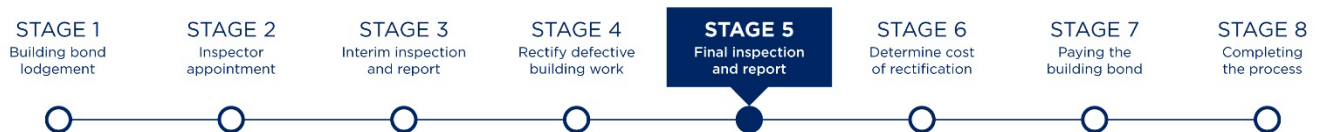


Building Inspector

Mobile app instructions

Stage 5 – ‘SBBIS Inspect’ final inspection

This user guide contains step-by-step instructions to walk you through ‘Stage 5 – Final inspection and report’ screens of the mobile ‘Inspector App’ for the Strata Building Bond Inspections Scheme.



| Stage 5 – Interim inspection & report | |
|---|--|
| <ol style="list-style-type: none">1. If you are using the app for the first time, download the free ‘SBBIS Inspect’ app from the iOS App Store or Google Play Store (for Android). |  |
| <ol style="list-style-type: none">2. Log in with your username and password for SBBIS on the Strata Hub.3. The user will be prompted to sign in from www.sbbis.nsw.gov.au/prweb Click ‘Continue’. |  |

Building Inspector

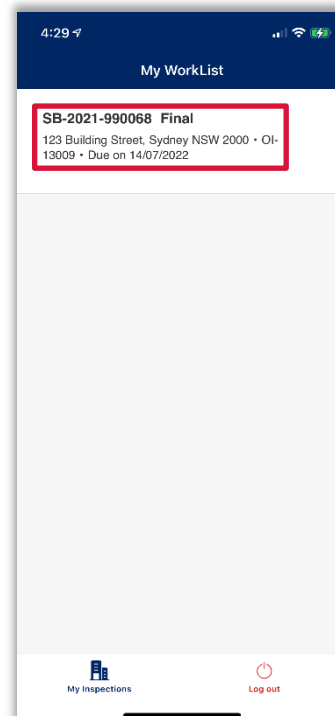
Mobile app instructions

4. Enter your SBBIS online 'user name' and 'password'.

If you have forgotten your user name or password, click on the link **Trouble logging in?**

5. You will see 'My Worklist'. Select the Strata bond case for the on-site inspection you are completing.

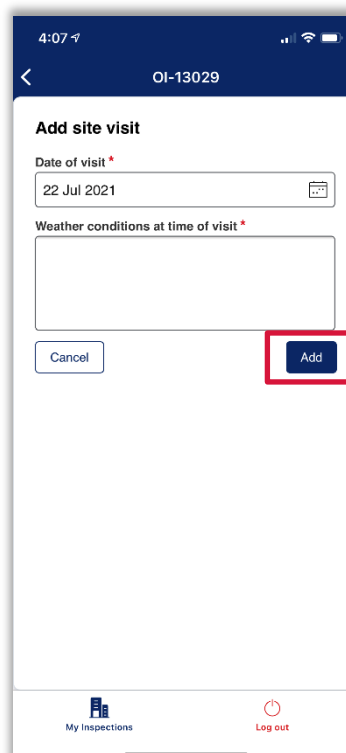
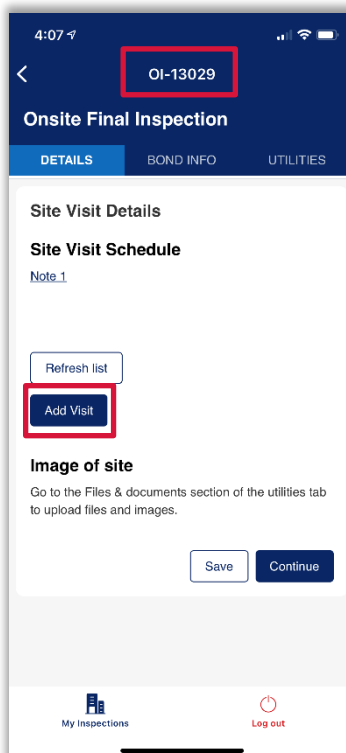
Note: You should be able to see all your data from the desktop version of SBBIS online.



6. In the 'Site Visit Details' screen you need to enter the date, time and weather conditions for each of the site visits.

Click on 'Add Visit' to open the 'Add site visit' screen which is prepopulated with today's date and has a free text box for you to enter the weather conditions. Enter details and click on 'Add'.

Note: You will see an 'Onsite Inspection' number beginning with 'OI' listed along with the Strata bond number. This OI number will appear on the top of each screen.



Building Inspector

Mobile app instructions

7. The site visit details will be listed onscreen.

To add more onsite visits, click on **'Add visit'**. These will appear as a list onscreen.

Note: Clicking on the 'Refresh list' button will force download the latest data from the app or desktop provided you have internet connection.

You need to upload an image of the site. Go to the **'Utilities'** tab and click on **'Files & documents'** to upload files and images.

