

Policy Guide



Inspections

Roof tilers or sheet roof installers on site: The inspection will be terminated. The Work Health and Safety Act (OHS Act 2011) provides a framework to protect the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the works. We will charge for the inspection as “Not Ready/Not Cancelled – roof installers on site”.

Rectifications: Inspection of the rectification works will always be required, whether at Re Frame or a separate booking. Depending on the rectification works detailed by the engineer, the inspection will need to be done when the works are still exposed. If a drill test is required for a slab cutback, an inspection MUST be booked prior to the cutback; we must measure the drill test, and then give go ahead for the cutback to occur.

Wall wrapped prior to frame or re frame inspection: This must never occur prior to first frame inspection and we will charge for the inspection as “Not Ready – wall wrap to be removed”. If the first frame calls up no external defects, then walls can be wrapped prior to re inspection, however if ANY external defects are listed (eg. nailing of bracing), walls must not be wrapped and this will also be a charge as “Not Ready – wall wrap to be removed”.

Roof loaded prior to frame inspection: Roof tiles or colorbond should never be installed prior to frame inspection – this is in contravention to the Building Act 1993 as you’re proceeding with works prior to approval at that inspection stage. If a roof is loaded prior to Framework inspection, a Building Notice will be issued, and a fee to remove this notice will be charged.

Relevant Documents: All relevant Truss & Floor Joist documentation must be received before or at the same time as the framework booking. All amended or additional documents are to be sent at least one day in advance to give us time to process the amendment. If you’re sending it within a day of the inspection, you need to note that it is ‘urgent for inspection tomorrow’ in the subject of the email. If the inspector has already been to site without these documents a re-inspection will be required and additional fees will apply

Bookings

Booking Times:

7-8:00 am Out of Hours – incurs an extra fee

AM Early (up to 9:30am) – inspector can arrive any time up to 9:30am, they have no responsibility to arrive earlier

AM – inspector can arrive any time from 7am to 12pm

PM – inspector can arrive any time from 12pm to 7pm

PM Late – inspector can arrive any time from 3pm, job must be ready by 3pm or it can be deemed as Not Ready/Not Cancelled

ANYTIME – the time slot given to all frame, re-frame, occupancy and re-occupancy inspections. Preferences cannot not be considered

9am-10am etc – will only be allowed for bored piers, slab rectification, drill test and retaining wall hole inspections, footings/stump holes

Specific time to meet inspector on site – can be permitted at our discretion and at the availability of an inspector. This may incur an extra fee based on the hourly rate nominated in the rate card.

Cut-off time: The cut-off time for following day bookings is strictly 3:30PM. If your booking request or relevant documentation for a booking is received after 3:30PM, your inspection will be placed in the next available date.

****NEW** Late Cancellations:** We will charge a 'Cancellation Fee' if an inspection is cancelled after 3:30pm the day prior, or on the same day of the inspection booked. This is because the schedule has already been finalised. It is the responsibility of the site supervisor/concreter to ensure that a job is ready to be inspected.

*For concreters only, if there is unforeseen extreme weather that renders you unable to complete a job, we may consider waiving this fee, however standard weather patterns must be considered when booking your jobs.

Same-day requests: We will accept same-day booking requests up to 10:30AM. If we receive a request after this time, your inspection will be booked in for the next available date. A same-day fee is applicable and this is also subject to DJM finding an inspector.

AM Slab Steel inspections: Slab steel inspections can only be booked in for a Late PM time slot. We do not inspect slab steel in the morning before a concrete pour scheduled for the same day and time.

AM Pre Slab & PM Late Steel in the same day: This service is available based on the following. Pre-Slab inspection will be carried out between 8:00 and 10:00 am. The Steel must then be ready by 3pm at the latest, to fit in the PM Late time slot.

Weekend Inspections: Weekend inspections are subject to availability of inspectors. If no inspector is available, weekend inspections will not be able to be performed. Any jobs will need to be performed on the following Monday, and Steels can only be done Late PM, so concrete will need to be moved to Tuesday.

Time preferences for Frames and Occupancy inspections: We cannot consider timing preferences for any inspections other than concrete related. These will not be passed on to the inspector. If you wish to request a time, you can contact the inspector when you get our text message, but it is up to them, after considering their other jobs, if they can help you out or not.

Framework: All relevant Truss & Floor Joist documentation must be received before or at the same time as the framework booking. The inspection will go ahead at your cost if you have booked in a framework inspection without the relevant documentation.