

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Prepare to make sketches and drawings.		
1.1A. Determine the relevant information from construction plans required for sketching or drawing. <i>(Template available for use- HO2-Planning sheet)</i>	☒	☐
1.1B. Check construction plan information against building and construction regulations, standards and codes for compliance, including safety and the environment. <i>(Template available for use- HO1-Compliance review)</i>	☒	☐
1.1C. Consider the intended audience and purpose of drawings to determine appropriate presentation method. <i>(Template available for use- HO2-Planning sheet)</i>	☒	☐
1.1D. Determine the most suitable format for the information and select and check availability of all materials, tools and equipment and check for serviceability before use. <i>(Template available for use- HO2-Planning sheet)</i>	☒	☐
2 Create simple sketches and drawings.		
1.2A. Determine and record measurements, information and details required for drawing and sketches. <i>(Template available for use- HO2-Planning sheet)</i>	☒	☐
1.2B. Using all the gathered information create two-dimensional and three-dimensional sketches/drawings of one structural section of <u>a typical wall detail</u> (Occasion 1) and one non-structural sectional drawing of the <u>shower base detail</u> (Occasion 2) using standard drawing convention.	☒	☐
1.2C. Clearly identify and label the elements and components in the sectional drawings.	☒	☐
3 Notate and process drawings.		
1.3A. Include all essential information to the drawings using dimension lines, symbols and abbreviations following standard drawing conventions.	☒	☐
1.3B. Include drawing and job title, date, scale and sheet number in the title block.	☒	☐
1.3C. Produce clear and descriptive completed drawings in an appropriate form for presentation.	☒	☐
1.3D. Submit completed drawings with name and date attached to assessor as evidence.	☒	☐

Handout 1 - Compliance Review

Participant name	JUSTIN MATTHEWSON
Date	28-1-2024
Building and construction project	RTO FACILITY
Project overview	
Building classification	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class:
Project site address	878 SANDSCART COOPERS PLAINS
State/territory where project is undertaken	QLD
Construction plan documents reviewed	Issue B Working Drawing Date: 17.11.2020

Building Regulations

List relevant regulations

Building regulations	Plans comply		Explanation
Example: Smoke alarms	☐ Yes	☐ No	Smoke alarm locations shown in floor plans - photoelectric (AS 3786-2014) hardwired and interconnected.
Wet Areas	☒ Yes	☐ No	Wet Areas To Comply with AS3740
Artificial Lighting	☒ Yes	☐ No	Provide Artificial Lighting To PDR in Accordance with AS1680
Bathroom & WC Ventilation	☒ Yes	☐ No	Closing Screens must be legibly marked in accordance with AS1288
Roofing	☐ Yes	☐ No	Roofing Details shall comply with AS1562.1 Design & install of sloped roof with cladding metal
Demolition	☐ Yes	☐ No	All Demo work to be conducted in safe manner and to WHS Regulations Part 4.6.
Plumbing	☒ Yes	☐ No	All plumbing & drainage to be installed under the National Plumbing & Drainage Code AS/NZS3500

Building Standards

Provide relevant standards

Building Standards	Plans comply		Explanation
AS 1562.1	☒ Yes	☐ No	Metah Roofing
AS 1680	☒ Yes	☐ No	ARTIFICIAL Lighting
AS 3740	☒ Yes	☐ No	Wet AREA Construction.
AS1288	☒ Yes	☐ No	SAFETY GLASS.
AS 3786	☒ Yes	☐ No	Smoke ALARMS./Detectors.
AS 1260	☒ Yes	☐ No	Sanitary & Plumbing Drainage Pipe.

NCC Requirements

Fire Safety

Requirements	Plans comply		Explanation
Emergency Lighting	☒ Yes	☐ No	Draw sheet A3-701.
Smoke Alarms/Detectors	☒ Yes	☐ No	
Emergency Exit Lighting	☒ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	

Health and amenity

Requirements	Plans comply		Explanation
Wet areas and External waterproofing	☒ Yes	☐ No	
Room Height	☒ Yes	☐ No	
Light	☒ Yes	☐ No	
Ventilation	☒ Yes	☒ No	No Exhaust fan in Bathroom
Sound Insulation	☒ Yes	☐ No	Batts in walls
	☐ Yes	☐ No	

Safe movement and access

Requirements	Plans comply		Explanation
Walking surface must be SAFE Gradient.	☒ Yes	☐ No	AHL Requirement gone under
Be suitable for safe passage in relation to the nature & vol & frequency	☒ Yes	☐ No	P2.51 document to deal with a building
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	

Energy efficiency

Requirements	Plans comply		Explanation
EXTERNAL Windows Door	☒ Yes	☐ No	To be fitted with a seal in accordance with BCA/NCC Vol 2 PART 3.12.5
STANDARD INSULATION	☒ Yes	☐ No	WRAP TO EXT WALL
Glass Wool Batts	☒ Yes	☐ No	R2.5 Batts to Ceiling
Glass Wool Batts	☒ Yes	☐ No	R1.5 Batts to walls.
	☐ Yes	☐ No	
	☐ Yes	☐ No	