



Building Excellence

MASTER BUILDERS ASSOCIATION

NATIONAL STANDARD

An Investment in Your Future

BUILDERS' QUALITY SYSTEM

HB/MBA ISO 9003 1994

Part A: The Manual

*Part B: The Inspection & Test Plans & Forms
(Checklists)*

- An Investment *In Your Future*
- Meets **Government QA Requirements**
- Excellent **Marketing** Tool
- **Complies** With Australian Standards
- A Quality System *by Builders for Builders*
- **Getting It Right** for Yourself and Your Customers
- Helps Suppliers **Get It Right For You**

HB/MBA ISO 9003:1994

Master Builders Association
National Standard

**House Builders Quality System
PART A: Manual for Quality
Assurance in final
inspections and tests**



This Quality System was prepared by a Joint QA Technical Committee of representatives from the Industry from Master Builders Association Inc. (MBA) and Davis Langdon Australia (DLA). It was approved on behalf of Master Builders Association Inc on 31 December 1996 and on behalf of Davis Langdon Australia on 31 December 1996. It was published on 1 February 1997.

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Review of Quality System. To keep abreast of progress in the building industry, this Quality System is subject to periodic review and is kept up to date by the issue of amendments or new editions as necessary. It is important therefore that users ensure that they are in possession of the latest edition, and any amendments thereto.

Full details of all amendments and related publications will be found in the MBA Inc. Library; this information is supplemented by the newsletters from MBA Inc., which subscribing members receive, and which give details of new publications, new editions, amendments, and withdrawals.

Suggestions for improvements to the Quality System, addressed to the head office of MBA Inc. are welcomed. Notification of any inaccuracy or ambiguity found should be made without delay in order that the matter may be investigated and appropriate action taken.

The MBA Inc. Library also has available USER GUIDES for assisting in the understanding of quality assurance in general and this quality system in particular. Training programs to facilitate implementation are also available by contacting the Training Managers at your local MBA office.

HB/MBA ISO 9003:1994

Master Builders
Association Standard

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PART A: Manual for Quality
Assurance in final inspections
and tests**

First published in Australia as
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COPY

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PREFACE

This Quality System was prepared by a Joint QA Technical Committee of representatives from Industry from Master Builders Association Inc. (MBA) and David Langdon Australia. It supersedes previous MBA Manuals now declared obsolescent, withdrawal to take effect on 1 February 1997.

The Quality System comprises Part A: Manual and Part B: Checklists. Together Part A and Part B comprise the quality system elements, procedures and forms to comply with ISO 9003:1994. The Quality System is designed for house builders to provide them with the documents which;

- verify compliance with their customers specification at handover
- meet the Australian Standards AS/NZS ISO 9003:1994 Quality Systems - Model for quality assurance in final inspection and test.
- Part A: Manual and Part B: Checklists are available separately or together.

QA CERTIFICATION

This Quality System has been assessed for the Master Builders Association by their Certification Body - "DLIQ Certification Services". (DLIQ Certification No 2122). The DLIQ Document Review verifies this Quality System has compliance with the Australian and International Standard ISO 9003:1994 (greater than 90% compliance rating for house builders).

Purchasing this Quality System does not automatically provide house builders with certification to ISO 9003:1994 unless they can demonstrate their effective implementation. Certification audits will be done by the Master Builders DLIQ registered QA Auditors. They will carry out audits for each house builder on site as appropriate to achieve third party "five star" certification for the Certification Body. Applications for QA Certification are available from your local MBA office.

AGREEMENT

This Quality System is sold and the customer agrees to purchase and use it on the following conditions:

1. Davis Langdon Australia Pty Ltd (DLA) and Master Builders Association Inc (MBA) owns full copyright in all documentation and materials that make up the Quality System.
2. The customer shall not make any copy of any part of the Quality System or its contents in any form or by any means whatsoever and shall not sell, reproduce or otherwise use the Quality System outside the customer's own operations and activities. The forms in Part B of the Quality System may be copied or customised to suit each job and specification.
4. Without limiting any obligations of the customer, the customer may make modifications to the Quality System to the extent that they are open for modification.
5. Any right given to the customer under this agreement shall not be transferred, rented, leased, sold or otherwise disposed of to any other person or company.
6. DLA and MBA warrant that the document substantially meets the requirements of quality assurance for house builders. All defects are to be reported and claimed within the same 60 days from purchase. Notwithstanding any other condition of this agreement, any express or implied warranty given by DLA/MBA will not apply if any defect is caused by accident, misapplication, abuse, negligence, ignorance and or inability to use the Quality System and the customer agrees that the maximum liability in any case whatsoever shall be limited to the actual price paid by the customer for the Quality System.
7. All Quality Systems are subject to copy control provisions and bear a unique identifier. Unauthorised copies will be ineligible for Certification.

