

BWoF / IQPs
Sept 2022



Index

- Introduction
- Stats
- BWoF refresh
- Point of focus
- Online BWoF submissions
- Audits
- Expired BWoFs
- Notices to fix and infringements
- Future state
- Wrap up



ME!

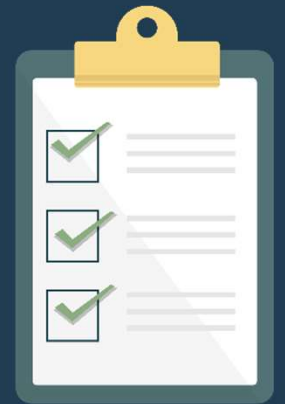


Stats – as of 07 Sept 2022

- There are 16773 active compliance schedules in the Auckland region.
- The team process approx. 320 BWoF renewals per week
- 40% of these renewals involve Reports in-lieu
- 20% require further information or clarification

Top RFI Items

1. 12A forms incorrectly filled out or incorrect details
2. Missing documents
3. Reports in-lieu identifying defects
4. Added or removed Specified Systems without Form 11



A review of our reports show we have a net average increase of 8 compliance schedules per week.

That's a total of 392 new compliance schedules in a year

BWoF Leadership Team



Loretta Parker
Team Manager
BWOF & CCC



Jeffrey Fahrensohn
Manager Field Surveying



Duncan Francis
Principal Technical
Specialist – BWOF & CCC



Nav Jayasinghe
Building WoF Team Leader

Points of focus

- Compliance schedules
- Compliance schedules are issued at CCC stage. BWoF team to be upskilled technically in order to assist with Compliance Schedule work.
- BWoF submission requirements



Online submissions

In June this year we went live with an online portal which enables you to submit BWoFs online

You can now submit the following via our online system:

1. BWOFF renewals
2. IQP registration and renewals
3. Form 11 applications





[Start again](#)

Form

Find your compliance schedule

Step 1 of 6

How do you want to find your compliance schedule?

- Compliance schedule number
- Property address
- Legal description

Enter compliance schedule number

You can find this number on your compliance schedule or BWOF

e.g. WOF215474431 or L/COM/2012/123

[Back](#)
To start

[Next](#)
Step 2

Attach a file for: SS 2/1 Automatic or manual emergency warning systems for fire ✕

File: Form12A SS2.1.pdf

Document type:

Form 12a

Report in Lieu (RIL)

Certificate

IQP number:

[Find a registered IQP](#)

Select the specified systems this document applies to:

These are the ss in your schedule that this IQP number is valid for.

[Select All](#) [Clear Selection](#)

SS 1/1 Automatic sprinkler systems

SS 2/1 Automatic or manual emergency warning systems for fire

SS 4 Emergency lighting systems



SS 14/2 Signs relating to specified systems 1-13

SS 15(b) Final exits

SS 15(c) Fire separations

SS 15(d) Signs for communicating information to facilitate evacuation

SS 15(e) Smoke separations

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[Back to myAUCKLAND Home](#)

My compliance schedules and BWOFs

Aku rārangi tautukunga me ngā BWOF

View the compliance schedule for your building and renew or submit your Building Warrant of Fitness (BWOF).

[Submit a BWOF](#)

Manage your compliance schedules

Sort by: [BWOF Expiry](#) ▲ [Address](#)

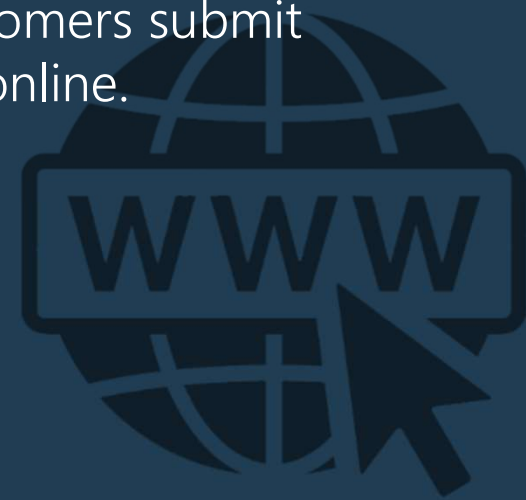
<p>66 Sale Street Auckland Central Auckland 1010 Actions</p> <p>Compliance schedule number: WOF21451574 BWOF expiry: Invalid date</p> <p>Compliance Schedule ● Cancelled</p>	<p>9A/4 Markedo Place Papakura Auckland Actions</p> <p>Compliance schedule number: WOF21399368 BWOF expiry: Sunday 11 Jul 2021</p> <p>BWOF Submission for 2020-2021 ● Processing</p>
<p>794 East Coast Road Oteha 0630 Actions</p> <p>Compliance schedule number: WOF20037896 BWOF expiry: Sunday 29 May 2022</p> <p>BWOF Submission for 2021-2022 ● Expired Start</p>	<p>1A/30 Upper Queen Street Newton Auckland 1010 Actions</p> <p>Compliance schedule number: WOF20438100 BWOF expiry: Friday 17 Jun 2022</p> <p>BWOF Submission for 2021-2022 ● Pending - shared for payment Resend email</p>
<p>66 Sale Street Auckland Central Auckland 1010 Actions</p> <p>Compliance schedule number: WOF20443959 BWOF expiry: Thursday 29 Jun 2023</p> <p>BWOF Submission for 2022-2023 ● Approved</p>	<p>102 Glenvar Road Torbay 0630 Actions</p> <p>Compliance schedule number: WOF20037357 BWOF expiry: Thursday 30 Jun 2022</p> <p>BWOF Submission for 2021-2022 ● Processing</p>

Positives

- All BWoFs are submitted and stored on one digital platform.
- There is the ability to track the progress/status of a BWoF which can be managed and viewed on a customer dashboard.

