

SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

South Island IQP Panel July 2026 Newsletter

**South Island IQP Register – Chairperson’s Report – IQP Panel Meeting held
28/05/2026**

Dear Colleagues,

Since our last update, it has been encouraging to see continued engagement and collaboration across the South Island. I would like to thank members for their ongoing commitment to the Register and for supporting consistency across the industry and Territorial Authorities.

Over the recent period, we have continued to build on these foundations and have established new partnerships with the North Island. This is both timely, given the current direction of central government and a natural progression. I would like to acknowledge and thank those who have contributed their time and expertise to advancing this work and strengthening collaboration with our colleagues across the country.

Looking ahead, our focus remains on ensuring the Register is both effective and future ready. Key priorities for the coming period include:

- Advancing the review of IQP criteria to ensure it remains current and aligned with industry best practice.
- Continuing to refine application processes to improve efficiency, timeliness and consistency.
- Progressing the development of the IQP toolkit to provide practical guidance and resources via the website.
- Strengthening communication and engagement with Territorial Authorities and stakeholders to support alignment and shared understanding.

As always, the success of the Register relies on the collective efforts of our members. Your willingness to engage, provide feedback and contribute to initiatives is critical to our continued progress.

In closing, thank you again for your commitment and support. I look forward to the discussions ahead and to maintaining the strong momentum we have built together.

Thank you



Ryan Cooper

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From the IQP Panel

The Panel have established a Code of Conduct for IQP's along similar lines of the Licensed Building Practitioners.

Submitting evidence of Skills Maintenance – The requirement for Continued Professional Development is coming!

A survey was sent to all IQP's with a valid email address, the majority agreed that a three yearly cycle was fair and achievable.

The requirements for this are still in the development stage, however the evidence of skills maintenance will be required on a **three-year cycle**.

Once every three years some evidence of training will be required to be submitted with your renewal.

Guidance will be drafted as to what forms of learning will be acceptable and it must be relevant to the systems held.

This requirement will come into play later in 2026. If you have any suggestions on what continued professional development could be applicable for each specified system, please feel free to contact Mary - mary.gazzard@timdc.govt.nz

NB: Your IQP renewal will still be annual.

IQP Registration – Suggested Skills Maintenance Guidance

Purpose

The purpose of this document is to provide guidance on the type of training that would be accepted as part of an IQPs ongoing development and acceptance by the SIIQP panel – Continued professional development (CPD) on a 3 yearly basis.

Training

This can include, but not limited to the following:

- On the job training (new systems, training alongside experienced persons)
- In-house specific courses/training
- Conference attendance
- ABC meetings
- Webinars
- Reading material (for example SIIQP newsletters/updates)
- Professional memberships
- Specified system specific course (for example SS7 backflow prevention)
- Maintaining/increasing qualifications voluntarily
- Upskilling (technical leadership, promotions etc)
- Trade certifications (ongoing)
- Supervision/competency records

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Supporting documentation

- Statement (template) - Relevance of training specific to specified system/s that the IQP is registered for.
- Copies of professional memberships
- Course certificates
- Learning record/development log covering the past 3 years

Reminders for IQP's

The Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Act has come into effect as at **26 November 2024** – with a new section 108A inserted - <https://www.legislation.govt.nz/act/public/2024/0049/latest/LMS982093.html>

Submit your 12a's to the BWOF agent

We are receiving several queries from the likes of Argest (as the BWoF agent) about struggling to get the documentation off other IQPs for the systems above.

Once you have completed your inspection, please send your paperwork on to the relevant people quickly (not 3 or 4 months later).

Section 110 Building Act 2004 - Annual Reports

With more Council's carrying BWOF audits it is becoming apparent that these reports are not being completed as required.

While Section 110 states it is the responsibility of the owner to obtain the annual report, most will need education and support on this.

Many owners are already keeping the appropriate records but are not collating into an annual report.

This was also an issue that was raised at the 2023 ABC conference in an audience Q & A session.

Possible solutions

- Make an annual report template as a part of an IQP/BWOF toolkit.
- S-Rad form could be used as a base document for an annual report.
- Make the annual report a part of the BWOF renewal process, and have it submitted with the BWOF annually.
- Continued education of owners and IQP's.
- Develop an annual report template.
- Write compliance schedules that clearly identify the requirement for an annual report and differentiate between an annual report and a form 12a.
- MBIE guidance on this topic would be useful.

See Sample Template attached

In the meantime – please work with your building owners with producing these reports.

