

Inspection and PS4 Process

step
1

CONFIRM ENGAGEMENT & INSPECTIONS

- Engage Smart Alliances to undertake inspections
- Smart Alliances will provide to the Marlborough District Council (MDC) a PS1 or Monitoring Schedule
- MDC confirm inspections required and inspectors as part of the Consent confirmation documentation

step
2

CHECK INSPECTION REQUIREMENTS

Site owners or their contractor should make themselves familiar with the inspections that are to be undertaken and who is inspecting them

It is the site owners or their contractors responsibility to ensure all inspections are carried out

step
3

BOOKING AN INSPECTION

- When items are ready to be inspected by Smart Alliances book an inspection by contacting reception
- 3-5 days notice prior to an inspection is required

It is the site owners or their contractors responsibility to book inspections

step
4

CONFIRM INSPECTION

- Smart Alliances will send a text message to confirm the inspection time
- Smart Alliances will carry out the inspection and confirm if the inspection passed
- Engineering inspection notes will be completed and kept on file

step
5

COMPLETE PS4

- When the last inspection is carried out a PS4 needs to be requested
- PS4 documentation can take 2-4 weeks to complete
- Smart Alliances will send the PS4 directly to MDC and the home owner

It is the site owners or their contractors responsibility to request a PS4



MISSED AN INSPECTION?

If an inspection is missed the area may need to be re-exposed so the inspection can be carried out.

This will create extra work and incur further costs. It is up to the site owner or their contractors to rectify any inspections that are missed

TO AVOID DELAYS AND EXTRA COSTS, MAKE YOURSELF FAMILIAR WITH THE INSPECTION REQUIREMENTS AND WHO IS CARRYING THEM OUT