

CUSTOMER GUIDE TO

Building Warrant of Fitness & Compliance Schedules

A Compliance Schedule is a document issued by the Territorial Authority listing the inspection, maintenance and reporting procedures for specified systems and features in a building (such as lifts, fire alarms, air conditioning and automatic doors) to ensure their continued safety of operation.

What is a 'Compliance Schedule'?

A Compliance Schedule is an inventory of a building's specified systems. The schedule specifies:

- inspection, testing and maintenance procedures
- The testing to be undertaken and the acceptable level of performance
- The frequency of required work and who should perform it. What is to be inspected and where necessary:
 - The level of compliance
 - The ongoing maintenance required
 - The records to be kept, including results and dates of test and person undertaking the work.

When you apply for a building consent, you will be asked to supply details of these systems and features on the application form. You will be required to supply specific details of equipment location and details of proposed testing and maintenance procedures.

Once the systems have been confirmed, your Compliance Schedule will be issued with the Code Compliance Certificate.

If this is a new, not amended, Compliance Schedule, the Council will also issue you a Compliance Schedule Statement which provides details about the:

- Building
- Use of the building
- Owner
- Building systems covered by the Compliance Schedule.

What are 'Specified Systems'?

The Building Act 2004 defines a 'specified system' as a system or feature that is:

- Contained in a building

- Contributes to the proper functioning of a building (e.g. a sprinkler system)
- Declared by the Governor-General, by Order in Council, to be a specified system for the purpose of this Act.
- A cable car is classified as a 'specified system' for domestic and commercial buildings.

List of Specified Systems

- SS1 Automatic systems for fire suppression
- SS2 Automatic or manual emergency warning systems
- SS3/1 Automatic doors
- SS3/2 Access controlled doors
- SS3/3 Interfaced fire or smoke doors or windows
- SS4 Emergency lighting systems
- SS5 Escape route pressurisation systems
- SS6 Riser mains for use by fire services
- SS7 Automatic back-flow preventers
- SS8/1 Passenger carrying lifts
- SS8/2 Service lifts
- SS8/3 Escalators & moving walkways
- SS9 Mechanical ventilation or air conditioning systems
- SS10 Building maintenance units
- SS11 Laboratory fume cupboards
- SS12/1 Audio Loops
- SS12/2 FM radio frequency systems & infrared beam transmission systems
- SS13/1 Mechanical smoke control
- SS13/2 Natural smoke control
- SS13/3 Smoke curtains
- SS14/1 Emergency power systems relating to a system of feature specified in any
- SS14/2 Signs relating to a system of feature specified in any of clauses 1-13
- SS15/1 Systems to communicate spoken information intended to facilitate

SS15/2 Final exits
 SS15/3 Fire separations
 SS15/4 Signs for communicating information to facilitate evacuation

SS15/5 Smoke separations

SS 16 Cable Cars

NOTE: Some property owners may have systems or features on their Compliance Schedule which have been listed under the 2004 Building Act and the previous 1991 Building Act. Under the previous 1991 Building Act, compliance schedules may have some features such as hose reels and safety barriers that require monitoring.

What is a 'Building Warrant of Fitness'?

A **Building Warrant of Fitness** (BWOFF) is a statement supplied by a **building owner**, confirming that the systems specified in the Compliance Schedule for their building have been maintained and checked in accordance with the Compliance Schedule for the previous 12 months, and that they will continue to perform as required.

A BWOFF must be supplied on Form 12 from the Building (Forms) Regulations 2004. This must also include the following information:

- The location of the particular building
- Current lawfully established use including number of occupants per level and per use if more than one
- The owner of the building
- Original date the building was constructed
- The highest fire risk category for building use
- Certificates relating to inspections, maintenance and reporting by IQP/LBP (Independent Qualified Person and Licensed Building Practitioner)

A copy of each Certificate issued by the IQP or LBP for each of the specified Systems along with any recommendations for amending the Compliance Schedule, must be attached to the Building Warrant of Fitness provided to the Territorial Authority

The BWOFF is to state the location of the Compliance Schedule and associated written reports.

For the first year, you must display the Compliance Schedule Statement in a public place in the building.

Every year after that you must:

- Issue a BWOFF - To do this you must first ensure that all requirements of the Compliance Schedule have been

satisfied. This will include inspections by an independently qualified person (IQP) for each of the system's features.

- Display a copy of the BWOFF - This must be displayed in a public place in the building.
- Send BWOFF and IQP certificates to the Council - The original BWOFF must be accompanied by all IQP certificates required by the Compliance Schedule, and the fee.

In addition to inspections by independently qualified persons, the owner is often required to perform inspections at regular intervals.

Records of the following must be kept together for two years and produced when requested for audit purposes:

- Inspections by independently qualified persons
- Inspections by the owner
- The Compliance Schedule.

What is an Independent Qualified Person (IQP)?

An IQP is a tradesperson who is registered or issued with a class of licence relative to a specified system or feature, and is therefore qualified to carry out any performance inspection, maintenance, reporting or recommendation for an amendment to the Compliance Schedule. At present IQPs are required to be registered with the South Island IQP Register

See <https://www.building.govt.nz/managing-buildings/managing-your-bwof/specified-systems-and-compliance-schedules/> for more information regarding the above systems. A compliance schedule handbook published by the department of building and housing can also be downloaded free from:

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

Or contact us at:

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