

Title	Administer building regulatory documentation in accordance with the QA/QMS		
Level	4	Credits	3

Purpose	<p>This unit standard is for people working or intending to work in a building regulatory environment in New Zealand.</p> <p>People credited with this unit standard are able to administer building regulatory documentation in accordance with the QA/QMS.</p>
----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Classification	Compliance and Law Enforcement > Building Control Surveying
-----------------------	-------------------------------------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

1 References

Building Act 2004 and associated Building Regulations; includes the Building Code; Electricity Act 1992; Fire Safety and Evacuation of Buildings Regulations 2006; Hazardous Substances and New Organisms Act 1996; Health Act 1956; Heritage New Zealand Pouhere Taonga Act 2014; Local Government Act 2002; Local Government Official Information and Meetings Act 1987; Privacy Act 2020; Plumbers, Gasfitters, and Drainlayers Act 2006; Resource Management Act 1991; and all subsequent amendments and replacements.

2 Definitions

BCA – Building Consent Authority.

Building regulatory documentation – applications and requests to BCAs covering the range of matters that are within their area of responsibility, and includes where relevant any required supporting material or evidence. Examples include applications for Building Consent, Code Compliance Certificate, Certificate of Acceptance, Certificate for Public Use, Compliance Schedule.

QA/QMS – the quality assurance or quality management system setting out the policies, procedures, and methodologies of the BCA. Where the BCA is an operating unit within a larger organisation, the applicable QA/QMS may be that operated by the parent organisation.

Outcomes and performance criteria

Outcome 1

Administer building regulatory documentation in accordance with the QA/QMS.

Performance criteria

- 1.1 Compile the initial regulatory file.
- 1.2 Check resubmitted applications for accuracy and completeness.
- 1.3 Record and file documents and other correspondence.

Planned review date	31 December 2026
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	N/A
Rollover and Revision	2	30 January 2025	N/A

Consent and Moderation Requirements (CMR) reference	0121
------------------------------------------------------------	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Waihanga Ara Rau Construction and Infrastructure Workforce Development Council qualifications@waihangaararau.nz if you wish to suggest changes to the content of this unit standard.