



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 issued building consents and includes Metrowater drainage inspections. Inspections are subject to periodic audits. Refer to BLD-28.6-PROC.

References

ACE Producer Statement Author Register (G:\Ace\Public\Building\Producer Statement Author Register)

BLD-28.2-POL, Inspections

BLD-28.4-FLOW, Inspections – Metrowater Drainage

BLD-28.9-FLOW, Metrowater inspection audit report

BLD-4.9-FORM, Inspections checklist

Roles and responsibilities

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

Metrowater manager: Ensuring that Metrowater staff have the appropriate competence to undertake the procedures listed below. Resolves any issues arising with the technical audit

Metrowater inspector: Undertakes the Metrowater drainage inspections process.

Quality manager: Audits policies and procedures around drainage inspections by Metrowater staff.

Building official: Ensures audit reports are recorded and forwarded to the appropriate personnel.

Contractor: Completes the relevant tasks that will meet the requirements of the building consent.

Administration: Updates WorkSmart after receiving inspection results.

Team leader: Ensures technical audits are completed in accordance with standard procedures.

Background

Before commencing any drainage separation work and the necessary site inspections, the approved building consent must be issued to Metrowater. The accepted contractor to Metrowater is given the consent drawings to undertake the work. These drawings must remain on site at all times.

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Procedure

The following table outlines the inspections procedure:

Step #	Description	Responsibility
1	Request inspection When the job is ready for an inspection, the contractor contacts Metrowater to request an inspection before the pipework is covered up.	Contractor
2	Perform inspection The inspection is undertaken by an approved accredited member of Metrowater. To qualify they must be registered on the ACE Producer Statement Author Register. The Metrowater inspector records the results of the inspection on BLD-4.9-FORM. If the inspection fails, the Metrowater inspector documents the reasons why, and records that a further inspection is required. This process continues until the inspection passes.	Metrowater inspector
3	Request second inspection When the drainage separation work is complete and reinstated, the contractor contacts Metrowater requesting a final inspection.	Contractor
4	Perform second inspection The inspection is undertaken by an approved accredited member of Metrowater. The Metrowater inspector records the results of the inspection on BLD-4.9-FORM. If the inspection fails, the Metrowater inspector documents the reasons why, and records that a further inspection is required. This process continues until the inspection passes.	Metrowater inspector
5	Forward inspection results When the two inspections have been passed by the Metrowater inspector, the following documentation is to be prepared for forwarding to ACE: <ul style="list-style-type: none"> • Inspection records from the two passed inspections • Application for code compliance certificate • As built drainage plan • Producer statement from authorised author • Copy of letter from property owner stating that the reinstatement is satisfactory. This documentation is to be couriered to ACE code compliance certificate administration officer within two days of the completed final inspection.	Metrowater inspector
6	Update WorkSmart After receiving documentation from Metrowater, WorkSmart is updated.	Administration



Step #	Description	Responsibility
7	<p>Perform technical audit</p> <p>A technical audit is undertaken before completing the code compliance certificate. The purpose of this to ensure that the producer statement is signed by an authorised author as indicated on ACE Producer Statement Register of Authors. The following items must be verified for the technical audit:</p> <ul style="list-style-type: none">• Producer statement• Author register• Drainlayer register• Audit checklist <p>If the technical audit fails, the item is forwarded to the Metrowater manager for resolution Once the technical audit passes, refer to BLD-31.2-PROC for the issuing a CCC.</p>	Administration team leader
8	<p>Perform Metrowater inspections audit</p> <p>Approximately 5% of the inspections are audited. The audit procedure follows the same process as outlined in steps 1-4. At the conclusion of the audit, the results of the audit are recorded on BLD-28.9-FORM and prepared for Auckland City Environments Management.</p>	Building official