

Building has specified systems



Apply to Territorial Authority for a Compliance Schedule  
(Lists buildings' specified systems inspection, maintenance and reporting procedures needed to keep them in good order)  
Territorial Authority issues Compliance Schedule Statement  
(Owner displays Compliance Schedule Statement in a public part of the building)



Owner ensures inspection, maintenance and reporting procedures are carried out at the specified intervals as per Compliance Schedule. An independent qualified person (IQP) will carry out the required inspections and issues/obtains a 12A Certificate for all features listed on the Compliance Schedule.



Owner's checks are completed and logged  
IQP checks completed and logged  
Maintenance completed



IQP issues 12A Certificate



BWOF issued and displayed by owner



Copy of BWOF and 12A sent to Council  
Council checks information



All information correct



BWOF process complete for the year  
The Building Warrant of Fitness is to be renewed annually