Building Surveyors and Allied Professions Accreditation Board Inc.

NSW Accreditation Scheme

pursuant to the

Environmental Planning and Assessment Act 1979

December 1998
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1. EXECUTIVE SUMMARY

The *BSAP NSW Scheme* has been developed by the Building Surveyors and Allied Professions (BSAP) Accreditation Board Inc. to accredit accredited certifiers and Principal Certifying Authorities (PCAs) to perform compliance functions under the Environmental Planning and Assessment Act 1979 (*the Act*) in NSW.

The Scheme is separate to but has the flexibility to recognise building surveyors and allied professionals accredited under the existing *BSAP National Scheme*. The Scheme can also recognise other professionals who possess the necessary competencies.

Various categories of accredited certifier and PCA as detailed in Section 9 and commencing on page 19 have been established to allow professionals to issue Complying Development, Compliance, Construction and Occupation Certificates for developments ranging from a single storey dwelling to a complex multi storey office complex. The Scheme does not accredit certifiers to issue subdivision certificates. The extent to which these professionals can issue certificates is set out in Section 10, commencing on page 24.

The *Scheme* recognises the skills required to work with the performance based BCA96, *the Act* and related legislation and ensures that accredited certifiers and PCA’s have the necessary competence or qualifications and experience to perform compliance functions under the *Act*.

Persons seeking accreditation under the *Scheme* must possess the qualifications and have the necessary experience as set out in Section 11 commencing on page 32. Alternatively, they must demonstrate that they possess the necessary competencies as set out in Section 12, commencing on page 35.

The courses recognised under the *Scheme* as providing the minimum qualifications for these professionals are set out in Section 13 commencing on page 51. The courses have been assessed by BSAP and are considered to provide the appropriate level of education for the various categories of accredited certifier and PCA.

Accredited certifiers and PCAs must keep abreast of the current trends in their area of expertise by engaging in the Continuing Professional Development (CPD) program, the details of which can be found in Section 14 commencing on page 52.

Applicants seeking to be accredited under the Scheme must make application using the guidelines set out in Section 15 commencing on page 56.

Applicants will be able to access information on the *Scheme* and the status of their application from the NSW office situated at Suite 312 Henry Lawson Business Centre, Birkenhead Point, Drummoyne NSW 2047. Other interested parties will also be able to access the register of the *Scheme* from this office.

For more information on the Scheme please contact the BSAP NSW office by phone on 02 9719 8933 or use one of the other contact methods as detailed on page 18 of this document.
2. INTRODUCTION

This document outlines an Accreditation Scheme developed by the Building Surveyors and Allied Professions (BSAP) Accreditation Board Inc. to accredit persons pursuant to the NSW Environmental Planning and Assessment Act 1979 (the Act).

BSAP is a National body recognised by the Minister for Urban Affairs and Planning under Section 109S of the Act as an accreditation body. The BSAP NSW Accreditation Scheme (BSAP NSW Scheme) meets the requirements of the legislative framework and is consistent with the Environmental Planning and Assessment Act and Regulations. The BSAP NSW Scheme will not accredit certifiers to issue subdivision certificates.

3. DEFINITIONS

The following terms are used throughout this document:

- **Alternative solution** means a Building Solution which complies with the Performance Requirements in BCA96 other than by reason of satisfying the Deemed-to-Satisfy Provisions
- **Approval body** has the same meaning as in section 90A of the Environmental Planning and Assessment Act 1979 as amended
- **Assessment method** means a method used for determining that a Building Solution complies with the Performance Requirements in BCA96.
- **BSAP National Scheme** means the Accreditation Scheme established in 1993 by BSAP to accredit Building and Allied Professionals nationally
- **BSAP NSW Scheme** means the Accreditation Scheme established in 1998 by BSAP to accredit certifiers to perform functions pursuant to the Act in NSW
- **Building Code of Australia** means the Building Code of Australia, 1996 Volume 1 or 2 as the case may be
- **Building Solution** means a solution which complies with the Performance Requirements in BCA96 and is
  - (a) an Alternative Solution; or
  - (b) a solution which complies with the Deemed-to-Satisfy Provisions; or
  - (c) a combination of (a) and (b)
- **Class** in relation to a building, means the class to which the building belongs, as ascertained in accordance with BCA96
- **Competency** means the minimum level of knowledge and experience required to perform tasks
- **Compliance certificate** has the same meaning as in the Act
- **Complying Development certificate** has the same meaning as in the Act
- **Complying Development** has the same meaning as in the Act
- **Concurrence authority** means a person whose concurrence is, by the Act or an environmental planning instrument, required by the consent authority before determining a development application.
- **Construction certificate** has the same meaning as in the Act
• **Continuing Professional Development** means the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout an accredited certifier's professional working life

• **Deemed-to-satisfy provisions** means provisions in BCA96 which are deemed to satisfy the Performance Requirements in BCA96

• **Development Consent** means a consent under Division 1 of Part 4 of the Act to carry out development

• **Development Control** means matters such as floor space ratios, privacy, sedimentation and erosion control, setbacks, building height planes, overshadowing, solar access, parking provisions and landscaping as related to building

• **Evidence of Suitability** means the Evidence as referred to in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as the case may be

• **Fire Safety** means any provision of the BCA96, the Act or any Regulation, as relevant, relating to any or all of the following:
  a) the safety of persons in the event of fire
  b) the prevention of fire
  c) the detection of fire
  d) the suppression of fire
  e) the prevention of the spread of fire
  f) the design and maintenance of fire or other safety measures as defined in the Regulations

• **Heritage Significance** describes the aesthetic, archaeological, architectural, cultural, historic, natural, scientific, and social value for past, present and future generations

• **Integrated Development** has the same meaning as in the Act

• **Occupation certificate** has the same meaning as in the Act

• **Performance requirement** means a requirement in BCA96 which states the level of performance which a Building Solution must meet.

• **Practical Experience Report** means the report prepared by applicants seeking accreditation under the **BSAP NSW Scheme**

• **Principal Certifying Authority** means a person accredited by the **BSAP NSW Scheme** under Section 109T of the Act in relation to those matters setout in this document who is appointed pursuant to Section 109E of the Act

• **Professional Engineer** has the same meaning as in the BCA96 and includes an Accredited certifier - Fire Safety Engineering accredited by the **BSAP NSW Scheme**

• **Professional misconduct** means professional misconduct a defined in the Act

• **State Assessment Committee** means the committee established to assess and review applications for accreditation and deal with the disciplinary matters for the **BSAP NSW Scheme**

• **The Act** means the Environmental Planning and Assessment Act 1979

• **The Act 1997** means the Environmental Planning and Assessment Amendment Act 1997

• **The Minister** means the Minister for Urban Affairs and Planning and Housing

• **Unsatisfactory professional conduct** means unsatisfactory professional misconduct a defined in the Act

• **Verification Method** means a test, inspection, calculation or other method that determines whether a Building Solution complies with the relevant Performance Requirements.
4. ABBREVIATIONS

- **ADT** means the Administrative Decisions Tribunal
- **AIBS** means the Australian Institute of Building Surveyors
- **BCA96** means the Building Code of Australia 1996
- **BSAP** means the Building Surveyors and Allied Professions Accreditation Board Inc.
- **CPD** means the Continuing Professional Development program
- **DTS** means deemed-to-satisfy
- **DUAP** means the Department of Urban Affairs and Planning
- **LGA 1919** means the Local Government Act 1919
- **PCA** means the Principal Certifying Authority
- **PER** means the Practical Experience Report
- **SAC** means the State Assessment Committee

5. ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997

The Environmental Planning and Assessment Act 1997 (the Act 1997) was passed by Parliament on 6 December 1997. The reforms in the Act 1997 address three key areas:

- Integrating Development Consents
- Providing appropriate assessment
- Increasing the role of the private sector

5.1. Integrating Development Consents

The Act 1997 aims to simplify the process for obtaining approvals to subdivide land and construct a building. This is achieved by providing a single system for development, building and subdivision, removing the need for subsequent Local Government Act approvals and linking associated licenses, permits and approvals required under other environmental legislation under the Development Consent.

5.2. Providing appropriate assessment

The Act aims to streamline the decision-making system to ensure that the level of assessment reflects the complexity and likely environmental impact of a development. This is achieved by improving the process for local development and State significant development, introducing new categories of exempt development and complying development and improving assessment of applications.

5.3. Increasing the role of the private sector

The Act provides for increased choice and competition in the assessment process. This will be achieved by allowing accredited private sector professionals to perform compliance functions currently conducted by consent authorities. Accredited certifiers and PCAs will be subject to stringent conflict of interest provisions and regular auditing and will be accredited by professional associations authorised by the Minister as accreditation bodies.
6. TYPES OF CERTIFICATES

The Act provides for five types of certificates to be issued:

- Complying Development Certificates
- Subdivision Certificates
- Compliance Certificates
- Construction Certificate, and
- Occupation Certificates

The BSAP NSW Scheme accredits accredited certifiers to issue Complying Development Certificates, Compliance Certificates and Construction Certificates and accredits Principal Certifying Authorities (PCAs) to issue Occupation Certificates as set out in this document.

The BSAP NSW Scheme will not accredit certifiers to issue subdivisions certificates.

6.1. Complying Development Certificate

The Complying Development Certificate certifies that the proposed development complies with the development standards set down in the Council’s Local Environmental Plan, Development Control Plan or State Policy and with the BCA96 where applicable.

A Complying Development Certificate is issued in relation to a development which is Complying Development. The Complying Development Certificate can only be issued by a consent authority or an accredited certifier who is accredited to issue the certificate.

6.2. Construction Certificate

The Construction Certificate certifies that the detailed construction plans and specifications for any development comply with the BCA96 and the relevant conditions of the Development Consent and that arrangements for other matters (such as fees) have been made. The certificate must be issued prior to the commencement of any work.

The Construction Certificate can only be issued by a consent authority or an accredited certifier who is accredited to issue the certificate.

The PCA may rely on a number of construction certificates.
6.3. **Compliance Certificate**

The Compliance Certificate certifies that specific building or subdivision work has been completed and complies with relevant plans and specifications, that a condition of Development Consent or Complying Development Certificate has been fulfilled or that the building has a specific classification under the BCA96.

A series of compliance certificates may be issued at various stages during the development. The following certificates, for example, may be issued for a dwelling:

- certificate 1 - that the footing layout complies with the Development Consent.
- certificate 2 - that footings as constructed comply with the engineer’s design.
- certificate 3 - that the timber framework complies with AS 1684~Timber Framing
- certificate 4 - that the wet area flashing complies with the BCA96.
- certificate 5 - that the dwelling complies with the plans and specifications.

The Compliance Certificate can only be issued by a consent authority or an accredited certifier who is accredited to issue the certificate. A Principal Certifying Authority (PCA) may rely on a number of compliance certificates when issuing an occupation certificate.

6.4. **Occupation Certificate**

The Occupation Certificate certifies that a building is suitable for occupation and use and must be issued prior to occupation of any portion of the building.

The Occupation Certificate can only be issued by a consent authority or an accredited certifier who is appointed as a PCA and who is accredited to issue the certificate.

6.5. **Subdivision Certificate**

The Subdivision Certificate authorises the registration of a plan of subdivision. The Compliance Certificate can only be issued by a consent authority or an accredited certifier who is accredited to issue the certificate.

The *BSAP NSW Scheme* will not accredit certifiers to issue Subdivision Certificates.
7. RELATIONSHIP BETWEEN CERTIFICATES

The relationship between the certificates is dependent on the type of development.

The following flow diagrams illustrate the intent of the Act and the BSAP NSW Scheme in respect to certificates issued by the accredited certifier rather than the consent authority.

7.1. Development Consent - Building Work

The following illustrates the types of certificates issued when the Development is subject to Development Consent issued by the consent authority:

```
Development Consent  -  Issued by consent authority
↓
Compliance Certificates  -  Issued by accredited certifier *
↓
Construction Certificates  -  Issued by accredited certifier *
PCA appointed prior to construction commencing
↓
Compliance Certificates  -  Issued by accredited certifier *
↓
Occupation Certificates  -  Issued by PCA
```

* the Accredited certifier - Building and the PCA - Building will need to rely on a Compliance certificate issued by an accredited certifier or Evidence of Suitability for matters outside their accreditation category e.g. reliance on a Compliance certificates from an Accredited certifier - Fire Safety Engineering for fire safety matters
7.2. **Complying Development - Building Work**

The following illustrates the types of certificates issued where the Development is Complying Development:

- **Compliance Certificates** - Issued by accredited certifier *
  
  ↓

- **Complying Development Certificates** - Issued by accredited certifier *

  PCA appointed prior to construction commencing
  
  ↓

- **Compliance Certificates** - Issued by accredited certifier *
  
  ↓

- **Occupation Certificates** - Issued by PCA

* the Accredited certifier - Building and the PCA - Building will need to rely on a Compliance certificate issued by an accredited certifier or Evidence of Suitability for matters outside their accreditation category e.g. reliance on a Compliance certificates from an Accredited certifier - Fire Safety Engineering for fire safety matters

8. **INTRODUCING BSAP**

The Building Surveyors and Allied Professions (BSAP) Accreditation Board Inc. was established by the Australian Institute of Building Surveyors (AIBS) in 1993 with the stated objective to:

"establish a professional and ethical body responsible for the accreditation of Building Surveyors recognised in the States and Territories of Australia and for the accreditation of other Building Practitioners"

BSAP is an incorporated professional association under the Associations Incorporation Act (SA) 1985. The primary function of BSAP is to provide a quality national accreditation program for building surveyors and allied professions in both private practice and local government. This process is underpinned by:

- an effective and efficient process of accreditation and renewal,
- a fair and equitable review and appeals process, and
- a Code of Professional Conduct supported by a disciplinary procedure.
BSAP has developed a system that has been proved and accepted in the market place as consistent, professional, ethical, and able to meet the rigorous demands of Government and the community.

