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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.***