

Development Regulations 2008  
 Regulation 74 – Supervisor’s checklist  
 Handling / installation / inspection of roof framing

|                                   |  |                              |
|-----------------------------------|--|------------------------------|
| Development Application number:   |  |                              |
| Site address:                     |  |                              |
| Council:                          | Private certifier (if applicable):   |                              |
| Phone:                            |  |                              |
| Fax:                              | Phone:   |                              |
| Email:                            | Email:   |                              |
| Person completing this checklist: |  | Name:                        |
| Qualification:                    | Registered building work supervisor in accordance with regulation 74 – licence number: | Phone:                       |
|                                   |  | Training certificate number: |

Part 1 – Process and communication

- Timber trusses/roof framing were transported, stored, lifted and handled on the site in a proper manner and an area was provided on the site for their satisfactory storage – as set out in Appendix E of AS 4440 and/or Appendix H of AS 1684.2.
- All trusses appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.
- Unless the roof framing has been designed otherwise, a label is provided on a truss immediately adjacent to the roof access hole, stating that the trusses have not been designed for additional loads such as attached carports/verandahs, a water heater, air conditioner or household storage; and that truss members must not be cut to fit building services. If the roof framing has been designed for additional loads, the trusses that are to support any additional load must be clearly identified.
- At least 1 business day’s notice of completion of all roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs) provided to the council. The completed roof framing must not be concealed until after the expiration of 2 clear business days after the notification.
- This handling / installation / inspection checklist completed by a registered building work supervisor in accordance with regulation 74, who has inspected the work, and provided to the council within 1 business day after notice of completion of all roof framing.

Signature: .....

Date: .....

Print name: .....

Part 2 – Timber roof truss erection, fixing and bracing

For a timber truss roof, check the following items for compliance with the approved documents:

| Item | Site Work: Truss Erection and Bracing  | Tick | AS 4440-2004 Ref     | Defects/Comments |
|------|--|------|----------------------|------------------|
| 1    | Hip end framing: Loose timber or jack trusses  |      | 1.2(f)5<br>Fig. 5.1  |                  |
| 2    | Location of special loads:<br>Solar heating, air con. HWS, other   |      | 1.6                  |                  |
| 3    | Bottom chord clear of non-load bearing walls   |      | 2.2.2                |                  |
| 4    | Internal support/tie-down  |      | 2.2.1<br>&3.7        |                  |
| 5    | Fixing to tops of bracing walls - slotted brackets   |      | Fig. 2.2             |                  |
| 6    | Fixing to non-loadbearing walls – slotted brackets   |      | Fig. 2.3             |                  |
| 7    | Truss locations/orientation:<br>Spacing, span  |      | 3.1                  |                  |
| 8    | Truss bow (L/200 max)  |      | Fig. 3.2             |                  |
| 9    | Truss plumb (H/50 max)   |      | Fig. 3.3             |                  |
| 10   | Supplementary timber: ceiling trim   |      | 3.5 & 3.6            |                  |
| 11   | Truss Tie-Down requirements – as per approval  |      | 3.7                  |                  |
| 12   | Fixing of multi-ply truss  |      | 3.8                  |                  |
| 13   | Top Chord Bracing: Layout and Fixing – steel-brace   |      | 4.1                  |                  |
| 14   | Steel-brace splice   |      | Fig. 4.20            |                  |
| 15   | Steel-brace end-fixing at apex   |      | Fig. 4.21            |                  |
| 16   | Steel-brace end-fixing at heel-to-top plate  |      | Figs. 4.22<br>& 4.23 |                  |
| 17   | Steel-brace at heel-to-girder truss  |      | Fig. 4.24            |                  |
| 18   | Steel- brace at cantilevers  |      | Fig. 4.25            |                  |
| 19   | Top Chord Restraint (spacing and fixing)   |      | Fig. 4.1             |                  |
| 20   | Intermediate Top Chord Ties (Valley Truss)   |      | Fig. 4.2             |                  |
| 21   | Fixing of Valley Trusses   |      | Fig. 5.6             |                  |
| 21   | Bottom Chord Restraint. Spacing and Size of Restraint  |      | 4.4                  |                  |
| 22   | Web Tie/Web Brace  |      | 4.5                  |                  |
| 23   | Bottom Chord Restraint Bracing   |      | Fig. 4.28            |                  |
| 24   | Truss-to-truss connections appropriate for wind speed:<br>Hip Ends, Girder Trusses, Valley Trusses,<br>Non Load-Bearing Walls  |      | Section 5            |                  |
| 25   | Girder Truss Position and Girder Boots   |      | 5.3                  |                  |
| 26   | Girder Truss Restraint.  |      |                      |                  |
| 27   | Overhangs:<br><b>Eaves Detail</b> (Supported, Not Supported)<br>Structural or Non-Structural Fascia<br><b>Verge Detail</b> (Gable End Truss Supported on End Wall Or Free Spanning)<br><b>Verandahs and Pergolas</b> must not be attached to the ends of truss overhangs without specific design |      | Section 6            |                  |
| 28   | Waling plate fixing  |      | Fig 5.5              |                  |
| 29   | Truss connection to timber/steel beams   |      |                      |                  |
| 30   | Gable end framing  |      | 6.2                  |                  |
| 31   | Truss modification/defects   |      | 3.9                  |                  |
| 32   | Truss site suitability: corrosive environments   |      | 3.10                 |                  |
| 33   | Advise on cornice fixing to Appendix B   |      | B3                   |                  |
| 34   | Bearing Width to Appendix B  |      | B4                   |                  |
| 35   | Steel roof battens, where used, must be legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating   |      |                      |                  |

Signature: .....

