

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 July Newsletter

Reports & Updates from the Chair

Dear All,

I hope this message finds you well and taking good care of yourselves.

Unfortunately, I was unwell due to the winter bugs and was unable to attend the most recent Register meeting. However, I'm pleased to share some positive news.

It is with great pleasure that I announce the appointment of **Adam Grice from Southland District Council** as our new **Deputy Chairperson**. I've heard excellent feedback about his leadership during his first meeting; he certainly rose to the occasion under pressure!

A sincere thank you to all the Territorial Authorities who attended and actively contributed to the discussions.

We're also pleased to confirm the **adoption of the Code of Conduct** for both new and existing IQPs. This framework outlines the expected standards of behaviour, responsibilities, and ethical conduct for IQPs. We appreciate the valuable feedback received from across the industry in support of this important step forward.

Looking ahead, our next priority is to **review the criteria for acceptance**. We've identified the need to ensure these remain current, particularly in relation to qualification requirements and whether they continue to provide a viable pathway into the profession.

We also briefly introduced the idea of transitioning to a **competency-based framework** at a previous meeting. This approach would help create a more equitable system and offer a clear pathway for aspiring IQPs. More information on this will be shared in due course. As always, if you have any suggestions or feedback, please don't hesitate to get in touch.

Thank you



Ryan Cooper

Chairperson, South Island IQP Register

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From the IQP Panel

The Panel have established a Code of Conduct for IQP's along similar lines of the Licensed Building Practitioners.

This document is about to be released, starting with the renewals due **1 September 2025**.

Specified System Criteria Review

Following on from the SS2 review, SS9 is the next system to have the criteria reviewed. This process is underway; the Panel will be reaching out to the industry for guidance with this system.

Submitting evidence of Skills Maintenance – The requirement for Continued Professional Development is coming!

A survey was sent to all IQP's with a valid email address, the majority agreed that a three yearly cycle was fair and achievable.

The requirements for this are still in the development stage, however the evidence of skills maintenance will be required on a **three-year cycle**.

Once every three years some evidence of training will be required to be submitted with your renewal.

Guidance will be drafted as to what forms of learning will be acceptable and it must be relevant to the systems held.

This requirement will come into play later in 2025. If you have any suggestions on what continued professional development could be applicable for each specified system, please feel free to contact Mary - mary.gazzard@timdc.govt.nz

NB: Your IQP renewal will still be annual.

IQP Registration – Suggested Skills Maintenance Guidance

Purpose

The purpose of this document is to provide guidance on the type of training that would be accepted as part of an IQPs ongoing development and acceptance by the SIIQP panel – Continued professional development (CPD) on a 3 yearly basis.

Training

This can include, but not limited to the following:

- On the job training (new systems, training alongside experienced persons)
- In-house specific courses/training
- Conference attendance
- ABC meetings
- Webinars
- Reading material (for example SIIQP newsletters/updates)

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- Professional memberships
- Specified system specific course (for example SS7 backflow prevention)
- Maintaining/increasing qualifications voluntarily
- Upskilling (technical leadership, promotions etc)
- Trade certifications (ongoing)
- Supervision/competency records

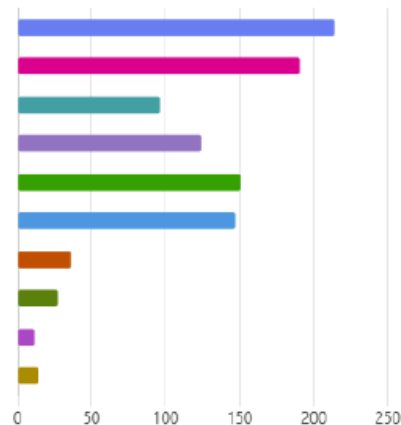
Supporting documentation

- Statement (template) - Relevance of training specific to specified system/s that the IQP is registered for.
- Copies of professional memberships
- Course certificates
- Learning record/development log covering the past 3 years

Survey Results

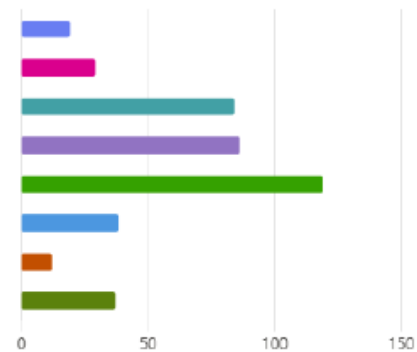
1. What form of skills maintenance or professional do you currently undertake?

In-house or on the job training	214
Courses/seminars from an external provider	190
Conference attendance	96
Attending industry meetings	124
Specified system specific or manufacturer training	150
Professional/trade memberships	147
On going study - degree or trade certificate	36
All of the above	27
None of the above	11
Other	14



2. If you do undertake any of the training mentioned in Q.1 - how often do you attend or complete this training

Daily	19
Weekly	29
Monthly	84
Quarterly	86
Yearly	119
Two yearly	38
Never	12
Other	37



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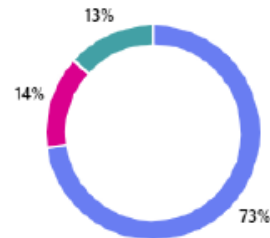
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3. The SI IQP Panel are considering making the submittal of skills maintenance/continued professional development evidence compulsory at on a THREE yearly basis, is this frequency fair and achievable?

● Yes	214
● No	41
● Other	39



The Complaint Procedure

This has been revised and the new complaint form, procedure and guidance can be found here - <https://www.timaru.govt.nz/services/building/independent-qualified-persons>

There are currently two complaints that are being reviewed.

Reminders for IQP's

The Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Act has come into effect as at **26 November 2024** – with a new section 108A inserted - <https://www.legislation.govt.nz/act/public/2024/0049/latest/LMS982093.html>

Submit your 12a's to the BWO agent

We are receiving several queries from the likes of Argest (as the BWO agent) about struggling to get the documentation off other IQPs for the systems above. Once you have completed your inspection, please send your paperwork on to the relevant people quickly (not 3 or 4 months later).

Section 110 Building Act 2004 - Annual Reports

With more Council's carrying BWO 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 2023 ABC conference in an audience Q & A session.

Possible solutions

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

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- 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.

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—

- 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
- keep those reports, together with the compliance schedule, for a period of 2 years; and
- produce those reports for inspection, when required, by—
 - the territorial authority; and
 - any person or organisation who or that has the right to inspect the building under any Act; and
- 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.

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General administration/Reminders

Changes to the frequency of getting applications assessed and approved.

The South Island IQP Panel is assessing applications on a more regular basis. 😊
This means, an application doesn't have to wait for a Panel Meeting, so send those applications 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 bouncing e-mails, and crediting invoices 😞

B-RaD & S-RaD's

<https://www.building.govt.nz/managing-buildings/managing-your-bwof/inspection-and-maintenance-of-specified-systems>

Reminder – these are for missed inspections – NOT for systems that need repairs.

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.

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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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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.

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.

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

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:

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

Get it Right Seminars in August - Fire Alarm Fault-Finding and Visual Alerting Devices to NZS 4512:2021 – design workshop – <https://www.fpanz.org/events/get-it-right-seminars>

ABC IQP has various events available – both in person and online: -

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

<https://abciqp.org.nz/whats-on/webinarsseminars/>

<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>

Building Networks run several online and face-to face courses -

<https://www.buildingnetworks.co.nz/>

For Facility Managers - <https://www.fmanz.org/learning-and-events/>



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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) Regulations

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/>

