

Specified Systems installation checklist

How to provide an accurate application for building consent in respect of the proposed installation, alteration of a specified system in a building

Section 45(1)(g) of the Building Act requires that 'An application for a building consent must be accompanied by either one of the following:

- (i) if a compliance schedule is required as a result of the building work, a list of all specified systems for the building; or
- (ii) if an amendment to an existing compliance schedule is required as a result of the building work, a list of all specified systems that are being—
 - (A) altered in the course of the building work;
 - (B) added to the building in the course of the building work;
 - (C) removed from the building in the course of the building work.

Plans and specifications to be supplied include a requirement to provide:

- (iii) The proposed inspection, maintenance, and reporting procedures for the purpose of the compliance schedule for those specified systems

New building with specified systems or installation of specified systems in an existing building that doesn't have a compliance schedule.

Applicants/design professionals should ensure that the suitably qualified person/s provides input into the performance standards and maintenance procedures to ensure accuracy. Each system may require different specialist input.

Altering an existing building with existing specified systems/compliance schedule

Applicants/design professional will have a copy of the Council file that will contain the existing compliance schedule. When altering an existing specified system the selected inspection and maintenance selection in this form should replicate that of the compliance schedule.

Copies of existing compliance schedules can also be request by emailing bwof@rotorualc.nz – a fee applies for this service.

Review of application and declaration

I have prepared this application having checked all supporting documentation to ensure that there is not conflicting performance standards in, but not limited to, the existing compliance schedule, fire design, this specified system checklist and or specific design documentation.

Name_____

Date_____

List of approved specified systems included in the building consent									
Site address									
Building consent number (if known)									
Building name									
Building total occupancy		Building activity	CS ☐	CL ☐	CO ☐	CM ☐	SC ☐	SD ☐	SA ☐
			SR ☐	SH ☐	WL ☐	WM ☐	WH ☐	WF ☐	IA ☐
Current, lawfully established use		Risk group	SH ☐	SM ☐	SI ☐	CA ☐	WB ☐	WS ☐	VP ☐
Key to type of compliance schedule	☐ New building - new compliance schedule ☐ Existing building with compliance schedule - amended compliance schedule - Please enter WOF# _____ ☐ Existing building no previous compliance schedule - new compliance schedule								
Where known at time of BC application please include the following details of property/building manager whom will be in charge of maintaining the specified systems. This information will be replicated onto the Compliance Schedule and Compliance Schedule Statement.									
Contact details	Contact Person								
	Phone Number								
	Email Address								
Location where the BWO manual is kept									
The Compliance Schedule must contain the following specified systems and comply with the performance standards for those systems required by the building code.									
Definition of terms:	Added	A new system or feature is being installed in to a new or existing building or a compliance schedule is being issued for the first time, for an existing building which has specified systems installed it							
	Altered	A system or feature is being modified or altered to an existing building resulting in an amendment to an existing compliance schedule							
	Removed	A system or feature is being removed from existing building resulting in an amendment to an existing compliance schedule							
	Extended	A system or feature is being extended into areas not previously covered resulting in an amendment to the existing compliance schedule							

Please note:

The likely *inspection, maintenance and reporting* (IMR) standard will be alongside the nominated performance Standard – where the nominated performance Standard has no matching IMR then another standard or *Inspection and maintenance* regime will need to be nominated.