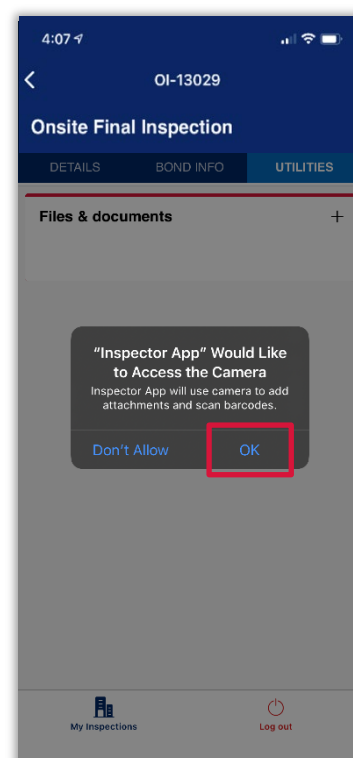
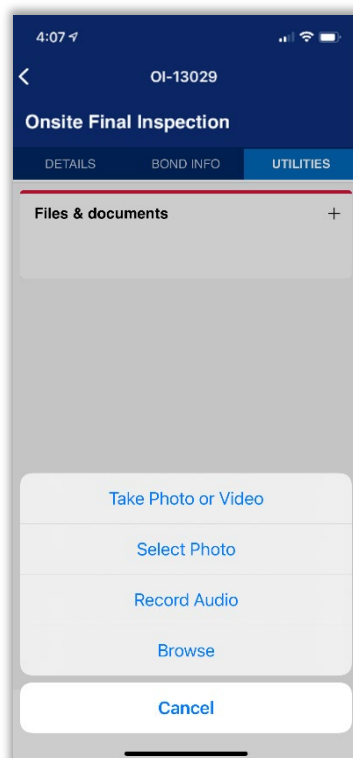
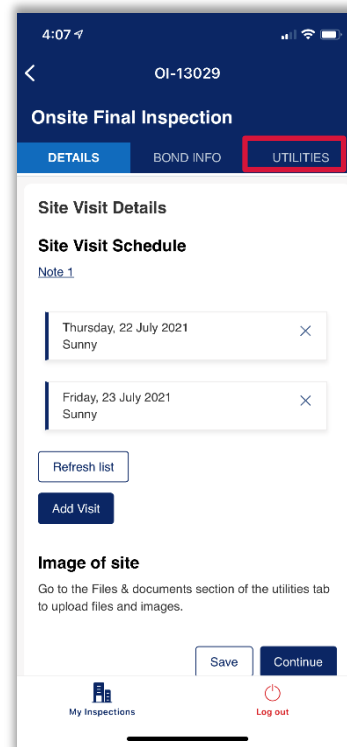
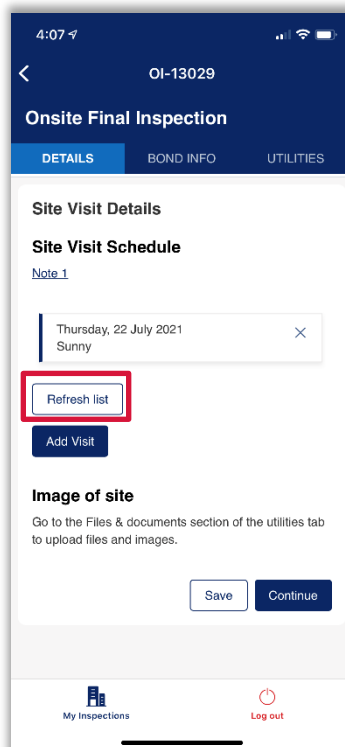
You can choose from the options shown onscreen:

- Take photo or video
- Select photo
- Record audio
- Browse

The first time you use this feature you'll be asked to provide permission for App to access the camera. Click on **'OK'** to progress.

Note: These files will be uploaded to a zip file that will accompany your report on the desktop version of SBBIS online.

There is a 300MB file size limit.



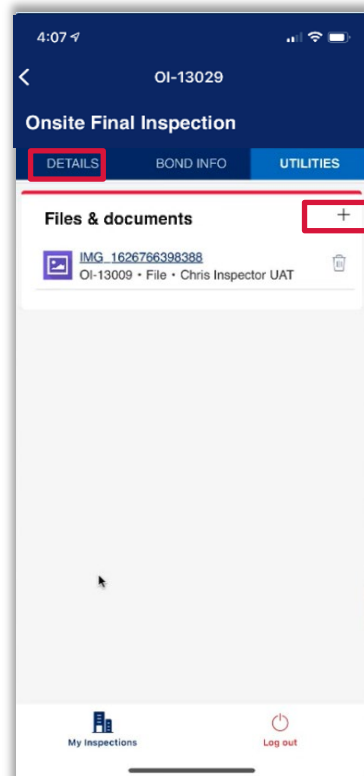
Building Inspector

Mobile app instructions

8. When you click 'Ok' the App will access your camera. You can then take photos or videos which will then appear in a list in the 'Files & documents' screen.

To add more files, click on the '+' sign.

When you are finished, click on the 'Details' Tab.



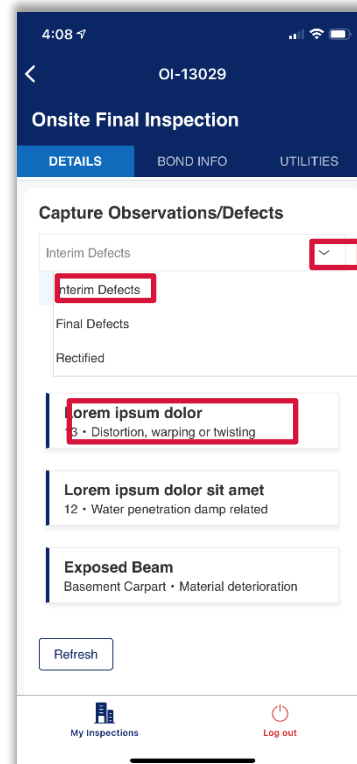
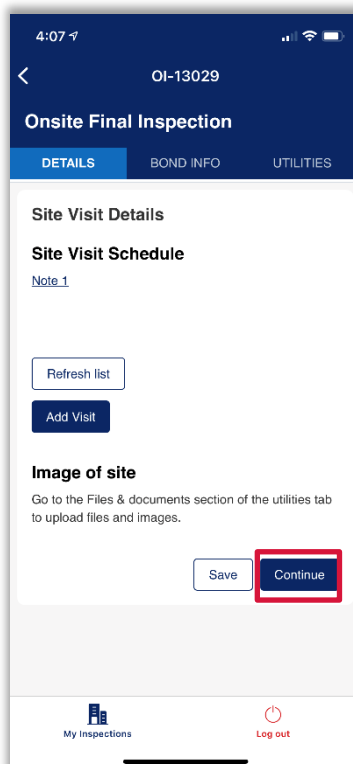
9. In the 'Details' tab, click on 'Continue' to progress to the next screen which is the 'Capture Observations/ Defects'.