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(for details see separate document)

Foreword

The Master Builders movement is Australia's oldest industry association. Founded in the early 1870s in Melbourne, Sydney and Newcastle, its primary role is to promote the viewpoints and interests of the building and construction industry.

Today the MBA's membership consists of large national, international, domestic (housing) and commercial builders and contractors through to smaller local subcontracting firms. Memberships for the MBA movement represents 95 per cent of all sectors of the building industry. The MBA has offices throughout Australia.

Our key aim is to increase the professionalism of the industry, by ensuring that our members are better skilled, advised and informed.

To assist in achieving this aim, the MBA movement provides services to members in a broad range of areas including contracts, industrial relations, technical matters, building inspections, insurance, training quality assurance and occupational health and safety.

In this way the MBD continuously improves to promote and service the industry in general and its members in particular.

Davis Langdon Australia (DLA) is part of a worldwide consultancy providing services to the engineering, mining, building and construction-related industries. The firm has five offices in Australia Hobart, Melbourne, Sydney, Brisbane, Perth and a further 52 offices throughout Asia, the United Kingdom, Europe and the Middle East.

Davis Langdon Australia is part of the worldwide organisation, Davis Langdon and Seah International thereby add to its local resources the immense strength of a truly international building and construction consulting group.

Davis Langdon Australia's services include:

- Construction Cost Consulting and Quantity Surveying
- Project Risk Management and Project Management Services
- Quality Management Services

Introduction

This Quality System is for house builders and is designed to comply with the quality system requirements of the International Standard AS/NZS ISO 9003:1994. It is for use by the house building business for quality assurance purposes. Part A: Manual sets out the quality system requirement for assuring that quality meets specified requirements.

evidence Part B: Checklists are the forms which are used on each job to verify and provide guidance that the specified requirements have been met. The quality system Part A: Manual is completed with business details and the blank forms of Part B are copied, used and signed off for each job. If necessary they are added to or changed to suit the job and to ~~our~~ business needs. They show the job is to specification.

This conformance at final inspection and test is finally verified by signing off the ITP's prior to handover. *Q*

Note: The quality system requirements addressed in this manual are complimentary to the conditions of a contract and any contract specification and drawings. These are based on the level of complexity of house building, ~~and our~~ knowledge, skills and qualifications and the requirements for registered house builders.

This quality system is used in its current form, but is customised by adding or deleting any details for specific contractual situations. The quality system (Parts A and B) are effectively implemented to demonstrate compliance with ISO9003:1994 including external and third party audits.

HOUSE BUILDERS/MASTER BUILDERS

Quality System - Manual for Quality Assurance in final inspections and tests

1 Scope

General

We build houses in accordance with the drawings and specifications of clients. Our clients are mostly private individuals building a new home on their own land or renovating an existing home. We can also build speculative housing, kit homes and mobile homes to sell to the public. Some of the work is subcontracted to others.

The main things we do are:

- prepare and sign a contract with the client after discussing what they want
 - apply for permits as required
 - purchase the materials required for the work
 - organise sub contractors quotes and work
 - carry out the work and get progress payments
 - get all certificates signed off when required
 - clean up the site
 - hand the house over to the client only when we have the job finished properly.
- √ Tick as applicable

We also:

- tell the client that the quality of our work is very important for them and for us
- make sure everything is right as shown on the drawings and specifications
- watch any sub contractors so that their work is right

If we find anything wrong we fix it straight away.

This Quality Manual sets out how we do this and is in accordance with the Australian Standard AS/NZS ISO 9003 : 1994 - Quality Systems - Model for quality assurance in final inspections and tests. (ISO 9003:1994 clause 1 refers)

Details of the builder

Builder's Business Name:
 Location /Address:.....

