

Building Stormwater Drainage Inspection Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Ordinary building surface/subsurface stormwater drainage within the project boundary, including identified lines, pits, inlets, connections and approved outlet interface.

Excluded: Stormwater network design or sizing, universal levels/gradients/test requirements, public authority mains, major civil flood systems and on-site detention design; industrial/process, sanitary, gas or fire networks unless separately scoped and sourced.

Use and project setup

Project field: Project / building / jurisdiction _____

Project field: Stormwater drawing / revision _____

Project field: Line / pit / inlet IDs _____

Project field: Design datum / outlet detail _____

Project field: Survey / as-built ref _____

Project field: Pre-cover notice / inspector _____

Project field: Test requirement / source if any _____

Project field: Defect / disposition refs _____

Before inspection: Approved stormwater plans, pit schedules and outlet details — Define design nodes, levels, pits, flow route, destination and current revision.

Before inspection: Project survey/setout criteria and level datum — Allows actual levels to be recorded and compared on the correct datum and against stated tolerances.

Before inspection: Authority, consent and point-of-connection documents — Define approved network interface or on-site discharge arrangement where applicable.

Before inspection: Project test/inspection and pre-cover schedule — States whether functional testing, notice, witness or release is required; no generic requirement is assumed.

Before inspection: As-built and defect-closeout process — Defines required survey file, markup, photographs, repair records and handover evidence.

How to use

1. Use the approved drainage drawing to identify line, pit, inlet, connection and terminal outlet. Keep design and actual surveyed data distinct.
2. Record actual levels with unit and datum, linked to the survey/setout evidence and project acceptance source.
3. Inspect pit/access and pipe interfaces while visible; record exact connection identity and check separation from sanitary drainage.
4. Confirm and record the designated connection or approved disposal point from project/authority evidence.
5. Record a test only where required. Link method and source; if none is specified, state the basis for N/A.
6. Before cover or surface closure, link required inspection, photos, survey and as-built records and project-assigned disposition.

Important: Stormwater requirements and authority interfaces vary by jurisdiction and project. No default test is assumed: perform and record a test only where the approved project or authority documents require one. Capture actual surveyed levels with datum and the designated discharge destination.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-01 Stormwater network identity and design setout

What to observe	Line, pit and inlet IDs, contributing area/reference where scheduled, drawing revision, flow direction, design levels and outlet destination.
How to check	Trace each installed line and pit to the current approved drainage plan, pit schedule and level details; record measured/as-installed values separately from design values.
Acceptance basis	Network elements and flow path are traceable to approved project drawings, with actual measurements compared only against project criteria and units.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Line / pit / inlet ID	_____
From-to node / outlet	_____
Drawing / pit schedule revision	_____
Design level / datum / source	_____
Actual level / unit / survey ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-BED Exposed trench, bedding and pipe support

What to observe	Record trench condition, installed bedding and pipe support before they are concealed, where below-ground work is included.
How to check	Compare exposed work with the approved trench, bedding and embedment detail and relevant product instructions. Identify unstable formation, voids, debris, pipe movement and civil-work interfaces for project disposition.
Acceptance basis	Observed trench support, bedding and embedment correspond to the approved project detail. Material, thickness, cover and compaction requirements come from the actual applicable sources; this record supplies no default value.
Reference to verify	Enter approved drawing/detail and revision, applicable civil or geotechnical specification, and product installation instruction.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Drain run / inspection location	_____
Drawing / bedding detail and revision	_____
Formation condition / groundwater observation	_____
Bedding material and evidence reference	_____
Actual bedding / support observation or measurement and unit	_____
Specified cover / surround criterion source	_____
Civil interface / unresolved defect / reinspection reference	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-02 Pits, inlets, grates and access condition

What to observe	Pit type/mark, installed position and orientation, inlet/grate condition, cover level reference, access for maintenance and visible workmanship.
How to check	Compare installed pit and access arrangement with approved pit detail/schedule; record photo and level/survey references where required.
Acceptance basis	Pits, inlets and maintenance access match project-approved details; no size, level tolerance or grate load class is assumed by this record.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Pit / inlet mark	_____
Approved pit detail / revision	_____
Grate / cover identity	_____
Access and clearance observation	_____
Photo / level survey ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-03 Pipe connections, transitions and separation

What to observe	Pipe material/joint identity, pit entry/exit, connection seating, changes of direction/level, sealed interfaces and separation from sanitary drainage.
How to check	Inspect accessible interfaces and compare to approved connection details and service coordination drawings; trace suspected cross-connections to source and destination before disposition.
Acceptance basis	Connections and transitions follow approved project details; keep stormwater and sanitary systems separate; any proposed cross-system connection needs verified design and applicable authority approval.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Pipe / joint system	_____
Pit entry / exit / connection IDs	_____
Transition / detail reference	_____
Sanitary separation observation	_____
Issue / photo / instruction ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-04 Designated point of connection or on-site outlet

