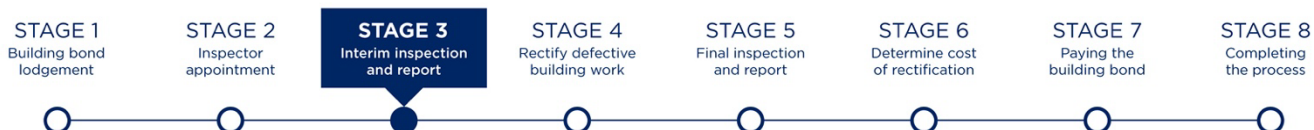


Building Inspector

Mobile app instructions

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.



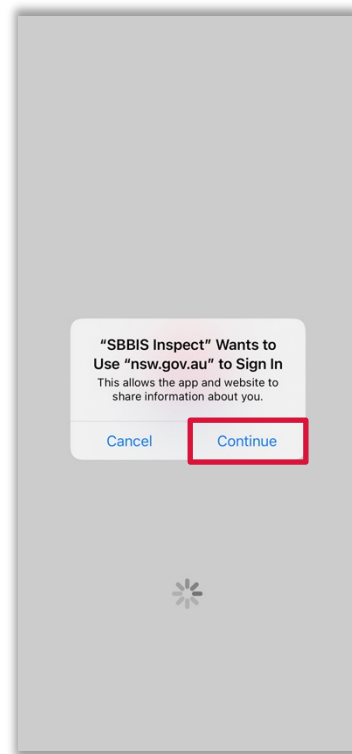
Stage 3 – Interim inspection & report

1. Download the free ‘SBBIS Inspect’ app from the iOS App Store or Google Play Store (for Android).



2. Log in with your username and password for the Strata Hub.
3. The user will be prompted to sign in from www.sbbis.nsw.gov.au/prweb

Click ‘Continue’.



Building Inspector

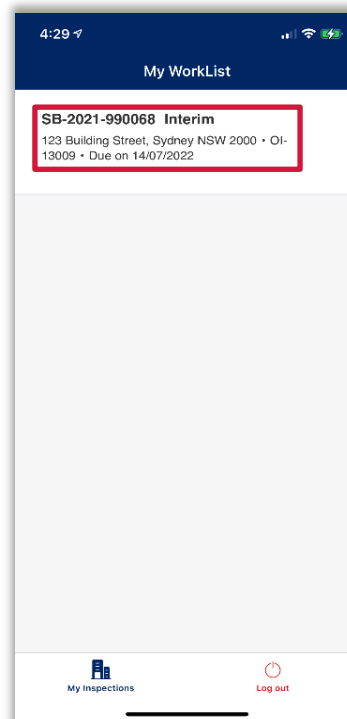
Mobile app instructions

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.

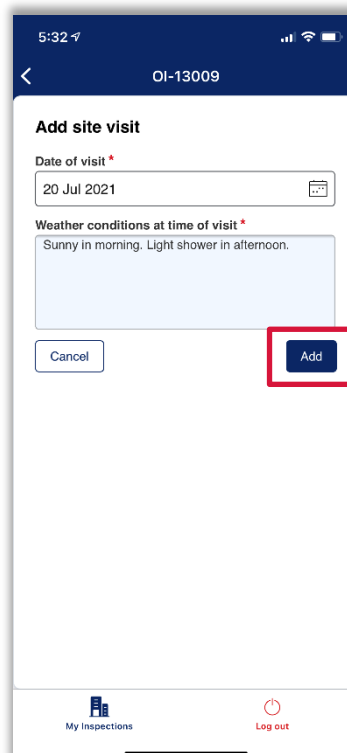
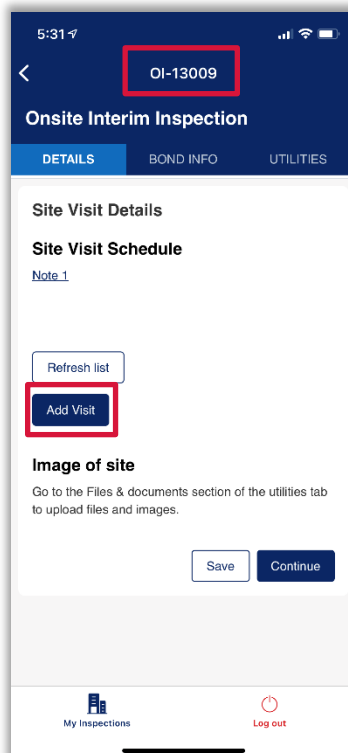
Note: You should be able to see all your data from the desktop version of SBBIS online.



