



BCRS

Building Code Review Service

People Helping People



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Introduction

What it is the Building Code Review Service (BCRS)?

The Building Code Review Service (BCRS) is an Industry based Product Assurance process and source of technical information that supports Compliance to the New Zealand Building Code.

BCRS provides a cost effective technical review resources process and service that administers the process of a transparent review of technical material on building products, components, methods, and materials from manufacturers, suppliers and importers.

The review process culminates with the assurance of technical reports that are free of charge on the internet at www.BCRS.org.nz and because the review service directly addresses the issues of code compliance, the reports are extremely useful to regulatory agencies, designers, engineers, consumers, building-product manufacturers and the whole building and construction sector.

On the other hand, companies that hold review reports will find these valuable because their products will have been recognised as building code compliant by an organisation known for its independence and impartiality.

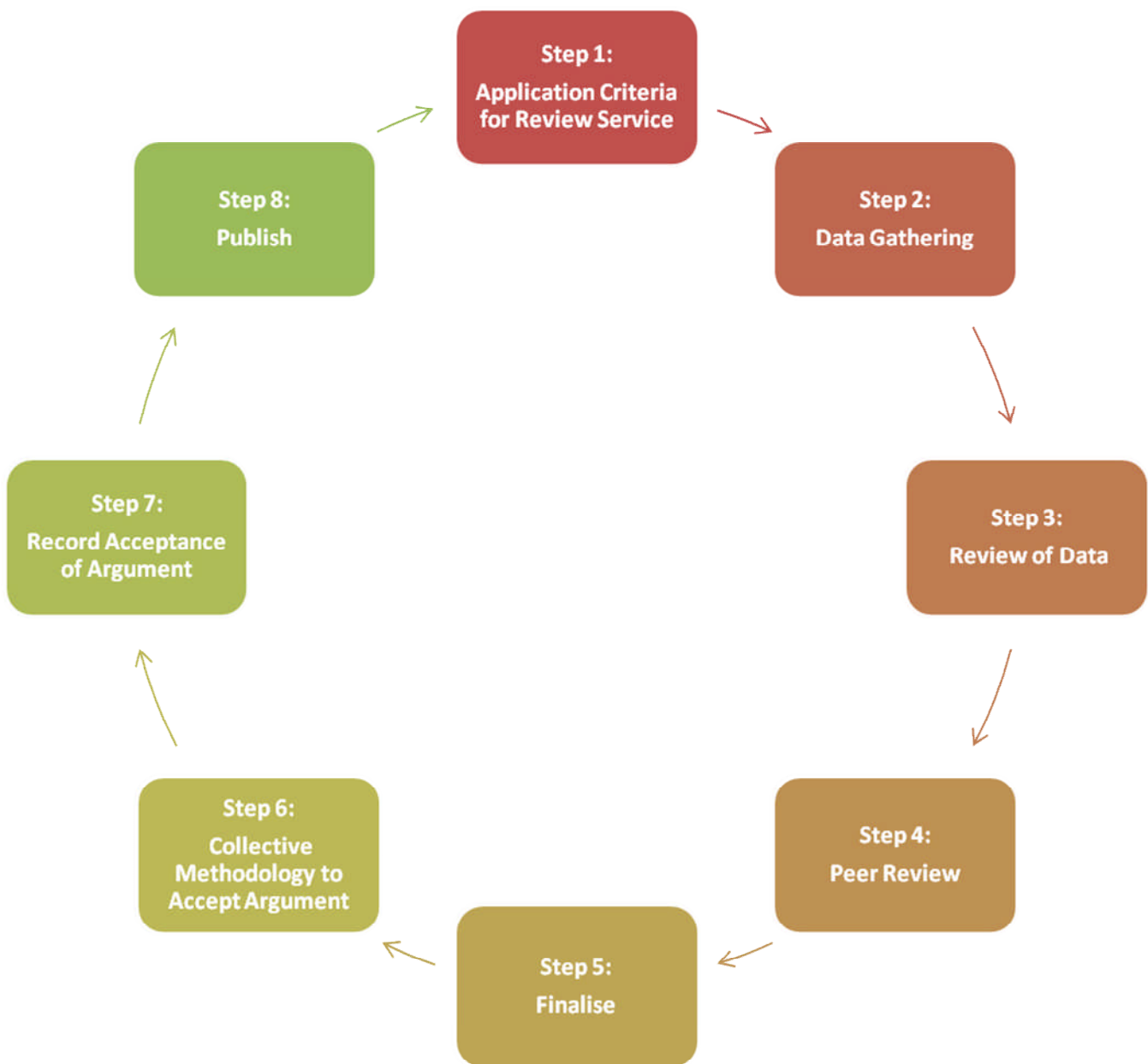


Who uses BCRS?

- If you are a Building Control Authority, the review service can assist you by reviewing the technical assertions made about products and systems. The process will provide a methodology for products and systems to show New Zealand Building Code compliance, on all reasonable grounds.
- If you are a manufacturer, a review report from the service will make it easier to market your building-related product as you will have solid support that your product meets New Zealand Building Code requirements.
- The report on your product would be available for reference by Building Control Authorities, as well as other construction-industry professionals, free of charge, through the internet. For a small investment, manufacturers, suppliers and importers will reach huge numbers of regulators and end users.
- If you are a specifier, designer, architect or contractor and you want evidence for the local building official that you are using code-compliant materials you will be able to access the review reports.
- If you are a member of the general public, you will also benefit from the work of this service because the service will actively promote public safety in the built environment. Additionally, review reports can be used by the public to help in the selection of building products for their home or other property.

The Technical Staff

In the first instance it is proposed that the review service will contract highly experienced subject matter specialists and professional engineers with expertise in such specialised fields as civil, structural, fire protection, and mechanical engineering to undertake reviews. Collectively, the contracted subject matter experts will have proven experience in reviewing technical material data within the building and construction sector.