SS 1 Automatic systems for fire suppression			
☐ Not Applicable This application will not contain any Automatic systems for fire suppression ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system not being extended		System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s) of system:			
Type and (if known) make:			
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)			
Commercial type automatic fire sprinkler system to be installed? ☐ Yes ☐ No			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ NZS 4541:2020 ☐ NZS 4541:2013 ☐ NZS 4541:2007 ☐ NZS 4541:2003 ☐ NZS 4541:1996 ☐ NZS 4541:1987 ☐ NZS 4541 1987 ☐ Other (please state)		☐ NZS 4541:2020 Part 12, Clause 12.3 to 12.4 ☐ NZS 4541:2013 /2007/ 2003/ 1996/ 1987 Part 12 <i>The year of the performance standard will also be the year of the Inspection, maintenance and reporting Part 12</i> ☐ Other (please state)	
Residential type automatic fire sprinkler system to be installed? ☐ Yes ☐ No			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ NZS 4515:2009 ☐ NZS 4515:2003 ☐ NZS 4515:1995 ☐ NZS 4517:2010 ☐ Other (please state)		☐ NZS 4515:2009 Part 8 ☐ NZS4515:2003 Part 8 ☐ NZS4515:1995 Part 8 ☐ NZS 4517:2010 Appendix K ☐ Other (please state)	
Gaseous fire extinguishing system to be installed? ☐ Yes ☐ No			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ FPA NZ Code of Practice for Gaseous Fire Suppression Systems using AS ISO 14520.1:2009 ☐ Other (please state)		☐ AS 1851:2012 Section 7 (Amendment 1 Nov 2016) ☐ ISO 14520 – 1:2023 Part 9 ☐ Other (please state)	
Ansul foam suppression system to be installed? ☐ Yes ☐ No			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ NFPA 17A:2017 Standard for Wet Chemical Extinguishing Systems ☐ Other (please state)		☐ AS 1851:2012 Section 7 ☐ Other (please state)	
Inspection procedures			
Frequency of inspections:	Monthly	Annually	Bi-Annually
Maintained & inspected by:	IQP	IQP	Sprinkler System Certifier

SS 3/1 Automatic doors			
☐ Not Applicable This application will not contain any Automatic doors ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system not being extended		System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed	
System description: ☐ Automatic sliding doors ☐ Powered doors for pedestrian access and egress ☐ Automatic revolving doors			
Location(s): Please specify where the <u>Auto doors are</u> to be installed, altered or extended			
Type and (if known) make:			
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ NZS 4239:1993 Automatic sliding door assemblies. ☐ AS 4085:1992 Automatic sliding door assemblies. ☐ AS 5007:2007 Powered doors for pedestrian access and egress ☐ AS/NZS 4290:1995.1 Design and installation of revolving doors. ☐ Other (please state)		☐ NZS 4239:1993 Appendix A ☐ AS 4085:1992 Appendix A ☐ AS 5007:2007 Appendix E ☐ AS/NZS 4290:1995 Appendix B ☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 22 - 23 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here ☐ Other (please state)	
Inspection procedures (select an option)			
Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably Qualified Person	☐ Independent qualified person ☐ Suitably Qualified Person	Independent qualified person

SS 3/2 Access Control Doors			
☐ Not Applicable This application will not contain any Access Control Doors ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system:		System is to be modified by: (select as required)	
☐ New system not being extended		☐ Altered ☐ Added ☐ Extended ☐ Removed	
System description: ☐ Automatic sliding doors ☐ Powered doors for pedestrian access and egress ☐ Automatic revolving doors			
Location(s): Please specify where the <u>access control doors</u> are to be installed, altered or extended			
Type and (if known) make:			
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ AS/NZS IEC 60839:2019 Alarm and electronic security systems Part 11-1: Electronic access control systems - System and components requirements Part 11-2: Electronic access control systems - Application guidelines. ☐ Specifically, designed solution (<i>Supply</i>) ☐ Other (<i>please state</i>)		☐ AS/NZS IEC 60839.11.2:2019 Section 10 & 11 ☐ Specify (please state) ☐ Full inspections and maintenance procedures in accordance with the details on page 23 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 ☐ Other (please state)	
Inspection procedures			
Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably Qualified Person	☐ Independent qualified person ☐ Suitably Qualified Person	Independent qualified person

