



INSPECTION - Producer Statement / Memoranda / Certificates Checklist

ASSESSMENT OF DOCUMENTATION RECEIVED	BC Number:
Key for statement types: As-laid drainage (ALD) Cladding (CL) Electrical Cert (EL) Electrical Plan (EP) Engineer / Designer (PS4) Gas Cert (GS) Glazing (GL) Insulation (IN) Pressure test (P) Smoke alarm (SM) Sprinklers (SP) Surveyors confirmation of height / siting (SV) Waterproofing (WP) Solar systems (S) Truss layout (TR) Under floor / tile heating (H) Other (O) [specify]	

Record the Author's Name <i>(Not the company name).</i> If author is providing more than one document, list and assess each document)	Statement type / Header ↑ See key above	Decision Regarding Document Contents					Decision Regarding Author Registration <i>(Check registers on line & attach printout)</i>					Reason for decision ✓ / Y / P = content adequate / author approved / other reason × / N / F = content inadequate / author not approved / other <i>[specify other reasons below #]</i>	Outcome of decision Accept document OR Reject document
		(✓ / Y / P = Pass × / N / F = Fail I / - / NA = Not Applicable)											
		Site Address / Legal description	Insurance	Date	B. Code (parts)	Work identified	Name & signature	<u>CP</u>Eng register (Engineers)	<u>NZ</u>RA register (Reg. Architects)	<u>EW</u>RB register (Energy work)	<u>PG</u>D register (Plumbers, Drainlayers)		

Reason for decision (Use this area for "other" statement types, or for giving reasons for decisions where a statement is not complete or an author is not registered, but you are accepting their statement)

(NOTE: Electrical Certificates: Is it signed and dated?)