



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
1.	Building Setout Confirmation the building is sited in accordance with the approved plans (including heights/levels).	Cadastral surveyor	
2.	Plumbing and Drainage Certification confirming all plumbing and drainage works have been completed in accordance with: <ul style="list-style-type: none">• NCC Vol 3• AS/NZS 3500.1:2021• AS/NZS 3500.2:2021 Amdt 1• AS/NZS 3500.3:2021• AS/NZS 3500.4:2021 Amdt 1	Hydraulic consultant / licensed plumber	
3.	Gas Installations Certification confirming all gas installation works have been completed in accordance with: <ul style="list-style-type: none">• AS/NZS 5601:2022• AS/NZS 1596:2014• AS 1940:2017	Licensed gas fitter	
4.	Performance Solution – Fire Engineering Confirmation the content and requirements of the Fire Engineering Report have been addressed and incorporated into final building design.	Fire Engineer	Name, reference number, revision number and date of the Performance Solution report must be included.
5.	Performance Solution – Management practices Confirmation the management practices required have been/will be adopted as per the requirements of the Performance Solution Report / Fire Engineering Report.	Building operator / owner	Name, reference number, revision number and date of the Performance Solution report must be included.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
6.	Structural – Building Structure Certification confirming all structural aspects of the new building works are in accordance with: <ul style="list-style-type: none">• BCA• Australian Standards (refer to BCA for list of Standards)	Structural Engineer	<p>The inspection of all structural aspects of the new building activity is to be undertaken by the design structural engineer or an appropriately qualified engineer as accepted by Philip Chun.</p> <p>Certificate/s are required for all structural elements of the building including but not limited to footings, frame, floors, roof, facades, building attachments including shading elements and the like.</p> <p>If more than one structural engineer a certificate for each element required. Certificates to be accompanied by a letter from Builder/Project Manager confirming all structural elements have been addressed.</p>
7.	Structural – Performance of Fire-rated Elements Certification confirming the structural walls/floors/ceiling elements with a fire resistance level have been installed in accordance with: <ul style="list-style-type: none">• Part C of BCA• Relevant Standards• Manufacturer's requirements (as applicable)	Structural engineer	<p>The inspection of all structural aspects of new building activity is to be undertaken by an appropriately qualified engineer as accepted by Philip Chun.</p>
8.	Structural – Lightweight Partitions and Ceilings Certification confirming non-structural components such as lightweight partitions, ceilings and building attachments that require consideration for earthquake loads have been designed and installed in accordance with: <ul style="list-style-type: none">• BCA• AS 1170.4:2007 Amdt 1 & 2• Manufacturer's requirements	Structural engineer	
9.	Structural – Piling Certification confirming the design and installation of piles has been undertaken in accordance with: <ul style="list-style-type: none">• BCA• Australian Standards (refer to BCA for list of Standards)	Structural engineer	<p>Details of the piling systems including Design Certificate/s and Installation Certificate/s are required prior to piling work commencing on site.</p> <p>The inspection of all structural aspects of new building activity is to be undertaken by the design structural engineer or an appropriately qualified engineer as accepted by Philip Chun.</p>



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
10.	Structural – Fire Water Supply Tanks Certification confirming all structural aspects of the new fire water supply tanks are in accordance with: <ul style="list-style-type: none">• BCA• AS 3735:2001• AS 2304:2019• Relevant Australian Standards (refer to BCA for list of Standards)	Structural engineer	Details of the fire water supply tanks including Design Certificate/s and Installation Certificate/s are required prior to work commencing on site. The inspection of all structural aspects of new building activity is to be undertaken by the design structural engineer or an appropriately qualified engineer as accepted by Philip Chun.
11.	Structural – Fall Barriers Certification confirming all structural aspects of the barriers installed to prevent falls including glass balustrades are in accordance with: <ul style="list-style-type: none">• BCA• Relevant Standards (refer to BCA for list of Standards)	Structural engineer	The inspection of all structural aspects of new building works is to be undertaken by an appropriately qualified engineer as accepted by Philip Chun.
12.	Termite Management System Certification confirming a termite management system has been installed to timber primary building elements in accordance with: <ul style="list-style-type: none">• BCA• AS/NZS 3660.1:2014 Amdt 1• Manufacturer's requirements	Contractor	Examples of termite management systems include the provision of preservative treated or naturally termite resistant timbers.
13.	Glazing Certification confirming the glazing has been supplied and installed in accordance with: <ul style="list-style-type: none">• BCA Part J4• AS 1288:2021• AS 2047:2014 Amendment 1 & 2	Glazing contractor	



