

## Building Inspector (Unlimited) Experience Statement

### How to provide evidence of your experience

#### Step 1

Complete an experience logbook for all Areas of Experience listed in this statement. This must include carrying out building surveyor inspections of building work for buildings up to three storeys in height with a floor area of up to 2000m<sup>2</sup>, and above three storeys in height with a floor area of more than 2000m<sup>2</sup> under the supervision of a registered Building Inspector or Building Surveyor.

We strongly recommend you use the BPC [logbook template](#) found on the BPC's website.

#### Step 2

Provide a portfolio of evidence for all of the Areas of Experience listed in this statement. Your portfolio should include copies of documents that demonstrate your capacity to undertake all of the activities of a Building Inspector (Unlimited) in a competent manner and to professional standards. It should also demonstrate at least two years of relevant experience. **Complete and submit this statement with your application.**

#### Remember

- Please include as much evidence as possible as this will be used to work out whether you have enough experience for registration.
- In your application, you will need to provide Technical Referee References to confirm you have completed this work.
- It is an offence under section 246 of the Building Act 1993 to give any false or misleading statements or information in your application.
- We will return your application if this statement is incomplete or does not have enough detail, and ask you for more information.
- Start completing your experience logbook as you gain experience. This will save you time when preparing your application.

Complete an experience logbook to tell us about your experience in carrying out inspections of building work for buildings of all classes up to three storeys in height and with a floor area of up to 2000m<sup>2</sup> if:

- you are not currently registered as a Building Surveyor (Limited) or Building Inspector (Limited) in Victoria, or
- you are currently registered as a Building Inspector (Limited) in Victoria, but you are not authorised to inspect all classes of buildings and / or buildings up to three storeys in height and / or buildings with a floor area up to 2000m<sup>2</sup>

If you are already registered as a Building Surveyor (Limited) or Building Inspector (Limited), you are only required to demonstrate your experience in carrying out inspections of building work for buildings of all classes of more than three storeys in height, and / or with a floor area of more than 2000m<sup>2</sup>.

The BPC logbook, can be downloaded from the BPC's website. Your completed logbook should be attached with your application.



## Area of Experience 1 - Carry out construction inspections for buildings up to three storeys in height with a floor area of up to 2000m<sup>2</sup>

In your logbook, include detailed building work inspections that you have carried out for buildings of up to three storeys in height with a floor area of up to 2000m<sup>2</sup> (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

### **Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.**

Written inspection records that you personally prepared for all of the classes and types of buildings specified below, at each of the following inspection stages:

- before a footing is place
- before the pouring of an in situ reinforced concrete member nominated by the relevant building surveyor in the building permit
- on completion of framework
- on completion of all building work

Three class 1a buildings in different climatic, geographic or planning zones, of which ones includes a basement

Three class 2 or 3 buildings with a floor area of more than 500m<sup>2</sup> and up to 2000m<sup>2</sup> , including one Type A, Type B, and Type C construction, of which one includes a basement

One class 2 or 3 building with a basement

One class 5, 6, 7 or 8 building with a basement

Three class 9 buildings with a floor area of more than 500m<sup>2</sup>, including one Type A, Type B, and Type C construction

Two class 5, 6, 7 or 8 buildings with a floor area of up to 2000m<sup>2</sup> including one Type, A, Type B, and Type C construction.

Two of each of the following class 10b structures in different climatic, geographic, or planning zones:

- a swimming pool
- a fence
- a retaining wall
- a free standing wall
- a mast or antenna



## Area of Experience 2 - Identify, resolve, and report non-compliance with building permits, the act and regulations for buildings up to three storeys in height and with a floor area of up to 2000m<sup>2</sup>

In your logbook, include detailed building work inspections that you have carried out for buildings of up to three storeys in height with a floor area of up to 2000m<sup>2</sup> (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

### **Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.**

Written inspection records that you personally prepared where non-compliance with the building permit, Building Act 1993 or Building Regulations was identified at the following types of inspection.