The process

The report process begins when a company or importer submits an application for a review report. The application is submitted with supporting technical data as required on the Application Information and Criteria for Review Service form and may include test reports.

Fees noted in the Building Code Review Service (BCRS) fee schedule must be submitted with applications. An application may be filed only by an entity with the rights to the materials, products or methods of construction on which a review report is sought. The applicant must have legal rights to all evidence and data.

Once the application is received and assessed to be complete with all required details, the review service will assign a contracted subject matter specialists to review the technical data and assertions, and work with the applicant to ensure compliance with either the Building Code or an acceptance criterion is proven before a report is issued.

Once the applicant has satisfactorily answered all questions raised and fulfilled any other requirements, a review report is issued and posted on the Internet where it may be referenced by Building Control Authorities and other interested parties. The applicant will also be provided with a printed copy of the report.

What is included in the BCRS report?

New reports are issued for one calendar year, after which they are re-examined and may be reissued for a further one or two years depending on the applicant's preference.

When I am looking for a specific review report, how do I find it?

All current and valid review reports will be available at www.BCRS.org.nz and you can search for reports by the product name, the name of the product manufacturer, or the type of product. If you search and still can't find it, it may be that there is no current report and you may need to contact us.

Can I be sure that my report will be accepted by regulatory agencies?

Review reports are only advisory. The Building Control Authority having jurisdiction under the Building Act is always the final decision-maker with respect to acceptance of the product in question.

Is there an easy way for interested parties to receive regular updates on the review programme, reports and criteria, and so on?

The BCRS website is the major source of information and will be updated regularly. An electronic newsletter will also be published and both posted on www.BCRS.org.nz and disseminated by e-mail.

How do I apply for a review to be carried out?

The necessary application forms, fee schedule, instructions, and procedures are posted on the web site www.BCRS.org.nz

How long does it take to get a review report?

The length of the review process depends on such factors as the complexity of the product and system under consideration whether an acceptance criteria needs to be developed and approved; and the applicant's promptness and thoroughness in submitting data. Given that every review is different, the best estimate is that the average review time for products is expected to take 2 to 3 months.

What are acceptance criteria?

An acceptance criteria is developed when an application is received for a report on a product that is an alternative to what is specified in the Code, and where there are no existing criteria that would apply to the product. Acceptance criteria may also be developed when the Code is not clear in a particular area or on specific issues related to a product; when industry raises concerns regarding report requirements; or when a new criteria is deemed necessary by the report applicant. The BCRS Board on advise, will make a decision on what is required.

Are there provisions for interim changes to review reports?

There are provisions for interim changes to a review report during the period after the report is published but before it is due for re-examination. Administrative changes and minor technical changes (requiring no more than eight technical staff hours) can be handled through an interim revision; substantive technical changes must be made through a re-examination, out-of-schedule.

To learn more go to www.BCRS.org.nz

Building Code Review Service

PO Box 11424 Wellington 6142

P: 04 473 6002 | F: 04 473 6004

Email info@BCRS.org.nz

www.BCRS.org.nz

The Review Service Report Process Step 1:

There are six supporting documents accompanying Step 1;

- Frequently Asked Questions
- The Application Form
- Application Information and Criteria for the Review Service
- How to Apply – a support document for the Application Information
- Proposed Fee Structure 2009 2010
- The Review Phase (WHAT WE NEED YOU TO DO - WHAT WE WILL DO)

On the Web site at www.BCRS.org.nz supporting documents are in a specific section of the Review Service's web site and containing those documents that explain the process in detail. The supporting documents should be read thoroughly when making an application.

Frequently Asked Questions

General

Question: *What is The Building Code Review Service (BCRS), and what is the purpose of its work?*

The Building Code Review Service (BCRS) is an Industry based Product Assurance process and source of technical information that supports Compliance to the New Zealand Building Code. BCRS provides a cost effective technical review resources process and service that administers the process of a transparent review of technical material on building products, components, methods, and materials from manufacturers, suppliers and importers.

Question: *Who governs the overall entity?*

The governance of the process will be handled at a different level and the board is made up of leaders within the sector.

Question: *What is a review report?*

Answer: A review report presents the peer review findings of a subject matter expert reviewing the subject of the report for compliance with code requirements i.e. particular building product, component, method or material as a review against the requirements of the New Zealand Building code.

Question: *Who uses review reports?*

Answer: The review reports are aimed particularly at those charged with enforcing the New Zealand Building Code, and includes Building Consent Authorities building officials, building departments, building inspectors in the field, when determining the compliance of products with the Code. Review reports are also used extensively by architects, engineers, contractors, specifiers and others in the building industry that have an interest in ensuring products and systems meet Building Code requirements.

Question: *What is the relationship between the Building Officials Institute of New Zealand and the Building Code Product Review Service (BCRS)?*

Answer: The Building Code Review Service (BCRS) will be a subsidiary division of the Building Officials Institute of New Zealand in the short term however it is envisaged that, in time, it will have its own board, management, staff, policies and procedures.

Question: *Why would I apply for a review report?*

Answer: A BCRS review report provides evidence that a building product complies with the Code. This can make it easier to get the product accepted by regulators and by the building industry in general.

Question: *What is the process for obtaining a review report?*

Answer: The "[Application Information](#)" section of the BCRS web site contains documents that explain the process in detail.

Question: *How much does it cost to get a review report?*

Answer: See the fee schedule, on the "[Application Information](#)" section of the BCRS web site.

Question: *What is an "additional listee?"*

Answer: An additional listee is a company, in addition to the company that has been issued with a review report that is also shown in the report as producing or distributing products under the report. The report holder must formally request to have additional listees included in the report.

Question: *Who is the Board?*

Answer: The Board are building officials from around New Zealand who volunteer their time to review the process. The Board will meet as and when required and may hold hearings to consider acceptance criteria and other items related to the review reprocess and its operations. Where Code requirements are not clear, the Board may on advise develop approved acceptance criteria in order to perform product technical reviews.

