



NEW ZEALAND INSTITUTE OF BUILDING SURVEYORS INC
Freephone 0800 113 400
www.buildingsurveyors.co.nz

EXPLANATORY GUIDELINES FOR REGULATION 10

INTRODUCTION

These guidelines have been produced to provide members with details of the process developed by the Institute for entry to the **Weathertightness Remediation Panel**.

CRITERIA FOR ENTRY TO THE PANEL

(a) **REGISTERED MEMBERSHIP**

The applicant must be a **Registered Member** of the Institute as prescribed in Regulation 01.

(b) **CERTIFIED WEATHERTIGHTNESS SURVEYOR**

The applicant shall be a Certified Weathertightness Surveyor. The criteria for this designation can be obtained from the Institute secretary.

(c) **WEATHERTIGHTNESS REMEDIATION PANEL EXAMINATION**

The examination tests the knowledge of the applicant in each of the four stages of the remediation process.

A fee of **\$500.00 inclusive of GST** will be charged for the setting and marking of the examination.

Each applicant is required to attend each of the four Remediation Training Course modules prior to attempting the Weathertightness Remediation Panel Examination.

All modules are currently presented by Weathertightness Remediation Panel members over a period of two days. Each module is approximately one half day in duration.

A fee of **\$500.00 inclusive of GST** will be charged for attendance and participation in the modular training course.

The modules comprise the following:

Module 1: Repair Process Based on Site Investigation

The module relates to the remedial design decision-making process.

The competencies to be achieved are:

- Consider various building elements and their relationship to the overall building envelope
- Overview of various repair options using:
 - Risk factors
 - Risk matrix
 - Principles of 4D's
- Circumstances affecting decision to undertake:
 - Permanent repairs
 - Target repairs
 - Temporary repairs

Module 2: Design Principles and Methodology

The module focuses on the preparation of remedial design documentation.

The competencies required to be achieved are:

- Understand the principles applying to the 4D's and E2/AS1 Third edition
- Key issues relating to design decisions
 - Durability
 - Decay
 - Corrosion
- Overview of selected claddings:
 - Roof membranes
 - Wall claddings
- Prepare design details for:
 - Durability
 - Decay
 - Corrosion

Module 3: Budget Setting. Tender Documents

The module relates to the setting of budgets and the tender procurement and evaluation process.

The competencies to be achieved are:

- Budget setting following design considerations
- Tendering and procurement options
 - Selected tenders
 - Negotiated contracts
 - Cost plus or cost reimbursement options
- Tender evaluation techniques

Module 4: Contract Administration and Issues

The module relates to general administration requirements and risk management during the construction phase of repair works. The competencies to be achieved are:

- Risk management during the construction phase
- Consequences
- Serious liability issues
- Role of the Engineer to the contract
- General administrative requirements
- Communications flow
- Dealing with problems
- Construction Contract Act provisions
- Completion

The Weathertightness Remediation Panel Examination is held at the completion of the two-day modular training course and is divided into four sections:

- | | |
|--|--------------|
| (i) Investigation for Remediation Design | 40% of marks |
| (ii) Design principles and methodology | 30% of marks |
| (iii) Costing and contract documentation | 20% of marks |
| (iv) Remedial contract administration | 10% of marks |

Each application will be required to achieve a minimum mark of 70% in each section, and a minimum overall pass mark of 75%.

(Note: in exceptional circumstances the Executive may waive the requirement for an applicant to complete the Remediation Training Programme prior to attempting the weathertightness remediation examination, provided that the applicant can demonstrate a sufficient depth of experience in all of the processes of the design and implementation of remediation works.)

(d) PRACTICAL EXPERIENCE

Following the attainment of a satisfactory pass in the Weathertightness Remedial Panel Examination, an application may be submitted for entry to the Weathertightness Remediation Panel.

The applicant has the opportunity of demonstrating practical experience and competence.

