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# BCA accreditation scheme checklist

### Regulation 18: Requiring technical qualifications

### Minimum criteria for accreditation against regulation 18

#### Ensuring employees and contractors doing a technical job hold a technical qualification

The BCA’s employees and contractors performing building control functions by doing a technical job have – or are working towards achieving – a technical qualification or recognised international equivalent, unless exempt

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

#### System for decisions on exemptions

The BCA’s system for decisions on exemptions includes:

a general policy statement or objective that sets out the goal for the BCA related to qualifications

an agreed set of circumstances where an exemption may be considered

a nominated person who can sign off an exemption

the process for seeking the sign off of an exemption (which may simply be by memo)

The BCA records the employees and contractors who are exempt from this regulatory requirement

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

[Regulation 18 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/18-appropriate-technical-qualifications/) provides further information.

#### Of note:

This regulatory requirement only applies to those employees and contractors who are performing building control functions by doing a technical job. The regulatory requirement does not apply to employees or contractors who perform non-technical jobs or functions within a building consent authority (BCA), or to contractors who have been engaged to provide technical or specialist expertise.

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

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