SS 3/3 Interfaced fire or smoke doors or windows			
☐ Not Applicable This application will not contain any Interfaced fire or smoke doors or windows ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system not being extended		System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed	
System description: ☐ Automatic sliding doors ☐ Powered doors for pedestrian access and egress ☐ Automatic revolving doors			
Location(s): Please specify where the <u>Interfaced fire or smoke doors or windows</u> are to be installed, altered or extended			
Type and (if known) make:			
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)			
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ NZS 4520:2010 (<i>Fire-resistant doorsets</i>) ☐ AS 2220: 1989 (<i>Emergency warning and intercommunication systems in building</i>) ☐ AS 4178:1994 (<i>Electromagnetic door holders</i>) ☐ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition (original version), Effective 27th June 2019, Part 3, sub clauses 3.15.1, 3.15.9 and 3.15.10 ☐ Specifically designed solution (<i>Supply</i>) ☐ Other (<i>please state</i>)		☐ NZS 4512:2010 Part 6 or ☐ NZS 4512:2021 Part 6 ☐ AS2220:1989 Section 5 ☐ AS 4178:1994 Section 4 ☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS3/3 Interfaced fire or smoke doors or windows, Inspections B.3 – B.8 ☐ Specify (<i>please state</i>) ☐ Other (<i>please state</i>)	
Inspection procedures			
Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably Qualified Person	☐ Independent qualified person ☐ Suitably Qualified Person	Independent qualified person

SS 4 Emergency lighting systems			
☐ Not Applicable This application will not contain any Emergency lighting systems ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system not being extended		System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): Please specify where the emergency lighting are to be installed, altered or extended (e.g. Refer to marked up floor plan)			
Type and (if known) make:			

☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)		
Performance standards: (select an option)		Maintenance procedures: (select an option)
☐ AS/NZS 2293.1,3:2018 ☐ AS 2293.1,3:2005 ☐ AS/NZS 2293.1,3:1995 ☐ NZS 6742 (older systems installed between 1971 to 1995) ☐ F6/AS1 Visibility in Escape Routes (Amendment 4 Effective 1 January 2017) ☐ Other (please state)		☐ AS/NZS 2293:2.2019 Part 2 ☐ AS/NZS 2293:2.1995 Part 2 (Applies to 2005 and 1995 standards) ☐ NZS 6742 1971 Clause 8 ☐ F6/AS1 clause 1.8.2 for generator emergency power or ☐ F6/AS1 clause 1.8.3 for central battery or single point systems ☐ Other (please state)
Inspection procedures		
Frequency of inspections:	6-monthly or	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS 5 Escape route pressurisation systems	
☐ Not Applicable This application will not contain any Escape route pressurisation systems ☐ Applies This System is to be installed, altered/extended or removed	
Completely new system: ☐ New system not being extended	System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): Please specify where the escape route pressurisation system is to be located. (e.g. Refer to marked up floor plan)	
Type and (if known) make:	
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)	
Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ AS/NZS 1668.1:1998 ☐ AS/NZS 1668.1.2015 ☐ Other (please state)	☐ AS 1851:2005 (original version) ☐ AS 1851:2005 (original version) ☐ Other (please state)

Inspection procedures		
Frequency of inspections:	6-monthly or	Annually
Maintained & inspected by:	Independent qualified person	Independent qualified person

SS 6 Riser mains for use by fire services	
☐ Not Applicable This application will not contain any Riser mains for use by fire services ☐ Applies This System is to be installed, altered/extended or removed	
Completely new system: ☐ New system not being extended	System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): Please specify where the Riser main/s are to be located. (e.g. Refer to marked up floor plan)	
Type and (if known) make:	
☐ Interconnected with another SS item: ☐ Yes ☐ No (list)	
Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ NZS 4510:2022 ☐ NZS 4510:2008 ☐ NZS 4510:1998 ☐ NZS 4510:1978 ☐ Other (please state)	☐ NZS 4510:2022 section 10 ☐ NZS 4510:2008/ 1998/ 1978 Section 9 <i>The year of the performance standard will also be the year of the Inspection, maintenance and reporting.</i> ☐ Other (please state)
Inspection procedures	
Frequency of inspections:	Annually
Maintained & inspected by:	Independent qualified person

