

Final Certificate Checklist

Instructions to the Assessor

The candidate will review the conditions for issuing a final certificate in the contract and compare actual construction conditions presented by the contractor to verify if the conditions for issuing a final certificate in the contract are met.

The candidate will use this *Final Certificate Checklist* template to document their review.

Before the candidate commences with their review:

1. Review and discuss the contents of this checklist with the candidate.
2. Address any questions or clarifications they may have about the task or this checklist.

After the candidate completes their review:

1. They will submit to you their completed this *Final Certificate Checklist*.
2. Review the candidate's responses in their submission against the construction conditions construction conditions presented by the contractor.
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor would review this against the construction conditions presented by the contractor, and they will confirm if the item is really addressed in the actual conditions.

4. Record your assessment of the candidate's review under the *Assessor's Marking Checklist* column.

For each checklist, item:

- Tick YES if the candidate's finding is the same as yours in your assessment.
- Tick NO if the candidate's finding is different from yours in your assessment.

Provide written constructive comments as these will give the candidate guidance on how to improve their performance in this workplace assessment task.

5. Complete and sign the *Assessor's Declaration* section. Your signature must be handwritten.

Instructions to the Candidate

Use this *Final Certificate Checklist* template to document your assessment of conditions for issuing a final certificate.

Ensure you have completed all fields in this checklist before submitting it to your assessor.

FINAL CERTIFICATE CHECKLIST

Candidate name	Michael Trott
Workplace/organisation	CORE4
Date of review	23/1/24

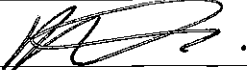
Details of the Building and Construction Project

Name of building and construction project	Paddington Heights
Overview of this project	
Project site address	68 Latrobe terrace, Paddington
State/territory	QLD

Conditions for issuing final certificate reviewed	Completion of Requirements, Quality assurance Final inspection
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Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
1. All patent defects have been remedied.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
2. Adjustments to the contract sum have been agreed	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
3. All claims have been settled.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:

Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
4. Defects liability period has expired	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
5. Notice of Final Completion has been sent by the contractor	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
6. All Work to be performed under the agreement has been completed.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:

Assessor Declaration	
By signing here, I confirm that I have reviewed and assessed the candidate's responses in this checklist against the conditions for issuing a Final Certificate they reviewed for this task. I confirm that the responses I provided under the <i>Assessor's Marking Checklist</i> are true and accurately reflect the candidate's performance in this workplace task.	
Assessor's signature	
Assessor's name	DYLAN CUNNINGHAM
Date signed	24.01.22

END OF FINAL CERTIFICATE CHECKLIST

