

## Inspections and maintenance of specified systems as a building owner

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You need an independent qualified person to inspect your building's specified systems and ensure necessary maintenance occurs.

The specified systems in your building will usually require specialist inspection and maintenance to ensure they continue to perform and operate effectively.

The independent qualified person (IQP) follows the requirements set out in your building's compliance schedule. Each compliance schedule is different, depending on the specified systems in the particular building.

A compliance schedule will usually require the more complex inspection and maintenance procedures to be carried out by an IQP and the certification with a Form 12A can only be supplied by an IQP. As a building owner, you may be responsible for undertaking some less complex and more frequent inspection tasks. These tasks will also be detailed in the compliance schedule.

### Engaging independent qualified persons (IQPs)

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An IQP is a person (or firm) approved by the territorial authority as qualified to inspect certain specified systems and ensure that necessary maintenance occurs. "Independent" means they have no financial interest in the building.

Most specified systems require at least an annual inspection by an IQP but in some cases they may inspect more frequently such as 6 monthly or quarterly. In order to provide a BWoF, you must obtain a Form 12A from your IQPs, which certifies the inspection, maintenance and reporting procedures of the compliance schedule have been carried out for the previous 12 months.

In most cases each IQP who inspects your building's specified systems will need to provide you with a Form 12A certificate. However, in some cases one IQP may issue a Form 12A covering the procedures of another IQP. In these cases, it is important that the responsibility for issuing the Form 12As is established when the IQP is first engaged.

Your first step in engaging an IQP should be to approach the council for their IQP register (usually on the council's website). This register also identifies which specified systems the IQP is competent to inspect.

### Keep IQP records

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You must obtain and keep reports detailing inspections, maintenance and repairs from the people who have carried out the work. These need to be kept with the compliance schedule for at least two years after they have been issued.

The council will keep the building warrant of fitness and related documents from your IQPs on record for the life of your building.

### Carrying out inspections and maintenance

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In some instances, your IQP may recommend a change in maintenance to a specified system in order ensure it continues to perform correctly. You need to include any such recommendations with the BWoF when you submit it to the council. If you agree with the IQP's recommendations, you may submit an application for an amendment to a compliance schedule to your council along with the IQP recommendation.

## Information for IQPs

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IQPs can download our frequently asked questions for IQPs and building officials to gain a better understanding of:

- compliance schedules
- building warrants of fitness.

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### FAQs for independent qualified persons

[PDF 776 KB]

<https://www.building.govt.nz/assets/Uploads/managing-buildings/inspections-and-maintenance/faq-iqp.pdf>

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## Related content

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### Managing your BWoF (for buildings with specified systems) (<https://www.building.govt.nz/managing-buildings/managing-your-bwof/>)

Owners of buildings with specified systems need to supply council with a BWoF annually (including IQP certification).

### Buildings with compliance schedules for specified systems (<https://www.building.govt.nz/managing-buildings/managing-your-bwof/specified-systems-and-compliance-schedules/>)

Learn what types of buildings need compliance schedules, and what you need to do with yours.

### Inspections and maintenance of specified systems as a building owner (<https://www.building.govt.nz/managing-buildings/managing-your-bwof/inspections-and-maintenance/>)

You need to engage an independent qualified person to inspect the specified systems in your building.

### Compliance schedule handbook (<https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/>)

A handbook to understand compliance schedules.

### Making an amendment to your building's compliance schedule (<https://www.building.govt.nz/managing-buildings/managing-your-bwof/amendments-to-compliance-schedules/>)

You may need to make an amendment to your compliance schedule throughout the life of your building.

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- with compliance with the Building Act, it is published under section 175 of the Building Act
- with a Weathertight Services claim, it is published under section 12 of the Weathertight Homes Resolution Services Act 2006.