Engineering Assessment Summary Report Template

**Version 1.0 - 3 July 2017**

**Overview**

The following table provides a template for an *Assessment Summary Report* for seismic assessments undertaken using *The* *Technical Guidelines for Engineering Assessments* – as referred to in Section A8.5 of the Guidelines.

For engineering assessments being undertaken for potentially earthquake-prone buildings, this summary template meets the requirements of Section 2.5 of the EPB methodology. For engineering assessments being undertaken for other purposes, it is strongly recommended this summary template is used.

This template, which can be downloaded from [www.EQ-Assess.org.nz](http://www.EQ-Assess.org.nz) , contains a summary of the following information:

1. **Building information**
* Address etc., No. of storeys, year of design, structural system, previous retrofit
1. **Assessment information**
* Person responsible for the assessment, when inspected, what information reviewed, geotech info, previous reports referred to
1. **Summary of engineering methodology and key parameters**
* Assessment methodology used, and how these Guidelines were applied
1. **Assessment outcomes**
* *%NBS* rating, seismic grade and qualitative risk classification, governing Critical Structural Weakness; mode of failure and physical consequence statement

This template may be used for both Initial Seismic Assessments (ISA) and Detailed Seismic Assessments (DSA) using Part B or Part C of the Guidelines respectively.

Additional comments may be added if required.

Assessment Summary Report Template 20170701

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| **1. Building Information** |
| Building Name/ Description |  |
| Street Address |  |
| Territorial Authority |  |
| No. of Storeys |  |
| Area of Typical Floor (approx.) |  |
| Year of Design (approx.) |  |
| NZ Standards designed to |  |
| Structural System including Foundations |  |
| Does the building comprise a shared structural form or shares structural elements with any other adjacent titles? |  |
| Key features of ground profile and identified geohazards |  |
| Previous strengthening and/ or significant alteration |  |
| Heritage Issues/ Status |  |
| Other Relevant Information |  |

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| **2. Assessment Information** |
| Consulting Practice |  |
| CPEng Responsible, including: * Name
* CPEng number
* A statement of suitable skills and experience in the seismic assessment of existing buildings[[1]](#footnote-1)
 |  |
| Documentation reviewed, including:* date/ version of drawings/ calculations[[2]](#footnote-2)
* previous seismic assessments
 |  |
| Geotechnical Report(s) |  |
| Date(s) Building Inspected and extent of inspection |  |
| Description of any structural testing undertaken and results summary |  |
| Previous Assessment Reports |  |
| Other Relevant Information |  |

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| **3. Summary of Engineering Assessment Methodology and Key Parameters Used** |
| Occupancy Type(s) and Importance Level |  |
| Site Subsoil Class |  |
| **For an ISA:** |  |
| Summary of how Part B was applied, including:* Key parameters such as $μ$, Sp and F factors
* Any supplementary specific calculations
 |  |
| **For a DSA:** |  |
| Summary of how Part C was applied, including:* the analysis methodology(s) used from C2
* other sections of Part C applied
 |  |
| Other Relevant Information |  |

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| **4. Assessment Outcomes** |
| Assessment Status (Draft or Final) |  |  |
| Assessed *%NBS* Rating |  |  |
| Seismic Grade and Relative Risk (from Table A3.1) |  |  |
| **For an ISA:** |  |  |
| Describe the Potential Critical Structural Weaknesses |  |  |
| Does the result reflect the building’s expected behaviour, or is more information/ analysis required? | Yes – the ISA is sufficient | No - a DSA is recommended[[3]](#footnote-3) |
| If the results of this ISA are being used for earthquake prone decision purposes, and elements rating <34*%NBS* have been identified: | **Engineering Statement of Structural Weaknesses and Location**  | ***Mode of Failure and Physical Consequence* Statement(s)**  |
| **For a DSA:** |  |  |
| Comment on the nature of Secondary Structural and Non-structural elements/ parts identified and assessed |  |  |
| Describe the Governing Critical Structural Weakness |  |  |
| If the results of this DSA are being used for earthquake prone decision purposes, and elements rating <34*%NBS* have been identified (including Parts)[[4]](#footnote-4): | **Engineering Statement of Structural Weaknesses and Location**  | ***Mode of Failure and Physical Consequence* Statement(s)**  |
| Recommendations |  |  |

1. This may include reference to the engineer’s Practice Area being in seismic assessment, or commentary on experience in practice and recent relevant training, particularly if prior to re-assessment of practice area [↑](#footnote-ref-1)
2. Or justification of assumptions if no drawings were able to be obtained [↑](#footnote-ref-2)
3. Indicate what form should the DSA take/ what the specific areas to focus on are [↑](#footnote-ref-3)
4. If a building comprises a shared structural form or shares structural elements with other adjacent titles, information about the extent to which the low scoring elements affect, or do not affect the structure. [↑](#footnote-ref-4)