NB: For IQP's the annual report is a good tool to report to the owner for ongoing maintenance, upgrades, and replacement of systems. Also reports on what you have done, and what needs to be done. Used well, the annual report could be a godsend if something went wrong.

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Some reminders and important information

110 Owner must obtain reports on compliance schedule

An owner of a building for which a compliance schedule has been issued must—

- (a) obtain annual written reports relating to the inspection, maintenance, and reporting procedures of the compliance schedule signed by each independently qualified person or other person who carried out 1 or more of those procedures; and
- (b) keep those reports, together with the compliance schedule, for a period of 2 years; and
- (c) produce those reports for inspection, when required, by—
 - (i) the territorial authority; and
 - (ii) any person or organisation who or that has the right to inspect the building under any Act; and
- (d) show the location of those reports and the compliance schedule on the building warrant of fitness displayed in accordance with [section 108\(4\)](#).

Compare: 1991 No 150 s 45(3)

Section [110\(a\)](#): amended, on 13 March 2012, by [section 49](#) of the Building Amendment Act 2012 (2012 No 23).

Section [110\(a\)](#): amended, on 15 March 2008, by [section 25](#) of the Building Amendment Act 2008 (2008 No 4).

Note: Inspection and maintenance reports can make up part of the annual written reports. Log books and test certificates are part of the record keeping.

Not all inspections need to be carried out and recorded by an independent qualified person. For example, the daily and monthly inspections of final exits on escape routes can be undertaken by the owner/tenant/contractor/agent – but the annual inspection must be by an independent qualified person.

There is no regulated form for the annual report however, the Building Act states the owner shall obtain annual reports.

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General administration/Reminders

Overdue accounts

Those of you that have accounts which are 90 days or older – **you will be removed from the register.**

Fortunately, there are a very few of you.

You will know who you are as the TDC accounts team will have been chasing you, so please don't email me to ask if you are one for the sake of it.

When paying accounts – please quote the Particulars, Code and Reference, that are written on your invoice.

Please Help me to Help You 😊

Annual Renewal Letter & Code of Conduct

This is sent with your annual renewal invoice – PLEASE - fill it out and return it to me.

Scanning and emailing it is fine. Your renewal will not be processed without it!

No renewal form/signed Code of conduct = no certificate

When you leave a job, change employer, change postal address or are planning to retire, please notify me. I am wasting a lot of time trying to track people, deal with bouncing e-mails, and crediting invoices 😞

B-RaD & S-RaD's

<https://www.building.govt.nz/managing-buildings/managing-your-bwof/inspection-and-maintenance-of-specified-systems>

Reminder – these are for missed inspections – NOT for systems that need repairs.

None of us involved in the Building Industry wish to be in the position of being involved in considering a Building “Dangerous” in event of a fire due to failure of a specified system.

Some Words of Wisdom

Clear documentation of the compliance path of specified systems takes the guess work out of decision of compliance.

Reminders for those applying for additional systems and first-time applicants.

Application form

Please make sure you are applying on the **correct version** of the application form – all IQP forms are available on the Timaru District Council Website.

<https://www.timaru.govt.nz/services/building/independent-qualified-persons>

Applications to become IQP registered: Please take care when completing applications as remember the more **relevant** information the better, therefore facts and supporting documentation is important.

You can provide photographic evidence to support your knowledge, this will clearly demonstrate that you can identify what complies and what doesn't. This information will the reviewer plenty of confidence in an applicant, making the approval decision an easy one.



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Applications were declined for:

- **Detail of Work Experience**

Your work history needs to be **descriptive** and **complete** – remember you are selling your skills and experience to the Panel.

- **References (Quality of) and Lack of.**

Supply references that are **relevant** to the specified systems being supplied for.

A note for those signing references – see note further on

- **Not meeting the set criteria**
- **The page five questions are being poorly answered.**

– refer to the **relevant links** and **legislation** – these are listed on the application form and for quick reference –

Please refer to the Building Act 2004 sections 100-112.

<http://legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html> and the Compliance schedule handbook available here <https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/>

Building (Forms) Regulations 2004 -

<http://www.legislation.govt.nz/regulation/public/2004/0385/latest/whole.html#contents>

NB. Please ensure that you are applying on the **correct version** of the form -

https://www.timaru.govt.nz/_data/assets/pdf_file/0003/19524/Application-form-Acceptance-as-a-South-Island-Independent-Qualified-Person.pdf

If you need a word version of the application form, please email Mary -

mary.gazzard@timdc.govt.nz

Please send applications in by email - E-mail attachments are limited to **15MB**, please use the large file transfer system and follow the **DROP-OFF** instructions at this link: -

<https://files.timaru.govt.nz/>

You are dropping the file(s) off to mary.gazzard@timdc.govt.nz

You have been asked to write a reference.