(e) APPLICATIONS

The completed application form shall be accompanied by **an application fee of \$800.00 inclusive of GST** and three copies of the following documentation:

- i) A complete and detailed history of the applicant's work experience following their acceptance as a Registered Member of the Institute.
- ii) A complete and detailed history of the applicant's work experience following their acceptance as a Registered Member of the Institute.

- iii) A written resume for at least **TEN** significant weathertightness remediation projects that the applicant has been involved in during the five year period preceding the date of application for panel membership. For at least three of these projects the applicant shall have been the investigator, designer and engineer under the contract. Each resume shall include the following information :
- a) A brief description of the building.
 - b) The details of the original construction and cause(s) of failure.
 - c) A summary report on the remediation works and dates during which the work was undertaken (300-500 words).
 - d) For one of the projects where the applicant was the investigator, designer and engineer under the contract, a copy of the investigation report, the remediation design and the contract administration documentation.
 - e) A description of the role of the applicant during the remediation process for each of the 10 projects (i.e. Designer, Engineer to the contract, Engineer's Representative, Observer).
 - f) Information supplied should not divulge information that could identify the property or associated persons or companies.

(f) **PERSONAL INTERVIEW**

When the subcommittee is satisfied, based on an overall view of all supplied information, that the applicant has gained sufficient experience in investigation, design and administration relating to the weathertightness remediation process, arrangements will be made for the applicant to attend a personal interview with at least two members of the subcommittee.

The method of enquiry during the interview will solicit responses from the applicant relating to the specific examples of remediation works undertaken by the applicant to establish that the applicant has the depth of knowledge and the necessary philosophical approach needed to undertake weathertightness remediation works as a member of the weathertightness remediation panel.

(g) **RECOMMENDATION TO THE EXECUTIVE**

The subcommittee shall provide a recommendation to the Executive for consideration by the Executive at its next regular meeting.

The applicant will be notified of the Executive's decision within ten (10) days following the Executive meeting.

There shall be no right of appeal against the decision of the Executive in this matter.

(h) **FAILURE TO MEET THE CRITERIA FOR PANEL ENTRY**

(i) **Following Application Failure**

If the applicant is not appointed onto the Panel, further guidance shall be provided to allow the applicant to further his/her development toward Panel entry.

Guidance shall consist of the chairperson of the Remediation Panel subcommittee advising the applicant in writing of the areas where the applicant will require further study or experience to achieve panel entry. A recommendation would be made with regard to a suggested timeframe in which the study or experience could realistically be completed in.

(ii) Submission to subcommittee

The applicant will be advised that on the completion of the nominated time frame they may make a submission to the Remediation Panel subcommittee chairperson for admission to the panel.

The submission shall include a summary of the remediation experience that has been gained subsequent to undertaking the personal interview, along with identifying specific remediation based study that was recommended in the letter from the Remediation Panel subcommittee chairperson. The application shall also be accompanied with additional resume's as identified in section (e)(II) of this explanatory guide.

Should the applicant consider that they have not fully satisfied the requirements for entry to the panel at the completion of the recommended timeframe, they shall provide a report to the chairperson of the Remediation Panel subcommittee identifying specific study and experience that has been gained, along with stating what specific further study and experience they are undertaking to meet the panel entry requirements. They shall also state the timetable in which they expect to meet the requirements for panel entry.

Following receipt of the submission for entry to the Remediation Panel, the Remediation Panel subcommittee shall consider the study, experience and application documentation to establish whether the criteria for entry to the remediation panel has been satisfied.

The applicant shall be advised of the outcome of the Remediation Panel subcommittee's considerations in writing.

(iii) Following submission to the subcommittee

If the submission and support documentation are regarded as being acceptable, a telephone conference interview will be arranged and held with a minimum of two members of the original interview panel for the Remediation subcommittee and the applicant in attendance.

The subcommittee shall provide a recommendation to the Executive for consideration by the Executive at its next regular meeting in accordance with section (g) of this Explanatory Guideline.