 Name of Builder: ACN:.....
 Signature:
 Telephone No: Fax:.....
 Mobile:.....
 Builders Licence No:..... Date:.....
 Public Liability No: Expiry Date:.....
 Contractors All Risk Policy No:..... Date:.....
 Workcover Registration No: Date:.....
 (Optional)
 DLIQ Third Party Quality Assurance
 Certification No: Expiry Date:.....
 to Australian Standards AS/NZS ISO 9003:1994

Other Details about our Business

- What locations we usually work in;
- Our main types of work include:
- Other types of work (eg. landscaping etc.)
- The usual range of house prices;

(ISO 9003:1994 clause 2 refers)

Definitions

For the purpose of this Manual the definitions given in ISO 8402 apply. (ISO 9003:1994 clause 3 refers)

2 Quality system requirements

Management responsibility

Quality policy

We know that quality is important for our clients. We make sure that they always get what they asked us to provide and that it is "as shown" on the drawings and the specifications.

The inspections and tests we carry out ensure that our work is correct and to the standards required.

Our aims are to:

- build houses in accordance with the client's contract with us
- have no mistakes on the job
- make sure all materials are correctly ordered and do not have to be changed or returned
- check everything is right as we do the work and before handing it to the client.

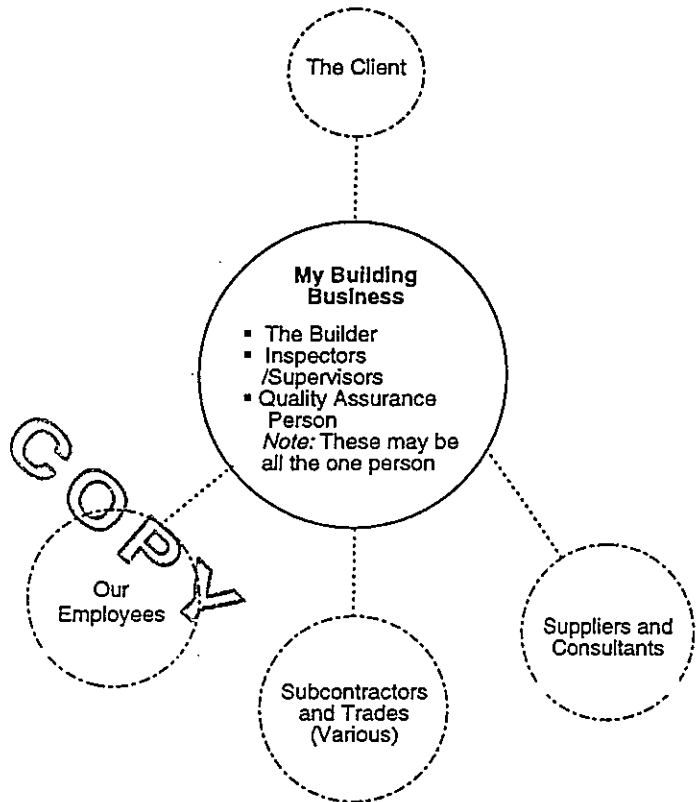
Anyone involved in our business or jobs is told of this quality policy and that they are responsible for doing their work properly.

We assure the quality of our work by following our quality system which is in accordance with the Australian Standards AS/NZS ISO 9003 : 1994 for Final Inspection.

Signed: Date:
(The Builder)

Organisation

- Responsibility and authority



Organisation continued

• People

Person	Qualification/ Experience	Carry Out Inspections		Authorises Handover	
		On-going	Final	Trade	Job to Client
Building Practitioner/ House builder	Building Practitioner/ Registered House Builder	✓	✓	✓	✓ *
The Builder Office Manager & quality assurance person	As decided by this business and the client	✓	✓	✓	✓
Employee: Trades	As set by relevant Trade Schools/Industries	✓	-	-	-
Specialists	Specialist experience/ qualifications to suit the works	✓	✓	-	-
Our Directors others (eg. plumbing inspectors) and or/ Supervisors	As decided by this business and at least 5 years relevant trade experience	✓	✓	✓	-
Sub-contractor /Suppliers φ	As set by relevant Trade Schools/Industries/Controlling Bodies	✓	✓	-	-

* = Final Certificate is only signed when THE BUILDER has verified that all work conforms to the drawings and to specified requirements and the ITP's are signed off.

φ Subcontractors and suppliers quality assurance is controlled by the BUILDER if they have no quality assurance See PURCHASING - section 4.6

• Resources

Item	Trade	No. of Employees	No. of available Sub-contractors
1	Management/Administration		
2	Supervision		
3	Foreman		
4	Consultants		
5	Excavation		
6	Concreting		
7	Carpentry framing		
8	Carpentry fixing		
9	Brickwork/Blockwork		
10	Plumbing and drainage		
11	Plasterer		
12	Electrical		
13	Roofing		
14	Tiling		
15	Vinyl and Carpet		
16	Glazier		
17	Painting		
18	Landscaping		
19	Fencing		
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Note: Inspection and Tests Plans for each trade are included at back of this document in Part B with employees Work Instructions.

