

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 2020 Newsletter

Chair Persons Blog

It would be fair to say we have all had a roller coaster year and faced challenges in both our work and personal lives.

I am privileged to be re-elected chair for the next two years so look forward to continue working with all of you.

At this meeting we trialled zoom with less than acceptable results, however will revisit this mid-2021.

Many thanks to Robert Wright for doing some homework for us on a specified system and his presentation.

I have continued communication with MBIE and it seems that one or more representatives will be at our next meeting on February 25th 2021 which is fantastic news.

Can I please ask members to submit any questions you may wish to have answered to Mary by 25 January 2021, so that they can be submitted in plenty of time for MBIE to answer at the meeting.

I would encourage you all to both participate and attend this meeting in person.

We have the core group of Council representatives attending the meetings and that's enough to get the task done albeit longer days for some of us.

Westland, Buller, Central Otago District Council, Clutha District and Hurunui Council are notable for their absences at the panel meetings and latterly Dunedin City.

We all have a part to play in running the register and it's not a huge financial commitment to attend at least one meeting each year and to actually be on time.

There are plenty of motels/hotels available to stay at and we may be able to set up a meeting/meal the night before to share experiences.

I welcome your questions at any time and wish you all a safe and happy Christmas break.

Best Regards

See you next year

Greig

Greig.wilson@wmk.govt.nz

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IQP applications stats

- 2018 year – 36 existing IQP's applied for additional systems, there were 66 new applications and 56 approved – not counting today's and 22 removed
- 2019 year – 21 existing IQP's applied for additional systems. 72 new applications with 48 approved – not counting today's approvals, and 35 IQP's removed
- 2020 year – 27 existing IQP's applied for additional systems, there were 53 new applications with 33 approved – not counting today's approvals and 39 removed.

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>

Up-coming events of interest –

<http://www.abciqp.org.nz/home>

ABC run train-up events at various locations around the country – check their website for dates.

Building Networks – various forums and training – nationwide -

<https://www.eventbrite.co.nz/o/building-networks-nz-ltd-1505392496>

OPUS – Back Flow Courses

<https://opusetc.co.nz/water-treatment-training>

****A plea from the secretary – if you leave a job, change postal address or are planning to retire, please notify me. I am wasting a lot of time trying to track people down, dealing with returned mail, and crediting invoices.****

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

Reminders for new applicants or those applying for additional systems.

- Supply references that are ***relevant*** to the specified systems being applied for.
- The page five questions are being poorly answered – refer to the relevant links and legislation – these are on the application form and in this newsletter.
- Your work history needs to be ***descriptive*** and ***complete*** – remember you are selling your skills and experience to the Panel.

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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>

If you need a word version of the application form please email Mary :-
mary.gazzard@timdc.govt.nz



The questions on page five are also proving to be a stumbling point, when answering the 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>

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.

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
- References (Quality of) and Lack of
- Not meeting the set criteria

Annual Renewal Letter

This gets sent with your annual renewal invoice – **PLEASE** - fill it out and return it to Mary. Scanning and emailing it is fine, just send it in!

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****Next Panel Meeting – 25 February 2021 – cut-off date for applications 12 February****

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Reminders:-

- IQP's **MUST** work within their competency and registration.
- 12a's are not issued in the interest of the building owner, they should be 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.

Specified System Matrix – Southland District Council

There are some un-fortunate cases of specified systems not performing as intended after issue of the Code Compliance Certificate.

Where this relates to fire safety systems this can have a drastic effect on the building and all involved.

In preventing this happening, clear documentation of the compliance path from design to commissioning is critical.

Specified systems compliance path assistance can be found in Southland District Council website under "specified system matrix" - www.southlanddc.govt.nz - or at this link <http://yvesbroers.com/sdc/index.html>

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.

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

Useful website links

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

Back Flow Training info –

<https://training.opuseducation.co.nz/courses/194-backflow-prevention-2019?xdr=eyJDT09LSUUiOmsid2dzdGF0czMiOiIlYzdjYmEzZjA2MwQ4NjEwYzkyYWRkNGYifX0%3D>

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/>

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

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->

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[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>

