

# 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 February 2026 Newsletter

### **South Island IQP Register – Chairperson’s Report – IQP Panel Meeting held 19/02/2026**

Dear Colleagues,

Happy New Year and welcome to our first meeting of the year. I hope everyone had the opportunity to enjoy a well-deserved break over the summer period and has returned refreshed and ready for the year ahead.

Firstly, I would like to acknowledge and thank each of you for the continued time, energy and commitment you bring to the South Island IQP Register. The work undertaken by this group plays an important role in supporting consistency, competence, and confidence across the building compliance system, and that contribution should not be underestimated. Your willingness to share knowledge, challenge thinking, and collaborate across councils continues to strengthen the Register and the wider sector.

As we begin the year, there are a number of exciting opportunities in front of us. The regulatory environment continues to evolve, and with that comes a real opportunity for the Register to provide leadership and a strong, unified voice across the South Island. Our collective experience places us in a unique position to support improvements in national consistency, competency expectations, and guidance for both councils and IQPs.

This year presents opportunities to:

- Continue strengthening collaboration between councils and industry
- Support ongoing work relating to competency and consistency
- Contribute constructively to national discussions and guidance
- Build on the strong foundations we have established together

We also have a number of initiatives and engagements to look forward to throughout the year, including opportunities to connect with colleagues across the country and continue raising the profile and value of the Register.

I am genuinely looking forward to working alongside you all again this year. Thank you for your ongoing support, openness, and willingness to contribute. I’m confident that, together, we can make meaningful progress and continue to build on the positive momentum already underway.

Thank you,



Ryan Cooper  
Chairperson, South Island IQP Register

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## 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 has been released starting with the renewals due **1 September 2025**.

### Specified System Criteria Review – SS9 Update

Following on from the SS2 review, **SS9 - Mechanical ventilation System introducing or removing air required by building code or indoor air quality requirements** - has been reviewed.

The new education criteria is: -

- New Zealand Certificate in Air Conditioning Installation (Level 4) – NZQA qual 4363
- New Zealand Certificate in Refrigeration and Air Conditioning (Trade) (Level 4) – NZQA qual 2366
- New Zealand Certificate in Mechanical Building Services (Trade) (Level 4) – NZQA qual 2717
- New Zealand Certificate in Mechanical Engineering (Advanced) (Level 5) – NZQA qual 2716
- National Certificate in Heating, Ventilating and Air Conditioning (Mechanical Services) (Level 4) (Historic)
- CPEng Mechanical Engineer (Heating & Ventilation)

Plus

Minimum of 4 years industry experience (portfolio of work required)

### 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 2026. 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.*

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## **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)
- 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

### **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).

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## **Section 110 Building Act 2004 - Annual Reports**

With more Council's carrying BWOFA 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/BWOFA toolkit.
- S-Rad form could be used as a base document for an annual report.
- Make the annual report a part of the BWOFA renewal process, and have it submitted with the BWOFA 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.



# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## 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.**

## General administration/Reminders

### 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 & Code of Conduct***

**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/signed Code of conduct = no certificate**

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

*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.***

**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 -



# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

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)

## ***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.



# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522  
Timaru 7940  
Phone: 03 687 7200  
Fax 03 687 7209

## Reminders from the Secretary

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.

**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>



# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

[Training opportunities and up-coming events](#)

[Update from Future Skills - new courses available](#)

[Building Compliance](#)

[Programmes - Future Skills](#)



## **Certificate in Building Compliance (Level 4)**

Build your skills in the building compliance environment in New Zealand.

**DURATION:**

20 weeks

**FEES:**

\$4,160

**NEXT INTAKE:**

13 April 2026 (Christchurch)

8 June 2026 (Auckland)

13 July 2026 (Wellington)

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## Fire Engineering

<https://www.futureskills.co.nz/programmes/category/Manufacturing-and-Engineering>



### Building Means of Escape

Learn all about Building Means of Escape  
(Micro-Credential)

**DURATION:**  
10-20 Weeks

**FEES:**  
\$960

**NEXT INTAKE:**  
24 March 2026, part-time, blended online



### New Zealand Diploma in Engineering (Fire Engineering) (Level 6)

Gain a vital qualification in fire engineering, so  
you can advance your career in this field at  
technician level.

**DURATION:**  
The programme is delivered over 64-80 weeks, with  
options for full-time and part-time study.

**FEES:**  
\$7,196 per year. For information about Final-Year Fees-  
Free eligibility, please visit: [Fees Free - IRD](#)

**NEXT INTAKE:**  
24 March 2026, part-time

[More to come as we speak with the Compliance industry to find out what we all need to be our best at our jobs.](#)

For more info contact Steve Bailey - [steven.bailey@futureskills.co.nz](mailto:steven.bailey@futureskills.co.nz) – phone 027 295 6589

# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

Please check the links below for up-coming training opportunities, some good events are coming up:

**Please note – the ABC Conference is in CHRISTCHURCH this year!! 29 & 30 July 2026**

<https://abcqip.org.nz/2026-conference-building-confidence-through-competency/>

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

<https://www.fpanz.org/events/get-it-right-seminars>

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

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

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

<https://www.abcqip.org.nz/whats-on/workshops-seminars>

<https://www.abcqip.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/>



# SOUTH ISLAND IQP REGISTRATION PANEL

(Independent Qualified Persons)

PO Box 522

Timaru 7940

Phone: 03 687 7200

Fax 03 687 7209

## 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/>