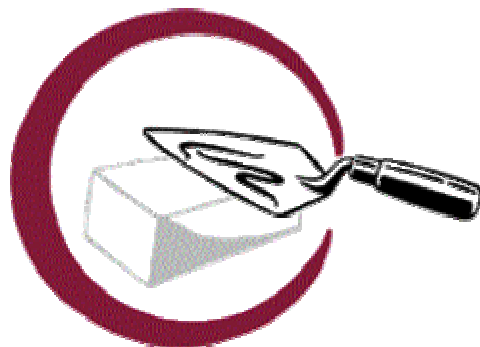


Registration of Master Bricklayers



REGISTRATION OF MASONS

New Zealand Masonry Trades Registration Board (inc)

PO Box 448, Wellington 6140

Telephone: 04 499 8820 • Fax: 04 499 7760

Email: admin@cca.org.nz • Website: www.mtrb.org.nz

Introduction

Masonry is one of the oldest forms of construction used by mankind. The skills of the mason have been called upon over the centuries to achieve sound and true workmanship.

Earthquake forces and methods of design to deal with these forces have been significantly changed in the use of brick masonry in New Zealand. The material is rarely now used as a primary structural element. However, because of its durability and aesthetic appearance, traditional bricklaying remains the most popular cladding system in residential construction. The system developed is veneer construction which is a modified brick cavity system where the inside leaf of the cavity performs the major structural function. This can be reinforced concrete masonry, reinforced concrete or more commonly timber frame.

The masonry manufacturers recognise the significant contribution the skills of the mason brings to the total industry. The organisation of the masonry trade is undertaken by the Brick & Blocklayers Federation New Zealand (BBFNZ), PO Box 25269, Panama Street, Wellington 6146, Phone 021-845-825.

The formal registration of technical skills is undertaken by the New Zealand Masonry Trades Registration Board (NZMTRB).

The New Zealand Masonry Trades Registration Board

Why Registration?

The registration scheme, administered by an independent committee, was established in 1975 to set standards of achievement in masonry requiring building permit approval. The primary reason for the establishment of such a scheme was the need to ensure that masons were fully competent in meeting the structural aspects of their work, particularly as it relates to earthquake design requirements.

The committee's objectives were set in 1975 as:

- To process and, where appropriate, approve applications for registration.
- To promote, encourage and improve standards of masonry construction.
- To promote education and training of masons.

These objectives remain the same for today's Board, formed in 1987 from the original committee structure. In 2003, the New Zealand Master Masonry Trades Federation (now called the Brick & Blocklayers Federation New Zealand) asked the Board to apply these principles to the Brick Masonry.

The Board and Registration Scheme

The following groups can have representation on the Registration Board:

Association of Consulting Engineers of New Zealand (ACENZ)
Institution of Professional Engineers of New Zealand (IPENZ)
Local Government New Zealand (LGNZ)
Clay Brick and Pavers Manufacturers' Association (CBPMA)
New Zealand Concrete Masonry Association (NZCMA)
Cement & Concrete Association of New Zealand (CCANZ)
Building Officials Institute of New Zealand (BOINZ)
Brick & Blocklaying Federation New Zealand (BBFNZ)

The Board's activities are directed towards implementing the primary objectives and establishing a pool of tradespeople with a recognised qualification. This qualification, 'Registered Master Bricklayer', shows that the mason:

- Meets the required standards of workmanship for brickwork set by *NZS 4210 Masonry Construction Materials and Workmanship* and *SNZ HB 4236 Masonry Veneer Wall Cladding* (which includes relevant information from NZS 3604, NZS 4229 and NZS 4210). **Note:** Possession of these two standards is a condition of registration and furthermore, they form the basis of the Form B Examination.
- Understands the requirements of the appropriate sections of the New Zealand Building Code.

The Board is also committed to a periodic updating of knowledge to the Registered Master Bricklayers qualification as new standards or practices are developed.

However, the Board cannot expand the pool of qualified bricklayers alone. There is a need for specifiers, architects, engineers and territorial authorities in particular, to support the concept of the scheme. The requirement for using a Registered Master Bricklayer is becoming more clearly related to providing an assurance of quality work.

The Path to Registration

What does the bricklayer do to achieve registration?

1. Obtain a Registration Pack from the Board Secretary and complete.
2. Have three projects must be observed during construction – one by a NZMTRB Registration Auditor (Bricklaying) and the other two by either a NZMTRB Registration Auditor (Bricklaying) or an acceptable certifier. The auditor/certifier is required to verify that the applicant has been fully responsible for:
 - (a) Interpretation of plans and specifications.
 - (b) Setting out, selection and laying of brickwork.
3. Sit the Form B Examination set by the Board, and conducted by one of the certified auditors, in order to test the understanding of compliance with standards and bricklaying code.

