

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 December 2022 Newsletter

Chairpersons Blog

Well, it's been a roller coaster 12 months for all, however thankfully Covid challenges appear to be taking up less of our time and resources- long may that continue.

The panel has been reviewing the criteria for SS2 over this year and are looking at splitting this into 3 subcategories driven by the complexity of some of the new systems we now have. I will keep you informed once a decision has been made and how that impacts the IQP's.

Applications are steady and it's nice to see some new people being approved as I am mindful that we are an aging group generally.

On that note there are some very experienced Council staff on the panel so if any of the smaller Councils have some questions particularly if new to BWOF auditing please feel free to send me an email and we will do our best to assist you.

Additionally, some Councils are not contributing anything to the panel and are just using the register for their own ends which is quite frankly appalling. You risk the panel folding if this continues and have no one to blame but yourselves. I will bring this up with MBIE at the AGM.

The zoom meetings have been trialled all year but while useful do not replace the value of a face-to-face meeting, even if each smaller Council can attend 1 meeting each year would be extremely helpful.

I would like to acknowledge the work that Mary does on behalf of us all for all of the Councils and the IQP's we wouldn't survive without her tireless efforts.

Best wishes to all for the Christmas holidays and please allow yourself some time to relax, refresh and enjoy some family time.

Kind Regards



Greig Wilson
Chairperson SIIQP

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Some reminders and important information

SS 3/2 Access-controlled Doors

- A door that has a security control measure installed on or as part of it, **and** Could trap occupants in a building should it fail to operate as required.

This includes swipe card, proximity sensor, key pad or a delayed egress.

These doors may be interfaced with the Fire Alarm and therefore require end to end testing annually by both the Fire Alarm, and the Access-Controlled Door IQPs.

NOTE 1: Although called Access Control if it is a free handle exiting the door it is not a Compliance Schedule specified system.

Daily inspection when the Building is in use in Crowd Occupancy



*Access Control Doors (**Egress Controlled Doors**) continues to cause Council and Owners a lot of unnecessary grief as Installers continue to complete installations without consultation to the local Council. A lot of the Problem is also caused by the installers not being IQPs. However, as the IQP for the property you should be advising the owner or agent as soon as possible when a new access control device is found on site. Do not assume that someone else has completed the correct procedure. Ask questions – talk to your local BWO Council staff.*

Remember every Specified System requires Council approval to add or remove.

Discuss with your local Council requirements



Fire alarm technician gets 10-months home detention for forgery

The Ministry of Business, Innovation and Employment's Building System Assurance team, dedicated to ensuring compliance and assurance of the building regulatory system, investigated and took Tauranga-based fire alarm technician Craig Raeburn to court on charges of forgery in December 2020.

Director of Pinnacle Fire Protection Limited and a fire technician himself, Mr Raeburn, pleaded guilty to charges relating to issuing 21 forged fire alarm completion certificates for 20 different commercial and community buildings in the Bay of Plenty and Tauranga region. The local councils had issued the Code Compliance Certificates between 2018 and 2020 based on these completion certificates.

Fire alarm systems save lives and keep communities safe, says National Manager Building System Assurance Simon Thomas.

The Building Act 2004 and the New Zealand Standard for fire alarm systems (NZS 4512) require all fire installations to be certified by a third-party accredited inspection body. Mr Raeburn forged the name and details of a third-party inspector, using the letterhead of an accredited inspection company. Both the inspector and the company were unaware of the offending.

A Tauranga District Court Judge sentenced Mr Raeburn to 10-months home detention in December 2021 and ordered him to pay \$16,400 in emotional and economic harm reparations.

"We filed charges under the Crimes Act for forgery due to the seriousness of the offending. This was a serious breach risking the lives of many innocent people and putting communities at grave risk. Mr Raeburn continued to issue forged certificates over many months fully knowing what he was doing," Mr Thomas noted. The offending was detected during a routine Building Warrant of Fitness check. Several serious defects were found in one of the systems installed by or supervised by Mr Raeburn, and the inspector questioned the legitimacy of the fire alarm completion certificate.

The owners and developers of the buildings have worked with their councils on remedial action. All the fire alarm systems in these buildings are compliant and have now been properly certified," adds Mr Thomas.

The Building System Assurance's investigation team focuses on significant breaches of the Building Act in relation to products and serious building failure enabling the sector to learn and prevent future building failures.

To find out more about our work, rights, and responsibilities, please visit: [Building Performance](#)



Upgrade of specified systems – November 2014

To Whom It May Concern

The Ministry has been notified that some independent qualified persons ("IQPs") are using the compliance schedule and building warrant of fitness ("BWof") provisions under the Building Act 2004 (the Act), in particular the Form 12A certificate, to require upgrades to specified systems.

The purpose of this letter is to clarify the requirements of the compliance schedule and BWof provisions under the Act.

Legislative requirements

All buildings (except single household units without cable cars) are required to have a compliance schedule if they have a specified system (sprinklers, lifts etc).

Compliance schedules are required to:

1. State and describe each of the specified systems
2. State the performance standard for each specified system (i.e., the level to which the system was intended to perform to when it was installed)
3. Describe the inspection, maintenance and reporting procedures for each specified system to ensure they continue to perform to the performance standards.

IQPs are tasked with carrying out the above inspection and maintenance procedures for the specified systems and issuing Form 12As every 12months certifying these procedures have been carried out.

Once the building owner has received Form 12A(s) which collectively cover all the specified systems on the compliance schedule they can then supply the BWof to the territorial authority (TA).

