# BCA accreditation scheme checklist

## Regulation 12: Choosing and using contractors

### Minimum criteria for accreditation against regulation 12

#### Establishing a prospective contractor’s qualifications and competency

[ ]  the BCA establishes the competency of all prospective contractors

[ ]  the BCA records the qualifications (if any) of all contractors performing building control functions

#### Notes: Click here to enter text.

#### Engaging contractors

The BCA:

[ ]  defines the scope of services and deliverables required from contractors

[ ]  defines the criteria against which a prospective contractor will be assessed

[ ]  establishes a contractor assessment team or person, and gives them decision-making authorities

[ ]  defines how prospective contractors are sought (for example, through direct approach or tender)

[ ]  records how contract negotiations will be undertaken, and any rules or criteria that will apply

The BCA’s contracts set out the:

[ ]  scope of services and deliverables required from contractors

[ ]  contractors’ performance standards, and how they will be monitored and reviewed

[ ]  measures to be taken in the event of unsatisfactory performance

[ ]  reporting requirements

[ ]  contractor’s requirement to comply with a quality assurance system

[ ]  selection of staff within an organisation that will perform building control work (if applicable)

[ ]  powers and authorities granted to any contracted staff

[ ]  process for managing conflicts of interest

[ ]  process for managing internal and external communications, including engagement with media

[ ]  requirement for annual competency assessments

[ ]  requirement to adhere to the BCA’s policies, procedures and systems (or their own)

[ ]  requirement to comply with the Building Act 2004 and associated regulations

#### Notes: Click here to enter text.

#### Monitoring and reviewing contractor performance

[ ]  the BCA monitors and reviews contractors’ performance against the defined standards documented in their contract

[ ]  the BCA addresses contractors’ unsatisfactory performance against the defined standards documented in their contract

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#### Annually or more frequently assessing a contractor’s competency

[ ]  the BCA undertakes an annual assessment of the competency of all contractors performing building control functions

#### Notes: Click here to enter text.

[Regulation 12 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/12-choosing-using-contractors/) provides further information.

#### Of note:

These accreditation requirements do not apply to contractors who provide technical or specialist expertise. This includes expertise that contributes to the processing of and decisions on consent or code compliance applications, the development of compliance schedules, and the issue of notices to fix, where their advice is on a single matter, and given under specific direction or by special request.

Contractors may also carry out certain activities or functions such as writing policies and procedures, or performing competency or quality assessments. These contractors are not performing building control functions, or providing technical or specialist advice related to the performance of a building control function and are outside the scope of the regulations.

**Evidence of Policy/Procedure/System being completely and effectively implemented**

***Notes:******Click here to enter text.***