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.

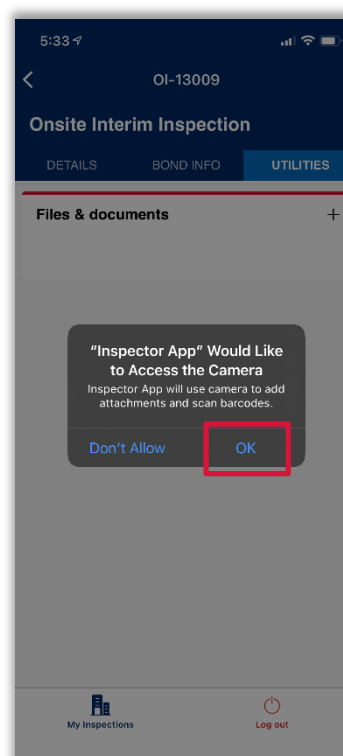
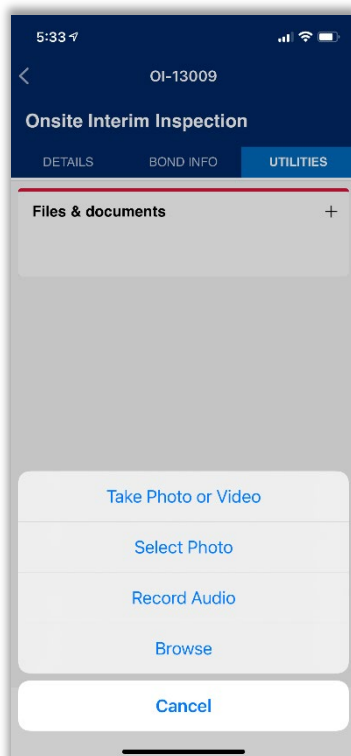
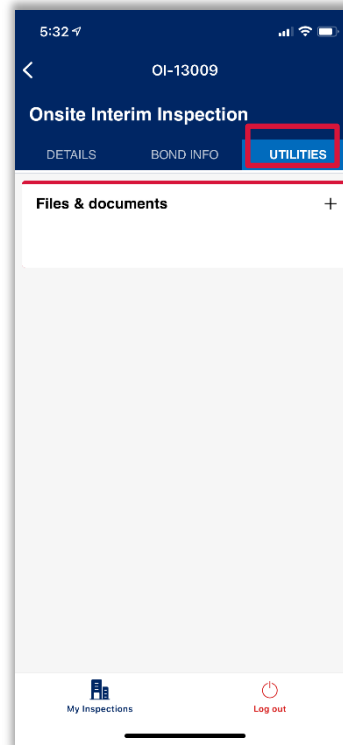
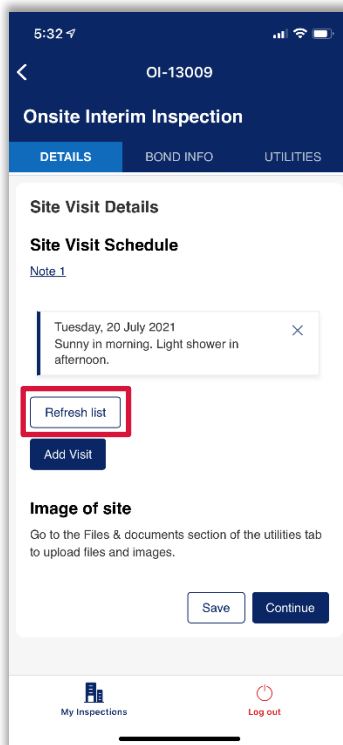
You can choose from the options shown onscreen:

- 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.



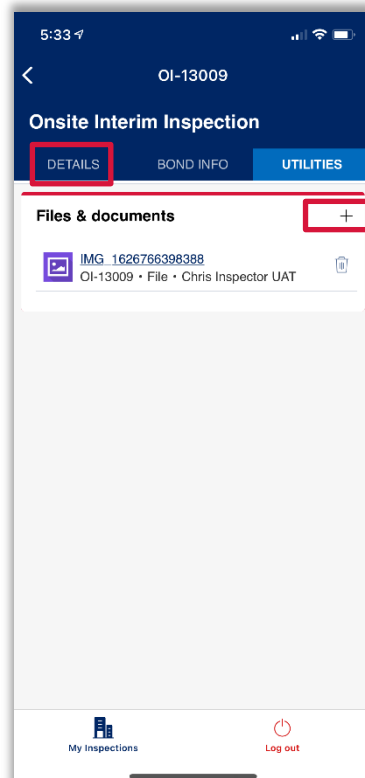
Building Inspector

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.