Improvement opportunities

- We're looking at bridging the gap in order to allow BWoF agents to bulk upload 12As.
- Providing guidance to our customers submit BWoFs online.



Your feedback



BWOF Audits 2022 – 2023



Alf Sodo



Luke Thomson

BWOF Audit Checklist

WOF

Great North Road Glendene 0602
/ 12 Sep 2022 / Alfredo Sodo

Complete

Score	0%	Flagged items	0	Actions	0
Conducted on	12 Sep 2022 11:55 AM NZST				
Prepared by	Alfredo Sodo				
Compliance Schedule number	WOF_				
Compliance Schedule Location Address	Great North Road Glendene 0602				
Location	Great North Road, Glendene, Auckland 0602, New Zealand				
Building Name					

Inspection

Building Warrant of Fitness

Is site accessible?	Yes
Is the WOF/CS number on the Form 12 correct?	Yes
Who is allowing access to the Building?	Other
Please specify	Facility manager
Collect contact information	Manual input




Photo 1

What is the full name of person allowing access?

What is their contact email?

What is their site contact number?

People in attendance?

Is the BWOF publicly on display?	Yes
----------------------------------	-----

Where is the BWOF displayed?




Photo 2

Is the BWOF on display current?	Yes
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Please take a Photo




Photo 3




Photo 4



Are there any issues that require immediate action?

No

Compliance Schedule

Are the last 2 years records available?

Yes

Is the Compliance Schedule on site?

Yes



Photo 5



Photo 6

Is the information on the BWOFF complete and matches the CS?

Any identifiable systems onsite that are not recorded on the CS? (If known)

No

Audit Outcome

No Access

No Issues

Issues require action before next renewal

Recommend NTF

Recommend DBN

Other

BWOF Audits 2022 - 2023



- 20% of buildings to be audited annually (approx. 3400 audit year)
- We are currently prioritising “high risk” buildings. *E.g. backpackers, childcare centres and boarding houses*
- Please ensure the owner/building manager keeps inspection and maintenance records on site.
- We can accept these electronically (QR codes are great and we’re in favour of this).
- Our auditors can be contacted to discuss requirements and determine what works for you and for them.

