

# Request for Inspection



Directed to:  
(Floor Inspector)  
(Business Name)  
(Address)  
(Phone and email)

The following details are those of the person(s) or business requesting a visit by an ATFA Accredited Inspector\* to *view a floor; assist in a dispute resolution; or conduct an independent inspection* to report on a timber floor. The person(s) or business is referred to as the 'Applicant' for the purposes of this request.

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Work to be Inspected \_\_\_\_\_  
(if the same state 'as above')

Contact details to arrange inspection appointment (if different to applicant) - Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Nature of concern to be viewed \_\_\_\_\_

Service Provider who did the work (if known) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Supplier or Manufacturer of the product installed (if known) \_\_\_\_\_

Coating used if site finished (if known) \_\_\_\_\_

If the concern involves another party, please confirm the other party has been contacted regarding the concern in an attempt to resolve the matter first: Yes  No  *Note: The inspector will not proceed unless resolution between the parties has first been attempted.*

## \*Conditions of Inspection

ATFA Accredited Inspectors are bound by a National Code of Conduct and set of Operating Guidelines which require them to provide reports objectively and based on fact. Inspectors are independent of all parties including the applicant commissioning the report, they provide a technical report and do not apportion blame. Every report is to be checked by ATFA.

The Inspector is required only to report on the nature of the concern identified in this request.

The inspector may seek input from any other party (including service and product providers) to assist in determining the nature of the concern and where possible relevant involved parties will be notified of the inspection.

The applicant accepts that verbal comments made by the inspector regarding the floor or practices used are not to be used as a record of the visit and only the written report is an acceptable tool for any further negotiations.

An ATFA inspection report carries the protection of copyright, in some circumstances and at the discretion of the ATFA CEO, a completed report may be provided to an alternate or third party if it is perceived the release of the report may assist in the resolution of a dispute, overcome an issue of misinformation or it is considered to be in the best interest of ATFA or the industry at large.

Please note: If a written contract exists between yourself and the service provider, it may contain a dispute resolution mechanism which could take precedence in law over the ATFA inspection process.

I formally request you to attend our site to view our timber floor, I have read, understand and agree to the conditions of inspection and have enclosed the negotiated fee plus any agreed travelling expenses.

My fee of \$ \_\_\_\_\_ is enclosed (as advised by the inspector).

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(The Applicant)