



CENTRAL IQP REGISTRATION PANEL

INFORMATION FOR PERSONS
SEEKING ACCEPTANCE AS
INDEPENDENT QUALIFIED
PERSONS (IQP)





The member councils of the Central IQP Registration Panel are required to determine that “Independent Qualified Persons” (IQP’s) are appropriately qualified to undertake the inspection and maintenance of features or systems.



The member councils of the Central IQP Registration Panel are required to determine that “Independent Qualified Persons” (IQP’s) are appropriately qualified to undertake the inspection and maintenance of features or systems.

The applicant is required to provide sufficient evidence of appropriate qualifications and experience to undertake the inspection and maintenance of the feature or system for which approval is sought. Refer to the IQP application form for details.

IQP acceptance is specific to an individual therefore, where an application is associated to a company, partnership, etc. it is necessary to make an application for each individual within the company. The information should be supplied in respect of the person who is qualified to maintain and inspect and not, for example, the manager with overall responsibility.

The following information is required:	
•	Applicant’s name and contact details
•	Features and/or systems for which acceptance is sought and where the application is in the name of a company, etc. the name of the person nominated for each feature or system
•	Evidence of qualifications and work experience (see appendix for requirements): -
•	Evidence of membership of any professional institutes or technical organisations
•	Two referee declarations for each specified system applied for. Declarations must be from referees with equivalent competence in the area of expertise applied for.
•	Details of insurance cover. Must include at least Public Liability Insurance and Professional Indemnity Insurance Cover.
•	Details of quality assurance systems
•	Please ensure your application is complete, meets the minimum requirements and submit with the appropriate fee.

APPENDIX

IQP CODE OF CONDUCT GUIDELINES

Purpose

The purpose of this code is to provide the values, principles and standards of behaviour in delivering building owners a level of quality for specified system inspection work by registered Independent Qualified Persons in order to maintain a safe and healthy workplace.

Scope	
•	The code applies to all registered Independent Qualified Persons (individuals)
•	Disciplinary matters will be conducted by the Central IQP Registration Panels' Complaints Procedure Appendix 1, in response to any complaint received.
•	In the interest of public safety Independent Qualified Persons need to be held accountable for their performance in carrying out their responsibilities under the appropriate sections of the Building Act 2004 and subsequent amendments
Principles of Code	
•	Acting lawfully and ethically in the best interests of building owners, building users and the Council
•	Being honest and professional in dealings with the Council and building owners
•	Being of sound character and working within their scope of competency
•	Complying with all relevant legislation, regulations and the building code
•	The disciplinary action is applied to encourage acceptable work quality ethics and, provide consequences for failing to do so
Grounds for discipline (but not limited to)	
•	Carried out or supervised work negligently or incompetently
•	Obtaining registration for specified systems dishonestly
•	Carried out work on systems they were not registered for
•	Consistently failing to provide correct documentation
•	Misrepresented their competence on specified systems
•	Carried out or supervised work on specified systems outside their competency
•	Provided false information / documentation to building owner or the Council
•	Either orally or in writing made any declaration or representation, knowing it to be false or misleading
•	Produced to the Council or made use of any document, knowing that it was not genuine
•	Complaint received regarding the quality of the service being provided, any matter regarding inappropriate behaviour or not acting within the principles of this code

CENTRAL IQP REGISTRATION PANEL COMPLAINTS PROCEDURE

Where complaints are received relating to an Independent Qualified Person or where Council identifies issues relating to Independent Qualified Person practices, this will be reviewed by members of the Central IQP Registration Panel in accordance with the Complaints Procedure.

The Central IQP Registration Panel may request the Independent Qualified Person to complete further training to demonstrate their competence within their registered area of expertise.

The Complaints Procedures Appendix 1 is available for further reference.