Southland District Council – Specified System Matrix -

<http://yvesbroers.com/sdc/index.html>

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

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

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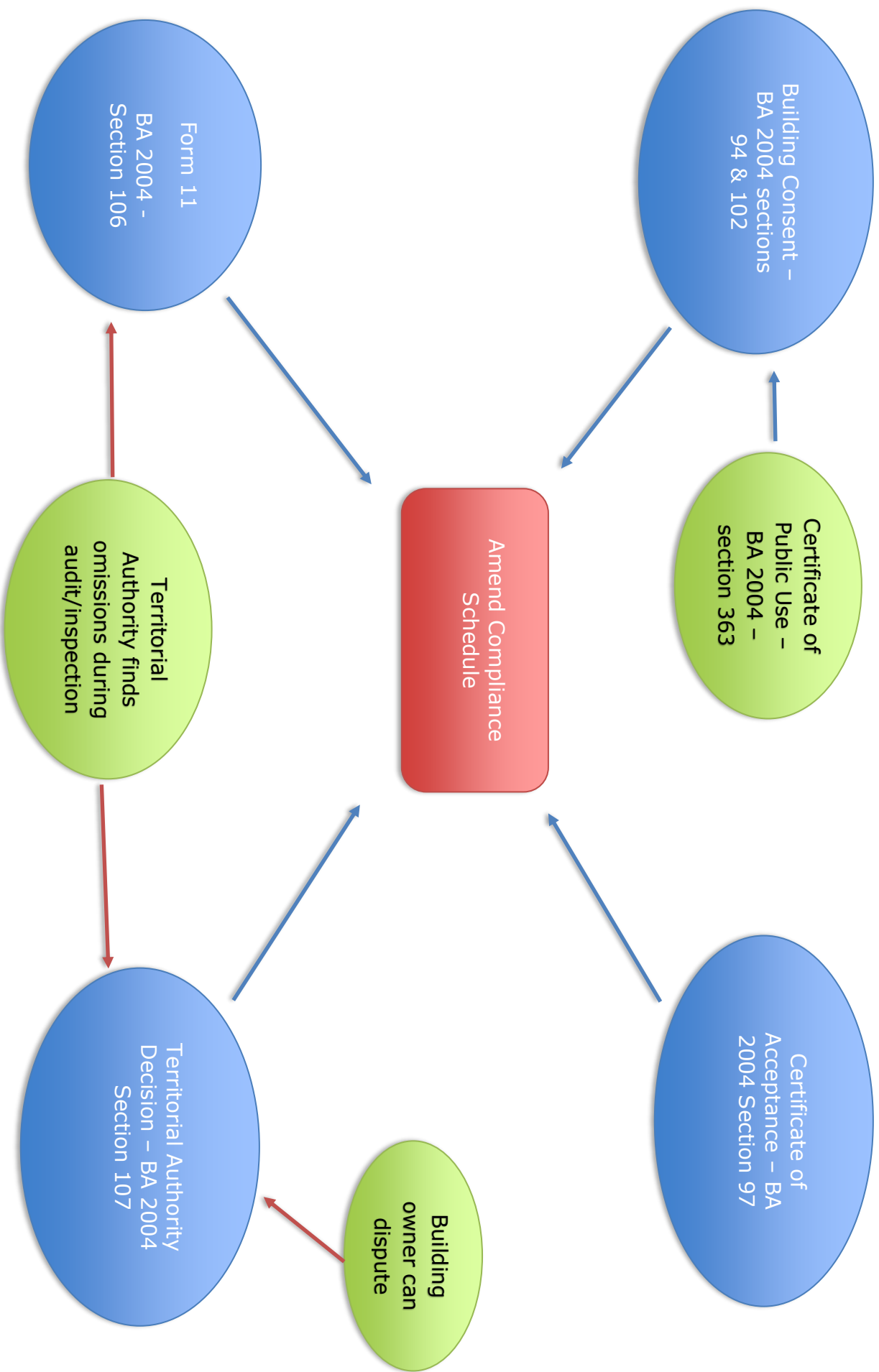
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**MERRY
CHRISTMAS**







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.



Upgrades and consents

It has also been suggested that some IQPs requiring upgrades to specified systems are not informing building owners of the requirement to obtain a building consent for such work.

It needs to be reinforced that all building work requires a building consent unless specifically exempt under Schedule 1 of the Act (and other limited cases under section 41 of the Act).

Key messages and suggestions

The purpose of the BWoF regime is to ensure specified systems in buildings continue to perform to the level that was required, or intended to be required, at the time it was installed. The purpose of the BWoF regime is achieved by having appropriate inspection, maintenance and reporting procedures which ensure the specified system continues to perform to the performance standard and are certified through Form 12As and BWoFs.

The BWoF and Form 12As cannot be used to require upgrades specified systems in buildings.

Form 12As should be issued where the inspection, maintenance and reporting procedures have been carried out in accordance with the compliance schedule for the previous 12 months.

While the Ministry of Business, innovation and Employment supports building owners upgrading their specified systems to ensure the safety of building users and other property, any such advice to the building owner needs to be done in the correct way. If an IQP believes it is within the best interests of the building owner and the building's users that a system be upgraded (e.g., for safety reasons) they need to do this as a recommendation under a separate process to the Form 12A requirements. For example, a letter which is sent after an inspection/assessment of the systems is made or a letter that accompanies the Form 12A.

This letter should clearly state that:

1. a building consent may be required for the work to install or modify a specified system
2. the decision to issue the Form 12A does not rely on an upgrade being carried out.

*Suggestions for **owners/owners agents** with IQPs refusing to issue Form 12As until upgrades of the system are completed:*

- Notify the IQP of the requirements under the Act - that the Form 12A is issued based on the procedures in the compliance schedule being carried out
- Find out if the procedures stated on the compliance schedule have been carried out for the specified system in question
- Notify the relevant TA that the IQP is refusing to issue the Form 12A for reasons other than the procedures in the compliance schedule being carried out (if this is the case).

Suggestions for IQPs if it is believed that an existing system requires maintenance or upgrades

- Check that the maintenance required is in accordance with the provisions of the compliance schedule and ensure no requirements are made to upgrade the building to a higher level than the performance standard for the specified system.
- If it is believed the existing specified system is insufficient or creating a dangerous or insanitary situation notify the owner and the TA.
- If you believe the compliance schedule is inadequate in ensuring effective maintenance be carried out (to ensure the specified system continues to perform to the performance standard), suggest to the owner and the TA (under section 108) that the compliance schedule be amended.
- If you believe it is within the best interests of the building owner and the building's users that a system is upgraded (e.g., for safety reasons), do this as a recommendation under a separate process to the Form 12A requirements. For example, a letter which is sent after an inspection/assessment of the systems is made or a letter that accompanies the Form 12A. This letter should clearly state that
 1. a building consent may be required for the work to install or modify a specified system
 2. the decision to issue the Form 12A does not rely on an upgrade being carried out.

Contact

Any questions about this letter should be directed to Brad Hislop via:
brad.hislop@mbie.govt.nz