

Hutt City Council

Quality Assurance		
Building consent number:		
Site address:		
Building owner(s)	Name(s): Contact details:	
Location of building or building work within site/block number/building:		
Description:	<p>This desktop inspection is to check whether:</p> <ul style="list-style-type: none"> • Every inspection before the CCC final inspection has been undertaken and achieved a pass outcome • All documents required for every inspection before the CCC final inspection have been provided to Council and validated by the building inspectors 	
When to book this inspection	Book this inspection when every inspection before the CCC final inspection has been undertaken and achieved a pass outcome.	
Building Inspector:	Name:	Warrant number:
Inspection date and time:	Click or tap to enter a date.	Time:
Inspection attendees:		
<p>Documentation - all documentation required for this inspection, excluding the on-site copy of the issued building consent documentation, must have been uploaded onto the building consent file in Objective Build prior to the applicant requesting the inspection booking. If the required documents are not on the building consent file, then the inspection booking will be declined.</p>		
Items to be checked	Help Text	
Has all Required Documentation listed on the Form 5 been supplied?	<p><i>Review Documentation Tab to determine what items are missing</i></p> <p><i>List all items outstanding</i></p>	

Has documentation identified by a Building Inspector during the inspection process been uploaded	<i>Review Site Inspection Reports to check Inspector requested documentation</i>
Specified systems	<p><i>1. Have all Hutt City Council Producer Statement PS3 - Construction form from approved specified system installers been provided?</i></p> <p><i>If no, fail this item</i></p> <p><i>2. Have all third party certification from approved specified system certifiers been provided?</i></p> <p><i>If no, fail this inspection.</i></p>
Inspections	
Items to be checked	Help Text
Have all inspections identified on the Form 5, except CCC Final, been completed and passed?	<i>Review the Form 5 and check that all Inspections marked as required have been completed and passed</i>
Have any inspections, added to the consent, during the construction process been completed and passed?	<i>Check that any inspection identified as required by a Building Inspector during the construction process has been carried out and passed</i>
Outstanding amendments and/or minor variations	
Items to be checked	Help Text
Should any amendments and/or minor variations have been applied for and/or granted for this building consent?	
Enforcement actions	
Items to be checked	Help Text
Have any enforcement actions e.g. notice to fix, dangerous building notice, infringement	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>

notice, earthquake prone buildings etc. been resolved?	<i>State what enforcement actions are outstanding and the last action undertaken by the Council and/or the customer.</i>
General	
Items to be checked	Help Text
If this is a failed inspection please add Autotext instruction regarding 5 days to respond to information request	
Next inspection	<i>If this QA Inspection has passed, contact customer to book CCC final inspection</i>
Complete items on SOC as appropriate	<i>DO NOT trigger Building Admin until the CCC Final inspection has been undertaken</i>