

1000

Hot Tips for IQPs

By Rosemary Killip



INTRODUCTION

Welcome to 100 Hot Tips for Independent Qualified Persons (IQPs).

Written by specialist trainer in compliance for the building industry, Rosemary Killip. Rosemary has taken her 15 years of experiences, conversations with council staff, IQPs and government officials, and packaged them up into tips and ideas for your company.

The focus is on helping IQPs to work better with councils to ensure maximum outcomes for the owners with minimum headaches for everyone involved.



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1 Jargon

Know Building Control jargon related to IQP work:

- CCC - Code Compliance Certificate
- CS - Compliance Schedule
- CSS - Compliance Schedule Statement
- 12A - Form 12A Certificate of compliance with inspection, maintenance, and reporting procedures
- BWOF - Building warrant of fitness
- NTF - Notice to Fix
- IQP - Independent Qualified person
- BCA - Building Consent Authority
- TA - Territorial Authority
- DBH - Department of Building and Housing

2 Years of Records

How long should building owners keep log books and IQP reports, test certificates, etc?

The minimum length is the previous two (2) years of records. It is wise for the IQP to keep an additional set.

3 Accuracy

Compliance Schedules have been around a while – we know this. Some of the early 1992 ones were written in haste and accuracy was an issue. However, there was always the opportunity for IQPs to advise their clients (owners), who in turn could have asked the council to amend the Compliance Schedule.

These days there are formal processes for amending Compliance Schedules and it costs money to do so. Try the informal approach first.

4 Aligning Dates

The dating issue of 12As and BWOFs is problematic but what the Building Act requires.

The law requires the 12A date of issue to be aligned to the relevant Compliance Schedule issue date which leaves IQPS in the situation of interpreting from a standard (e.g. sprinkler or alarm standard) how many inspections are required or what type during the course of the year.

This would suggest that the 12A is signed close to the CS anniversary date. The inspections can be done throughout the year and dated on inspectors records kept separately in manuals and log books etc.

5 Age of Installation

The Building Act 2004 and its predecessor requires checks of certain life safety systems in buildings to be done to ensure their continued safe operation. This means that the checks are done to the age of the installation of the system, and does not allow for upgrading systems (which are building consented items anyway). It means the IQP checks to the standard of the day be it 1970s, 1980s, 1990s or beyond in either direction. If no one knows what standard was used when a system was installed then a professional judgement call has to be made and agreed to by all the parties involved.

It can be confusing for an IQP so it is important to be at the same starting point as the Council and the clients when pricing and performing the required checks.

6 Alternative Solutions

Since 1 July 1992 designers (incl Fire engineers, HVAC suppliers, etc) have been able to submit specific designs, or as they are known “alternative solutions”. These design and installation solutions are “alternative” to the standard one you might expect to see installed. IQPs need to watch out for these alternative solutions. Checking ongoing compliance may be to a different standard than you would expect.

How would you know? – See if the Compliance Schedule specifically refers to this. If not you will need to have confirmed what was specifically consented and installed and have the compliance schedule changed to reflect this.

7 Autodoors

Under the old Building Act 1991 autodoors related to a means of escape sometimes ended up under CS2 or “B” Automatic fire doors, CS 10 “J” Other mechanical systems or under CS 13 “means of escape from fire”.

They now (under the Specified Systems Regulations) have a category all of their own: SS3 Electromagnetic or automatic doors or windows, which has a much broader meaning.

The upshot of this is that there are potentially more doors to inspect compared with what you used to. This may also mean that some buildings (which never had a CS before) suddenly do because the autodoor is a separate item which now needs to be serviced and maintained by the BWOF -12A system.

So, watch out for this and talk to your local Council about any doors or situations you find which need recoding on the CS info at Council.

8 BCAs / TAs

In the language of the Building Act the Building Consent Authority issues a Compliance Schedule when the building is first built.

Subsequent changes to the compliance schedule where no construction is taking place will be made under the jurisdiction of the Territorial Authority.

If a building is undergoing an alteration it will be involved in two processes – a building consent with the Building Consent Authority and an amended Compliance Schedule with the Territorial Authority.

9 Building Consents

The installation of a brand new specified system needs a building consent.

You can lawfully repair and maintain a specified system without consent.

However if you completely or substantially replace a specified system the owner will need to take out a consent and also address section 112 (Alternations to existing buildings) of the Building Act with regards to accessibility and means of escape from fire.

