



# Floor Inspectors Accreditation Course

## About the Floor Inspection Scheme

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In response to growing concerns regarding inconsistent and unprofessional floor inspection reporting, which in some cases have ended in litigation, ATFA has developed a nationally consistent system to establish a register of qualified Floor Inspectors, and with a longer term goal of improving the overall level of workmanship in the industry. Those wanting an inspection can now go online and after registering for an inspection they are provided with the contact details for the inspectors in that state.

**This course is for experienced and well skilled members of the industry. The course is conducted over 3 full days and requires a 70% pass mark to be considered for the publicly available inspector register. Those wanting to undertake inspections as an ATFA inspector will also need good computer word processing skills and good report writing skills. This is as essential as technical knowledge.**

**Alternatively, company representatives are also encouraged to attend for own internal investigation purposes and can choose not to undertake the assessments or be publicly available.**

## Registration

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Name: .....

Company Name: .....

Phone: ..... Mobile: .....

Address: .....

Email: .....

Additional Names

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\_\_\_\_\_

Member of the ATFA  (tick for yes)

**This Course will operate Aug 31<sup>st</sup> to Sept 2<sup>nd</sup> 2010 (3 days).**

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### BRISBANE

**Where:** Brisbane Home Ideas Centre, 66 Merivale Street, South Bank, Brisbane.

**When:** Wednesday, 28 July 9.30am to 4.30pm please arrive early to start on time.

**Cost:** \$1650.00pp (inc GST)^

*^ If currently a non-member, membership fees will also be required (a further \$440.00)*

# Conditions of Course Entry

## **Requirements of Entry to the Course**

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The following requirements must be met or agreed to for entry:

- Member of or joining ATFA;
- At least 5 years industry experience and currently working within the timber flooring industry;
- Possess the appropriate equipment to undertake floor inspections (or have access to), which include a good quality timber moisture meter which is regularly calibrated, tape measure, steel rule, digital camera, vernier callipers and a computer for producing final reports;
- Have the necessary computer and report writing skills to produce a sound report
- Be a person of respect in the industry and be well regarded by your peers;
- Agree to abide by the Code of Conduct for floor inspectors;
- Agree to maintain the required ATFA 'accreditation' points; and
- Be approved by the ATFA Board of Directors for entry.

## **Conditions of Being an ATFA Floor Inspector**

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Upon successful completion of the Floor Inspector Accreditation Course participants agree to the following terms:

- Being included on ATFA's National Register for Floor Inspectors and inclusion of your details on the ATFA website.
- Any work carried out under the ATFA inspection scheme will require the rates in the table following to be applied, this includes:
  - work referred from the ATFA or sourced from the ATFA website;
  - work referred from a Government Agency as a result of ATFA promotion;
  - work carried out using ATFA accreditation as a marketing advantage; and
  - work carried out using ATFA forms and/or guidelines (or those considered the same).
- Any report completed under ATFA provisions will require reports to be checked in line with ATFA policy.
- You (being self employed), your company or the company you work for will be required to hold appropriate Professional Indemnity Insurance to conduct Floor Inspections. If you do not have this ATFA may be able to assist you.
- Maintain a register of completed inspections for auditing purposes.
- Submit a final report within 5 working days of the inspection to the client or within a period agreed to with the client if outside this.
- ATFA reserves the right to modify procedures and policy for floor inspection at its discretion and will inform you of any changes.

The minimum fees associated with conducting a Floor Inspection are as follows:

| Type of Service   | Minimum Fee   | % Returned to ATFA |
|---|---|--------------------|
| General Call Out for a member or non- member*                   | \$250.00* (for up to 2 hours & \$150/hr after that) | 20% (\$50.00+)*    |
| Dispute Resolution related to a member or non-member's project* | \$250.00* (for up to 2 hours & \$150/hr after that) | 20% (\$50.00+)*    |
| Full Floor Inspection related to an ATFA member project*        | \$450.00*   | 10% (\$45.00)*     |
| Full Floor Inspection related to a non-member project*          | \$650.00*   | 20% (\$130.00)*    |

The fee is charged on the basis of who the commissioning party is.

Provisions are also available to clients for review and appeal panels conducted by the ATFA. These fees will be reviewed and amended from time to time, all figures include GST.

\* Additional travel costs may be applied depending on the location of the site to be inspected.

## **Inspector Code of Conduct**

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To be an ATFA registered and qualified floor inspector you must:

- always remain impartial and independent and declare any perceived or actual conflict of interest to ATFA and the client
- not present yourself as a representative of ATFA
- when advertising, do so ethically and without misrepresenting the ATFA
- have no conflict of interest with the project being inspected
- not provide comment outside your field of expertise
- objectively provide a report on the facts of the project
- not provide judgements or apportion liability
- not provide comment on contractual matters
- not provide comment outside the procedures and guidelines
- provide a final report within 5 working days of the inspection or within a period agreed to with the client if outside this
- honestly pass on fees due to ATFA.

## **Delivery**

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The lead instructor on the program will be David Hayward, a nationally renowned flooring expert and the ATFA Technical Manager, who possesses a Certificate IV Workplace Trainer and Assessor Qualification.

## Course Outline

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The following aspects will be covered within the three days of the course:

- Introduction and overview of the program
- Inspection professionalism including legal obligations and conduct
- Dispute resolution and mediation
  
- The behaviour of flooring products
- Sub-floor (substrate) requirements
- Coatings characteristics and performance
- Timber flooring properties and behaviours
- Adhesives characteristics and performance
- Installation and fixing (strip timber, floating floor, cork and parquetry)
- Sanding and finishing procedures
  
- On site safety requirements
- Inspection standards and tools
- The inspection process
- Performance and appearance issues with floors
- Analysis and reporting procedures
- Computer skills and useful software
- Assessment methods (simulated and real)
  
- Conclusion
- Accreditation.

## Payment

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Payment is required at least 2 weeks prior to the event, please attach your payment with this application form. Methods of payment are:

- **Electronic bank deposit** to the ANZ Bank (acc name: Australian Timber Flooring Association Limited acc details: BSB 014 531 ACC 4841 08922).  
**Fax confirmation to 1300 36 1793**
- **Credit card payments** can be made by **phoning ATFA on 1300 36 1693** or completing the section below.  
A 2.5% surcharge applies to Visa, Mastercard and Amex.

Amount \$ \_\_\_\_\_ Name on card \_\_\_\_\_

Card No \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_ CVC \_\_\_\_\_

Signature \_\_\_\_\_

- **Cheques** should be made payable to:
  - **Australian Timber Flooring Association Limited** (please write in full)

Posted to

- **ATFA 11 Oleander Ave Shelly Beach Qld 4551**

## Refund Policy

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Refunds will only be provided where a participant withdraws 14 days prior to the event being conducted or if the course is cancelled or postponed.