There are three classifications for defects in the final inspection:

- Interim Defects
- Final Defects
- Rectified

All defects from the Interim Report come across as 'Interim Defects'. You need to review the details of these.

Click on 'Interim Defects' to see a list of these onscreen. Select one to begin the review.



Building Inspector

Mobile app instructions

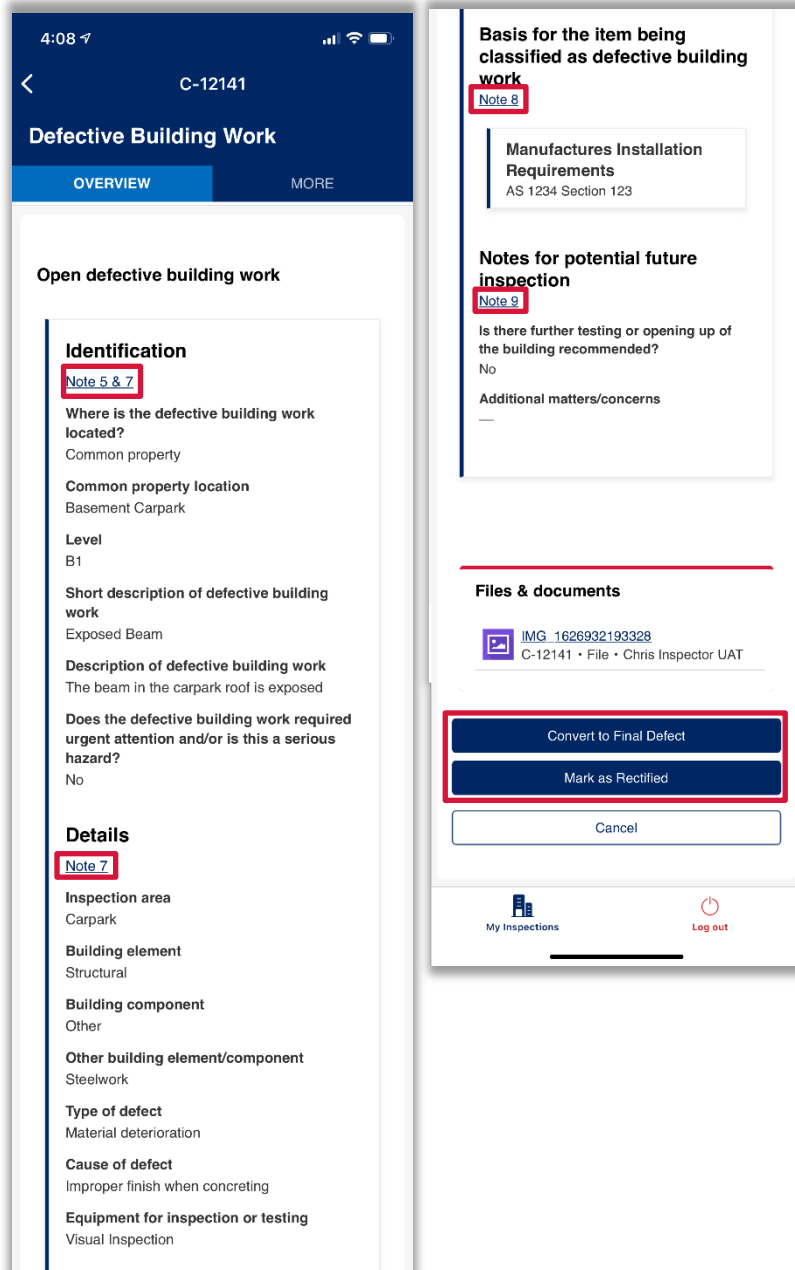
10. In the **'Open Defective Building Work'** screen you will be able to review the details of this defect in a 'read only' mode. You can also see any documents or images uploaded for this defect as part of the Interim inspection.

You need to select either **'Convert to Final Defect'** or **'Mark as Rectified'**.

'Convert to Final Defect' is when it hasn't been fixed and needs to be included in the Final report as a defect. Go to step 11.

'Mark as Rectified' is when the defect has been fixed. Go to step 12.

Note: To assist you with completing your report, a set of guidance notes are available throughout using the **'notes'** hyperlinks. You should refer to these links when completing your reports.



The screenshot shows the 'Open Defective Building Work' screen in the Building Inspector mobile app. The screen is divided into several sections:

- Header:** Shows the time (4:08), location (C-12141), and the title 'Defective Building Work'. There are tabs for 'OVERVIEW' and 'MORE'.
- Open defective building work:** A section containing details about the defect.
- Identification:** A section with a 'Note 5 & 7' link. It includes fields for 'Where is the defective building work located?' (Common property), 'Common property location' (Basement Carpark), 'Level' (B1), 'Short description of defective building work' (Exposed Beam), 'Description of defective building work' (The beam in the carpark roof is exposed), and 'Does the defective building work required urgent attention and/or is this a serious hazard?' (No).
- Details:** A section with a 'Note 7' link. It includes fields for 'Inspection area' (Carpark), 'Building element' (Structural), 'Building component' (Other), 'Other building element/component' (Steelwork), 'Type of defect' (Material deterioration), 'Cause of defect' (Improper finish when concreting), and 'Equipment for inspection or testing' (Visual Inspection).
- Basis for the item being classified as defective building work:** A section with a 'Note 8' link. It includes 'Manufactures Installation Requirements' (AS 1234 Section 123).
- Notes for potential future inspection:** A section with a 'Note 9' link. It includes a question 'Is there further testing or opening up of the building recommended?' (No) and a field for 'Additional matters/concerns'.
- Files & documents:** A section showing a file named 'IMG_1626932193328' with a link to 'C-12141 • File • Chris Inspector UAT'.
- Actions:** Two buttons are visible: 'Convert to Final Defect' and 'Mark as Rectified', both highlighted with red boxes. A 'Cancel' button is also present.
- Footer:** Shows 'My Inspections' and 'Log out' options.

