



Scheme Rules for Certified Building Consultants

PRINCIPLES

1. The Scheme Rules for Certified Building Consultants (SRCBC) has been developed and is the property of BEAL Certification Service Ltd., a registered New Zealand company.
2. The SRCBC meet the requirements of ISO17024
3. The SRCBC is a Scheme recognised and accredited by JAS-ANZ on behalf of the New Zealand and Australian Governments. However, the Scheme is not endorsed in any way by either Government.
4. The SRCBC require appropriate documentation that describes the Principles, Policy and Practices for the operation of the Scheme.
5. The SRCBC also require an 'Impartiality Group' to be formed to meet periodically in order to provide impartial industry input into the establishment, review and improvement of the Scheme Rules, and any aspect of the operation of the Scheme Rules. However such reviews, findings and or recommendations shall not be binding on the management of the Scheme.
6. The operation of the Scheme shall be subject, as per ISO17024, to periodic surveillance by JAS-ANZ.

POLICY

The Scheme Rules for Certified Building Consultants are:

1. The Scheme Rules shall be the property of a legally constituted entity registered in either NZ or Australia.
2. The registered entity shall have an office, phone and e-mail accessible to the public from which it conducts its business.
3. The manager of the Scheme shall have a web site on which an up-to-date list of certified persons with their scope of expertise (and any limitations) can be found.
4. A digital copy of all Policy documents including these Scheme Rules shall be kept and made available to the public on request without charge.
5. A digital copy of all Operational documents shall be kept and may be made available to the public for a fee. However consideration of commercial sensitivity and confidentiality of applicants or affected parties shall be taken into account when considering such requests.
6. A suitably qualified manager shall be appointed to manage the Scheme. (Scheme Manager) See Appendix F
7. Policy documents shall ensure that the operation of the scheme is impartial and where there is doubt, reference to the Impartiality Group shall be made for an opinion. See Appendix A
8. Operational documents shall be prepared and used to guide all personnel associated with the operation of the Scheme. See Appendix B
9. All operations of the Scheme shall be subject to a Quality Management System which shall be described in a Quality Management System Document. Such QMS shall detail a list of significant risks, an assessment of each and how they shall be controlled, monitored and corrected where non conformance is found . See Appendix C
10. The certification of Building Consultants is for residents of NZ and or Australia, but may consider residents from other Countries. See Appendix D
11. The certification of a Building Consultant shall be for a period of three years after which the certification shall be subject to a revalidation process.
12. An application for certification, shall describe the scope of application of consulting work and limitations. Guidance for describing such is given in Appendix E

13. Every application shall complete a prescribed application form and be accompanied by a Quality Management System document meeting the requirements of the Scheme Manager.
14. Every application shall include -
 - (a) Evidence of any formal or academic training
 - (b) Evidence of practical experience
 - (c) Evidence of any research, specialisation or expert knowledge pertaining to the application
15. All evidence submitted for consideration shall be required to meet the initial requirements set out by the Scheme Manager.
16. Every application upon meeting the initial requirements of the Scheme Manager, shall be subject to review at an interview with the applicant by an Interview Panel , who shall make a recommendation to the Scheme Manager. Such recommendations shall be subject to the assessment method described in the Scheme Operational documents.
17. In the event that the Scheme Manager requires a further review of the application, such review and method shall be communicated to the applicant with reasons.
18. The selection of the Interview Panel, which may include one or more subject experts, shall be selected in conformance with the Scheme Policy and Operational documents. Every person selected to be a member of the Interview Panel shall be required to declare their impartiality and any potential or real conflict of interest.
19. The Interview Panel shall provide advice to the Scheme Manager as to a 1 to 5 rating as to the level of expertise of the applicant's scope(s) of application for consulting work. See Appendix G
20. The decision to provide certification shall be the responsibility of the Scheme Manager, or where the Scheme Manager has been part of the Interview Panel, another delegated person employed by BEAL Building Consultants Ltd.
21. Notification of Certification shall be accompanied by notification of the requirements for surveillances, the timing of such and associated fees.
22. Any decision made by the Scheme Manager or delegated person shall be subject to an appeal process described in the Operational documents, and be subject to the Policies and Operational document requirements.
23. Every Certified person shall be subject to Surveillance at least once a year or more frequently if recommended by the Interview Panel.
24. Every surveillance shall be carried out by one or more persons selected by the Scheme Manager and where recommended by the Interview Panel, may include one or more Subject Experts.
25. The requirements of persons to carry out surveillances shall be set out in the Scheme Operational documents. See Appendix H
26. Surveillances shall assess conformance with the Certified Building Consultant's Quality Management System requirements and describe any non-conformances as either Minor, Medium or Major with time-frames for corrective action described, as set out in the Scheme Policy and Operational documents.
27. The Scheme Manager shall keep a Register of Complaints, which shall describe any significant comment, criticism or complaint, either of a certified person or of the Scheme itself. Such records shall be managed in accordance with the requirements of ISO17024 or JAS-ANZ Policies.

