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# BCA accreditation scheme checklist

## Regulation 6: Observance of policies, procedures and systems

### Minimum criteria for accreditation against regulation 6

The BCA records decisions, reasons and outcomes for:

processing building consents

inspecting building work

certifying building work

managing complaints

workload forecasting

determining employee and contractor capacity and capability needs

recruitment activities

allocating work to competent employees and contractors

establishing the competency of employees and contractors

developing training plans for employees doing a technical job

employees and contractors requiring supervision

contractor selection

selecting technical leaders

delegating technical leader’s powers and authorities

establishing the information a Building Control Officer needs to perform building control functions

establishing the facilities a Building Control Officer needs to perform building control functions

establishing the equipment a Building Control Officer needs to perform building control functions

management oversight of the quality assurance process

decisions about continuous improvement

managing conflicts of interest

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

[Regulation 6 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6-decisions-policies-procedures-systems/) provides further information.

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

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