

Final Certificate Checklist

Participant name:	Tyanna Childs
Date:	12/04/2024
Project:	P305 – CHL Miami
Site address:	1990 Gold Coast Highway, Miami
State / Territory:	Queensland
Conditions for issuing final certificate reviewed:	• Completion of works • Compliance has been met. • Building final inspections has been completed. • Final Documentation such as as-built drawings, operation and maintenance manuals, warranties and certificate of compliance has been provided to the client. • Settlement of Accounts • Defects of Liability Period has elapsed.

Checklist item	Yes/No	Comments
All patent defects have been remedied.	☒ Yes ☐ No ☐ N/A	All patent defects were identified during routine inspections and have been rectified.
Adjustments to the contract sum have been agreed.	☒ Yes ☐ No ☐ N/A	All adjustments have been reviewed and agreed upon by all parties involved.
All claims have been settled.	☒ Yes ☐ No ☐ N/A	All disputes, disagreements and claims have been settled between parties involved. This includes additional payments, variations, defects, delays etc.
Defects liability period has expired.	☒ Yes ☐ No ☐ N/A	It has been 12 months since Practical completion.
Notice of Final Completion has been sent by the contractor.	☒ Yes ☐ No ☐ N/A	All construction has been completed as per the works outlined in the contract. A notice of final completion has been sent to the client. A final inspection between both the contractor and client has been completed.
All Work to be performed under the agreement has been completed.	☒ Yes ☐ No ☐ N/A	Final Inspection by both the contract and client has been conducted and confirmed that all works under the agreement have been completed.

Workplace has in place procedures for resolving/addressing quality variations.	☒ Yes ☐ No ☐ N/A	• Document and report issues. • Conduct Regular inspections and evaluations. • Notify relevant stakeholders – communication and transparency. • Coordinate and implement corrective actions. • Provide documentation of changes to the original scope
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