BSAP’s National Office is situated in Adelaide, South Australia. It has representation in each State and Territory to support its nationally recognised programs and services. BSAP has been established upon sound business practice and uses a ‘fee for service’ model as a means of ensuring financial viability.

BSAP has been approached by other State and Territory administrations, and professional associations in the building and development industry to provide a quality accreditation process that can meet the peculiar demands and variations of their legislation and professions.

8.1. **The BSAP NSW Scheme**

The Department of Urban Affairs and Planning (DUAP) advises that the Act “provides for increased choice and competition in the assessment process” by “allowing accredited private sector professionals to perform compliance functions currently conducted by consent authorities”.

The changes to the Act require that these accredited certifiers and PCAs are subject to stringent conflict of interest provisions and regular auditing and that they are accredited by professional associations approved by the Minister as accreditation bodies. BSAP is a National professional association approved by the Minister as an accreditation body. The BSAP structure has been established to ensure that the requirements of the Act are met.

The BSAP NSW Accreditation Scheme (*BSAP NSW Scheme*) is a new Scheme developed to accredit accredited certifiers and PCAs to perform compliance functions under the Act in NSW.

BSAP recognises the skills required to work with the performance based BCA96, the Act and related legislation and has modified the *BSAP NSW Scheme* to ensure that accredited certifiers and PCAs have the necessary competence or the qualifications and experience to perform compliance functions under the Act.

The *BSAP NSW Scheme* recognises that accredited certifiers and PCA’s need to be accredited to allow professional building surveyors and allied professionals to provide a service across the complete range of buildings and other development.

The accreditation system has been established in response to this need and reflects the following considerations:
• the existing skills, qualifications and experience of practising Building Surveyors and allied professions
• the nature and complexity of buildings of different classes
• the emerging area of fire safety engineering and other areas of specialisation
• the skills, qualifications and experience required to deal with DTS provisions
• the skills, qualifications and experience required to deal with alternative solutions
• the differences between accredited certifiers issuing Complying Development, Construction and Compliance certificates and accredited certifiers acting as the PCA and issuing Occupation certificates
• the differences between accredited certifiers and the traditional approval and enforcement role carried out by Building Surveyors and other professionals working for Local Councils

The BSAP NSW Scheme recognises that accredited certifiers and PCAs may wish to specialise in a particular area and has introduced separate categories of accredited certifier to cater for these technical specialists. The Accredited certifier - Fire Safety Engineering for example is only accredited to issue certificates which relate to fire safety, whilst the Accredited certifier - Building (Grade 4) is only accredited to issue compliance certificates which relate to residential developments (Class 1 and 10 buildings).

The BSAP NSW Scheme has the flexibility to incorporate additional categories of accredited certifier. These additional categories will be subject to separate authorisations by the Minister and do not form part of the Scheme at this time.

The BSAP NSW Scheme has established a number of categories for accredited certifiers and PCAs. Notwithstanding this BSAP accredited certifiers and PCAs will need to be aware of certifiers accredited by other Accreditation bodies and will need to rely on certification from these individuals for matters outside their accreditation category.

Accredited certifiers and PCAs can rely on certificates issued by themselves where they are an accredited certifier in that category.

Individuals seeking to be accredited certifiers or PCAs under the BSAP NSW Scheme will proceed through a full assessment for accreditation as setout in this document.

8.2. BSAP Board

The Board of the Association comprises the following members:

• A representative of the Australian Local Government Association
• A representative of Construction Training Australia
• The members of the Council of the AIBS

The existing rules of BSAP allow for membership of the Board to include a representative of the Australian Building Codes Board and to other bodies upon invitation.
The Board meets quarterly and provides the strategic direction and leadership essential to the successful operation of the organisation. Meetings are hosted in different States each time to facilitate meetings with, and to create opportunities with, key stakeholders, existing and potential clients, and to meet with local staff and assessment committees.

The Board is an independent and professional body equipped to deal with the issues of accreditation, review, discipline, appeals, licensing, investigation, and auditing as required for a range of building and development industry clients and professional practitioners.

The Board has a dedicated Chief Executive Officer and a Business Plan that is central to the Board's operation. The BSAP Board's mission is for BSAP to be:

"recognised nationally as the body which ensures performance excellence by practitioners in the building and development industry."

BSAP is committed to providing a quality national accreditation system to service a range of professional and government clients, and to provide the Australian community with the security that comes with professional accreditation. BSAP is mindful of the need to be flexible in meeting the needs of the Act and Regulations in NSW and has amended the accreditation process without jeopardising the integrity of the BSAP National or BSAP NSW Schemes.

The Board, as an accreditation body, will only accredit persons (other than bodies corporate) as accredited certifiers and PCAs in accordance with this scheme as authorised by the Minister.

The Board, as an accreditation body, will only accredit a person as an accredited certifier or PCA if it is satisfied that the person:

- holds the qualifications or experience prescribed by this scheme, and
- is covered by the insurances required by the Act and Regulations.

8.3. Quality Assurance

BSAP is committed to a continuing professional assessment of the BSAP National Scheme and the BSAP NSW Scheme by Quality Assurance Services Australia.

8.4. Mutual Recognition

BSAP's process satisfies the requirements of the National Mutual Recognition Act.

8.5. Resources

BSAP has accredited 1,478 building surveyors and allied professionals under the BSAP National Scheme. The current staffing levels of a CEO and Administrative Officer, together with the assessment function provided by the SACs (see Section 8.9 (NSW State Assessment Committee)) is adequate to cope the workload generated by the BSAP National Scheme and the anticipated workload generated by the BSAP NSW Scheme. Additional staff will be employed as and when required.
A new database, additional computer facilities, supporting software, an e-mail address and a web site will be established to enable BSAP to cater for the reporting and information access requirements as required in the Act. This new equipment and facility will be installed in the National Office to deal specifically with the BSAP NSW Scheme. BSAP has budgeted $23 000 for this project. The program for the data base has been written and developed with the Synectics Group P/L to specifically address the current and projected needs of the BSAP National and BSAP NSW Schemes. The new data base will be operational during December 1998.

BSAP will provide a contact point in NSW from Suite 312 Henry Lawson Business Centre, Birkenhead Point, Drummoyne NSW 2047. Applicants will be able to access information on the BSAP NSW Scheme and the status of their application from this office. The community, the NSW Government and any other interested parties will also be able to access the register of the BSAP NSW Scheme at this site. Other access sites will be established on an as needs basis and in consultation with DUAP.

A copy of the 1997/98 Annual Report including the audited financial statements can be provided if required. The financial statement clearly demonstrates BSAP’s sound financial progress and reserves.

8.6. Insurance

BSAP carries adequate insurance cover across a range of liabilities including Professional Indemnity ($10 million) and Director’s and Officer’s Liability ($2 million).

8.7. Responsibilities of BSAPs National Office

Led by the Chief Executive Officer, the National Office provides administrative support to the Board and SACs and is the focal point for BSAP’s national operations.

Support staff include a Secretary to the Board and a registrar who looks after accredited practitioners, finance, computing and general administration. Additional services are seconded on an as required basis.

The National Office has the following responsibilities:

- To ensure that Board meetings and procedures comply with the Rules of Association
- To provide administrative support and information as directed by the Board
- To manage and support the SACs and ensure that they are properly structured
- To ensure that representation on SAC from industry and other groups in accordance with the Accreditation Procedures of BSAP
- To ensure that recommendations arising from any assessments, reviews and disciplinary hearings made by the SACs are reported to the Board in an approved form
- To provide, maintain, review, and improve a comprehensive national data base of all accredited and licensed practitioners and to issue Certificates of Accreditation to successful applicants
- To generally manage and provide support for the Association as required
• To communicate and respond to clients, stakeholders and applicants in a professional and unambiguous manner
• To advise applicants and those seeking re-accreditation of the accreditation process
• To communicate the Code of Professional Conduct to accredited professionals and the public
• To advise on the process for review, appeals and disciplinary action.

The Chief Executive Officer is responsible for the general management of the SACs and reports regularly to the Board on their activities. However, the Chief Executive Officer has no jurisdiction over the decisions or recommendations made by the SAC in relation to accreditation, reviews and disciplinary matters.

8.8. **Contact Details**

The details for the BSAP National Office are as follows:

- **Address:** 231 South Road, Mile End SA 5031.
- **Postal Address:** PO Box 502, Marleston BC SA 5033.
- **Telephone:** 08 8352 8111
- **Facsimile:** 08 8352 8088
- **E-mail:** bsap@senet.com.au

The details for the BSAP NSW SAC office are as follows:

- **Address:** Suite 312 Henry Lawson Business Centre, Birkenhead Point, Drummoyne NSW 2047
- **Postal Address:** PO Box 384 Drummoyne NSW 1470
- **Telephone:** 02 9719 8933
- **Facsimile:** 02 9719 8251
- **E-mail:** aibsnsw@one.net.au

8.9. **NSW State Assessment Committee**

The NSW State Assessment Committee (SAC) will comprise professional and experienced practitioners who will have the skills and ability to make objective assessments against established criteria of applications for accreditation. Applicants will be interviewed as considered necessary by the National Office and/or the SAC.

The SAC will co-opt persons onto the committee with the appropriate qualifications, experience and academic record to provide advice and make recommendations to the SAC on any specific matters relating to applications for accreditation where the SAC considers that this expertise is required.

The SAC will meet at least monthly to assess applications for accreditation and to deal with any relevant business. BSAP will provide administrative support to the committee to facilitate effective and efficient processing of applications and reviews. The SAC has three major tasks to perform, being the assessment of applications seeking accreditation, reviews of assessment and disciplinary actions.
8.9.1. Assessments for Accreditation

The SAC must assess applications for accreditation/renewal against criteria and policies determined by the Board, report to the Board recommendations arising from assessments and advise the Board in relation to possible changes to qualifications and other matters pertaining to assessment criteria and methodology.

8.9.2. Reviews of Assessment

The SAC must review the process and information received from the applicant against criteria and policies determined by the Board, interview the applicant where necessary and report to the Board recommendations arising from the assessment.

8.9.3. Disciplinary Action

The SAC must receive complaints referred from National Office, assess the complaint against the criteria and policies determined by the Board and report to the Board recommendations arising from the assessment of the complaint.

The SAC must meet monthly to deal with new business and to process applications for accreditation.

The minutes of all meetings are recorded and must include all accepted formal actions and a listing of the current status of all applications under consideration by the Committee. A copy of the minutes is forwarded to the National Office within seven days of each Committee meeting to be received at the next meeting of the Board.

9. CLASS OF MATTERS - ACCREDITED CERTIFIERS AND PCAS

The BSAP NSW Scheme will accredit PCAs and accredited certifiers to issue Certificates to the extent as described in this Section and detailed in Section 10 (Certification) of this document.

The categories of accredited certifier are as follows:

- Accredited certifier - Building (Grade 4)
- Accredited certifier - Building (Grade 3)
- Accredited certifier - Building (Grade 2)
- Accredited certifier - Building (Grade 1)
- Accredited certifier - Fire Safety Engineering

The categories of PCA are as follows:

- Accredited certifier - PCA (Grade 3)
- Accredited certifier - PCA (Grade 2)
- Accredited certifier - PCA (Grade 1)
9.1. **The Accredited certifier**

The Act requires that Complying Development Certificates, Compliance Certificates and Construction Certificates must be issued by either a consent authority or an accredited certifier.

The BSAP NSW Scheme accredits certifiers to carry out functions and issue Certificates depending on their qualifications, skill and experience. The accredited certifier must possess the qualifications and demonstrate the level of experience as setout in Section 11 (Qualifications and Experience), or must demonstrate that they possess the competencies setout in Section 12 (Competencies) for the level of accreditation sought.

The accredited certifier must keep abreast of the current trends in their area of expertise by engaging in the Continuing Professional Development (CPD) program. The CPD requirements for accredited certifiers and PCAs are setout in Section 14 (Continuing Professional Development) of this document.

The following categories of accredited certifier have been established by the BSAP NSW Scheme. The extent to which accredited certifiers can issue certificates is setout in Section 10 (Certification) of this document.

