



Clutha District Council

IMPLEMENTATION OF INSPECTION CHECK SHEETS

When an inspection request is made:-

- The details of the project, a copy of the previous inspection history and a relevant inspection check sheet will be generated by the Building Administration Staff.

When completing the inspection check sheet:-

- The Building Officer must clearly identify with a tick (✓) in the appropriate box, all items relevant to the job which were inspected and complied with the approved plans.
- Any item which failed to comply with the approved plan, must be marked with a cross (X).
- All other boxes are to be left vacant.

Site instructions:-

- If a verbal instruction is given on site, it must be recorded on the inspection sheet, and if the Building Officer considers it necessary, this is to be followed up with a written instruction.
- If a written instruction is necessary, it must be recorded on the inspection sheet before returning it to the Building Administration Staff, who will send a letter the applicant when the completed inspection check sheet is returned.

Notice to Fix:-

- If the area of non-compliance is significant enough to warrant a notice to fix or prompt remedial action is unlikely the Building Officer must issue a Notice to Fix in accordance with TS 31.

Form Completion:-

- The inspection check sheet must be completed and signed before being returned to the Building Administration Staff.