



# INSPECTOR GUIDELINES

## Inspector code of conduct:

- To not present yourself as a representative of ATFA
- To be an ATFA registered and qualified floor inspector
- To always remain impartial and independent
- To objectively provide a report on the facts of the project
- To have no conflict of interest with the project being inspected
- To not provide judgements
- To not provide comment on contractual matters
- To not provide comment outside their field of expertise
- When advertising, to do so ethically and without misrepresenting the ATFA
- To provide a final report within 5 working days of the inspection where practicable

## The report is written for those that commissioned it

- The history, observations, measurements and testing are to be used to determine a logical explanation for the cause of the problem.
- The report is not to go beyond this and to include only the issue brought before the inspector, the exception being issues which could affect safety.
- While the report is written for those who commissioned it, no bias is to be shown (that is, if the other party had commissioned the report it would be exactly the same).
- Reference materials used in the assessment of a floor are to be the FWPRDC Flooring Data Sheets, the ATFA publication 'Timber Flooring Problems - Causes and Remedial Measures' and relevant Australian Standards.
- Such documents do not cover all aspects relating to a timber floor and where this arises the fact that an aspect is not covered should simply be stated.
- In the process of writing a report the inspector should consider whether others would report with similar findings.
- Inspectors may converse with parties involved with the installation but not present at the inspection, if it is considered that aspects need clarification.
- A copy of the report is to be provided to ATFA for checking prior to client issuing.
- ATFA members of whom the work is being inspected are to be notified of the inspection.
- The ATFA reserves the right to review any report that is written.

## For guidance ATFA will outline what it considers constitutes a problem

- Issues relating to what constitutes a problem in a timber floor are documented in the ATFA publication 'Timber Flooring Problems - Causes and Remedial Measures'.
- This publication will involve open input, common agreement, is formally documented and will be reviewed on occasion.

## Requirements of the Floor Inspector

- In achieving status as an ATFA registered Floor Inspector, the individual must meet the requirements of the ATFA Membership Certification program (refer to this table for guidance). Inspectors must retain this certification to retain their Floor Inspector registration.