



SAFER BUILDINGS AND COMBUSTIBLE CLADDING CHECKLIST TRAINING FOR BUILDING INDUSTRY PROFESSIONALS

Builder open/medium rise, Building Design open/medium rise, Fire Safety Professional,
Architects, Engineers registered in Civil, Fire, Fire Safety and Structural.

Training Resources required

To help complete this training, have open the following items;

[The Safer Buildings Website](#)

[Guideline for assessing buildings with combustible cladding](#)

[Building and Other Legislation \(Cladding\) Amendment Regulation 2018](#) (this can also be found on the Safer Building website).

[Form 34 Building Industry Professional Statement](#)

[Building Code of Australia 2016 - Volume 1 Amendment 1 which is part of the National Construction Code](#) (referenced as BCA in this training).

[Australian Building Codes Board building classifications PDF](#)

Introduction to the training

The use of combustible cladding on buildings is a safety concern for Queenslanders. Building owners are responsible for ensuring the safety of occupants. New laws apply in Queensland from 1 October 2018, requiring owners of buildings, meeting set criteria, to register their buildings and complete the 3 part combustible cladding checklist.

This training will cover

- An overview of the legislation and relevant terminology used
- Buildings that are in scope
- The role you have as Building Industry Professionals to help building owners complete Part 2 of the combustible cladding checklist
- How to complete the required [Form 34 Building Industry Professional Statement](#)

The Overview

Building design innovations over the past two decades have seen new building materials enter the Australian market. Of note are the developments made in cladding products for use on the external walls of buildings.

Larger buildings are traditionally designed to contain fire spread by a combination of active and passive means. However, fire events throughout the world have provided graphic examples of the rapid and extensive fire spread possible when a building fire involves external walls incorporating combustible materials. The behaviour of these fires has challenged the traditional understanding of fire spread in buildings.

Investigation of the use of combustible materials in external walls has shown these materials can contribute significantly to fire growth resulting in:

- fire spread to other areas in the building (beyond the original intended area of containment) more rapidly than expected
- fire spread overwhelming the fire safety systems provided in the building more rapidly than expected
- falling debris hazards
- degradation of material leading to combustible material dripping or detaching while flaming causing secondary fires or burn hazards.

These events have given rise to heightened community concerns over the risks posed to building occupants and responding emergency personnel.

The Safer Buildings website has been established to help identify buildings in Queensland that may have potentially combustible cladding. The Queensland Government has recently amended the *Building Regulation 2006* via the *Building and Other Legislation (Cladding) Amendment Regulation 2018*.

From 1 October 2018, owners of buildings which:

- are a class 2 - 9; and
- are of type A or B construction; and
- were built or have had their cladding altered after 1 January 1994 but before 1 October 2018, including buildings that are currently still under construction and are privately-owned;

must register their buildings and complete the three part combustible cladding checklist. Each Part has a timeframe that owners must comply with or risk disciplinary action from the QBCC.

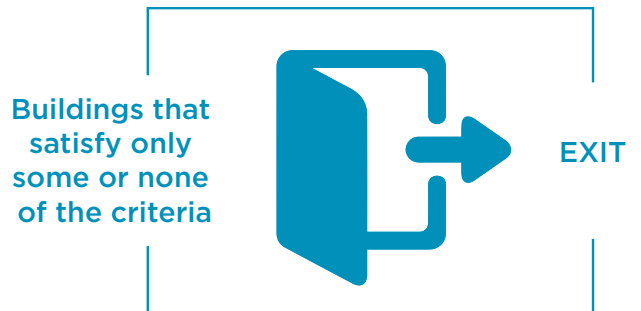
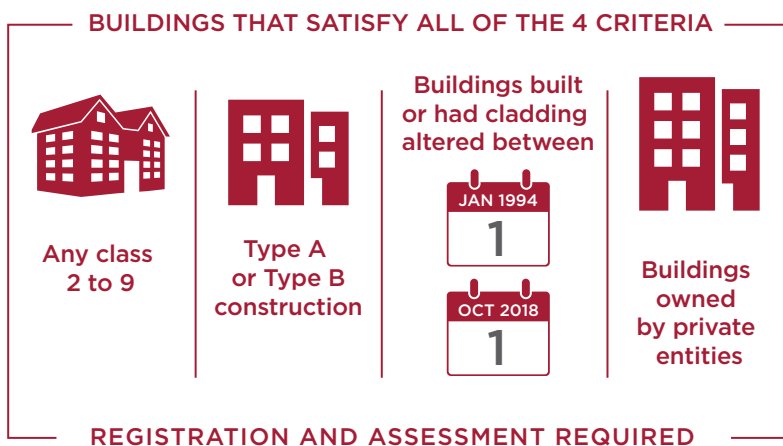
NOTE:

The criteria for in-scope buildings are discussed in more detail in 6.3 of the *Guideline for assessing buildings with combustible cladding*

Owners may not be required to complete all 3 parts of the combustible cladding checklist. The answers to the questions will determine if an owner is required to complete part 2 which requires engaging a building industry professional then potentially complete part 3 which involves engaging a fire engineer to undertake further assessment.

