

OWNERS INSPECTION RECORDS

Compliance Schedules require many of the regular inspections to be undertaken by the Building Occupants and for records to be kept on site, along with the inspections from IQP contractors. The council will occasionally audit and require these records to be produced.

Owners inspections are a general inspection of the housekeeping of a building – making sure that exit paths are being kept clear, doors are not locked or obstructed, signs are in place, fire doors are kept closed and fire separations are not being compromised by damage.

The records of these inspections are required to be kept on site, or within the auditable region of the local council. The council are required under their accreditation processes to audit a certain percentage of buildings, and they are in turn being audited by the Ministry of Business, Innovation and Employment to ensure that their audits are up to scratch. Consequently, Owners Records now need to be accurate and available at all times, and failure to produce these records now results in an instant fine.

- Your records need to be in one folder – ideally a ring binder – and needs to include:
- A copy of the current building Compliance Schedule
- Records of inspections by the Owner
- Reports issued by IQP Contractors
- Copies of amendments or recommendations issued by an IQP

Note : Records need to be held for at least 2 years.



Record sheets for the owner's inspections can be downloaded free each year from our website (www.wfe.co.nz) and you will need to obtain a copy of your compliance schedule from the local council and arrange the back records for past IQP inspections also. The folder must be kept available at all times, so avoid locking it away in an office – the reception area is ideal in most buildings.