SS 7 Automatic back-flow preventers connected to a potable water supply	
☐ Not Applicable This application will not contain any Automatic back-flow preventers connected to a potable water supply ☐ Applies This System is to be installed, altered/extended or removed	
Completely new system: ☐ New system - not being changed	System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): Please specify where any/all backflow preventers are to be located. (e.g. Refer to marked up floor plan)	
Type and (if known) make:	
Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ AS/NZS 2845.1:1998 ☐ AS/NZS 3500.1:2021 section 4 ☐ AS/NZS 2845.1:2010 ☐ AS/NZS 2845.1:2022 ☐ Unites States Environmental Protection Agency "Cross Contamination Control Manual".	☒ NZ Industry Std Field testing and maintenance of testable devices September 2011 (use for AS/NZS 2845/3500) ☐ AS/NZS 2845.3:2010 Section 2 ☐ AS/NZS 2845.3:2022 Section 2 ☐ US EPA – Cross Contamination Control Manual Chapter 5. ☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 28 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here

☐ Other (please state)	☐ Other (please state)
Inspection procedures	
Frequency of inspections:	Annually
Maintained & inspected by:	Independent qualified person

SS 8 Lifts, escalators, travellers, or other systems for moving people or goods within buildings	
☐ Not Applicable This application will not contain any Lifts, escalators, travellers, or other systems for moving people or goods within buildings ☐ Applies This System is to be installed, altered/extended or removed	
Completely new system: ☐ New system - not being changed	System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): Please specify where any/all systems for moving people or goods within buildings are to be located. (e.g. Refer to marked up floor plan)	
Type and (if known) make:	
☐ Interconnected with the automatic fire alarm ☐ Yes ☐ No ☐ FENZ (Fire and Emergency NZ) Lift Control ☐ Yes ☐ No	

SS8/1 Passenger and goods lift/s to be installed ☐ Yes ☐ No	
Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ EN 81-20: 2014 ☐ Part 1 (Electric Lifts) ☐ Part 2 (Hydraulic Lifts) ☐ Part 40 (Stair lifts and inclined platforms) ☐ NZS 4332:1997 (Non-domestic passenger and goods lift) - modified by D2/AS1 Amendment 7 (2017) ☐ NZS 4334:2012 ☐ Code mark (please state) ☐ Other (please state)	☐ Inspections and tests carried out annually in accordance with EN 81-20, Annex C.1 ☐ NZS 4223:1997 Part 4 Tests ☐ NZS 4334:2012 Appendix A ☐ Inspections and maintenance procedures carried out in accordance with the requirements of the checklist on pages 29 - 32 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here ☐ Code mark (please state declaration requirements) ☐ Other (please state)
SS8/2 Platform lifts and low-speed lift/s to be installed ☐ Yes ☐ No	
Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ NZS 4334:2012 – original version	☐ Appendix A of NZS 4334:2012 ☐ Inspections and maintenance procedures carried out in accordance with the requirements of the checklist on pages 33 - 35 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here

☐ Other (please state)		☐ Other (please state)	
SS8/3		Escalators and moving walk/s to be installed	
		☐ Yes ☐ No	
Performance standards: (select an option)		Maintenance procedures: (select an option)	
☐ EN 115.1:2008 as modified by D2/AS3 Amendment 7 (2017) ☐ Other (please state)		☐ BS EN 115.1: 2008 Clause 7.3 ☐ Other (please state)	
Inspection procedures			
Frequency of inspections:	Annually	Maintained and inspected by:	Independent qualified person

SS 9		Mechanical ventilation or air conditioning systems	
☐ Not Applicable This application will not contain any Mechanical ventilation or air conditioning systems ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system:		System is to be modified by: (select as required)	
☐ New system - not being changed		☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): Please specify where any/all Mechanical ventilation or air conditioning systems are to be located. (e.g. Refer to marked up ventilation plan/s)			
Type and (if known) make:			
System description: ☐ Toilet extract system servicing multiple facilities ☐ Ducted ventilation or air conditioning system ☐ Spray booth ventilation system where the booth forms all or part of the building ☐ Air-handling system that maintains a differential air pressure in a hospital operating theatre, medical isolation room, quarantine facility or pharmaceutical manufacturing plant ☐ Cooling-water system incorporating one or more cooling towers or evaporative condensers ☐ Air-handling system required to function in smoke management or smoke clearance mode during a fire ☐ System incorporating one or more solid liquid or gas-fired boilers ☐ System containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space ☐ Split air conditioning unit that introduces fresh air into the building ☐ Dust extract system in a building that is not part of the building ☐ Other: [specify]			
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)			