9.1.1. **Accredited certifier - Building (Grade 4)**

The Accredited certifier - Building (Grade 4) is an accredited certifier who can issue post Construction Certificate Compliance Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the DTS provisions

9.1.2. **Accredited certifier - Building (Grade 3)**

The Accredited certifier - Building (Grade 3) is an accredited certifier who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the DTS provisions; and
- Class 2 to 9 buildings with a floor area not exceeding 2 000 m² or which have a rise in storeys of not more than 3 storeys and which comply with the DTS provisions; and
- Buildings containing not more than 4 storeys comprising 1 storey of Class 7 and up to 3 storeys of Class 2 which comply with the DTS provisions.
9.1.3. **Accredited certifier - Building (Grade 2)**

The **Accredited certifier - Building (Grade 2)** is an **accredited certifier** who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *performance requirements*; and
- Class 2 to 9 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings which comply with the *performance requirements*, except those *performance requirements* relating to *Fire Safety* where an *alternative solution* is used.

9.1.4. **Accredited certifier - Building (Grade 1)**

The **Accredited certifier - Building (Grade 1)** is an **accredited certifier** who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 to 10 buildings which comply with the *performance requirements*.

9.1.5. **Accredited certifier - Fire Safety Engineering**

The **Accredited certifier - Fire Safety Engineering** is an **accredited certifier** who can issue Compliance Certificates for the following buildings:

- Class 1 to 10 buildings where an Alternative Solution has been used to comply with the *performance requirements* relating to *Fire Safety*.

9.2. **The Principal Certifying Authority**

*The Act* requires that Occupation Certificates must be issued by a *PCA*. The *PCA* may be either the consent authority or an **accredited certifier** and in the case of the **accredited certifier** must be accredited to act as a *PCA* in respect to the matter.

*The BSAP NSW Scheme* accredits *PCAs* to issue Occupation Certificates depending on their qualifications, skill and experience. The *PCA* must possess the qualifications and demonstrate the level of experience as setout in Section 11 (Qualifications and Experience), or must demonstrate that they possess the competencies setout in Section 12 (Competencies) for the level of accreditation sought.

The *PCA* must keep abreast of the current trends in their area of expertise by engaging in the CPD program. The CPD requirements for *PCAs* are setout in Section 14 (Continuing Professional Development) of this document.

The following categories of *PCA* have been established by the *BSAP NSW Scheme*. The extent to which *PCAs* can issue certificates is setout in Section 10 (Certification) of this document:
9.2.1. **PCA - Building (Grade 3)**

The **PCA - Building (Grade 3)** is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings with a floor area not exceeding 2 000 m² or which have a rise in storeys of not more than 3 storeys and which comply with the *DTS provisions*; and
- Buildings containing not more than 4 storeys comprising 1 storey of Class 7 and up to 3 storeys of Class 2 which comply with the *DTS provisions*.

9.2.2. **PCA - Building (Grade 2)**

The **PCA - Building (Grade 2)** is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *performance requirements*; and
- Class 2 to 9 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings which comply with the *performance requirements*, except those *performance requirements* relating to *Fire Safety* where an *alternative solution* is used.

9.2.3. **PCA - Building (Grade 1)**

The **PCA - Building (Grade 1)** is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 to 10 buildings which comply with the *performance requirements*.

9.3. **Recognition of other Accreditation bodies**

The Act provides a framework to allow a number of accreditation bodies to accredit certifiers. Accreditation bodies accredit certifiers to issue certification under the Act and it is acknowledged that accreditation bodies will be established in many discipline areas.

The *BSAP NSW Scheme* does not accredit certifiers to issue Compliance Certificates or perform functions in the following areas of expertise, except to the extent as set out in Section 10 of this document:

- **Heritage matters** - matters related to the *Heritage Significance* of a building or part of a building, a work, a relic, a place, an archaeological site, a streetscape, a tree or other landscape element.
- **Structural engineering** - the planning, design, construction, inspection, monitoring, maintenance, rehabilitation and demolition of all classes of buildings, structures and structural systems and their components, and the associated technical, economic, environmental, aesthetic and social aspects of their structures.

- **Electrical engineering** - the planning, design, construction, supervision, monitoring and maintenance of electrical systems in all classes of building development including power supply, distribution, protection, earthing, lighting requirements including emergency evacuation and exit lighting, telecommunications and fire detection systems to facilitate the safe occupancy and use of the building.

- **Mechanical engineering** - the planning, design, construction, supervision, monitoring and maintenance of mechanical systems in all classes of building development including heating, ventilation, air-conditioning and air distribution, smoke control and exhaust, stairwell pressurisation systems and vertical transport systems to facilitate the safe occupancy and use of the building.

- **Energy management** - the planning, design, monitoring and maintenance of sustainable and efficient energy systems in the built environment through the use of materials, orientation, insulation and window treatments.

- **Geotechnical engineering** - the assessment, evaluation, analysis and (Geotechnical) design in relation to stability and differential movement of natural and excavated slopes, filled sites, expansive and reactive soils, construction over voids as affecting foundations and structures. The practice encompasses sampling, testing and analysis of groundwater effects, soils properties and characteristics and soil behaviour.

- **Civil engineering** - the design, construction and commissioning of drainage and sewerage systems and structures, earth retaining structures, earthworks and bulk landscaping, road layout, furnishings and traffic systems, embankments and pavements and utility services installations.

- **Acoustical engineering** - the effects and impacts of noise and vibration on the development and adjacent properties during the construction and use of all classes of buildings. The practice encompasses assessing, measuring, analysing and modelling noise and vibration sources and receptors.

- **Hydraulic Fire Services** - the design of fire main, fire hydrant, fire hose reel and fire sprinkler systems for all classes of building.

- **Electrical Fire Services** - the design of fire detection and early warning and intercommunication systems for all classes of building.

- **Subdivision matters** - the subdivision of land which is subject to Development Consent and which includes the construction of roads and stormwater drainage systems.
10. CERTIFICATION

The Act requires that certificates are issued at certain stages during a development and provides for other certificates to be issued when considered necessary. Certificates can only be issued by approval bodies, accredited certifiers and PCAs.

An accredited certifier can issue Complying Development Certificates, Compliance Certificates and Construction Certificates as set out below. A PCA can issue Occupation Certificates as set out below.

Complying Development Certificates will confirm that the proposed development complies with the development standards set down in the Council’s Local Environment Plan or Development Control Plan or State Policy and with the BCA96.

Compliance Certificates can be issued to the effect that:

- Specified building work has been completed as specified in the certificate and complies with specified plans and specifications; or
- a condition with respect to specified building work (being a condition attached to a Development Consent or complying Development Certificate) has been duly complied with; or
- a specified building or proposed building has a specified classification identified in accordance with the BCA96; or
- any specified aspect of Development complies with the requirements of any other provisions prescribed by the Regulations.

The extent to which the accredited certifier can issue Compliance Certificates is set out in Part 10.5 to Part 10.4 of this document.

Construction Certificates can be issued to the effect that work completed in accordance with specified plans and specifications will comply with the requirements of the Regulations referred to by the Act. The certificates cannot be issued until all matters as required under the Regulations have been attended to.

The extent to which the accredited certifier can issue Construction Certificates is set out in Part 10.5 to Part 10.4 of this document.

Occupation Certificates certify that a building is suitable for occupation and use and are usually issued at the completion of the building work. The certificates allow the occupation and use of a new building or indicate a change of use for an existing building.

The extent to which the accredited certifier and PCA can issue Certificates is set out in Part 10.6 to Part 10.8 of this document.
10.1. Certification issued by the Accredited certifier - Building (Grade 4)

The Accredited certifier - Building (Grade 4) is an accredited certifier who can issue Compliance Certificates to the effect that specified building work has been completed as specified in the certificate and complies with specified plans and specifications for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the DTS provisions

The extent to which the accredited certifier can issue Compliance Certificates is limited as set out below:

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BCA96 Volume 1</strong></td>
<td>Cannot issue certificates on any matters in this Volume</td>
</tr>
<tr>
<td><strong>BCA96 Volume 2</strong></td>
<td></td>
</tr>
<tr>
<td>• Section 2</td>
<td>Cannot issue certificates on matters in AS 1170, AS 1250, AS 1538, AS 2100, AS 1664, AS 1720.1, AS 3600, AS 2159, AS 3700 (over 3 storeys) or AS 2327</td>
</tr>
<tr>
<td>• Section 3</td>
<td>Cannot issue certificates on matters relating to Development Control as defined, except for sedimentation and erosion control</td>
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</tr>
<tr>
<td></td>
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<tr>
<td><strong>Other Development Consent Matters</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cannot issue certificates on any matters relating to Heritage matters, Hydraulic Fire Services, Electrical Fire Services, Structural Engineering, Mechanical Engineering, Energy management (except for Class 1 buildings), Geotechnical Engineering (except for Class 1 buildings), Civil Engineering, Acoustical Engineering and Subdivision matters, except to the extent as described above. The accredited certifier can seek a ruling from the SAC where the matter is not clear</td>
</tr>
</tbody>
</table>

Prior to issuing a Certificate the accredited certifier must be satisfied that the part of the building subject to the Certificate meets the relevant DTS provisions. The accredited certifier may rely on one or a combination of the forms of Evidence of Suitability as set out in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as appropriate.
10.2. **Certification issued by an Accredited certifier - Building (Grade 3)**

The **Accredited certifier** - Building (Grade 3) is an **accredited certifier** who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings with a floor area not exceeding 2 000 m² or which have a rise in storeys of not more than 3 storeys and which comply with the *DTS provisions*; and
- Buildings containing not more than 4 storeys comprising 1 storey of Class 7 and up to 3 storeys of Class 2 which comply with the *DTS provisions*.

The extent to which the **accredited certifier** can issue Compliance Certificates is limited as setout below:

<table>
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<tr>
<td><strong>BCA96 Volume 1</strong></td>
<td></td>
</tr>
<tr>
<td>• Section B</td>
<td>Cannot issue certificates except for matters in AS 3623, AS 2870, AS 3700 (buildings of up to 2 storeys), AS 1288, AS 3660.1, AS 1860 (except for clauses 5 and 6 and Table 1), Earthwall construction, AS 2867 and AS 1684</td>
</tr>
<tr>
<td>• Section C</td>
<td>Cannot issue certificates on matters in C1.11, Specification C1.11</td>
</tr>
<tr>
<td>• Section E</td>
<td>Cannot issue certificates on matters in AS 2665, AS 2220, AS 1221, AS 2441, AS 2419, AS 2118, AS 2293, AS 1735 Parts 1 to 11, AS 1670, AS 1668.1, Specification E2.2(b)</td>
</tr>
<tr>
<td>• Section F</td>
<td>Cannot issue certificates on matters in AS 1668.2, AS 1276</td>
</tr>
<tr>
<td>• Section I</td>
<td>Cannot issue certificates on any matters in this Section</td>
</tr>
<tr>
<td><strong>BCA96 Volume 2</strong></td>
<td></td>
</tr>
<tr>
<td>• Section 2</td>
<td>Cannot issue certificates on any matters in the Section</td>
</tr>
<tr>
<td>• Section 3</td>
<td>Cannot issue certificates on matters in AS 1170, AS 1250, AS 1538, AS 2100, AS 1664, AS 1720.1, AS 3600, AS 2159, AS 3700 (over 3 storeys) or AS 2327</td>
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<td><strong>Other Development Consent Matters</strong></td>
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<td>Cannot issue certificates on any matters relating to Heritage matters, Hydraulic Fire Services, Electrical Fire Services, Structural Engineering, Mechanical Engineering, Energy management (except for Class 1 buildings), Geotechnical Engineering (except for Class 1 buildings), Civil Engineering, Acoustical Engineering and Subdivision matters, except to the extent as described above. The accredited certifier can seek a ruling from the SAC where the matter is not clear</td>
</tr>
</tbody>
</table>

Prior to issuing a Certificate the **accredited certifier** must be satisfied that the part of the building subject to the Certificate meets the relevant provisions of BCA96. The **accredited certifier** may rely on one or a combination of the forms of *Evidence of Suitability* as setout in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as appropriate.
10.3. Certification issued by an Accredited certifier - Building (Grade 2)

The **Accredited certifier** - Building (Grade 2) is an **accredited certifier** who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *performance requirements*; and
- Class 2 to 9 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings which comply with the *performance requirements*, except those *performance requirements* relating to *Fire Safety* where an *alternative solution* is used.

