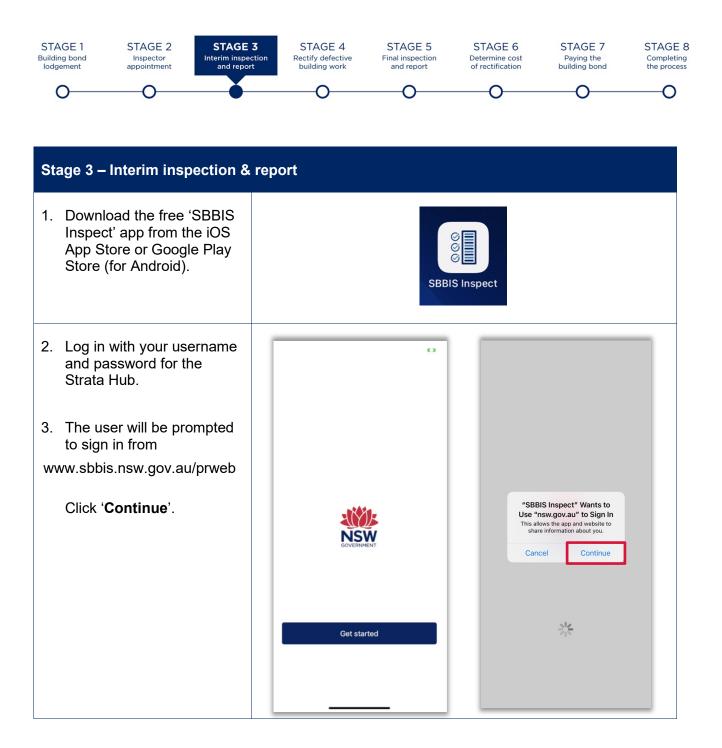
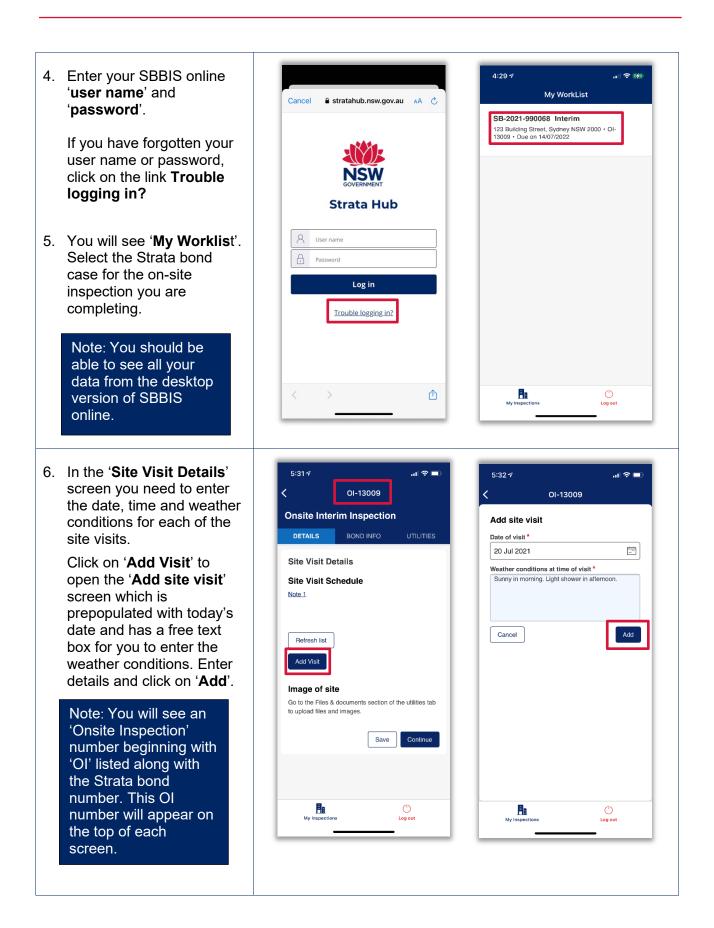


Stage 3 – 'SBBIS Inspect' interim inspection

This user guide contains step-by-step instructions to walk you through 'Stage 3 – Interim inspection and report' screens of the mobile 'SBBIS Inspect' app for the Strata Building Bond & Inspections Scheme.









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.

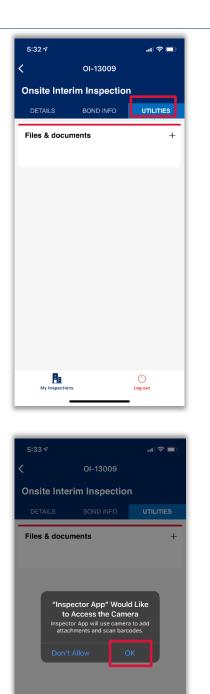
Note: These files will be uploaded to a zip file that will accompany your report on the desktop version of SBBIS online.