For more information read Schedule 1 of the Building Act 2004 re what does not need a building consent.

10 Building Act 1991

If you need to dig into history and look at an old copy of the Building Act 1991, there is now not a PDF full version of the Building Act 1991 you can access section by section by going to the following link:

<http://gpacts.knowledge-basket.co.nz/gpacts/public/text/1991/an/150.html>

11 BWOFS Audits

Councils have the power (under BACT04) to conduct and charge for BWOFS audits.

Typically these audits show up:

- Incomplete documentation
- Change of owner /tenant
- Change of IQP since last time
- Systems in the building not on the Compliance Schedule
- Systems on the Compliance Schedule which are not in the building!

All these matters need to be addressed and have an impact on the BWOFS.

Some Councils are doing 100% audits, some only for at-risk buildings, and others for particular purpose groups (e.g. sleeping accommodation, pubs and the like). Find out what your local Council is doing now or intends to do in the coming year...

12 Certifying

It is important to remember that the Form12A that is signed by the IQP is a regulatory Certificate of compliance with inspection, maintenance, and reporting procedures (as spelt out in the Compliance Schedule). Complete the circle by knowing what the Compliance Schedule requires.

13 Certificate for Public Use

A building open to the public has special requirements. If building work is in progress and a final Code Compliance Certificate not obtained there is usually no Compliance Schedule either.

The law says the council only issues a CS when the CCC is issued. A prudent Council would issue a draft CS knowing what systems are already active in the building. As an IQP be careful to scope your 12A for what to covers and what it does not in these situations. EG. Type x alarm in west wing only (East wing under building consent)

14 Changing CS

Compliance Schedules are changing. Some old ones are being amended with a change to the systems listed for checking.

Watch out!! It could be embarrassing if your client finds out from the Council that these checks, Form 12As, and associated fee and charges have been unnecessary over the past 12 months.

Importantly refer to the **CURRENT** and **RELEVANT** Compliance Schedule for the building to ensure you are doing what the Council requires.

15 Compliance Manual

Nothing in the Building Act 2004 requires such a beastie as a “Compliance Manual”

Section 110B requires records to be kept together with the Compliance Schedule.

The Council should have specified on the Compliance Schedule where it should be kept (e.g. onsite or in the registered company office, etc).

Therefore logic would suggest keep it in that same place.

A folder is a good place to put stuff in or at least have a document which maps where all the records are kept (if some hard copy, some online) then a map showing where everything is a great tool for everyone concerned.