Building Inspector

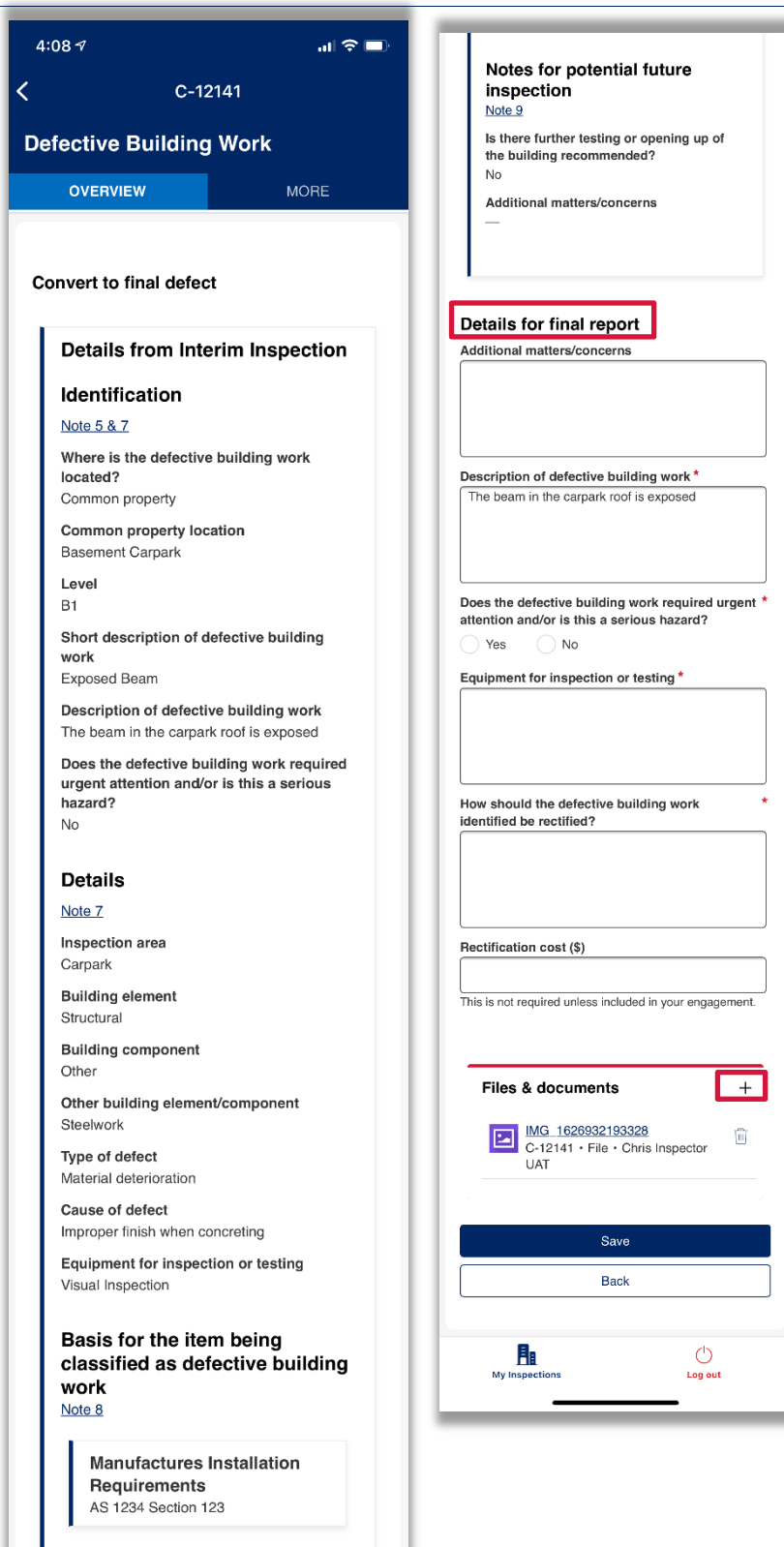
Mobile app instructions

11. If you click on **'Covert to Final Defect'** a new section called **'Details for final report'** will appear on screen.

You need to enter the details requested confirming that this defect still exists and relevant evidence and documentation including any photo files which can be uploaded by clicking on the **'+'** in the **'Files & documents'** section.

'Rectification costs' is an optional field and not required "unless included in your engagement".

Click on **'Save'** to progress or on **'Back'** to delete the data entered and return to the previous screen.



The screenshot shows the 'Defective Building Work' screen in the Building Inspector mobile app. The top bar is dark blue with a back arrow, the identifier 'C-12141', and the title 'Defective Building Work'. Below the title are two tabs: 'OVERVIEW' (selected) and 'MORE'. The main content area is titled 'Convert to final defect'. It contains several sections: 'Details from Interim Inspection' with sub-sections for 'Identification' (including location, level, and description) and 'Details' (including inspection area, building element, component, type of defect, cause of defect, and equipment for inspection). At the bottom is the 'Basis for the item being classified as defective building work' section. To the right of the main content is a sidebar with 'Notes for potential future inspection' and 'Details for final report' (highlighted with a red box). The 'Details for final report' section includes fields for 'Additional matters/concerns', 'Description of defective building work', 'Does the defective building work required urgent attention and/or is this a serious hazard?', 'Equipment for inspection or testing', 'How should the defective building work identified be rectified?', and 'Rectification cost (\$)'. At the bottom of the sidebar is the 'Files & documents' section (highlighted with a red box) showing a file named 'IMG_1626932193328'. At the very bottom of the screen are two buttons: 'Save' and 'Back'.