Warnings	
The following warnings may be imposed:	
•	In the first event of a breach of discipline the Independent Qualified Person may be issued an oral warning, formal written (Level 1)
•	In the second event of a breach of discipline the Independent Qualified Person may be issued a first written warning (Level 2)
•	In the third event of breach of discipline the Independent Qualified Person may be issued a final written warning (Level 3)
•	In the event of any further breach of discipline the Independent Qualified Person may be classified as Serious Misconduct culminating in suspension or deregistration (Level 4)
Serious Misconduct	
All serious misconducts will result in an instant suspension from the Independent Qualified Person register during an investigation. This may mean waiting for reports from emergency services or suitably qualified persons to determine the extent of the issue. Serious misconduct may include but is not limited to:	
•	A specified system is found to be in a state that would suggest that no testing and / or maintenance has been completed for a period of time (2 months)
•	A specified system is directly linked to a serious injury or death
•	Dishonest or fraudulent activity
Suspension/Removal of Registration as an Independent Qualified Person	
Following suspension / removal, if it is determined that no further action is required then registration will continue.	
•	If further action is required, registration may be suspended until further investigation is complete. This information will be relayed to the IQP and to other Territorial Authorities (TA).
•	Removal of registration would only occur after the investigation had been completed.
•	If the findings are that the IQP's registration is to be suspended or deregistered the IQP and TA's will be notified in writing.
Appeals	
An IQP may request an appeal of the outcome of a matter that leads to their suspension / removal from the register. The appeal should be made in writing and will be heard by the Central IQP Registration Panel.	

REQUIREMENTS FOR EVIDENCE OF QUALIFICATIONS AND EXPERIENCE

SS1 Automatic sprinklers	
•	3-5 year's of supervised sprinkler installation, testing, maintenance and inspection. And;
•	Knowledge of NZS 4541, NZS 4515, AS 1851 and NFPA25 And;
•	Knowledge of Building code clauses C1-C6 and acceptable solutions and means of complying. And either;
•	National certificate in fixed fire protection systems level 4, or;
•	NZ certificate in mechanical engineering level 4, or;
•	NZ diploma in engineering level 6, or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
Mandatory Building Act 2004 knowledge	
Understand the Building Act 2004 section 3, sections 100-111	
•	Compliance schedules
•	Building warrant of fitness
•	Building Forms Regulations 2004
•	Specified systems
•	Notices to fix
•	Section 124 notices
•	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.
Note this is not considering the requirements of the sprinkler standards.	
SS1 Automatic system for fire suppression	
•	3-5 year's of supervised sprinkler installation, testing, maintenance and inspection. And; 3-5 year's of supervised sprinkler installation, testing, maintenance and inspection. And;
•	Knowledge of NZS 4541, NZS 4515, AS 1851 and NFPA25 And;
•	Knowledge of gas foam flood, or deluge systems. And;
•	Knowledge of Building code clauses C1-C6 and acceptable solutions and means of complying. And either;
•	National certificate in fixed fire protection systems level 4, or;
•	NZ certificate in mechanical engineering level 4, or;
•	NZ diploma in engineering level 6, or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS2 Automatic or manual fire alarms

- 2-3 year's experience of supervised fire alarm, installation, testing, maintenance and inspection. And either;
- National certificate in fire detection and alarm systems level 4, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of NZS 4512, AS1851, NZS 4541, NZS 5263, NZS 4561 AS 2220. And;
- Knowledge of the building code clause F7 Warning systems the acceptable solutions and means of complying. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS3/1 Automatic doors

•	2-3 year's experience as a supervised installation maintenance and inspection technician. And;
•	Knowledge of NZS 4239, AS4085, AS4178, AS4290, AS5007. And;
•	Knowledge of building code clauses C1-C6, acceptable solutions and means of complying. And either;
•	Electrical service technician, or;
•	Electrical inspector, or;
•	Registered electrician, or;
•	Electrical engineer, or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

•	Compliance schedules
•	Building warrant of fitness
•	Building Forms Regulations 2004
•	Specified systems
•	Notices to fix
•	Section 124 notices
•	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS3/2 Access controlled doors

•	2-3 year's experience as a supervised installation maintenance and inspection technician. And;
•	Knowledge of NZS 4239, AS4085, AS4178, AS4290, AS5007. And;
•	Knowledge of building code clauses C1-C6, acceptable solutions and means of complying. And either;
•	Electrical service technician, or;
•	National certificate in electronic security level 4, or;
•	Electrical inspector, or;
•	Registered electrician, or;
•	Electrical engineer, or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS3/3 Interfaced fire or smoke doors

- 2-3 year's experience as a supervised installation maintenance and inspection technician. And either;
- National certificate in fire detection and alarm systems level 4, or;
- Electrical service technician, or;
- Electrical inspector, or;
- Registered electrician, or;
- Electrical engineer, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of NZS 4512, AS1851, NZS 4541, NZS 5263, NZS 4561 AS 2220. And;
- Knowledge of the building code clause F7 Warning systems the acceptable solutions and means of complying. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS4 Emergency lighting systems

