

**ACCREDITATION**

**QUESTIONNAIRE**

Building Consent Authority

Accreditation Programme

1. General Information

Information may be provided on separate attachments as necessary.

|  |
| --- |
| * 1. Name of accredited or applicant Organisation.

      * 1. **Please provide a copy of the documented management system** developed to demonstrate compliance with **Regulations 4 – 18** inclusive of the Building (Accreditation of Building Consent Authorities) Regulations 2006.

**Note:** A document cross referencing your documentation against the Regulations is also requested.1.3 **Please provide a copy of your organisation chart** |

1. BCA Activity

|  |
| --- |
| 2.1 Please give the approximate number of the following that have been issued in the last 12 months: Building Consents Res 1 Res 2 Res 3 Com 1 Com 2 Com 3**Note: If you use an alternate set of categories please provide the** **definitions and the number of consents in each category** Code Compliance Certificates  New Compliance Schedules  Notices to Fix (relating to BCA issues) |

1. Staffing

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1 Staff numbers (please record in whole or part FTEs):

|  |  |
| --- | --- |
| Number of Technical FTEs |  |
| Number of Technical FTE vacancies |  |
| Number of Administration FTEs |  |
| Number of Administration FTE vacancies |  |
|  |  |

 |

1. Contractors

|  |
| --- |
| **4.1 Please list contractors and identify what building service they provide.**                               |

1. Records

|  |
| --- |
| **5.1 Please provide the following records:**1. **Copies of your BCA Skills Matrix and competence assessments** for all staff performing building control functions (or a representative sample of competence assessments where you have greater than 10 staff members performing building control functions)
2. **Copies of four to six of your most recently issued Compliance Schedules** (where available). Note that where possible these should be for new construction (to avoid confusion regarding BCA vs. TA functions when updating Compliance Schedules).

**Note: Your assessment confirmation letter will also specify a number of records that you will be required to have available at the time of the entry meeting and at all times during the assessment.** |

1. Authorisation

|  |
| --- |
| 6.1 Please identify the person who completed this submission.Name: Title: Signature: Date:  Please return this submission, along with your Application for Reassessment and required documentation, using the IANZ portal, by email, or using a suitable alternative to:International Accreditation New ZealandPrivate Bag 28908, Remuera, Auckland 1541Email: info@ianz.govt.nz  **Attention:** Adrienne Woollard*Please keep at least one copy of the completed submission for your files and for reference during the assessment of your BCA.* |