Question: *When I am looking for a specific review report, how do I find it?*

Answer: All current and valid [review reports](#) will be available on a web site, and you can [search for reports](#) by the product name, the name of the product manufacturer, or the type of product. If you search and still can't find it, it may be that there is no current report; and you may need to call the office.

Question: *Can I be sure that my report will be accepted by regulatory agencies?*

Answer: Review reports are only advisory. The authority having jurisdiction is always the final decision-maker with respect to acceptance of the product in question.

Question: *Where is the BCRS office?*

Answer: In Wellington, housed in the same building as the Building Officials Institute of NZ.

Question: *Is there an easy way for interested parties to receive regular updates on the review programme, reports and criteria, and so on?*

Answer: The web site is the major source of information and will be updated regularly. An electronic newsletter will also be published and both posted on this web site and disseminated by e-mail.

Question: *How do I apply for a review to be carried out?*

Answer: The necessary application forms, fee schedule, instructions, and procedures are posted on this web site. See especially the "[Application Information](#)" section of the web site, www.BCRS.org.nz

Question: *Where should I send my application for a new review report?*

Answer: Applications for a review should be sent to the Wellington office. Work on individual reports is then assigned to the subject matter reviewer depending on their workload and experience.

Question: *What is the cost of securing a new review report?*

Answer: The [fee schedule](#) is posted on the BCRS web site.

Question: *How long does it take to get a review report?*

Answer: The length of the review process depends on such factors as the complexity of the product and system under consideration; whether an acceptance criteria needs to be developed and approved; and the applicant's promptness and thoroughness in submitting data. Given that every review is different, the best estimate is: That the average review time for products is expected to take 3 months.

Question: *Are there provisions for interim changes to review reports?*

Answer: There are provisions for interim changes to a review report during the period after the report is published but before it is due for re-examination. Administrative changes and minor technical changes (requiring no more than eight technical staff hours) can be handled through an interim revision; substantive technical changes must be made through a re-examination out-of-schedule.

Question: *What are acceptance criteria?*

Answer: An acceptance criteria is developed when an application is received for a report on a product that is an alternative to what is specified in the Code, and there are no existing criteria that would apply to the product. Acceptance criteria may also be developed when the Code is not clear in a particular area or on specific issues related to a product; when industry raises concerns regarding report requirements; or when a new criterion is deemed necessary by the report applicant. The Board will make a decision on what is required.

Question: *What processes are used to develop acceptance criteria?*

Answer: Acceptance criteria are developed cooperatively between the Board and report applicant. They are discussed and approved,

Question: *Do manufacturing plant(s) have to be inspected prior to issuance of a new review report?*

Answer: There may be a requirement for a qualifying inspection at manufacturing plants in conjunction with initial report applications, addition of new products to existing reports, or where new manufacturing facilities are added to a report.

Question: *How many inspections are required?*

Answer: For products required to be under periodic inspection by an accredited third-party inspection agency, the required number of inspections is noted in the approved quality documentation. (There may be a minimum of four inspections per year.) For products that do not require third-party inspections, there may be a one-time inspection of the manufacturing facility before the review report is issued.

Question: *Is the cost for manufacturing plant inspections included in the basic fee for service, or are there separate charges based on the number of plants inspected, the travel costs, etc.?*

Answer: Fees for inspections are not included in the basic fee, but are outlined separately in the [fee schedule](#).

Testing Laboratories and Inspection Agencies

Question: *What are the requirements for acceptance of data from testing laboratories and inspection agencies?*

Answer: Generally data that consists of laboratory test reports or inspection reports must be from agencies that are accredited for the work in question.

Question: *What standards does the review service apply for testing laboratories and inspection agencies?*

Answer: For testing laboratories, the service uses ISO/IEC 17025, General Requirements for the Competence of Testing and Calibration Laboratories. For inspection agencies, ISO/IEC 17020, General Criteria for the Operation of Types of Bodies Performing Inspection, and its own Acceptance Criteria for Inspection Agencies (AC304).

Question: *Does the Board accept test data from non-accredited test laboratories?*

Answer: In very special circumstances, it may accept data from non-accredited laboratories. Applicants interested in having tests performed by such laboratories should always consult with the Board via the office before contracting for testing.

APPLICATION FORM

1. APPLICATION FOR BUILDING CODE REVIEW SERVICE (BCRS) (check only one):

<input type="checkbox"/> <input type="checkbox"/>	Product, Material, Method of Construction Prefabricated Building or Building Component
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2. NAME OF APPLICANT (COMPANY NAME): *(Exactly as it should appear in the published report)*

3. LEGAL STATUS OF APPLICANT: *(Company or Organisation, etc.)*

4. REPORT SUBJECT: *(Product name and model, scope of use, etc. — as it should appear in the report)*

5. MAILING ADDRESS: *Address (exactly as it should appear in published report)*

	Post Code:

6. TELEPHONE NUMBER:

FAX NUMBER:

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7. E-MAIL ADDRESS

WEB SITE:

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8. CHECK WHETHER APPLICATION IS FOR:

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Re-examination of BCRS report with limited change or only editorial changes Re-examination of BCRS report with substantive changes New BCRS report (initial request) Re-examination of BCRS report out of schedule.
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9. INDICATE BUILDING CODE CLAUSES FOR WHICH PRODUCT IS TO BE REVIEWED:

-
-
-
-
-
-
-
-

10. IF THIS IS A RE-EXAMINATION, CHECK WHETHER IT IS FOR:

<input type="checkbox"/> One Year	<input type="checkbox"/> Two Years
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11. IF THIS IS OTHER THAN AN INITIAL REQUEST:

A. Are there changes in the product formulation, manufacturing method or quality control procedure from what was originally recognised? (If yes, please explain on a separate sheet).

