



# 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 (Not the company name). 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 (Check registers on line & attach printout)					Reason for decision ✓ / Y / P = content adequate / author approved / other reason  × / N / F = content inadequate / author not approved / other  [specify other reasons below #]	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>CPEng register</u> (Engineers)	<u>NZRAB register</u> (Reg. Architects)	<u>EWRB register</u> (Energy work)	<u>PGD register</u> (Plumbers, Drainlayers)	<u>WBCG register</u>		

# 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?)