- **References:** When completing a reference to support an application for SI IQP registration, **please** ensure that it is relevant to the specified system that the person is applying for. Provide actual detail on what and how much you have supervised or worked together.
- **Vagueness** is not doing the applicant any favours and has resulted in either requests for further information or declined applications.
- What has the applicant been doing?
Working under supervision.
Alarm Technician
Along with the company
- **Reference Template** is included with the application form.

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Reminders from the Secretary

Should your accounts team require a **PURCHASE ORDER** number for your invoices – **PLEASE** advise me of this, so I can have this sorted **PRIOR** to an invoice being sent out.

When paying accounts – please quote the **Particulars, Code and Reference**, that are written on your invoice.

I cannot keep your records current and information up to date if I am not kept informed.

Kind Regards

Mary



Mary Gazzard | Compliance Officer Building
South Island IQP Register Secretary

Timaru District Council | PO Box 522 | Timaru 7940
P: 03 687 7468 | W: www.timaru.govt.nz

I am in the office 7.30am to 4.00pm

mary.gazzard@timdc.govt.nz – or iqpenquiry@timdc.govt.nz

South Island IQP - <https://www.timaru.govt.nz/services/building/independent-qualified-person>

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Training opportunities and up-coming events

Update from Future Skills - new courses available

From Steve Bailey – steven.bailey@futureskills.co.nz

Future Skills and the ABC are happy to announce.

Future Skills along with the ABC have got this promotion for the Building Compliance Course leading up to and including the ABC conference.

If registered for the August 2026 intake the fees will be.

Single student \$1500.00 for the full course.

Councils or companies that can have 5 or more students registered the fee is \$1000.00 per student for the full course.

Single enrolled student = \$1500.00

5 or more students enrolled from one company or council = \$1000.00

This promotion is only for students enrolled in 2026 and fees will return to the normal rate in 2027.

Please pass this on to anyone or Council or company you think maybe interested.

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Fire Engineering

<https://www.futureskills.co.nz/programmes/category/Manufacturing-and-Engineering>



Building Means of Escape

Learn all about Building Means of Escape
(Micro-Credential)

DURATION:
10-20 Weeks

FEES:
\$960

NEXT INTAKE:
24 March 2026, part-time, blended online



New Zealand Diploma in Engineering (Fire Engineering) (Level 6)

Gain a vital qualification in fire engineering, so you can advance your career in this field at technician level.

DURATION:
The programme is delivered over 64-80 weeks, with options for full-time and part-time study.

FEES:
\$7,196 per year. For information about Final-Year Fees-Free eligibility, please visit: [Fees Free - IRD](#)

NEXT INTAKE:
24 March 2026, part-time

More to come as we speak with the Compliance industry to find out what we all need to be our best at our jobs.

For more info contact Steve Bailey - steven.bailey@futureskills.co.nz – phone 027 295 6589

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Please check the links below for up-coming training opportunities, some good events are coming up:

Please note – the ABC Conference is in CHRISTCHURCH this year!! 29 & 30 July 2026

<https://abciqp.org.nz/2026-conference-building-confidence-through-competency/>

<https://www.fpanz.org/events/calendar>

<https://www.fpanz.org/events/get-it-right-seminars>

ABC IQP has various events available – both in person and online: -

<https://abciqp.org.nz/whats-on/member-forums/>

<https://abciqp.org.nz/whats-on/webinarsseminars/>

<https://www.abciqp.org.nz/whats-on/workshops-seminars>

<https://www.abciqp.org.nz/training/training-catalogue>

BOINZ also has various training opportunities available.

<https://www.boinz.org.nz/tools/events/list?SECT=education>

Building Networks run several online and face-to face courses -

<https://www.buildingnetworks.co.nz/>

For Facility Managers - <https://www.fmanz.org/learning-and-events/>



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Useful website links -

Association of Building Compliance - <http://www.abciqp.org.nz/>

Back Flow Training info –
WSP

<https://nzetc.wsp.com/w/courses/>

Trade Lab Backflow Refresher Course

<https://courses.tradelab.co/p/refresher-course-iqp-backflow>

Fire Protection Association of NZ - <http://www.fireprotection.org/>

Fire Protection Association Newsletters and FIRENZ Magazines -

<https://www.fpanz.org/docs/newsletters>

Building Officials Institute of New Zealand - <https://www.boinz.org.nz/>

Fire Stop Centre - <http://www.firestopcentre.co.nz>

Building Networks - <https://www.buildingnetworks.co.nz/>

Building Act 2004 sections **100-112**.

