

IQP Guidance for Waikato, Western / Bay of Plenty & Central North Island Region Territorial Authorities

Waikato, Western / Bay of Plenty & Central North Island Region Territorial Authorities Incorporating:

Hamilton City Council ♦ Hauraki District Council ♦ Kawerau District Council ♦ Matamata / Piako District Council ♦ Opoiki District Council ♦ Otorohanga District Council ♦ Rotorua District Council ♦ Ruapehu District Council ♦ South Waikato District Council ♦ Taupo District Council ♦ Tauranga City Council ♦ Thames Coromandel District Council ♦ Waikato District Council ♦ Waipa District Council ♦ Waitomo District Council ♦ Western Bay of Plenty District Council ♦ Whakatane District Council

IQP Registration

An IQP is a person 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.

In most cases each IQP who inspects a building’s specified systems will need to provide the building owner with a Form 12A certificate.

Duties of an IQP include:

- The inspection and reporting on specified building systems, e.g. fire sprinklers, automatic doors, lifts, smoke detectors, escalators, air conditioning systems by following the requirements set out in the building's compliance schedule
- Supplying any other supporting documentation confirming compliance, such as certificates of compliance
- Maintain the specified systems to perform and operate effectively

IQP’s should be reminded that:

- They should work within their competency and registration
- A 12a form should only be issued if appropriate, for example where the required Inspection, Maintenance and Reporting regime is complete
- They should ensure their competency is maintained through regular training, as and when required
- Although reminders are sent out, the IQP has a responsibility to renew their registration each year, as per their own individual anniversary date

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Application process:

Applications can either be done via our [online form](#).

Helpful hints

- Please take care when completing applications, and remember the more relevant information the better, with supporting documentation being essential.
- Ensure that you only apply for the specified systems that you have specific work history, qualifications, and experience in. This will greatly speed up the application process
- Your work history needs to be **descriptive** and **complete** – remember you are selling your skills and experience to the Panel
- Providing photographic evidence to support your knowledge will clearly demonstrate that you can identify what complies and what does not. This information will greatly assist the reviewer, giving confidence in an applicant, thus making the approval decision an easy one, without delays.
- Remember to send the [referee link](#) to your designated referees, and these need to be relevant to the specified systems being applied for.
- Referees should provide actual detail on what and how much they have supervised or worked together.

Reasons for applications being declined:

- Lack of detail regarding specific work experience
- Unable to meet the criteria
- References lacking quality or detail

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Useful website links:

Below are some links that IQP's may find to be useful

IQP FAQ's - building.govt.nz/FAQ/IQP

Association of Building Compliance - abciqp.org.nz

Fire Protection Association of NZ - fireprotection.org.nz

Fire Protection Association Newsletters and FIRENZ Magazines - fireprotection.org.nz/online-resources/articles-and-publications

Building Networks - buildingnetworks.co.nz

Building Act 2004 sections 100-112 - legislation.govt.nz

Compliance schedule handbook - building.govt.nz/building-codecompliance

Building (Forms) Regulations 2004 - legislation.govt.nz/regulation

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