The extent to which the *accredited certifier* can issue Compliance Certificates is limited as set out below:

<table>
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<tr>
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<tr>
<td><strong>Section B</strong></td>
<td>Cannot issue certificates except in respect to matters in AS 3623, AS 2870, AS 3700 (buildings of up to 2 storeys), AS 1288, AS 3660.1, AS 1860 (except for clauses 5 and 6 and Table 1), Earthwall construction, AS 2867 and AS 1684</td>
</tr>
<tr>
<td><strong>Section C</strong></td>
<td>Cannot issue certificates on matters in C1.11, Specification C1.11 or alternative solutions to these matters</td>
</tr>
<tr>
<td><strong>Section E</strong></td>
<td>Cannot issue certificates on matters in AS 2665, AS 2220, AS 1221, AS 2441, AS 2419, AS 2118, AS 2293, AS 1735 Parts 1 to 11, AS 1670, AS 1668.1, Specification E2.2(b) or alternative solutions to these matters</td>
</tr>
<tr>
<td><strong>Section F</strong></td>
<td>Cannot issue certificates on matters in AS 1668.2, AS 1276 or alternative solutions to these matters</td>
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<td><strong>Section I</strong></td>
<td>Cannot issue certificates on any matters in the Section</td>
</tr>
<tr>
<td><strong>BCA96 Volume 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td>Cannot issue certificates on matters in AS 1170, AS 1250, AS 1538, AS 2100, AS 1664, AS 1720.1, AS 3600, AS 2159, AS 3700 (over 3 storeys), AS 2327 or alternative solutions to these matters</td>
</tr>
</tbody>
</table>

**Other Development Consent Matters**

- Cannot issue certificates on any matters relating to Heritage matters, Hydraulic Fire Services, Electrical Fire Services, Structural Engineering, Mechanical Engineering, Energy management (except for Class 1 buildings), Geotechnical Engineering (except for Class 1 buildings), Civil Engineering, Acoustical Engineering and Subdivision matters, except to the extent as described above. The accredited certifier can seek a ruling from the SAC where the matter is not clear

Prior to issuing a Certificate the *accredited certifier* must be satisfied that the part of the building subject to the Certificate meets the relevant provisions of BCA96. The *accredited certifier* may rely on one or a combination of the forms of Evidence of Suitability as set out in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as appropriate.
10.4. Certification issued by an Accredited certifier - Building (Grade 1)

The Accredited certifier - Building (Grade 1) is an accredited certifier who can issue Construction Certificates, Compliance Certificates and Complying Development Certificates for developments involving the following buildings:

- Class 1 to 10 buildings which comply with the performance requirements.

The extent to which the accredited certifier can issue Compliance Certificates is limited as setout below:

<table>
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<td>Cannot issue certificates on matters in AS 2665, AS 2220, AS 1221, AS 2441, AS 2419, AS 2118, AS 2293, AS 1735 Parts 1 to 11, AS 1670, AS 1668.1, Specification E2.2(b) or alternative solutions to these matters</td>
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</tr>
</tbody>
</table>

Prior to issuing a Certificate the Accredited certifier - Building (Grade 1) must be satisfied that the part of the building subject to the Certificate meets the relevant provisions of BCA96.
The accredited certifier must rely on one of the following where an alternative solution relating to fire safety is proposed:

1. A Compliance Certificate from an accredited certifier - Fire Safety Engineering; or
2. One or a combination of the forms of Evidence of Suitability as setout in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as appropriate from an accredited certifier - Fire Safety Engineering.

The Accredited certifier - Building (Grade 1) must have regard to the following matters when issuing certificates where an alternative solution for fire safety is involved:

- Alternative solutions must be setout in detailed separate reports which have clear and precise findings and unambiguous recommendations that are reasonable and practical;
- The reports must ensure that alternative solutions relating to fire safety have been carried out having regard to relevant publications and the Fire Engineering Guidelines;
- Assumptions and conditions of approval related to fire safety which impact on the “management and use” of a building must be seen to be reasonable;
- Requirements imposed by the NSW Fire Brigade must be considered and cannot be set aside without the concurrence of an independent accredited certifier who is an Accredited certifier - Building (Grade 1);

10.5. Certification issued by an Accredited certifier - Fire Safety Engineering

The Accredited certifier - Fire Safety Engineering is an accredited certifier who can issue Compliance Certificates for the following buildings:

- Class 1 to 10 buildings where an Alternative Solution has been used to comply with the performance requirements relating to Fire Safety.

Prior to issuing a Certificate the Accredited certifier - Fire Safety Engineering must be satisfied that the part of the building subject to the Certificate meets the relevant provisions of BCA96.

The accredited certifier may rely on one or a combination of the forms of Evidence of Suitability as setout in Part A2 of BCA96 Volume 1 or Part 1.2 of BCA96 Volume 2 as appropriate.

The extent to which the accredited certifier can issue Compliance Certificates is limited as setout below:
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<td>Cannot issue certificates on any matters in the Section</td>
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<tr>
<td>• Section D</td>
<td>Cannot issue certificates on matters in Part D3</td>
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<tr>
<td>• Section E</td>
<td>Cannot issue certificates on matters in AS 2220, AS 1221, AS 2441, AS 2419, AS 2118, AS 2293, AS 1735 Parts 1 to 11, AS 1670, AS 1668.1 or alternative solutions to these matters</td>
</tr>
<tr>
<td>• Section F</td>
<td>Cannot issue certificates on any matters in the Section</td>
</tr>
<tr>
<td><strong>BCA96 Volume 1</strong></td>
<td></td>
</tr>
<tr>
<td>• Section G</td>
<td>Cannot issue certificates on any matters in this Section except Part G3</td>
</tr>
<tr>
<td>• Section I</td>
<td>Cannot issue certificates on any matters in this Section</td>
</tr>
<tr>
<td><strong>BCA96 Volume 2</strong></td>
<td></td>
</tr>
<tr>
<td>• Section 1</td>
<td>Cannot issue certificates on any matters in this Section</td>
</tr>
<tr>
<td>• Section 2</td>
<td>Cannot issue certificates except for fire safety matters</td>
</tr>
<tr>
<td>• Section 3</td>
<td>Cannot issue certificates except for fire safety matters</td>
</tr>
<tr>
<td><strong>Development Control</strong></td>
<td>Cannot issue certificates on any matters relating to Development Control as defined</td>
</tr>
<tr>
<td><strong>Other Development Consent Matters</strong></td>
<td>Cannot issue certificates on any of these matters except those relating to fire safety</td>
</tr>
</tbody>
</table>

An Accredited certifier - Fire Safety Engineering must have regard to the following matters when issuing compliance certificates for fire safety:

- Alternative solutions must be setout in detailed separate reports which have clear and precise findings and unambiguous recommendations that are reasonable and practical;

The reports must ensure that alternative solutions relating to fire safety have been carried out having regard to relevant publications and the Fire Engineering Guidelines;

- Assumptions and conditions of approval related to fire safety which impact on the “management and use” of a building must be reasonable;

- Requirements imposed by the NSW Fire Brigade must be considered and cannot be set aside without the concurrence of an independent accredited certifier who is an Accredited certifier - Building (Grade 1).
10.6. **Certification issued by a PCA - Building (Grade 3)**

The PCA - Building (Grade 3) is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings with a floor area not exceeding 2 000 m² or which have a rise in storeys of not more than 3 storeys and which comply with the *DTS provisions*; and
- Buildings containing not more than 4 storeys comprising 1 storey of Class 7 and up to 3 storeys of Class 2 which comply with the *DTS provisions*.

10.7. **Certification issued by a PCA - Building (Grade 2)**

The PCA - Building (Grade 2) is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 and 10 buildings which comply with the *performance requirements*; and
- Class 2 to 9 buildings which comply with the *DTS provisions*; and
- Class 2 to 9 buildings which comply with the *performance requirements*, except those *performance requirements* relating to *Fire Safety* where an *alternative solution* is used.

10.8. **Certification issued by a PCA - Building (Grade 1)**

The PCA - Building (Grade 1) is an *accredited certifier* who can issue Occupation Certificates for developments involving the following buildings:

- Class 1 to 10 buildings which comply with the *performance requirements*. 
11. QUALIFICATIONS AND EXPERIENCE

This Section outlines the qualifications and experience considered necessary for the various categories of Accredited certifier and PCA. Persons seeking accreditation under the BSAP NSW Scheme must possess the qualifications and have the necessary experience as setout in this Section or must demonstrate that they possess the competencies setout in Section 12 (Competencies) of this document.

The courses recognised by the BSAP NSW Scheme are setout in Section 13 (Accredited Courses). These courses have been assessed by BSAP and are considered to provide the appropriate level of education for the various categories of accredited certifier and PCA.

11.1. Accredited certifier - Building (Grade 4)

11.1.1. Qualifications

- A Diploma or equivalent in Building Surveying or equivalent (see Section 13 - Accredited Courses); or
- An Ordinance 4 Certificate as an Assistant Building Surveyor issued pursuant to the Local Government Act 1919 (LGA 1919); or
- An accreditation as an Assistant Building Surveyor under the BSAP National Scheme

11.1.2. Experience

- A minimum one years relevant practical experience.

11.2. Accredited certifier - Building (Grade 3)

11.2.1. Qualifications

- A Diploma or equivalent in Building Surveying, or equivalent (see Section 13 - Accredited Courses); or
- An Ordinance 4 Certificate as an Assistant Building Surveyor issued pursuant to the LGA 1919; or
- An accreditation as an Assistant Building Surveyor under the BSAP National Scheme

11.2.2. Experience

- A minimum two years relevant practical experience.
11.3. **Accredited certifier - Building (Grade 2)**

11.3.1. **Qualifications**

- A Degree or Graduate Diploma in Building Surveying or equivalent (see Section 13 - Accredited Courses); or
- An Ordinance 4 Certificate as a Building Surveyor issued pursuant to the LGA 1919; or
- An accreditation as a Building Surveyor under the *BSAP National Scheme*

11.3.2. **Experience**

- A minimum three years relevant practical experience for a minimum 6 classes of building.

11.4. **Accredited certifier - Building (Grade 1)**

11.4.1. **Qualifications**

- Accreditation as an *Accredited certifier - Building (Grade 2)* under the *BSAP NSW Scheme*, and
- Graduate Diploma of Applied Science (Fire Safety Design) or equivalent (see Section 13 - Accredited Courses)

11.4.2. **Experience**

- A minimum three years relevant practical experience for a minimum 6 classes of building.

11.5. **Accredited certifier - Fire Safety Engineering**

11.5.1. **Qualifications**

- Master of Applied Science (Fire Safety Design) or equivalent; (see Section 13 - Accredited Courses)

11.5.2. **Experience**

- A minimum of three years relevant experience for a minimum 6 classes of building.
11.6. **PCA - Building (Grade 3)**

**11.6.1. Qualifications**

- A Diploma or equivalent in Building Surveying, or equivalent (see Section 13 - Accredited Courses); or
- An Ordinance 4 Certificate as an Assistant Building Surveyor issued pursuant to the LGA 1919; or
- An accreditation as an Assistant Building Surveyor under the BSAP National Scheme

**11.6.2. Experience**

- A minimum two years relevant practical experience.

11.7. **PCA - Building (Grade 2)**

**11.7.1. Qualifications**

- A Degree or Graduate Diploma in Building Surveying or equivalent (see Section 13 - Accredited Courses); or
- An Ordinance 4 Certificate as a Building Surveyor issued pursuant to the LGA 1919; or
- An accreditation as a Building Surveyor under the BSAP National Scheme

**11.7.2. Experience**

- A minimum three years relevant practical experience for a minimum 6 classes of building.

11.8. **PCA - Building (Grade 1)**

**11.8.1. Qualifications**

- Accreditation as a PCA - Building (Grade 2) under the BSAP NSW Scheme, and
- Graduate Diploma of Applied Science (Fire Safety Design) or equivalent (see Section 13 - Accredited Courses)

**11.8.2. Experience**

- A minimum three years relevant practical experience for a minimum 6 classes of building.
12. COMPETENCIES

Competency means the minimum level of knowledge and experience required to perform tasks. The competencies for each category of accredited certifier and PCA are set out in this section.

Applicants seeking accreditation under the BSAP NSW Scheme who do not possess the qualifications and necessary experience as required in Section 11 (Qualifications and Experience) must demonstrate that they possess the competencies for the category of accreditation sought as set out in this Section.

The following units of competency have been developed for the accredited certifier - Building, Grades 1 to 4:

- Building Management and Development
- Communications and Information Management
- Administration and Management
- Statutory Controls and Assessment
- Engineering and Structural Analysis
- Geotechnical
- Building Law and Economics
- Building Science and Services
- Fire Engineering
- Building Systems and Construction
- Professional Practice
- Other

Within each unit of competency are elements of competency. An element of competency within the “Building Management and Development” unit of competency, for example, is to “Evaluate construction planning and scheduling techniques”.

The accredited certifier must demonstrate that they possess the majority of the elements of competency in each unit of competency. The following units of competency have been developed for the accredited certifier - Fire Safety Engineering:

- Fire Chemistry & Physics
- Fire Dynamics
- Active Fire Protection
- Passive Fire Protection
- Structural Performance
- Smoke Control
- Interaction between people and fire
- Fire-ground operations
- Fire Risk and fire economics
- Fire prevention
- Codes and Standards
- System Risk Evaluation
- Fire Safety Engineering Process
- Building Science and Construction
Within each unit of competency are elements of competency. An element of competency within the “Fire Chemistry and Physics” unit of competency, for example, is to “understand and calculate mass conversion from combustion”.