4:08

C-12141

Defective Building Work

OVERVIEW MORE

Convert to final defect

Details from Interim Inspection

Identification

[Note 5 & 7](#)

Where is the defective building work located?

Common property

Common property location

Basement Carpark

Level

B1

Short description of defective building work

Exposed Beam

Description of defective building work

The beam in the carpark roof is exposed

Does the defective building work required urgent attention and/or is this a serious hazard?

No

Details

[Note 7](#)

Inspection area

Carpark

Building element

Structural

Building component

Other

Other building element/component

Steelwork

Type of defect

Material deterioration

Cause of defect

Improper finish when concreting

Equipment for inspection or testing

Visual Inspection

Basis for the item being classified as defective building work

[Note 8](#)

Manufactures Installation Requirements

AS 1234 Section 123

Notes for potential future inspection

[Note 9](#)

Is there further testing or opening up of the building recommended?

No

Additional matters/concerns

Details for final report

Additional matters/concerns

Description of defective building work *

The beam in the carpark roof is exposed

Does the defective building work required urgent attention and/or is this a serious hazard? *

☐ Yes ☐ No

Equipment for inspection or testing *

How should the defective building work identified be rectified? *

Rectification cost (\$)

This is not required unless included in your engagement.

Files & documents

[+](#)

IMG_1626932193328

C-12141 • File • Chris Inspector

UAT

Save

Back

My Inspections

Log out

Building Inspector

Mobile app instructions

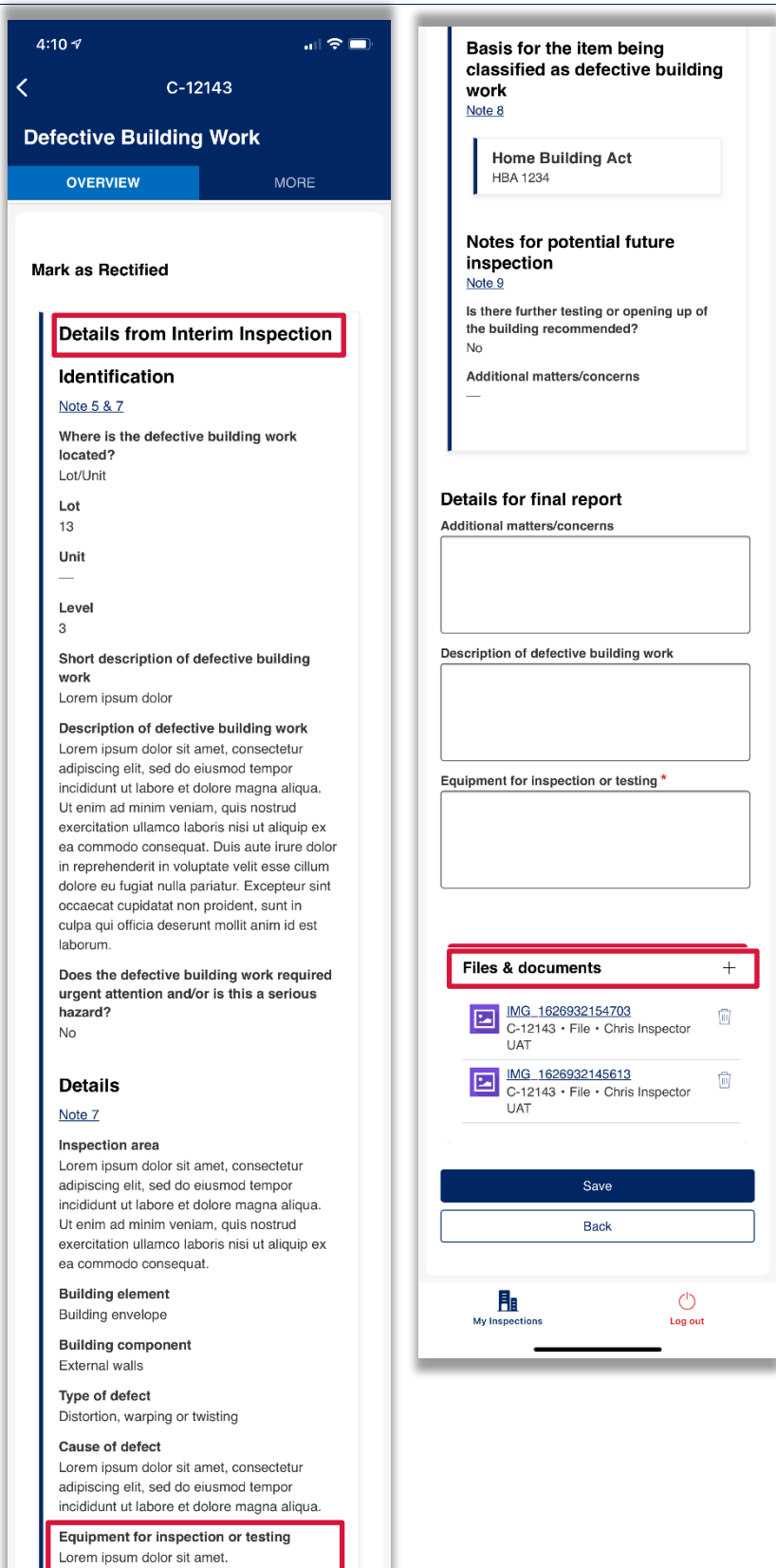
12. If you select **'Mark as Rectified'** a new section called **'Details from Interim Inspection'** will appear onscreen.