Problem

Some IQPs are requiring expensive upgrades to specified systems before they will issue a Form 12A.

These upgrade requirements involve changing the system to perform to a level which is greater than, or differs from, what was required at the time the system was installed (performance standards) and is not simply work to maintain the existing system.

Where Form 12As can't be obtained by the building owner, no BWof can be issued. There are several offences under the Act relating to having no current BWof. Some TAs are issuing instant fines for such offences occurring.

Ultimately this leaves the building owner with the option of either paying for unnecessary upgrades or having a building with no BWof and subsequently committing more than one offence under the Act and liable to instant fines.



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From the secretary – Please Help me to Help You ☺

Annual Renewal Letter

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 = 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 returned mail, and crediting invoices ☹

IQPS are Professionals and well qualified in their areas of expertise therefore please remember -

- IQP's **MUST** work within their competency and registration.
- 12a's are not issued in the interest of the building owner, they are issued if appropriate, i.e. the required Inspection, Maintenance and Reporting regime is complete.
- A report in lieu is NOT a right or get out of jail card. It has no legal standing and some Councils will file them as a record that the specified system is, on the day of inspection working as required, however during the year, missed inspections or a defect that has been repaired.
- A report in lieu should never be issued if the specified system remains defective – Please discuss with the Territorial Authority when a clean 12a cannot be issued.
- BSSR and SSSR have been recommended by MBIE to use when inspections have been missed due to covid-19 lockdowns and restrictions check with your Council if they are accepting them.

None of us involved in 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.



***** Next Panel Meeting – 23 February 2023**
Applications must be with the Secretary, Mary
No later than – 8 February 2023***



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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 and 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 give the reviewer plenty of confidence in an applicant, making the approval decision an easy one.



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

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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 hope you all have a great Christmas and New Year and have a fabulous break

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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Some Words of Wisdom

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

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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Training opportunities

All fire protection industry qualifications are now free!

There has never been a better time to train, or retrain, on-the-job. All fire protection industry qualifications offered by Competenz are free from 01 July 2020 until 31 December 2022 for new and current learners.

There are also government wage subsidies available for employers of apprentices in their first two years of training.

Developed in conjunction with industry experts, our range of fire protection qualifications cover skills in fire detection and alarms, passive fire protection and hand-operated firefighting equipment.

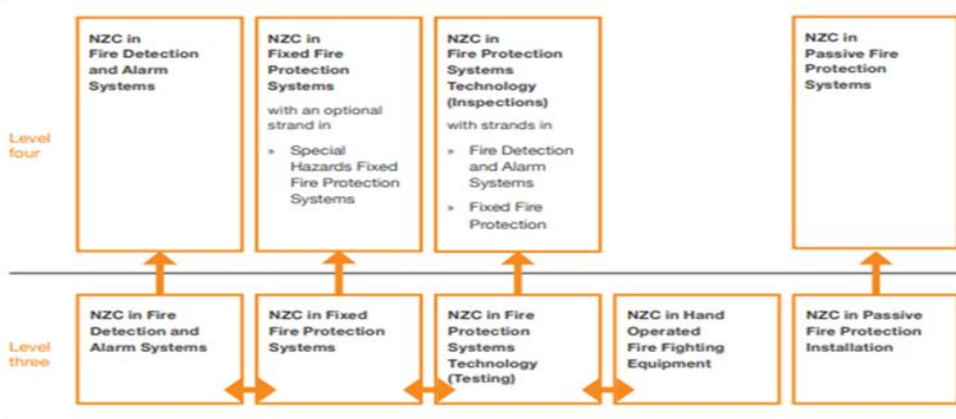
These qualifications take a step-by-step approach. Key benefits of the programmes are:

- A combination of practical and theory to develop both knowledge and skills
- Interactive learning available online 24/7
- Covers critical health and safety aspects of your work
- Competenz training advisor visits to support learners through their training
- Nationally recognised qualifications registered with the New Zealand Qualifications Authority (NZQA).

Competenz 

New Zealand Certificates in fire protection

Competenz has created logical pathways for learners to progress, with five New Zealand Certificates at level 3 and six New Zealand Certificates at level 4.



Training with Competenz

Competenz is the industry training organisation (ITO) for the fire protection industry.

Developing highly skilled employees is critical to staying competitive, productive and safe. To do this Competenz works with industry experts to develop nationally recognised qualifications, mapping the skills needed and registering them with NZQA. Our team also develop training plans to make it easy for you to grow your employee's skills and productivity.

We do this in 37 industries with more than 3,500 businesses, helping over 20,000 people develop their skills on-the-job each year.

To find out more about the fire protection qualifications
call our customer services team on 0800 526 1800
or email info@competenz.org.nz.
www.competenz.org.nz

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Open Polytechnic Courses with free fee options

<https://www.openpolytechnic.ac.nz/qualifications-and-courses/nz261205-new-zealand-diploma-in-engineering-fire-engineering-level-6/tab/QT01>

<https://www.openpolytechnic.ac.nz/qualifications-and-courses/op6520-new-zealand-diploma-in-engineering-mechanical-engineering-level-6/tab/QT01>

<https://www.openpolytechnic.ac.nz/qualifications-and-courses/op2420-new-zealand-diploma-in-construction-level-6-with-strands-in-construction-management-and-quantity-surveying/tab/QT01>

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.nz/>

Fire Protection Association Newsletters and FIRENZ Magazines -

<http://www.fireprotection.org.nz/online-resources/articles-and-publications>

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) Regulation

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/>

