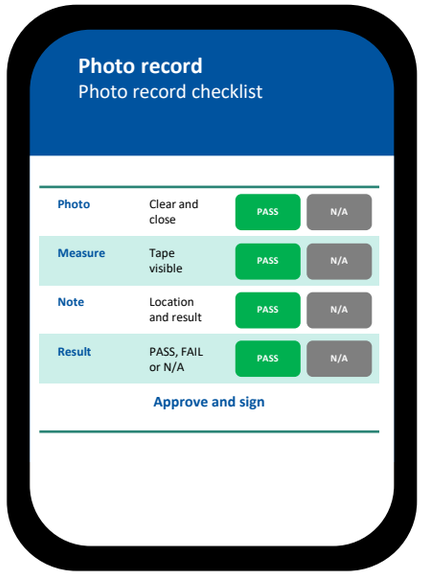
Plumbers, Gasfitters and Drainlayers Board

Self-certification photo record

Shot lists for dwelling work

Self Certification



How to use the shot list

- ✓ **PASS, FAIL or N/A**
  Record a result for each item.
- ✓ **Voice or written note**
  Add comments when the photo needs context.
- ✓ **Photo before cover-up**
  Capture concealed work before backfill, lining or boxing-in.
- ✓ **Approve and sign**
  Complete all required items before issuing the CoC.

Important

This is a dwelling example and is not exhaustive.
Take extra photos where the consent, site conditions, Standards or certifying authority require it.

Good photos show proof

Use a wide photo for location, a close-up for detail, and a tape measure or level where the item relies on a dimension, fall or clearance.

1. Project administration and site readiness — 4 checks

Project metadata Site sign or documentation showing project/consent details, endorsed practitioner name, registration/licence number and date	**Site readiness** Wide view showing site, safe access route and hazard board.
Approved plans Council-stamped approved plumbing and drainage plans available on site	**Prior items** If work continues from an earlier inspection, photo the issue and note how it was resolved.

2. Under-slab plumbing and drainage — 10 checks

Pipe specs Close-up of pipe marking and size. Caption compliance with NZS 1260.
Bedding depth Hole beside drain showing bedding depth with tape measure.
Pipe support Wide shot of full pipe run showing uniform support before backfill.
Gradient/fall Digital level on pipe. Caption fall % and minimum gradient, including DN100/DN80 1:60 where applicable.
Junctions All junctions. Show max 45 degrees with 15 degree slope down using set square.
Stack locations Location shots of stack bases, with captions.
Stack bends Close-up of stack base bend showing size and bend arrangement.
Slab penetrations Close-up of penetration points showing 6mm expansion lagging.
Water test Photo of water level at highest point of under-slab run.
PS3/test record PS3 certificate or record confirming water or air test carried out and passed

3. External drainage — 20 checks

Overall layout Wide shots identifying sanitary and stormwater.	**Gully clearance** 25mm or 100mm as applicable.
Pipe specs Pipe marking; caption NZS 1260.	**Council sewer** Sanitary connection and jointing.
Gradient/fall Digital level, line and fall.	**Council stormwater** Stormwater connection and jointing.
Granular bedding Bedding under drain.	**Pressure pipe** Pump chamber to council connection.
Uniform support Wide supported run.	**Separation** No stormwater/sanitary cross-connection.
Pipe depth Shallowest depth and location.	**Terminal vents** Roofline/opening clearances.
Inspection fittings Representative fittings where required.	**Septic level** Tank level if applicable.
ORG/gully location Wide sample gully location.	**Disposal trench** 600mm width; 600-900mm depth.
ORG bedding Concrete bedding.	**Soil layers** Soil structure.
Field spacing Drainage trench spacing.	**Hand-ball test** Photo and result caption.

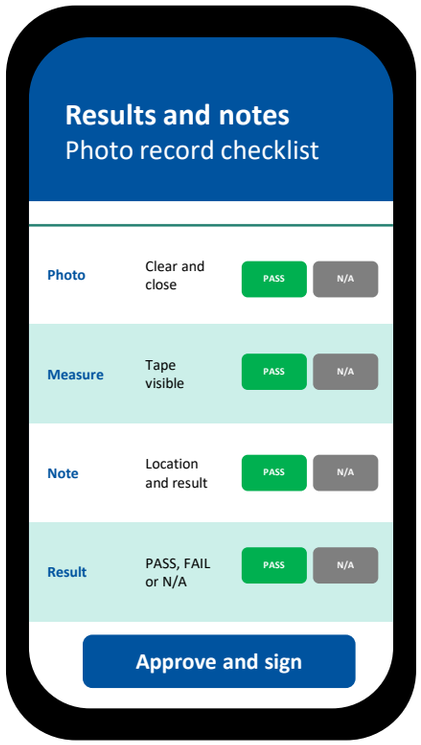
Not exhaustive. Additional photos may be required depending on the work, consent, Standards and site conditions

Plumbers, Gasfitters and Drainlayers Board

Self-certification photo record

Preline, final check and sign-off

Self Certification



Useful captions

Name the line or fixture, location, result and measurement. Example: “DN100 sanitary line, west trench, fall 1:60, bedding Complete”.

If an item fails

Mark FAIL, add a note, take photos of the issue, fix the issue, then record the re-check before sign-off.

Before you issue the CoC

- ✓ All required photos are uploaded
- ✓ Failed items have been fixed and re-checked
- ✓ Notes explain any N/A or site-specific decisions
- ✓ The record clearly shows compliance evidence

4. Preline plumbing — 13 checks

Water test wastes
PS3/test record.

Waste fixings
Tape showing fixing centres.

Floor joists
Wastes and protective sleeves.

Stacks/vents
Each stack and diameter.

Exclusion zones
600mm or 2.5m where applicable.

Plate strengtheners
Installed; pipe label readable.

Timber remaining
Notches/penetrations; NZS 3604.

Pressure test 1
1500 kPa with timestamp.

Pressure test 2
30 minutes later; pressure held.

Gauge location
Wide location shot.

AAV position
Vertical and at least 100mm above trap.

Reuse water
Use and location.

Non-potable marking
Pipe identification; NZS 5807.

5. Final plumbing and drainage — 7 checks

Fixture sealing
Silicone bead around fixtures.

WC water level
After flushing.

Trap water seal
75mm +/-10mm floor wastes; 50mm +/-5mm fixture traps.

Maintenance access
Open panels and as-built reference.

Floor waste gully
View in the room.

Under-floor view
Same waste from underneath.

Overflow provisions
Correct grate and cladding clearance.

6. Sign-off and outcome — 13 checks

Item result
PASS, FAIL or N/A. Failed items require re-inspection.

Other details
Site-specific photos and measurements.

Declaration/CoC
Issue declaration and Certificate of Compliance when complete.

Quick reference: what a strong photo record includes

Where: Location and context

What: Specific item is identifiable

Proof: Measurements, timestamps or labels readable

Result: PASS, FAIL or N/A with notes

Traceability: Consent or as-built reference

Not exhaustive. Additional photos may be required depending on the work, consent, Standards and site conditions