

Specified system form

This form must be completed for each relevant specified system and attached to a Form 11 application (AC2109) or Compliance schedule application (AC2102)

Specified System / Description:	Choose an item.
Type:	Describe the type of system installed.
Make/Model:	Provide make / model of the system. If there is no visible indication of this enter 'unknown'.
Location:	Describe the location of the specified system. If not throughout the building provide further information on the systems location
Performance Standard:	State the level of performance the system meets. For further information on referencing performance standards refer to AC1831 .
Inspections Procedure:	Describe the inspection procedures to ensure the system will continue to meet its stated performance standard
Interface testing	Confirm if the system is interfaced with any other system and any required testing / inspections
Maintenance Procedure:	Describe the planned preventative maintenance and responsive maintenance procedures that is required to ensure the system maintains its level of performance.
Reporting:	<p>The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:</p> <ol style="list-style-type: none"> 1. record any inspection, test, repair, or maintenance carried out 2. record any faults found or maintenance required & the remedy applied 3. include the date the work was carried out 4. include the name of the person who performed the work <p>All reports must be kept at the agreed location for a minimum of 2 years</p>
Attachments	If relevant, provide any other useful documentation to assist an IQP to inspect the specified system (list the document provided)

Email the completed form, along with AC2109 Application for an amendment to a compliance schedule – Form 11, to:

complianceschedules@aucklandcouncil.govt.nz