There is a 300MB file size limit.

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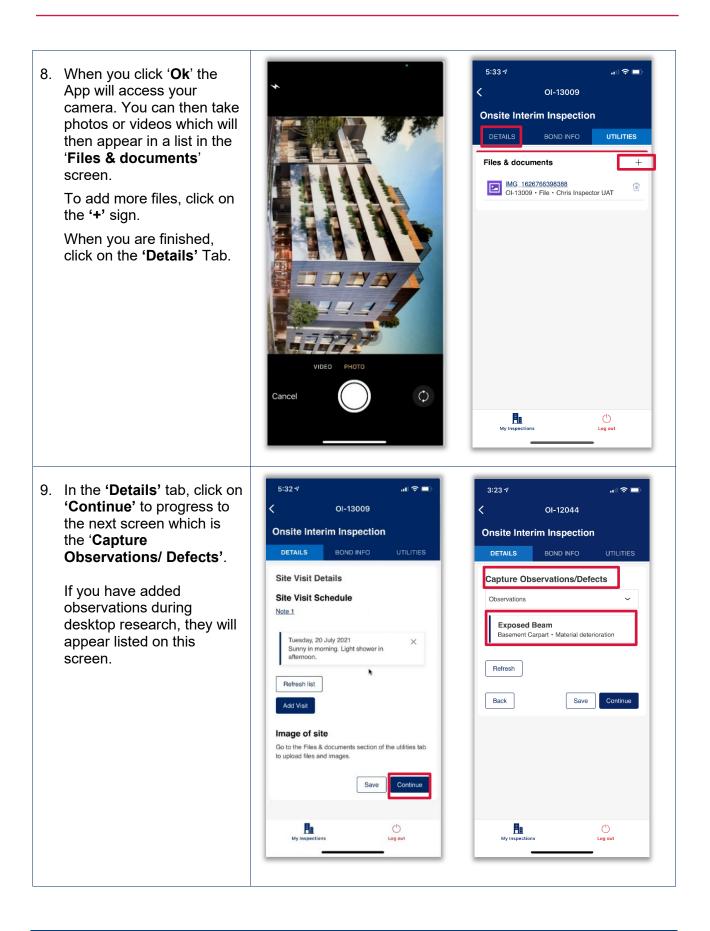
Browse

Cancel



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10. To covert an 'Observation' to a 'Defect' click on it from the drop down menu which will open a 'Edit Observation' window. Add the additional	3:24 √ <	Basis for the item being classified as defective building work Note 8 Australian Standard × AS 1234 Section 123 Refresh Add
information in the blank fields that appear. Upload any supporting 'Files & documents' . Click on 'Convert to Defect' .	Identification Note 5 & 7 Where is the defective building work located? Lot/Unit Common property location	Basis for the item being classified as defective building work comments Notes for potential future inspection Note 9 Is there further testing or opening up of the building recommended?
You will be asked 'Are you sure you want to covert to defect?'. Click on 'Save' to progress	Basement Carpart Level B1 Short description of defective building work * Exposed Beam	Ves No Additional matters/concerns
or ' Back ' to undo.	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 Details Note 7 Inspection area Carpark	Files & documents + Convert to Defect Save Cancel Wy inspections Log out
	Building element Structural Other Other Other Other Steelwork Type of defect Material deterioration	3:24 √ २ => C-12141 Defective Building Work overview More
	Cause of defect Improper finish when concreting	Convert defective building work Are you sure you want to convert to defect? Save
	Equipment for inspection or testing Visual Inspection	Back



 11. If you click on 'Save' you will progress to a 'Defect' saved confirmation screen. You will then be able to view the 'Defect' in the drop down list on the screen. 	3:24 7 २ ■ C-12141 Defect	3:24 -7 Image: Second
Click on the '<' arrow to return to the ' Capture Observations/Defects ' screen.		Exposed Beam Basement Carpart • Material deterioration Add Refresh Back Save Continue
	My inspections Log out	My Inspections Log out
 12. To see 'Defects' click on the drop down menu. Select 'Defects. If any have been uploaded from the desktop they will appear listed onscreen. To add defects, click on 'Add'. You will see the 'New Defective Building Work' screen. 	5:33.7 Continue	5:58 */ OI-13009 Onsite Interim Inspection Details BOND INFO UTILITIES Capture Observations/Defects Defects Leak in shower 123 · Water penetration damp related Add Refresh Back Save Continue
	My Inspections Log out	My Inspections



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13. In the '**New Defective Building Work'** screen you will be asked to enter details of the defective building work in the following sections:

Identification

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.

