

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 August 2023 Newsletter

Chairpersons Blog

Well, the year is flying by, and we have just had our third panel meeting for 2023.

I would like to extend my thanks to Gary Higham, Mathew Crow (MBIE) and Charlie Loughnan (FFP) for making the long trek to Timaru and providing the panel with various updates and a presentation on the new forms.

Brian and Ryan for the presentation on their electronic BWOFF audit programme (survey 123) which was pretty awesome as survey 123 is used by most Councils as part of the RBA (rapid building assessment) programme. Perhaps something some of you may like to consider discussing with Brian.

Mary has done a fantastic job with the IQP online assessment trial, and it appears that it's working well and will continue.

Can I please ask (nicely) that the Councils that haven't contributed to this panel for many years start pulling their weight please. I know that time and resources are stretched coming to all the panel meetings but assessment of applicants at your own desk is hardly an onerous chore and puts you in contact with others.

We had a few RFI's which were tabled and hopefully we have resolved those - that's the value of having people sitting round a table and a healthy discussion.

I am looking at what may be of interest for the November meeting and would encourage you all to think about what may be of benefit to you.

Kind Regards



Greig Wilson
Chairperson SIIQP



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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

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.

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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>

****** Next Panel Meeting – 23 November******

Some words of wisdom!

SS 3/2 Access-controlled Doors

- A door that has a security control measure installed on or as part of it, **and** Could trap occupants **in** a building should it fail to operate as required.

This includes swipe card, proximity sensor, key-pad or a delayed egress.

These doors may be interfaced with the Fire Alarm and if they are, require end to end testing annually by both the Fire Alarm, and the Access-Controlled Door IQPs.

NOTE 1: Although called Access Control it is the Egress Control that is the Compliance Schedule requirement therefore if it is a free handle exiting the door it is not a Compliance Schedule specified system.

Daily inspection if the Building is a Crowd Occupancy when occupied.



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Some reminders and important information

MBIE

Missed inspection and maintenance procedures.

The Building Act 2004 (the Act) requires completion of all inspection, maintenance, and reporting (IMR) procedures in the building's compliance schedule for the previous 12 months, in order for a building warrant of fitness (BWoF) to be issued. Unfortunately, the Act does not provide any flexibility or exemptions to this requirement. This means for those buildings where IMR procedures have been missed, at the time the next BWoF is due, a valid BWoF will not be able to be supplied or displayed.

The following measure can provide reassurance that the specified systems are currently performing as required and provide information about the missed IMR procedures.

When a BWoF is due, but cannot be supplied and displayed because IMR procedures were missed, the building owner should issue a BWoF Report and Declaration (B-RaD) which:

- states that this document has been issued in lieu of a BWoF
- states that the requirements of the compliance schedule were not complied with and that a BWoF cannot be supplied or displayed (because one or more IMR procedures were missed)
- lists the specified systems contained in the building where IMR procedures have been missed in the previous 12 months
- lists the specified systems contained in the building where IMR procedures have not been missed in the previous 12 months
- states the performance status of each of the specified systems.

When supplying the B-RaD to the territorial authority, the building owner should also attach:

- all form 12As for the specified systems where no IMR procedures have been missed.
- a Specified System Report and Declaration (S-RaD) issued by an independent qualified person (IQP) for each specified system where IMR procedures were missed.

Where IMR procedures have been missed, an individual report (S-RaD) for each affected specified system should be issued by an IQP which:

- states the specified system.
- states that a Form 12A cannot be issued because one or more IMR procedures were missed.
- lists the IMR procedures (as stated in the compliance schedule) that were missed in the previous 12 months and the reason the procedures were missed (e.g., 1 IQP inspection due in April 2022_inspection was missed due to IQP illness and no available replacement)
- lists any measures put in place to ensure the procedure is not missed again in the future.
- states that the specified system is/is not currently performing to the performance standard.
- states whether the missed IMR procedures have materially affected the ability of the specified system to perform to the performance standard for that system.
- gives a description of the status of the non-performing specified system (If applicable)
- lists the measures put in place (or will be) to ensure the system performs to the performance standard (If applicable).

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The building owner should supply a B-RaD to the local council on the anniversary of the issue of the compliance schedule and publicly display a copy of the B-RaD in the building.

It is important to note the supply and display of a B-RaD does not change any responsibilities an owner has under the Act, including the offence provisions under section 108 and breaches under section 164. Territorial authorities are tasked with administering and enforcing the BWoF provisions at a local level, and we expect a pragmatic approach will be taken.

Sample B-RaD and S-RaD templates

<https://www.building.govt.nz/assets/Uploads/managing-buildings/bwof-guidance/bwof-report-and-declaration-form.docx>

<https://www.building.govt.nz/assets/Uploads/managing-buildings/bwof-guidance/specified-system-report-and-declaration-form.docx>

Insurance

MBIE encourages building owners to review any insurance policies to understand the impacts of the non-supply of a BWoF on their cover and to contact insurance providers if required. Where insurance cover is impacted, owners could work with their provider to amend policy wording to reflect the importance of systems currently performing as opposed to procedures being carried out.



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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

***SS2.1:** Example: (Small simple manual systems), such as type B, Type 1 manual and Type 2 systems, and conventional Type 3 fire alarms of 4 zones or less. Systems which are not interfaced with other building safety systems or specified systems. Systems not directly connected to the FENZ watch room. These are low risk systems which do not require special tools or equipment or experience to inspect, maintain or report on.

