

## Commercial Inspection Checklist – Postline

Address: \_\_\_\_\_ Building Consent No.: \_\_\_\_\_

Tradesperson: \_\_\_\_\_ Tradesperson: \_\_\_\_\_

Reg.No.: \_\_\_\_\_ Contact Details: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Contact Details: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staged/Partial Inspection: \_\_\_\_\_ of \_\_\_\_\_

Item to be inspected for compliance: with the Building Act 2004, NZBC & Approved Documents B1, B2, C2, C3, C4, E1, E2, F5, G4, G6, Specific Engineer Design (SED) and NZS 3604:1999 & NZS 3604:2011	Outcome <sup>1</sup>			Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviates from approved documents 3. Detail alternative solution & how compliance achieved
	Pass	N/A	Fail	
Conditions of consent/site instructions read?				Yes / No
Approved plans & specifications sighted? <sup>2</sup>				Yes / No
Approved plans include specific design detail?				Yes / No
Preline inspection passed?				
Amended plans provided?				Yes / No
Site hazard board read	Yes / N/a / No			
Special PPE required for this site (as detailed on hazard board)?	Yes / No			Specify: steelcapped footwear / eye protection / dust mask Other:
<b>Bracing</b>				
Engineer detail as per approved plans				
Bracing sheet material (type & thickness)				
Size & location of elements as per plans				
Fixing of sheets				
Double sided bracing, fixings both sides of element				
<b>Ceiling Diaphragm</b>				
Size & location				
Fixing of sheets				
<b>Fire Walls</b>				
S rating requirements checked				
F rating requirements checked				
Sheet material (type & thickness)				
Fixing of sheets				
Size & location of elements as per plans <sup>3</sup>				
Seal of penetrations				
<b>Other Linings</b>				
Walls (type & thickness) i.e. villa board, ply, etc.				
Ceilings (type & thickness)				
Acoustic design (sealants, battens, etc.)				
<b>Safety</b>				
Glazing				
Window restrictors <sup>4</sup>				
<b>Notes<sup>5</sup>:</b>				

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	Pass	N/A	Fail	
Amended plans required?	Yes / No			Officer:
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No			Signed:
Site instruction issued?	Yes / No			
Post Line inspection passed?	Yes / No			Date:

<sup>1</sup> Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation

<sup>2</sup> Approved stamped site plan, foundation plan, cross section drawings, truss layout and fixing detail, specifications, engineer detail, floor plan, drainage plan, effluent disposal site plan and detail

<sup>3</sup> Check for approved fire seals i.e. intumescent sealer, flush boxes, fire collars, insulation & note types of protection

<sup>4</sup> F4 AS1 Section 4

<sup>5</sup> Note any additional information, such as: cast in fixings, timber, etc.