

2 x HALF DAY WORKSHOPS

# BWOF Fundamentals

# Owners Compliance Checks



## Workshop 1 - BWOF Fundamentals 8.30am-12.00pm

The course is designed for both IQP's and Building Compliance Officials. Whether you are new or experienced in the industry this is a good course designed to upskill or refresh your skills in the Building Warrant of Fitness regime.

It is an essential course if your are wanting to start your pathway towards becoming registered as an IQP.

This session covers the background of the Building Act, Schedule 1, Specified Systems, the BWOF process from start to end, Annual Reports, Form 11's, status reporting and much more.

## Workshop 2 - Owners Compliance Checks 1.00pm-4.30pm

This workshop is practical training on the purpose and procedures required for the completion of monthly inspections (owners checks) on specified systems as required by the Building Act and Building Regulations.

The course will cover key elements of the NZ Building Act, NZ Compliance Schedule Handbook, Inspections as listed on a building compliance schedule document, including SS14/2 signs for specified systems, SS15/2 final exits and exitways to reach a place of safety, SS15/3 and SS15/5 fire and smoke separations relating to means of escape, SS15/4 signs for communicating information for evacuation (exit, directional, no exit signs), and look at the functional relationship with other specified systems in respect to means of escape such as SS3 Doors.

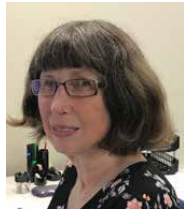
The course will also provide recommended best practices templates for inspection records and or, on-site logbooks.



<b>Date:</b>	Thursday 4 May 2023
<b>Time:</b>	8.30am to 12.00pm & 1pm to 4.30pm
<b>Venue:</b>	WSP Offices Level 1, 77 Selwyn Place Nelson
<b>Cost:</b>	ABC Members: \$235 + GST
<b>Workshop 1</b>	Non-Members \$295 + GST
<b>Cost:</b>	ABC Members: \$185 + GST
<b>Workshop 2</b>	Non-Members \$245 + GST

**Enroll in both courses and you will receive a 15% discount**

RAEWYN KINNIS started her career in Building Compliance in 1984 when she accepted a position in the Building Unit at Timaru District Council. When the Building Act 1991 came into effect, Raewyn became involved with the Building Warrant of Fitness and Compliance Schedule Regimes. From 1998 to 2000 Raewyn was Secretary of the South Island IQP panel and after this time moved to Christchurch City Council where she specialised in the technical aspects of the BWOF and Compliance Schedules. This included accepting BWOFs, audits, generating and amending Compliance Schedules plus a MBIE audit. Raewyn also became the first female Chair of the South Island IQP Registration Panel for 12 months.



One of the biggest challenges Raewyn faced in her role with Christchurch Council, came after the earthquakes which resulted in many buildings being un-occupiable or stuck in the commercial Red Zone and so could not be accessed. As a result Raewyn had to think outside the square to keep owners within the boundaries of the Building Act. Raewyn in 2018-19 spent 18 months with FFP Canterbury and saw the challenges from the other side of the fence and followed this with a 9 month contract with Mackenzie District Council.

Raewyn is extremely passionate about the BWOF regime and is forever encouraging owners, Council and IQPs to work together to achieve a common aim of safety for users of buildings.

## WORKSHOP DETAILS:

### 1. BWO Fundamentals

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**Time:** 8.30am to 12.00pm  
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 Level 1 77 Selwyn Place  
 Nelson  
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 Non-Members \$295 + GST

### 2. Owners Compliance Checks

**Date:** Thursday 4 May 2023 **Time:**  
 1.00pm to 4.30pm  
**Venue:** WSP Offices,  
 Level 1 77 Selwyn Place  
 Nelson  
**Cost:** ABC Members: \$185 + GST  
 Non-Members \$245 + GST

## COURSE ATTENDEE DETAILS:

Both Courses  
 Workshop 2  
 Workshop 1

COURSE ATTENDEE 1:	EMAIL
COURSE ATTENDEE 2:	EMAIL
COURSE ATTENDEE 3:	EMAIL
COURSE ATTENDEE 4:	EMAIL
COURSE ATTENDEE 5:	EMAIL
COURSE ATTENDEE 6:	EMAIL
Company:	
Address:	
	Phone:

## PAYMENT DETAILS:

Email address for INVOICE/RECEIPT:

I wish to pay by:  INVOICE  
 CREDIT CARD ON INVOICE

### PLEASE NOTE THE FOLLOWING:

1. The member price is for fully paid up ABC members only and/or their staff, and includes Affiliate, Individual and Corporate membership.
2. An invoice will be sent to the designated email address on the registration and must be paid within 7 (seven) days of receiving the invoice to secure you your place.
3. Cancellation: Registrations cancelled 14 days prior to the workshop date will receive a full refund if paid. After 14 days a 20% administration fee will apply. There will be no refund if cancelled 7 days prior to the workshop date.
4. Invoice is confirmation of registration.
5. Should the workshop be cancelled for any reason, ABC will refund in full all paid registrations.
6. CPD certificates will be issued on completion of the workshop