The accredited certifier must demonstrate that they possess the majority of the elements of competency in each unit of competency. The following units of competency have been developed for the PCA - Building, Grades 1 to 3:

- General
- Project Management

Within each unit of competency are elements of competency. An element of competency within the “Project Management” unit of competency, for example, is to demonstrate “skills in project management and coordination”.

The accredited certifier must demonstrate that they possess the majority of the elements of competency in each unit of competency.

12.1. Competencies - Accredited certifier - Building (Grade 4)

12.1.1. Building Management and Development

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Evaluate construction planning and scheduling techniques
- Evaluate projects in terms of constructability, construction method, project control and site organisation.
- Understand the impact of a building on its environment

12.1.2. Communications and Information Management

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Apply the principles of written and verbal communication
- Apply the principles of and develop interpersonal skills
- Prepare detailed reports and present the report to a consent authority
- Apply an understanding of forms of conflicts and their resolution

12.1.3. Administration and Management

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Describe the structure and operation of Local, State and Federal Government and their relationship to the building industry
- Integrate the statutory requirements for development
- Conduct enforcement proceedings in the building and development areas
12.1.4. Statutory Controls and Assessment

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Apply the principles of controls applicable to various projects and localities
- Apply the principles of Building Control legislation
- Apply the principles of the various Australian Standards called up by BCA96
- Interpret and apply the BCA requirements
- Interpret and apply the Planning Control Legislation and its related controls
- Identify non compliance with building, planning and environmental legislation
- Prepare reports on building and planning matters
- Check documentation for compliance with all relevant legislation
- Present findings and reports to appropriate bodies
- Apply the principles of the Local Government Act 1993
- Apply the principles of the Environmental Planning and Assessment Act 1979
- Apply the principles of the Environmental Planning and Assessment (Regulations) 1994
- Apply the principles of the Swimming Pool Act 1992
- Understand the Development Control process and its purpose

12.1.5. Engineering and Structural Analysis

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Appreciate structural form, elements and connections
- Understand structural comparisons, analysis and stability studies for buildings
- Evaluate whole building designs using a variety of materials
- Understand the concepts for checking structural computations

12.1.6. Geotechnical

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Carry out appropriate site investigations
- Evaluate various footing types and their appropriateness for various buildings
- Select and design footings according to the Residential Slabs and Footing Code
- Check soil and footing construction reports
- Understand Australian Standards for Soil Testing

12.1.7. Building Law and Economics

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Appreciate the legal context within which the building process operates
- Identify the principles of building law and relate them to all aspects of practice
- Recognise the implications for the building industry of changes in the law
12.1.8. **Building Science and Services**

The **Accredited certifier - Building (Grade 4)** must demonstrate the following levels of competency:

- Evaluate the dynamic thermal performance of buildings in terms of energy usage and human comfort
- Appreciate natural and artificial lighting and ventilation designs
- Evaluate the requirements of buildings in terms of electrical, stormwater and other services
- Evaluate the impact of all services on building design and construction
- Be familiar with alternative energy sources and their applications to building
- Evaluate developments in energy and services for their application to buildings
- Understand the procedures for analysing deficiencies of building services
- Understand basic land surveying techniques
- Have an appreciation of building and development in hazardous locations
- Understand the behaviour of materials to ensure correct usage and analyse the suitability of new materials

12.1.9. **Fire Engineering**

The **Accredited certifier - Building (Grade 4)** must demonstrate the following levels of competency:

- Understand the likely causes of fire and smoke in buildings
- Have an understanding of the types of toxic gases generated by fire
- Determine the fire resistance levels of different building materials
- Determine the requirements for various detection systems

12.1.10. **Building Systems and Construction**

The **Accredited certifier - Building (Grade 4)** must demonstrate the following levels of competency:

- Evaluate the construction requirements and materials and select the most appropriate techniques for their construction
- Understand the construction requirements of civil projects and select the most appropriate techniques for their construction
- Appreciate construction drawings
- Understand computer applications to documentation and construction

12.1.11. **Professional Practice**

The **Accredited certifier - Building (Grade 4)** must demonstrate the following levels of competency:

- Record project based experiences and relate the theoretical principles previously taught to the professional practices observed
- Recognise, analyse and undertake appropriate routine tasks, under supervision, in various construction and building industry linked organisations
- Exhibit self awareness and maturity in terms of capabilities
12.1.12. Other

The Accredited certifier - Building (Grade 4) must demonstrate the following levels of competency:

- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Ability to co ordinate compliance certificates

12.2. Competencies - Accredited certifier - Building (Grade 3)

12.2.1. General

The Accredited certifier - Building (Grade 3) must demonstrate the level of competency as setout in Part 12.1 (Competencies - Accredited certifier - Building (Grade 4)).

12.2.2. Building Management and Development

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Understand construction planning and scheduling techniques
- Understand constructability, construction method, project control and site organisation.
- Understand aspects of construction procurement.
- Exhibit an understanding of the law of contract and describe the facets of property law which influence the development of property
- Understand the impact of a building on its environment

12.2.3. Communications and Information Management

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Apply the principles of written and verbal communication
- Apply the principles of and develop interpersonal skills
- Apply site protocol
- Prepare detailed reports and present the report to a consent authority
- Apply an understanding of forms of conflicts and their resolution
- Understand organisational structure and industrial relations
- Use standard software packages for information management
12.2.4. Administration and Management

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Describe the structure and operation of Local, State and Federal Government and their relationship to the building industry
- Integrate the statutory requirements for development
- Conduct enforcement proceedings in the building and development areas
- Oversee the implementation of building and planning legislation

12.2.5. Statutory Controls and Assessment

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Apply the principles of controls applicable to various projects and localities
- Apply the principles of Building Control legislation
- Apply the principles of the various Australian Standards called up by BCA96
- Interpret and apply the BCA requirements
- Interpret and apply the Planning Control Legislation and its related controls
- Identify non compliance with building, planning and environmental legislation
- Prepare reports on building and planning matters of all kinds
- Present findings and reports to appropriate bodies
- Apply the principles of the Local Government Act 1993
- Apply the principles of the Environmental Planning and Assessment Act 1979
- Apply the principles of the Environmental Planning and Assessment (Regulations) 1994
- Apply the principles of the Swimming Pool Act 1992
- Understand the Occupational Health and Safety Act
- Understand the Development Control process and its purpose

12.2.6. Engineering and Structural Analysis

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Appreciate structural form, elements and connections
- Understand structural comparisons, analysis and stability studies for buildings
- Evaluate whole building designs using a variety of materials

12.2.7. Geotechnical

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Carry out appropriate site investigations
- Evaluate various footing types and their appropriateness for various buildings
- Select and design footings according to the Residential Slabs and Footing Code
- Appreciate advanced footing designs for multi storey structures and basements
- Check soil and footing construction reports
- Understand Australian Standards for Soil Testing
12.2.8. Building Law and Economics

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Appreciate the legal context within which the building process operates
- Evaluate the various forms of contracts used for major building works
- Recognise the implications for the building industry of changes in the law

12.2.9. Building Science and Services

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Appreciate natural and artificial lighting and ventilation designs
- Evaluate the requirements of buildings in terms of hydraulics, lifts, air conditioning, electrical, fire, security, stormwater and other services
- Evaluate the impact of all services on building design and construction
- Evaluate developments in energy and services for their application to buildings
- Understand the procedures for analysing defects in building construction and materials
- Understand the procedures for analysing deficiencies of building services
- Understand basic land surveying techniques
- Have an appreciation of building and development in hazardous locations
- Understand the behaviour of materials to ensure correct usage and analyse the suitability of new materials

12.2.10. Fire Engineering

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Understand the likely causes of fire and smoke in buildings
- Understand the process of fire testing for materials and building components
- Have an understanding of the types of toxic gases generated by fire
- Determine the fire resistance levels of different building materials
- Determine the requirements for fire fighting in buildings
- Determine the requirements for various fire/smoke detection systems and mechanical, smoke and heat control systems

12.2.11. Building Systems and Construction

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Evaluate the construction requirements and materials for building systems and select the most appropriate techniques for their construction
- Understand the construction requirements of civil projects and select the most appropriate techniques for their construction
- Appreciate construction drawings
- Understand computer applications to documentation and construction
- Check building and civil drawings
12.2.12. Professional Practice

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Record project based experiences and relate the theoretical principles previously taught to the professional practices observed
- Recognise, analyse and undertake appropriate routine tasks, under supervision, in various construction and building industry linked organisations
- Exhibit self awareness and maturity in terms of capabilities

12.2.13. Other

The Accredited certifier - Building (Grade 3) must demonstrate the following levels of competency:

- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Ability to co ordinate compliance certificates

12.3. Competencies - Accredited certifier - Building (Grade 2)

12.3.1. General

The Accredited certifier - Building (Grade 2) must demonstrate the level of competency as setout in Part 12.2 (Competencies - Accredited certifier - Building (Grade 3)).

12.3.2. Building Management and Development

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Understand construction planning and scheduling techniques
- Understand constructability, construction method, project control and site organisation.
- Understand aspects of construction procurement.
- Financial aspects of construction activity
- Exhibit an understanding of the law of contract and describe the facets of property law which influence the development of property
- Understand the impact of a building on its environment
12.3.3. Communications and Information Management

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Apply the principles of written and verbal communication
- Apply the principles of and develop interpersonal skills
- Apply site protocol
- Prepare detailed reports and present the report to a consent authority
- Apply an understanding of forms of conflicts and their resolution
- Understand organisational structure and industrial relations
- Use standard software packages for information management

12.3.4. Administration and Management

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Describe the structure and operation of Local, State and Federal Government and their relationship to the building industry
- Integrate the statutory requirements for development
- Conduct enforcement proceedings in the building and development areas
- Generally manage and oversee the implementation of building and planning legislation

12.3.5. Statutory Controls and Assessment

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Apply the principles of controls applicable to various projects and localities
- Apply the principles of Building Control legislation
- Apply the principles of the various Australian Standards called up by BCA96
- Interpret and apply the BCA requirements
- Interpret and apply the Planning Control Legislation and its related controls
- Identify non compliance with building, planning and environmental legislation
- Prepare reports on building and planning matters of all kinds
- Check documentation for compliance with all relevant legislation
- Present findings and reports to appropriate bodies
- Apply the principles of the Local Government Act 1993
- Apply the principles of the Environmental Planning and Assessment Act 1979
- Apply the principles of the Environmental Planning and Assessment (Regulations) 1994
- Apply the principles of the Swimming Pool Act 1992
- Understand the Occupational Health and Safety Act
- Understand the Development Control process and its purpose
12.3.6. **Engineering and Structural Analysis**

The *Accredited certifier* - Building (Grade 2) must demonstrate the following levels of competency:

- Appreciate structural form, elements and connections
- Understand structural comparisons, analysis and stability studies for buildings
- Evaluate whole building designs using a variety of materials

12.3.7. **Geotechnical**

The *Accredited certifier* - Building (Grade 2) must demonstrate the following levels of competency:

- Carry out appropriate site investigations
- Evaluate various footing types and their appropriateness for various buildings
- Select and design footings according to the Residential Slabs and Footing Code
- Appreciate advanced footing designs for multi storey structures and basements
- Check soil and footing construction reports
- Understand Australian Standards for Soil Testing

12.3.8. **Building Law and Economics**

The *Accredited certifier* - Building (Grade 2) must demonstrate the following levels of competency:

- Recognise the principles of economics operating within the building industry and appreciate the inter relationships between industry and the economic system of the nation
- Appreciate the legal context within which the building process operates
- Evaluate the various forms of contracts used for major building works
- Recognise the implications for the building industry of changes in the law

12.3.9. **Building Science and Services**

The *Accredited certifier* - Building (Grade 2) must demonstrate the following levels of competency:

- Evaluate the dynamic thermal performance of buildings in terms of energy usage and human comfort
- Appreciate natural and artificial lighting and ventilation designs
- Evaluate the requirements of buildings in terms of hydraulics, lifts, air conditioning, electrical, fire, security, stormwater and other services
- Evaluate the impact of all services on building design and construction
- Be familiar with alternative energy sources and their applications to building
- Evaluate developments in energy and services for their application to buildings
- Understand the procedures for analysing defects in building construction and materials
- Understand the procedures for analysing deficiencies of building services
- Understand basic land surveying techniques
- Have an appreciation of building and development in hazardous locations
- Understand the behaviour of materials to ensure correct usage and analyse the suitability of new materials
12.3.10. Fire Engineering

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Understand the likely causes of fire and smoke in buildings
- Understand the process of fire testing for materials and building components
- Have an understanding of the types of toxic gases generated by fire
- Determine the fire resistance levels of different building materials
- Determine the requirements for fire fighting in buildings
- Determine the requirements for various fire/smoke detection systems and mechanical, smoke and heat control systems

12.3.11. Building Systems and Construction

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Evaluate the construction requirements and materials for residential, Industrial and Commercial buildings varying from small, simple structures to large and complex building systems, and select the most appropriate techniques for their construction
- Understand the construction requirements of civil projects and select the most appropriate techniques for their construction
- Appreciate construction drawings and prepare construction details of complex building systems
- Understand computer applications to documentation and construction
- Check building and civil drawings

12.3.12. Professional Practice

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Record project based experiences and relate the theoretical principles previously taught to the professional practices observed
- Recognise, analyse and undertake appropriate routine tasks, under supervision, in various construction and building industry linked organisations
- Exhibit self awareness and maturity in terms of capabilities

12.3.13. Other

The Accredited certifier - Building (Grade 2) must demonstrate the following levels of competency:

- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Ability to co ordinate compliance certificates
12.4. Competencies - Accredited certifier - Building (Grade 1)

12.4.1. General

The Accredited certifier - Building (Grade 1) must demonstrate the level of competency as set out in Part 12.3 (Competencies - Accredited certifier - Building (Grade 2)).

