

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

**General information**

1. In accordance with Regulation 74, at least one (1) business day’s notice must be given to the council of the intended completion of all roof framing forming part of the building work and (including top and bottom chord restraints, bracing and tie-downs).
2. The completed roof framing must not be concealed until after the expiration of two (2) clear business days after the notice of completion of roof framing has been received by the council.
3. The applicable checklist must be completed by a registered building work supervisor who has inspected the work and must be provided to the council when giving notice of the completion of roof framing.

**Note:**

The above processes do not apply to a Class 10 building if it is not attached to any part of the roof framing of a building of another class.

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**Part 1 – Timber roof truss framing: erection, fixing and bracing**

Site address:

Development Application number:

**Relevant authority**

Name of council/private certifier:

Email:

Phone:

**Person completing this checklist**

Name:

Licence number:

Phone:

Training certificate number:

The following items have been checked and comply with the approved documents:

ITEM	Site Work	AS 4440-2004 Reference	Checked
1	Hip end framing: Loose timber or jack trusses	5.2.1, 5.2.2	
2	Location of special loads: 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 & 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: 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 & 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	
22	Bottom Chord Restraint. Spacing and Size of Restraint	4.4	
23	Web Tie/Web Brace	4.5	
24	Bottom Chord Restraint Bracing	Fig. 4.28	
25	Truss-to-truss connections appropriate for wind speed: Hip Ends, Girder Trusses, Valley Trusses, Non Load-Bearing Walls	Section 5	
26	Girder Truss Position and Girder Boots	5.3	

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**Part 1 – Timber roof truss: erection, fixing and bracing**

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ITEM	Site Work	AS 4440-2004 Reference	Checked
27	Girder Truss Restraint		
28	Overhangs: <b>Eaves Detail</b> (Supported, Not Supported) Structural or Non-Structural Fascia <b>Verge Detail</b> (Gable End Truss Supported on End Wall Or Free Spanning) <b>Verandahs and Pergolas</b> must not be attached to the ends of truss overhangs without specific design	Section 6	
29	Waling plate fixing	Fig 5.5	
30	Truss connection to timber/steel beams		
31	Gable end framing	6.2	
32	Truss modification/defects	3.9	
33	Truss site suitability: corrosive environments	3.10	
34	Advise on cornice fixing to Appendix B	B3	
35	Bearing Width to Appendix B	B4	
36	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		
37	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	Appendix E of AS 4440 and/or Appendix H of AS 1684.2.	
38	All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.		
39	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.		

Signature: .....

Date: .....

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**Part 2 – Conventional timber roof frame: erection, fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

Name of council/private certifier: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	AS 1684 Reference	Checked
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: 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		
9	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	Appendix E of AS 4440 and/or Appendix H of AS 1684.2.	
10	All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part 3 – Steel roof truss: erection, fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

Name of council/private certifier: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	Checked
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: 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: 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	
12	Top Chord Bracing: Layout and Fixing – steel-brace	
13	Top Chord Restraint (spacing of purlin/tile batten)	
14	Bottom Chord Restraint. Spacing and Size of Restraint	
15	Web Tie/Web Brace	
16	Truss-to-truss connections	
17	Girder Truss Position and Girder Boots	
18	Girder Truss Restraint.	
19	Waling plate fixing	
20	Truss connection to timber/steel beams	
21	Gable end framing	
22	Truss modification/defects	
23	Truss site suitability: corrosive environments	
24	All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.	
25	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.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part 4 – Conventional steel roof frame: erection, fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

Name of council/private certifier: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	Checked
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: Solar heating, air con, HWS, Other	
9	All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part 5 – Class 10 structure attached to any part of the roof framing of a building: erection, fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

Name of council/private certifier: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	Checked
1	Where there are existing roof trusses – the nailplates are not separating or have not separated from the timber	
2	Existing tie-downs and connections are in place and in good condition	
3	Where the Class 10 structure is to be attached at or near an existing hip end, existing jack rafters and jack trusses are not separating from hip rafter or top chord of hip truss	
4	Details are provided of any new strengthening, tie-down, connection or rectification work	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_