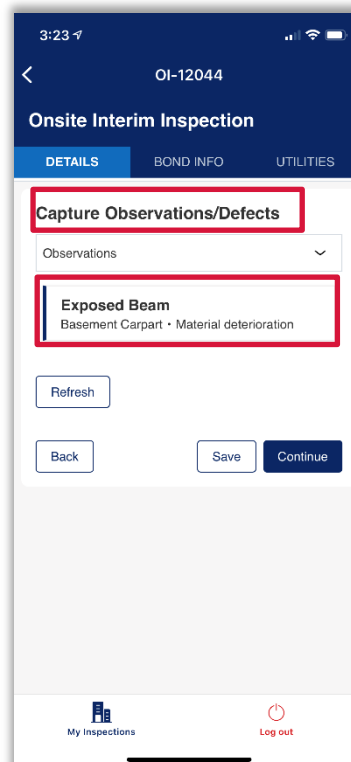
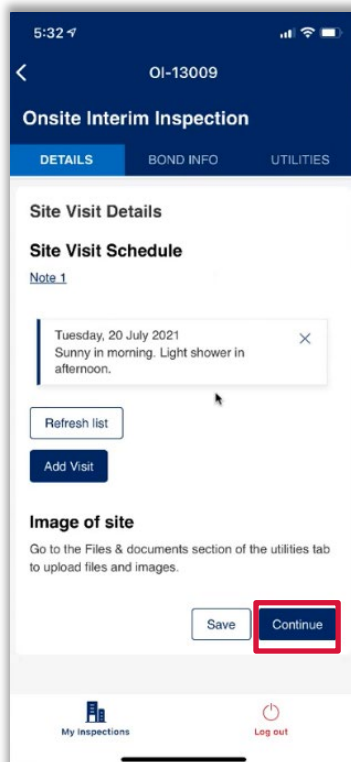
To add more files, click on the **'+'** sign.

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'**.

If you have added observations during desktop research, they will appear listed on this screen.



Building Inspector

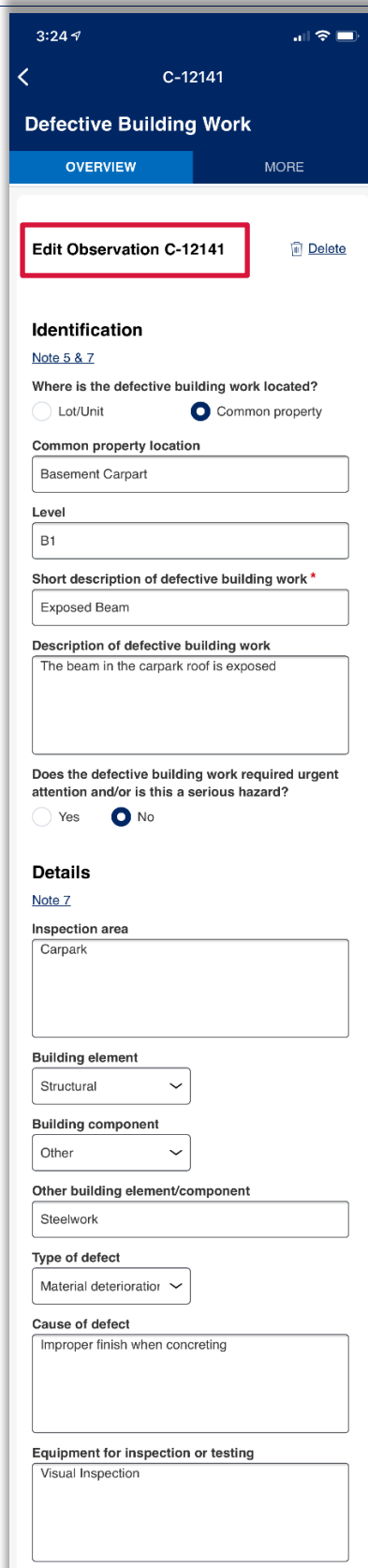
Mobile app instructions

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 information in the blank fields that appear. Upload any supporting **'Files & documents'**. Click on **'Convert to Defect'**.