What is meant by privately owned?

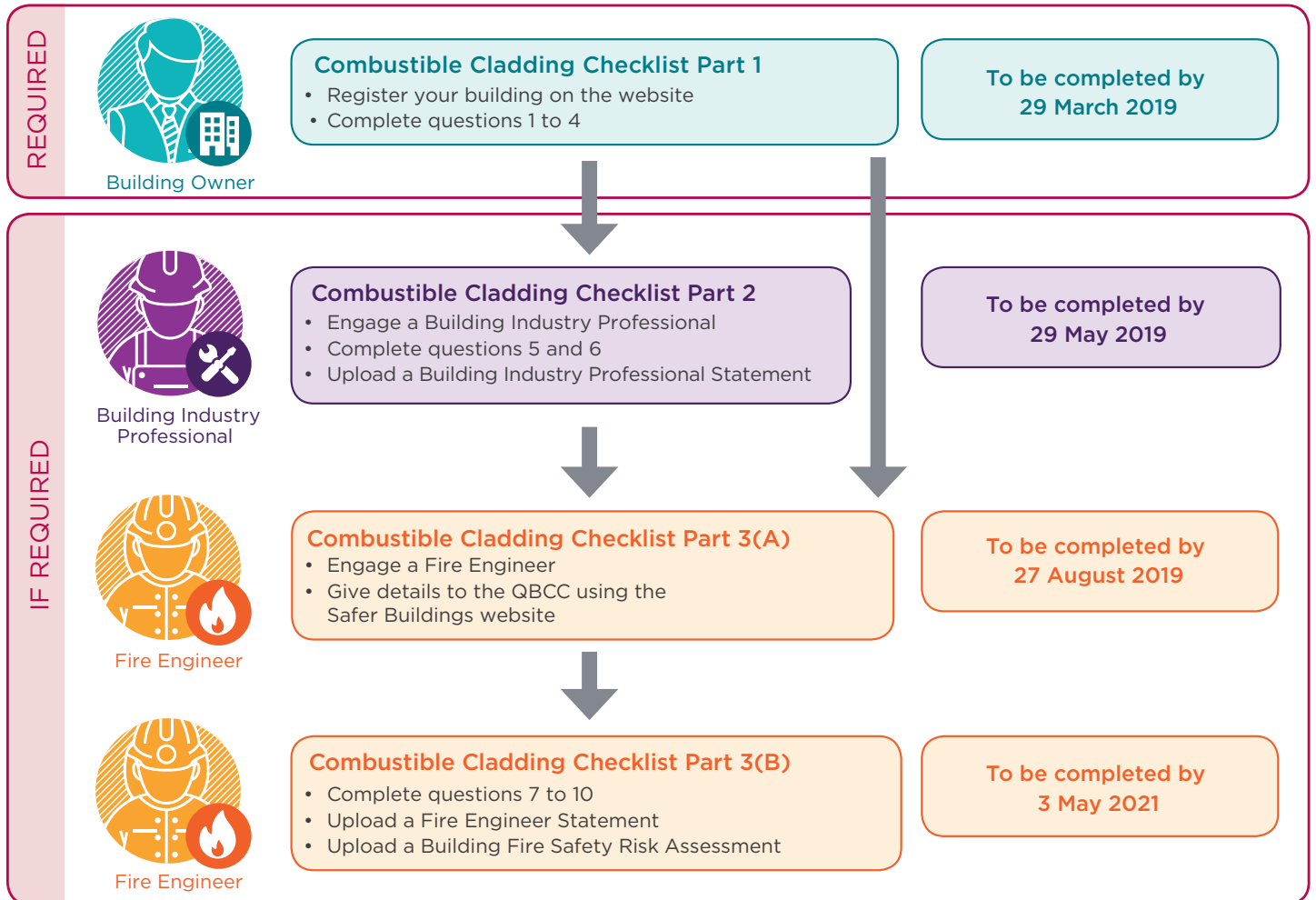
Privately owned means an entity that is not the Government either state or federal. Where a local government is the owner of the building the relevant local government is responsible to register. The owner is of the building, not the owner of the lot the building sits on. If the building is units or apartments where there are multiple building owners, the owner is taken to be the relevant body corporate. Full definition can be found under 6.3.4 of the *Guideline for assessing buildings with combustible cladding*



