

**FORM 12A**  
**CERTIFICATE OF COMPLIANCE WITH INSPECTION**  
**MAINTENANCE, AND REPORTING PROCEDURES**  
**Section 108(3)(C), Building Act 2004**

**Argosy**

**ATTENTION:**

**Ian Dickson/Ian Rudd - Redfire Systems**

Kelly Te Huna/Ian Rudd Kelly - 0274 417 020 ONLY IN OFFICE ON TUESDAYS kelly@redfiresystems.co.nz

BWOF expires: **Sunday, 8 September 2024**

To comply with the councils policy and CS requirements, please return report after the last inspection frequency date, and before BWOF expiry date.

**BUILDING DETAILS**

**Building name:** Iron Mountain Recall Total Information Management

**Street address:** 68 Jamaica Drive, Grenada North, Wellington

**Compliance schedule :** 57095

**Legal description:** Lot 14 DP 314791

**Location of building within site:** Rear

**Level/unit number:**

**OWNER DETAILS**

**Name:** Argosy Property Number 1 Limited

**Address:** PO Box 90214, Victoria Street West, Auckland 1142

**COMPLIANCE DECLARATION**

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system(s):

**SIGNS FOR SPECIFIED SYSTEMS**

**FINAL EXIT (MEANS OF ESCAPE TO FINAL EXIT)**

**FIRE SEPARATIONS (MEANS OF ESCAPE TO FINAL EXITS)**

**SIGNS FOR COMMUNICATING INFORMATION FOR EVACUATION (MEANS OF ESCAPE TO FINAL EXIT)**

Ian Dickson 133690  
IQP Name & Registration Number

  
IQP Signature

8/8/2024  
Date

**Notes:**

Return signed forms to BC Group by email: docs@bcgroup.co.nz

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### August 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	09/08/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### July 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	04/07/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### June 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	06/06/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

May 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	03/05/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

April 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	04/04/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>	cdodds@argosy.co.nz	<b>Email sent date</b>	05/04/2024

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

**- Inspector comment** In the shredder area, the north exit door hits the frame and is hard to open and close. (photo included in March report)

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

March 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	07/02/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>	cdodds@argosy.co.nz	<b>Email sent date</b>	07/03/2024

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓
<b>- Inspector comment</b> In the shredder area, the north exit door hits the frame and is hard to open and close.	



February 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	08/02/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

Log book has been completed by the above inspector during monthly and annual visits	✓
Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### January 2024

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	12/01/2024		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### December 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	06/12/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### November 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	09/11/2023		
<b>Inspection completed</b>	Yes		

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

**WOF location** Main Entrance

**BWOF Log book location**

At reception counter

**Email sent to**

**Email sent date**

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓
Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

October 2023

**Inspector** Ian Dickson/Ian Rudd - Redfire Systems

**Phone**

**Mobile**

**Email**

**Inspection date** 20/10/2023

**Inspection completed** Yes

**WOF location** Main Entrance

**BWOF Log book location**

At reception counter

**Email sent to** cdodds@argosy.co.nz

**Email sent date**

20/10/2023

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓
Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓
<b>- Inspector comment</b> In the shredding area, the north exit door is difficult to open.	



## Monthly Owners Inspection History

BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington

September 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	01/09/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

August 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	03/08/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

July 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	07/07/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

June 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	08/06/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

May 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	04/05/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

April 2023

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	06/04/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓



## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

**March 2023**

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	10/03/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

**February 2023**

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	10/02/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

**January 2023**

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	18/01/2023		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### December 2022

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	16/12/2022		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At reception counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### November 2022

<b>Inspector</b>	Ian Dickson/Ian Rudd - Redfire Systems	<b>Phone</b>	
<b>Mobile</b>		<b>Email</b>	
<b>Inspection date</b>	21/11/2022		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At Reception Counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### October 2022

<b>Inspector</b>	Compliance Consultants (Margaret Bruce)	<b>Phone</b>	04 913 1188
<b>Mobile</b>	021 057 2272	<b>Email</b>	margaret.bruce@compliance.co.nz
<b>Inspection date</b>	26/10/2022		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At Reception Counter
<b>Email sent to</b>		<b>Email sent date</b>	

Contractor Sign Log Book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified Systems	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

**September 2022**

<b>Inspector</b>	Compliance Consultants (Margaret Bruce)	<b>Phone</b>	04 913 1188
<b>Mobile</b>	021 057 2272	<b>Email</b>	margaret.bruce@compliance.co.nz
<b>Inspection date</b>	05/09/2022		
<b>Inspection completed</b>	Yes		
<b>WOF location</b>	Main Entrance	<b>BWOF Log book location</b>	At Reception Counter
<b>Email sent to</b>		<b>Email sent date</b>	

<b>Contractor Sign Log Book</b>	<b>Checked</b>
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	X
Log book has been completed by the above inspector during monthly and annual visits	✓

<b>Specified Systems</b>	<b>Inspected</b>
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