You will be asked **'Are you sure you want to covert to defect?'**.

Click on **'Save'** to progress or **'Back'** to undo.



3:24

C-12141

Defective Building Work

OVERVIEW MORE

Edit Observation C-12141 Delete

Identification
[Note 5 & 7](#)

Where is the defective building work located?

☐ Lot/Unit ☒ Common property

Common property location

Basement Carpart

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?

☐ Yes ☒ No

Details
[Note 7](#)

Inspection area

Carpark

Building element

Structural

Building component

Other

Other building element/component

Steelwork

Type of defect

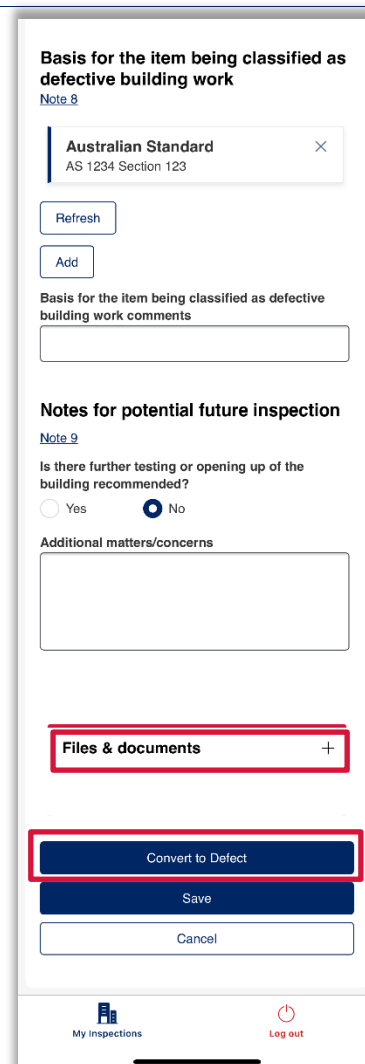
Material deterioration

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](#)

Australian Standard
AS 1234 Section 123

Refresh

Add

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?

☐ Yes ☒ No

Additional matters/concerns

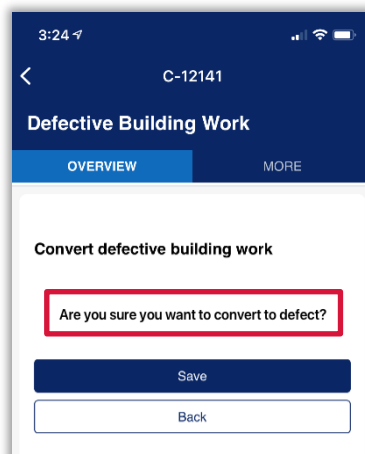
Files & documents +

Convert to Defect

Save

Cancel

My inspections Log out



3:24

C-12141

Defective Building Work

OVERVIEW MORE

Convert defective building work

Are you sure you want to convert to defect?

Save

Back

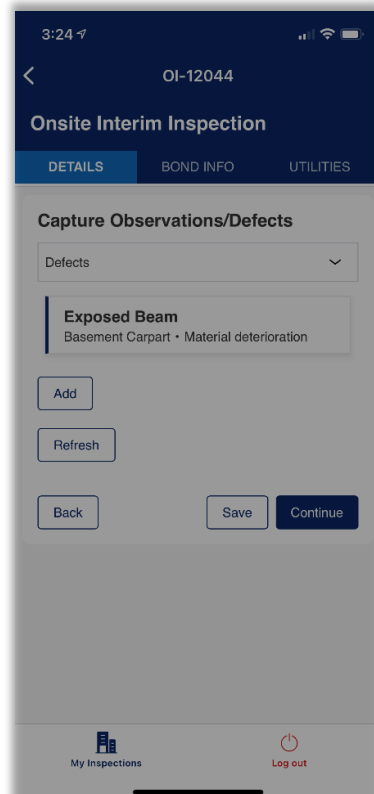
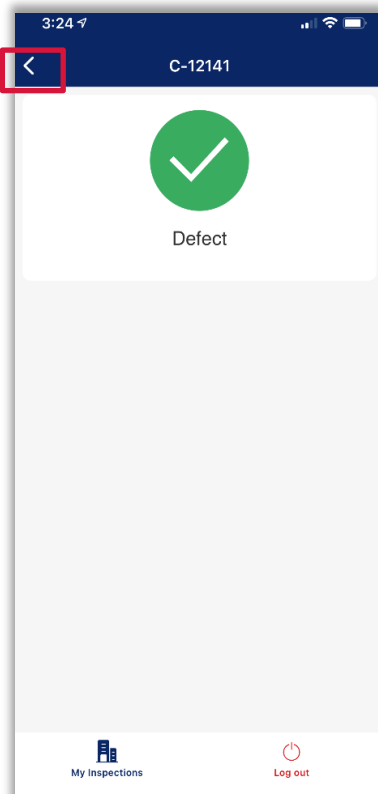
Building Inspector

