REQUIREMENTS CHECKLIST

As-Built Structural Report

Option 2: Full Inspection Desktop Review, no as-built PV layout

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**.

> **No as-built PV layout is needed.** In its place, photo evidence at **4 locations for every 100 kW**, for every item: rail spacing, changes in the installation, torque readings, and zone compliance (distance from live edges, distance between installation zones), covering each respective zone on the certificate, with **a legend of the location of every photo**. Two submissions, as Option 1: stage 1 with the rails only, then stage 2 with the panels on.

1. Products as installed

No as-built PV layout is needed: the photos at every location are the evidence. Give the products on the upload page.

	What	Detail
☐	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, with a photo of it.

2. Inspection photos

Evidence counts for a **250 kW** system. 4 locations 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. Show the rail spacing of each respective zone on the certificate: a tape measure across the rails in the shot.	**12**
☐	**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 photo showing the spacing, in each respective zone on the certificate. **Tape measure on the spacing in each photo.**	**12**

	Photo	How to take it	Photos
☐	**Maximum rail overhang**	A photo of the maximum rail overhang found on site: the rail end past its last foot or clamp.	**3**
☐	**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. A photo of the torque reading at each location.	**12**
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. Different parts of the array in each photo, covering each respective zone on the certificate.	**12**
☐	**Zone compliance (a separate item from the overall panels)**	A tape measure from the panel to the live roof edge (gutter, ridge, barge), and between installation zones where the layout changes. The tape's reading must be readable. Live edges and zone boundaries, both.	**12**
☐	**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. A photo of the torque reading at each location.	**12**

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. A photo of the torque reading at each location.

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	Locations per item	Overhang photos	Photos in all
100 kW	**4**	**1**	**25**
250 kW	**12**	**3**	**75**
500 kW	**20**	**5**	**125**
750 kW	**32**	**8**	**200**
1 MW	**40**	**10**	**250**

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 2**.
- **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.
- **A legend of the location of every photo taken is required**, one for each stage, numbered to match the photos.

6. Good photos

Do

- Daylight, the subject sharp and filling the frame.
- A tape measure in every spacing and zone photo, the reading readable.
- 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 2, Full Inspection Desktop Review)	The installation was reviewed against the design at the stated locations and is in general accordance with it, with every location listed.

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.