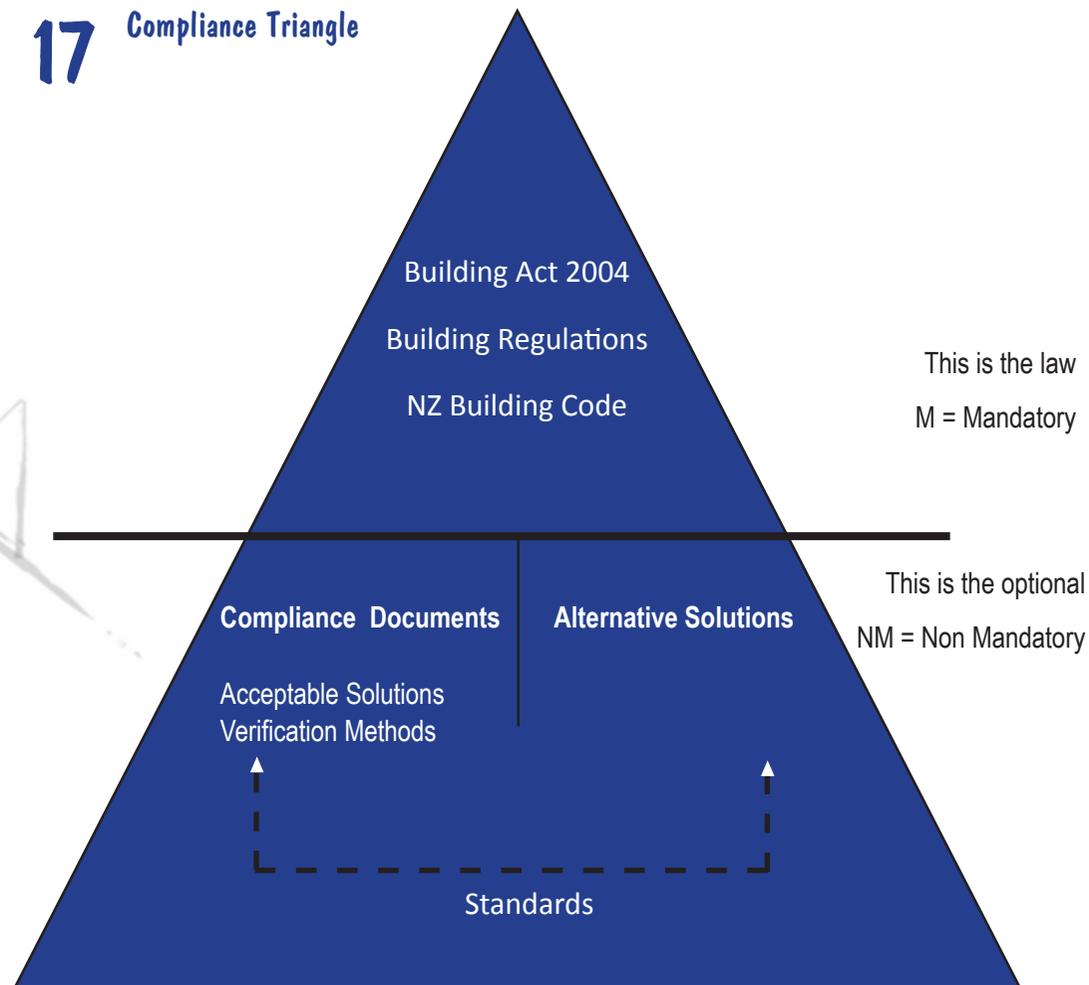
16 Converting CS Checks

Compliance Schedules (CS) contain the relevant list of specified systems (SS) and the performance standards they must meet. However, despite what the law says, many CS have options in them which are very general. For example it may say something like: this SS must be maintained in accordance with NZSX, ASx, the manufacturers specifications or the designers recommendations.

It is then left up to the IQPs professional training and judgement to decide which method is the right one and then run with it.

Make sure you include a copy of works so the client and all staff and the Council are on the same page. Convert what the CS says into checklists and scoping statements.

17 Compliance Triangle



18 Copying the 12A

The law requires one copy of the 12A to be given to the owner and the owner then makes another copy to give the Council (along with the BWOF). The IQP is wise to keep a third copy.

19 Council "Issued" BWOFF

It is normal business practice for someone writing a letter or sending an invoice it to "issue" it on the original companies letterhead.

Some Councils produce the BWOFF blank template on Council letterhead. This is then sent to building owners to fill in and return one and display a copy.

Some owners receiving this document think that the Council "issues" the BWOFF even though the owner is signing. This is presumed because it is usual business practice to issue something on one's own letterhead.

Nevertheless, the owner signs it and is still responsible for it.

20 CS Detail

The current CS Handbook assumes that the Council will write the name and the date of the standard in the CS and then you as IQPs have copies of those standards in your offices (vans) etc. If that's not the case then certainly the CS will need to be more detailed to allow IQPs to read what is to be done in one place.

21 CS and CCC

The Building Act 2004 requires that a compliance schedule be issued with a code compliance certificate.

Where there are staged consents, this means that the compliance schedule will be issued with the first code compliance certificate that is issued for the project.

Subsequently, amendments to the compliance schedule can be made if future consents add new specified systems or alter the existing systems.

22^{CSS}

When a new Compliance Schedule is issued, what else is issued with it?

A Compliance Schedule Statement. This is then to be hung on the wall for the first 12 months of the building's life.

23 Daily Checks

Check out the Compliance Schedule Handbook, inspections for CS, and CL are required daily. Therefore daily inspections sheets may be required. However it is possible a monthly summary would suffice.

24 Dangerous Systems

If the IQP finds him or herself with a specified system that is dangerous, what do you do? Quite simply inform your client, the owner and hand over to the proper authority to action the Council. The Council has powers under the Building Act to take further enforcement action. And it would be negligent for the IQP to know of this serious situation and do nothing...

The challenge for the IQP is that the 12A process will go on hold until the dangerous situation is fixed. You will need to liaise closely with the owner, agent and Council to see what you can and cannot do on a site whilst this situation exists.