<http://legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html> and the

Compliance schedule handbook <https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/>

Building (Forms) Regulations 2004 -

<http://www.legislation.govt.nz/regulation/public/2004/0385/latest/whole.html#contents>

Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations

2005 <http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313977.html>

NZ standards - <https://www.standards.govt.nz/sponsored-standards/building-standards/>

A useful site for Fire Designers and IQP's

Link to Dunedin City Council's Compliance Schedule and BWOFF page: -

<https://www.dunedin.govt.nz/services/building-services/compliance-schedule-and-specified-system-information>

Institution of Fire Engineers – NZ Branch <https://ife.org.nz/>

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SAMPLE ANNUAL REPORT

Annual Written report as per s110 of the Building Act 2004.

Building –
Address –
City/Province -
C/S number –
C/S anniversary date –
BWoF expiry date –
Building owner –
Mailing address –
Contact number -
Contact email –
Site name –
Site contact –
Owner/Agent/IQP responsible for IMR's –

Status of system's

Systems identified as 'C' = Compliant, all systems are fully operational and all IMR's have been completed, and the Compliance Statement (Form 12a) has been issued in accordance with the system/s as listed within the Compliance Schedule.

Systems identified as 'D' = Defective or Non-compliant, neither a Form 12a nor a S-Rad can be issued until all defective items have been rectified as per the performance criteria of the system/s within the Compliance Schedule.

Systems identified as 'I' = Incomplete testing either by Owner or Agent/IQP, testing has been missed during the 12-month period of the anniversary of the Compliance Schedule and that the system is performing without defect, thus a S-Rad can be issued in accordance with M.B.I.E guidelines.

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SAMPLE ANNUAL REPORT

For example: -

SS2 – Emergency Warning system for Fire – Fire Alarm.

- ‘C’ The automatic fire alarm system (Type 4 to NZS4512:1981) has been Inspected, Maintained and Reporting procedures completed (IMR’s) by IQP services Ltd as per the system and the annual survey has been completed without defect during the period 1st January to 31st December, the system conforms to the listed standard (Performance Criteria) within the CS. The system is deemed ‘Compliant’ to NZS 4512:1981 as a Type 4 system.

SS14/2 – System information signage – Fire Alarm Call Points.

- ‘D’ The Specified System information signage located on the Fire call points has faded and requires repair or replacement to meet the performance criteria under NZS4512 (As per Regulation – Building Code F7), the system is deemed ‘defective’, repairs to be undertaken, authorisation is required by the building owner to complete. The system’s IMR procedures have been maintained during the period 1st January to 31st December. The system is ‘Defective’ and requires repair prior to a Form 12a being issued.

SS15/2 – Final Exits.

- ‘I’ The buildings final exit doors (SS15/2) have not been inspected nor reported on by the owner/tenant as per the required performance criteria of the CS. The annual survey by IQP has been completed and the system is free of defects, guidance and education has been provided by IQP services Ltd to allow the owner to maintain all the IMR process for ‘Owner inspections’ under the Compliance Schedule, an S-Rad (Specified System Report and Declaration) document has been issued on this occasion only. The system’s IMR procedures have been maintained during the period 1st January to 31st December.

SS15/4 – Information Intended to Facilitate Evacuation – Evacuation Signage.

- ‘C’ The evacuation signage (SS15/4) has been inspected and reported on by the owner/tenant as per the required performance criteria of the CS. The annual survey by IQP has been completed and the system is free of defects, the Form 12a has been issued for the system. The system’s IMR procedures have been maintained during the period 1st January to 31st December.

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SAMPLE ANNUAL REPORT

Recommendations

Yes/No/N/A

- It was noted that IMR's procedures are maintained via a logbook, IMR's can be maintained in any format, thus can be recorded either electronic or written.

Duty of Care

Yes/No/N/A

- While on site, I noticed the handrail within the rear stairwell was extremely loose and coming away from the wall fixings, I would advise urgent repair as there is potential of a fall from height, though this is not a BWoF item, it is advised as a Duty of Care.

