

## Regulation 7(2)(e) – Planning, performing, and managing inspections

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### MBIE's guidance on meeting the accreditation requirement

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Regulation 7(2)(e) of the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the Regulations) must be read in conjunction with regulations 5 and 6.

The policies and procedures required by regulation 7 must be written and/or electronic, and appropriate for purpose.

A building consent authority (BCA) must ensure that the policies, procedures and system required by regulation 7 are consistently and effectively implemented. BCAs must ensure they record the decisions they make under regulation 7, including the reasons for the decisions, as well as the outcomes.

[Checklist for regulation 7\(2\)\(e\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/checklists/) (<https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/checklists/>) outlines the minimum criteria for compliance with this sub-clause.

There are no legislative requirements for a BCA to undertake an inspection, and no timeframes within which they must be undertaken. Inspections may be undertaken to support a BCA making a decision about the code compliance of building work under section 94 of the Building Act 2004 (the Act). Regulation 7(2)(e) requires a BCA's policies and procedures to cover how it plans, performs and manages the inspections it chooses to undertake.

A BCA's process for inspecting building work must include:

- a description of the standard inspection types undertaken by the BCA
- a description of the building work to be assessed for each standard inspection type
- how the building work may be inspected for each standard inspection type
- how any inspections outside the standard inspection types are identified and delivered, eg strawbale construction, site meetings
- how inspections may be requested, received and recorded in the BCA
- how inspections will be scheduled and allocated to competent employees or contractors
- how the inspection is recorded, including the matters that must be recorded and may be recorded
- how work that varies from the consent is dealt with
- how work that does not comply with the Building Code is dealt with
- how work that does not comply with the consent is dealt with
- how the outcomes of inspections are communicated to an applicant and owner
- how any outstanding matters arising from a consent are requested, received, recorded and communicated, eg PS4 from a chartered professional engineer.

You can read the following on the Legislation website:

- [The Building Act 2004](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html) (<http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>)
- [The Building Code \(Schedule 1 of the Building Regulations 1992\)](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM162576) (<http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM162576>)

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