What to observe	Approved network connection, lawful/designated discharge point or approved on-site disposal arrangement, destination ID and any authority interface.
How to check	Trace installed discharge route to the approved project outlet and relevant consent/authority detail; record the actual terminal point, not an assumed discharge path.
Acceptance basis	The constructed route terminates at the project-designated point of connection or approved disposal system and required interface evidence is linked.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Outlet / point-of-connection ID	_____
Approved outlet drawing / consent ref	_____
Actual destination / receiving system	_____
Authority interface record if applicable	_____
Open issue / decision ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-05 Specified test or functional evidence, conditional

What to observe	Whether a test/functional demonstration is required, its project source, defined extent, actual method and result; visible obstruction, defect, repair or retest if encountered.
How to check	Only where specified, follow the current approved project/authority method and retain actual test evidence. If no test is specified, record N/A with the controlling scope basis rather than inventing one.
Acceptance basis	Any required test is assessed against its stated project criteria and linked to actual segment/pit results; no universal stormwater test or acceptance value is imposed.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test required? / source	_____
Test extent / method / revision	_____
Actual observation / result and unit	_____
Defect / blockage / repair ref	_____
Retest / disposition record	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SW-06 Pre-cover, levels and as-built closeout

What to observe	Required exposed inspection, surveyed actual inverts/cover levels where required, pit and connection coordinates, photos, as-built markups, outstanding defects and release evidence.
How to check	Compare actual survey and installed network to current approved requirements; link inspection notice and project release decision before trench fill or surface closure where required.
Acceptance basis	Project-required pre-cover inspection, level records and as-built evidence are complete and traceable; this form does not create a universal hold point or level tolerance.
Reference to verify	Current approved project drawings, specification, adopted service standard and inspection/test plan; record exact document, revision, clause/detail and affected segment.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Pre-cover inspection / notice ref	_____
Actual invert / cover levels and datum	_____
Survey / setout file ref	_____
As-built markup / photo refs	_____
Release / outstanding disposition ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Stormwater segment, pit and outlet log

Use one line per identified segment, pit, inspection or project-required test event. Record design and measured levels with their datum/source. A test is conditional on actual project/authority requirements; leave entries blank until observed.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Date / stage	Line / pit / inlet ID	From-to / outlet	Drawing / revision	Design level / datum	Actual level / unit / survey ref	Connection / access observation	Test / defect / as-built evidence ref	Recorder / status

Issues and corrective action

Project: Location / room / element: Inspection date:

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Stormwater drainage handover

Project: _____ Location / room / element: _____ Date: _____

Record inspection handover status

☐ Record complete; source evidence linked

☐ Issue, repair, retest or project decision remains open

☐ Assigned project role review / disposition required

This record links observed installation and project evidence. It does not design drainage, establish lawful discharge, certify compliance or grant a contractual release.

Handover roles and references

Installer / assigned trade role and date _____

Field inspector / role / date _____

Surveyor / as-built evidence role and reference _____

Authority / project release role and decision ref if applicable _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

ABCB, NCC 2022 Volume Three — Plumbing Code of Australia

Role: Official scope and jurisdictional topic framework; does not provide project-specific field test acceptance values.

Locator: Section B water services and Section C sanitary plumbing and drainage; volume includes jurisdiction schedules.

Source URL: <https://ncc.abcb.gov.au/editions/ncc-2022/adopted/volume-three>

ABCB, NCC 2022 Volume Three Schedule 2 — Referenced documents

Role: Reference-edition pointer only; full Standards not inspected and project adoption must be checked.

Locator: AS/NZS 3500 Parts 1–4:2021 titles and NCC clause pointers by service type.

Source URL: <https://ncc.abcb.gov.au/editions/ncc-2022/adopted/volume-three/2-referenced-documents/referenced-documents>

ABCB, Editions of the National Construction Code

Role: Edition/adoption context; check actual jurisdiction, transition and project approvals.

Locator: NCC 2022 Amendment 2 adoption and edition transition notes.

Source URL: <https://ncc.abcb.gov.au/editions-national-construction-code>

ABCB, NCC 2022 Volume Three — Victoria Part E4 Stormwater, Surface and Sub-surface Drainage Systems

Role: Jurisdiction-specific topic support for access/outlet fields only; verify current local variation and project/authority criteria. No universal test is inferred.

Locator: Victoria-specific E4 includes maintenance access and transfer of stormwater to a point of connection; points to AS/NZS 3500.3 for covered systems.

Source URL: <https://ncc.abcb.gov.au/editions/ncc-2022/adopted/volume-three/e-facilities-and-ancillary-additions/vic-part-e4-stormwater-surface-and-sub-surface-drainage-systems>

Victoria Building and Plumbing Commission, DR 07 Bedding site stormwater drains

Role: Victoria-specific topic guidance. Overview inspected; project material and dimensional criteria are not derived from it. Verify applicable jurisdiction and adopted requirements.

Locator: Practice-note overview and version history: published 13 March 2024; bedding, embedment, backfill, grade and cover topics. Checked 7 October 2026.

Source URL: <https://www.bpc.vic.gov.au/resource-hub/practice-notes/dr-07-bedding-site-stormwater-drains>