The Board may waive this examination requirement where the applicant has completed either a National Certificate in Masonry within the preceding four years or the Structural Mason Correspondence Course from WELTEC, Private Bag 39803, Wellington Mail Centre, Lower Hutt 5045, Freephone 0800-935-832.

4. Demonstrate that have a minimum of two years experience after having completed a formal trade certificate/apprenticeship programme in bricklaying **OR** a minimum length of nine year's total experience in bricklaying. The Board can set alternative procedures to recognise current competency of bricklayers applying for registration.

Note: The projects and Form B Examination must be completed within a two-year time span.

The requirements for projects and the Form B Examination relate principally to New Zealand Standard NZS 4210: Masonry Construction, but also to sections of NZS 4229: Concrete Masonry Buildings Not Requiring Specific Engineering Design, NZS 3604: Timber Framed Buildings and also the New Zealand Building Code and Regulations. All these documents contain some references of structural importance, of which the mason needs to be aware.

New Zealand Standards handbook NZS HB 4236 has been produced, which brings together all the relevant clauses from the industry documents.

- The registration application copy of trade certificate and the three project certificates are sent to the Board Secretary, together with the application fee.

- Where the Board is considering an alternative method of assessment of current competency, additional application fees will apply. These fees will be notified to the applicant prior to the assessment taking place.
- Each Board member reviews the applications and may ask for supplementary information where necessary before deciding whether to approve the qualification.
- Typical acceptable certifiers of work are NZMTRB Registration Auditors (Bricklaying), Architects, Architectural Design Agencies, Engineers, Brick Assessors Trade, Building Inspectors, Building Assessors, clerk of works.

Who is Registered?

Once the Board has approved an application, the bricklayer's name will be entered in the records and will be included in the listings, which are regularly circulated throughout the industry – particularly to territorial authorities. A registration card will be issued confirming registration. This card is updated annually following payment of fees. The bricklayer may then use the title 'Registered Master Bricklayer', and is encouraged to do so.

Any specifier, approving authority, building owner, and so on, who wishes to know whether a bricklayer is registered, may ask to see the current registration card, or may refer to the most recently published list. New names are continually being added to the records, so that at any time a particular mason may be registered, but not yet appear on the list. A phone call/fax to the Secretary or reference to the website, www.bbfz.co.nz, will quickly confirm the true situation.

The Benefits

In the changing scene of regulation in respect of the New Zealand Building Code and the supporting New Zealand Standards, there is now a clearer understanding of responsibilities for skill levels and their impact on the construction of the building. While current New Zealand Standards' documentation cannot specifically require masonry work to be carried out by Registered Master Bricklayers, it does express the opinion that such work preferably should be carried out by an accredited tradesperson. This scheme provides the appropriate accreditation.

The Board also required a project audit of the Registered Master Bricklayers' work every five years.

Essentially, Standards New Zealand are giving a clear warning that if something goes wrong later in the construction, the engagement of a non-registered bricklayer could be seen as a possible contributing cause. Such situations increase the risk of liability to those who should have been aware of the distinction relating to registration.

Further Information

Contacts for further information:

The Secretary
New Zealand Masonry Trades Registration Board
PO Box 448
Wellington 6140

Phone: (04) 499-8820
Fax: (04) 499-7760
Email: admin@cca.org.nz
Website: www.mtrb.org.nz

The Secretary
Brick & Blocklayers Federation New Zealand
PO Box 25268
Panama Street
Wellington 6146

Phone: 021-845-825
Email: Brian.Miller@Masterpainters.org.nz
Website: www.bbfz.co.nz

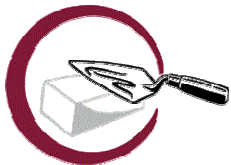
Master Bricklayer Application Checklist

Before sending your Application to the Board, please use this checklist to ensure you have completed all the requirements for application. This will assist in the smooth and efficient processing of your application.

