

# Documents List

## Project Completion (Commercial)



NOTE: Some items on this list may not apply to all projects

Item	Element	Document	Project / area of work listed	Correct Site Address	Signed / Executed
1.	<b>Application form</b>	Completed Occupancy Permit application form. A copy of an application form can be downloaded from our website: <a href="https://bsabs.com.au/resources/">https://bsabs.com.au/resources/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Fire Services</b>	Statement of compliance from a recognized tester that the fire hydrant and hose reel system meets the requirements of AS2419.1 & AS2441 respectively. A hydrostatic test on the hydrant system to also be carried out as part of commissioning for new and extended fire mains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Block Plan</b>	Copy of the fire services block plans that are to be installed in the booster cabinet and at the Fire Panel cabinet to be provided. Block plans are required to meet the requirements of AS2419.1 and AS1670.1 for Fire Service Booster cabinet and Fire Panel cabinet, respectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Fire Pumps</b>	Statement of compliance from a recognized tester to AS2941.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Sprinkler System</b>	Statement of compliance from the installer (AS 2118.4 appendix B), and/or Certification from an approved and recognised certifier that the system installation satisfies designs, codes requirements and is operating effectively. Where the system is to be connected to a fire station, then evidence of connection must be provided. Provide two copies of shop drawings and calculations for the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Fire Detection System</b>	Installers statement of compliance in accordance with AS 1670.1 appendix E and F and Certification from suitably qualified and approved independent certifier, stating the detection and alarm system installation complies with the approved design and relevant standards AS1670.1 and AS 1670.4 as relevant, and the type of detection complies with the National Construction Code and approved design and Fire Authority requirements, if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Alarm Connection</b>	Copy of the fire alarm connection notice from the service provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Fire Alarms</b>	Fire Alarm system to be commissioned to AS1670.1/AS1670.4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Nurse Call System</b>	Confirmation from the installer that the nurse call system is installed in a manner that will provide compliance with the National Construction Code requirements and that system has been tested and commissioned to ensure that it functions as required by the NCC- refer to attached statement checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b>Chief Officer Consent</b>	A Regulation 187 report and consent from the chief officer is required given the fire authority issued a variation consent at building permit stage. Provide the independent certification from an approved tester - consult the RBS if unsure. The tester's report must reference the original 129 consent which was provided in the BP documents. Consult the RBS if another copy is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**BSA Building Surveyors**