12.4.2. Fire Safety Engineering

The Accredited certifier - Building (Grade 1) must understand and demonstrate an appreciation of the levels of competency set out in Part 12.5 (Competencies - Accredited certifier - Fire Safety Engineering).

12.5. Competencies - Accredited certifier - Fire Safety Engineering

12.5.1. Fire Chemistry & Physics

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand and calculate mass conversion from combustion
- Understand and calculate heat release rates from combustion
- Understand and calculate species production from combustion
- Understand and calculate oxidation and chemical reactions in flames
- Understand and calculate heat of combustion, calorific values and heat release
- Understand and calculate production of soot
- Understand and calculate reaction kinetics
- Understand and calculate flammability limits
- Understand and calculate buoyancy driven flow
- Understand and calculate radiation heat transfer
- Understand and calculate conduction and temperature within solids

12.5.2. Fire Dynamics

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand and calculate ignition of solids, liquid and gases
- Understand and calculate piloted, non piloted and spontaneous ignition
- Understand and calculate flame spread on vertical and horizontal surfaces
- Understand and calculate fire plumes and entrainment into plumes
- Understand and calculate ceiling jets and hot layers
- Understand and calculate vent flows and mixing at vents
- Understand and calculate diffusion flames and pre mixed flames
- Understand and calculate flashover
- Understand and calculate ventilation controlled post-flashover fires
- Understand and calculate fuel bed controlled post flashover fires
- Understand and calculate smoke density and visibility
12.5.3. Active Fire Protection

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Ability to determine the effectiveness of active fire systems
- Determine the performance and interaction of active systems with a building’s fire safety features
- Quantify the role of active systems and their importance in the building’s fire safety systems
- Determine the activation and performance prediction of heat detectors
- Determine the activation and performance prediction of smoke detectors
- Determine the reliability of suppression systems
- Determine the activation of sprinkler systems
- Determine the water quantities required for suppression
- Appreciate gaseous flooding systems
- Understand fire suppression principles

12.5.4. Passive Fire Protection

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Ability to determine the effectiveness of passive fire systems
- Understand and calculate pre-flashover fire temperatures, post flashover fire temperatures and heat fluxes
- Understand equivalence to standard fire test
- Reliability of passive fire protection
- External fire spread between compartments and buildings
- Understand fire compartmentation principles
- Understand Passive fire protection systems
- Understand Fire stopping and protection of opening systems

12.5.5. Structural Performance

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand and appreciate the performance of steel structures exposed to fire
- Understand and appreciate the performance of concrete structures exposed to fire
- Understand and appreciate the performance of timber structures exposed to fire

12.5.6. Smoke Control

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Undertake quantitative analysis of smoke spread and the effects of smoke control and demonstrate competency with respect to the smoke hazard management.
12.5.7. Interaction between people and fire

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand human behaviour during fire emergencies, embracing the design of building layouts, occupancy rates, means of egress and methods of estimating human response to fires.

12.5.8. Fire-ground operations

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand fire brigade capabilities, the role of the fire brigade during an emergency and methods of incorporating fire brigade intervention in a fire safety analysis.

12.5.9. Fire Risk and fire economics

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand risk assessment
- Undertake quantitative risk assessment to evaluate human, financial and environmental impact of fire and the probability of a fire
- ability to assess the financial impact of fire
- ability to evaluate the cost benefit of fire protection

12.5.10. Fire prevention

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand the causes of fire and methods of prevention.

12.5.11. Codes and Standards

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- the application and of building regulations codes and standards related to fire safety.

12.5.12. System Risk Evaluation

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Undertake a System Risk Evaluation in accordance with Fire Engineering Guidelines
- Calculate the probability of scenarios and outcomes, the consequence of the scenario and the expected risk to life
- Calculate significant factors contributing to risk
- Construct and evaluate event trees
12.5.13. **Fire Safety Engineering Process**

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand fire safety engineering process in the overall regulation process;
- Understand the fire safety certifier role in the building design process;
- Understand the fire engineering process and its relationship with the building regulations and other persons involved in the construction and design process.

12.5.14. **Building Science and Construction**

An Accredited certifier - Fire Safety Engineering must demonstrate the following levels of competency:

- Understand the science of buildings, including the relationship between construction techniques and buildings services.

12.6. **Competencies - PCA - Building (Grade 3)**

12.6.1. **General**

The PCA - Building (Grade 3) must understand and demonstrate an appreciation of the levels of competency setout in Part 12.2 (Competencies - Accredited certifier - Building (Grade 3)).

12.6.2. **Project Management**

The PCA - Building (Grade 3) must demonstrate the following levels of competency:

- Skills in project management and co ordination
- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Understand and appreciate the various categories of accredited certifier
- Ability to analyse Development Consents, Complying Development Certificates, Compliance Certificates and Construction Certificates
- Ability to liaise with accredited certifiers, clients and consent authorities.
- Understand the relationship between all activities involved in the design and construction of a building
- Ensure that documentation addresses all conditions imposed on the Development Consent or Complying Development Certificate as the case may be.
- Ability to develop and implement an integrated program to co ordinate the collection of Certificates
12.7. **Competencies - PCA - Building (Grade 2)**

12.7.1. **General**

The *PCA - Building (Grade 2)* must understand and demonstrate an appreciation of the levels of competency set out in Part 12.3 (*Competencies - Accredited certifier - Building (Grade 2)*).

12.7.2. **Project Management**

The *PCA - Building (Grade 2)* must demonstrate the following levels of competency:

- Skills in project management and coordination
- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Understand and appreciate the various categories of *accredited certifier*
- Ability to analyse Development Consents, Complying Development Certificates, Compliance Certificates and Construction Certificates
- Ability to liaise with *accredited certifiers*, clients and consent authorities.
- Understand the relationship between all activities involved in the design and construction of a building
- Ensure that documentation addresses all conditions imposed on the Development Consent or Complying Development Certificate as the case may be.
- Ability to develop and implement an integrated program to co ordinate the collection of Certificates

12.8. **Competencies - PCA - Building (Grade 1)**

12.8.1. **General**

The *PCA - Building (Grade 1)* must understand and demonstrate an appreciation of the levels of competency set out in Part 12.4 (*Competencies - Accredited certifier - Building (Grade 1)*).

12.8.2. **Project Management**

The *PCA - Building (Grade 1)* must demonstrate the following levels of competency:

- Skills in project management and co ordination
- Ability to inspect buildings to establish whether or non compliance is achieved
- Ability to assess the health and safety of the building
- Understand and appreciate the various categories of *accredited certifier*
- Ability to analyse Development Consents, Complying Development Certificates, Compliance Certificates and Construction Certificates
- Ability to liaise with *accredited certifiers*, clients and consent authorities.
- Understand the relationship between all activities involved in the design and construction of a building
- Ensure that documentation addresses all conditions imposed on the Development Consent or Complying Development Certificate as the case may be.
- Ability to develop and implement an integrated program to co ordinate the collection of Certificates
13. ACCREDITED COURSES

The courses in this Section are recognised by the BSAP NSW Scheme as providing the minimum level of qualification for the various categories of Accredited certifier and PCA. This Section must be read in conjunction with the requirements in Section 11 (Qualifications and Experience) of this document.

The courses recognised by the BSAP NSW Scheme have been assessed by BSAP and are considered to provide the appropriate level of education for the various categories of accredited certifier and PCA.

13.1. Accredited certifier - Building (Grade 4)

Any of the following:
- Bachelor of Applied Science (Environmental Health), University of Western Sydney Hawkesbury
- Diploma Health & Building Surveying, Petersham College of TAFE (NSW), External Studies/TAFE Colleges

13.2. Accredited certifier - Building (Grade 3)/PCA - Building (Grade 3)

Any of the following:
- Bachelor of Applied Science (Environmental Health), University of Western Sydney Hawkesbury
- Diploma Health & Building Surveying, Petersham College of TAFE (NSW), External Studies/TAFE Colleges

13.3. Accredited certifier - Building (Grade 2)/PCA - Building (Grade 2)

Any of the following:
- Graduate Diploma of Applied Science (Building), University of Western Sydney Hawkesbury
- Bachelor of Building (Building surveying major), University of Western Sydney Hawkesbury
- Graduate Diploma in Building Surveying and Assessment, University of Technology, Sydney
- Diploma of Technology (Building Surveying), Swinburne Institute of Technology
- Bachelor of Technology (Building Surveying), Swinburne Institute of Technology
- Graduate Diploma in Applied Science (Building Surveying), University of R.M.I.T.
- Bachelor of Building Surveying, University of Central Queensland
- Bachelor of Applied Science (Construction Management), Queensland University of Technology
• Bachelor of Building, University of South Australia
• Graduate Certificate in Building, University of South Australia
• Bachelor of Applied Science (Construction Management & Economics), Curtin University of Technology, Perth

13.4. Accredited certifier - Building (Grade 1)/PCA - Building (Grade 1)

• Graduate Diploma of Applied Science (Fire Safety Design), University of Western Sydney Hawkesbury

13.5. Accredited certifier - Fire Safety Engineering

• Master of Applied Science (Fire Safety Design), University of Western Sydney Hawkesbury

14. CONTINUING PROFESSIONAL DEVELOPMENT

The constant technological change occurring in the Built Environment places a requirement on those employed in it to maintain, and where necessary, update and improve their skills. This has been recognised by the Commonwealth Government which now requires structured training programmes to be provided by employers and organisations. Additionally the National Training Board under its policies and guidelines is encouraging competency based training and incorporates principles of upskilling and broadskilling. These actions are aimed at producing a better trained workforce.

BSAP has a responsibility to ensure that Accredited certifiers and PCAs maintain a proper level of competence and professionalism in their service to the community. This goes beyond initial qualifications and implies a system of CPD.

CPD is defined as:

"the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional's working life".

The effectiveness of CPD is contingent upon the self-discipline and conscientiousness of the individual. Accordingly, a frame work has been established to encourage and evaluate the CPD activities of Accredited certifiers and PCAs. The accredited certifier and PCA seeking re-accreditation must provide proof of successful participation in the approved CPD program. BSAP currently endorses the AIBS CPD program, the details of which are contained in this Section.
Accredited certifiers and PCAs will be expected to have ensured competency and maintained skills in BCA96, the Act and Regulations, amendments to legislation, revisions to Australian Standards, the introduction of new products, other legislation affecting development such as the Disability Discrimination Act and the Heritage Act, legal proceedings and dispute resolution.

Currently approved CPD activities include:

A Conferences, Seminars and Training Courses
B Academic Courses
C Individual Studies
D Professional and Technical Committees
E Professional and Technical Activities

The BSAP NSW Scheme recognises the CPD program developed by the National body of the AIBS. The AIBS CPD program has been running since 1991 and will be modified to incorporate accredited certifiers and PCAs. Accredited certifiers and PCAs must participate in the CPD program to update and improve their skills and professionalism and to remain accredited.

14.1. Overview of the Scheme

Accredited certifiers and PCAs must continually participate in the CPD program and evidence of such participation must be submitted as setout in this document. The CPD scheme operates over a three year rolling triennium with input through a Log Book compiled by participating accredited certifiers and PCAs. The log book is lodged on an annual basis. There are three rolling trienniums operating in the scheme - A, B and C.

The triennium to which an Accredited certifier or PCA is permanently allocated will depend on which year the Accredited certifier or PCA commences the scheme. A new triennium begins each year as illustrated below:

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<tbody>
<tr>
<td>A</td>
<td>YEAR 3</td>
<td>YEAR 1</td>
<td>YEAR 2</td>
<td>YEAR 3</td>
<td>YEAR 1</td>
<td>YEAR 2</td>
</tr>
<tr>
<td>B</td>
<td>YEAR 2</td>
<td>YEAR 3</td>
<td>YEAR 1</td>
<td>YEAR 2</td>
<td>YEAR 3</td>
<td>YEAR 1</td>
</tr>
<tr>
<td>C</td>
<td>YEAR 1</td>
<td>YEAR 2</td>
<td>YEAR 3</td>
<td>YEAR 1</td>
<td>YEAR 2</td>
<td>YEAR 3</td>
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The number of points to be obtained during the triennium is 90 with a minimum of 20 points and a maximum of 50 points in any one calendar year. 90 or more points qualifies the Accredited certifier and PCA for a Certificate at the end of the triennium.