Items not included within this report

Yes/No/N/A

- Due to the nature of the site (Mall), I have (IQP Services Ltd) not conducted any other areas of the site, except for Shop 1 only due to contractual conditions, all other areas by other service provider/s

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SAMPLE ANNUAL REPORT

(Rear of Document)

IMR vs Annual Report advisory

The Inspection, Maintenance & Reporting procedures (Records) – IMR's ~~are bound within the 'Regulations Building Code, Code clauses or Acceptable Solution's performance criteria'~~ of which includes all IMR's by owner, agent or IQP and includes annual survey records/reports by the IQP, IMR's are not an annual report nor a substitution under s110.

The Annual report is a simplistic report intended for the building owner as to advise of the status of the systems for the 12-month period of the renewal date of the Compliance Schedule as maintained by the service provider or IQP, the annual report is provided to the owner under s110 of the Building Act.

s105 Obligations of owner if Compliance Schedule is issued

An owner of a building for which a compliance schedule has been issued must ensure—

- (a) that each of the specified systems stated in the compliance schedule is performing, and will continue to perform, to the performance standards for that system; and
- (b) that the owner provides to the territorial authority an annual building warrant of fitness in accordance with section 108; and
- (c) that the compliance schedule is kept—
 - (i) in the building; or
 - (ii) in another building in the district of the territorial authority; or
 - (iii) in some other place agreed on by the owner and the territorial authority; and
- (d) that the compliance schedule is available for inspection by any person or organisation who or that has a right to inspect the building under any Act; and
- (e) that, for the first 12 months of the period of the compliance schedule, there is displayed publicly in the building so that users of the building can have access to it a statement by the territorial authority in the prescribed form that contains the following information:
 - (i) the specified systems covered by the compliance schedule; and
 - (ii) the place where the compliance schedule is held; and
 - (iii) any other prescribed information.

s108 Annual building warrant of fitness

- (1) An owner of a building for which a compliance schedule has been issued must supply to the territorial authority a building warrant of fitness in accordance with subsection (3)
- (2) The purpose of a building warrant of fitness is to ensure that the specified systems stated in the compliance schedule are performing, and will continue to perform, to the performance standards for those systems that are set out in the relevant building consent.
- (3) The building warrant of fitness must—
 - (a) be supplied on each anniversary of the issue of the compliance schedule; and
 - (b) state that the inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the previous 12 months; and
 - (c) have attached to it all certificates, in the prescribed form, issued by an independently qualified person that, when those certificates are considered together, certify that the inspection, maintenance, and reporting procedures stated in the compliance schedule have been fully complied with during the previous 12 months; and
 - (d) have attached to it any recommendation made by an independently qualified person that the compliance schedule should be amended to ensure that the specified systems stated in the compliance schedule are performing, and will continue to perform, to the performance standards for those systems; and
 - (e) be in the prescribed form; and
 - (f) contain the prescribed information.

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(4) The owner must publicly display a copy of the building warrant of fitness in a place in the building to which users of the building have ready access or, if the compliance schedule relates only to a cable car, publicly display the copy of the building warrant of fitness in or near the cable car.

(5) A person commits an offence if the person—

(aa) fails to supply to the territorial authority the building warrant of fitness in accordance with subsection (1); or

(a) fails to display a building warrant of fitness that is required to be displayed under this section; or

(b) displays a false or misleading building warrant of fitness; or

(c) displays a building warrant of fitness otherwise than in accordance with this section.

(6) A person who commits an offence under this section is liable on conviction, —

(a) in the case of an individual, to a fine not exceeding \$50,000;

(b) in the case of a body corporate, to a fine not exceeding \$150,000.

(7) In subsection (3)(d) and section 108A, a reference to an independently qualified person is a reference to the independently qualified person or independently qualified persons who carried out or supervised the inspection, maintenance, and reporting procedures stated in the compliance schedule during the previous 12 months.

s110 Owner must obtain reports on Compliance Schedule

An owner of a building for which a compliance schedule has been issued must—

(a) obtain annual written reports relating to the inspection, maintenance, and reporting procedures of the compliance schedule signed by each independently qualified person or other person who carried out 1 or more of those procedures; and

(b) keep those reports, together with the compliance schedule, for a period of 2 years; and

(c) produce those reports for inspection, when required, by—

(i) the territorial authority; and

(ii) any person or organisation who or that has the right to inspect the building under any Act; and

(d) show the location of those reports and the compliance schedule on the building warrant of fitness displayed in accordance with section 108(4).