•	2-3 year's experience of supervised installation, testing, maintenance and inspections. And either;
•	Electrical service technician, or;
•	Electrical inspector, or;
•	Registered electrician or;
•	Diploma in electrics or electronics, or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
•	Knowledge of AS/NZS 2293, NZS 6742, NZS 6104, building code F6 Visibility in escape routes, acceptable solutions and means of complying. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

•	Compliance schedules
•	Building warrant of fitness
•	Building Forms Regulations 2004
•	Specified systems
•	Notices to fix
•	Section 124 notices
•	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS 5 Escape route pressurisation systems

•	3 year's experience in supervised installation, design, commissioning, maintenance and testing of systems. And either;
•	Registered fire engineer or;
•	Mechanical engineer, or;
•	Registered electrician, or;
•	Electrical inspector, or
•	Trade certificate or similar in heating ventilation and air conditioning or;
•	Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
•	Knowledge of AS 1668. 1, NZS 3666, Building Code C1-6, acceptable solutions and means of compliance. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS6 Riser mains

- 3-5 year's of sprinkler installation, testing, maintenance and inspection. And;
- Knowledge of NZS 4541, NZS 4515, AS 1851 and NFPA25 And;
- Knowledge of Building code clauses C1-C6 and acceptable solutions and means of complying. And either;
- National certificate in fixed fire protection systems level 4, or;
- NZ certificate in mechanical engineering level 4, or;
- NZ diploma in engineering level 6, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS7 Automatic backflow preventers

- 1-2 year's experience installing, maintaining and testing backflow preventers And;
- Annual Calibration Certificate for Backflow Testing Device And;
- Photo of Backflow Testing Device (For initial applications) And;
- Registered plumber or;
- Completed apprenticeship in plumbing and certificate in backflow testing; or
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications And;
- Knowledge of G12/AS1 backflow prevention, AS 2845.3; And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS8/1 SS8/2 and SS8/3 Passenger lifts, service lifts and escalators

- 3-5 years' experience in supervised, design, installation, maintenance and testing of systems. And;
- Certificate of proficiency. And either;
- Trade certificate in electrical, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;

●	Knowledge of NZS 4332, NZS4334, EN81, building code D1 and D2 and the acceptable solutions and means of compliance. And;
Mandatory Building Act 2004 knowledge	
Understand the Building Act 2004 section 3, sections 100-111	
●	Compliance schedules
●	Building warrant of fitness
●	Building Forms Regulations 2004
●	Specified systems
●	Notices to fix
●	Section 124 notices
●	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.
SS9 Mechanical ventilation or air conditioning systems	
●	3-5 year's supervised installation, design, maintenance and testing of systems. And either;
●	Trade certificate in heating ventilation and air conditioning, or;
●	National certificate in Heating Ventilation and Air Conditioning, or;
●	Diploma in applied engineering refrigeration and air conditioning, or;
●	Diploma in mechanical engineering level 6, or;
●	Registered mechanical engineer, or;
●	Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;
●	Knowledge of the building code C Clauses.
●	Knowledge of NZS 4302, AS/NZS 4303, AS/NZS 3666, AS/NZS1668, AS/NZS 1905 And;
Mandatory Building Act 2004 knowledge	
Understand the Building Act 2004 section 3, sections 100-111	
●	Compliance schedules
●	Building warrant of fitness
●	Building Forms Regulations 2004
●	Specified systems
●	Notices to fix
●	Section 124 notices
●	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS10 Building maintenance units

- 5 year's supervised experience in installation, design, maintenance and testing of systems. And either;
- Trade certificate as a Fitter and Turner, or;
- Registered structural or mechanical engineer, or;
- CPEng engineer, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;
- Knowledge of BS6037 and unit standard 15757 Height Safety Advanced. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS11 Laboratory fume cupboards

- 3 year's supervised experience in design, installation maintenance and testing of systems. And either;
- Electrical service technician, or;
- Registered Electrician, or;
- Registered Plumber, or;
- National certificate in heating ventilation and air conditioning, or;
- Diploma in building services level 6, or;
- Degree in mechanical engineering, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;
- Knowledge of AS/NZS 2243, AS/NZS 3500, NZS 7203, building code F3 And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS12/1 and SS12/2 Audio loops or other listening systems

