REQUIREMENTS CHECKLIST

As-Built Structural Report

Option 1: Desktop Review, as-built PV layout provided

For installers. What to collect on site so a Gamcorp engineer can issue the as-built structural report. Read before the job starts: some photos can only be taken **before the panels go on**.

> **The lighter option.** You send the updated as-built PV layout, the products as installed, and general inspection photos in two submissions (2 for every 100 kW for each item): stage 1 with the rails only, then stage 2 with the panels on.

1. Updated as-built PV layout and products as installed

	What	Detail
☐	Updated as-built PV layout: rails in each zone	A PDF or clear photo of the layout as installed, marked with how many rails were installed in each wind zone (Corner, Edge, Intermediate, Internal). Where it differs from the design, say so.
☐	Rail type	Make and model of the rail as installed.
☐	Roof engagement	How the frame holds the roof: clamp, screw (with screw size), or other.
☐	PV panel type	Make and model of the panel as installed.
☐	Installed orientation	Flush, or tilted (give the tilt angle), portrait or landscape.
☐	Changes from the design	Anything installed differently from the Gamcorp design certificate, stated on the upload page and marked on the layout.

2. Inspection photos

Evidence counts for a **250 kW** system. 2 photos for every 100 kW for each item, the additional part 100 kW rounded up. The maximum rail overhang: 1 for every 100 kW.

	Photo	How to take it	Photos
Stage 1: rails only (before the panels go on)			
☐	**Overall installation of the rails**	Stand back so a whole run of rails is in the shot, before any panel goes on. One from each end of the array is a good start, and periodically through the site.	**6**
☐	**Spacings where the installation changes**	Wherever the rail count, foot spacing or fixing changes (usually where a zone changes near an edge or corner), a general photo showing the spacing. No detailed measurements are needed.	**6**
☐	**Maximum rail overhang**	A photo of the maximum rail overhang found on site: the rail end past its last foot or clamp.	**3**

	Photo	How to take it	Photos
☐	**Torque check: rail and roof connections (5%)**	Check 5% of the connections between the rails and the roof (L-feet or fixing feet to the rails, roof clamps to the rails) and the rail splices, with a calibrated digital torque wrench set to the array manufacturer's specification. A photo of the wrench on the connection, its setting readable.	**6**
Stage 2: panels installed			
☐	**Overall installation of the panels**	Stand back so a whole array is in the shot, panels on. One from each end of the array is a good start, and periodically through the site.	**6**
☐	**Torque check: mid and end clamps (5%)**	Check 5% of the mid and end clamps with a calibrated digital torque wrench set to the array manufacturer's specification. A photo of the wrench on the clamp, its setting readable.	**6**

3. Torque check (5%)

Use a calibrated **digital** torque wrench. Record each check in the torque log on the upload page: where it is, and the reading, with the wrench set to the array manufacturer's specification.

Connections	How many to check	For 250 kW (about 500 panels of 500 W)
Rails to the roof (L-feet or fixing feet to the rails, roof clamps to the rails) and rail splices (stage 1)	5% of the total, rounded up, at least 1	**50 of about 1000**
Mid and end clamps holding the panels (stage 2)	5% of the total, rounded up, at least 1	**55 of about 1100**

The totals are a rough estimate from the system size (500 W panels; mid clamps are shared by two panels). Give your own counts on the upload page and the 5% follows them. Spread the checks over the whole array, corners and edges included. A connection below the array manufacturer's specification is re-tightened and written in the log with both readings.

4. Sizes at a glance

System size	Photos per item	Overhang photos	Photos in all
100 kW	**2**	**1**	**11**
250 kW	**6**	**3**	**33**
500 kW	**10**	**5**	**55**
750 kW	**16**	**8**	**88**
1 MW	**20**	**10**	**110**

5. How to send it

- **Scan the QR code** on your Gamcorp design certificate or job card, or open **gamcorp.com.au/as-built** and enter the job number. Choose **Option 1**.
- **Two submissions. Stage 1** (rails only) is sent to Gamcorp from the roof before the panels go on, with its own declaration. **Stage 2** (panels on) is sent later with the same link, on the same phone or any other. Once a stage is sent it is closed: phone Gamcorp to add to it.
- Photos go one at a time, so a weak signal on the roof loses only one photo. Anything not sent can be added later from the office, before that stage is sent.
- Where possible, provide a **legend of the location** where the photos were taken, one for each stage.

6. Good photos

Do

- Daylight, the subject sharp and filling the frame.
- General photos showing the spacings. No detailed measurements are needed.
- The torque wrench's setting readable.
- The general location of the photo area in the shot.

Don't

- Send the same photo twice for two locations.
- Send photos from another job, or library pictures.
- Climb or stand anywhere unsafe for a photo. Safety comes first: tell us and we find another way.

7. What you receive

Document	Says
As-built structural report (Option 1, Desktop Review)	The installation shown in the layout and photos is in general accordance with the Gamcorp design certificate, with the sample reviewed stated.

Anything found not as designed is listed with what has to be done (a fix, or a recheck by Gamcorp) before the document can be issued.