



Notice of completion – inspections and tests

The **Building Act 2011** (the Act) requires certain inspections and tests to be conducted during or at completion of building work before a notice of completion is provided to the permit authority. The **Building Regulations 2012** (the Regulations) sets out what those inspections and tests are.

The information in this industry bulletin is intended for:

- building surveyors – to assist in identifying the relevant inspections and tests;
- permit authorities – to list the relevant inspections and tests on the building permit; and
- builders – to submit a notice of completion with the relevant inspection certificates.

Notice of completion

The responsible person (builder named on the building permit) must give a notice of completion (BA7) in accordance with section 33 of the Act to the permit authority within seven (7) days of completion of the work or stage of work for which the permit was granted. This establishes the end date of the permit which serves to record relevant compliance matters.

The notice of completion must be accompanied by a copy of an inspection certificate for each inspection and test that applies to the building permit. It is the responsibility of the builder to organise the inspection certificate.

Setting out inspections and tests

Building permit

Section 25 of the Act requires that a permit authority must set out the relevant inspections and tests, prescribed under regulation 27 and 28 of the Regulations, on the building permit. This triggers the inspection certificates the builder is required to submit with the notice of completion.

Certificate of Design Compliance (CDC)

The CDC includes a field for listing the relevant inspections and tests. The certifying building surveyor is best placed to identify the prescribed inspections and tests that must be conducted, as this is directly related to the applicable building standards for the specific building work in the plans and specifications accompanying the CDC.

Regardless of the inspections and tests listed in the CDC, the permit authority must ensure the relevant inspections and tests, set out on the building permit, are in accordance with those prescribed under section 36(2)(a) of the Act (that is, regulations 27 and 28 of the Regulations).

Prescribed inspections and tests

The prescribed inspections and tests for the purpose of section 36(2)(a) of the Act, under regulation 27 and 28 of the Regulations are described below.

For private swimming and spa pool safety barriers (pools associated with Class 1a single dwellings and certain Class 2 and Class 4 residential buildings or part of a building)

Regulation 28 prescribes the inspection required for an enclosure of a private swimming pool.

At the completion of building work for a private swimming and spa pool safety barrier, an inspection certificate is required to confirm that the safety barrier complies with the requirements under the Regulations, in particular the applicable building standards set out in regulation 31C.

This requirement for the builder to provide an inspection certificate as part of the notice of completion is separate to the requirement for a local government to inspect existing private swimming pools in its district at least once every four years.

For Class 2 to Class 9 buildings (commercial buildings)

Regulation 27 and Schedule 3 of the Regulations set out the inspections and tests required for Class 2 to Class 9 buildings, generally on completion of the building work or installation of the system to be tested.

A test of the system on completion is to confirm the system has been commissioned and fully operates in accordance with the design and installation requirements set out in the applicable building standards as certified by the building surveyor.

Schedule 3 identifies the relevant applicable building standards in the form of Performance Requirements from the Building Code of Australia (BCA) for the system to be tested. However, the Performance Requirements do not directly identify how the various systems are to be tested. Australian Standards referenced in the BCA for meeting deemed to satisfy provisions give information on testing systems.

Table 1 shows the systems to be tested from Schedule 3 of the Regulations (column 1). It provides information on the typical testing requirements for deemed to satisfy solutions, highlighting installation checklists and commissioning details found in relevant referenced Australian Standards (column 2).

Where a performance (alternative) solution is proposed, the testing requirements should be considered by the fire engineer in consultation with the building surveyor and relevant engineering consultants and properly documented.

Table 1. Typical testing for systems to be tested under Schedule 3 of the Regulations

