

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 Nov/Dec 2023 Newsletter

Chairpersons Blog

Well, that's the last meeting off the year with some 23 attendees in person and 12 on the online portal. Thanks very much for your attendance.

The Panel reviewed the applications that required panel discussion and I am pleased to advise that after some robust discussion all, but one has been approved on the day with the other likely by end of this week.

The online portal to review the applications hopefully is of value to the applicants as there is limited time waiting for your applications being approved/declined.

It's pretty simple, if applicants submit a complete application and meet the minimum criteria, answer the Building Act questions appropriately then the application approval process is so much easier.

As mentioned in a previous blog the panel will consider reviewing the criteria for some of the specified systems in the new year especially that relate to fume cupboards and ventilation.

Best wishes for the upcoming festive season.

Kind Regards



Greig Wilson
Chairperson SIIQP



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Upcoming changes

Attention SS2 IQP's - Change is coming regarding SS2, this system is being split into three subsystems being: -

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

Existing SS2 IQP's will be asked what subsystem they want to inspect; this will go out with the 2024 renewals - Starting with the February 2024 renewals.

****** MBIE response to Loafers Lodge Fire and enhanced offences in BWOFF regime ******
<https://www.mbie.govt.nz/dmsdocument/27585-response-to-the-loafers-lodge-fire-and-new-and-enhanced-offences-in-the-building-warrant-of-fitness-regime-update-minute-of-decision-proactiverelease-pdf>

Fee increases effective from 1 July 2024.

- New application – one system - \$322.00
- New application per additional system - \$23.00
- Annual renewal - \$138.00



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Discussion from the Panel

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 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 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.

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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From the secretary

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

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, 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.

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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 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/services/building/independent-qualified-persons>

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.

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>



**MERRY
CHRISTMAS**

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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:

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

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

ABC IQP has training available on various specified systems as well as regular regional forums, available to attend in person and online.

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

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

<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>

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>

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>

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

Fire Stop Centre - <http://www.firestopcentre.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/get-standards/sponsored-standards/building-related-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/>