Yes No

B. Are you aware of any complaints, or legal actions pending, related to code compliance, about the product(s) covered by the review report? (If yes, please explain on a separate sheet).

Yes No

C. For review reports in which a proprietary component is named, respond to items (1), (2) and (3). If the report does not specify a proprietary component, check box (not applicable).

Yes No

D. As regards the proprietary components, have there been changes to the product, formulation, manufacturing method, or quality control procedure from what was originally recognised in the report?

Yes No

I. If the previous review of the proprietary component involved consideration of a third-party listing, is the component still listed, and under the same conditions?

Yes No

II. Is the proprietary component still installed as described in the review report

Yes No

[If the answer is yes to (I) or no to (II) or (III), please explain on a separate sheet]

E. For products manufactured under a quality control program with required inspections by a third-party agency, a Building Code Review Service (BCRS) Inspection Summary Form must be completed and filed with this application.

12. PLEASE LIST ALL FACILITIES THAT WILL MANUFACTURE PRODUCTS UNDER THE REPORT:

Company Name:	Street Address:
<input type="text"/>	<input type="text"/>
City:	Contact Name, Title, Telephone Number:
<input type="text"/>	<input type="text"/>

13. NAME AND TITLE OF APPLICANT'S TECHNICAL REPRESENTATIVE (IF ANY) ADDRESS (IF DIFFERS FROM OTHER MAILING ADDRESS)

<input type="text"/>

Telephone Number:	Fax Number:	E-mail Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

14. APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

The Applicant agrees to the following conditions and understands that Building Code Review Service (BCRS) is a subsidiary of The Building Officials Institute of New Zealand and that the applicable clauses relate to the Building Code Review Service (BCRS as stated also relates to The Building Officials Institute of New Zealand Inc as well in its entirety)

- a. The Applicant acknowledges reviewing the applicable Building Code Review Service (BCRS) Fee Schedule and Rules of Procedure. The Applicant also agrees that the Building Code Review Service (BCRS) may, as necessary, subcontract for work related to the review report process to other companies within the Building Code Review Service (BCRS).
- b. In consideration of the processing of this application, the applicant agrees to abide by any conditions attached to the approval of this application, and the requirements of the applicable Building Code.
- c. Clauses and the Rules of Procedure of the Building Code Review Service (BCRS), as they now exist and as they may be reasonably modified in the future.
- d. As a condition of a BCRS review report, the applicant agrees to keep a record of all significant complaints made known to the applicant about the product(s) covered by the report, and to make these records available to the Building Code Review Service (BCRS) upon request. The applicant will take appropriate action with respect to such complaints, and document the actions taken.
- e. The review report is subject to re-examination out of schedule if any amendments are necessary to comply with approved Building Code changes or new or revised Building Code Review Service (BCRS) review guidelines, acceptance criteria, rules or policies. If re-examination out of schedule should be required, the applicant agrees to pay re-examination fees.
- f. The Building Code Review Service (BCRS) review report does not imply any guarantee or warranty (expressed or implied and including, but not limited to, merchantability by The Building Code Review Service (BCRS) against defects or failures in service nor any responsibility in regard to patent or trademark infringement, misuse of trade name or trade secrets, or any other aspect of unfair competition. Affirmative action's of the Building Code Review Service (BCRS) are based primarily on the data submitted by the applicant and/or holder of the report and the validity and integrity thereof as implicitly represented by the applicant and/or holder in submitting the same.

The Applicant agrees that it shall have no cause of action or claim against the Building Code Review Service (BCRS) or the Technical Board arising out of any review report issued pursuant to this application, whether or not such review report is subject to conditions, or out of any denial of this application.

The Applicant agrees to hold the Building Code Review Service (BCRS) harmless, and to defend and indemnify them, with respect to any claim, liability, action or judgment arising from the use or operation by any person of the product or service to which the application relates, actual or asserted, whether related to the matters set forth in the first sentence of this paragraph or otherwise, whether for personal injury, wrongful death, property damage, or any type of injury or damage whatsoever, whether or not of the same kind or nature as any of the foregoing. The Building Code Review Service (BCRS) rights pursuant to the foregoing sentence, and applicant's obligations there under, shall apply whether or not it is claimed that the Building Code Review Service (BCRS) was concurrently negligent with others, solely negligent, actively or passively negligent, and whether or not the legal theory of the claimant(s) is on one of the foregoing grounds or some other. New Zealand law shall apply to the interpretation hereof.

If any part or portion of this paragraph, or any application thereof to particular facts, should be determined invalid, the provisions hereof shall be severable so as to achieve for the Building Code Review Service (BCRS) the maximum legal protection. If this application is for a renewal of an existing review report, the provisions of this paragraph shall apply from the date of first granting of that review report, whether upon application or without application by applicant or a predecessor and regardless of: intervening modifications to said report or modifications pursuant to application for renewal; any prior change in the number assigned to the report; and any prior change in ownership rights in or rights to said report, or any additional listing included in the report, whether one or more, since granting of said first additional listing.

INDICATE BELOW THE PERSON WHO IS TO RECEIVE INVOICES FROM THE BUILDING CODE REVIEW SERVICE (BCRS)

Name and Title (type or print)

Address:

Telephone number:

Fax Number:

<input type="text"/>	<input type="text"/>
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Email:

Authorised Signature for Applicant:

Name of Signatory (type or print):

Title:

Date:

If possible, one copy of all supporting data should be submitted to the Building Code Review Service (BCRS) offices in Wellington with this application. Payment covering the full application fee and made out to the Building Code Review Service (BCRS) must accompany the application, and include an affidavit (from the report applicant) attesting to the accuracy of the data supplied the fee is non-refundable.

Applicants for new Building Code Review Service (BCRS) reports should note that an initial on-site inspection may be required, in accordance with the applicable Building Code Review Service (BCRS) Rules of Procedure. The applicant must reimburse the Building Code Review Service (BCRS) for expenses incurred in performing such inspection.