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11.	<b>Electrical Work</b>	<p>The relevant certificates relating to the electrical work are required as follows:</p> <p>a. A copy of Certificate of Electrical Safety; and</p> <p>b. Statement of compliance from the designer or installation contractor that installation complies with the approved design, and AS 2293.1-2005 code requirements and is functioning in accordance with this code.</p> <p>Confirmation that the emergency lighting has undergone an initial 120 minute discharge test with any faults rectified; and</p> <p>c. A letter from Electrical contractor confirming electrical installation to AS3000; and</p> <p>d. A letter from Electrical contractor stating electrical installation is in compliance with Part J6 of the NCC.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
12.	<b>Plumbing work</b>	<p>Compliance Certificates from licensed plumber including statement that the works undertaken comply with plumbing laws. Certificates should include:</p> <p>a. Mechanical Services</p> <p>b. Sanitary services</p> <p>c. Hot/Cold water</p> <p>d. Drainage</p> <p>e. Gas fitting</p> <p>f. Backflow prevention</p> <p>g. Septic installation</p> <p>h. Fire services</p> <p>i. Roof plumbing</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.	<b>Glazing</b>	<p>Statement of compliance from glazing/window manufacturer that glazing supply and installation complies with AS1288 and/or AS2047.</p> <p>a. Balustrading</p> <p>b. Façade (Curtain Wall)</p> <p>c. Doors &amp; Windows</p> <p>d. Shower Screens</p> <p>e. Miscellaneous</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14.	<b>Mechanical Services</b>	<p>Statement of compliance with AS1668 Parts 1 &amp; 2 from designer/ installation contractor that the mechanical ventilation system satisfies the design, code system requirements and is operating effectively.</p> <p>a. Mechanical Ventilation System to AS1668.1 and or AS1668.2</p> <p>b. Compliance with Section J5</p> <p>c. Stair Pressurisation to AS1668.1</p> <p>d. Smoke Hazard Management Systems to AS1668.1</p> <p>e. Smoke Dampers</p> <p>f. Fire Dampers</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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15.	<b>Fire Doors</b>	Fire door Certificate to AS1905.1 (inc. frame) from installer/manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	<b>Service Penetrations</b>	Statement from builder that service penetrations through the fire rated elements have been appropriately fire treated to maintain the FRL of that element (refer NCC C3.15). These should include: a. Fire Collars PVC Pipes b. Cables c. Metal Pipes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17.	<b>Fire Spray</b>	Statement of compliance from installation contractor that the fire spray applied to the building element(s) achieves the required FRL for the element.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	<b>Termite Protection</b>	Certificate of Installation with AS3660.1 from installation contractor outlining the system of termite risk management. A durable notice needs to be permanently fixed to the building (i.e. meter box) indicating aspects such as the method of termite protection and also the scope and frequency of maintenance inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	<b>Lifts</b>	Statement of compliance to NCC Section E3, AS1735 Parts 2 and 12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	<b>Wire Balustrading</b>	Statement from the builder that the wire balustrading used is constructed in accordance with Table D2.16(a) of the NCC. This statement to include that the wire type, diameter and spacing achieves required tension and deflection limit criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	<b>Structural Inspections</b>	Inspection Reports (including dates for mandatory stages) for structural inspections undertaken by civil engineer / contract building inspector including footings, slabs, insitu concrete and frames.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	<b>Cooling Tower System</b>	A copy of the Cooling Tower System registration from the BCC and the mechanical commissioning documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	<b>Penetrations</b>	A letter stating penetrations through fire/smoke walls and floors have been appropriately sealed in accordance with tested systems and manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	<b>Fire/Smoke Walls</b>	Statement verifying that the construction of walls have achieved the required smoke resistance and/or fire resistance levels required by the regulations and approved plans and that the installation complies with the manufacturers standard installation requirements where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	<b>Construction materials</b>	Statement from builder verifying that building materials used have not been substituted from the approved product in the building permit for an alternate product. This particularly applies to but is not limited to internal and external cladding/lining materials and construction materials associated with walls, ceilings, floors and roof. Where building elements have been substituted for an alternate product, the relevant fire test reports must be provided to verify compliance. Consult with the Relevant Building Surveyor to determine specific test report requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	<b>Bushfire Construction</b>	Statement from the builder confirming that the building has been constructed in accordance with the relevant construction requirements of AS3959-2009 for the level bushfire attack applicable to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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27.	<b>Insulation</b>	Statement that all construction issues that are conditions of the Section J energy efficiency reports have been satisfied. <i>A copy of the report should be attached to the Building permit or available from the RBS.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	<b>Contrast Testing</b>	Test and report of the following elements to confirm their luminance contrast to the background surrounding background surface: <ul style="list-style-type: none"> <li>• Doors and/or door frames</li> <li>• Stair nosing strips</li> <li>• Tactile indicators</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
29.	<b>Acoustics</b>	A letter from the builder stating the construction of the walls, floors and services achieve minimum acoustic NCC/NCC requirements in accordance with manufacturer's specification and tested system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	<b>Fire Engineering Report</b>	A letter from the fire safety engineering consultant confirming that the construction is in accordance with the fire engineering report and applicable addenda.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	<b>Septic Tank System</b>	Council Environmental Health Department approval for the septic tank system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	<b>Water Proofing</b>	A letter from the builder stating that all water proofing, including water proofing membranes, flashings, floor covering and grading relating to wet areas, balconies and the like have been installed in accordance with AS3740, approved drawings, specifications and manufacturer's guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	<b>Invoices</b>	All outstanding invoices to be paid prior to issuing Occupancy Permit / Certificate of Final Inspection. Any variations to the fee agreement are to be identified by BSA and invoiced for payment.	<input type="checkbox"/>		
34.	<b>Town Planning</b>	Statement that all relevant town planning permit conditions relevant have been satisfied (including conditions relevant to prior to use). Statement that the building has been constructed in accordance with the town planning endorsed documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>