Accredited certifiers and PCAs must forward their CPD Log Book for the calendar year just ended to the AIBS (NSW Chapter) by January of the following year. The AIBS (NSW Chapter) CPD Administrator will then audit books and forward details to National Office no later than 31 March.
Upon receipt of the information, the National Office will produce a statement of points credited for the 12 months. A certificate will also be produced in the third year of an Accredited certifier's or PCA's triennium provided that 90 or more points have been accumulated over the triennium. The statements and certificates will then mailed to the AIBS (NSW Chapter) for forwarding to accredited certifiers and PCAs.

Accredited certifiers and PCAs who do not accumulate 90 points may not be eligible for re accreditation and will be subject to the disciplinary procedures as setout in this document.

CPD Administrators must photocopy all certificates and point statements for individual file records as the National Office is not able to keep completed triennium records for the accredited certifiers and PCAs on the system, or in hard copy.

The CPD scheme is only workable if points are submitted strictly on a yearly basis by the January (accredited certifier and PCA's obligation) and March (AIBS NSW Chapter’s obligation) deadlines. Accredited certifiers and PCAs not complying with the time lines or submitting multiple years forfeit points.

14.2. Currently approved CPD activities

The BSAP NSW CPD program is based on an individual rolling triennium as described above. Accredited certifiers and PCAs are required to obtain a minimum number of points during that period as outlined.

The number of points to be obtained during the triennium will correspond with time spent on activities recognised as being relevant to the improvement of the accredited certifier's and PCA's ability to discharge their professional responsibilities.

Currently approved CPD activities include:

A Conferences, Seminars and Training Courses.
B Academic Courses
C Individual Studies
D Professional and Technical Committees
E Professional and Technical Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points allocation</th>
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<tbody>
<tr>
<td>A CONFERENCE, SEMINARS AND TRAINING **</td>
<td></td>
</tr>
<tr>
<td>AIBS Conferences (National, State, Regional)</td>
<td>5 per day, Max 15 p.a.</td>
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<tr>
<td>AIBS Seminars/Technical Meetings (National, State, Regional)</td>
<td>5 per day, 3 per half day, Max 30 p.a.</td>
</tr>
<tr>
<td>Other Seminars/Technical Meetings (Other Organisations &amp; Regions)</td>
<td>5 per day, 3 per half day, Max 20 p.a.</td>
</tr>
<tr>
<td>Conferences</td>
<td>5 per day, max 10 p.a.</td>
</tr>
<tr>
<td>Other training, short courses (English language, report writing, budgeting, stress management)</td>
<td>5 per day, 3 per half day, 1 per hour if less than half a day, Max 20 p.a.</td>
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</table>
### Activity Points allocation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points allocation</th>
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<tbody>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ACADEMIC COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>Degree, one year full time or equivalent</td>
<td>40</td>
</tr>
<tr>
<td>Single Semester full time or equivalent</td>
<td>20</td>
</tr>
<tr>
<td>Associate Diploma one year full time or equivalent</td>
<td>30</td>
</tr>
<tr>
<td>Single Semester full time or equivalent</td>
<td>15</td>
</tr>
<tr>
<td>Post Graduate studies one year full time or equivalent</td>
<td>40</td>
</tr>
<tr>
<td>Single Semester full time or equivalent</td>
<td>20</td>
</tr>
<tr>
<td>Certificate one year full time or equivalent</td>
<td>20</td>
</tr>
<tr>
<td>Single Semester full time or equivalent</td>
<td>10</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td></td>
</tr>
<tr>
<td><strong>INDIVIDUAL STUDIES</strong></td>
<td></td>
</tr>
<tr>
<td>Individual Studies (personal research not included in category B)</td>
<td>1 per hour, Max 5 p.a.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
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<tr>
<td><strong>PROFESSIONAL &amp; TECHNICAL COMMITTEES</strong></td>
<td></td>
</tr>
<tr>
<td>Examples include committees set up by AIBS, ABCB, Standards Australia</td>
<td>1 per meeting, Max 10 p.a.</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PROFESSIONAL &amp; TECHNICAL ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Preparation of lectures/papers</td>
<td>4 per paper, Max 20 p.a.</td>
</tr>
<tr>
<td>Presentation of lectures/papers</td>
<td>1 per delivery</td>
</tr>
<tr>
<td>Publishing of papers in an approved journal</td>
<td>5 per paper, Max 10 p.a.</td>
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</tbody>
</table>

** The recognition of courses and activities conducted by professional bodies and educational establishments as being relevant to the program will be determined by the AIBS (NSW Chapter). See Section 14.3 (Development of a new CPD education program) of this document

** 14.3. Development of a new CPD education program

BSAP recognises that the *accredited certifier* and *PCA* will require specialised education and experience to perform functions under the Act. BSAP is also aware that some currently approved activities may not provide this education and experience.

This matter has been discussed with the University of Western Sydney Hawkesbury’s (UWSH) School of Construction and Building Sciences with a view to developing a CPD education program which can be adopted by BSAP. UWSH is responsible for the development of undergraduate and post graduate courses for Building Surveyors and allied professionals.

As a result of these discussions BSAP has resolved to establish a CPD education program committee to assess the existing BSAP NSW CPD program and to develop a CPD education program specifically tailored to meet the needs of *accredited certifiers* and *PCAs* issuing certificates under the Act.
The committee will comprise the following members:

- A BSAP representative or nominated alternate
- Three members of the AIBS (NSW Chapter) or nominated alternates
- A representative from UWSH
- A DUAP representative or nominated alternate
- A representative of the NSW Local Government Industry Training Council
- A representative of the Building and Construction Industry Training Council
- Representatives from allied professions on an as needs basis

15. APPLYING FOR ACCREDITATION

Upon payment of the relevant fee, applicants seeking to be accredited under the BSAP NSW Scheme must lodge an application using the approved form to the BSAP NSW office, being PO Box 384 Drummoyne NSW 1470. The application will be assessed by the SAC against the requirements for the categories of Accredited certifier or PCA as set out in Section 11 (Qualifications and Experience), or against the competencies for the categories as set out in Section 12 (Competencies) of this document as the case may be.

The SAC will make a recommendation to the Board as to the category of accreditation that an applicant should be granted. The Board can either adopt, amend, or reject the recommendation.

Once applicants have submitted their application form and paid the required fees their application will be processed by BSAP. The committee secretary will notify the applicant of the date of the next SAC meeting.

15.1. Applicants possessing the qualifications and experience

The BSAP NSW Scheme recognises that they are two (2) types of applicant who may possess the necessary qualifications and experience:

1. Practitioners accredited under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919; and
2. Other practitioners

15.1.1. Existing “Accredited” Building Surveyors

The BSAP National Scheme currently accredits practitioners at the level of Building Surveying Technician, Assistant Building Surveyor and Building Surveyor.

Applicants seeking to be accredited under the BSAP NSW Scheme who are accredited under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919 as an Assistant Building Surveyor or Building Surveyor and who are seeking accreditation as an Accredited certifier - Building (Grade 4), Accredited certifier - Building (Grade 3) or PCA - Building (Grade 3) must provide the following information:
• A completed application form
• Certified copies of accreditation under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919 as the case may be

These applicants will not be subject to an interview and are not required to submit a Practical Experience Report (PER).

Applicants seeking to be accredited under the BSAP NSW Scheme who are accredited under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919 as a Building Surveyor and who are seeking accreditation as an Accredited certifier - Building (Grade 2), Accredited certifier - Building (Grade 1), PCA - Building (Grade 2), PCA - Building (Grade 1) or Accredited certifier - Fire Safety Engineering must provide the following information:

• A completed application form
• Certified copies of accreditation under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919 as the case may be
• Certified copies of the academic qualifications forming part of the application.
• A PER as detailed in Part 15.3 (Practical Experience Reports) of this document.

These applicants may be subject to an interview.

15.1.2. Other Practitioners

Applicants seeking accreditation under the BSAP NSW Scheme who are not accredited under the BSAP National Scheme or Ordinance 4 pursuant to the LGA 1919 but who possess the qualifications and consider they have the necessary experience as setout in Section 11 (Qualifications and Experience) must provide the following information:

• A completed application form
• Certified copies of the academic qualifications forming part of the application.
• A PER as detailed in Part 15.3 (Practical Experience Reports) of this document.

Applicants seeking accreditation as an Accredited certifier - Building (Grade 2), Accredited certifier - Building (Grade 1), PCA - Building (Grade 2), PCA - Building (Grade 1) or Accredited certifier - Fire Safety Engineering will generally be subject to an interview.

Applicants seeking accreditation seeking accreditation as an Accredited certifier - Building (Grade 4), Accredited certifier - Building (Grade 3) or PCA - Building (Grade 3) may not be subject to an interview.

15.2. Applicants possessing the competencies

Applicants seeking accreditation under the BSAP NSW Scheme who do not possess the qualifications as setout in Section 11 (Qualifications and Experience) but who consider they possess the competencies for the categories as setout in Section 12 (Competencies) are required to provide the following information:
• A completed application form
• Details on the extent to which they satisfy the competencies for the category of accreditation sought as set out in Parts 12.5 to 12.8 of this document.
• A PER as detailed in Part 15.3 (Practical Experience Reports) of this document.
• Certified copies of any other academic qualifications considered relevant
• Any other documentation considered relevant to the application including references.

These applicants may be subject to an interview.

15.3. *Practical Experience Reports*

A PER must include the following:

• Details of relevant courses and training activities undertaken and their relevance to the category of accreditation sought
• A list of examples of professional involvement in the projects where the applicant has received supervised experience
• A list in chronological order of experience covering the different classes of building, the estimated cost of the work, the floor area and number of storeys, the type of assessments undertaken, the applicant’s role and the extent to which the applicant has assumed responsibility
• Details on the extent of experience in assessing plans, carrying out inspections, overseeing work and preparing or taking responsibility for preparing reports.

The PER submitted by applicants seeking to be an *Accredited certifier - Fire Safety Engineering* must be endorsed by an *Accredited certifier - Fire Safety Engineering* or other suitably qualified person, however for an interim period of 5 years from the date of inception of the BSAP NSW Scheme the SAC will consider applications accompanied by a statutory declaration signed by the applicant and may be supported by references.

The PER submitted by applicants seeking to be an *Accredited certifier - Building (Grade 1)* must be endorsed by an *Accredited certifier - Building (Grade 1)* or other suitably qualified person, however for an interim period of 5 years from the date of inception of the BSAP NSW Scheme the SAC will consider applications accompanied by a statutory declaration signed by the applicant and may be supported by references.

15.4. *Review of determination*

To facilitate procedural fairness and natural justice, applicants who are dissatisfied with the result of their application for accreditation may seek a review of that assessment at no cost to the applicant.

Within one month of receiving notification from the Board of the category of accreditation granted the applicant must request in writing a review of the initial assessment and state the grounds for such a request. The SAC must interview the applicant and consider any new information presented and must recommend to Board whether or not the category of accreditation sought is granted. The applicant must be advised within 5 working days of Board’s decision.
15.5. Appeals against determination

The appeal procedure is detailed and given the importance of appeals, the following are extracts taken direct from BSAP’s Policies and Procedures Manual.

15.5.1. Who may Appeal

Appeals can only be lodged by an applicant dissatisfied with the category of accreditation granted, an accredited certifier or PCA dissatisfied with a disciplinary action decision or an applicant whose application has been refused.

15.5.2. Lodgement of Appeals

All lodgements of appeals shall be lodged with the Chief Executive within one (1) month of receiving notification of the Board's decision.

15.5.3. Grounds for Appeals

Sufficiency of grounds for an appeal may be determined by the Chief Executive. Appeal requests must state the grounds on which the appeal is sought. Grounds for an appeal shall be limited to the following considerations:

- That the Board did not have due regard to all of the available information in the Board's possession.
- That the Board erred in applying the criteria for accreditation to specific categories of building surveying.
- That the Board has determined disciplinary action which is not appropriate to the situation.

On receipt of an appeal request the Chief Executive must convene a meeting of the Appeal Committee.

15.5.4. Appeal Committee

The Appeal Committee must consist of three appropriately qualified peers, not being those sitting on the SAC that assessed the application the subject of the appeal. The Appeal Committee will interview all appellants.

The Board Chairperson and Chief Executive shall select the Appeal Committee in accordance with the rules. Board Members cannot serve on Appeals Committees.

15.5.5. Hearings

Seven days before the Hearing the Chief Executive must forward copies of all the information available to the Board (and the State Committee) to the Appeal Committee members.