Reimbursable expenses include, but are not limited to, travel expenses and staff time.

Application Information and Criteria for Review

INFORMATION SUBMITTAL REQUIREMENTS

<p>1. Name of manufacturer, product, material or system, including model number, as applicable.</p>
<p>2. Identify each component or constituent of the product that is submitted by the report applicant.</p>
<p>3. Provide ALL relevant specifications and technical and supporting data for the product that shows how the Product material or system conforms to the New Zealand Building Code. Compliance to be shown by Building Code Clause and Section, as applicable.</p>
<p>4. Provide all relevant specifications and data relating to the actual specified purpose of the product material or system.</p>
<p>5. Describe the acceptable scope around of use the product material or system. (I.e. What is the use of the end product?).</p>
<p>6. Describe in detail expected durability, under what conditions, length of time, installation instructions and licenses of installers, and all details as to the warranty available.</p>

7. Describe in detail claimed durability. Under what conditions, length of time and all details as regard to Management and maintenance of the product material or system. All homeowner or client information is to be included.

8. Briefly describe the manufacturing process. A flowchart would be helpful.

9. Provide all relevant specifications for the product, the components and/or constituents used to manufacture, assemble and/or install.

The product and the components used with the product in the final assembly. When agreed to by the Technical Board, in lieu of providing the actual specifications, the applicant may identify the controlled document that describes the product specifications, provided the document is identified by a revision level and/or date. Specifications must be consistent with the products as described in the submitted test reports and with any requirements of applicable acceptance criteria.

10. Describe the test procedures, and the conditions of acceptance, for incoming materials and for in-process and/or final product testing/assembly. Describe any quality control tests required by the applicable acceptance criteria.

11. Provide the name of the inspection agency, if applicable, and provide evidence of a contractual agreement with the agency to conduct a minimum of four inspections per year (or the number of inspections specified in the applicable acceptance criteria or agreed to by the Technical Board).

12. Describe how the product is labeled. At a minimum, products shall be labeled and the requirements of the New Zealand Building Code (NZBC) applicable code, reference standard or acceptance criteria shall be provided. Copies of all labels used are to be provided.

13. Describe how the product or system is to be installed. Where available, manufacturer's published installation instructions must be submitted along with this application, provided the document is identified by a revision level and/or date.

14. For products not required to have third-party inspections, provide an affidavit (from the report applicant) attesting that the product specifications noted on this form are consistent with those of the products tested to qualify for an review report and with the products described in the test reports submitted to the review service. The affidavit may include the test report numbers and dates.

15. For products required to have third-party inspections, enclose documentation from the accredited laboratory or inspection agency sampling the materials for testing, noting the specifications for the tested product. The specifications for the tested product must be consistent with the specifications noted in the report applicant's quality documentation. The documentation must include test report numbers and dates. and include an affidavit (from the report applicant).

QUALITY SYSTEM DOCUMENTATION CROSS-REFERENCE MATRIX

Identify in the matrix below where, in the quality system documentation, the information required in Section 2.0 of the Acceptance Criteria for Quality Documentation can be found.

Various dates

Review Report or File No.:

Company Name:

AC10 SECTION	DOCUMENT IDENTIFICATION AND DATE OF DOCUMENT	COMMENTS (IF NEEDED)
2.1.1 (Signature)		Guidance notes to be provided Minimum level of detail/information required
2.1.2 (Manufacturing Location and contact Info)	Guidance notes Minimum level of detail/information required	Guidance notes to be provided
2.1.3 (Manual revisions)	Guidance notes	Guidance notes to be provided
2.1.4 (Product identification)	Guidance notes	Guidance notes to be provided
2.1.5 (Traceability)	Guidance notes	Guidance notes to be provided
2.1.6 (Work flow)	Guidance notes	Guidance notes to be provided
2.1.7 (Product changes)	Guidance notes	Guidance notes to be provided
2.1.8 (Organizational Information)	Guidance notes	Guidance notes to be provided
2.1.9 (Packaging)	Guidance notes	Guidance notes to be provided
2.1.10 (Complaints procedure)	Guidance notes	Guidance notes to be provided
2.2 (Incoming materials)	Guidance notes	Guidance notes to be provided
2.3 (In-process quality control)	Guidance notes	Guidance notes to be provided
2.4 (Final inspection)	Guidance notes	Guidance notes to be provided
2.5 (Nonconforming Materials)	Guidance notes	Guidance notes to be provided
2.6 (Test equipment)	Guidance notes	Guidance notes to be provided

2.6.1 (Calibrations)	Guidance notes	Guidance notes to be provided
2.7 (QC forms)	Guidance notes	Guidance notes to be provided
2.7.1 (Document approval)	Guidance notes	Guidance notes to be provided
2.7.2 (Records retention)	Guidance notes	Guidance notes to be provided

HOW TO APPLY FOR A REVIEW REPORT FROM THE BUILDING CODE REVIEW SERVICE (BCRS) INFORMATION FOR STEP 1

Filling out the Review Report Application

Please refer to the numbered items on the Application for Building Code Review Service (BCRS)

1. The first item should be self-explanatory.
2. Fill in your company name carefully because this is the way it will appear on your report.

There have been instances where reports carried an incorrect company name, because the name was entered incorrectly on the application. There have also been instances where a new application had to be submitted to correct a company name.