The **'Additional matters/concerns'** is optional and so is the **'Description of defective building work'**.

The **'Equipment for inspection or testing'** is a mandatory field.

You can upload **'Files & documents'** as required.

Click on **'Save'** to progress or on **'Back'** to delete the data entered and return to the previous screen.



4:10 C-12143

Defective Building Work

OVERVIEW MORE

Mark as Rectified

Details from Interim Inspection

Identification
[Note 5 & 7](#)

Where is the defective building work located?

Lot/Unit

Lot
13

Unit
—

Level
3

Short description of defective building work
Lorem ipsum dolor

Description of defective building work
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Does the defective building work required urgent attention and/or is this a serious hazard?
No

Details
[Note 7](#)

Inspection area
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Building element
Building envelope

Building component
External walls

Type of defect
Distortion, warping or twisting

Cause of defect
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Equipment for inspection or testing
Lorem ipsum dolor sit amet.

Basis for the item being classified as defective building work
[Note 8](#)

Home Building Act
HBA 1234

Notes for potential future inspection
[Note 9](#)

Is there further testing or opening up of the building recommended?
No

Additional matters/concerns
—


Details for final report


Additional matters/concerns

Description of defective building work

Equipment for inspection or testing *

Files & documents +

 IMG_1626932154703
C-12143 • File • Chris Inspector
UAT

 IMG_1626932145613
C-12143 • File • Chris Inspector
UAT

Save

Back

[My Inspections](#) [Log out](#)

Building Inspector

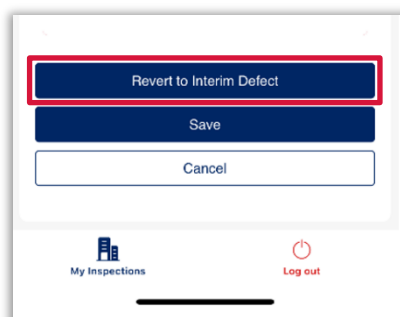
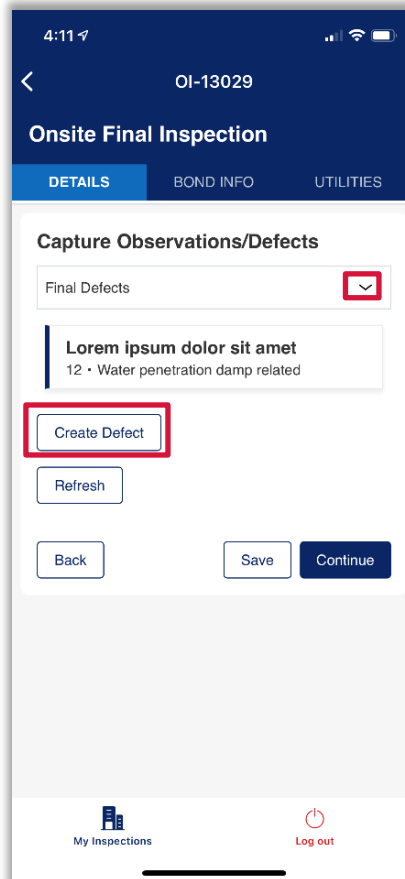
Mobile app instructions

13. If you press **'Save'** in either of the **'Convert to Final Defect'** or **'Mark as Rectified'** screens, you will return to the **'Capture Observations/Defects'** screen. Here all the updates to the **'Interim Defects'** and **'Final Defects'** will be added to the list.

If you need to edit any information you have entered, select the item from the list here and make edits directly. You cannot change data imported from the Interim report.

If you need to completely undo the changes you have made to a specific defect, select it from the list, scroll to the bottom and click on **'Revert to Interim Defect'**.

If a new defect has arisen as a result of the builder trying to rectify a defect identified in the Interim report, go to the **'Final Defects'** in the drop down menu and select **'Create Defect'**.



Building Inspector

Mobile app instructions

14. If you have selected to **'Create Defect'**, you need to search for the associated Interim report defect in the drop-down menu.

