



Purpose

The purpose of this document is to document the process of undertaking an inspection.

Scope

This document is used when inspections have been requested by the customer on works carried out under issued building consents. **Note:** This **excludes** Metrowater drainage inspections, which are carried out by authorised Metrowater staff: Refer to BLD-28.4-PROC.

References

BLD-5.1-FLOW, Managing solid fuel appliance applications

BLD-28.0-POL, Inspections

BLD-28.1-FLOW, Inspections

Building Act 2004 – Sections 90, 222-238

PRNT 0077 – Site instruction notice

Inspections

checklists number

Title

PRNT 0012	Residential Final
PRNT 0014	Drainage
PRNT 0015	Insulation/postline/fire-rated lining/tanking
PRNT 0016	Solid fuel appliance
PRNT 0019	Foundation
PRNT 0020	Concrete masonry/concrete reinforcing
PRNT 0021	Concrete floor slab
PRNT 0022	Preline building
PRNT 0023	Preline plumbing
PRNT 0025	Commercial final
PRNT 0047	Wraps and cavity
PRNT 0052	Site meeting
PRNT 0053	Pre-cladding
PRNT 0054	Cladding
PRNT 0091	Re-clad strip off
PRNT 0092	Re-clad remedial
PRNT 0093	Re-clad site meeting
PRNT 1012	Multi-unit

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Roles and responsibilities

This roles and responsibilities of each person involved in the process is listed as follows.

Building control manager: Ensures that building officials have the appropriate competence necessary to undertake the inspections of works carried out under issued building consents.

Manager – residential and commercial: Ensures that the appropriate competency of staff are used for the inspections and oversees the inspections process

Team leader inspections – residential and commercial: Ensures that the appropriate inspections are allocated to the correct competency skills level and, oversees the work loads for the inspections officers and ensuring that the right person is undertaking the appropriate inspection. The team leader also determines if further action is necessary eg. notice to fix.

Inspections officer: Undertakes the inspections of building consents.

Building support officer: Records the inspections of building consents.

Booking officer: Receives the inspection requests and inputs the relevant data into the computer booking scheduler.

Procedure

The following table outlines the inspections procedure:

Step #	Description	Responsibility
1	<p>Receive request for building inspection</p> <p>Receive inspection request and ascertain nature and type of request. The site is identified by the building consent number, which is provided by the customer. Metrowater drainage inspection requests should be forwarded directly to the authorised staff at Metrowater.</p> <p>Check for any warnings or relevant tags placed on the building consent.</p> <p style="padding-left: 20px;">If any section 37 tags are in place refer customer to Planning Help Desk for clearance – process stops.</p> <p>Check that relevant previous inspections have been carried out, and passed.</p> <p>Determine the inspection timeframe and book request. Advise customer of date and period of day (morning or afternoon). Note: no fixed times are taken.</p> <p>Escalate urgent requests, as appropriate.</p> <p>Advise the customer of specific inspection requirements such as:</p> <ul style="list-style-type: none"> • Ensuring that the approved building consent documentation is on site • Providing a survey certificate to confirm sitting • Providing specific equipment (scaffolding, ladders, etc) • Outstanding requirements from previous inspections (producer statements, drainage as-builts or observation reports) • Ensuring appropriate personnel (drainlayer, plumber, plasterer, etc.) are on site at the time of the inspection 	Booking officer



Step #	Description	Responsibility
<p>2</p>	<p>Allocate inspection request Inspections are booked according to consent complexity (residential/commercial/reclads) and geographical area. They are then allocated to an inspector based on the individual officer's competency. Refer to BLD-17.3-POL.</p>	<p>Team leader inspections</p>
<p>3</p>	<p>Perform pre-inspection checks Check allocated inspections to ensure that all are within individual's level of competence Refer to BLD-17.3-POL. Schedule allocated inspections to allow use of the optimum route for travel – contact customer if necessary to ascertain timeframes. Ensure that all safety equipment is available (high visual vest, hard hat, safety boots, etc) and appropriate clothing is worn. Ensure that all appropriate resources are available (moisture meter, ladder, thermometer, etc). Once on site, and before the inspection can proceed, it must be first established that:</p> <ul style="list-style-type: none"> • All appropriate personnel and building consent plans are on site • There are no restrictions placed on the building consent documentation • Previous inspection history is satisfactory <p>If any of the preliminary inspection checks are unsatisfactory, these must be resolved before the proposed inspection is carried out. If necessary, the proposed inspection is cancelled and the customer is advised to reschedule the inspection after the identified issues have been resolved.</p>	<p>Inspections officer</p>
<p>4</p>	<p>Carry out inspection Carry out inspection using the appropriate equipment and inspection checklist(s) noting any discrepancies with the issued building consent, or aspects of non-compliance with the New Zealand Building Code. On completion of the inspection and before leaving the site, record all inspection details on the appropriate inspections checklist, including any details of site conversations that may be relevant to the consent. A copy of this record is to be issued to the appropriate site personnel or owner. If serious non-compliance is identified that may potentially result in a claim against the building consent authority inform the team leader Inspections, as the insurer may need to be notified.</p>	<p>Inspections officer</p>
<p>5</p>	<p>Analyse inspection results Use the inspection observations and information to determine whether or not the inspection fails or passes. If the inspection fails proceed to step 6. If the inspection passes proceed to step 8.</p>	<p>Inspections officer</p>



Step #	Description	Responsibility
6	Process failed inspection Record reasons for inspection failure and determine next course of action. Issue a site instruction notice specifying the remedial works required and the timeframe for completion. A copy of this record is to be issued to the appropriate site personnel or owner. Note: A further inspection will be necessary. Re-inspections must be booked by the customer when the remedial works are complete. Proceed to step 9 for follow-up monitoring. If deviation from the issued building consent, or serious non-compliance is identified, inform the team leader Inspections with the recommendation that a notice to fix is required (proceed to step 7).	Inspections officer
7	Issue notice to fix Determine level of deviation and/or non-compliance, and if required issue notice to fix Refer to BLD-29.2-PROC.	Team leader inspections
8	Process passed inspections Enter inspection records into the appropriate system. Scan inspection documentation to building consent records.	Building support officer
9	Site instruction notice monitoring Record due date for remedial work inspection. On due date check that the re-inspection has been scheduled or has been carried out. If the re-inspection has not been scheduled, contact the applicant/customer to arrange new time.	Building support officer