

Review 7228 V6

Title **Complete consent processing for medium and large buildings**

Level **6** Credits **50**

Special notes

- 1 Assessment against this unit standard should be for examples of a medium and large building as described in the Phase 2 Consultation - medium and large Building Scenarios or against a building benchmarked against the listed scenarios and agreed to by your assessor prior to assessment commencing.
- 2 All assessments must comply with the following legislation:
Building Act 2004;
Building Regulations 2004;
New Zealand Building code and Approved Documents and any subsequent amendments.
3. Definition
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Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace.
The Building Code includes referenced standards and supporting documents included in the New Zealand Building Code Handbook

All other definitions can be referenced in the New Zealand Building Code Handbook (see below for link)
- 4 Reference documents:
New Zealand Building code and any subsequent amendments. <http://www.dbh.govt.nz/building-code-compliance-documents>
New Zealand Building Code Handbook. <http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/handbook.pdf>
Building officials' guide to the Building Act <http://www.dbh.govt.nz/UserFiles/Image/Publications/publications-covers/building/building-officials-guide.pdf>
New Zealand Standard <http://www.standards.co.nz/default.htm>
- 5 Knowledge is required of methods relating to medium and large buildings.
6. The scope of this unit includes the building structure, envelope, HVAC, Plumbing & drainage, water supply, fire safety and egress and one other service from the following list: (lifts, escalators and travelators), (industrial liquid waste), (hazardous materials and processes), emergency power supply, smoke extraction systems and escape route pressurisation.

Element 1

Complete the lodgement and assessment process of PIMs for medium and large buildings.

Range one new project = Scenario 1, two alterations = Scenario 3 & 6 and one elective from Scenarios 2, 4 and 5

Performance Criteria	Candidate	Assessor
<p>1.1 Documentation required for lodging a PIM for a medium and large building are reviewed in terms of the requirements of the QMS.</p>	<p>NB: If the assessor is external to the candidates BCA a peer review of the completed PIM lodgement process and assessment must be supplied with the assessment documentation.</p> <p>Assess the documentation required for lodging a PIM for a small building in terms of the requirements of the QMS</p>	<p>Appropriate documentation and information provided</p> <p>Appropriate information sourced from within the organisational information management systems</p> <p>Documentation correctly completed</p> <p>Process followed must meet the QMS requirements of the approving BCA.</p>
<p>1.2 Complete process for lodging the PIM in accordance with QMS.</p>	<p>Complete process for lodging a PIM in accordance with QMS.</p>	<p>Any approvals or peer reviews that may be required from other affected statutory bodies and network utility operators to ensure that the consent is not in breach of other statutes or regulations are included</p>
<p>1.3 Review PIM documentation for a medium and large building in accordance with QMS.</p> <p>Range approval may be required from other affected statutory bodies and network utility operators to ensure that the consent is not in breach of other statutes or regulations.</p>	<p>Review PIM documentation for a small building in accordance with QMS.</p> <p>Identify any approvals or peer reviews that may be required from other affected statutory bodies and network utility operators to ensure that the consent is not in breach of other statutes or regulations.</p> <p>Includes timeframes stipulated in the Building Act – this should be covered in the QMS</p>	<p>NB: If the assessor is external to the candidates BCA a peer review of the completed PIM lodgement and assessment process must be supplied with the assessment documentation.</p>
<p>1.4 PIM information is supplied in accordance with the District Plan and relevant site conditions.</p>	<p>Supply PIM information in accordance with the District Plan and relevant site conditions.</p>	
<p>1.5 Documents are managed and stored in accordance with the Building Act and QMS.</p>	<p>Manage and store documents in accordance with the Building Act and QMS.</p>	

Element 2

Complete the lodgement and review process of building consent applications for medium and large buildings.

Range one new project = Scenario 1, two alterations = Scenario 3 & 6 and one elective from Scenarios 2, 4 and 5

Performance Criteria	Candidate	Assessor
<p>2.1 Documentation required for lodging building consents for a medium and large building are reviewed in terms of the requirements of the QMS.</p>	<p>NB: If the assessor is external to the candidates BCA a peer review of the completed Building Consent lodgement process and assessment must be supplied with the assessment documentation.</p> <p>Obtain the documentation required for processing a medium or large building consent in terms of the requirements of the QMS.</p> <p>Documentation may include but are not limited to reports from suitably qualified individuals, peer reviews of these reports, approvals from other organisations.</p>	<p>Documentation obtained must meet the QMS requirements of the approving BCA.</p> <p>Refer to guidelines above for number of consent applications.</p> <p>NB: If the assessor is external to the candidates BCA a peer review of the completed Building Consent lodgement process and assessment must be supplied with the assessment documentation.</p>
<p>2.2 Complete process for lodging the building consents in accordance with QMS.</p>	<p>Complete process for booking building consent inspections in accordance with QMS.</p>	<p>The candidate follows due process for booking building consent inspections in accordance with the QMS.</p>
<p>2.3 Review building consents documentation for a medium and large building for compliance with the building code and QMS.</p>	<p>Review building consents documentation for a medium and large building for compliance with the building code and QMS.</p> <p>This includes timeframes stipulated in the Building Act – this should be covered in the QMS</p>	<p>The candidate reviews building consent documentation for compliance with the building code and QMS and Identifies any approvals that may be required from other affected statutory bodies and network utility operators.</p>
<p>2.4 Approve or reject building consents in accordance with the QMS.</p> <p>Range: Approval includes but not limited to – consent conditions, allocate inspections, invoice for Building Act levies, BCA fees and charges, issuing a Building Consent certificate and approved documents.</p>	<p>Identify any approvals that may be required from other affected statutory bodies and network utility operators to ensure that the consent is not in breach of other statutes or regulations.</p>	

Rejection includes but not limited to – request for further information.		
2.5 Documents are stored in accordance with the Building Act and QMS.	Documents are stored in accordance with the Building Act and QMS.	The candidate stores documents in accordance with the Building Act and QMS

Integration of the Key Competencies within this unit standard.

<p>1 Collecting, analysing and organising information</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>Collate and analyse documentation required for assessing consents for a small building. Organising information and managing documents</p>
<p>2 Communicating ideas and information</p> <p>The capacity to communicate effectively with others using the range of spoken, written, graphic and other non-verbal means of expression.</p>	<p>Communicate approval or rejection information including consent conditions and requests for further information</p>
<p>3 Planning and organising activities</p> <p>The capacity to plan and organise one's own work activities, including making good use of time and resources, sorting out priorities and monitoring one's performance.</p>	<p>Manage information, processes, tasks and timeframes in accordance with the organisations QMS.</p>