The good news is the IQP may be part of the solution.

25 DBH

Who produces the guidance compliance schedule documents?

The Department of Building and Housing has produced some guidance and sample Compliance Schedules but there is no standard regulatory format. Each Council has its own.

26 Emergency Response

The real test of whether the BWOFF – 12A process is working or not is during a crisis.

This is the real test of whether the 12As issued incorrectly or not!

Let's not get too complacent about building systems just because we haven't had a major incident in a while.

27 Fire Extinguishers

Fire extinguishers are not required to be on a Compliance Schedule and therefore not 12A checked.

The old section 44 (5 d) of the Building Act 1991 always did say (d) Hand-held hose reels for fire fighting;

Not fire extinguishers.

28 Following Standards

As we know many Compliance Schedules refer to a particular standard. E.g. NZS4512, or NZS4541. When is the last time you checked back on the document and referred to all the maintenance information. Can you do all of those tests and inspections? Have you done all of those tests? Will the next IQP do the same?

Can the Standard be actually followed in practice to the detail required? Or are there items that are missed out?

29 Full Compliance

The statement of full compliance on a 12A form is that...

"inspection, maintenance, and reporting procedures of the compliance schedule have been **fully complied** with during the 12 months prior to the date stated below in relation to the following specified system/s.."

30 Get A Copy

Have you got a copy of the Compliance schedule?

If it has been lost, misplaced or no one knows where it is... get a copy so you know what checks are required to be done.

31 Get Covered

If the compliance schedule is wrong get it changed. Get the legal cover... of having a formally issued document from the Council which accurately describes the specified systems in the building and the inspection, testing and maintenance regime.

32 Getting The CS Right

This important document (the CS) issued by Council is supposed to be the guiding work document of IQPs. So why don't IQPS refer to it as often as we should? Many IQPs complain that the CS does not reflect accurately what's in the building.

The Compliance Schedule Handbook (like its predecessor the NZ Building Code Handbook) was supposed to be a reference tool not a template for CS.

33 History Lesson

Facts:

- Before the Building Act 1991 there was no legal requirement for Building Warrants of Fitness or Compliance Schedules.
- Owners have had the responsibility to issue Building WOFs under the BAct 1991 and the BAct 2004
- Compliance Schedules have been legally required since 1 July 1993.

- The Government department looking after this area is the Department of Building and Housing. Previously it was the Building Industry Authority
- IQP approvals are still made under the rules of the Building Act 1991.
- The Compliance Documents used to be called the Approved Documents.

34 IQP Registration

Can a territorial authority insist that the owner notes the relevant IQP registration number(s) on a building warrant of fitness?

The DBH in its publication, *FAQs for IQPs* provides the following answer:

This practice is not a requirement of the Building Act 2004. This means that while a territorial authority may encourage this approach, it cannot lawfully insist upon it.

Councils tell me that it is helpful when they are doing their admin check of Form 12As if they are returned with the annual BWOFF. I am told it speeds up the process for the clerk who double checks that the right IQP has been used for the right system.

So, you may be helpful yourself and your building owners by provided this little bit of detail to the TA.

35 Infringements

Infringements or Instant Fines

Councils could from 1 July 2008 use instant fines under the Building (Infringement Offences, Fees, and Forms) Regulations 2007 relating to BWOF matters such as:

Failing to comply with the requirement to obtain a compliance schedule
\$250

Failing to display a building warrant of fitness required to be displayed
\$250

Displaying a false or misleading building warrant of fitness
\$1,000

Displaying a building warrant of fitness other than in accordance with section 108
\$1,000

There are others that relate to the use of the building and failure to comply with a notice to fix, etc.

36 Inspection Skills

IQPs must “inspect” specified systems. But what does that inspection entail?

Obviously a defined maintenance and inspection regime as set out in manufacturer’s literature or in standards is helpful. But when in doubt write down the process you use so you and others can follow it.

37 Insurance

Do you hold public liability insurance? It is relatively cheap and easy to get.

Then when it comes to professional indemnity insurance the minute you say “building industry” and “inspection” in the same sentence you are in for a few more \$\$\$.

While it is good business practice to manage your risk in this way it is a commercial decision not a technical one.

38 Installer and IQP

Sometimes the IQP is also the installer. The benefit is that the IQP knows exactly what the system is about as their company or they themselves installed it.