Mobile app instructions

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.

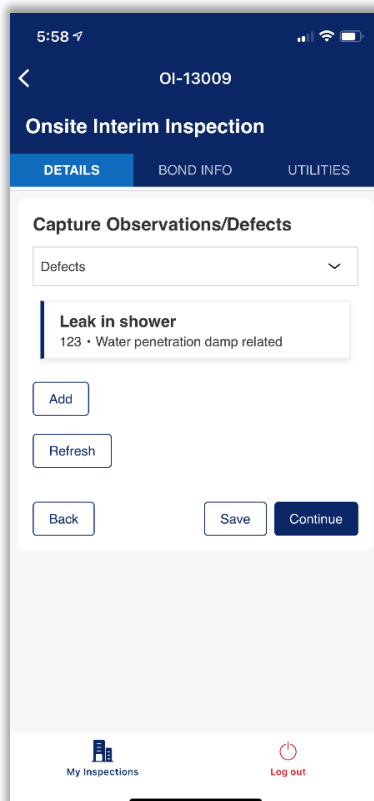
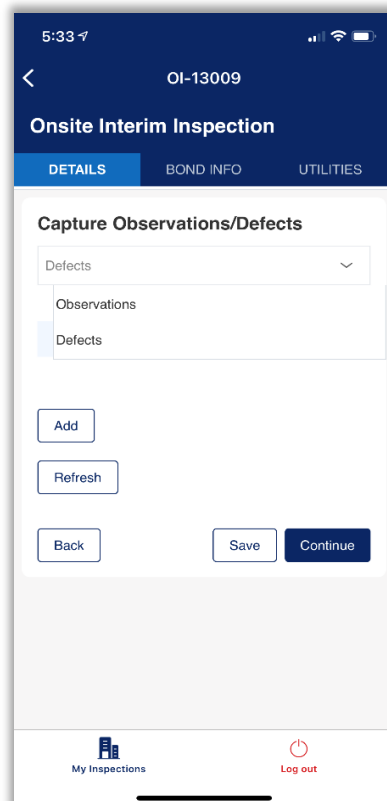
Click on the **'<'** arrow to return to the **'Capture Observations/Defects'** screen.



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.



Building Inspector

Mobile app instructions

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.

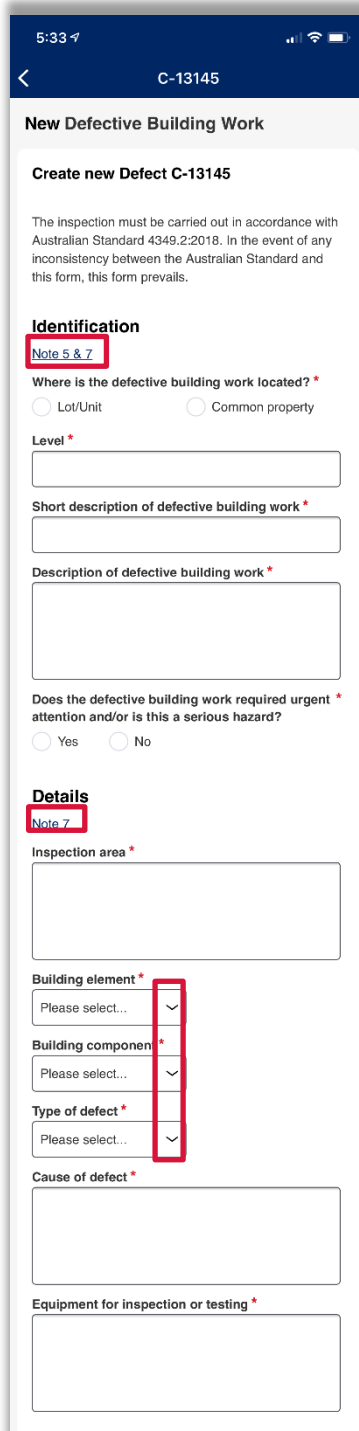
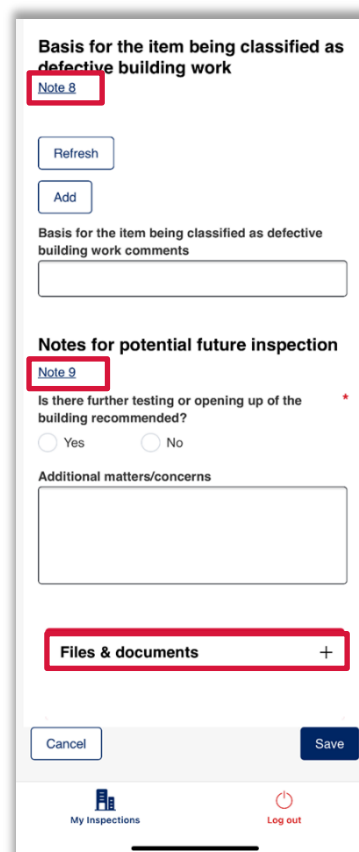
Basis for the item being classified as defective building work