COMBUSTIBLE CLADDING CHECKLIST

www.saferbuildings.qld.gov.au

REGULATION COMMENCES 1 October 2018



The Combustible Cladding Checklist has 3 parts. Building owners may not have to complete all 3 parts. Where no combustible external cladding has been used, building owners can exit after part 1. The Safer Buildings website will indicate whether you need to complete parts 2 and 3 of the checklist.

PART 1

Part 1 of the checklist contains 4 questions that the building owner completes to help determine if they are required to move through to part 2. These questions are broadly based on aspects of the BCA and therefore buildings may remain in the system even though a full assessment under the BCA could rule them out.

Questions

- What is the building used for?
- How many levels are in the building?
- What is the total floor area of the building?
- Select from a list the building materials that are used for the external cladding, soffits and building attachments (such as architectural features, sun shades, awnings).

Owners will be advised if they are required to complete part 2 and engage a Building Industry Professional to inspect the building and provide a building industry professional statement.

If they are aware or suspect that the building has combustible cladding, they are not required to complete part 2. They can move immediately to part 3 where they will be required to engage a Fire Engineer.

If a building is identified as potentially having combustible cladding when the owner has completed part 1 of the combustible cladding checklist, the building owner has two options

1. If they know their building has combustible cladding they can opt to skip part 2 and move to part 3 which requires them to engage a Fire Engineer OR
2. Complete part 2 which requires engagement of a Building Industry Professional to complete the [Form 34 Building Industry Professional Statement](#) form, which will help identify if the building has potentially combustible cladding.

Combustible Cladding Checklist (part 1)

SP234561
1 Hastings Street, Noosa

test 2

Building Owner

Q4. Select the building materials that are used for external wall cladding, soffits and building attachments (such as architectural features, sun shades, awnings).

- Aluminium composite panels
- Concrete (including pre-cast/tilt-up concrete but excluding a rendered surface finish)
- Fibre cement sheeting
- Masonry (stone, brick or concrete block)
- Glass (including glass curtain walls and/or aluminium framed windows)
- Metal wall sheeting (metal used in a single sheet and not as part of a bonded laminate or composite panel)
- Rendered surface finishes
- Materials other than those listed above
- Unsure of all cladding materials used on the building

SAVE BACK NEXT

PART 2

As a building industry professional a building owner may engage you to complete the [Form 34 Building Industry Professional Statement](#).

There are 2 questions which require an assessment against specific requirements of the BCA (type of construction) and the BCA and Regulation (combustible cladding). Although not required by the Regulation, you may like to offer to assist the building owner to check their answers in part 1 of the checklist. The building owner may show you their declaration which has their answers on it.

Information obtained from the combustible cladding checklist will:

- give building owners the necessary information to make informed decisions about any fire safety risks associated with their building due to the materials used in the external walls
- inform future policy decisions required by the Queensland Government to address potential risks associated with combustible cladding.

To assist in effectively gauging the extent of affected buildings in Queensland, additional provisions have been included in the Regulation to ensure all potentially in-scope buildings remain captured for assessment.

Who is a building industry professional?

Section 16O of the Regulation defines a building industry professional as:

- A building certifier (level 1 or 2)

A QBCC licensee in at least 1 of the following classes –

- Builder open/Medium rise
- Builder design open/ Medium rise
- Fire safety professional
- An architect

A registered engineer in –

- Civil engineering
- Fire engineering
- Fire safety
- Structural engineering

Existing private buildings, regardless of the fact that they were previously given a building development approval and/or relied upon a current recognised certificate (such as a certificate of conformity), are to comply with Part 4A of the Regulation.

This means that previous acceptance of combustible cladding on the basis of a Code Mark or similar certificate, either as a means of meeting a Deemed-to-Satisfy provision or as 'product verification' under the BCA Evidence of Suitability provisions, does not exclude the building from assessment using the Combustible Cladding Checklist.

Note that for the purpose of assessing combustible cladding under the Regulation, BCA clause C1.9(e)(vi) has been deliberately excluded from sub-clause (a) of the definition of combustible cladding in section 16O.