But the installer role is totally separate from the IQP role and should not be confused.

39 Interface Testing

Compliance Schedules tend to drive IQPs to just do their own job. Many systems are linked to other systems (particularly fire alarms). So it makes sense that these tests would be done simultaneously. Watch out for more interface testing requirements written into Compliance Schedules.

40 IQP Rego Number

The IQP rego number is important as most TA require it to be placed on the 12A.form. That way they can easily check whether you have the right approvals for the systems you have signed off.

41 Starting Point

The IQP's starting point should be a new building that is Code compliant to start with.

If there is any system which does not work (and it's brand new) the IQP needs to work this through with the owner and the Council (and of course the original installer) before you can go anywhere near 12A territory...

42 Issuing a 12A

Instead of signing a 12A some people choose to review the work of others via reports and then sign a 12A.

The maintenance company is required to check the system and do any maintenance work required. This firm then issues and signs an annual report for each system.

When all annual reports are reviewed and approved as complying with the compliance schedule requirements the 12A certificate is issued for the systems.

43 Jigsaw

If any piece of that jigsaw puzzle missing, there is potential for the 12A not to be issued.

44 Keeping An Eye Out

The Compliance Schedule part of the process is often overlooked in the rush of more "important" items when a firm shifts into a new building.

The emergency warning/security interface does not work as planned (or the planning was left to the security company).

Part of the emergency lights don't work.

There are no evacuation notices (in place or thought of).

Exit and access signage is lacking.

So advise your clients to keep an eye out for these items or maybe you could walk through first...

45 Keeping It Together

Keep all your paperwork together:

- Reports
- Certificates
- Test information
- Defect notices
- 12A forms

The Council only needs to see the 12A but if you cannot issue that document they will want more...

46 Keeping Log Books

If you are engaged to do monthly or quarterly checks in a building, this is an opportune time to keep the tenants or owners on track with their own recording.

A simple question: how are your daily / other checks going?

Or as you are writing in your own checks you could thumb through the manual, notebook or whatever record system is being used. You can immediately see whether they are keeping pace or not and use it as a handy reminder.

47 Key Management Plan

Any building management plan (or key management plan) must be approved by the building consent authority. The plan must ensure that all escape route doors are unlocked when anybody is lawfully in the building. This does not prevent owners, for security purposes, locking escape route doors when the building is unoccupied.

There are some helpful notes under the DBH Compliance Document C/ AS1 Fire Safety on this matter (look up section 3.17.2)

48 Lift Notices

In the past it was a requirement for lifts to display notices.

This has not been a requirement under the Building Act but some companies continued the practice in accordance with old standards.

The message usually goes something like this:

'It is not a requirement under the Building Act 2004 to display a lift certificate. Please refer to the Building Warrant of Fitness displayed in the foyer.'

49 Location of Systems

A few Compliance Schedules note the location of specified systems such as backflow preventers. It is good practice to note for yourself the model, type, number, and location. Draw it if its easier.

50 Mandatory Maintenance

Compliance Schedule IQP checks are compulsory maintenance. There are some systems which are under service contracts and have scheduled maintenance regimes (such as sprinklers and alarms). Then there are other areas such as the old access checks which are more towards the housekeeping spectrum.

There are a heap of other systems and elements within a building which are not part of the compliance schedule regime but do need maintenance.

51 Maintenance

We all know that Compliance Schedules are supposed to specify the maintenance requirements for each system.

But is maintenance a "process" or an "end point"?

Is your view changed because of the requirement to issue a Form 12A which requires an end point? 'Inspections and maintenance has been fully complied with for the previous 12 months'.

52 Making It Safe

Section 41 of the Building Act allows for urgent work to be done on a specified system to make it safe. This can be done without a building consent.

The client can then apply for a Certificate of Acceptance from the Council for the work using any information, photos, producer statement or commission certificates that you may produce.

53 Making The Call

When it comes to signing off 12As who makes the call to say its good to go?

The IQP signatory is the obvious answer. This is the person carries the weight of this decision after considering all the facts.

So in an ideal situation all the facts may contain:

- All monthly inspections done and recorded
- Inspection sheets identified defects and when remedied
- Maintenance service sheets recording all maintenance events to do with the system

And so on.

54 Manageable Risk

Paper records missing?