- 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'.

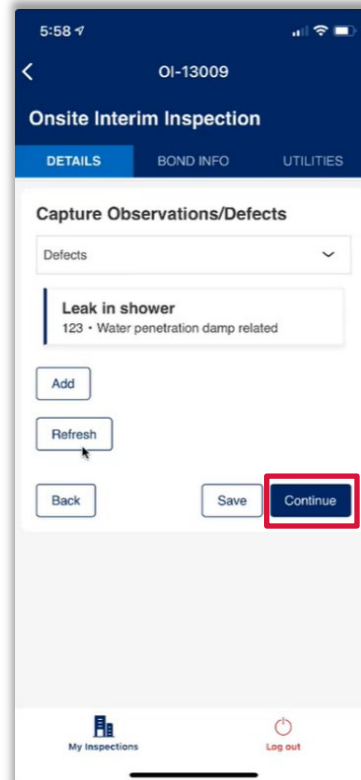
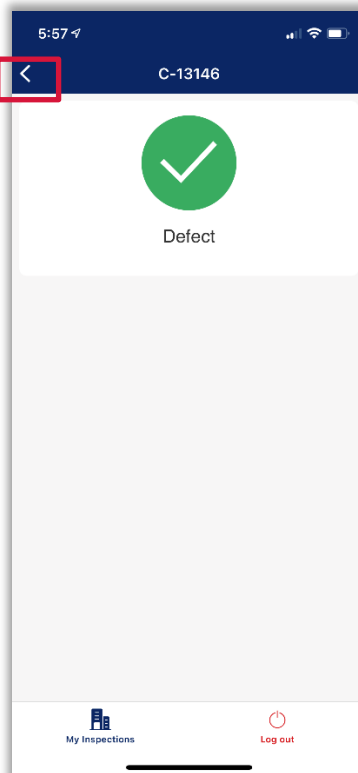
Building Inspector

Mobile app instructions

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.

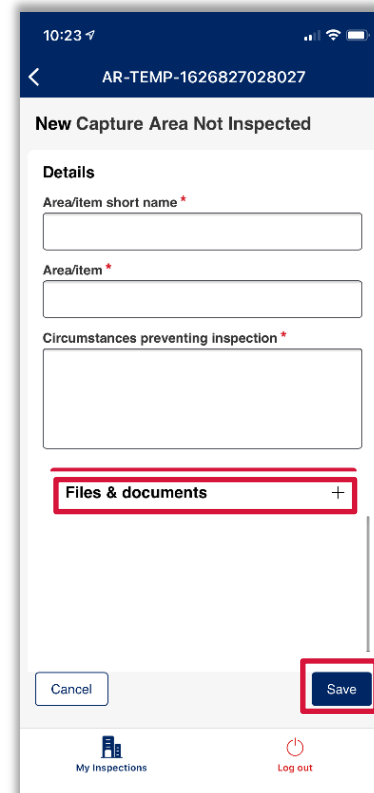
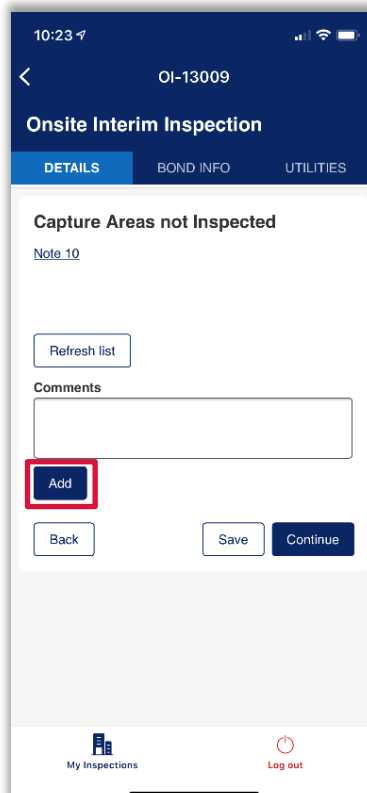
Click '**Continue**'.



