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# BCA accreditation scheme checklist

## Regulation 15: Keeping organisational records

### Minimum criteria for accreditation against regulation 15

#### Recording organisational structure

The BCA has an up-to-date organisational chart that records:

where the BCA is placed in the management structure of its parent organisation (if applicable)

any relationships the authority has with external organisations ie other BCAs, accredited organisations or contractors performing building control functions

lines of accountability for employees and contractors

number of employees performing building control functions (in full-time equivalent)

outstanding vacancies

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

#### Recording roles, responsibilities, powers and authorities

The BCA records the following information for all employees and contractors performing a building control function:

objectives of their role

required competencies of their role

tasks/activities their role is responsible for undertaking

key responsibilities and accountabilities

powers to perform building control functions, and what functions

administrative authorities (including any delegated authorities)

any limitations on the powers and authorities in their role

reporting lines and key relationships

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

[The regulation 15 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/15-keeping-organisational-records/) provides further information.

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

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