- System with minor defects but purchase order in hand
- System with major defects but purchase order in hand
- System with minor defects with owner saying get lost
- System with major defects with owner saying get lost

There is nothing explicit in the Building Act requiring the IQP to do these situations into the Council. It is also prudent for the Council to read between the lines of the missing 12A to see what might be the problem. It is a duty of care professionally for the IQP to do or say something firstly to the owner and in more serious situations to the Council.

55 Monthly Checks

In a number of places compliance schedules refer to the frequency of inspections. Often, the owner is allowed to do some of daily, or monthly, less technical checks on the basis that at least the IQP will be coming in to do the annual.

However, if we are talking monthly checks, does that mean there are 13 checks? I think its sensible to run one of the owner monthly checks into the IQP annual and make it 12 checks in total.

56 Most Difficult Check

Obviously conducting more rigorous annual inspections some months prior to the expiry date to allow for sufficient time for remedying of defects is a practical necessity. Then follow up double checking or visual inspections (if necessary and required by the CS) in the months leading up to the expiry date.

57 Moving the CS

Don't move the CS document off-site unless the Council agrees. Take a duplicate instead. Ask owner to advise you of they get any amendments.

58 No Set Audit

There is no set timeframe any where in the Building Act for Councils to do physical onsite auditing of BWOFs in buildings.

Here are some different approaches Councils take:

5% per annum

10% per annum

100% per annum

Once every 3 years

Upon complaint

Upon non-return of a BWOF

None at all

59 Non-12As

Non-12As or letters in lieu are not explicitly provided for in the Building Act. There is no set format and there are differing opinion on whether Councils will accept them or dig for more information to see in just what state the specified system is in.

60 Other Agencies

Did you know that other agencies like the NZ Fire Service, the Ministry of Health, Education Authorities, etc also check for BWOFs?

I have seen audit criteria for the physical resources provided which ask the specific question

“Does the establishment have a current building warrant of fitness.”

Now this can be a motivating factor for the owner/occupier, or it can lead to producing the BWOF (despite not having completing all the 12A).

61 Owner's Agent

If you act as an agent for the owner (in dealing with the Council or signing the BWOF) you are wearing a totally different hat. You take on more responsibilities than that of an IQP.

62 Owners' Checks

The common understanding is that the more simple and observational the check is then the owner can do it. Otherwise anything technical is left up to the IQP. It really depends on the building and the system. In, say, a school with a full-time caretaker (who may have a mechanical or at least technical background) you may be very happy for owners checks to be done by that person. In the hospitality industry where there may be no technical staff on staff you may not feel as comfortable with it.

63 Perceptions

Take care with your good name. Some IQP reports and 12As have ended up copied and sent into Council without you ever being involved in the building!

64 Performance Standard

The performance standard is referenced in the Compliance Schedule.

Some Councils add in the relevant NZ Building Code clause, others put in direct reference to a Standard.

65 Pool Fences

Many accommodation buildings with swimming pools have compliance schedules issued under the Building Act 1991 which included the need to check the “safety barrier” of the swimming pool fence. Residential swimming pools were left up to the Council to audit and inspect under the Fencing of Swimming Pools Act 1987.

66 Producer Statements

The phrase “producer statements” does not appear anywhere in the Building Act 2004. Most commercial systems are installed on the recommendation of a designer (who may have issued a PS1) and once completed the building is given a CCC based on a PS3 from the installer. So producer statements seem to be alive and well in the commercial building arena.

67 Questions To Ask

- Where is the Compliance Schedule?
- Who is the person at Council who issues the Compliance Schedule?
- What specified systems are on the Compliance Schedule?
- What numbering / lettering system is being used to describe the specified systems?
- Do I get an infringement notice when something goes wrong?

68 Raising The Bar

Signing a 12A has also lifted the bar within the IQP sector.

Deciding whether the IQP or staff are prepared to sign off the system has put accountability back onto the IQP. Fundamentally the technical question remains the same as it always was: Has the system been inspected, tested and maintenance in accordance with the Compliance Schedule? Issuing a 12A says YES it has.

69 Regulations

In what piece of legislation do you find the list of specified systems or features in a building?

Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005.

