

# 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 Newsletter**

### **Reports & Updates from the Chair**

Dear Colleagues,

Happy new year to you all,

It is my pleasure to present this inaugural Chairperson's Report for the South Island IQP Register.

I would like to take this opportunity to express my gratitude for your vote of confidence and look forward to continuing this journey together.

I extend my sincere appreciation to all South Island members for their dedication and commitment to the Register. Your hard work and engagement have been instrumental in supporting both new and existing IQPs while ensuring consistency across both the industry and Territorial Authorities.

Over the past year, we have made significant progress in several key areas, including but not limited to:

- Establishing robust complaints and hearing procedures – special thanks to Adam Grice and SDC.
- Initiating a structured approach to continuing professional development – special thanks to Murray and TDC.
- Initiating the Code of Conduct (TBC)

Looking ahead, our priorities include but not limited to:

- Reviewing IQP criteria to ensure relevance and future readiness.
- Refining the application review process to enhance efficiency and effectiveness.
- Implementing an IQP 'toolkit' on the website to provide valuable resources.

In closing, I sincerely thank everyone who has contributed to our progress.

With your continued support, I am confident that we can achieve even greater milestones in the future.

Thank you



**Ryan Cooper**

Chairperson, South Island IQP Register

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The South Island IQP Register would like to extend our deepest gratitude to **Greig Wilson** for his exceptional service as Chairperson.

Throughout Greig's tenure, he has demonstrated unwavering dedication, strong leadership, and a deep commitment to our register.

Under his guidance, we have achieved significant milestones, from supporting our new IQP review process, driving updates to the constitution and supporting an overhaul of the complaints/hearing process.

Greig has been instrumental in fostering collaboration, encouraging engagement and advocating for the best interests of the IQP's.

As he steps down from the role of Chairperson, we celebrate his achievements and look forward to his continued contribution.

Please join us in thanking **Greig Wilson** for his outstanding leadership and service! To acknowledge his contribution, we like to offer Greig a lifetime membership to the SIIQP Register.

## **From the IQP Panel**

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

This document is well on the way to being released – please see the attached draft.

***Any comments or feedback are welcomed – email Mary your suggestions/thoughts.***

### **Specified System Criteria Review**

Following on from the SS2 review, it is proposed that SS9 is the next system to have the criteria reviewed.

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

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.

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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](mailto:mary.gazzard@timdc.govt.nz)

*NB: Your IQP renewal will still be annual.*

**A survey regarding skills maintenance was sent to all IQP's with a valid email address on 14/04/25 – if you missed the e-mail the link to the survey can be found here –**

**[https://forms.office.com/Pages/ResponsePage.aspx?id=h49dgRdFCEiJhdQe-67eHQG-GaH\\_a\\_5CpSIRGgAT\\_w1URFZHTUQ0TE05UktBT1RGWldOWTNMNjJMMC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=h49dgRdFCEiJhdQe-67eHQG-GaH_a_5CpSIRGgAT_w1URFZHTUQ0TE05UktBT1RGWldOWTNMNjJMMC4u)**

## **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 IQP's 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)
- 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

### **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>

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## **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 BWOF agent**

We are receiving several queries from the likes of Argest (as the BWOF 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 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 2023 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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## 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.**

### **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



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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](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](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](mailto: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](mailto: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](http://www.timaru.govt.nz)

I am in the office 7.30am to 4.00pm

[mary.gazzard@timdc.govt.nz](mailto:mary.gazzard@timdc.govt.nz) – or [iqpenquiry@timdc.govt.nz](mailto: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>

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/>

