

Practical Completion Checklist

Instructions to the Assessor

The candidate will conduct a site inspection to verify practical completion of the project as defined by the contract.

The candidate will use this *Practical Completion 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.
3. Contextualise this checklist to match the required conditions for the project the candidate is undertaking. E.g., for projects with multiple trade contracts, final certificate may be issued for each contract.

Commented [MC1]: Delete and add N/A to YES/NO column

After the candidate completes their review:

1. They will submit to you their completed this *Practical Completion Checklist*.
2. Review the candidate's responses in their submission against the actual work completed (reviewed at the site inspection)
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor will review this against the actual work completed (reviewed at the site inspection), and they will confirm if the item is really addressed in the actual work completed.

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 *Practical Completion Checklist* template to document your review of policies and procedures in your organisation.

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

PRACTICAL COMPLETION CHECKLIST

Candidate name	Michael Trott
Workplace/organisation	Core4
Date of review	23/01/24

Details of the Building and Construction Project

Name of building and construction project	Paddington Heights
Overview of this project	Spalling Works
Project site address	68 Latrobe Terrace
State/territory	QLD

Conditions for verifying Practical Completion	Physical Completion of works
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Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
1. Site equipment has been removed	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
2. Utilities are available for use	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
3. All site hazards have been removed	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:

Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
4. Health and safety inspection has been conducted	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
5. All commissioning work has been completed	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
6. All required test certificated has been submitted	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
7. Schedule for outstanding works has been arranged	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against actual conditions? ☐ YES ☐ NO Comments:
8. Notice of Anticipated Practical Completion has been submitted	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against 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 work completed during site inspection they reviewed for this task.

I confirm that the responses I provided under the *Assessor's Marking Checklist* are true and accurately reflect the candidate's performance in this workplace task.

Assessor's signature	
Assessor's name	DYLAN CUNNINGHAM
Date signed	24.01.24

END OF PRACTICAL COMPLETION CHECKLIST