Please ensure:

- You have the necessary criteria to apply for registration, i.e. you have had a minimum of two years experience after having completed a formal trade certificate/apprenticeship programme in bricklaying **OR** a minimum length of nine years total experience in bricklaying.
- Your application falls within the two year timeframe for registration applications.
- You have fully completed the Application Form.
- You have fully completed the training and work experience section of Application Form.
- You have fully completed the job description section on Application Form.
- You have signed the Application Form.
- You have attached photocopies of your qualifications.
- You have attached the \$100.00 Application Fee.
- You have completed three “Bricklaying Audit Certificate A” job assessment forms if you **are not an associate member* of the Brick & Blocklaying Federation (BBFNZ)** and ensured that:
 - one certifier was a NZMTRB Registration Auditor (Bricklaying) and;
 - the other two certifiers were either a NZMTRB Registration Auditor (Bricklaying) or an acceptable certifier as listed on the assessment forms.
- You have completed two Auditors’ Certificates if you **are an associate member* of the Brick & Blocklaying Federation (BBFNZ)** and ensured that:
 - one certifier was a NZMTRB Registration Auditor (Bricklaying) and;
 - the other certifier was either a NZMTRB Registration Auditor (Bricklaying) or an acceptable certifier as listed on the assessment forms.
- That the NZMTRB Registration Auditor (Bricklaying) has included his/her NZMTRB Registration Number on all “Bricklaying Audit Certificate A” job assessment forms they complete.
- You have written your name at the top of all completed “Bricklaying Audit Certificate A” job assessment forms.
- You have included the required photographs for each job, i.e. elevation view (not too distant), weep hole, washout, top vent, ties, scope of project.

* **Note:** To be an associate member of the BBFNZ you must be a financial member of a local Brick & Blocklayers’ Association for which you would have been required to complete a work assessment. It is this work assessment that NZMTRB counts as one completed job audit towards your NZMTRB Bricklayer Registration application.



New Zealand Masonry Trades Registration Board

No: _____
(office use only)

Application for Registration as Master Bricklayer

Date: ____ / ____ / ____

SECTION 1

NAME OF APPLICANT

Name: _____
 Employer: _____
 Status within Company: _____
 Address: _____
 Telephone: _____ Email: _____
 Fax: _____ Website: _____

TRADE CERTIFICATE/APPRENTICESHIP

Note: Evidence of completion of training to be attached.

MASONRY WORK EXPERIENCE		DATES	
		From	To
Training			
Employer			
Employer			
Employer			

NOMINATED BRICK PROJECTS

Note: Three (3) projects are required together with an Auditor's Form B Examination.

JOB DESCRIPTION OR TITLE		DATE COMPLETED	AUDITOR
1.			
2.			
3.			

Note: Auditor's Form B Examination will be issued once this application form is received.

I confirm that I have read and understood the General Rules Governing Registration, and agree to conform to those rules. I hereby apply for Registration. If my application is successful, I agree that my details as listed in Section 1 above, can be published on the website or on other lists issued by the Board.

Applicant's Signature: _____

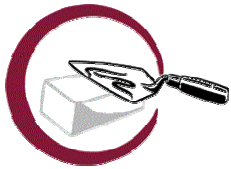
General Rules Governing Registration

1. Application for Registration will be received from individual masons experienced in the erection and completion of masonry walls and systems subject to building permits. Registrants must have had a minimum of two year's experience after having completed a formal trade certificate/apprenticeship training programme in bricklaying **OR** a minimum length of nine year's total experience in bricklaying.
2. In order to be considered for registration the applicant must provide evidence of their training, experience and understanding of brickwork construction. The minimum requirements are:
 - Reports on three projects involving brickwork, designed and observed during construction by an Auditor who must endorse the application accordingly. These three projects must be completed within the period of two years immediately prior to applying for registration.
 - In addition the applicant must be examined by an auditor (usually one of the three referred to above) on topics relating to brick construction. The test questions are set out on the Auditor's Form B Examination, which must be signed by the Auditor to confirm that the applicant has shown a satisfactory understanding of the matters covered.
3. An application fee, which shall be set from time to time by the Registration Board, must be paid with the application. This fee is not refundable.
4. The applicant will be advised of the Board's decision as soon as possible. Where the application is approved the annual fee becomes immediately payable for the first year, or part thereof.
5. Registration is renewable annually, and is conditional upon:
 - (a) the bricklayer continuing to be actively engaged in brick construction;
 - (b) the Registration Board not having had cause to terminate registration as a disciplinary measure;
 - (c) the annual fee for renewal of registration being paid within the appointed time;
 - (d) five years after initial registration and every five years thereafter, the bricklayer is required to submit a new project report and Auditor's Form B Examination endorsed by an Auditor.
6. If the renewal fee is not paid within the appointed time the bricklayer will become unregistered until such time as payment is made. If payment has not been made after twelve months, registration will be cancelled. Should the bricklayer wish to regain registration, it will be necessary to make a fresh application for consideration by the Board. This application must be accompanied by Auditors' certificates and the current application fee. **It is in the bricklayer's interest to ensure that the Secretary is advised immediately of any change of address.**
7. Bricklayers are to ensure that all brickwork is carried out by a registered bricklayer or by a competent tradesman and apprentices under the supervision of a registered master bricklayer.