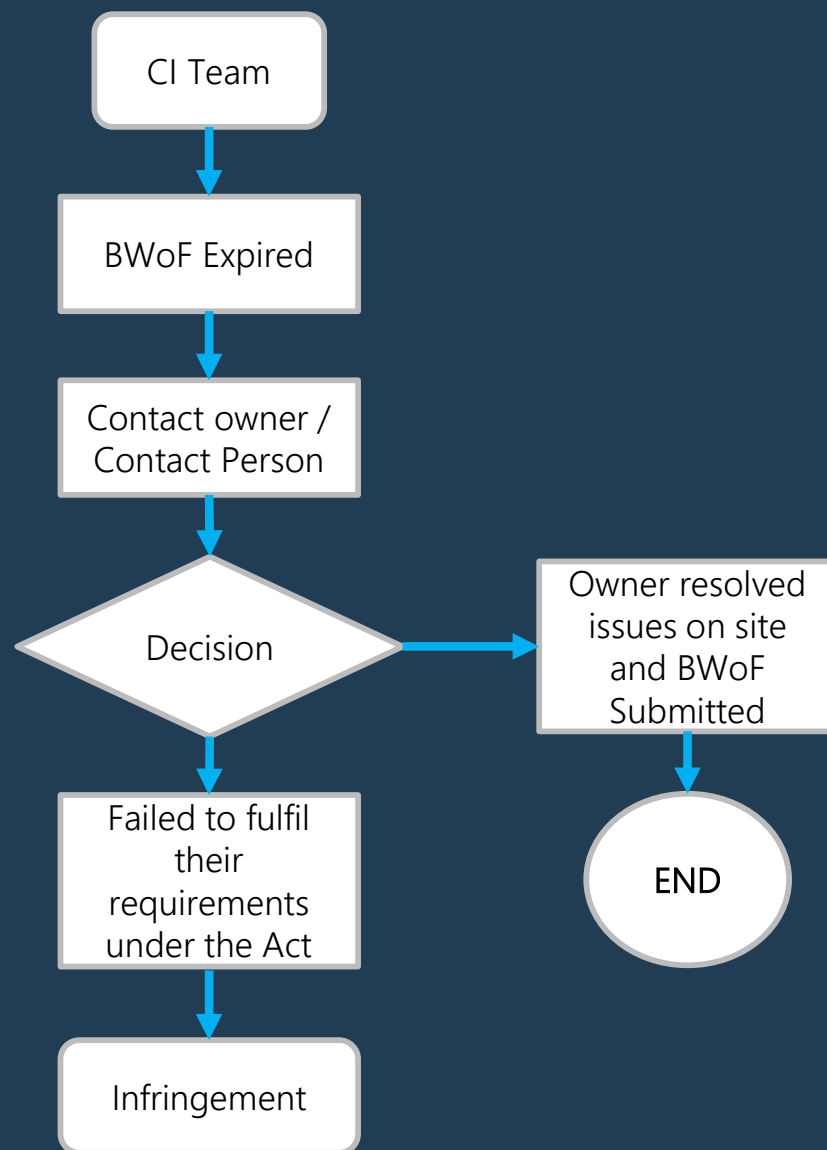
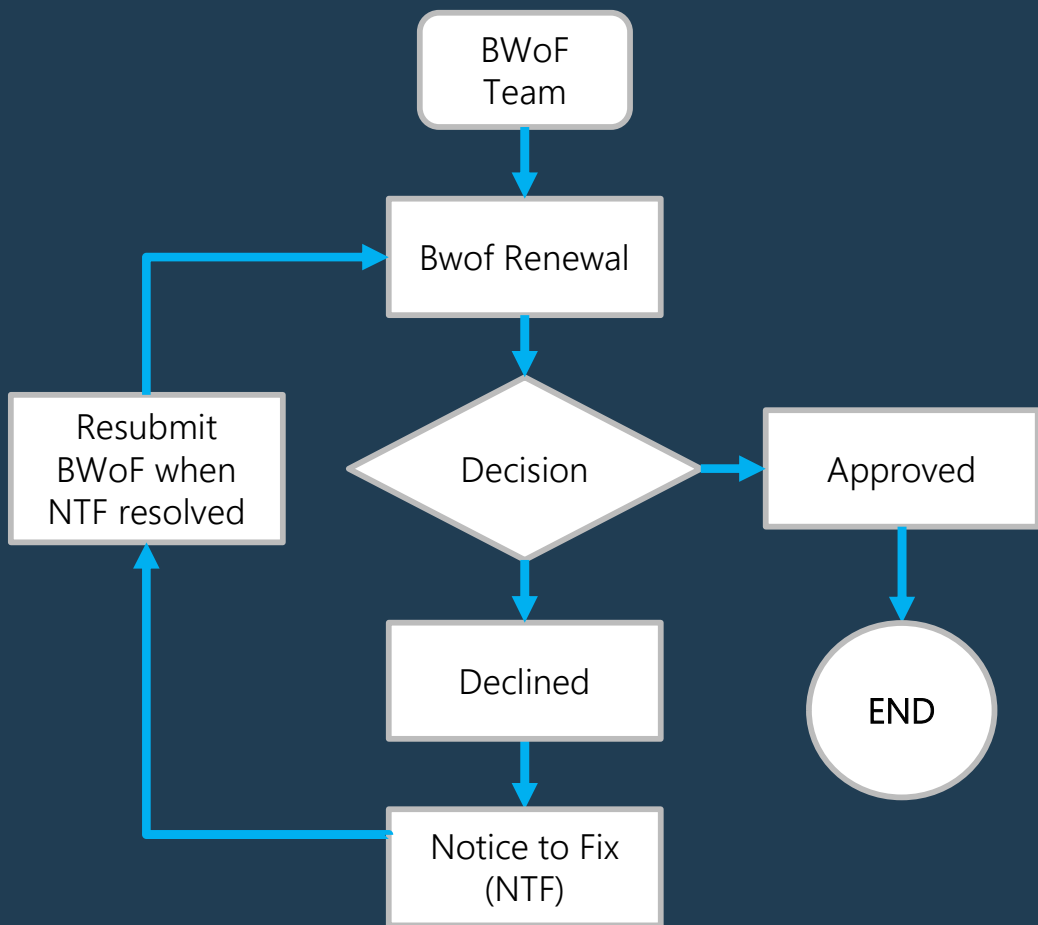
Expired BWOs

- We have a process for expired BWOs. Working hand in hand with CI team.
- We send reminder letters advising a BWO is about to expire.
- Our Compliance Investigations team call the owner/contact person before issuing an infringement. Approx. 95% compliance rate after an infringement is issued.
- Our focus is ensuring buildings are safe for the public and ensuring the BWO is up to date is part of that.
- We need to make building owners aware of their obligations under the Building Act.



Process:

BWoF Team vs Compliance Investigation (CI) Team



Future state



- Dependent on outcome from MBIEs building consent review BWoFs may become a BCA function.
- We see in the future combined IQP registers will be necessary. We see this as a great opportunity to share info and resources. E.g. a north Island IQP register or even a national register.
- More than happy to play our part in anyway that's needed from the industry in terms of being engaged to help set things up. Working with ABC the whole time
- Training and development for Auckland Council BWoF team

To wrap

- Building owners need to be aware of their obligations under the Building Act.
- Contact us if you require guidance around using our online system and please provide us with your feedback.

