

Construction Certifier Checklist: - (Aligned with On-Line Form)

The following section is the Construction Certifier Checklist and must be completed by the Construction Certifier.

The Construction Certifier must make every effort to ensure all information contained in this checklist is accurately addressed.

Notwithstanding the content of this checklist, it is the responsibility of the Construction Certifier to ensure the Construction Certifier Checklist section of the submission fully complies with the [Unitywater Connections Policy](#), [SEQ Code](#) and the [Accreditation and Certification Manual](#).

| Item No | Non-Conformance Items | Non-Conformance Type | | Comments |
|---------|--|----------------------|----------|----------|
| | | Minor NC | Major NC | |
| 1 | Attended the Pre-Start Meeting. | | 10 | |
| 2 | The Pre-Start Meeting held before construction of water supply or sewerage works commenced. | | 10 | |
| 3 | The Construction Inspection Schedule, including expectations and frequencies of inspections was discussed. | | 10 | |
| 4 | Any other item that Unitywater deems reasonable and relevant to attract a non-conformance. | 1 | | |

Major Connection Certifier Checklist: - (Aligned with On-Line Form)

The following section of this submission is the Major Certifier Checklist and must be completed by the Major Connection Certifier.

The Major Certifier must make every effort to ensure all information contained in this checklist is accurately addressed.

Notwithstanding the content of this checklist, it is the responsibility of the Major Connection Certifier to ensure the submission fully complies with the [Unitywater Connections Policy](#), [SEQ Code](#) and the [Accreditation and Certification Manual](#).

| Item No | Non-Conformance Items | Non-Conformance Type | | Comments |
|---------|---|----------------------|----------|----------|
| | | Minor NC | Major NC | |
| 5 | Attended the Pre-Start Meeting. | | 10 | |
| 6 | Construction had not commenced prior to Pre-Start Meeting nor did Pre-Start meeting progress without alerting Unitywater for direction on dealing with commenced works. | | 10 | |

A&C - Pre-Start Meeting Record - Assessment Checklist

| Item No | Non-Conformance Items | Non-Conformance Type | | Comments |
|---------|---|----------------------|----------|----------|
| | | Minor NC | Major NC | |
| 7 | Conducted Pre-Start Meeting with all compulsory attendees present at meeting. | | 10 | |
| 8 | Correct and complete information (as defined in section 4.3 Pre-start Meeting of the A&C Manual) is included in this submission. | | 10 | |
| 9 | Correct and complete Pre-Start Meeting Agenda prepared prior to meeting. | 1 | | |
| 10 | Copy of Agenda used at Pre-Start Meeting attached to Meeting Record. | 1 | | |
| 11 | Correct and complete Asset Information Package to describe and identify assets that will be donated to Unitywater following acceptance On-Maintenance of the constructed works. | 1 | | |
| 12 | Correct and complete Connection Approval and Network Works Approval including certified design plans is identified and listed in supporting comments. | | 10 | |
| 13 | Construction Inspection Schedule of the works by the Construction Certifier is included in this submission. | | 10 | |
| 14 | Discussed Private Works quotation timeframes, payment requirements and connection construction protocols and timeframes. | | 10 | |
| 15 | Pre-Start Agenda and meeting items did include discussing materials to use on-site and specific requirements relating to materials. | 1 | | |
| 16 | Completed any Connection Approval / Network Works conditions required to be completed prior to pre-start. | | 10 | |
| 17 | Pre-Start Record submitted to Unitywater within 5 business days. | 1 | | |

A&C - Pre-Start Meeting Record - Assessment Checklist

| Item No | Non-Conformance Items | Non-Conformance Type | | Comments |
|---------|--|----------------------|----------|----------|
| | | Minor NC | Major NC | |
| 18 | Nominated Construction Inspection Schedule is satisfactory and consistent, containing the minimum prescribed Construction Inspection Schedule in the A&C Manual. | | 10 | |
| 19 | Any other item that Unitywater deems reasonable and relevant to attract a non-conformance. | 1 | | |