- 2-3 year's supervised experience in installation, design and maintenance of systems. And either;
- Registered radio serviceman, or;
- Registered electronics technician, or;
- Radio technician trade certificate, or;
- Registered electrician, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;
- Knowledge of NZS 4121, F7, AS1008 and G5 And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS13/1 SS13/2 and SS13/3 Smoke control systems

- 3-5 year's of supervised installation, design, maintenance and testing experience. And either;
- Trade certificate in heating ventilation and air conditioning, or;
- National certificate in Heating Ventilation and Air Conditioning, or;
- Diploma in applied engineering refrigeration and air conditioning, or;
- Diploma in mechanical engineering level 6, or;
- Registered mechanical engineer, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications. And;
- Knowledge of NZS 4520, AS1682, AS1530, AS 1851-2005 and building code C Clauses And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS14/1 Emergency power system

- 3 year's supervision in design, installation maintenance and testing of systems. And either;
- Mechanical engineer, or;
- Registered electrician/inspector, or;
- Diesel engineer/mechanic, or;
- Automotive engineer, or;
- Equivalent relevant qualifications equal to the above e.g. overseas qualifications, or;
- A grade automotive engineer. And;
- Knowledge of NZS 6104, NZS 4121, NZS 6742, AS 1851-2005. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS14/2 and SS15/4 Signs

- 2 year's supervised experience in installation, maintenance and testing of signs. And;
- Knowledge of the building code F8 and F8/AS1, C clauses, D1/AS1 And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS15/1 Systems for communicating spoken information intended to facilitate evacuation

- 2-3 year's supervised experience in installation, maintenance and testing of fire alarm systems. And either;
- National certificate in fire detection and alarm systems level 4, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of NZS 4512, AS1851, NZS 4541, NZS 5263, NZS 4561 AS 2220. And;
- Knowledge of the building code clause F7 Warning systems the acceptable solutions and means of complying. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS15/2 Final exits

- 2-3 year's supervised experience in passive fire installations, maintenance and inspections. And either;
- National certificate in passive fire, or;
- Fire engineer, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of building code C clauses, D1 and D1/ AS1 NZS 4121, NZS 1900. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS15/3 Fire separations

- 2-3 year's supervised experience in passive fire installations, maintenance and inspections. And either;
- National certificate in passive fire, or;
- Fire engineer, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of building code C clauses, D1 and D1/ AS1 NZS 4121, NZS 1900. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS15/5 Smoke separations

- 2-3 year's supervised experience in passive fire installations, maintenance and inspections. And either;
- National certificate in passive fire, or;
- Fire engineer, or;
- Equivalent relevant qualifications equal to the above. E.g. overseas qualifications. And;
- Knowledge of building code C clauses, D1 and D1/ AS1 NZS 4121, NZS 1900. And;

Mandatory Building Act 2004 knowledge

Understand the Building Act 2004 section 3, sections 100-111

- Compliance schedules
- Building warrant of fitness
- Building Forms Regulations 2004
- Specified systems
- Notices to fix
- Section 124 notices
- Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.

SS16 Cable cars

●	Thorough knowledge of NZS 5270: 2005, and
●	Registered electrician or registered electrical service technician, and/or
●	Trade certificate in fitting, turning, machining, welding, or
●	Mechanical engineering qualification and,
●	5 years minimum work experience associated with the installation/maintenance/testing of cable cars, and/or
●	5 years minimum work experience in passenger lift maintenance and inspection procedures.
Standard NZS 5270:2005 knowledge	
Practical and written evidence of inspections and maintenance having previously being carried out using this standard that include some or all the following:	
●	Machinery and machinery space
●	Runway (tracks)
●	Car
●	Landing doors
●	Operation
●	Clearances (car/platforms; car/runway; crush hazards - end clearances between car & fixed objects)
●	Landings
●	Visual checks
●	Check of maintenance records.
Mandatory Building Act 2004 knowledge	
Understand the Building Act 2004 section 3, sections 100-111	
●	Compliance schedules
●	Building warrant of fitness
●	Building Forms Regulations 2004
●	Specified systems
●	Notices to fix
●	Section 124 notices
●	Key roles of owners, IQPs, Territorial Authority, Building Consent Authority, the courts.