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# BCA accreditation scheme checklist

## Regulation 7(2)(e): Planning, performing and managing inspections

### Minimum criteria for accreditation against Regulation 7(2)(e)

#### Planning, performing and managing inspections

The BCA’s process for inspecting building work includes:

a description of the standard inspection types undertaken by the BCA

a description of the building work to be assessed for each standard inspection type

how the building work may be inspected for each standard inspection type

how any inspections outside the standard inspection types are identified and delivered eg strawbale construction, site meetings etc

how inspections may be requested, received and recorded in the BCA

how inspections will be scheduled and allocated to one or more competent employee or contractor

how an inspection is recorded, including the matters that must be recorded and may be recorded

how building work that varies from the consent is dealt with

how building work that does not comply with the Building Code is dealt with

how building work is checked for any warnings or bans issued by MBIE

how the outcomes of inspections are communicated to an applicant and owner

how any requirements of the issued consent are requested, received, recorded and communicated eg PS4 from chartered professional engineer

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[Regulation 7(2)(e) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/plan-perform-manage-inspections/) provides more information.

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

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