

BUILDING PRODUCT COMPLIANCE READINESS CHECKLIST

Before seeking market entry or specification, define where your product will be used and whether the evidence supports that use. This checklist helps manufacturers and suppliers identify gaps before committing to testing or certification.

START HERE >>>

1 Define the product and intended use

Record product families, manufacturing locations, composition, dimensions and installation systems. Define building classes, applications, exposure conditions and excluded uses.



2 Map the requirements

Confirm the NCC edition and state or territory requirements. Map relevant provisions and referenced standards to each application, including structural, fire, weatherproofing, acoustic or durability requirements where relevant.



3 Choose the compliance pathway

Identify the proposed Deemed-to-Satisfy, Performance Solution or combined pathway. Confirm the evidence needed with the relevant assessor or approval authority. Decide whether third-party certification adds value.



4 Review what the evidence actually covers

Check full reports, tested configurations, Standards editions, laboratory scope and limitations. Overseas evidence requires an applicability review. Do not extend a tested result to other variants without justification.



5 Connect evidence to installation and supply

Check that manuals, design tools, labels and marketing claims describe the supported product and system. Identify controls for batch traceability and changes to materials or manufacture.



6 Resolve gaps before release

Prioritise unsupported safety-critical claims and intended uses. Restrict claims or use until the necessary assessment and evidence are in place.



READINESS REVIEW

For the Status, enter V for verified, G for gap, U for unknown or NA for not applicable. For V, identify the supporting record. For NA, record the reason. Unknown items require follow-up.

Review item	Status	Evidence or gap
Product and variants clearly identified		
Intended uses and exclusions documented		
NCC edition and jurisdiction recorded		
Requirements and Standards mapped		
Compliance pathway agreed		
Full reports reviewed for applicability		
Laboratory scope and report endorsement checked		
Variant coverage justified		
Design and installation limitations stated		
Claims consistent with supporting evidence		
Manufacturing and change controls established		
Approval and review responsibilities allocated		

TURN GAPS INTO ACTIONS

Record the three most important gaps. Name one owner and a realistic due date for each.

Gap or action	Owner	Due date	Evidence of completion

TAKE THE NEXT STEP

SMD Consulting can help review your evidence, define the compliance pathway and coordinate testing and technical documentation.

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This is a planning aid only. Confirm product-specific NCC, jurisdiction, standards and evidence requirements with your technical assessor. This checklist does not establish compliance.