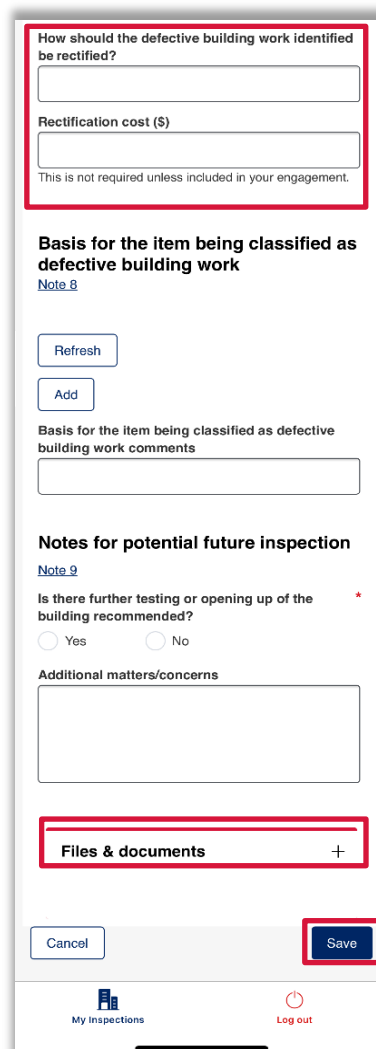
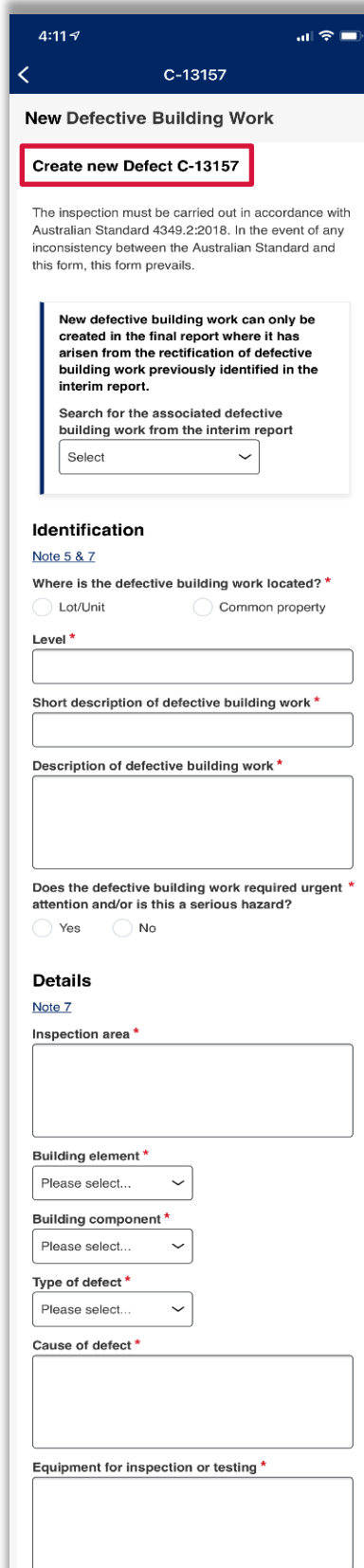
This will create a link in the Final report between the new defect and the associated defect in the Interim report.

You will be asked to fill out all the details for this new defect including **'How should the defective building work identified be rectified?'** and **'Rectification cost'**.

The fields marked with a red asterisks are mandatory.

You can add **'Files & documents'** as before.

When you have completed this section, click on **'Save'** to progress.



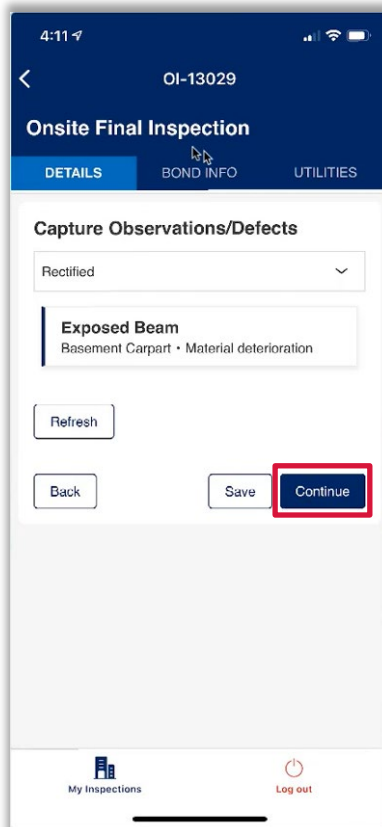
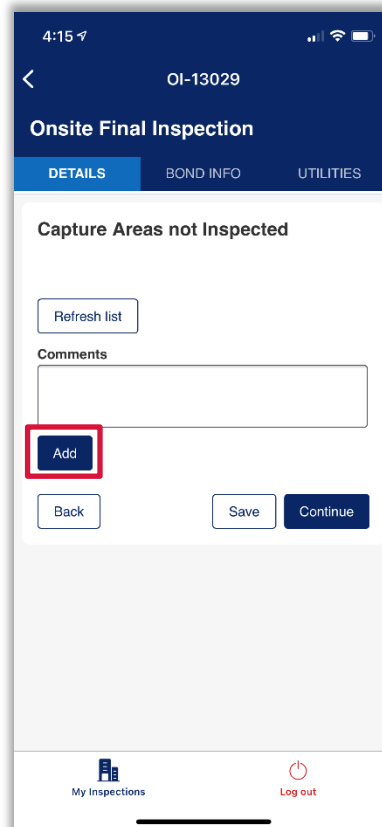
Building Inspector

Mobile app instructions

15. You will return to the **'Capture Observations/Defects'** screen. If you have reviewed all the items listed in the drop down menu of this screen, click on **'Continue'**.

You will then progress to the **'Capture Areas not Inspected'** screen.

If you need to capture new areas not inspected, click on **'Add'**.

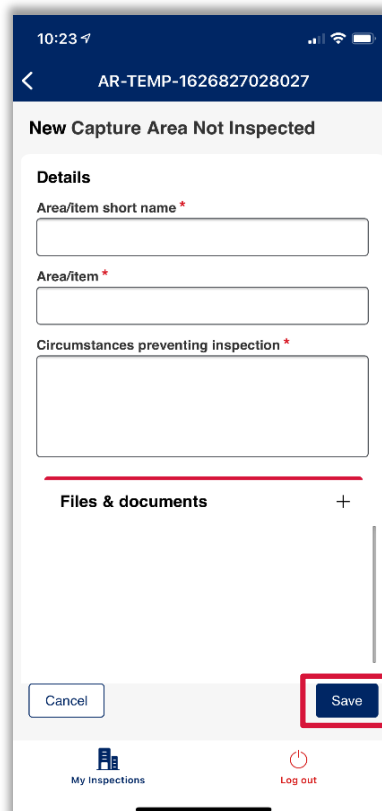



16. In the **'New Capture Area Not Inspected'** screen, you will need to enter the details including any **'Files & document'**.

When complete, click on **'Save'**.

You will return to the **'Capture Areas not Inspected'** screen and will be able to see your item listed onscreen.

Click on **'Continue'** to progress.