3. To comply with applicable Codes, we are required to determine the legal status of our applicants. Let us know whether your company is a sole trader, a partnership (general or limited), a limited liability company, etc.
4. Enter the product that you want to recognise. This may be, for example, the proper name of your product, possibly accompanied by a model designation. Or it may be the name you use for your proprietary building method or system. Don't worry too much about getting this exactly right on the application, as the subject of the report can be changed during the Building Code Review Service (BCRS), review process.
5. It is important that you give us your address *exactly* as you want it to appear on your report.
6. Self-explanatory.
7. Enter the e-mail address (if you have one) for the person or persons most likely to be able to answer questions about the application and the report. Also, if your company has a web site, please give us the address.
8. This is where you indicate the purpose of the application. If you are simply applying for a new Building Code Review Service (BCRS) report, it is obvious which box you need to check. Note, however, that if you are applying to have The Building Code Review Service (BCRS) report re-examined, there are three possible choices. The following should help you choose which box to check:
 - A "re-examination out of schedule" occurs when, for some reason, your report must be re-examined and reissued before its normal re-examination date. For example, it may be you plan to make significant improvements in the product, and you want this recognized immediately in the report. Check the "Re examination of The Building Code Review Service (BCRS), report out of schedule" box.
 - At its normal re-examination time - one or two years after it was last issued - your Building Code Review Service (BCRS) report may require substantive changes. These would be, for example, any significant technical changes in the report, changes in product, the addition of a product, or the inclusion of a new manufacturing location. These are all substantive changes to be made during the re examination process, and you should check the box indicating "Re-examination of The Building Code Review Service (BCRS) report with substantive changes."
 - Re-examination of an The Building Code Review Service (BCRS), report may also take place with very minor technical changes (requiring no more than eight hours of review time by The Building Code Review Service (BCRS), staff), or with changes that are only editorial in nature. Examples of "editorial" changes would include a change in your mailing address; updating code references; and altering or deleting a company name. If your changes are only editorial or very minor, check the box for "Re-examination of The Building Code Review Service (BCRS), report with limited change or only editorial changes."
9. This item applies primarily to The Building Code Review Service (BCRS), reports. Please be aware that the basic report fee includes recognition under the applicable code.

10. If you are having your report re-examined choose whether you would like it reissued for one year or two years. (See the fee schedule for price comparisons between one-and two-year reports.)
11. This item applies to all applications except applications for a new Building Code Review Service (BCRS), report. You must answer questions (a) and (b), and submit an Inspection Summary Form if one is required. As to the questions in (c): For purposes of this application, a “proprietary component” should be considered a product that is named in the existing review report, that is manufactured and/or supplied to the jobsite by a company other than the report holder, and that is critical to the performance of the report holder’s product.

Additional information on proprietary components may be found in the document called “The Building Code Review Service (BCRS), Policy on Proprietary Components,” which is available with the “Application Information” on the Building Code Review Service (BCRS), web site www.BCRS.org.nz

(If your review report does not involve a proprietary component, simply check the space indicated. If your review report does involve a proprietary component, you need to answer the three questions and provide any necessary explanations on a separate sheet of paper.

12. Please give us the information requested for all facilities manufacturing products to be recognized in the report. This may require that you attach a separate sheet to the application form.
13. Very often, the person signing the application is not a technical expert on the subject of the report. If you have a technical representative who should be contacted about technical questions, please let us know who that person is.
To protect the proprietary nature of the information in your file, we will correspond only with the person(s) noted on the application form. If you wish to change the contacts in the future, you must make the request in writing.
14. The following are brief explanations of the conditions listed under this item:

A Before signing the application, be sure you review the Rules of Procedure document that applies to your application, and the Building Code Review Service (BCRS) includes an affidavit (from the report applicant) attesting to the accuracy of the data supplied Note, in particular, that fees are non-refundable. (The Rules of Procedure and the fee schedule are available on The Building Code Review Service (BCRS), web site at www.bcrs.org.nz.

You should also be aware that The Building Code Review Service (BCRS) may use other companies such as subcontractors to do work related to your application.

- b. You are committing your company to abide by the rules as they presently exist and as they may be modified, within reason, in the future rules of the Building Code Review Service (BCRS), Rules of Procedure, any conditions placed on the review report that may result from your application, and the model codes as they apply to the product(s) to be covered by the review report.
- c. To comply with applicable international standards, the Building Code Review Service (BCRS) needs you to keep a record of complaints, deal appropriately with those complaints, and make your records available to the Building Code Review Service (BCRS), upon request.
- d. It is possible that, before your re-examination date, there will be a code change that affects your report, or a change in the Building Code Review Service (BCRS), acceptance criteria, review guidelines, rules, or policies. In that case, in order to make sure you comply with the new requirements, we may need to re-exam your report “out of schedule,” or before the normal re-examination date.
- e. It would be difficult for the Building Code Review Service (BCRS), to operate without the legal protections provided by this language.

The person signing the application must be an authorised representative of the applicant company, and preferably a company officer. This person must also initial and date the application in the space provided in the lower left-hand corner of the application’s first page.

Please note that application fees must be paid in full, before the Building Code Review Service (BCRS), can begin to process the application. Also note that you must send the original, signed application form to the Building Code Review Service (BCRS), —not a copy.

Effective March 2010 (GST Exclusive)

NOTE; Fees for applications to Building Code Review Service (BCRS) are non-refundable for existing reports, the report holder may choose at the time of re-examination whether to have the report reissued for a one-year or a two-year period.

TABLE 1 - BUILDING CODE REVIEW SERVICE (BCRS): APPLICATIONS FOR NEW REPORTS (ONE-YEAR PERIOD)

BASIC FEE	ADDITIONAL ITEM ³	ADDITIONAL LISTEE ⁴	ADDITIONAL PAGE ¹
NZD\$5000	NZD \$1800	NZD \$1800	NZD \$440

Applications for new reports must be accompanied by the basic fee and one copy of supporting documentation; the applicant will be notified of the total fee and the amount outstanding, if any, at the time the report is completed.

TABLE 2 - BUILDING CODE REVIEW SERVICE (BCRS) REPORTS: APPLICATIONS FOR RE-EXAMINATION WITH EDITORIAL CHANGES ONLY OR WITH LIMITED TECHNICAL CHANGES (ONE-YEAR PERIOD)

BASIC FEE	ADDITIONAL ITEM	ADDITIONAL LISTEE	ADDITIONAL PAGE
NZD\$1500	NZD \$750	NZD \$600	NZD \$250

N/A = Not applicable.

