 6)

Check decisions relating to your policies, procedures and systems are recorded.

NOTIFICATIONS (REG 6A)

Requires you to notify MBIE and IANZ about changes that could impact on your ability to retain accreditation.

BUILDING CONTROL FUNCTIONS (REG 7)

Make sure you have policies, procedures and systems for the primary functions relating to your outputs, eg consumer information, receiving and processing applications, inspecting building work, certifying the completed work and other BCA functions. It ensures appropriate quality and consistent decisions are made by a competent workforce.

ALLOCATING WORK (REG 9)

Confirm all work is allocated to staff or contractors who are competent to do the work.

TRAINING (REG 11)

Ensure any employees doing technical jobs can maintain their skills and knowledge, and you can monitor progress against a training plan. The training undertaken should link to your resource planning and competency assessment records.

CONTRACTORS (REG 12)

Make sure any contractors performing building control functions by doing a technical job have competent and qualified people to perform those functions.

TECHNICAL LEADERSHIP (REG 13)

Ensure decisions are made with technical accuracy, by having a system with powers and authorities granted to nominated technical leaders.

RESOURCES (REG 14)

Confirm you have all the necessary resources, facilities and technical equipment required to perform the building control functions effectively.

ORGANISATIONAL RECORDS (REG 15)

Requires you to maintain a record of the organisational structure showing powers, authorities, roles, and responsibilities granted to staff and contractors.

FILING CONSENTS (REG 16)

Confirm there is a system for secure storage and retrieval of all appropriate information relating to building consents.

ASSURING QUALITY (REG 17)

Ensure the quality assurance and continuous improvement system is operational and covers all building control functions. You need to have the ability to implement appropriate changes effectively.

QUALIFICATIONS (REG 18)

Check all BCA employees and contractors doing technical jobs either have or are working towards an appropriate specified NZ qualification, or an appropriate foreign qualification.

B. Annual review

These requirements need to be undertaken annually (or more frequently). They would generally be undertaken by the BCA manager in association with people who have delegated authority to make decisions about the cost of implementation.

RESOURCES (REG 8)

Make sure you have sufficient staff and contractors to perform your building control functions – forecasting your future workflow.

COMPETENCY ASSESSMENT (REG 10)

Requires you to assess the competency of all employees performing building control functions. This system is linked to the training needs, forecast workflow and capacity and capability map. Each BCO should collect evidence of their competencies ready for the assessor to review and record their decision.

TRAINING (REG 11)

Confirm training needs assessments are undertaken for both the organisation and each individual, and documented in a training plan.

CONTRACTORS (REG 12)

Make sure you complete an annual assessment of the competency of all contractors performing building control functions. The contractor needs to provide appropriate information to enable you to make a decision about their competency and performance.

INTERNAL AUDITS (REG 17)

Requires an internal audit of each of your building control functions and each regulation. You can do this by engaging an external qualified auditor or setting up an internal audit system.

C. Assessment

Completing your business as usual functions and annual reviews means your two-year assessment should run more smoothly.

PLAN FOR EFFICIENT ASSESSMENT

Engage with IANZ early about ways to minimise the time and cost required for the assessment. Identify policies and procedures shared across any cluster groupings.

COMPILE INFORMATION

Send copies of your policies, procedures and systems to IANZ prior to your assessment. Consider methods for IANZ to easily verify your findings for internal audits, continuous improvements, and guidance checklist comparisons.

DURING ASSESSMENT

Ensure good access to computer systems, records and staff. Discuss level of advisory information required in person and in report. Have regular updates throughout assessment. Agree on any identified non-compliances early, rather than needing to get more evidence.

POST ASSESSMENT

Respond to non-compliance notices within the required timeframes. Provide feedback to MBIE on any suggested system improvements.

This is a quick reference guide only.

The full guidance tool covering the detail required under each regulation is available at building.govt.nz/bca



For more information about the building process go to **[building.govt.nz](https://www.building.govt.nz)**

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