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
14.	<p>Fire Hazard Properties of Materials Certification confirming materials, finishes and attachments installed within or attached to the building comply with the fire hazard requirements of:</p> <ul style="list-style-type: none">• Clause C2D11 of the BCA• Specification 7 of the BCA• Relevant Australian Standards <p>Materials, finishes and attachments include but are not limited to:</p> <ul style="list-style-type: none">• Floor linings (Carpets, vinyl, timber, etc.)• Wall linings• Wall attachments• Insulation• Sarking• Ceiling linings• Rigid and flexible duct work• Fixed seating in Class 9b audience area or auditorium• Escalators, moving walkways• Other material identified during the course of the project	Appropriate contractor / licenced builder	<p>Certification must be supported by the following:</p> <ul style="list-style-type: none">• Manufacturers details of the materials or products used• Independent test data by an Accredited Testing Laboratory to demonstrate the fire hazard properties of the materials or products used• Statement of Compliance (letter) confirming all products and materials have been installed in accordance with manufactures instructions and relevant test reports <p>Fire hazard properties of materials and products used in a building are a critical element of fire safety. Recommend the builder source and reviewed relevant test reports for applicable products materials against the provisions of the BCA prior to final product selection.</p>
15.	<p>Non-Combustible Materials Confirmation common walls, flooring and floor framing of lifts pits, non-loadbearing internal walls required to be fire-resisting and of shafts for ventilation, garbage or similar are deemed non-combustible in accordance with:</p> <ul style="list-style-type: none">• Clause C2D10 of BCA• AS 1530.1:1994	Appropriate contractor / licenced builder	<p>Certification must be supported by:</p> <ul style="list-style-type: none">• Manufacturers details of the materials or products used;• Independent test data by an Accredited Testing Laboratory to demonstrate the combustibility of the materials or products used;• Statement of Compliance (letter) confirming all products and materials have been installed in accordance with manufactures instructions and relevant test reports. <p>The combustibility of materials and products used in a building are a critical element of fire safety. Recommend the builder source and reviewed relevant test reports for applicable products materials against the provisions of the BCA prior to final product selection.</p>



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
16.	<p>Non-Combustibility of External Walls Confirmation external walls, including all components incorporated in them including but not limited to façade covering, framing, insulation and ancillary elements are deemed non-combustible in accordance with:</p> <ul style="list-style-type: none"> • Clause C2D10 of BCA • Clause C2D14 of BCA • AS 1530.1:1994 	Appropriate contractor / licenced builder	<p>Certification must be supported by the following:</p> <ul style="list-style-type: none"> • Manufacturers details of the materials or products used • Independent test data by an Accredited Testing Laboratory to demonstrate the combustibility of the materials or products used • Statement of Compliance (letter) confirming all products and materials have been installed in accordance with manufactures instructions and relevant test reports <p>The combustibility of materials and products used in a building are a critical element of fire safety. Recommend the builder source and reviewed relevant test reports for applicable products materials against the provisions of the BCA prior to final product selection.</p>
17.	<p>Fire Protection of Steelwork Certification confirming the fire protection to the structural steelwork has been installed in accordance with:</p> <ul style="list-style-type: none"> • Part C of BCA • Specification 1 of the BCA • AS 1530.4:2014 • Relevant Australian Standards • Manufacturer's requirements 	Passive fire protection contractor / appropriate contractor	<p>Certificates are required for each element/material. Certificate must be accompanied by a drawing mark-up or the like indicating location of steelwork elements being protected.</p> <p>If a tested system is used, certification should be supported as necessary by the following information, including but not limited to:</p> <ul style="list-style-type: none"> • Manufacturers details of products used • Independent testing data by an Accredited Testing Laboratory to demonstrate suitability of products to provide the required fire resistance level
18.	<p>Elements with a Fire-Resistance Level Certification confirming the walls/floors/ceiling elements with a fire-resistance level have been installed in accordance with:</p> <ul style="list-style-type: none"> • Part C of BCA • Specification 1 of the BCA • AS 1530.4:2014 • Relevant Australian Standards • Manufacturer's requirements 	Passive fire protection contractor / appropriate contractor	<p>Certificates are required for each element/material. Certificate must be accompanied by a drawing mark-up or the like indicating location of floor/wall/ceiling elements with a fire resistance level.</p> <p>If a tested system is used, certification should be supported as necessary by the following information, including but not limited to:</p> <ul style="list-style-type: none"> • Manufacturers details of products used • Independent testing data by an Accredited Testing Laboratory to demonstrate suitability of products to provide the required fire resistance level