TABLE 3 - BUILDING CODE REVIEW SERVICE (BCRS) REPORTS: APPLICATIONS FOR RE-EXAMINATION WITH EDITORIAL CHANGES ONLY OR WITH LIMITED TECHNICAL CHANGES (TWO YEAR PERIOD)

BASIC FEE	ADDITIONAL ITEM	ADDITIONAL LISTEE	ADDITIONAL PAGE ¹	QUALITY DOC REVIEW
NZD \$3000	NZD \$800	NZD \$800	NZD \$250	N/A

N/A = Not applicable.

TABLE 4 - BUILDING CODE REVIEW SERVICE (BCRS) REVIEW REPORTS: APPLICATIONS FOR RE-EXAMINATION WITH SUBSTANTIVE CHANGES (ONE-YEAR PERIOD)

BASIC FEE	ADDITIONAL ITEM	ADDITIONAL LISTEE	ADDITIONAL PAGE	QUALITY DOC REVIEW INSPECT
NZD \$2800	NZD \$700	NZD \$700	NZD \$250	NZD \$900

TABLE 5 - BUILDING CODE REVIEW SERVICE (BCRS) REVIEW REPORTS: APPLICATIONS FOR RE-EXAMINATION WITH SUBSTANTIVE CHANGES (TWO-YEAR PERIOD)

TABLE 5-- BUILDING CODE REVIEW SERVICE	ADDITIONAL ITEM	ADDITIONAL LISTEE	ADDITIONAL PAGE	QUALITY DOC REVIEW/ INSPECT
NZD \$5000	NZD \$900	NZD \$900	NZD \$250	N/A

Fee Explanation **NOTE** All fees are GST exclusive

Report holders desiring changes to their report in advance of the due date for re-examination may submit an application for an interim revision, so long as the changes are strictly editorial in nature or so long as any technical changes, as determined by BCRS are very limited in scope. The application for interim revision must be accompanied by a \$1,500 processing fee and one copy of the requested revisions and the supporting documentation. Should processing time for the interim revision, by the BCRS technical staff, exceed 8 hours, the report holder will be invoiced at a rate of \$140 per hour for the additional time. If the interim revisions result in an increase in the number of items, listees, codes, code families, or pages of the report, additional fees will be applied per Table 5, above (if the due date for re-examination of the report is more than one year from the date of application for the interim revision), or Table 4 (if the due date for re-examination of the report is less than one year from the date of application for the interim revision).

Editorial revisions can be made to a published evaluation report with a written request from the report holder and a processing fee of \$500.00, when, in the opinion of BCRS, the revision is strictly to make minor editorial corrections to text, tables or figures. This fee applies in particular to errors that were not caught during the ten-day review period for final drafts. Payment in advance is *not* required for such editorial corrections.

Notes to Tables 1-5:

1. For applications for new BCRS review reports, and applications where new products or new manufacturing facilities are being added to an existing report, an on-site inspection of the manufacturing facilities may be conducted as set forth in the BCRS Procedure for Evaluation Reports. When multiple manufacturing locations are being inspected under common quality documentation, fees for inspections of the additional manufacturing locations will be charged at \$1,000 per manufacturing location. If the manufacturing facilities are located outside New Zealand travel expenses will be charged for inspector travel time at \$600 for each 8-hour day in excess of one 8-hour day, and other travel expenses will be billed at cost.
2. For applications where supporting data includes test reports from nonaccredited laboratories, an on-site assessment of the facilities of each such laboratory shall be conducted as set forth in the BCRS Procedure for Evaluation Reports. An assessment fee of \$840 per assessor day, plus expenses, is applicable. Assessor travel time is billed at the rate of \$600 per 8-hour day. Travel expenses are billed at cost. Typically, an on-site laboratory assessment takes one assessor day.

Explanation of Item 3

3. An Additional item is determined by the processing technical staff, and may include each additional model, series, assembly, property, method, performance characteristic, etc., requiring separate evaluation as to New Zealand Building code compliance.
4. An Additional listee is an additional manufacturer or distributor that is listed in the evaluation report. Generally, listees are either manufacturers of the product recognized in the report, or companies that do no manufacturing but merely take the product manufactured by the report holder or another listee and sell it under their own private label. In the case of such a private label listee, the fee is 1800.00, as shown in table.1.
5. An Additional page is each page in the issued evaluation report in excess of one page. Applicant-supplied plans are charged at 400.00 or \$250 per page as per the schedule above. Applicant-supplied plans include building plans and manufacturers published dated literature, in electronic format, that will be included as an attachment to the BCRS Review report. Applicant-supplied plans do not include tables and figures that are essential and critical to proper use of the review report and that provide needed information to the Building code officials. BCRS Review reports with attached plans will be designated by the suffix BC-ADD after the report number.

Review Process: Review Phase

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
<p>Carefully read the instructions and informational materials in the application package.</p> <p>Fill out the application form completely.</p> <p>Include the full application fee with your application.</p> <p>So far as possible, submit supporting technical data at the same time as your application.</p>	<p>We will be happy to answer any questions.</p> <p>We will review your application and assign you a file number.</p> <p>We will E-Mail and send a letter to you acknowledging receipt of the application, and to discuss what will happen next.</p>
<p>Please respond promptly if we ask for additional items. Keep in mind that our technical staff—to preclude favoured treatment for anyone—will usually review materials from applicants in the order in which they are received.</p>	<p>We will send you a letter that lists items needed (if any) before your file can be assigned to a technical reviewer. Remember that the better the information provided to the reviewer, the easier the review—for both parties.</p>
	<p>We will assign your file to one of our technical reviewers.</p> <p>We will send you a letter with the reviewer's name and contact information.</p> <p>For the technical aspects of your file, this person will be the sole point of contact between you and Building Code Review Service(BCRS).</p> <p>The reviewer will work with you closely until your review report is approved and published.</p>

The review phase is by far the longest and most difficult phase of the review process, and may require any or all of the following:

- ***Development of acceptance criteria for your product, or a review guideline.***
- ***Submittal and review of test reports and other technical data.***
- ***Development of a quality control manual for your product.***
- ***Creation of tables and illustrations to be included in your review report.***
- ***Obtaining the services of an inspection agency.***
- ***An audit of the facility where your product is manufactured.***

Below, for various elements of the review phase, there is discussion of Building Code Review Service (BCRS) responsibilities and your responsibilities as the report applicant.

