

SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

IQP Registration – Code of Conduct

Purpose

The purpose of this document is to provide a code of conduct to which all Independent Qualified Person's (IQP's) registered with the South Island IQP Panel will abide by.

This code sets the values, principles and beliefs required to deliver building owners the specified system inspection work they require.

This code sets standards for personal ethics by registered IQP's to sustain safe and healthy buildings and workplaces.

Scope

This code applies to all registered Independent Qualified Persons (Individuals). The principles of the code must be adhered to by all IQP's carrying out functions under their capacity as a South Island registered IQP. In the Public interest, Independent Qualified Persons need to be held accountable for their performance in carrying out their responsibilities under the appropriate sections of the Building Act 2004, inclusive of any amendments.

Disciplinary matters will be conducted by the South Island IQP Panel under the complaint procedure.

Principles of Code

- Acting lawfully and ethically in the best interests of building owners and the South Island Territorial Authorities.
- Being honest in dealings with the relevant Stakeholders.
- Being of sound character – having integrity, reliability and values that align with this code.
- Treating all information gained with care and using it for appropriate purposes only.
- Complying with all relevant legislation, regulations, standards and the Building Code.
- Disciplinary action is taken to deter future unacceptable behaviour.
- Disciplinary action will encourage high standards of work quality, promote ethics and provide consequences for failing to do so.
- Maintain professional development and submit evidence of this triennially to the South Island IQP Register.

Grounds for discipline (not limited to)

An IQP that –

- Carried out or supervised work negligently or incompetently.
- Obtained registration for specified systems dishonestly.
- Consistently fails to provide correct documentation.
- Misrepresented their competence on specified systems.
- Carried out or supervised work on specified systems outside their competency
- Has provided false information/documentation to a Building Owner or South Island Territorial Authority.
- Either verbally or in writing made any declaration or representation, knowing it to be false or misleading
- Produced to the Registrar or made use of any document, knowing that it was not genuine.
- A complaint received by the South Island IQP Register.

SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

Warning Process

The South Island IQP Panel reserves the right to vary the warning process as appropriate to the situation, and as per the South Island IQP Registration Panel Complaint Procedure. The warning process may include but is not limited to the following:

- In the first event of a breach of this code, the IQP may be issued a verbal warning, followed up in writing (Level 1)
- In the event of a second similar incident the IQP may be issued a first written warning, indicating the likely consequences should a breach re-occur (Level 2)
- In the event of any further breach of this code the actions of an IQP may be considered as serious misconduct, and may result in suspension or de-registration (Level 4)

Penalties

The South Island IQP Panel reserves the right to vary the penalties as appropriate to the situation, and as per the South Island IQP Registration Panel Complaint Procedure.

Serious Misconduct

All serious misconduct may mean an instant suspension from the IQP register during any investigation led by the South Island IQP Panel. This may mean waiting for reports from emergency services or suitably qualified persons to determine the extent of the issue.

Serious misconduct may include but is not limited to:

- A specified system is found to be in a state that would suggest that no inspection, maintenance and reporting (IMR) has been completed for 12 months, or more
- A specified system identified as having inadequate IMR procedures undertaken is directly linked to a notifiable work-related event such as a death, injury or illness or accident as defined by the Health & Safety at Work Regulations 2016.

Suspension/removal of registration as an Independent Qualified Person

As a result of a disciplinary investigation, if it is determined that no further action is required then registration will continue. The reasoning for the decision will be summarised to all parties involved in the complaint/investigation.

If further investigation is required after initial assessment of a complaint, the South Island IQP Panel may suspend registration until further investigation is completed. This information will be relayed to the IQP, any complainants and any relevant building owners and to all South Island Territorial Authorities.

Removal of registration would only occur at the conclusion of a thorough investigation. If it is considered the appropriate action that an IQP's registration should be suspended or deregistered. The IQP, Territorial Authorities and other IQP registers will be notified. This information would also be published in the South Island IQP Register Newsletter.

Appeals

Any complainant or IQP facing disciplinary action may request an appeal of the outcome. The appeal may be forwarded to an Independent Subject Matter Expert to consider and respond. Also refer to the Appeal section of the South Island IQP Complaints Procedure – Appendix 1.

SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

Declaration

I agree to always abide by this code of conduct during my capacity as an IQP within the South Island registration region.

Signature:

Date:

IQP