Details

The drop down menus have the option of '**Other**' which will open up a free text box.

Basis for the item being classified as defective building work

- Click on 'Add' to open a screen that will allow you to select the basis for the classification (eg, Australian Standard) and the 'Pinpoint reference' (eg, AS-1234 Section 12.4). Click 'Submit'. This will then appear listed onscreen.
- To edit items in the list, click on them to open and edit. To delete items, click on the '**x**'.

Notes for potential future inspection

- The 'Additional matter/concerns' text box is optional.
- You can add 'Files & documents' by clicking on the '+'.

When you are finished, click on **'Save'**.

Create new Defect C-13145 The inspection must be carried out in accordance with Australian Standard and this form, this form prevails. Identification Notes S A7 Where is the defective building work focated?* Lot/Unit Common property Level* Short description of defective building work? Description area * Description of defective building work? Description area * Description of defective building work? Description area * Descri				
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 14. You will see a screen confirming that your defect has been saved. From this screen, you can return to the 'Capture Observation/Defects' screen by clicking on the '<' key onscreen. You will see all the Defects and Observations you have entered listed onscreen. Click 'Continue'. 	5:57*/ C-13146 Defect	5:58 7 CI-13009 COnsite Interim Inspection DETAILS BOND INFO UTILITIES Capture Observations/Defects Defects Leak in shower 123 · Water penetration damp related Add Refresh Back Save Continue
	My Inspections Log out	My Inspections Log out
 15. In the 'Capture Areas not inspected' screen, you can click on 'Add' to provide details of areas not inspected and the 'Circumstances preventing inspection'. To upload files and images, click on the '+' at the bottom of the page. Click on 'Save'. 	10:23 */ Col-13009 Onsite Interim Inspection DETAILS BOND INFO UTILITIES Capture Areas not Inspected Note 10 Refresh list Comments Add Back Save Continue	10:231 AR-TEMP-16268827028027 Details Area/item * Circumstances preventing inspection * Files & documents
	My Inspections Log out	Cancel Save



 16. You will return to the 'Capture Areas not inspected' screen. You have the option to enter a general Comments in the free text box about the areas not inspected. Click 'Continue'. 	10:25 -7 OI-13009 Onsite Interim Inspection DETAILS BOND INFO UTILITIES Capture Areas not Inspected Note 10 Basement Unable to access Refresh list Comments Add Back Save Continue Log out	
 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'. 	10:26 -7 OI-13009 Onsite Interim Inspection DETAILS BOND INFO UTILITIES Capture secondary Inspector or Specialist Note 11 Secondary Inspectors Refresh list Add Secondary Inspector Specialists Refresh list Add Specialist Back Save Continue Lig sut	2:28.4 Col-13009 Add Secondary Inspector* John Smith John Smith Business name John's Inspections ABN* 9100100313 Acron Data C123456 Licence number C123456 Licence state Interview of the professional association/strata inspector panel Autorised professional association/strata inspector panel Dustralian Institute of Quantity Surveyors (AIQS) Pone number Enail address John. smith@inspection.com Address Info: Info: Info: Lotter Street, Sydney NSW 2000 Cancel Idd Info: Lotter Street, Sydney NSW 2000 Cancel Info:



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. Made name We will return to the 'Capture secondary inspector or Specialist' screen. Made name Ant Gene Ant Gene Buiness name Baread Baread



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'.	10:28 d' OI-13009 Onsite Interim Inspection DETAILS BOND INFO UTILITIES Capture secondary Inspector or Specialist Note 11 Secondary Inspectors Refresh list Add Secondary Inspector Specialists Refresh list Add Specialist Back Save Continue Image: Continue	4:36 v OI-12009 Consite Interim Inspection DETAILS BOND INFO VILITIES State bond number SB-2021-990050 Building address Babilding Street, Sydney NSW 2000 Owner corporation Owner corporation Secondary inspectors
 20. In the 'Inspection summary' screen you will see an overview of all the data you have entered to date on the mobile app. Click on 'Submit' to progress or 'Back' to perform additional inspections. Your data will be viewable in the Strata hub. 	2:331 Cl-13009 Consection Summary Strata Bond number SB-2021-990088 SB-2021-990088 Site address Tabuliding Street, Sydney NSW 2000 Onsite inspection dates Tuesday, 20 July 2021 Mumber of defects raised Ag Mumber of defects raised 1 Mumber of secondary building inspectors 0 Mumber of specialists used 0 Mumber of specialists used 0 Strata Hub website. Deform additional inspection, press back to go to 'capture Site Visit Details' Eack Eack Expections Eigen	

Ends -

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