Builder: Add trades or cross out as appropriate.

• Management representative

The person responsible to ensure that the requirements of this Quality System Parts A and B and related procedures are implemented and maintained in accordance with ISO 9003 : 1994 is:

Name:
(Signature)

Position: Builders Quality Assurance Person

The above person has the authority to carry out quality assurance audits to make sure the quality assurance and ISO 9003 : 1994 requirements are established, implemented and maintained and to report on the performance and effectiveness of the quality system to the builder.

• Management review

At least once a year, the quality system is comprehensively reviewed by the management of our business to evaluate the system's effectiveness and continuing suitability for jobs undertaken. This review takes into consideration audit reports, customer feedback, nonconformance and corrective actions. As a result the quality system is changed to reflect improvements to the system, our building activities and to introduce new technology.

We always help to minimise waste of material and labour to ensure we get the quality right. Records of meetings and actions taken are kept.

Quality System

We document and maintain this quality system Part A and B as a means of assuring that product conforms to specified requirements.

Our system is based on the training and experience of the people we have in our business and our subcontractors. Detailed procedures are only provided where the people doing the work are untrained or the work involved is complicated. Our quality system comprises:

PART A: Quality Assurance Manual

This outlines the business and how our Quality Assurance System works. It cross references the inspection and test plans and our procedure/forms.

PART B: Checklists

ie checklists include:

Inspection & Test Plans (ITP's)

These plan the inspections and any tests we do for each stage of the work. They are signed off as the job progresses. Diary notes and any other records kept are noted on the ITP's.

Note: The ITP is also the foundation of the Quality Plan for each project. It is prepared before the start of each job. There is one for each type of work or trade. These ITP's identify the items of work to be done, the standard of work for each and what order is to be followed. It also includes the inspections and tests required as set out in the client's specifications and drawings. When all our quality assurance and inspections are done the ITP's are signed off to show that everything has been finally inspected and is OK. They also include any inspections and tests to be done by subcontractors, suppliers and authorities. We follow the ITP using good trade practice and the best industry standards. Instructions are given by us to fix things up immediately if they are wrong. Completed ITP's, all Procedure Forms and records are kept to show to clients that the work is right and is in accordance with the specification.

Quality Assurance Procedure Forms

These provide details and instructions on the main quality assurance things we do. The forms are set up so that we always do these activities the same way. They also show who does what. They also show our signatures which are evidence that the client's specified quality requirements were met. They are completed for every job as they are but can be changed if the job requires additional or different requirements. We use the ones that are needed for each job. (form PF11).

Work Instructions for each ITP

These provide specific details on how to carry out an inspection on a test and how an activity is performed. Trade based instructions are included on the back of the ITP's. Others may be written on the Job Development Actions Form PF10. Work instructions may include any manufacturers' and suppliers' work instructions for our plant/equipment etc.)

- Our quality system also includes for each job:

Copies of Relevant Regulations and Australian Standards

We keep copies of documents which we have to comply with regulations, standards, codes of practice and other industry requirements.

Client's Drawings and Specifications

Copies of drawings and specifications are signed by the client and by us and are used on the project and for subcontractors' quotes. We control and file these drawings. All revisions are kept.

Contracts

Original contract documents are signed by the client and by us. These are also filed.

Permits / Approvals

Permit and approvals are signed, dated and on receipt are retained as part of the approval for the job. They are kept for each job including any revisions.

Filing System

We file and keep records of all our business details and quality records and ITP's for each job using the Filing System Procedure Form PF1.

Quality Plans

The ITP's are our quality plans. These are detailed for each trade we do on a job. We sign them off when the work is finally correct.

If the standard ITP's do not fit the job we alter them or write new ones up. Where a client requires a specific quality plan we prepare one to comply with the specification for each job.

NOTE: Quality system procedures

For the purposes of compliance with ISO 9003:1994, the range and detail of the procedures that form part of the quality system are based upon the complexity of the work, the methods used, and the skills and training needed by our personnel involved in carrying out the activity. They are included in PART B.