SS9/1 Mechanical Ventilation or Air Conditioning Systems ☐ Yes ☐ No		
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>
☐ NZS 4303:1990 (Mechanical ventilation) ☐ AS 1668.2:2002 (Air-con & ventilation) ☐ AS 1668.2:2012 (Air-con & ventilation) ☐ AS/NZS 1668.1:2015 (fire & smoke control) ☐ AS/NZS 3666.2:2011 (Air-handling system – microbial control) ☐ NZS4302:1987 (Air conditioning) ☐ Other (please state)		☐ AS/NZS 3666.2:2011 Part 2 ☐ AS/NZS 3666.2:2011 Part 2 ☐ AS/NZS 3666.2:2011 Part 2 ☐ AS1851 2012 Amendment 1 Nov 2016 ☐ AS/NZS 3666.2:2011 - Section 2 ☐ AS/NZS 3666.2:2011 - Section 2 ☐ Other (please state)
Inspection procedures		
Frequency of inspections:	3 monthly or	Annually
Maintained & inspected by:	Independent qualified person	Independent qualified person

SS 10 Building maintenance units providing access to exterior and interior walls of buildings		
☐ Not Applicable This application will not contain any Building maintenance units providing access to exterior and interior walls of buildings ☐ Applies This System is to be installed, altered/extended or removed		
Completely new system:		System is to be modified by: <i>(select as required)</i>
☐ New system - not being changed		☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): <i>Please specify where the building maintenance units are to be located. (e.g. Refer to marked up floor plan)</i>		
Type and (if known) make:		
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>
☐ BS 6037.2:2020 ☐ BS 6037.1:2017 (<i>Suspended access equipment - historic stds 1990 & 2003</i>) ☐ BS 6037.2:2004 (<i>Travelling ladders and gantries</i>) ☐ Other (please state)		☐ BS 6037.2:2020 Section 23 ☐ BS 6037.1:2017 Section 20 for suspended access equipment ☐ BS 6037.2:2004 Section 22 ☐ Other (please state)
Inspection procedures		
Frequency of inspections:	3 monthly or	Annually
Maintained & inspected by:	Independent qualified person	Independent qualified person
SS11 Laboratory fume cupboards		
☐ Not Applicable This application will not contain any laboratory fume cupboards ☐ Applies This System is to be installed, altered/extended or removed		
Completely new system:		System is to be modified by: <i>(select as required)</i>
☐ New system - not being changed		☐ Altered ☐ Added ☐ Extended ☐ Removed

Location(s): <i>Please show where the laboratory fume cupboard is to be located within the building.</i>		
Type and (if known) make:		
Performance standards: <i>(select an option)</i>	Maintenance procedures: <i>(select an option)</i>	
☐ AS/NZS 2243.8:2014 (<i>Ducted fume cupboard systems</i>) ☐ AS/NZS 2243.1:2005 (<i>Local ventilation systems - fume hoods and plenums</i>) ☐ Other (<i>please state</i>)	☐ AS/NZS 2243.8:2014, Section 5 ☐ AS/NZS 2243.1:2005 Section 3.3 ☐ Other (<i>please state</i>)	
Inspection procedures		
Frequency of inspections:	Monthly or	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS 12 Audio loops or other assistive listening systems		
☐ Not Applicable This application will not contain any audio loops or other assistive listening systems ☐ Applies This System is to be installed, altered/extended or removed		
Completely new system:	System is to be modified by: <i>(select as required)</i>	
☐ New system - not being changed	☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): <i>Please specify where within the building that the Audio loops or other assistive listening systems are to be located. (e.g. Refer to marked up floor plan)</i>		
Type and (if known) make:		
Performance standards: <i>(select an option)</i>	Maintenance procedures: <i>(select an option)</i>	
☐ AS 60118.4:2007 (<i>Audio loops</i>) ☐ AS 1088.4:1987 (<i>Audio loops</i>) ☐ Specific design to meet Appendix H, NZS 4121:2001 ☐ Other (<i>please state</i>)	☐ (<i>Supply manufacturers requirements</i>) ☐ AS 1851:2005 Section 9 ☐ Inspections and maintenance procedures in accordance with the details on pages 45 – 44 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here . ☐ Other (<i>please state</i>)	
Inspection procedures		
Frequency of inspections:	6 monthly or	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS 13 Smoke control systems		
☐ Not Applicable This application will not contain any smoke control systems ☐ Applies This System is to be installed, altered/extended or removed		