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
19.	Doors with a Fire Resistance Level Certification confirming all fire-rated doors have been installed in accordance with: <ul style="list-style-type: none">• Part C4 of BCA• Specification 12 of BCA• AS 1905.1:2015 Amdt 1• AS 1905.2:2005• Manufacturers requirements	Passive fire protection contractor / appropriate contractor	Certificate must be accompanied by a schedule detailing door locations, list relevant test report references, and include a statement for any fire rated access panels in the building.
20.	Penetrations of Elements with a Fire Resistance Level Certification confirming service penetrations through fire-rated floor/wall/ceiling elements have been treated to maintain the required fire resistance level in accordance with: <ul style="list-style-type: none">• Clause C4D15 of BCA• Specification 13 of BCA• AS 1530.4:2014• AS 4072.1:2005 Amdt 1• Manufacturer's requirements	Passive fire protection contractor / appropriate contractor	Certificates required for the following services, including but not limited to: <ul style="list-style-type: none">• Fire• Hydraulics• Mechanical• Electrical / Data / Comms Certificate must be accompanied by a schedule recording each penetration treatment. Note the recommended practice of this schedule is outlined in Appendix B of AS 4072.1. Schedule should include a photo of each penetration. If a tested system is used, this certification should be supported as necessary by the following information, including but not limited to: <ul style="list-style-type: none">• Manufacturers details of products used• Independent testing data by an Accredited Testing Laboratory to demonstrate suitability of products to provide the required fire resistance level
21.	Expansion Joints in Elements with Fire Resistance Level Certification confirming joints/junctions between fire-rated elements have been treated to maintain the fire resistance level in accordance with: <ul style="list-style-type: none">• Clause C4D16 of BCA• AS 1530.4:2014• Manufacturer's requirements	Passive fire protection contractor / appropriate contractor	Certificate must be accompanied by a drawing mark-up or the like indicating location of each joints/junctions treatment. If a tested system is used, this certification should be supported as necessary by the following information, including but not limited to: <ul style="list-style-type: none">• Manufacturers details of products used• Independent testing data by an Accredited Testing Laboratory to demonstrate suitability of products to provide the required fire resistance level

ABC Perth recommended template
Email abcperth@philipchun.com
for additional information