Reference:

(ISO 9003:1994 Clause 4.2 refers)

3 Contract review

Client's documents are reviewed and, when considered necessary, discussed with the client prior to quoting to make sure that:

- they adequately describe the quote requirements;
- all information necessary for the quote is available;
- the site is satisfactory and that services are available;
- we have the capacity to build the house in the location within the prescribed time

Contracts are prepared and are reviewed before giving them to the client, to make sure that:

- the contract fully addresses the client's order and specification requirements and is commercially viable
- everything is included in the contract documents;
- all differences are resolved before signing the contract.

All variations to the contract are recorded. Details are given to those involved in the change. Records of contract reviews and variations are kept on the job file.

References:

Review of Contracts by Builder - Procedure Form No. PF 4.
(ISO 9003:1994 clause 4.3 refers)

4 Design control (Not applicable)

The scope of this Quality System does not include design control.

Reference: (ISO 9003:1994 Clause 4.4 refers)

5 Document and data control

Any document which affects the quality of the work, eg. drawings, specifications and contracts, copies of codes and standards etc., and which might be subject to revision during the course of a job are controlled to make sure that they are current. These are mainly drawings, specifications and contracts. They are:

- listed, showing the current revision status (form PF5 & PF7)
- authorised for use and issued by the builder where required;
- readily available where they are needed for doing the work
- withdrawn if out of date, this includes removing obsolete documents and noting them superseded if they are kept for historical or legal purposes.

Changes to any of these important documents are controlled by the Builder to ensure that changes are only done by the responsible person.

We make sure that changes are clearly identified on the drawings and the specifications. Revised documents are updated on the lists and, once revisions are thoroughly reviewed, they are authorised for issue. All revised documents are issued with a covering Document Transmittal (PF6).

References:

List of Documents and Data We Control - Procedure Form No. PF5
Document Transmittal - Procedure Form PF6.
(ISO 9003:1994 4.5 refers)

6 Purchasing

Where subcontractors and suppliers services are required for a job, quotes are requested verbally or by fax from preferred suppliers. We state the work to be performed including the quality needed. This is mainly confirmed using our Purchase Order Form. A Transmittal form PF6 is also attached to all contract documents we send them eg drawings and specifications. Subcontractors and suppliers are selected on the price, experience, capability to carry out the work and on how they will satisfy the quality requirements of the job. Our inspections and tests of their work are included on our job specific inspections and test plans. We check all of their work as set out in the Purchase Order. We may include an Inspection and Test Plan in their Purchase Order for work to be completed by them. Their ITP's are to be attached to each of their Progress Claims.

References:

Purchase order - Procedure Form PF3
Document Transmittal - Procedure Form PF6
(ISO 9003:1994 clause 4.6 refers)

7 Control of customer-supplied product

Where the client provides items (such as any specific products they want built into the job) we inspect them for correctness and quality. However, our inspection does not absolve the client of the responsibility to provide acceptable items. Any faults are reported to the client. We also may handle, store and deliver them for the client. All of the necessary checks are included on our job inspections and tests plans. We accept responsibility for items once they are built in and inspected as OK. We follow manufacturer's instructions and good practices for their incorporation in the work.

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top of page 8

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→

References:

Inspection and Test Plan-Procedure Form PF11
(ISO 9003:1994 clause 4.7 refers)

8 Product identification and traceability

A job number register is established for each project Everything related to a job is registered with a number to assist in monitoring costs and quality. The number is recorded on all applicable documents and quality records associated with the job. We may also mark up drawings showing the location of items on a job with the item reference number.

References:

List of Jobs - Procedure Form No. PF8
(ISO 9003:1994 clause 4.8 refers)

9 Process control (Not applicable)

The scope of this Quality System does not include process control.

Reference:

(ISO 9003:1994 clause 4.9 refers)

Inspection and testing

As part of quality planning the key quality inspections and tests for each job are itemised on the Inspection and Test Plan (ITP). Inspections are carried out and tests followed in accordance with the specifications. Our ITP is the Quality Plan.

The ITP identifies the records of inspections and tests that are necessary to be kept to verify the quality of the work meets specifications. They include details of the:

- inspections and tests on receipt from clients, subcontractors and suppliers
- inspections and tests carried out by us during the work including those carried out by subcontractors and suppliers
- verification that defects are satisfactorily completed
- inspections and tests on final completion to verify that all specified requirements have been met. (prior to handover).

Any special tests which are to be carried out by laboratories are carried out by registered NATA testing organisations.