System to be tested ('EP' followed by a number means the performance requirement of that description set out in the BCA)	*Typical testing requirements for BCA deemed to satisfy solutions
Fire hose reel system required under EP1.1 and EP1.5	BCA clause E1.4: AS2441.1-2005 (Amdt 1), Clause 12: Commissioning Procedure
Fire hydrant system required under EP1.3 and EP1.5	BCA clause E1.3: AS2419.1-2005 (Amdt 1), Section 10: Commissioning
Automatic fire suppression system required under EP1.4	BCA clause E1.5 and Specification E1.5: AS2118.1-1999 (Amdt 1) AS2118.4-2012, Section 6: Acceptance testing and Appendix A: Completion certificate AS2118.6-2012, Section 4: Acceptance testing For a combined sprinkler and hydrant system, test results should be in accordance with AS 2118.1 and AS2419.1. Appendix A of AS2118.10 provides a template for a standard system completion certificate including a water supplies test data sheet. In general certification is required from the installer and verification may be relevant from the design consultant and third party.
Fire detection, warning, control and intercom systems required under EP2.1 and EP2.2	BCA Clause E2.2 and Specification E2.2: AS 1670.1 – 2015, Appendix J: Commissioning
Smoke/heat venting systems required under EP2.2	BCA Clause E2.2 and Specification E2.2c: AS 2665 -2001, Section 3: Installation and Section 4: Commissioning
Sound systems and intercom systems for emergency purposes required under EP4.3	BCA Clause E4.9: AS1670.4 – 2015, Appendix D: Commissioning, Appendix E: Installation statement and Appendix F: Commissioning test report
Air handling systems that incorporate smoke control provisions required under EP2.2	BCA Clause E2.2 and Specification E2.2: AS/NZS 1668.1 – 2015, Appendix E: Smoke Control Systems Commissioning Tests

*** The builder should liaise with the building surveyor and refer to the building permit documentation for relevant BCA clauses and referenced Australian Standards in the design approval for the particular building.**

Inspection certificates

Inspection certificates are required for the inspections and tests mentioned in regulation 27 and 28 of the Regulations. Where an inspection or test is required an inspection certificate/s must accompany the notice of completion. The builder must ensure that each inspection certificate that accompanies a notice of completion contains the following information as set out in regulation 29:

- (a) The **number of the building permit** for the building work inspected or tested.
- (b) A description of the purpose, extent and outcome of the inspection or test.

Purpose – provide details on the purpose for the inspection or test as required under the Regulations.

For example for a fire hydrant system the purpose may be “to test the fire hydrant system required under the BCA Performance Requirements EP1.3 on completion of the installation in accordance with Regulation 27 and Schedule 3 of the Building Regulations 2012.”

Extent – provide details on the extent of the inspection or test, identifying the specific part of the works and relevant building solution.

For example for a fire hydrant system the extent may be “an assessment against BCA 2016 deemed to satisfy provisions, clause E1.3 and AS2419.1 – 2005 (Amdt 1) for the whole building.”

Outcome – provide confirmation of the result of the inspection or test.

For example for a fire hydrant system the outcome may be “The fire hydrant system installed for the whole building has been tested, complies with BCA clause E1.3 and AS2419.1 – 2005 (Amdt 1) and is fully operational.”

- (c) The **date and time** the inspection or test was conducted.
- (d) The **name, contact details and qualifications** of the person conducting the inspection or test.

There is no prescribed class of persons for undertaking inspections or tests. Under the Act, the person named as the builder on a permit must ensure, on completion, the building or incidental structure complies with applicable building standards.

Therefore the builder is responsible for ensuring the person they engage to carry out the inspection or test and provide the inspection certificate has the appropriate qualifications and experience for the particular case.

- (e) Any **other document or evidence** of the outcome of the inspection or test that the person conducting the inspection or test considers relevant.

Other documents or evidence may include a check list, details of test results or commissioning certificates in accordance with relevant Australian Standards such as those identified in Table 1 of this bulletin.

A sample form has been developed to include the information required in an inspection certificate and can be found on the following page, and on the [Building Commission website](#).

Disclaimer

The material contained in this advice provides general guidance and information only and is current at time of publication. Readers should not act or omit to act solely on the basis of anything contained herein. In relation to a particular matter, you should seek appropriate professional advice. The State of Western Australia and its servants and agents expressly disclaim liability, whether in negligence or otherwise, for any act or omission resulting from reliance on this document or for any consequence of such act or omission.

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INSPECTION CERTIFICATE (SAMPLE)

This sample form is not a formal document. It has been designed to include the information an inspection certificate must contain where one is required under regulation 27 or 28 of the Building Regulations 2012 in Western Australia to accompany a Notice of Completion (form BA7) under Section 33 of the *Building Act 2011*. A person may develop their own Inspection Certificate as long as the information contained in the certificate is in accordance with regulation 29 of the Building Regulations 2012.

Property and permit details for building work inspected or tested

Building Permit No:	Property street address:
Relevant Permit Authority:	

Details of inspection or test

Purpose:
Extent:
Outcome:

Date and time of inspection or test

Date:	Time:
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Details of person conducting the inspection or test

Name:	
Signature:	
Qualifications:	
Organisation:	
Contact details:	

Other relevant documents or evidence of the outcome of the inspection or test

List relevant documents or other evidence accompanying this certificate:
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