

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

Development Application number:		
Site address:		
Council:	Private certifier (if applicable):	
Phone:		
Fax:	Phone:	
Email:	Email:	
Person completing this checklist:		Name:
Qualification:	Registered building work supervisor in accordance with regulation 74 – licence number:	Phone:
		Training certificate number:

Part 1 – Process and communication

- ☐ 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 – as set out in Appendix E of AS 4440 and/or Appendix H of AS 1684.2.
- ☐ All trusses appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.
- ☐ 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.
- ☐ At least 1 business day’s notice of completion of all roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs) provided to the council. The completed roof framing must not be concealed until after the expiration of 2 clear business days after the notification.
- ☐ This handling / installation / inspection checklist completed by a registered building work supervisor in accordance with regulation 74, who has inspected the work, and provided to the council within 1 business day after notice of completion of all roof framing.

Signature: .....

Date: .....

Print name: .....

## Part 2 – Timber roof truss erection, fixing and bracing

**For a timber truss roof, check the following items for compliance with the approved documents:**

Item	Site Work: Truss Erection and Bracing	Tick	AS 4440-2004 Ref	Defects/Comments
1	Hip end framing: Loose timber or jack trusses		1.2(f)5 Fig. 5.1	
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	
21	Bottom Chord Restraint. Spacing and Size of Restraint		4.4	
22	Web Tie/Web Brace		4.5	
23	Bottom Chord Restraint Bracing		Fig. 4.28	
24	Truss-to-truss connections appropriate for wind speed: Hip Ends, Girder Trusses, Valley Trusses, Non Load-Bearing Walls		Section 5	
25	Girder Truss Position and Girder Boots		5.3	
26	Girder Truss Restraint.			
27	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	
28	Waling plate fixing		Fig 5.5	
29	Truss connection to timber/steel beams			
30	Gable end framing		6.2	
31	Truss modification/defects		3.9	
32	Truss site suitability: corrosive environments		3.10	
33	Advise on cornice fixing to Appendix B		B3	
34	Bearing Width to Appendix B		B4	
35	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			

Signature: .....

Date: .....

Print name: .....

Part 3 – Conventional timber roof frame erection, fixing and bracing
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For a conventionally framed roof, check the following items for compliance with the approved documents:

I T E M	Site Work: Truss Erection and Bracing	T I C K	AS 1684 Reference Clause/Fig.	Defects/Comments
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			

Signature: .....

Date: .....

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## Part 4 – Steel roof truss erection, fixing and bracing

**For a steel-framed roof, check the following items for compliance with the approved documents:**

I T E M	Site Work: Truss Erection and Bracing	T I C K	Defects/Comments
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		
16	Top Chord Bracing: Layout and Fixing – steel-brace		
17	Top Chord Restraint (spacing of purlin/tile batten)		
18	Bottom Chord Restraint. Spacing and Size of Restraint		
20	Web Tie/Web Brace		
21	Truss-to-truss connections		
22	Girder Truss Position and Girder Boots		
22	Girder Truss Restraint.		
23	Waling plate fixing		
24	Truss connection to timber/steel beams		
25	Gable end framing		
26	Truss modification/defects		
27	Truss site suitability: corrosive environments		

Signature: .....

Date: .....

Print name: .....

Part 5 – Conventional steel roof frame erection, fixing and bracing
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For a conventionally framed roof, check the following items for compliance with the approved documents:

I T E M	Site Work: Truss Erection and Bracing	T I C K	Defects/Comments
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		

Signature: .....

Date: .....

Print name: .....

