DBP Design Audit Process

Start

Identify building projects for design audits

Obtain DA and CC (e-planning portal)

Check if construction has commenced before lodging declared designs

Confirm all declared design requirements have been lodged

Assess contracts against model provisions

Obtain engagement contract from designers

Confirm all design practitioners hold the required insurance

Confirm all design practitioners are appropriately registered

Initial assessment of design documentation/ compliance declarations by Fair Trading staff.

Part 1 – Have the basic requirements of the DA/CDC been reflected in the designs?

Part 2 – Is there sufficient detail in plans for construction to occur?

Part 3 – Performance solutions: has all the legislated info been provided?

Part 4 – Sufficient info in the documentation to determine BCA compliance?

Part 5 – Does the documentation indicate design integration?

Part 6 – Indication practitioner has fallen short of expected competence, diligence and integrity standards?

Fair Trading staff to refer questions (Parts 1-6) to external technical expert.

Expert panel provides observation to Fair Trading

Does Fair Trading have any technical questions?

Yes

No

Compliance issues?

Yes

No

Findings communicated to registered designers. **No further action.**

End

Designer to be issued warning and must submit:
- Defence of conduct
- Agreement to rectify design

If warranted, written undertaking to be sought

If justified, Fair Trading to issue **Stop Work Order**