

NCC Compliance Checklist

Introduction to the National Construction Code (NCC)

NCC Compliance Checklist for Builders and Tradies

A practical site tool to help you stay on top of compliance at every project stage

BEFORE CONSTRUCTION STARTS

Confirm Building Classification

- Verify the correct class (Class 1–10) according to the NCC
- Document classification with relevant design and planning materials

Identify Compliance Pathway

- Determine if your project will follow:
 - **Deemed-to-Satisfy (DTS)** provisions
 - **Performance Solutions**
 - A **Combination** of both

Check for State or Territory Variations

- Review **Schedule 3 and beyond** in the NCC
- Confirm local amendments that apply to your site (e.g. fire, energy, wind)

Review Evidence of Suitability Requirements

- Prepare appropriate documentation:
 - Test reports
 - Compliance certificates

- Product technical statements
- CodeMark or WaterMark certificates (if applicable)

Engage with Certifier Early

- Submit design documentation for review
 - Clarify expectations for inspection stages and documentation format
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DURING CONSTRUCTION

Use Approved Products and Materials

- Confirm all materials meet NCC and Australian Standards
- Avoid substitutions without updated documentation

Follow Manufacturer Installation Instructions

- Adhere strictly to specifications (particularly waterproofing, fire-rated systems, insulation)
- Avoid practices that could void compliance

Maintain Evidence of Suitability On-Site

- Keep digital or physical copies of:
 - Compliance certificates
 - Product technical statements
 - Reports and test data
- Organise by trade/system for easy access

Document Performance Solutions

- Include verification methods (testing, modelling)
- Maintain signed assessments by qualified professionals

Communicate Regularly with Designers and Certifiers

- Discuss any design changes before implementation
- Seek written confirmation for approval-critical decisions

AT PROJECT COMPLETION

Compile Compliance Documentation

- Create a project file including:
 - All certificates
 - Installation records
 - Performance Solution reports
 - Inspection approvals

Verify Inspection Stages Are Completed

- Confirm all inspections have been signed off by the certifier
- Retain inspection records for future audits or handover

Conduct Final Review with Certifier

- Ensure all final compliance evidence is submitted and approved
- Address any outstanding items or clarifications

Retain Records for Warranty and Certification

- Keep a copy of the full compliance package for at least 7 years (or per local requirement)
- Provide relevant documentation to client as part of handover

 **REMEMBER:**

Compliance is not a one-off task—it's a continuous process. This checklist is a tool to help you embed NCC compliance into your everyday workflow and ensure high-quality, legally compliant outcomes for every build.

 **Download this checklist and keep it on-site or in your digital project file for quick reference.**