Date: .....

Print name: .....

Part 3 – Conventional timber roof frame erection, fixing and bracing

**For a conventionally framed roof, check the following items for compliance with the approved documents:**

| <b>I<br/>T<br/>E<br/>M</b> | <b>Site Work: Truss Erection and Bracing</b>   | <b>T<br/>I<br/>C<br/>K</b> | <b>AS 1684<br/>Reference<br/>Clause/Fig.</b> | <b>Defects/Comments</b> |
|----------------------------|--|----------------------------|--|-------------------------|
| 1                          | Roof constructed in accordance with approved layout  |                            |  |                         |
| 2                          | Bracing  |                            | Section 8                                    |                         |
| 3                          | Coupled roof connections – ceiling joists to rafters, collar ties to rafters   |                            | 7.1.2.2                                      |                         |
| 4                          | Tie-downs  |                            | Section 9                                    |                         |
| 5                          | Transfer of wall frame bracing   |                            | 8.3.6.9                                      |                         |
| 6                          | Point loads - including beams, struts, are adequately supported  |                            |  |                         |
| 7                          | Location of special loads:<br>Solar heating, air con, HWS, Other   |                            |  |                         |
| 8                          | Steel roof battens, where used, must be legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating |                            |  |                         |

Signature: .....

Date: .....

Print name: .....

|  |
|--|
| Part 4 – Steel roof truss erection, fixing and bracing |
|--|

For a steel-framed roof, check the following items for compliance with the approved documents:

| I<br>T<br>E<br>M | Site Work: Truss Erection and Bracing   | T<br>I<br>C<br>K | Defects/Comments |
|------------------|---|------------------|------------------|
| 1                | Steel is legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating |                  |                  |
| 2                | Hip end framing: jack trusses or hip trusses  |                  |                  |
| 3                | Location of special loads:<br>Solar heating, air con. HWS, Other  |                  |                  |
| 4                | Bottom chord clear of non-loadbearing walls   |                  |                  |
| 5                | Internal support/tie-down   |                  |                  |
| 6                | Fixing to non-loadbearing walls – slotted brackets  |                  |                  |
| 7                | Truss locations/orientation:<br>Spacing, span, station  |                  |                  |
| 8                | Truss, rafters, ceiling joists overall straightness (L/500 max)   |                  |                  |
| 9                | Truss plumb (H/100 or 20 mm max) unless trusses designed to be installed out of plumb   |                  |                  |
| 10               | Truss Tie-Down requirements – as per approval   |                  |                  |
| 11               | Fixing of double truss  |                  |                  |
| 16               | Top Chord Bracing: Layout and Fixing – steel-brace  |                  |                  |
| 17               | Top Chord Restraint (spacing of purlin/tile batten)   |                  |                  |
| 18               | Bottom Chord Restraint. Spacing and Size of Restraint   |                  |                  |
| 20               | Web Tie/Web Brace   |                  |                  |
| 21               | Truss-to-truss connections  |                  |                  |
| 22               | Girder Truss Position and Girder Boots  |                  |                  |
| 22               | Girder Truss Restraint.   |                  |                  |
| 23               | Waling plate fixing   |                  |                  |
| 24               | Truss connection to timber/steel beams  |                  |                  |
| 25               | Gable end framing   |                  |                  |
| 26               | Truss modification/defects  |                  |                  |
| 27               | Truss site suitability: corrosive environments  |                  |                  |

Signature: .....

Date: .....

Print name: .....

Part 5 – Conventional steel roof frame erection, fixing and bracing

For a conventionally framed roof, check the following items for compliance with the approved documents:

| I<br>T<br>E<br>M | Site Work: Truss Erection and Bracing   | T<br>I<br>C<br>K | Defects/Comments |
|------------------|---|------------------|------------------|
| 1                | Steel is legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating |                  |                  |
| 2                | Roof constructed in accordance with approved layout   |                  |                  |
| 3                | Bracing   |                  |                  |
| 4                | Coupled roof connections – ceiling joists to rafters, collar ties to rafters  |                  |                  |
| 5                | Tie-downs   |                  |                  |
| 6                | Transfer of wall frame bracing  |                  |                  |
| 7                | Point loads - including beams, struts, are adequately supported   |                  |                  |
| 8                | Location of special loads:<br>Solar heating, air con, HWS, Other  |                  |                  |

Signature: .....

Date: .....

Print name: .....

