

## S-RaD Information Checklist

**Important:** Please use this checklist to ensure you provide all the necessary information for your Specified System Report and Declaration (S-RaD). This document is issued by an Independent Qualified Person (IQP) when scheduled maintenance or inspections for a Building Warrant of Fitness (BWoF) is missed.

Submitting complete and correctly formatted information will enable us to process your application efficiently. This includes:

- **Format:** Please provide the information in a clear, legible PDF format. Note, we do not accept zip files.
- **Accuracy:** Ensure all information is accurate and matches the details in the compliance schedule.
- **Completeness:** Providing all the required information will prevent delays in processing BWoF.
- **Supporting Documents:** If you are providing separate documents, clearly label them with the corresponding section number from this checklist (e.g., "1 - Compliance Schedule Number").
- **Documents:** For processing efficiency, please place the renewal documents before the reporting documents.

**Further Assistance:** Please contact our BWoF team at [bwof.contact@dcc.govt.nz](mailto:bwof.contact@dcc.govt.nz)

The following information is required:

Building and Owner Details	
<b>Compliance schedule number</b>	Provide the compliance schedule number <i>(found on current compliance schedule)</i> .
<b>Compliance schedule anniversary date</b>	Provide the compliance schedule anniversary date (DD/MM or DD/MM/YYYY), or the BWoF expiry date for the year the documentation relates to (DD/MM/YYYY). <i>Note: Visit <a href="http://www.dunedin.govt.nz/compliance-schedule">www.dunedin.govt.nz/compliance-schedule</a> for date guidance.</i>
<b>Address and legal description</b>	Provide the full street address <i>(found on current compliance schedule)</i> .  Provide the legal description (Lot, DP number, etc.) as separate items. <i>Note: Can be obtained from current compliance schedule or DCC Ratings database. Although not mandatory, if supplied, please ensure this information is accurate.</i>
<b>Owner/Agent</b>	Provide the full name of the owner/agent <i>(found on current compliance schedule)</i> . <i>Note: It is the owner's responsibility to ensure the compliance schedule owner details are current. This can result in a rejection if not as per our system details.</i>
<b>Mailing address</b>	Provide the full mailing address of the owner/agent <i>(found on current compliance schedule)</i> . <i>Note: It is the owner's responsibility to ensure the compliance schedule owner details are current. This can result in a rejection if not as per our system details.</i>
IQP Declaration	
<b>Missed procedures</b>	Procedure missed: State what procedure was missed i.e. weekly inspections for weeks x, y, z and state the <u>reason</u> why the procedure was missed.
<b>Measures to prevent future missed procedures</b>	Describe measures to prevent future missed procedures. <i>Example provided: IQP now has their own set of keys.</i>
<b>System performance</b>	Indicate if the system is/is not currently performing to standard.  State missed inspection maintenance procedures. If building consent is the reason, ensure to state the building consent number.
<b>Non-performing system status (if applicable)</b>	Provide a description of the status of any non-performing specified system. <i>Example provided: System is running but takes longer than the specified period to start.</i>  Describe measures put in place (or will be) to ensure the system performs to the performance standard (if applicable).

	<i>Example provided:</i> New starter solenoid has been ordered from USA and is expected to arrive in 2 weeks.
<b>Certification</b>	
<b>Signed and dated</b>	<p>Provide the signature of the person (IQP) completing the form.</p> <p>Provide the date of signing. Ensure the signing and dating is within 3 months of the expiry date.</p> <p>IQP number, IQP name, IQP company.</p>