The ITP forms provide a record of the inspections and tests undertaken. They also cross reference to the relevant quality inspection records such as survey results and any test results. These record the evidence of conformance to specified requirements. ITPs include relevant subcontractors' /suppliers records. The ITP forms identify the people responsible for the inspection and tests and for verifying conformance with specification.

Details of what is to be inspected or tested according to the ITP are listed. The Work Instructions are provided at the back of each ITP or special procedures or work instructions may be used for complicated works.

The sequence of items on the ITP also designate the status of inspection and tests being carried out on the job. When each of these are complete the ITP's are signed off. Any work which does not conform is listed on the Nonconformance Report and reformed in the ITP.

References:

Inspection & Test Plan Procedure Form No. PF11.
(ISO 9003:1994 clause 4.10 refers)

11 Control of inspection, measuring and test equipment

We do not use any inspection, measuring or test equipment to verify the conformance of the finished house. We do however use instruments such as dumpy levels, spirit levels and tapes throughout the building of the house which are calibrated to industry requirements. We ensure these are maintained in good working order to ensure ongoing reliable performance and accurate results. Equipment is selected to suit the accuracy of its intended application and usage is restricted to its range of accuracy. It is used by trained people in a safe and proper way.

If this equipment is found out of calibration it is repaired by an authorised laboratory or replaced. Before we use the instruments, they are checked as necessary to ensure they are OK.

References:

(ISO 9003:1994 clause 4.11 refers)

12 Inspection and test status

All work inspected is signed off on the ITP as the work progresses. We monitor that no work is carried out until the previous inspection points have been satisfactorily achieved.

The status requirements for inspection and tests are as detailed in the Inspection and Test Plans'.

Reference:

(ISO 9003:1994 clause 4.12 refers)

13 Control of nonconforming product

We carry out our work in a way that prevents things from going wrong. However we recognise that exceptions may occur from time to time in our business or on a job. We report all of these on a Nonconformance Report.

They are discussed with the person concerned. They include items on the defects list.

We take full responsibility for taking action immediately on anything wrong and to control work that does not conform to specified requirements. Where this affects the quality of the final job we place that part of the work on hold until it is fixed up. This includes sub contractors work. If the proposed action involves a change from the client's requirement they are consulted before proceeding. Those involved in the work are notified. Records of nonconformance are kept and the effectiveness of the action taken is monitored. When they are fixed they are re-inspected and noted on the Nonconformance report. This prevents defects being included in our work when handed over to the client.

References:

Nonconformance Report - Procedure Form No. PF9.
(ISO 9003:1994 clause 4.13 refers)

14 Corrective action

We aim to prevent anything from going wrong by our initiative, experience and foresight.

We also identify anything which needs corrective action or improvement. Significant items are recorded and investigated to determine the root of the problem. This includes complaints from the clients and complaints we have with our suppliers. The items are resolved according to the size and risk involved. We regularly review action taken to make sure they have improved our business. Records of corrective action items are included in the Job Daily Report (Diary Note).

Reference:

Job Daily Report (Diary Note) - Procedure Form No. PF2.
(ISO 9003:1994 clause 4.14 refers)

15 Handling, storage, packaging, preservation and delivery

The requirements for handling, storage, packaging presentation and delivery relates to the result of our final building works at handover. No procedures are required.

Reference:

(ISO 9003:1994 clause 4.15 refers)

16 Control of quality records

Records are kept to demonstrate that our work is correct. These are always readable and kept in a filing system for the business. Records of quality for each job including relevant sub-contract records are referenced to the job and maintained to show the conformance to specified requirements.

The records include all contracts, specifications, drawings, test results and our completed procedure forms. Quality audit reports and management reviews are also kept. These records may be provided to the client for observation to show that their specified requirements have been achieved. Job records are retained for seven years or as otherwise agreed with the client.

References:

Job Filing System - Procedure Form No. PF1.
(ISO 9003:1994 clause 4.16 refers)

17 Internal quality audits

To ensure that the system procedures and technical procedures are operating effectively, we conduct independent internal quality audits. This is done regularly on some current or recently-completed jobs. Additional internal job audits are conducted if specified by the client. The audit results are put into a diary and Nonconformance Reports raised if necessary. These are discussed with the person concerned and timely action is taken. Follow up verification audits are taken if required for each nonconformance.

