

Compliance Review Work Sheet

Instructions

To complete this worksheet:

1. Complete all preliminary fields in this sheet.
2. Record all the regulations, standards, and codes applicable to the building and construction project you are undertaking for this assessment.

IMPORTANT:

The requirements that are to be listed below must be the requirements that apply to the building and construction project indicated above, i.e. the NCC requirements to be listed below must be the NCC requirements that apply to the building classification indicated below; regulations and standards to be listed below must be the regulations and standards required for the project and those that are enforced where the project is being undertaken.

Requirements in blue text are only sample requirements and should be contextualised to reflect actual requirements applicable to the building and construction project you are undertaking for this assessment.

3. Review the set of construction plans against the regulations, standards, and codes you have recorded in the worksheet. Indicate whether the construction plan complies with these requirements by ticking YES or NO.
4. Explain each of your response, citing specific parts in the construction plans.
5. Submit this worksheet to your supervisor for review. Have them complete the Third-Party Report Form included in the worksheet

Candidate name	Jessica Jones
Work role/title	Contract Administrator
Organisation/workplace	Advanced Buildings
Date	17/01/2023

Building and construction project	Vienna Woods State School
Project overview	Refurbishment of administration building
Building classification	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class: Class 5
Project site address	12-30 Heffernan Road, Alexandra Hills QLD 4161

State/territory where this project is being undertaken	Queensland
Construction plan documents reviewed	140.243 - Vienna Woods SS - Administration Refurbishment - Issue 6 - 20.09.2022

Building regulations

Building regulations	Construction plan complies with these requirements		Explanation
Smoke alarms	☐ Yes	☒ No	Fire Alarms and smoke equipment not shown on plans. Note on plans refers to Scope of Works for setout and quantity requirements.
Access & Egress (Section D)	☒ Yes	☐ No	2 exits shown on plans as per requirements and placement of door furniture is not to impede door circulation requirements
Fire Doors D2.21	☒ Yes	☐ No	Operation of fire door & furniture (reference to door locks/latches, must be able to open from inside building/not lockable to prevent exit)
	☐ Yes	☐ No	
	☐ Yes	☐ No	

Add more rows, as necessary.

Building standards

Building standards	Construction plan complies with these requirements		Explanation
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
AS 458 Slip Resistance	☐ Yes	☒ No	Plans/Specifications provide material to be used however does not that testing is required to ensure selected finishes will meet the requirements

AS/NZS Cubicles	1428.1	Ambulant	☒ Yes	☐ No	New Doors/frames to be min 850mm opening width. Location of signage, grab rails etc in ambulant cubicle within allowance.
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Add more rows, as necessary.

NCC Requirements

Health and amenity

Requirements	Construction plan complies with these requirements		Explanation
Part 2.4.1 Wet areas	☒ Yes	☐ No	Water resistant flooring selection for installation in toilet areas and impervious joints at corners as per specs sheet
Part 2.4.2 Room heights	☒ Yes	☐ No	Minimum ceiling heights for corridors and rooms is 2.1m as per requirements for non-habitable rooms
Part 2.4.4 Lighting	☒ Yes	☐ No	Lightings installation shown for all toilet cubicles etc trade to confirm selected lights will meet requirements

Add more rows, as necessary.

Third-Party Report Form

(For Workplace Supervisor's Use Only)

To the Supervisor

To complete the Third-Party Report Form:

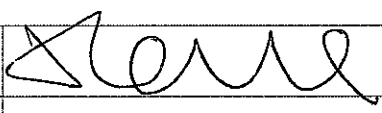
1. Review the candidate's completed Compliance Review Work Sheet while referring to the set of construction plans the candidate reviewed for this assessment.
2. Review the candidate's submission against the criteria below.

For each criterion,

- Tick YES if the candidate's submission satisfactorily meets the criterion.
 - Tick NO if the candidate's submission does not satisfactorily meet the criterion.
3. Provide specific written comments regarding the candidate's submissions.
 4. Complete and sign the Declaration section of this form. Your signature must be handwritten.

The supervisor confirms that this Compliance Review Worksheet:	Y/N		Supervisor's comments
1. Contains all the current building regulations that apply to the project indicated in this sheet.	☒ Yes	☐ No	
2. Contains all the current building standards that apply to the project indicated in this sheet.	☒ Yes	☐ No	
3. Contains all the NCC requirements for fire safety that apply to the project indicated in this sheet.	☒ Yes	☐ No	
4. Contains all the NCC requirements for health and amenity that apply to the project indicated in this sheet.	☒ Yes	☐ No	
5. Contains all the NCC requirements for safe movement and access that apply to the project indicated in this sheet.	☒ Yes	☐ No	
6. Contains all the NCC requirements for energy efficiency that apply to the project indicated in this sheet.	☒ Yes	☐ No	

The supervisor agrees with:	Y/N		Supervisor's comments
1. The candidate's evaluation of the construction plans' compliance with current building regulations .	☒ Yes	☐ No	
2. The candidate's evaluation of the construction plans' compliance with current building standards .	☒ Yes	☐ No	
3. The candidate's evaluation of the construction plans' compliance with NCC requirements for fire safety .	☒ Yes	☐ No	
4. The candidate's evaluation of the construction plans' compliance with NCC requirements for health and amenity .	☒ Yes	☐ No	
5. The candidate's evaluation of the construction plans' compliance with NCC requirements for safe movement and access .	☒ Yes	☐ No	
6. The candidate's evaluation of the construction plans' compliance with NCC requirements for energy efficiency .	☒ Yes	☐ No	

Supervisor Declaration	
By signing here, I confirm that I have reviewed this Compliance Review Worksheet which the candidate (whose name appears above) has completed.	
I confirm that the information recorded on this Compliance Review Worksheet is true and accurately reflects the candidate's performance during their completion of the workplace task.	
Supervisor's signature	
Supervisor's name	JAKE GREY
Contact details (required)	Contact number: 0472876294 Email address: jake.grey@advancedbuildings.com.au
Date signed	17/11/23

End of Compliance Review Work Sheet