This means that the ability to consider bonded laminated materials as suitable for use where a non-combustible material is required no longer applies. Bonded laminated materials will be deemed as combustible unless they can satisfy the requirements of AS1530.1-1994.

It is necessary that building industry professionals and fire engineers engaged by building owners give due regard to these changes when preparing their prescribed statements.

WHAT OBLIGATIONS ARE IMPOSED ON BUILDING INDUSTRY PROFESSIONALS?

If you are engaged by a building owner to complete the [Form 34 Building Industry Professional Statement](#) form you will be required to complete the whole form paying particular attention to answering Questions 5 and 6 from the combustible cladding checklist. The building owner will use this statement to complete the questions for the combustible cladding checklist (Part 2).

A building industry professional must:

- only perform work within the scope of their licence class or registration, and
- should have a sound knowledge of the Building Code Australia (BCA) and its application to buildings.

The building owner will download the form from the online system and provide you with a copy or alternately you can download the form from the Safer Buildings website resource page.

The completed form must be provided to the building owner, the QBCC and relevant local government within 5 business days after the statement is signed.

The intent is for the building owner to rely upon the answers given by a professional with the relevant technical qualifications and understanding of the BCA.

Completion of the building industry professional statement

The building industry professional statement records building owner details, building property description details, the building industry professional's answers to Questions 5 and 6 and their license or registration details.

The statement is a declaration by the building industry professional taking responsibility for the answers provided to each question and that they are true and correct. Therefore, the form must be completed and signed by the building industry professional.

The statement is in a format relevant for the building owner to be able to complete Questions 5 and 6 of the combustible cladding checklist (Part 2) using the online system.

Completing the checklist - About the Questions

Questions 5 and 6 require the engaged building industry professional to determine the building's 'Type of Construction' and provide an opinion on whether any combustible cladding forms part of or is attached or applied to an external wall or another external part of the building.

The significance of these two building attributes is that they will determine whether the building will remain in-scope and require further assessment by a fire engineer in Part 3 of the combustible cladding checklist assessment process.

In this section you may find it beneficial to reference the following documents:

- [Building and Other Legislation \(Cladding\) Amendment Regulation 2018 \(the Regulation\)](#)
- [Form 34 Building Industry Professional Statement](#)
- [Building Code of Australia 2016 \(BCA\) - Volume 1 Amendment 1 which is part of the National Construction Code \(NCC\).](#)
- [Guideline for assessing buildings with combustible cladding. Section 6.3](#)

As an engaged building industry professional you must:

- provide relevant and correct information on the statement;
- act in the interest of the public and in accordance with the prescribed Code of Conduct applicable to your licence or registration.

You must, within five (5) business days, after signing the [Form 34 building industry professional statement](#), give a copy to:

- 1) the owner of the building,
- 2) and QBCC via:

qbcc.saferbuildings@qbcc.qld.gov.au

GPO Box 5099 Brisbane QLD 4001

visit a QBCC office.

<https://www.qbcc.qld.gov.au/contact-us>

- 3) and the relevant local government.

An excel list of local government contact details is available on the [Department of Local Government, Racing and Multicultural Affairs](#). penalties apply for non-compliance of this timeframe

You must keep a copy of the statement for a minimum of five (5) years after the statement is signed. Again, penalties apply for non-compliance.

NOTE: *Building owners must complete their obligations in relation to the combustible cladding checklist (Part 2) by 29 May 2019 unless they have been granted an extension of time, penalties apply for non-compliance.

BUILDING INDUSTRY PROFESSIONAL

Building Industry Professional Details

Refer to *Building Regulation 2006 (Qld)* Part 4A, section 16O for the definition of a Building Industry Professional.

Name of company (in full)

Contact person (if a company)

*Postal address

State Postcode

(All correspondence will be mailed to the address)

Phone (Business hours) *Please provide at least one contact number

Mobile phone Fax

Email

QBCC Licence number / RPEQ Registration details / BOAQ Registration

Registered Professional Engineers Queensland Registration (RPEQ) / Board of Architects Queensland (BOAQ)

Please complete the following questions from the online combustible cladding checklist. The building owner is required to manually enter your answers into the online checklist to comply with their statutory requirements.

Question 5. Is the building of Type A or B construction?
Refer to NCC - Building Code of Australia - Part C1

YES NO (If NO, no further input required, go to signature block)

Question 6. Does the building have any combustible cladding forming part of, or attached or applied to, an external wall or another external part of the building other than the roof?
Refer to Building Regulation 2006 (Qld) Part 4A, section 16O for a definition of combustible cladding.

