

RECORD KEEPING FOR POOL SAFETY INSPECTORS (PSIs)

EFFECTIVE MAY 2026

When inspecting or reinspecting a regulated pool, a Pool Safety Inspector (PSI) must keep records of inspections under Chapter 8 of the Building Act 1975 and the Code of Conduct for PSI's.

Key Requirements

- Records must be clear, legible and objective
- Records must support the decision to issue a Pool Safety Certificate or Nonconformity Notice
- Records must demonstrate how compliance with the pool safety standard was assessed
- Records must be retained for at least 5 years

Records must be sufficient to allow a third party to assess whether the pool complies with the pool safety standard.

WHAT RECORDS SHOULD SHOW

Inspection records should clearly show:

- Pool details (location and type of pool)
- Barrier layout (including fences, gates, and buildings)
- Evidence of compliance or non-compliance
- CPR sign and location
- Non compliant or damaged sections
- Latches, hinges, fence intersections, and climbable features
- Measurements clearly identified (heights, gaps, climbable objects)
- Any special considerations
- Details of any decisions and advice provided

EXAMPLES OF ACCEPTABLE EVIDENCE

Adequate records must include a combination of the following:

- Photographs (time and date stamped)
- Videos (time and date stamped)
- Contemporaneous notes
- Reports (checklist, job log notes etc.)
- Diagrams

VIDEO RECORDINGS (TIME AND DATE STAMPED)

- Gate operation from all positions within the arc of operation, including from resting on the latch
- Gate self closing and self latching effectiveness

CONTEMPORANEOUS NOTES / REPORTS

Records made at, or soon after, inspection.

- Inspection details
 - » Date, time, location
 - » Inspector and persons present
- Assessment details
 - » Observations and findings
 - » Measurements and test results
 - » Non-climbable zone (NCZ) assessments and justification (including side of the barrier NCZ assessed on)
 - » items assessed as non-climbable
- Compliance considerations
 - » Exemptions, variations or performance solutions
 - » Certificates or notices issued
- Supporting information
 - » Relevant conversations or advice provided
 - » Reasons supporting the inspection decision
 - » Checklist confirming all pool safety standard requirements considered

NOTES SHOULD BE FACTUAL, OBJECTIVE AND DATED.

Best Practice Record Keeping

PSI's should ensure records are:

- Securely stored
- Regularly backed up
- Easily retrievable for at least 5 years

Key Takeaway

Record keeping is mandatory. Robust photographic, video and written evidence supports defensible inspection decisions and demonstrates inspections have been conducted competently and objectively.