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
22.	AS 1657 Stairs and Ladders Certification confirming the installation of stairs, walkways and ladders giving access to plant rooms, roofs and the like are in accordance with: <ul style="list-style-type: none">Part D3 of BCAAS 1657:2018	Structural engineer	
23.	Roof Access Installations Certification confirming roof access systems and the like have been installed in accordance with: <ul style="list-style-type: none">AS 1657:2018AS/NZS 5532:2013AS/NZS 1891.4:2009	Appropriate contractor / licenced builder	
24.	Hearing Augmentation Certification confirming the installation of hearing augmentation systems to conference rooms, meeting rooms or the like is in accordance with Clause D4D8 of BCA.	Appropriate contractor / licenced electrician	
25.	Fire Hydrants Certification confirming the fire hydrant system has been installed in accordance with: <ul style="list-style-type: none">Clause E1D2 of BCAAS 2419.1:2021AS 2941:2013	Fire services contractor	Inspection / Installation Certificate must be accompanied by pressure and flow testing results.
26.	Fire Hose Reels Certification confirming the fire hose reel system has been installed in accordance with: <ul style="list-style-type: none">Clause E1D3 of BCAChapter 11 of MFPEAS 2441:2005 Amdt 1	Fire services contractor	
27.	Fire Sprinklers Certification confirming the sprinkler system has been installed in accordance with: <ul style="list-style-type: none">BCA Part E including Specification 17AS 2118.1:2017 Amdt 1 & 2AS 2118.4:2012AS 2118.6:2012AS 2941:2013	Fire services contractor	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
28.	Fire Extinguishers Certification confirming the fire extinguishers have been installed in accordance with: <ul style="list-style-type: none">• Clause E1D14 of BCA• Chapter 7 of MFPE• AS 2444:2001	Fire services contractor	
29.	Fire Detection Certification confirming the fire detection system has been installed in accordance with: <ul style="list-style-type: none">• MFPE• Specification 20 of BCA• AS 1670.1:2018 Amdt 1• AS 1670.3:2018 Amdt 1• AS 1670.4:2018 Amdt 1	Fire services contractor	
30.	Occupant Warning Certification confirming the occupant warning system has been installed in accordance with: <ul style="list-style-type: none">• MFPE• Specification 20 of BCA• AS 1670.1:2018 Amdt 1	Fire services contractor	
31.	Smoke Control – Smoke Exhaust Certification confirming the smoke exhaust system has been installed in accordance with: <ul style="list-style-type: none">• Specification 21 of BCA• AS 1668.1:2015 Amdt 1	Mechanical contractor	
32.	Smoke Control – Smoke and Heat Vents Certification confirming the smoke and heat vents have been installed in accordance with: <ul style="list-style-type: none">• Specification 22 of BCA• AS 2665:2001• AS/NZS 1668.1:2015 Amdt 1	Mechanical contractor	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
33.	Smoke Control – Stair Pressurisation Certification confirming the stair pressurisation system has been installed in accordance with: <ul style="list-style-type: none">Part E2 of BCAAS 1668.1:2015 Amdt 1	Mechanical contractor	
34.	Smoke Control – Zone Smoke Control Certification confirming the zone smoke control system has been installed in accordance with: <ul style="list-style-type: none">Part E2 of BCAAS 1668.1:2015 Amdt 1	Mechanical contractor	
35.	Smoke Control – Make Up Air Certification confirming the make-up air for the smoke control system is in accordance with BCA Part E2 including Specifications.	Mechanical contractor	
36.	Passenger Lifts Certification confirming the passenger lifts have been installed in accordance with: <ul style="list-style-type: none">Part C of BCAAS 1530.4:2014AS 1735.11:1986Part E3 of BCASpecification 24 of BCAAS 1735.12:1999 Amdt 1	Lift contractor / licensed builder	
37.	Emergency Lighting and Exit Signs Certification confirming the emergency lighting and exit signs have been installed in accordance with: <ul style="list-style-type: none">Part E4 of BCAAS/NZS 2293.1:2018 Amdt 1Specification 25 of BCA (as applicable)	Licensed electrician	
38.	Artificial Lighting Certification confirming artificial lighting has been installed in accordance with: <ul style="list-style-type: none">Part F4 & J7 of BCAPart J9 of BCAAS/NZS 1680.0:2009	Licensed electrician	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
39.	Stormwater – Roofwater Certification confirming the stormwater (roofwater) system has been installed in accordance with AS/NZS 3500.3:2021.	Licensed hydraulic contractor	
40.	Roof Coverings – Metal Roof Sheeting Certification confirming the installation of the metal roof sheeting has been undertaken in accordance with: <ul style="list-style-type: none">• Part B1 and F3D2 of BCA• Specification 4 of BCA• AS 1562.1:2018• Manufacturer's requirements	Roof and wall cladding contractor	
41.	Roof Coverings Certification confirming the installation of the roof covering has been undertaken in accordance with: <ul style="list-style-type: none">• BCA• AS 1562.1:2018• AS 2049:2002 Amdt 1• AS 2050:2015• AS 1562.3:2006• Manufacturer's requirements	Appropriate contractor / licenced builder	
42.	Sarking Certification confirming all sarking-type materials used for the weatherproofing of roofs and walls has been installed in accordance with: <ul style="list-style-type: none">• Part F3D3 of BCA• AS 4200.1:2017 Amdt 1• AS 4200.2:2017 Amdt 1 & 2	Appropriate contractor / licenced builder	
43.	Wall Cladding Certification confirming the external wall cladding has been undertaken in accordance with: <ul style="list-style-type: none">• Part F3D5 of BCA• AS 3700:2018• AS 5146.3:2018• AS 1562.1:2018	Appropriate contractor / licenced builder	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
44.	Waterproofing of Wet Areas Certification confirming all wet areas have been waterproofed in accordance with: <ul style="list-style-type: none">Part F2 of BCAAS 3740:2021	Waterproofing contractor	
45.	External Above Ground Waterproof Membranes Certification confirming all waterproofing membranes for external above ground use such as balconies, rooftops or the like has been installed in accordance with: <ul style="list-style-type: none">Part F1D5 of BCAAS 4654.1:2012AS 4654.2:2012	Waterproofing contractor	
46.	Damp-Proofing of Building Certification confirming damp-proof courses have been provided to protect the underside of suspended floors from ground moisture in accordance with: <ul style="list-style-type: none">Part F1D6 of BCAAS/NZS 2904:1995 Amdt 1 & 2 / AS 3666.1:2014 Amdt 1	Appropriate contractor / licenced builder	
47.	Damp-Proofing of Slab-on-Ground Certification confirming damp-proofing to slabs-on-ground has been installed in accordance with: <ul style="list-style-type: none">Part F1D7 of BCAAS 2870:2011	Appropriate contractor / licenced builder	
48.	Mechanical Ventilation Certification confirming the air conditioning and ventilation system has been installed in accordance with: <ul style="list-style-type: none">Part F6 & J6 of BCAPart J9 of BCAAS/NZS 1668.2:2012 Amdt 1 & 2AS/NZS 3666.1:2011	Mechanical contractor	
49.	Acoustics Certification confirming airborne and impact sound insulation has been installed in accordance with: <ul style="list-style-type: none">Part F7 of BCASpecifications 28 and 29 of BCA	Appropriate contractor / licenced builder	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.