References:

Audit Report - Procedure Form No. PF6.
Nonconformance Report - Procedure Form No. F9.
(ISO 9003:1994 clause 4.17 refers)

18 Training

All of our personnel are briefed on their specific roles and responsibilities with regard to our Quality System inspection and testing. Training needs are identified and training is provided when necessary, to ensure that all personnel have the specific skills and/or qualifications to perform their work and carry out inspection and testing. Records of employee training and qualifications are kept.

Reference:

(ISO 9003:1994 clause 4.18 refers)

19 Servicing (Not Applicable)

The scope of this Quality System does not include servicing.

Reference:

(ISO 9003:1994 clause 4.19 Refers)

20 Statistical techniques (not applicable)

The requirements of statistical control are not used for house building and are omitted accordingly.

Reference:

(ISO 9003:1994 clause 4.20 refers)

PART B: CHECKLISTS

List of Inspection and Test Plans

	Description
ITP 1	Site Works and Excavation
ITP 2	Concretor
ITP 3	Brickwork/Blockwork/Masonry
ITP 4	Prefabricated Framing
ITP 5	Carpentry – Framing
ITP 6	Carpentry – General
ITP 7	Joinery/Metalwork
ITP 8	Roofing
ITP 9	Plastering
ITP 10	Painter
ITP 11	Floor and Wall Finishes
ITP 12	Glazing
ITP 13	Plumbing
ITP 14	Electrical
ITP 15	External Works

Note: Work Instructions are on the back of each ITP.

List of Procedures / Forms

	Description
PF1	Job filing system
PF2	Job daily report
PF3	Purchase order
PF4	Review of contracts by builder
PF5	List of documents and data we control
PF6	Multi purpose - transmittal, instruction, etc.
PF7	Drawing register and transmittal
PF8	List of jobs
PF9	List of nonconformance
PF10	Job development actions
PF11	Inspection and test plan (blank form for copy and use as new ITP's or changes to existing ones)

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Master Builders Association
National Standard

House Builders Quality System
PART B: Checklist for Quality
Assurance in final inspections
and tests



This Quality System was prepared by a Joint QA Technical Committee of representatives from the Industry from Master Builders Association Inc. (MBA) and Davis Langdon Australia (DLA). It was approved on behalf of Master Builders Association Inc on 31 December 1996 and on behalf of Davis Langdon Australia on 31 December 1996. It was published on 1 February 1997.

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Review of Quality System. To keep abreast of progress in the building industry, this Quality System is subject to periodic review and is kept up to date by the issue of amendments or new editions as necessary. It is important therefore that users ensure that they are in possession of the latest edition, and any amendments thereto.

Full details of all amendments and related publications will be found in the MBA Inc. Library; this information is supplemented by the newsletters from MBA Inc., which subscribing members receive, and which give details of new publications, new editions, amendments, and withdrawals.

Suggestions for improvements to the Quality System, addressed to the head office of MBA Inc. are welcomed. Notification of any inaccuracy or ambiguity found should be made without delay in order that the matter may be investigated and appropriate action taken.

The MBA Inc. Library also has available USER GUIDES for assisting in the understanding of quality assurance in general and this quality system in particular. Training programs to facilitate implementation are also available by contacting the Training Managers at your local MBA office.

HB/MBA ISO 9003:1994

Master Builders
Association Standard

**House Builders Quality System
PART B: Checklist for Quality
Assurance in final inspections
and tests**

First published in Australia as
HB/MBA ISO 9003:1994 in February 1997

PUBLISHED JOINTLY BY:
MASTER BUILDERS AUSTRALIA Inc.
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Victoria

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PREFACE

This Quality System was prepared by a Joint QA Technical Committee of representatives from Industry from Master Builders Association Inc. (MBA) and David Langdon Australia. It supersedes previous MBA Manuals now declared obsolescent, withdrawal to take effect on 1 February 1997.

The Quality System comprises Part A: Manual and Part B: Checklists. Together Part A and Part B comprise the quality system elements, procedures and forms to comply with ISO 9003:1994. The Quality System is designed for house builders to provide them with the documents which;

- verify compliance with their customers specification at handover
- meet the Australian Standards AS/NZS ISO 9003:1994 Quality Systems - Model for quality assurance in final inspection and test.
- Part A: Manual and Part B: Checklists are available separately or together.

QA CERTIFICATION

This Quality System has been assessed for the Master Builders Association by their Certification Body - "DLIQ Certification Services". (DLIQ Certification No 2122). The DLIQ Document Review verifies this Quality System has compliance with the Australian and International Standard ISO 9003:1994 (greater than 90% compliance rating for house builders).