Completely new system: ☐ New system - not being changed	System is to be modified by: <i>(select as required)</i> ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): <i>Please specify where within the building that the smoke control systems are to be located. (e.g. Refer to marked up floor plan)</i>	
Type and (if known) make:	
☐ Interconnected with another SS item: <i>(e.g. SS2 automatic fire alarm)</i>	

SS13/1 Mechanical Smoke Control ☐ Yes ☐ No			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ AS/NZS 1668.1.2015 Fire and smoke control in ventilation systems ☐ Other <i>(please state)</i>		☐ AS 1851:2015 Section 4.14 ☐ Other <i>(please state)</i>	
Inspection procedures			
Frequency of inspections:	☐ Monthly or	☐ 6 monthly or	☐ Annually
Maintained and inspected by:	☐ Independent qualified person ☐ Suitably qualified person	☐ Independent qualified person	☐ Independent qualified person
SS13/2 Natural Smoke Control ☐ Yes ☐ No			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ AS/NZS 1668.1.2015 Fire and smoke control in ventilation systems ☐ Other <i>(please state)</i>		☐ AS 1851:2015 Section 4.14 ☐ Other <i>(please state)</i>	
Inspection procedures			
Frequency of inspections:	☐ Monthly or	☐ Annually	
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	☐ Independent qualified person	
SS13/3 Smoke Curtains ☐ Yes ☐ No			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ EN 12101.1:2005 ☐ Other <i>(please state)</i>		☐ EN 12101.1:2005 Section 8 ☐ Other <i>(please state)</i>	
Frequency of inspections:	☐ 6 monthly or	☐ Annually	
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	☐ Independent qualified person	

SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS 1 to SS 13 above		
☐ Not Applicable This application will not contain any Emergency power systems for, or signs relating to, a system or feature ☐ Applies This System is to be installed, altered/extended or removed		
Completely new system: ☐ New system - not being changed		System is to be modified by: <i>(select as required)</i> ☐ Altered ☐ Added ☐ Extended ☐ Removed
Location(s): <i>Please specify where within the building that the emergency power systems for, or signs relating to, a system or feature are to be located. (e.g. Refer to marked up floor plan)</i>		
Type and (if known) make:		
SS 14/1 Emergency power system		☐ Yes ☐ No
System description: Emergency power systems required for the following; ☐ an engine alternator set for a sprinkler system pressure boost pump, ☐ uninterruptible power supply for an emergency lighting system, ☐ an engine alternator set for provisions of electrical supply to passenger lifts or ☐ an engine alternator set for provision of electrical supply to a smoke clearance system ☐ other (please state)		
Performance standards: <i>(select an option)</i> ☐ NZS 6104:1981 ☐ Specifically designed emergency power supply ☐ Other (please state)		Maintenance procedures: <i>(select an option)</i> ☐ NZS 6104:1981 Part 8 ☐ (please supply) ☐ Other (please state)
Inspection procedures		
Frequency of inspections:	Monthly or	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS14/2 signs relating to a system or feature specified in any of SS 1 to SS 13		
☐ Yes ☐ No		
System description: Signs relating to:	Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ SS1 Automatic Systems for fire suppressant	☐ F8/AS1 Acceptable Solution for F8 (for max storage height of 3m)	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS2 Automatic or manual warning system	☐ Manual call point – how to operate – F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017 ☐ Manual call point – NZS 4512:2021 appendix F, ☐ Manual call point – NZS 4512:2010 Appendix E ☐ Manual call point – NZS 4512:2003 Appendix E ☐ Manual call point – NZS 4512:1997 Appendix B ☐ Manual call point – NZS 4512:1994 Appendix B ☐ Manual call point – NZS 4512:1981 Appendix B	☐ Maintenance shall be carried out in accordance with the nominated performance & inspection standard of the associated systems. ☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS3.1 Automatic door/s	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS3.2 Access control door/s	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS3.3 Interface fire or smoke doors or windows	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.2	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS6 Riser main	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.5	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS8.1 Passenger carrying lift	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.3, 6.0, 7.3	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS8.2 Service lifts	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.3,	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing