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**'.



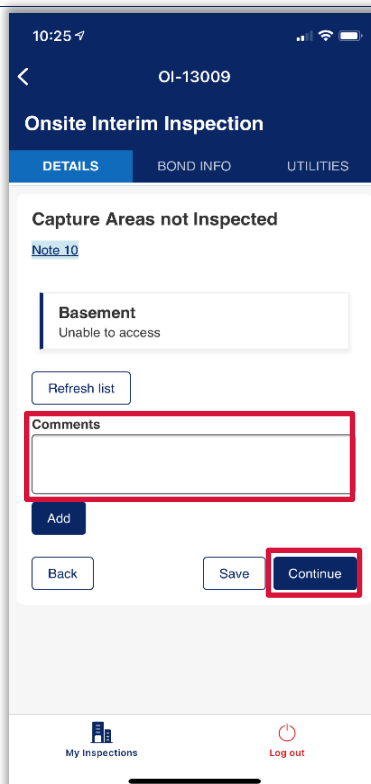
Building Inspector

Mobile app instructions

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'.

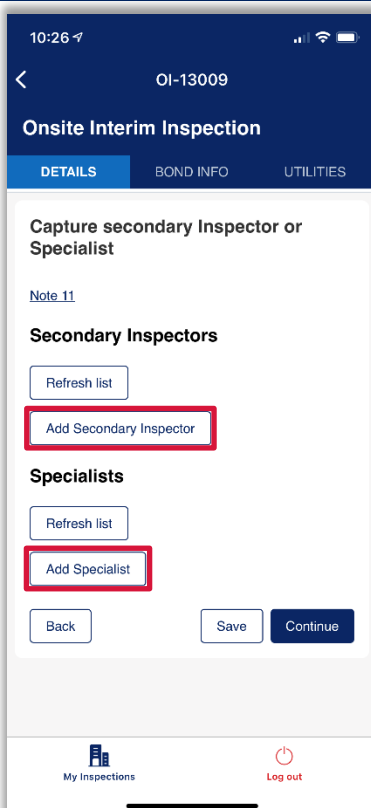
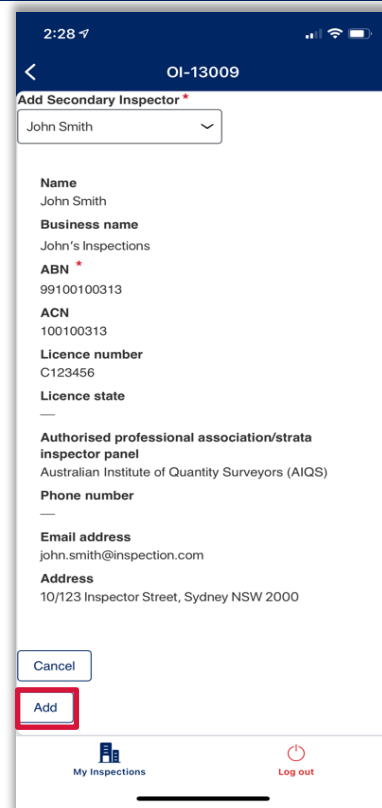


17. In the 'Capture secondary Inspector or Specialist', you can 'Add Secondary Inspector'. This will take you to a screen with a drop down menu for you to select a secondary Inspector from the approved SBBIS panel.

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'.