Building Inspector

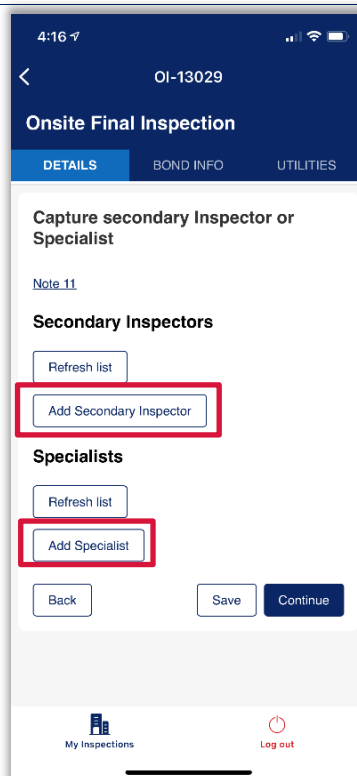
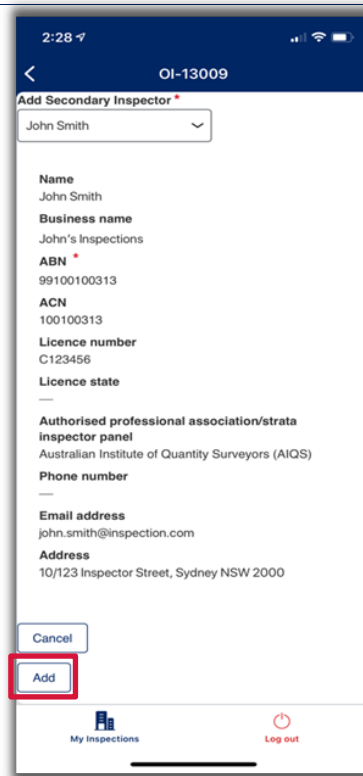
Mobile app instructions

17. In the **'Capture secondary Inspector or Specialist'**, you can **'Add Secondary Inspector'**. This will take you to a screen with a drop-down menu for you to select a secondary Inspector from the approved SBBIS panel.

When you select an individual, their details will appear onscreen.

Click on **'Add'**.

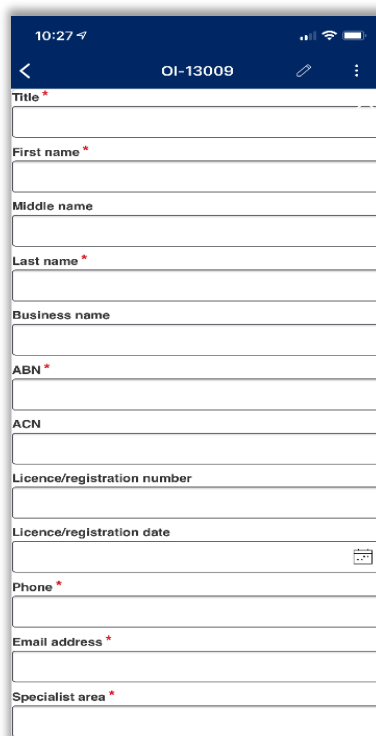
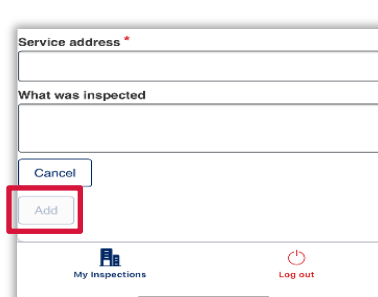
You return to the **'Capture secondary Inspector or Specialist'** screen. You can click on **'Add Specialist'** or click on **'Continue'**.

18. If you click on **'Add specialist'** a screen will appear for you to enter their details.

Click on **'Add'** at the bottom when you've entered the fields.

You will return to the **'Capture secondary Inspector or Specialist'** screen.

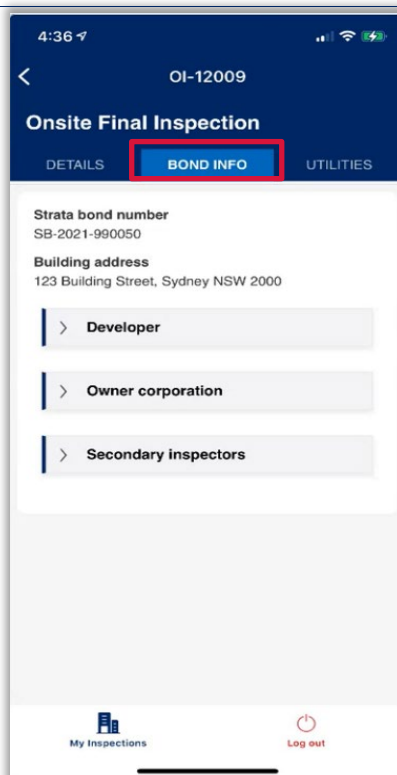



Building Inspector

Mobile app instructions

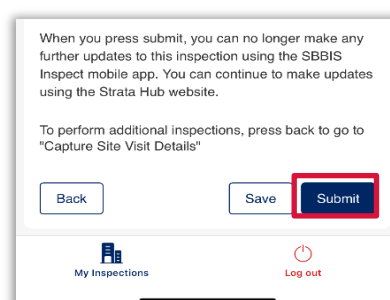
19. You can check the bond details by clicking on the **'Bond info'** tab at the top.

Note: In the **'Bond info'** tab you can check the details that have come across from the Strata hub for the **'Developer'**, **'Owners corporation'**, and **'Secondary inspector'**.



20. You will progress to the **'Inspection Summary'**. If there are any interim defects not yet actioned, these will be listed onscreen. You can go back and review them on the App or on the desktop version of SBBIS on the Strata Hub.

You can click on **'Submit'** once you have completed your review.



- Ends -