

Building and Plumbing Newsflash 616

Updated inspection guidelines

Purpose

To advise that two building guidelines (the inspection guidelines) have been updated and republished.

Background

The inspection guidelines, made under section 258 of the *Building Act 1975* (BA), provide certifiers with valuable information about how to perform their building certifying functions.

When performing building certifying functions under the BA, a building certifier must have regard to the guidelines.

The inspection guidelines form part of a large suite of guidelines produced by the Department of Energy and Public Works. A person inspecting and certifying aspects of assessable building work complies with the Building Regulation 2021 (BR) if they inspect and certify the work in accordance with the guidelines.

Updated guidelines

The following inspection guidelines have been updated to address common enquiries received from building certifiers, incorporate feedback from peak industry bodies, and reflect the BR:

- *Guidelines for inspection of class 1a and 10 buildings and structures*
- *Guidelines for inspection of class 2 to 9 buildings.*

The updated guidelines including details about:

- aspects and stages of building work
- mandatory and recommended forms for aspects and stages
- roles and responsibilities of certifiers, competent persons and QBCC licensees
- documentation for owners, clients and councils.

The guidelines also update legislative references to match the BR.

The updated guidelines are effective from 29 March 2023.

Note: The *Guidelines for inspection of class 1a and 10 buildings and structures* also include information regarding the inspection of class 1b buildings.

The tables on the following pages provide an overview of where information from the old guidelines is now located in the updated guidelines.

Changes to the guidelines for inspection of class 1a and 10 buildings and structures

Old guidelines	New guidelines
Scope	Scope
Purpose of these guidelines	Purpose of these guidelines
Legal status of these guidelines	Legal status of these guidelines
Background	Background
What is a stage of assessable building work?	2. What and when to inspect
Mandatory stages requiring inspection – single detached class 1a buildings (single detached houses)	2. What and when to inspect Stages
Alteration (including addition) to single detached class 1a building	
Class 10 building or structure or alteration (including addition) to a class 10 building or structure (except a swimming pool)	
Swimming pool and barriers	
Legislative process for carrying out inspections	2. What and when to inspect
When to inspect	
Notification of engagement	<i>Removed – not relevant to inspecting</i>
What must the builder do?	1. Notices for inspection Builder must give notice for inspection
Building notice to inspect a stage of work	1. Notices for inspection Consequences of not giving notice at completion of each stage
Consequences of not giving notice at completion of each stage	
What to inspect – stages and aspect of stages of building work	2. What and when to inspect Stages
Owner request for additional certifying functions (inspections) under the BA	2. What and when to inspect Other inspections - additional certifying functions
Agreed day	
Inspections of stages of assessable building work under the building development approval	2. What and when to inspect Stages
Another building certifier	3. Who inspects or assesses work on site The building certifier for the assessable building work
Competent person	3. Who inspects or assesses work on site Competent persons
Restrictions on using a competent person for an inspection of a stage of work for a single detached class 1a building or class 10 building or structure	
Inspected stage of work complies with the building development approval	4. Results of inspections Work complies
QBCC licensee aspect certificates	
Compliance of assessable building work with the building development approval	5. Documentation Documentation required on site
Owner request for inspection documentation for a stage of work	5. Documentation Documentation requested by the owner
Inspected work does not comply	4. Results of inspections Work does not comply
Certifying the building work for the building or structure is compliant with the building development approval	
Single detached class 1a buildings and class 10 buildings and structures	4. Results of inspections Work complies At final / completion
Attached class 1a and 1b buildings	
Inspection documentation – local government	4. Results of inspections Work complies, At final / completion 5. Documentation Documentation where an engagement is discontinued Documentation where a building development approval lapses
Record keeping	5. Documentation Record keeping
Tables of stages and aspects	Appendix – Stages and aspects of work

Changes to the guidelines for inspection of class 2 to 9 buildings

Old guidelines	New guidelines
Scope	Scope
Purpose of these guidelines	Purpose of these guidelines
Legal status of these guidelines	Legal status of these guidelines
Background	Background
A risk-based approach to inspection class 2-9 buildings	A risk-based approach to inspection class 2-9 buildings
Getting started	Getting started
Notification of engagement	<i>Removed – not relevant to inspecting</i>
Intended use and classification of a building	Intended use and classification of the building
Importance of detailed documentation – including specifications	Detailed documentation, including specifications
Availability of building development approval documents	5. Documentation Documentation required on site
Record keeping	Record keeping
On-site and general compliance checking	2. What and when to inspect
Inspection of a stage of the assessable building work	1. Notices for inspection Consequences of builder not giving notice for inspection
Inspected work complies	2. What and when to inspect Stages
Stage of assessable building work	4. Results of inspections Work complies
Aspect/s of a stage of assessable building work	
Other documents relied on for compliance of building products of installations	<i>Removed – not relevant to inspecting</i>
Inspected work does not comply with the building development approval	4. Results of inspections Work does not comply
Enforcement action	
Further actions that the building certifier can take if non-compliance is detected or notified	2. What and when to inspect Increasing frequency of inspections
Competent person	3. Who inspects or assesses work on site Competent persons
Requests made by the building owner under the BA for additional certifying functions	2. What and when to inspect Other inspections – additional certifying functions
Documentation requirements	4. Results of inspections Work complies 5. Documentation Documentation requested by the owner
Managing the process	Managing the process
Effective communication	Effective communication
Managing changes to the construction of a building	Managing changes during construction Changes to design or construction of a building
Managing changes to practitioners involved in the building process	Managing changes during construction Changes to practitioners
What must the builder do?	1. Notice for inspection Builder must give notice for inspection
What is a notice for inspection?	
Consequences of not giving notice for inspection at completion of each stage	Consequences of builder not giving notice of inspection
Notice of owner details – including changes	Managing the process Managing changes during construction Changes to owners
Additional certification notice – builder is the client	2. What and when to inspect Other inspections – additional certifying functions
Risk matrix: a tool for establishing a sufficient inspection schedule for class 2 to 9 buildings	Appendix 1 – Developing an inspection schedule
How to use the risk matrix	How to use the risk matrix
Risk factors	Risk factors
Inspection schedule – low risk level	Inspection schedule – low risk level
Inspection schedule – high risk level	Inspection schedule – high risk level
Assessment flowchart	Assessment flowchart

More information

To view all the building guidelines, please visit the [Business Queensland website](#).

The [Building Act 1975](#) and the [Building Regulation 2021](#) are available on the Queensland Government legislation website.

Contact us

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