A minimum of three written records of building work inspections that you undertook before a footing is placed that collectively identified at least three of the following:

- incorrect siting / location
- incorrect configuration
- incorrect dept, width or size
- excavation not clean and free of debris and / or water

A minimum of three written records of building work inspections that you undertook before a footing is placed that collectively identifies all of the following:

- incorrect spacing and depth of retention piles
- incorrect size or fitting of holding down bolts for pad footings associated with a steell portal frame



A minimum of three written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified at least four of the following:

- insufficient cover to reinforcement
- membrane not positioned, lapped and sealed around pipes
- insufficient lapping of steel reinforcement
- incorrect steel reinforcement size and / or type
- incorrect positioning of steel reinforcement and support
- steel reinforcement not tied to position

A minimum of three written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified at least one of the following:

- incorrect positioning of post tension ductwork
- incorrect size of lift pit

A minimum of three written records of building work inspections that you undertook on completion of all building work that collectively identified at least four of the following:

- incorrect positioning of smoke alarms
- missing bushfire requirements (for example, seals on garage doors)
- stormwater system not connected to the point of discharge
- incorrect gradient on ramps and access ways
- incorrectly fitted / positioned sanitary facilities for people with a disability
- non-climbable zone of swimming pool barrier not maintained
- incorrect height of handrails and balustrades
- incorrect stair dimensions
- no single hand level action to exit doors

A minimum of three written records of building work inspections that you undertook on completion of the framework that collectively identified at least four of the following:

- incorrect positioning of roof trusses
- incorrect fixing of roof trusses
- incorrect timber size and / or stress grade and / or type and / or durability
- incorrect positioning and / or fixing of wall or roofing bracing
- insufficient support to load bearing elements
- incorrect timber spacing / span

A minimum of three written records of building work inspections that you undertook on completion of the framework that collectively identified all of the following:

- incorrect steel size (beam, column)
- incorrect connections (bolt, weld)

A minimum of three written records of building work inspections that you undertook on completion of all building work that collectively identified at least four of the following:

- incorrect positioning of hydrant and hose reels resulting in insufficient coverage
- incorrect sprinkler head positioning and / or layout
- smoke alarms not interlinked
- penetrations through fire resistant elements not sealed
- insufficient signage
- incorrect exit signage installed
- incorrect mounting height of exit signage



## Area of Experience 3 - Carry out construction inspections for buildings above three storeys in height and / or with a floor area of more than 2000m<sup>2</sup>

In your logbook, include detailed building work inspections that you have carried out for buildings more than three storeys in height with a floor area of more than 2000m<sup>2</sup> (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

### **Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.**

Written inspection records that you personally prepared for all of the classes and types of buildings specified below at each of the following inspection stages:

- before a footing is placed
- before the pouring of an in situ reinforced concrete member nominated by the relevant building surveyor in the building permit
- on completion of framework
- on completion of all building work

One class 2 or 3 building of Type A construction with a rise in storeys of four or more

One class 2 or 3 building with a floor area of more than 2000m<sup>2</sup>

One class 5, 6, 7, or 8 building of Type A construction

One class 5, 6, 7 or 8 building with a floor area of more than 2000m<sup>2</sup>

One class 9 building of Type A construction with a rise in storeys of four or more

One class 9 building with a floor area of more than 2000m<sup>2</sup>



## Area of Experience 4 - Identify and report on non-compliance with building permit, act and regulations for buildings above three storeys in height and / or with a floor area of more than 2000m<sup>2</sup>

In your logbook, include detailed building work inspections that you have carried out for buildings more than three storeys in height with a floor area of more than 2000m<sup>2</sup> (including those carried out under supervision if you are not registered) for all of the classes and types of buildings specified below. Include the following information for each inspection:

- date of inspection
- location of inspection (site address)
- building permit number
- description of the building work inspected, for example - Class 3, Type C construction
- type of inspection, for example - before a footing is placed, on completion of framework
- outcome of inspection
- name and registration category of the registered building inspector or building surveyor that supervised your carrying out of the inspection, for example - John Smith, Building Inspector (Unlimited).

### **Other documentation that you could provide to demonstrate your experience in the classes and types of buildings specified below.**

Written inspection reports that you personally prepared where non-compliance with the building permit, Building Act 1993 or Building Regulations was identified in the following types of inspection:

A minimum of three written records that you undertook on completion of all building work that collectively identified at least three of the following:

- incorrect positioning of service shafts
- emergency lifts not signed correctly
- non-fire rated doors used in fire isolated shafts
- penetrations in fire isolated stairwell walls
- combustible cladding used