

Inspection Checklist – Postline

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

Date: _____ Time: _____

Staged/Partial Inspection: _____ of _____

Item to be inspected for compliance: with the Building Act 2004, NZBC and Approved Documents. Complies with approved plans and specifications. Note: N/A = this item is not applicable to this application and has not been assessed	Outcome¹			Details of Inspection & Comments:
	Pass	N/A	Fail	Comments must be made for: 1. Non-complying Items 2. Items/work deviates from approved documents 3. Detail alternative solution & how compliance achieved
Conditions of consent/site instructions read?				Yes / No
Approved plans & specifications sighted? ²				Yes / No
Approved plans include specific design detail?				Yes / No
Preline inspection passed?				
Amended plans provided?				
Reg No: / LBP license detail and Council notified?				Name and #:
Special PPE required for this site?				Specify: safety footwear / eye protection / dust mask high visibility jacket / hard hat Other:
Bracing				
Bracing sheet material (type & thickness)				
Size & location of elements as per plans				
Fixing of sheets				
Double sided bracing, fixings both sides of element				
Ceiling Diaphragm				
Size & location				
Fixing of sheets				
Fire Walls				
Sheet material (type & thickness)				
Fixing of sheets				
Size & location of elements as per plans ³				
Seal of penetrations				
Wood Burners				
All non-combustible linings are installed as per specifications.				
Other Linings				
Walls (type & thickness) i.e villa board, ply, etc.				
Ceilings (type & thickness)				
Air Noise				
Wall linings (type & thickness/double layered)				
Ceilings (type & thickness/double layered)				
Exterior joinery & glazing				
Safety				
Glazing				
Window restrictors ⁴				
Notes⁵:				

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	Pass	N/A	Fail	
Amended plans required?	Yes / No			Officer:
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No			Signed:
Site instruction issued?	Yes / No			
Post Line inspection passed?	Yes / No			Date:

¹ Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation.

² Approved stamped site plan, foundation plan, cross section drawings, truss layout and fixing detail, specifications, engineer detail, floor plan, drainage plan, effluent disposal site plan and detail

³ Check for approved fire seals i.e. intumescent sealer, flush boxes, fire collars, insulation & note types of protection.

⁴ F4 AS1 Section 4

⁵ Note any additional information, such as: cast in fixings, timber, etc.