	6.0, 7.3	
☐ SS8.3 Escalators and moving walks	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6.0, 7.5	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS12.1 Audio loop	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS12.2 FM radio & infrared beam transmission systems	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
Inspection procedures		
Frequency of inspections:	Monthly (where illuminated)	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS 15/1 System for communicating spoken information to facilitate evacuation.				
☐ Not Applicable This application will not contain any systems for communicating spoken information to facilitate evacuation ☐ Applies This System is to be installed, altered/extended or removed				
Completely new system: ☐ New system - not being changed	System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed			
Location(s): Location of the systems for communicating spoken information to facilitate evacuation (e.g. Refer to marked up floor plan)				
Type and (if known) make:				
Performance standards: (select an option)	Maintenance procedures: (select an option)			
☐ AS 1670.4:2004 (sound and intercom systems for emergencies) ☐ NZS 4512:2021 (Fire detection and alarms in buildings) ☐ NZS 4512: <i>historic standards 1981, 1994, 1997, 2003 & 2010 (Please indicate in other)</i> ☐ Other (please state)	☐ AS1670.4:2004 section 6 ☐ NZS 4512:2021 Part 6 ☐ NZS 4512 <i>1981, 1994, 1997, 2003 & 2010 Part 6</i> <i>The year of the performance standard will also be the year of the Inspection, maintenance and reporting</i> ☐ Other (please state)			
Inspection procedures				
Frequency of inspections:	Monthly or	Annually		
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person		

SS 15/2 Final exit doors			
☐ Not Applicable This application will not contain any final exit doors ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system - not being changed		System is to be modified by: <i>(select as required)</i> ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): <i>Location of all final exit doors. (e.g. Refer to marked up floor plan)</i>			
Type and (if known) make:			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ NZBC C/AS2 Amendment 3 (2023) Part 3, sub clauses 3.12 & 3.15 ☐ NZBC Clause C4 version date 10 April 2012 sub clauses C4.3, C4.4, C4.5 ☐ Other <i>(please state)</i>		☐ Inspections and maintenance procedures in accordance with the details on pages 49 - 50 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here . ☐ Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, Part 1, Regulation 5, sub clause 1 a-d ☐ Other <i>(please state)</i>	
Inspection procedures			
Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person
SS 15/3 Fire separations protecting a means of escape			
☐ Not Applicable This application will not contain any Fire separations protecting a means of escape ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system - not being changed		System is to be modified by: <i>(select as required)</i> ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): <i>Location of all fire separations protecting a means of escape. (e.g. Refer to marked up floor plan)</i>			
Type and (if known) make:			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ C/AS2 Acceptable Solution, Amendment 3, 2 Nov 2023 Part 2 & 4 sub clauses 2.3, 4.3, 4.4, 4.5 ☐ NZS 4520: 2010 ☐ Specific design ☐ Other <i>(please state)</i>		☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/3 Fire separations, Inspections B.4 ☐ NZS 4520: 2010 Section 7 ☐ Please state ☐ Other <i>(please state)</i>	
Inspection procedures			

Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained & inspected by:	☐ IQP ☐ Suitably qualified person	☐ IQP ☐ Suitably qualified person	Independent qualified person

SS 15/4 Signs

☐ **Not Applicable** This application will not contain any signs

☐ **Applies** This System is to be installed, altered/extended or removed

Completely new system:

☐ New system - not being changed

System is to be modified by: (select as required)

☐ Altered ☐ Added ☐ Extended ☐ Removed

Location(s): specify location of all signs. (e.g. Refer to marked up floor plan)

Type and make:

Performance standards: (select an option)

☐ NZBC F8/AS1
Amendment 4, 1 Jan 2017, sub clauses 4.1, 4.2, 4.3, 4.4 (non illuminated signs).

