



# Policy Guide

## Inspections

**Roof tilers or sheet roof installers on site:** The inspection will be terminated if there is anyone on the roof, no matter what task they are completing. The Work Health and Safety Act (OHS Act 2011) outlines measures 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 cover installed prior to framework inspection:** Roof tiles or colorbond should never be installed prior to framework inspection – this is in contravention to the Building Act 1993 as you’re proceeding with works prior to approval at that inspection stage. It also causes potential danger to life and property as the structural integrity of the frame has not been assessed. You must always confirm that a framework inspection has been completed and there are no issues that will prevent loading the roof before moving forward. 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, you may be expected to pay for a re-inspection.

## **Bookings**

### **Booking Times:**

*7am Out of Hours* – incurs an extra fee

*AM Early (up to 10am)* – inspector can arrive any time up to 10am, they have no responsibility to arrive earlier

*AM* – inspector can arrive any time from 6am 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, but this incurs an extra fee

**Booking cut-off time:** The cut-off time for following day bookings is strictly 2:30pm. If your booking request or relevant documentation for a booking is received after 2:30pm, your inspection will be placed in the next available date.

**Late Cancellations:** We will charge a 'Late Cancellation Fee' if an inspection is cancelled after 3:30pm the business 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, and that predicted weather patterns for the following day have been considered when making a booking.

\*For concreters only, if there is a forecast of extreme weather (rain, wind etc.) we understand that you may not know with certainty until the morning of the inspection if this weather has or will impact your particular site. However, as this weather was predicted, we expect you to provide evidence that you or a representative attended site to do an assessment before you made the call that you could not continue with the job. Please provide us with photo/s of the site, including the site sign, and a description of why the works cannot be completed. When the site is impacted by wind and it's not possible to complete the steel, we don't need you to try and capture 'wind' in a photo, we simply want confirmation that you went to site and made sure. If these photos are not provided to [inspections@djmbc.com.au](mailto:inspections@djmbc.com.au) by COB the day of cancellation, then the late cancellation fee will apply.

**Base Exposed (Pre Slab Inspection):** If there has been 5 or more days between the Pre Slab inspection approval and the Steel booking, then we may cause a secondary pre slab inspection to be performed. The intention is to ensure that the base remains firm, dry and level, and that no damage has occurred to the base since the inspection, prior to continuing works. We expect that a representative of the builder/concreter attend site to assess the state of the base and perform any remedial works if required, before requesting the inspection. If it is clear that no remedial works have been performed, and the base is no longer compliant, the previously issued Pre Slab approval will be superseded, and a Written Direction to Fix will be issued.

**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 steels in the morning before a concrete pour scheduled for the same day.

**AM Pre Slab & PM Late Steel in the same day:** This can be booked, however unless you pay a '7AM Out of Hours' fee, see above, the inspector reserves the right to attend site at any time up until 10am for the Pre-Slab. 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 and as such, are not a guaranteed service. 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.

**DJM Business hours:** Monday – Friday 8:30am-5pm.

Note: This Policy guide was last updated 10/05/2023