Hearings of the Appeals Committee will be conducted in NSW. Persons to be heard by the Appeals Committee include but are not limited to the appellant and/or their representative, the SAC Chairperson or nominee and the Board Chairperson or nominee.
15.5.6. Appeal Decisions

Having conducted the hearing and considered the available information the Appeals Committee must issue a determination which either endorses the Board's decision, varies the Board's decision or strikes out the Board's decision.

The appeals Committee determination is final and must be communicated in writing to both the Board and the Appellant. Minutes of the hearing and a summary of the information available shall be sent with the determination to the Chief Executive. The appeal committee must give reasons for its determination.

15.6. Re accreditation

Accredited certifiers and PCAs must be re accredited annually under the BSAP NSW Scheme in accordance with the requirements of the Act and Regulations, specifically clause 81(b)(2).

Accredited certifiers and PCAs must provide the following information at the time of application:

- a) a list of all projects for which a certificate was issued, including their estimated cost
- b) the types of certificate issued for each project
- c) the classification of building work in accordance with the BCA (where applicable)
- d) the Local Government area in which each project is located

This information will be made available on request to DUAP and the Department of Local Government.

16. MONITORING THE CONDUCT OF ACCREDITED CERTIFIERS AND PCAS

BSAP will provide the Department of Local Government auditors/investigators with all relevant information to enable the auditing of accredited certifiers and PCAs.

Access will be provided to all relevant files, data bases and information held and relating to the certifier under investigation and/or audit. BSAP will undertake the auditing functions as required under the Act for a prescribed fee.

16.1. Code of Professional Conduct

BSAP has introduced a Code of Professional Conduct by which accredited certifiers and PCAs are required to abide. The BSAP Code of Conduct aims to ensure that the Code of Conduct requirements recognised by the Act are not breached. The Code of Conduct reflects the Act in respect to the conflict of interest matters referred to in Section 109ZG and the false representation matters referred to in Section 109ZH of the Act.
The guiding principles of the Code are to ensure that *accredited certifiers* and *PCAs*:

1. at all times safeguard the interests of the public and the *accredited certifiers*/*PCAs* clients and employers provided always that such interests are not in contravention of the code;

2. do not breach public trust in the profession to which they belong or the specific trust of their clients and employers. Observance of accepted norms of honesty and integrity must underlie all their professional decisions and actions;

3. are objective, impartial and free of any conflict of interest in the performance of their professional duties;

4. strive continually to improve their technical services and to keep their knowledge up to date. They must bring due care and diligence to bear upon the discharge of their duties to clients and employers;

5. do not undertake professional work which they are not competent to perform. If they are in any doubt to this matter, they must obtain such advice and assistance as will enable them to carry out such work competently;

6. comply with the Rules of the Association and policies of the Board and all directions and determinations lawfully given by the Board from time to time;

7. do not disclose information acquired in the course of their professional work except where consent has been obtained or where there exists a legal or professional duty to so disclose. They must not use such information for their personal advantage or that of a third party;

8. refrain from any conduct or action in their professional role which may tarnish the image of the profession to which they belong or unjustifiably detract from the name of Board;

9. refrain from any conduct or action in their professional role which is anti-competitive or unconscionable.

**16.2. Training and New Legislation**

The Education and Training Committee for the AIBS (NSW Chapter) will provide education and training on the mechanisms of the new legislation prior to the implementation of the new arrangements. This program will be linked to the CPD program referred to in Section 14 (Continuing Professional Development) to ensure that *accredited certifiers* and *PCAs* maintain the level of skill, education and competency commensurate with their category of accreditation.
16.3. Auditing accredited certifiers and PCAs

Accredited certifiers and PCAs will be monitored annually to ensure that they have maintained and have paid for the required insurance cover for the ensuing 12 months and have successfully participated in the approved CPD program in Section 14 (Continuing Professional Development) of this document.

Any Evidence of negligence, incompetence, and/or breach of the Code of Professional Conduct arising from an audit will be dealt with under BSAP’s disciplinary procedures.

BSAP is also able to assist and co-operate with the NSW Department of Local Government with any enquiries they may have when conducting their audit function of accredited certifiers and PCAs.

16.4. Disciplinary proceedings

BSAP has a disciplinary procedure that ensures a fair and equitable hearing of complaints and the arrival at the appropriate outcome. The procedures are supported by the power of the Board to implement recommendations of any disciplinary hearing. The disciplinary procedures will be conducted in accordance with Sections 109R, 109T - 109Z of the Act.

The Board, as an accreditation body, may

- suspend or withdraw a person’s accreditation as an accredited certifier or PCA if it is satisfied that the person infringes any of their obligations under the Act and Regulations, and BSAP’s Code of Professional Conduct.
- caution or reprimand the accredited certifier/PCA
- direct that such conditions considered appropriate be imposed on the accredited certifier/PCAs accreditation to practice
- order that the accredited certifier/PCA complete such educational courses as are specified by the Board
- order that the accredited certifier/PCA report on their practice as a certifier at the times, in the manner and to the person specified by the Board for professional misconduct or unsatisfactory professional conduct.

The Board recognises the authority of the Tribunal under Part 4B of the Act and will refuse to accredit a person as an accredited certifier or PCA or will suspend or withdraw a person’s accreditation if directed to do so in a lawful order made by the Tribunal.

The Board recognises the authority of the Tribunal under Part 4B of the Act and will refuse to accredit a person as an accredited certifier or PCA or will suspend or withdraw a person’s accreditation if directed to do so in a lawful order made by the Tribunal.

16.5. Complaints

Any person may lodge a complaint with the Board at either the NSW or National Office against any accredited certifier or PCA that the person is guilty of unsatisfactory professional conduct or professional misconduct.
Complaints against accredited certifiers and PCAs will only be received in writing. The complaints may be based upon negligence, incompetence, and/or a breach of the Code of Professional Conduct and must be specific in detail to indicate events, times, dates, locations, and nature of the alleged behaviour.

Complaints are to be directed to the Chief Executive Officer at the National Office who will work with the NSW SAC to resolve the matter.

The Board may require the complainant to provide further particulars of the complaint as considered appropriate by the Board. The Board will, after receiving a proper complaint against one of its accredited certifiers or PCAs inform the accredited certifier/PCA of the nature of the complaint, and, by notice, invite the accredited certifier/PCA to make such representations to the Board with respect to the complaint as the accredited certifier/PCA thinks fit.

Such representation must be within such time (being at least 7 days) as the Board specifies in the notice. A complainant may request a review of a decision within 28 days of being advised in writing of the Board’s determination of the complaint.

16.5.1. Investigating Complaints

The Board will conduct an investigation of all proper complaints made to it expeditiously. The investigation may include other matters in respect of which another complaint could have been made against the accredited certifier or PCA concerned.

The Board may dismiss any complaint without investigation if further particulars of the complaint are not given or the complaint or the further particulars are not verified as required by the Board.

The Board may by notice served on any person accredited by it as an accredited certifier or PCA require the person to provide written information, to produce any document or to otherwise assist in or co-operate with the investigation of the complaint in the specified manner by a date specified in the notice. The Board will conduct its investigation as expeditiously as possible.

After the Board has completed an investigation, it may apply to the Tribunal for a disciplinary finding against an accredited certifier or PCA. The Board will institute proceedings in the Tribunal with respect to a complaint if it is satisfied that there is a reasonable likelihood that the accredited certifier or PCA will be found guilty by the Tribunal of professional misconduct.

Where the Board is satisfied that there is a reasonable likelihood that the accredited certifier will be found guilty by the Tribunal of unsatisfactory professional conduct (but not professional misconduct), the Board may instead, with the consent of the accredited certifier, do any one or more of the following:

- caution or reprimand the accredited certifier/PCA
- direct that such conditions that the Board considers appropriate be imposed on the certifiers accreditation to practice
- order that the certifier complete such educational courses as are specified by the Board
- order that the accredited certifier/PCA report on their practice as a certifier at the times, in the manner and to the person specified by the Board.
The Board may dismiss a complaint if satisfied that the accredited certifier/PCA is generally competent and diligent and that no other material complaints have been made against the accredited certifier/PCA.

The Board will dismiss a complaint against an accredited certifier/PCA if satisfied there is no reasonable likelihood that the accredited certifier/PCA will be found guilty by the Tribunal of either unsatisfactory professional conduct or professional misconduct.

The Board will not investigate a complaint against an accredited certifier/PCA who has died. However the Board may investigate a complaint against a certifier who is no longer an accredited certifier.

The SAC must advise the Board of its findings and provide a recommendation for further action. The Board must consider all the information relating to the complaint and decide on appropriate action.

The recommendation of the Board will be conveyed in writing to the Administrative Decisions Tribunal (ADT) should the Board consider that the behaviour of the accredited certifier or PCA warrants disciplinary action.

**16.5.2. Implementing Decisions**

The Administrative Decisions Tribunal will advise the Board in writing as to its decision on the recommendation and request the Board to implement the decision.

The decision of the ADT will be advised in writing to the accredited certifier or PCA against whom the complaint was made and to the plaintiff by the Board.

The Board will and has the procedures in place to implement decisions or orders of the Tribunal in respect to any of its disciplinary findings concerning the conduct of any accredited certifier or PCA accredited under the BSAP NSW Scheme.

**16.5.3. Education**

Directives from the Tribunal for accredited certifiers and PCAs to undertake further education, training, skills development, and/or to improve competencies will be implemented and monitored via the CPD program referred to in Section 14 (Continuing Professional Development), and/or enrolment to an appropriate course of study.

**16.6. Withdrawal of accreditation**

The Board may withdraw, refuse or suspend the accreditation of an accredited certifier or PCA accredited under the BSAP NSW Scheme where so warranted in accordance with the requirements of the Act. This ability is supported by the Code of Professional Conduct, policies and procedures of the Board.
16.7. **Replacement of a PCA**

The Board will generally approve the replacement of a *PCA* in special circumstances such as death, mental illness, where the *PCA* ceases to practice as a *PCA*, where the entitlement is revoked or in other special circumstances as determined by the Board in accordance with Section 109E of the Act and clause 81L of the Regulations.

A person wishing to replace a *PCA* must apply in writing to the Board stating the reasons for the request. The application must be based on fact, must refer to any negligence, incompetence, and/or breach of the Code of Professional Conduct and must indicate events, times, dates, locations, and nature of the alleged behaviour.

The Board will meet within 10 working days to consider the matter and may give approval to replace an *accredited certifier* who has been appointed as a *PCA* if it is satisfied that the replacement of the *PCA* is appropriate in the circumstances of the particular case. A prescribed fee will be levied on the applicant by BSAP for this service.

17. **RECORD KEEPING**

A register of all current and past *accredited certifiers* and *PCAs* will be maintained at the National Office (Adelaide) within the national data base. The register will comply with Clause 81H of the Regulations and will be accessible at the BSAP NSW office. Information recorded in the register will include:

- name and address of the persons place of business
- the class of matters for which the person is or has been accredited, their qualifications and experience
- the date of initial accreditation and each renewal date thereafter
- details of insurance cover including the name of insurer, the policy number, the dates cover is or has effected for and run-off cover
- The terms of any conditions imposed upon the *accredited certifier* and the dates such conditions were effected, including dates of any suspension, withdrawal, and/or cessation of accreditation
- any other relevant information that may be required from time to time.

17.1. **Public Access**

The register and its contents will be made available for public viewing free of charge at the BSAP NSW office during normal office hours. Copies of the register will be provided free of charge to DUAP and the Department of Local Government and will be made available to the public upon the payment of a prescribed fee.

The Scheme will be available on the Internet when this facility is established by the Board.
17.2. **Applications**

Applications by persons for accreditation as accredited certifiers or PCAs will be retained in the following manner:

- data retained on individual file in data base
- a history card will be retained in the data base
- hard copy retained in filing system

Details will be made available to the DUAP as required under the Act and all information will be kept as required under clause 81I of the Regulations.

17.3. **Insurance**

Proof of adequate insurance cover for each accreditation year will be recorded on the individual accredited certifier's or PCA's file in the data base and retained in hard copy on their file. The insurance must comply with the requirements of section 109ZN of the EP&A Act and clause 81N to 81Y of the EP&A Regulation.

Advice from insurers regarding cancellation of an accredited certifier's or PCA's insurance, their cessation as an insurer for accredited certifiers or PCAs and/or their cessation as an insurer under an automatic run-off scheme will be retained.

17.4. **Complaints**

A register of all proved complaints against accredited certifiers and PCAs will be kept. Public access to the register will be available upon the payment of a fee relevant to the level of access required.

17.5. **Annual Report**

BSAP will provide an Annual Report to the Minister of Urban Affairs and Planning of the work and activities under the Act for the preceding twelve months ending on the 30th June by 31st December in each year.

The Annual Report will include particulars on the number of accredited certifiers and PCAs, number of complaints made to BSAP, the action taken in regard to complaints dismissed and proceedings instituted, action taken by the ADT, and the number of accredited certifiers and PCAs whose accreditation has been withdrawn or suspended.