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
<p>GENERAL</p> <p>Respond as quickly as possible to the reviewer's comments and questions. Remember that submittals from applicants are reviewed in the order received.</p> <p>When submitting data (test reports, product information, etc.), send only what is needed. Do not submit masses of data and expect the reviewer to sort through it for what is needed.</p> <p>Organise your submittal so that you address the reviewer's comments in the same order as they were presented. If a comment has multiple parts, provide a response to each of them.</p> <p>Note your file number or report number on anything you submit to us.</p>	<p>Your reviewer will send you letters with lists of comments that must be resolved before the report is approved. The letters may be accompanied by preliminary copies of the report, for your review and input.</p> <p>As comments are resolved, your reviewer will send you follow-up letters so you know the status of the review. Follow-up letters may include new comments based upon new information you have supplied.</p>
<p>ACCEPTANCE CRITERIA</p> <p>To speed the development process, and because of your specialized expertise about the product, you may be asked to draft proposed criteria. Keep in mind that the sooner you and the Building Code Review Service (BCRS) staff develop criteria, the sooner it can be scheduled for a review meeting. The Technical Review Board meets when required. It is in your best interest to be present for discussion of your criteria.</p> <p>Once a criteria is approved, act as quickly as possible to satisfy all its requirements.</p>	<p>We will tell you whether your product can be reviewed under the building code as written, or under an existing acceptance criteria or review guideline; or if a new criteria or guideline needs to be developed for the review of your product. Your reviewer will work with you, and with Building Code Review Service (BCRS) management and expert members of our technical staff, to develop proposed criteria.</p> <p>We will place the proposed criteria on the agenda for the next available Board meeting. Deadlines for meetings are posted on the Building Code Review Service (BCRS) web site. Our technical staff will be at the meeting to present the proposed criteria. Criteria must be approved by a majority of the Board.</p>
<p>TEST REPORTS</p> <p>Make sure test reports are from laboratories accredited by the Mutual Recognition Arrangement of the International Laboratory Accreditation. Also make sure the laboratory is accredited for the <i>specific type of testing</i> that you are having done for your file.</p>	<p>We will tell you when test reports are needed.</p> <p>We will review the test reports, and work with you and the laboratory to resolve issues related to your review report file.</p>

<p>QUALITY CONTROL MANUAL Submit a quality control manual that complies with every requirement</p> <p>If your product is manufactured at more than one plant, you may have one manual that covers them all, or you may have a separate manual for each facility.</p>	<p>For products to be recognized in the review report, we will ask you to submit a quality control manual that complies with the Building Code Review Service(BCRS)</p>
<p>If we point out problems with a manual you have sent us, you may send us new pages, corrected pages, or a complete new manual. Do not delay in responding to our comments.</p>	<p>We will review your manual and let you know in writing if there are any problems. (There is a fee for the review).</p> <p>We will let you know when we have found your manual to be in substantial compliance with Building Code Review Service (BCRS) requirements. At this point, we can schedule an audit of the manufacturing plant; to make sure it is operating in accordance with the approved manual.</p>
<p>TABLES AND FIGURES Submit tables electronically in MS Word or Excel.</p> <p>Submit illustrations electronically as .pdf, .tif or .jpg files.</p>	<p>We may ask you to submit tables and illustrations for inclusion in your review report.</p>
<p>INSPECTIONS Contract with an accredited inspection agency to have at least four unannounced inspections per year (more inspections may be required by the applicable acceptance criteria) at the plant(s) manufacturing the products to be recognized in your review report.</p> <p>Make sure the agency is accredited acceptable to BCRS. Also make sure the agency is accredited to inspect the type of product to be recognized in your review report.</p> <p>Send us evidence of your contractual</p>	<p>The code, or the acceptance criteria applying to your product, may require regular inspections of the manufacturing facility by a third-party agency. We will make sure you know.</p>

<p>AUDIT OF MANUFACTURING PLANT</p> <p>Help us schedule the audit <i>as soon as possible</i>. Make sure the plant is operating as described in the approved quality control manual.</p> <p>If you have an inspection agency, they will usually do the initial audit. Work with them to get this accomplished.</p> <p>Respond as quickly as possible to Corrective Action requests written during the audit.</p> <p>Provide evidence of actions taken.</p>	<p>Once your quality control manual has been approved, we may arrange an initial audit of the manufacturing facility.</p> <p>The major purpose of the audit is to make sure the facility is actually operating in accordance with the approved quality control manual.</p> <p>If an inspection agency is doing the audit, we will provide them with the necessary paperwork.</p>
	<p>If a Building Code Review Service (BCRS) representative is doing the audit, the auditor will work with you and the plant management.</p> <p>The audit will be documented on our forms called Checklist for Manufacturer Audit and Manufacturer Audit Report.</p> <p>We will tell you when all Corrective Action Requests, from the audit, have been resolved.</p>
<p>You have ten days to request changes to the approved draft.</p>	<p>We will provide technical support when contacted about your report by code officials and others in the building industry.</p> <p>A new the Building Code Review Service (BCRS) report needs to be re-examined after one year. We will contact you as the re-examination date approaches</p>

www.bcrs.org.nz