YES NOT SURE NO

BUILDING INDUSTRY PROFESSIONAL DECLARATION

I declare that, the information I have provided is true and correct.

Name of appropriately qualified building industry professional who undertook this assessment.

Signature Date / /

Privacy Notice: The Queensland Building and Construction Commission (QBCC) is collecting information, including personal information, from this form as required under the *Building Regulation 2006*. This information may be stored by the QBCC and the Department of Housing and Public Works, and will be used for administration, compliance, statistical research and evaluation of combustible cladding risk. Your information, including personal information, may be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring combustible cladding risk. Collected information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

QUESTION 5: Is the building of Type A or B construction?

To assist with answering question 5 you can refer to the BCA classes of buildings. [The BCA has an easy to follow PDF guide](#) to help identify building classifications.

The Regulation captures class 2 to 9 private buildings of 'Type A or B Construction'. The building industry professional is to determine the building's 'Type of Construction' in accordance with the BCA. When doing so, regard must be given to BCA provisions that may influence the type of construction of buildings.

A building may have parts that have different uses. In most cases, each of these parts must be classified separately. A building (or part of a building) may also have more than one use and may be assigned more than one classification.

Since 1 July 1997, each building is required to display a Certificate of Currency—this certificate has the class of building on it. Once that is known along with the number of stories you can then refer to the type of construction table to determine the type of construction that applies to the building it is.

As an example a class 6 retail store that is 4 stories is a type A.

Type of construction

Rise in storeys	Class of building 2,3,9	Class of building 5,6,7,8
4 or more	A	A
3	A	B
2	B	C
1	C	C

Note: The BCA contains additional provisions which can influence the type of construction that applies to a building. The [Guideline for assessing buildings with combustible cladding](#) also contains further information in this regard. Building Industry Professionals must consider all relevant BCA requirements in making their determination of the type of construction.

QUESTION 6: Does the building have any combustible cladding forming part of, or attached or applied to, an external wall or another external part of the building other than the roof?

In order to complete Part 2 of the online checklist, the building industry professional must determine if there is any combustible cladding on the building's external walls.

To do this, best practice for the building industry professional would include a combination of the following:

- visual inspection of the building for evidence of combustible cladding on the external walls a review of documentation relating to the building's design and specifications, façade engineering specifications and the like, to confirm 'as-built' alignment or non-alignment with approval documentation
- consider whether product substitution or unapproved changes of cladding systems has occurred

It is important to note that product substitution of a component of a building's external wall assembly during construction and renovation has been identified nationally and in Queensland as a common industry practice.

Ensure the evidence supporting the identification of materials used in the external wall is representative of the building's current state, which may not necessarily be the product identified on the as-approved design or specification.

- consider section 16N(1)(a) and (b) of the Regulation which clarifies that existing private buildings, regardless of the fact that their building development approval relied upon a current recognised certificate (such as a certificate of conformity as prescribed under section 51(2) of the Regulation), are to comply with Part 4A of the Regulation
- consider Part 4A section 16N(1)(a) of the Regulation which clarifies that existing private buildings, regardless of the fact that they were previously given a building development approval under the Act, are to comply with Part 4A of the Regulation
- consider the definition of combustible cladding as it appears in the Regulation and is explained in section 5 of the [Guidelines for Assessing Buildings with Combustible Cladding](#).

Penalties

Building owners and their engaged practitioners are required to comply with their respective responsibilities under Part 4A of the Regulation.

Any non-compliance may be considered an offence. The Regulation nominates maximum penalties that can be imposed in instances where a building owner, building industry professional or fire engineer is convicted of an offence.

Penalties have been attached to relevant provisions requiring an action and can also apply for providing false or misleading information. Different requirements have different penalties, and may be in the form of an infringement notice issued under the *State Penalties Enforcement Regulation 2014* or through prosecution.

Common Q&As

Rectification work

There is currently no legislation forcing rectification of combustible cladding. Any rectification work at this stage is voluntary and is the responsibility of the building owner.

What if owners don't register?

Failure to register and complete the combustible cladding checklist is an offence and may result in disciplinary action from the QBCC.

Pricing expectations

The Queensland Building and Construction Commission does not have jurisdiction over building rates and charges. For further assistance, you will need to contact a financial advisor or accountant.



Need more information?

Visit qbcc.qld.gov.au



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qbcc.qld.gov.au