70 Regulatory Forms

- Form 10 - Compliance Schedule statement
- Form 11 - Application for amendment to Compliance Schedule
- Form 12 - Warrant of Fitness
- Form 12A - Certificate of compliance with inspection, maintenance, and reporting procedures

Building (Forms) Regulations 2004 and (Forms) Amendment Regulations 2005, and (Forms) Amendment Regulations No 2, 2005

71 Reminder Letters

Most Councils send out reminder letters to building owners about the BWOF annual cycle. There is nothing stopping you from doing it too. But try it a year ahead.... This gives them 12 months to plan and do the inspection work...

72 Reissuing The CS

Watch out for reissued or amended Compliance Schedules. They may have dropped or added items from the list of things to check.

73 Responsibilities

Have you noticed that the “persons responsible” section of the guidance Compliance Schedules has been removed. That means that owners checks have almost disappeared!! The idea was that each new Compliance Schedule issued under the Building Act 2004 would be customized and specific to the building and the systems within it.

This has meant a lot of cross-referencing directly to a standard or to the installers or designers recommendations for maintenance. Therefore, if the Council has not spelled out who is responsible for what, then we must look up the referenced Standard to see what is actually required of the maintenance regime.

74 Risk Management

There is an interesting trend emerging around managing your business risk.

- On what grounds is your company prepared to issue 12A?
- Can you withhold the 12A if you have not been paid for services?
- Can you be sued by the Council if you issue a 12A incorrectly?

75 Role Of IQP

The official role of the IQP is to inspect, test, maintain and record. Add in educate and assist the owner..

76 Section 44 & 45

There are the references to BWOFs and IQPs in the Building Act 1991. Look these sections up if you need to refer to the past.

77 Starting The Journey

Most commercial systems are installed on the recommendation of a designer (who may have issued a PS1) and given a CCC based on a PS3 given from the installer.

78 Specified System 15

SS 15 as defined in the Specified Systems Regulations describes the relevant features that make up 'means of escape from fire'.

These are:

- Fire separations (as defined in the Building Code)
- Smoke separations (as defined in the Building Code)
- Final exits (as defined in the Building Code)

Although it is mentioned together there is one active system which should be separately checked. That is *Systems for communicating spoken information intended to facilitate evacuation*.

79 SS15 Only

SS15

If a building just has SS15s (other fire systems) in it then it does not need a Compliance Schedule.

The specified systems regulations say that SS15 1-5 only apply if it relates to any or all of the systems or features specified in clauses 1 to 6, 9, and 13.

Under the Building Act 1991 means of escape was only triggered if the building already had an 'active system'.

80 Safety Barriers

Safety barriers need to accommodate provision for preventing children climbing them, where small children will be present on a regular basis, not just from time to time.

For example, the difference between a shopping mall and an area for handling stock.

Reference: F4 Safety from Falling

81 Scoping The Work

For years there has been much debate over what's on/off a HVAC system. This is particularly interesting, given our older style CS have not usually spelt out what is / what is not to be checked.

To scope the work out it is good practice to note:

- The number of systems in the building
- Type of system
- How each system functions - whether it provides fresh air or not.
- Approx age on installation
- Whether it qualifies for CS checks or is just normal facilities maintenance.

82 Service Calls

Service call outs sometimes present a 12A opportunity. Sometimes you are called to premises where you were able to fix the problem but found that no one has maintained the equipment for 12A purposes. This an opportunity to remind the owner that the preventative maintenance or servicing is a Compliance Schedule requirement.

83 Signs

How do you know a sign in a building is missing? Perhaps it was there last year but not now. You could try a writing a scope of work for each building – a stock take of what you have seen, a description of where each sign is, a drawing or photograph. This sets a marker in place for next time.

84 Standards

What kind of library of standards do you keep?

As you are aware the Compliance Schedule must list the performance standards that the specified systems must perform to.

So it is expected that the IQP will keep and know these standards well. Note that you also need historic standards reflecting older buildings.

85 Standards - Not Law

Just a reminder that design, installation and maintenance Standards are not the law related to the Building Act. The Building Act is the law. Systems may be installed to a range of different design solutions and they may have very different maintenance requirements.

86 Standard Templates

Where there is a specific design then more specific info is required to be added to the Compliance Schedule on who, what and how to inspect, test and maintain.

For expediency sake most Councils have issued the standard template CS unless advised otherwise. This is where IQPs come in now by using the Form 11 process to have the CS amended to reflect the truth.

The upshot is the law allows the CS to be changed so make sure it reflects your current practice.