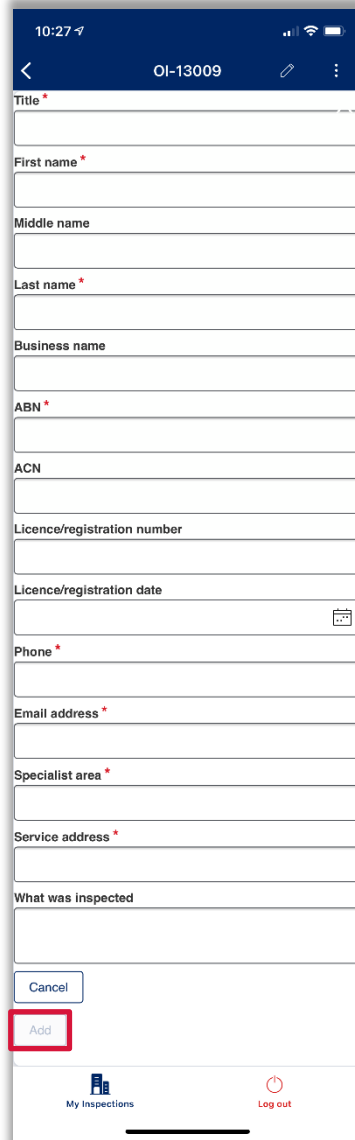



Building Inspector

Mobile app instructions

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.



10:27 4G

OI-13009

Title *

First name *

Middle name

Last name *

Business name

ABN *

ACN

Licence/registration number

Licence/registration date

Phone *

Email address *

Specialist area *

Service address *

What was inspected

Cancel

Add

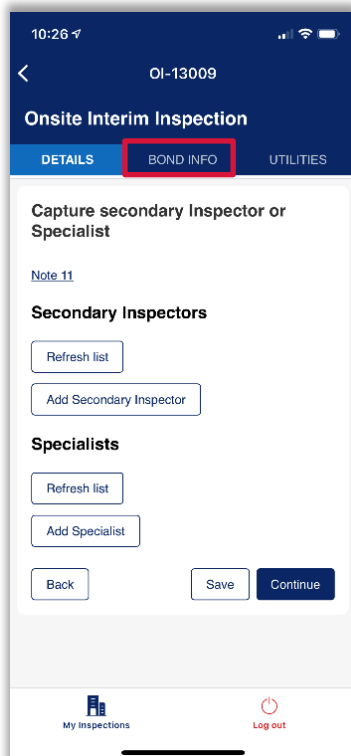
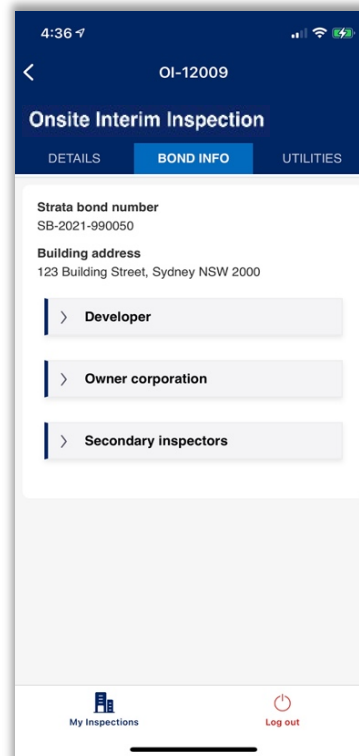
My Inspections Log out

Building Inspector

Mobile app instructions

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

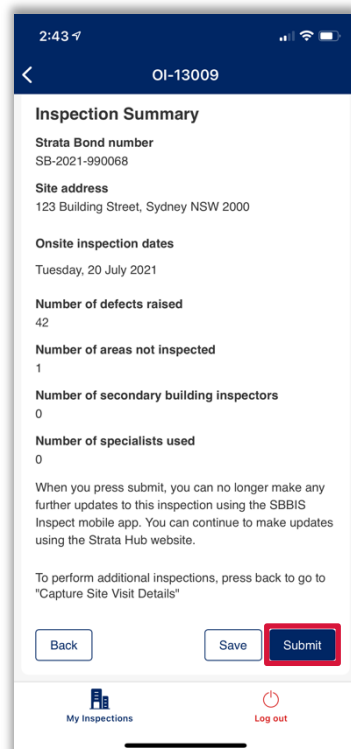
Note: In the **'Bond info'** tab you can check the details that have come across from the Strata hub for the **'Developer'**, **'Owners corporation'**, and **'Secondary inspector'**.

20. 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.



- Ends -