

**Unit Standard 24161** <http://www.nzqa.govt.nz/nqfdocs/units/doc/24161.doc>

**Title** Demonstrate knowledge of the processes for issuing certificates and notices under the Building Act 2004

**Level 5 Credits 10**

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**Special notes**

1 Compliance with the following legislation, regulations, and codes is required:

Building Act 2004

Privacy Act 1993

Building (Forms) Regulations 2004

The Building Code.

2 Definition

*Quality management systems (QMS)* refers to a formal management system that establishes policy and objectives (and ways of achieving them) in order to direct and control an organisation with regard to quality.

All other definitions and further information can be referenced in the Building Code Handbook available at:

<http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance–documents/handbook.pdf>.

3 Reference documents:

Building Code Compliance Documents

<http://www.dbh.govt.nz/building–code–compliance–documents>;

Building Officials – Building Act 2004 overview

<http://www.dbh.govt.nz/bofficials-buiding-act-2004-overview>.

**Element 1**

Demonstrate knowledge of the process of issuing a Notice to Fix (NTF).

Performance criteria	Candidate	Assessor
1.1 Documents required for issuing an NTF are identified in terms of the requirements of the Building Act 2004 and Building (Forms) Regulations 2004	Draw a flow diagram which identifies the key steps, tasks, documentation and information required to issue a Notice to Fix (NTF).  The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.	The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.
1.2 Resource information that supports the NTF process is identified and described in terms of its source and function.  Range resource information includes but is not limited to – building consent documents, forms from the Building (Forms) Regulations 2004.	To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.	The diagram may be supported by a written description of tasks, roles and documents.  NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.
1.3 Process for issuing an NTF is described in terms of tasks required to be completed.		
1.4 Process for documenting an NTF is described in accordance with quality management systems (QMS).		

**Element 2**

Demonstrate knowledge of the process of issuing a Certificate of Acceptance (CoA)

Performance criteria	Candidate	Assessor
<p>2.1 Documents required for issuing a CoA are identified in terms of the requirements of the Building Act 2004 and Building (Forms) Regulations 2004.</p>	<p>Draw a flow diagram which identifies the key steps, tasks, and information required to issue a Certificate of Acceptance (CoA).</p> <p>The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.</p>	<p>The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.</p> <p>The diagram may be supported by a written description of tasks, roles and documents.</p>
<p>2.2 Resource information that supports the CoA process is identified and described in terms of its source and function.</p> <p>Range: resource information may include but is not limited to – Notice to Fix, forms from the Building (Forms) Regulations 2004, property file.</p>	<p>To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.</p>	<p>NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.</p>
<p>2.3 Process for issuing a CoA is described in terms of tasks required to be completed.</p>		
<p>2.4 Process for documenting a CoA is described in accordance with QMS.</p>		

**Element 3**

Demonstrate knowledge of the process of issuing a Dangerous Building Notice.

Performance criteria	Candidate	Assessor
<p>3.1 Documents required for issuing a Dangerous Building Notice are identified in terms of the requirements of the Building Act.</p>	<p>Draw a flow diagram which identifies the key steps, tasks, and information required to issue a Dangerous Building Notice.</p> <p>The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.</p>	<p>The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.</p> <p>The diagram may be supported by a written description of tasks, roles and documents.</p>
<p>3.2 Resource information that supports the Dangerous Building Notice process is identified and described in terms of its source and function.</p> <p>Range: resource information may include but is not limited to – Notice to Fix, property file, Council policies.</p>	<p>To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.</p>	<p>NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.</p>
<p>3.3 Process for issuing a Dangerous Building Notice is described in terms of tasks required to be completed in accordance with QMS.</p>		
<p>3.4 Process for documenting a Dangerous Building Notice is described in accordance with QMS.</p>		

**Element 4**

Demonstrate knowledge of the process of issuing a Certificate of Public Use (CPU).

<b>Performance criteria</b>	<b>Candidate</b>	<b>Assessor</b>
<p>4.1 Documents required for issuing a CPU are identified in terms of the requirements of the Building Act 2004 and Building (Forms) Regulations 2004.</p>	<p>Draw a flow diagram which identifies the key steps, tasks, and information required to issue a Certificate of Public Use (CPU).</p> <p>The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.</p>	<p>The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.</p> <p>The diagram may be supported by a written description of tasks, roles and documents.</p>
<p>4.2 Resource information that supports the CPU process is identified and described in terms of its source and function.</p> <p>Range: resource information may include but is not limited to – approved Building Consent Documents, forms from the Building (Forms) Regulations 2004, Building Code.</p>	<p>To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.</p>	<p>NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.</p>
<p>4.3 Process for issuing a CPU is described in terms of tasks required to be completed.</p>		
<p>4.4 Process for documenting a CPU is described in accordance with the QMS.</p>		

**Element 5**

Demonstrate knowledge of the process of issuing a Code Compliance Certificate (CCC).

Performance criteria	Candidate	Assessor	
5.1 Documents required for issuing a CCC are identified in terms of the requirements of the Building Act 2004 and Building (Forms) Regulations 2004.	Draw a flow diagram which identifies the key steps, tasks, and information required to issue a Code Compliance Certificate (CCC).  The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.  To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.	The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.  The diagram may be supported by a written description of tasks, roles and documents.  NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.	
5.2 Resource information that supports the CCC process is identified and described in terms of its source and function.  Range: resource information may include but is not limited to – approved Building Consent Documents, forms from the Building (Forms) Regulations 2004, Building Code.			
5.3 Process for issuing a CCC is described in terms of tasks required to be completed.			
5.4 Process for documenting a CCC is described in accordance with the QMS.			

<b>Element 6</b>		
Demonstrate knowledge of the process of issuing a Building Warrant of Fitness (BWoF).		
<b>Performance criteria</b>	<b>Candidate</b>	<b>Assessor</b>
6.1 Documents required for issuing a BWoF are identified in terms of the requirements of the Building Act 2004 and Building (Forms) Regulations 2004.	<p>Draw a flow diagram which identifies the key steps, tasks, and information required to issue a Building Warrant of Fitness (BWoF).</p> <p>The flow diagram should follow the sequence and timing of events and meet the legal requirements of the Building Act including time scale, forms and information as well as accurately reflect the Quality Management System (QMS) you operate under.</p> <p>To ensure clarity the diagram may be supported by a written description of tasks, roles and documents.</p>	<p>The flow diagram follows the sequence and timing of events, identifies documents. It must meet the legal requirements of the Building Act including time scale, forms and information and accurately reflect the Quality Management System (QMS) the candidate operates under.</p> <p>The diagram may be supported by a written description of tasks, roles and documents.</p> <p>NB: If a supporting description is not provided and the flow diagram does not provide sufficient detail or coverage of the Building Act and/or the QMS it is suggested that the written description is requested as supporting evidence in the first instance.</p>
6.2 Resource information that supports the BWoF process is identified and described in terms of its source and function.		
Range: resource information may include but is not limited to – approved Building Consent Documents, forms from the Building (Forms) Regulations 2004, Building Code, Compliance Schedule.		
6.3 Process for issuing a BWoF is described in terms of tasks required to be completed.		
6.4 Process for documenting a BWoF is described in accordance with the QMS.		

### **Integration of the Key Competencies within this unit standard.**

<p><b>1 Collecting, analysing and organising information</b></p> <p>The capacity to locate, sift and sort information in order to select what is required and to present it in a useful way, and evaluate both the information itself and the sources and methods used to collect it.</p>	<p>Source information relevant to the process for the Building Code, Building Act and organisation sources including the property file.</p>
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