The registered bricklayer shall apply the best standards of workmanship and, as required, shall supervise the work of others.

Registered master bricklayers shall avail themselves of opportunities to update their knowledge and technical skills, and shall likewise encourage others to seek registration.
8. The Registration Board reserves the right to withhold registration, either for a stated period or permanently, where it is considered that such action is in the best interests of public safety, and the interest and integrity of the Registration Scheme.

In the event of the Board withholding registration due to a complaint, the Board will investigate the complaint and the bricklayer will have the opportunity to place any relevant information before the Board prior to any action being taken by the Board.



New Zealand Masonry Trades Registration Board

Job 1

Bricklaying Audit Certificate A

Name of Applicant: _____

Auditor/Certifier:

Name: _____ Address: _____

Telephone: _____ Fax: _____ Email: _____

Please Tick Auditor Status:

- Architect/Designer
 Building Inspector
 Engineer
 Trade Assessor
 NZMTRB Registration Auditor (Bricklaying) Registration No. _____ / _____

Project:

General Description: _____

Location: _____

Completion Date: _____

Construction Features Check Sheet:

- Wall – Veneer Total Length: _____ m
 Wall – Solid Average Height: _____ m
 Lintels Sills Two Storey Ties Vents

Special Features: Arches

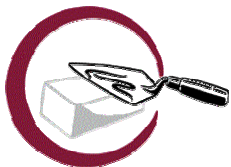
- Photographs of the project **must** be attached to this assessment form and must include elevation view (not too distant), weep hole, washout, top vent, ties, scope of project.

The auditor must provide written comment on the competency of the applicant to enable the Board to assess the suitability of the applicant to become a Registered Master Bricklayer.

Competency comment: _____

I confirm that the brickwork was constructed in accordance with the project drawings and specification by the applicant.

Auditor's Signature _____ / ____ / ____
Date



New Zealand Masonry Trades Registration Board

Job 2

Bricklaying Audit Certificate A

Name of Applicant: _____

Auditor/Certifier:

Name: _____ Address: _____

Telephone: _____ Fax: _____ Email: _____

Please Tick Auditor Status:

- Architect/Designer Building Inspector Engineer Trade Assessor
 NZMTRB Registration Auditor (Bricklaying) Registration No. _____ / _____

Project:

General Description: _____

Location: _____

Completion Date: _____

Construction Features Check Sheet:

- Wall – Veneer Total Length: _____ m
 Wall – Solid Average Height: _____ m
 Lintels Sills Two Storey Ties Vents

Special Features: Arches

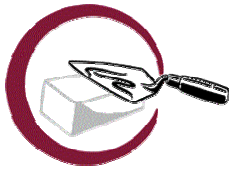
- Photographs of the project **must** be attached to this assessment form and must include elevation view (not too distant), weep hole, washout, top vent, ties, scope of project.

The auditor must provide written comment on the competency of the applicant to enable the Board to assess the suitability of the applicant to become a Registered Master Bricklayer.

Competency comment: _____

I confirm that the brickwork was constructed in accordance with the project drawings and specification by the applicant.

Auditor's Signature _____ / ____ / ____
Date



New Zealand Masonry Trades Registration Board

Job 3

Bricklaying Audit Certificate A

Name of Applicant: _____

Auditor/Certifier:

Name: _____ Address: _____

Telephone: _____ Fax: _____ Email: _____

Please Tick Auditor Status:

- Architect/Designer
 Building Inspector
 Engineer
 Trade Assessor
 NZMTRB Registration Auditor (Bricklaying) Registration No. _____ / _____

Project:

General Description: _____

Location: _____

Completion Date: _____

Construction Features Check Sheet:

- Wall – Veneer Total Length: _____ m
 Wall – Solid Average Height: _____ m
 Lintels Sills Two Storey Ties Vents

Special Features: Arches

- Photographs of the project **must** be attached to this assessment form and must include elevation view (not too distant), weep hole, washout, top vent, ties, scope of project.

The auditor must provide written comment on the competency of the applicant to enable the Board to assess the suitability of the applicant to become a Registered Master Bricklayer.

Competency comment: _____

I confirm that the brickwork was constructed in accordance with the project drawings and specification by the applicant.

Auditor's Signature _____ / ____ / ____
Date