****SS2.2:** Example: (More complex systems), All systems larger than 4 zones. Larger Type 3 systems, all Type 4 and analogue systems where specialist equipment and knowledge is required to both interrogate and programme systems etc.

*****SS2.3:** Example: (Other specialist Systems), CO, ammonia, methane, man-trapped alarms and other such specialist systems. Provide a minimum SS2/1 level of level of attainment and evidence of specific experience of systems proposed to be maintained. NOTE – This IQP Accreditation will be suffixed with the specific system. E.g. SS 2/3 (Siemens CO gas detection system)

This will take effect immediately for new SS2 applicants, they will need to indicate on the application form which subsystem they are applying for.

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

SS2 Reminder

With changes coming to SS2 SI IQP Registration a timely reminder to do the basics correctly –

NZS4512: Does the Compliance Schedule tell you what Year.

Alarm must be tested the standard to which it was installed 1997, 2003 etc

Check:

Warning facilities are operating correctly

Test all manual call points

Test 2% of heat detectors

Test 20% of smoke detectors

Check operation of each zone circuit

Visual examination of general condition of system

Check entire premises to ensure adequate protection of that building – alterations or change of use could have reduced the effectiveness of the system

Check operation of defect warning facilities

Check interface between fire alarm and ancillary services.

Test insulation of cables.



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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:

- **Fire NZ Conference – 3-5 October –**

https://cdn.locomotive.works/sites/61678a458a915800ae74991e/content_entry618b102d087882007c8f9d61/640a4c12c6c7b5007d606488/files/FireNZ_Exhibitors_Prospectus_2023_V1.1.pdf?1680048569

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

FPANZ May Newsletter –

https://cdn.locomotive.works/sites/61678a458a915800ae74991e/content_entry618b102d087882007c8f9d61/64cd8b804ac0e8007da9d46b/files/FPANZ-Newsletter-May-2023.pdf?1691192568

FPANZ June Newsletter –

https://cdn.locomotive.works/sites/61678a458a915800ae74991e/content_entry618b102d087882007c8f9d61/64cd8c10295872007d2cd970/files/FPANZ-Newsletter-June-2023.pdf?1691192340

FPANZ July Newsletter –

https://cdn.locomotive.works/sites/61678a458a915800ae74991e/content_entry618b102d087882007c8f9d61/64cd8c754ac0e8007da9d47f/files/FPANZ-Newsletter-July-2023.pdf?1691192457

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

Online Means of Escape workshop – 20 September – also see link below.

NEW ONE DAY WORKSHOP!!!!!!

HVAC and Smoke Control - requirements for SS5, SS9, SS11 and SS13

NELSON: 21st SEPTEMBER 2023

ONLINE VIA TEAMS: WEDNESDAY 15 NOVEMBER 2023

Two Half Day Workshops

SS15/3 & SS15/5 Fire and Smoke Separations

1: PASSIVE FIRE PROTECTION: INTRODUCTORY (Morning)

2: FIRE AND SMOKE SEPARATIONS: INSPECT – MAINTAIN AND REPORT (Afternoon)

DUNEDIN: *Tuesday 7 November**** New Date**

Two Half Day Workshops SS15/2 Means of Escape and Final Exits and SS4 Emergency Lighting: 2023 - multiple dates and venues – Online Wednesday 20 September

The Means of Escape / Final Exits workshop (Morning) will include all aspects of means of escape from a building including open paths, safe paths, exitways and final exits.

The Emergency Lighting workshop (Afternoon) will include Building Code clause F6 visibility in escape routes, central supply and single point systems and illuminated exit signage.

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Each workshop is designed to be both theory and interactive. They will and include technical presentation, two separate building case studies, product examples and a technical quiz challenge and assessment.

The workshops will cover the following:

- Focus on inspection, maintenance and reporting including the certification and issue of a Form 12A.
- Cover an overview of the legal requirements of the New Zealand Building Act and Building Code right through to the relevant performance standards
- Certification and ongoing compliance of the specified systems SS15/2
- Final Exits and SS4 Emergency Lighting.
- The purpose and requirements of these systems, how to approach the process of inspections.
- A practical look at common defects, reporting and what and when to certify.

More training dates added!!!

NEW ONE DAY WORKSHOP!!!!!!

HVAC and Smoke Control - requirements for SS5, SS9, SS11 and SS13

NELSON: 21st SEPTEMBER 2023

ONLINE VIA TEAMS: WEDNESDAY 15 NOVEMBER 2023

Our one day workshops are designed to provide technical training and information for Inspectors, Testers, IQP's, Council Officers, Property Managers and other interested parties working in the building compliance sector.

Ventilation plays a major role in building life safety, from providing safe air from the outside to extracting polluted air from inside the building. It can play a vital part in fire safety design also. This workshop will look at the various types of ventilation systems that are included under the Specified Systems. It will break down the many requirements and hone in on the requirements for inspecting them. The workshop will cover the following topics:

1. Building Act and Building Code relating mechanical ventilation
2. NZBC G4 Ventilation requirements and compliance
3. Basis HVAC design criteria
4. Smoke Control Systems
5. Fire Dampers
6. Stairwell Pressurisation
7. Fume Cupboards
8. HVAC Interface with fire safety features

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<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>

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

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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/>

