

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 March 2024 Newsletter

Chairpersons Blog

Well, the first panel meeting of 2024 has been and gone.

Thanks to Murray Windmill for chairing the meeting in my absence (I managed to knock myself out cutting down a tree - I blame old age).

Mary is doing a sterling job as per usual in sending out the IQP applications before the panel meeting with only a few sent back for further discussion where opinions differ-a robust process.

Christchurch City (Brian and Ryan) have been proactive in providing templates for the South Island IQP panel and individual Councils to consider which is a great contribution in both time and effort so thanks you two.

See you at the next meeting - accidents allowing.

Kind Regards



Greig Wilson
Chairperson SIIQP



KAIKŌURA
DISTRICT COUNCIL



MARLBOROUGH
DISTRICT COUNCIL



SOUTHLAND
DISTRICT COUNCIL



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Recent court case and conviction - Forged BWOFF documentation -

<https://www.rnz.co.nz/news/national/508002/forged-fire-safety-certificates-exposed-in-christchurch>

This court case highlights the need for IQP's to keep me informed of changes to employment details and contact information.

The below are redacted examples of the memo recorded against an IQP file when I am notified of such changes. If I am kept informed of changes as they happen, there is then a documented trail that can be referred to if any questions arise.

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

Text

10/11/20 - recieved an email from [REDACTED] of [REDACTED] asking for [REDACTED] to be removed from the IQP register as he no longer work for DE.

I rang [REDACTED] to confirm this and he supplied his up-dated employment details and contact info. He is now employed by [REDACTED] Ltd Timaru base is [REDACTED] Road

12/03/2024 - IQP advised that me no longer requires registration - removed from register 14/03/2024 - see email saved to file doc#1658404.

Created 2020-11-10 13:34:51 Modified 2024-03-14 11:10:01 Operator 36069 Mary-Lisa Gazzard

Type 1 Appns General Memo

Number 1

Date 24/08/2023

Start Date 24/08/2023 End Date

Text

24/08/23 - IQP has advised he is in the process of changing employers, he has requested that his rego goes on hold and he will contact me in October re his new details.

09/10/23 - new contact info received, rego taken off hold - now with [REDACTED]

11/03/24 [REDACTED] rang and advised that from 18 March he is back with [REDACTED]

Created 2023-08-24 08:18:52 Modified 2024-03-11 08:59:52 Operator 36069 Mary-Lisa Gazzard

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Attention: SS2 IQP's –

SS2 has been split into 3 subsections from simple 4512 systems to more complex ones and then the third subsection for all other non 4512 systems.

For existing SS2 IQP's, I have started with the February renewals sending out the SS2 declaration. Please take some time and make sure to complete this information and send it back with your annual renewal form.

SS2.1*	Automatic or manual emergency warning systems for fire or other dangers Subsection 1 – Simple fire alarm systems
SS2.2**	Automatic or manual emergency warning systems for fire or other dangers Subsection 2 – Complex Fire Alarm systems
SS2.3***	SS2/3: Automatic or manual emergency warning systems for fire and other dangers Subsection 3 – Warning systems for dangers other than fire

General administration/Reminders

Changes to the frequency of getting applications assessed and approved.

The South Island IQP Panel is going to be assessing applications on a more regular basis. 😊

This means, an application doesn't have to wait for a Panel Meeting, so send those application in!

This will provide a more efficient service for IQP applicants.

Please note the application form has been updated.

Any new applications will need to be made on this form.

https://www.timaru.govt.nz/_data/assets/pdf_file/0003/19524/Application-form-Acceptance-as-a-South-Island-Independent-Qualified-Person-4.pdf

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

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

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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 😞

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, and 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.

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 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 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



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- **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.

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.

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The below is very much on the radar for the future.

The Panel are looking at establishing a Code of Conduct for IQP's along similar lines of the Licensed Building Practitioners.

An IQP code would be part of a toolbox for IQP's.

The code would potentially cover: -

- Work safety
- Acting within the law
- Taking responsibility for actions
- Behaving professionally
- Inform and educate clients.
- Conflicts of interest
- Skills maintenance

Section 110 Building Act 2004 - Annual Reports

With more Council's carrying BWOFF 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 ABC conference in an audience Q & A session.

Possible solutions

- Make an annual report template as a part of an IQP/BWOFF toolkit.
- S-Rad form could be used as a base document for an annual report.
- Make the annual report a part of the BWOFF renewal process, and have it submitted with the BWOFF 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.

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.

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

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

- Upcoming FPA NZ has Get It Right Seminars - Passive – see attached information.
- Upcoming FPA NZ has Get It Right Seminars - Alarms – see attached information.
- Fire NZ Conference – 23-25 October – <https://www.fpanz.org/firenz>

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

- ABC IQP has various events refer to the attached email or go to <https://abcqip.org.nz/home/abc-newsletters-2/the-inside-word-march-2024/>
- Please check the links below – 2024 Conference is 31 July – 1 August, Rutherford Hotel – Nelson.

<https://www.abcqip.org.nz/whats-on/regular-events>

<https://abcqip.org.nz/2024-conference-mitigating-risk-prevention-procedures-practice/>

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

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

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

- BOINZ also has various training opportunities available.

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

Open Polytechnic Courses

<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>

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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) 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/>

