

# BUILDING INSPECTOR (UNLIMITED)

## Experience Statement

### How to provide evidence of your experience

#### Step 1

Complete an experience logbook for all of the Areas of Experience listed in the statement. This must include carrying out building surveyor inspections of building work in relation to all classes of building:

- up to three storeys in height with a floor area of up to 2000 square metres, and
- above three storeys in height and/or with a floor area of more than 2000 square metres.

We strongly recommend you use the VBA [logbook template](#) found on the VBA 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 a professional standards.

It should demonstrate 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 Reports 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 statement or information in your application.
- We will return your application if this statement is incomplete or doesn't have enough detail, and ask you for more information.
- Start filling out your experience logbook as you are gaining experience. This will save you time when you prepare 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 2000 square metres 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 building and/or buildings up to three storeys in height and/or buildings with a floor area up to 2000 square metres

If you are already registered as a Building Surveyor (Limited) or Building Inspector (Limited), you are only required to demonstrate your experience 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 2000 square metres.

The VBA logbook template can be downloaded from the VBA website.

Your completed logbook should be attached with your application.

## Area of Experience - 1

### Carry out construction inspections – for buildings of up to three storeys in height with a floor area of up to 2000 square metres

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 2000 square metres (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 building 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

**Three** Class 1a buildings in different climatic, geographic or planning zones, of which one includes a basement

**Three** Class 2 or 3 buildings with a floor area of more than 500 and up to 2000 square metres, including one of each of the following types of construction, **of which one includes a basement:**

- Type C Construction
- Type B Construction
- Type A Construction

**One** class 2 or 3 building with a basement

**Two** Class 5, 6, 7 or 8 buildings with a floor area of more than 500 square meters and up to 2000 square metres, including **one of each** of the following types of construction:

- Type C Construction
- Type B Construction

<p><b>Three</b> Class 1a buildings in different climatic, geographic or planning zones, of which one includes a basement</p>	<p><b>Three</b> Class 2 or 3 buildings with a floor area of more than 500 and up to 2000 square metres, including one of each of the following types of construction, <b>of which one includes a basement</b>:</p> <ul style="list-style-type: none"> <li>• Type C Construction</li> <li>• Type B Construction</li> <li>• Type A Construction</li> </ul>
<p><b>One</b> class 2 or 3 building with a basement</p>	<p><b>Two</b> Class 5, 6, 7 or 8 buildings with a floor area of more than 500 square meters and up to 2000 square metres, including <b>one of each</b> of the following types of construction:</p> <ul style="list-style-type: none"> <li>• Type C Construction</li> <li>• Type B Construction</li> </ul>
<p><b>One</b> Class 5, 6, 7 or 8 building with a basement</p>	<p><b>Three</b> Class 9 building with a floor area of more than 500 square metres and up to 2000 square metres, including <b>one of each</b> of the following types of construction:</p> <ul style="list-style-type: none"> <li>• Type C Construction</li> <li>• Type B Construction</li> <li>• Type A Construction</li> </ul>
<p><b>two</b> of each the following Class 10b structures in different climatic, geographic or planning zones:</p> <ul style="list-style-type: none"> <li>• a swimming pool</li> <li>• a fence</li> <li>• a retaining wall</li> <li>• a free standing wall</li> <li>• a mast or antenna</li> </ul>	

## Area of Experience - 2

### Identify, resolve, and report on non-compliance with building permits, Act and regulations – for buildings up to three storeys in height and with a floor area of up to 2000 square metres

In your logbook, include detailed building work inspections that you have carried out (including those carried out under supervision if you are not registered) for all of the building work 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, rise in storeys of three
- 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.

<p>A minimum of <b>three</b> written records of building work inspections that you undertook before a footing is placed that collectively identified at least three of the following:</p> <ul style="list-style-type: none"> <li>• incorrect siting/location</li> <li>• incorrect configuration</li> <li>• incorrect depth, width or size</li> <li>• excavation not clean and free of debris and/or water</li> </ul>	<p>A minimum of <b>three</b> written records of building work inspections that you undertook before a footing is placed that collectively identified <b>all of</b> the following:</p> <ul style="list-style-type: none"> <li>• incorrect spacing and depth of retention piles</li> <li>• incorrect size or fitting of holding down bolts for pad footings associated with a steel portal frame</li> </ul>
<p>A minimum of <b>three</b> written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified <b>at least four</b> of the following:</p> <ul style="list-style-type: none"> <li>• insufficient cover to reinforcement</li> <li>• membrane not positioned, lapped and sealed around pipes</li> <li>• insufficient lapping of steel reinforcement</li> <li>• incorrect steel reinforcement size and/or type</li> <li>• incorrect positioning of steel reinforcement and support</li> <li>• steel reinforcement not tied to position</li> </ul>	<p>A minimum of <b>three</b> written records of building work inspections that you undertook before the pouring of an in situ reinforced concrete member that collectively identified <b>all of</b> the following:</p> <ul style="list-style-type: none"> <li>• incorrect positioning of post tension ductwork</li> <li>• incorrect size of lift pit</li> </ul>
<p>A minimum of <b>three</b> written records of building work inspections that you undertook on completion of the framework that collectively identified <b>at least four</b> of the following:</p> <ul style="list-style-type: none"> <li>• incorrect positioning of roof trusses</li> <li>• incorrect fixing of roof trusses</li> <li>• incorrect timber size and/or stress grade and/or type and/or durability</li> <li>• incorrect positioning and/or fixing of wall or roofing bracing</li> <li>• insufficient support to load bearing elements</li> <li>• incorrect timber spacing/span</li> </ul>	<p>A minimum of <b>three</b> written records of building work inspections that you undertook on completion of the framework that collectively identified <b>all of</b> the following:</p> <ul style="list-style-type: none"> <li>• incorrect steel size (beam, column)</li> <li>• incorrect connections (bolt, weld)</li> </ul>

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)
- storm water 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 all building work that collectively identified at least three 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 2000 square metres

In your logbook, include detailed building work inspections that you have carried out for buildings of more than three storeys in height with a floor area of more than 2000 square metres (including those carried out under supervision if you are not registered) for all of the classes and types of building 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 building 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.



<b>one</b> Class 2 or 3 building of Type A Construction with a rise in storeys of four or more	<b>one</b> Class 2 or 3 building with a floor area of more than 2000 square metres
<b>one</b> Class 5, 6, 7 or 8 building of Type A construction	<b>one</b> Class 5, 6, 7 or 8 building with a floor area of more than 2000 square metres
<b>one</b> Class 9 building of Type A Construction with a rise in storeys of four or more	<b>one</b> Class 9 building with a floor area of more than 2000 square metres

## 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 2000 square metres

In your logbook, include detailed building work inspections that you have carried out (including those carried out under supervision if you are not registered), and 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, rise in storeys of three
- 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 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