87 Talk To Each Other

A lot of Council staff have been open to being contacted by IQPs and owners agents to try to fix old CS. While the law does provide for processes to be used by all parties, it is heartening to see that good old fashioned communication has not been forgotten

88 The 1st CS

The first Compliance Schedules were written between 1 July 1992 and 1 July 1993.

89 The Right Equipment

IQPs who are approved for a particular system are expected to have all the necessary equipment to do the job. Do you need any special equipment that needs to be hired in?

Make an inventory of what you have and use the good old quality assurance procedures to label it and calibrate what you need to.

90 The Signature

The approved IQP needs to be the signatory of the Form 12A. A pp'd signature won't do!

91 Training Owners

A part of an IQP's role is to assist and advise owners of what they need to do with the more frequent inspection checks.

The IQP must also review and check that this has been done and inspection records are being kept. Regular check-ins, reminders, training sessions will help.

92 Types Of Records

What types of records are kept?

- Compliance Schedule
- Reports
- Log books
- Owner's Manual
- Test certificates
- Surveys
- Inspection certificates

93 Upgrading Systems

If an alteration is not planned and there is no change of use which triggers an alteration then the building does not need to be upgraded.

Here is some Department of Building and Housing advice on this matter: taken from paragraph 1.4 on page 8 of the new CS Handbook released by DBH which says:

“Existing buildings (including their specified systems) are not required to be upgraded to comply with the Building Code unless an alteration, change of use, or certain types of subdivision take place in the building. refer to sections 112A, 115 and 116A of the Building Act.”

94 What An IQP Does

Being an IQP is really interesting as everyone has different expectations of what you do, who you work for and what is covered by your inspection.

Most owners don't realise the “IQP” carries a very specific statutory role under the Building Act. You are there to help the owner either fulfil or meet the requirements specified in the Compliance Schedule.

95 What The CS Says

What Does The Compliance Schedule Tell You To Do?

Have another look at the CS you are working on. Dissect it by taking one specified system at a time and ask yourself:

Inspections - who does the inspections. how often, and to what standard of what era?

Maintenance – who is responsible for maintenance and is this a part of my contract?

Reporting – what level of reporting is required - daily / month logs., annual inspection reports, and what format should these documents be in?

96 What's Behind the 12A

In theory the Council should have no need to see the reports and records behind the 12A unless there is a problem, no 12A could be issued, or they conduct a site visit. The owner is still obliged to keep reports and records with the Compliance Schedule for at least 2 years.

Therefore what underpins the 12A are the series of reports and records, test certificates, etc that comprise the compliance picture? There is no standardised format for the crafting of these reports. But here is some good practice ideas:

- Standard info of building address, CS number, BWOF number if there is one, ID of specified system covered, name and contact details of company, an individual IQP name, signature, plus rego number.
- Name of the type of inspection, frequency and the standard tested to (from the CS).

- Refer to defects (where present).
- Show paper trail (with say signature and date of when the defect was fixed and cleared).
- Any matters referred to owner or council for follow up action

97 Who Does The Testing

Some IQPs physically do the testing themselves.

Some companies have corporate IQP status. It is expected that the named signatories will sign the 12A and the quality management procedures will allow supervision of others doing testing and recording.

The IQP signing the 12A takes full responsibility in either case.

98 What IQPs Write

We know 12As are written by IQPs. Reports under section 110 of the Building Act must also be written by IQPs

But what about a letter instead of a 12A??

Under the Building Act there is nothing mentioned about letters in lieu at all so it is at the discretion of each Council how they handle it.

One would hope that the IQP has checked the system and written a report or a reason why the 12A cannot be issued. Therefore would it give the Council more confidence if they signed the letter also

99 Who Is The Occupant

Who occupies the building and what is the occupier's knowledge of BWOFF system? Maybe you should be talking to them instead of the owner about the detailed daily or monthly checks and what you are looking for when you turn up..

100 Who Signs The 12A

There has been some debate over whether IQPs can sign Form 12As. A staff member working for an IQP does not have the authority to sign the Form 12A. Only the approved IQP for the particular system does.

Corporate IQPs (under the old Building Act 1991 system) would have nominee signatories and they had the authority to act as an IQP on behalf of the company.

Of course under this system we didn't have Form 12As but the theory would apply the same today in that only the authorised company approved nominee IQP could sign the statutory form.

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