Plumbers, Gasfitters and Drainlayers Board

From endorsement to self-certification

The steps to follow before, during and after every job

Self Certification

Your endorsement is only the first step

A job can only be self-certified where the Building consent authority (BCA) has granted the building consent allowing the plumbing or drainlaying to be self-certified

1 Get endorsed

Apply for your endorsement

Certifying licence • Board training • Business and quality systems • Appropriate insurance

Do not call yourself a self-certifier until your endorsement is granted

2 Before the job

Check the building consent allows self-certification

Eligible work
Within the scope of self-certifiable plumbing or drainlaying under the regulations.

Consent application
The intended self-certification pathway is identified in the consent application.

BCA decision
The BCA grants or amends the building consent on that basis.

STOP | If the consent does not allow self-certification, you cannot self-certify the job. Any change must go through the BCA.

Set up the job

Check approved plans • Create CoC job in the register • Start record and evidence file

Board approved inspection tool does not replace your own business records

3 On the job

Carry out or supervise

- Follow the consent and approved documents!
- Carry out the work yourself or supervise an authorised person
- Record progress and put changes through BCA
- ***Any deviation in plans, discuss with BCA first***

Inspect, test and capture

- Attend site and personally inspect at key stages
- Test, take photos, record notes, as-builts and changes

YOU MAKE THE CERTIFICATION DECISION

4 Finish and certify

Final review

- Consent, any amendments/variations, and approved documents match
- Inspection, testing and evidence capture complete
- Defects and any notices to fix resolved

Issue CoC and retain records

- Issue CoC following review
- Provide to Board + owner + BCA within 10 working days after completion
- Keep your copies and complete records

ALWAYS REMEMBER

Endorsement • Consent approval • Evidence capture

Self-certification changes who provides the assurance. It does not change the Building Code standard.

General information only. This guide does not replace legislation, Board notices, the applicable building consent or other legal requirements.