☐ NZBC F8/AS1
Amendment 4, 1 Jan 2017, sub clauses 4.1, 4.2, 4.3, 4.4, 4.5.1, 4.5.2, 4.5.3) (illuminated signs).

☐ NZBC F8/AS1
Amendment 4, 1 Jan 2017, sub clauses 4.1, 4.2, 4.3, 4.4, 4.5.4) (photoilluminated signs).

☐ AS/NZS 2293.1:2005
Emergency evacuation lighting for buildings – Part 3: Emergency escape luminaires and exit signs, (Amendment 2, 2014)

☐ AS/NZS 2293.3:2018
Emergency lighting and exit signs for buildings – Part 3: Emergency luminaires and exit signs (Amendment 1, May 2021)

☐ Other (please state)

Maintenance procedures: (select an option)

☐ Non-illuminated signs shall be inspected to ensure they are of the correct type, present in the right locations, legible, clearly visible and unobstructed

☐ Illuminated signs shall be inspected to ensure they are of the correct type, present in the right locations, legible, clearly visible, unobstructed and illuminated.

☐ Illuminated signs shall be inspected to ensure they are of the correct type, present in the right locations, legible, clearly visible, unobstructed and illuminated.

☐ AS/NZS 2293.2:1995 – Part 2: Emergency evacuation lighting for buildings - Inspection and maintenance (Amendment 3 – December 2012)

☐ AS/NZS 2293.2:2019 Emergency lighting and exit signs for buildings. Part 2: Routine service and maintenance (Effective 9 April 2019)

☐ Other (please state)

Inspection procedures

Frequency of inspections:

Monthly (where illuminated)

Annually

Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person
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SS 15/5 Smoke separations			
☐ Not Applicable This application will not contain any smoke separations protecting a means of escape ☐ Applies This System is to be installed, altered/extended or removed			
Completely new system: ☐ New system - not being changed		System is to be modified by: (select as required) ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): <i>specify location of all smoke separations. (e.g. Refer to marked up floor plan)</i>			
Type and (if known) make:			
Performance standards: <i>(select an option)</i>		Maintenance procedures: <i>(select an option)</i>	
☐ EN 12101.1:2005 ☐ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition, Amendment 3, Effective 2nd November 2023, Definitions, Smoke Separation, page 31. ☐ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition, Amendment 3, Effective 2nd November 2023, C6.1.2 Smoke control doors. ☐ Other <i>(please state)</i>		☐ BS EN 12101:2005 Section 8 Maintenance ☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/5 Smoke separations, Inspections B.3 to B.17 AS 1851:2012 Section 17 ☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/5 Smoke separations, Inspections B.3 to B.17 AS 1851:2012 Section 17 ☐ Other <i>(please state)</i>	
Inspection procedures			
Frequency of inspections:	Daily (When in use Crowd type buildings)	Monthly for all other uses	Annually
Maintained and inspected by:	☐ Independent qualified person ☐ Suitably qualified person	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person

SS 16 Cable cars		
☐ Not Applicable This application has no cable cars ☐ Applies This System is to be installed, altered/extended or removed		
Completely new system: ☐ New system - not being changed	System is to be modified by: <i>(select as required)</i> ☐ Altered ☐ Added ☐ Extended ☐ Removed	
Location(s): <i>specify location of all signs. (e.g. Refer to marked up floor plan)</i>		
Type and (if known) make:		
Performance standards: <i>(select an option)</i>	Maintenance procedures: <i>(select an option)</i>	
☐ NZS 5270:2005 ☐ Other <i>(please state)</i>	☐ NZS 5270: 2005 Appendix C Maintenance checklist for residential cable-cars, Appendix D Model compliance schedule for inspections Inspection and maintenance procedures for residential cable cars as specified by Appendix C and D, NZS 5270:2005. ☐ Other <i>(please state)</i>	
Inspection procedures		
Frequency of inspections:	6 Monthly or	Annually
Maintained & inspected by:	☐ Independent qualified person ☐ Suitably qualified person	Independent qualified person