Plumbers, Gasfitters and Drainlayers Board

Getting your business ready

Business systems, records and checks for self-certification

Self Certification

What you need before you apply

You must have and maintain **documented business systems and quality assurance processes**, including electronic records, that are sufficient to support the work you certify.

The simple rule of thumb

If someone asked you later why you issued a CoC, would your records allow you to explain and support that decision?

Your system should cover four key areas

1. Manage the job

Identify each job and link it to the property, consent, approved plans and people doing the work.

2. Check the work

Inspect consistently, use the Board-approved inspection tool (Artisan), test where required and resolve issues.

3. Keep the evidence

Keep photos, test results, site notes, as-builts, changes, supervision records and correspondence.

4. Complete the documents

Complete the CoC accurately, attach supporting information, provide it on time and retain your own copy.

What is the difference?

Business system

How you organise and manage each job: records, plans, scheduling, who did the work, photos, tests, changes, as-builts and documents.

Quality assurance process

The checks you complete before certifying: inspect in person, compare with approved documents, review evidence, record defects and confirm corrections.

Before you certify the work, be satisfied that:

- ✓ the work is eligible for self-certification and covered by the consent
- ✓ the right person carried out the work, including supervision where relevant
- ✓ the work matches approved plans, specifications and approved changes
- ✓ inspection, testing and supporting evidence are complete
- ✓ defects or missing information have been corrected

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Systems that work for your business

Keep the job record organised, complete, and easy to retrieve

Self Certification



Your records should tell the story

What was approved? Who did the work? What was installed and checked? What changed? What was fixed? Why did you certify?

Important

The Board-approved inspection tool does not replace your own business records. Keep your own copies of the evidence that supports every certification decision.

Completing the job

Complete and lodge the CoC and supporting documents. Provide them to the property owner and BCA within **10 working days** after completing the work. Keep your own copies.

There is no single system you must use

Your systems should suit the type, scale and number of jobs you intend to self-certify. A sole trader may use a different system from a larger business.

Sole trader

Electronic folders, checklists and reliable job records.

Small business

Shared job folders, software and consistent team processes.

Larger business

Defined access, responsibilities, controls and record systems.

You may already have suitable systems

Job software, mobile apps, cloud folders, shared drives, templates, calendars and electronic job records may all form part of your system.

If you use software, check that it can:

- ✓ link every document, photo, video, note and test result to the correct job
- ✓ identify approved plans and later versions clearly
- ✓ record when information was added or changed
- ✓ control who can access or edit records
- ✓ back up information and retain it for as long as required
- ✓ retrieve and export a complete job record later

The Board does not endorse any product. You do not need to buy particular software or create a complicated management system.

Before you apply, can you answer YES?

- ✓ I can manage and identify each self-certification job.
- ✓ I can keep electronic plans, photos, tests, notes and as-builts.
- ✓ I consistently check work and follow up defects or changes.
- ✓ I can find and export a complete job record when needed.
- ✓ I can complete, provide and retain CoCs and supporting records.
- ✓ My systems suit the work and volume I intend to certify.

When you apply: you declare that suitable systems are already in place. The Board relies on your declaration. Keep using and maintaining those systems while endorsed.

General information only. This guide does not replace legislation, Board notices, the applicable building consent or other legal requirements. Notify the Board within 10 working days of a material change affecting your ability to meet endorsement standards.