No	Description of Inspection / Installation Certificates and Letters	Building Expert	Discussion / Notes
50.	Building Fabric – Energy Efficiency Certification confirming thermal insulation has been installed to all components of building envelopes within the building in accordance with Part J4 and J5 of BCA.	Appropriate contractor / licenced builder	
51.	Water Heating – Energy Efficiency Certification confirming the hot water systems have been installed in accordance with: <ul style="list-style-type: none">• Part F4D10 of BCA• Part J8 of BCA• Part J9 of BCA• AS/NZS 3666.1:2011	Licensed hydraulic contractor	
52.	Civil Works – Emergency Vehicle Access Certification confirming all roads / pavements / hardstands / carparks providing vehicular access for the building have been constructed in accordance with the structural and geometry requirements of: <ul style="list-style-type: none">• Part C of BCA• Chapter 2 of MFPE	Civil engineer	This applies to fire service access to and around the building.
53.	Special Fire Suppression Systems Certification confirming fire suppression systems such as gaseous suppression, low level foam systems, oscillating foam monitors, overhead high velocity deluge systems or the like have been installed in accordance with the appropriate design standard (determined on case-by-case basis).	Fire services contractor	
54.	Bushfire Certification confirming building has been constructed in accordance with: <ul style="list-style-type: none">• AS 3959:2018 Amdt 1 & 2• Bushfire Hazard Assessment Report	Appropriate contractor / licenced builder	

ABC Perth recommended template.
Email abcperth@philipchun.com
for additional information.