# Builders’ administrative quality assurance checklist

*Building Services (Compliant Resolution and Administration) Act 2011* (CRA Act)

*Building Act 2011* (Building Act)

*Building Services (Registration) Act 2011* (BSR Act)

Building Services (Registrations) Regulations 2011 (BSR Regs)

*Home Building Contracts Act 1991* (HBC Act)

## Regulatory compliance

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| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Registration number shown on all advertising (eg website, radio, TV, cars,newspapers, office, display homes) |       |       | BSR Act s8 |       |
| Provided written notice of a change in nominated supervisor |       |       | BSR Act s22 |       |
| Provided written notice of a change of contractor address |       |       | BSR Act s32 |       |
| Provided written notice of changes to registration eligibility |       |       | BSR Act s33 |       |
| Provided written notice of financial difficulty and insolvency |       |       | BSR Act s34 |       |
| Capacity to meet debts as and when they fall due |       |       | BSR Act s53(1)(b) & s18(1) |       |
| Construction site sign:* Is in a prominent position able tobe read from members of the public from outside the site
* Reasonable dimensions and written in clearly legible letters and numerals
* Contains name (in full and as registered) and registration number of contractor ‘BCXXXXX’
* Contains the contractor’s telephone number
* Contains the name and registration number of nominated supervisor “BPXXXXX’
 |                           |                           | BSR Regs r21 |       |
| Building surveyor, painter and plumber’snames and registration/licence numbers are current on the Building Commission register |       |       | BSR Act s53(1)(e) |       |
| Home Indemnity Insurance (HII) furnishedto owners where a deposit has been demanded but the building permit hasn’t been issued |       |       | HBC Act s25C(2) |       |

## Management and supervision – BSR Act s53(1)(f) & (g)

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| Number of nominated supervisors |       |
| Number of site supervisors |       |
| Number of other construction supervisors |       |

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| --- | --- | --- | --- |
| **Checklist** | **Yes** | **No** | **Comment** |
| 20 or fewer projects assigned per site supervisor |       |       |       |
| Site management structure in place |       |       |       |
| Contractor has systems in place to ensure proper management and supervision |       |       |       |
| Nominated supervisor has systems to ensure proper management and supervision |       |       |       |
| Manuals or standards guide specifying the minimum standards of work available |       |       |       |
| Checklist for inspections of critical stages of construction in place (eg compaction, concrete, waterproofing, roof tie down) |       |       |       |
| Random audits/inspections of the buildingwork to check compliance |       |       |       |
| Internal or external training provided for site supervisors |       |       |       |
| Process in place for assessing the skill level of supervisors |       |       |       |
| Conducted building skills training for staff in the last 12 months |       |       |       |
| Supervisors have access to building codes and standards |       |       |       |
| Critical details are provided to the tradesperson |       |       |       |

## Which building elements create the most issues for you as a builder?

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| --- |
|       |

## Completed building project(s)

|  |  |
| --- | --- |
| Owner’s name |       |
| Project site address |       |
| Type of home building work |       |
| Contract value |       |

## Contractual

Applies to home building work projects between the prescribed amount
(Currently $7,500 - $500,000)

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Preparation of Plans Agreement – doesnot contain a term that binds the owner to enter into a Home Building Work Contract |       |       | HBC Act s4(1) |       |
| Lump sum contract – Written contract containing all terms, conditions, provisionsdated and signed by both parties |       |       | HBC Act s4(1) |       |
| Prescribed notice provided to owner prior to signing contract |       |       | HBC Act s4(2) |       |
| Owner given copy of contract as soon as practicable and before work commences |       |       | HBC Act s5(1) |       |
| Proof of receipt of documents (prescribednotice and building contract) |       |       | HBC Act s6 |       |
| Deposit less than or equal to 6.5% |       |       | HBC Act s10(1)(a)(i) |       |
| Genuine progress payments made |       |       | HBC Act s10(1)(b)(i) |       |
| Variations contain all terms, costs, dated and signed by both parties |       |       | HBC Act s7(1) |       |
| Variations given to owner prior to variation works being carried out |       |       | HBC Act s7(2) |       |
| Provisional sums and prime cost items not understated |       |       | HBC Act s12(1) |       |
| Claimed the PS/PC in accordance with the contract terms |       |       | BSR Act s53(1)(e) |       |
| Does not include a rise and fall clause |       |       | HBC Act s13(1) |       |
| Does not prevent the owner or representative from inspecting the works |       |       | HBC Act s26(1) |       |
| Does not contract out of HBC Act |       |       | HBC Act s28(3) |       |
| Home Indemnity Insurance (HII)certificate provided to the owner before requesting the deposit |       |       | HBC Act s25C(2) |       |
| Cost plus contract – written contract containing a heading ‘Cost plus contract’ at the beginning and acknowledgement that the HBC Act provisions do not apply, except for Part 3A – HII |       |       | HBC Act s14(1) |       |

## Home indemnity insurance

|  |  |
| --- | --- |
| Policy value |       |

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| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| HII value is the same as the building permit and building contract (must not be undervalued) |       |       | BSR Act s53(1)(e) or (j) |       |
| Policy issued in contractor’s name |       |       | BSR Act s53(1)(e) or (j) |       |
| Policy beneficiary is the contracted homeowner |       |       | BSR Act s53(1)(e) or (j) |       |

## Building permit

|  |  |
| --- | --- |
| Date the building permit was issued |       |
| Name of the building permit authority |       |
| Building permit number |       |
| Building permit value |       |
| Date work commenced on site |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Building permit value is the same as the building contract and HII policy (must not be undervalued) |       |       | BSR Act s53(1)(e) or (j) |       |
| Building permit issued in the contractor’s name |       |       | BSR Act s53(1)(e) or (j) |       |
| Building permit issued prior to work commencing on site |       |       | BSR Act s53(1)(e) or (j) |       |
| Notice of completion submitted to the permit authority |       |       | BSR Act s53(1)(e) |       |

## Building and Construction Training Fund

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| --- | --- |
| Construction value |       |

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| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Construction value is the same value asthe building permit, building contract and HII policy (must not be undervalued) |       |       | BSR Act s53(1)(e) or (j) |       |
| Final value adjusted to the Building and Construction Training Fund if more than the prescribed amount (currently $25,000) |       |       | BSR Act s53(1)(e) or (j) |       |

## Building services levy

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| --- | --- |
| Building services levy value |       |

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| --- | --- | --- | --- |
| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Building services levy value is the same as the building permit, building contract and HII policy (must not be undervalued) |       |       | BSR Act s53(1)(e) or (j) |       |

## Termite management

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| **Requirement** | **Compliant** | **Reference** | **Comment** |
| **Yes** | **No** |
| Termite management been carried out (i.e. if spray, both Parts A and B, etc) |       |       | BSR Act s53(1)(e) |       |

Disclaimer: The above is a risk based approach to auditing taking into consideration obligations and responsibilities under the building service Acts. It is not an exhaustive tool that ensures full compliance with the building service Acts and should not be relied upon as legal advice. The Building Commission and its officers do not accept any liability for action taken in reliance on this audit checklist and disclaim all liability arising from any errors or omissions contained in this checklist.