



**PRIVATE
CERTIFIERS
AUSTRALIA**
Certainty through precision

Address: Suite 6/ 226 Condamine Street PO Box 907
Balgowlah
Manly Vale NSW 2093
Tel: 02 9907 6300
Fax: 02 9907 6344
Email: grant@pcaservices.com.au
Web: www.pcaservices.com.au

Dear Sir / Madam,

Project manager: **Our Reference;**

We enclose for your attention a checklist to be completed once construction is finished. Please be aware you are **unable** to book your **final inspection** until this document has been completed, authorised and sent back to. It is the responsibility of the building/owner to ensure the project is ready for final inspection.

QUALITY CHECK PRIOR TO BOOKING FINAL INSPECTIONS	YES	NO
Is the building complete internal and external		
Are the fire services complete		
Are other non fire services complete and commissioned		
Have all the trades provided final certificates to Australian Standards		
Have all fire contractors provided final fire safety certificates		
Is the disabled access - handrails - tactile - signage complete		
Is the disabled toilet fixtures and fittings complete internal		
Have you reviewed the original list of requirements and complied with all the requirements		
Has the owner prepared a OC application form		
Have you submitted all required certification to PCA as part of this OC procedure		
Additional Comments for booking		



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Date for final	
Contact details of the person who will be present	
Signature Of the Client	

This form is a **required document** as part of our quality assurance procedure to complete your **occupation certificate** you must ensure that it is **signed and returned** to your project manager at PCA as explained. The reason for this checklist is to ensure that PCA is efficient and achieving the best outcome of the Final Inspection booked. We implemented this procedure to save **you the client** time, effort and money.

Please be aware any final inspection booked that results in building works being incomplete will incur the following charges;

Subsequent re inspections for NON conformity	\$200 (per inspection)

We would like to take this opportunity to thank you for using our services. Should you have any further issues you need to discuss, please do not hesitate to contact your allocated project manager.