Purchasing this Quality System does not automatically provide house builders with certification to ISO 9003:1994 unless they can demonstrate their effective implementation. Certification audits will be done by the Master Builders DLIQ registered QA Auditors. They will carry out audits for each house builder on site as appropriate to achieve third party "five star" certification for the Certification Body. Applications for QA Certification are available from your local MBA office.

AGREEMENT

This Quality System is sold and the customer agrees to purchase and use it on the following conditions:

1. Davis Langdon Australia Pty Ltd (DLA) and Master Builders Association Inc (MBA) owns full copyright in all documentation and materials that make up the Quality System.
2. The customer shall not make any copy of any part of the Quality System or its contents in any form or by any means whatsoever and shall not sell, reproduce or otherwise use the Quality System outside the customer's own operations and activities. The forms in Part B of the Quality System may be copied or customised to suit each job and specification.
4. Without limiting any obligations of the customer, the customer may make modifications to the Quality System to the extent that they are open for modification.
5. Any right given to the customer under this agreement shall not be transferred, rented, leased, sold or otherwise disposed of to any other person or company.
6. DLA and MBA warrant that the document substantially meets the requirements of quality assurance for house builders. All defects are to be reported and claimed within the same 60 days from purchase. Notwithstanding any other condition of this agreement, any express or implied warranty given by DLA/MBA will not apply if any defect is caused by accident, misapplication, abuse, negligence, ignorance and or inability to use the Quality System and the customer agrees that the maximum liability in any case whatsoever shall be limited to the actual price paid by the customer for the Quality System.
7. All Quality Systems are subject to copy control provisions and bear a unique identifier. Unauthorised copies will be ineligible for Certification.

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PART B: CHECKLISTS	4

List of Inspection and Test Plans

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ITP 2	Concretor
ITP 3	Brickwork/Blockwork/Masonry
ITP 4	Prefabricated Framing
ITP 5	Carpentry – Framing
ITP 6	Carpentry – General
ITP 7	Joinery/Metalwork
ITP 8	Roofing
ITP 9	Plastering
ITP 10	Painter
ITP 11	Floor and Wall Finishes
ITP 12	Glazing
ITP 13	Plumbing
ITP 14	Electrical
ITP 15	External Works

Note: Work Instructions are on the back of each ITP.

List of Procedures ~~and~~ Forms

PF1	Job filing system
PF2	Job daily report
PF3	Purchase order
PF4	Review of contracts by builder
PF5	List of documents and data we control
PF6	Multi purpose - transmittal, instruction, etc.
PF7	Drawing register and transmittal
PF8	List of jobs
PF9	List of nonconformance
PF10	Job development actions
PF11	Inspection and test plan (blank form for copy and use as new ITP's or changes to existing ones)

Note: All ITP's and Forms are copied so that they are consistent for every job. This cuts the cost of quality and provides better quality assurance for our clients, suppliers and subcontractors.

Foreword

The Master Builders movement is Australia's oldest industry association. Founded in the early 1870s in Melbourne, Sydney and Newcastle, its primary role is to promote the viewpoints and interests of the building and construction industry.

Today the MBA's membership consists of large national, international, domestic (housing) and commercial builders and contractors through to smaller local subcontracting firms. Memberships for the MBA movement represents 95 per cent of all sectors of the building industry. The MBA has offices throughout Australia.

Our key aim is to increase the professionalism of the industry, by ensuring that our members are better skilled, advised and informed.

To assist in achieving this aim, the MBA movement provides services to members in a broad range of areas, including contracts, industrial relations, technical matters, building inspections, insurance, training quality assurance and occupational health and safety.

In this way the MBD continuously improves to promote and service the industry in general and its members in particular.

Davis Langdon Australia (DLA) is part of a worldwide consultancy providing services to the engineering, mining, building and construction-related industries. The firm has five offices in Australia Hobart, Melbourne, Sydney, Brisbane, Perth and a further 52 offices throughout Asia, the United Kingdom, Europe and the Middle East.

Davis Langdon Australia is part of the worldwide organisation, Davis Langdon and Seah International thereby add to its local resources the immense strength of a truly international building and construction consulting group.

Davis Langdon Australia's services include:

- Construction Cost Consulting and Quantity Surveying
- Project Risk Management and Project Management Services
- Quality Management Services

Introduction

This Quality System is for house builders and is designed to comply with the quality system requirements of the International Standard AS/NZS ISO 9003:1994. It is for use by the house building business for quality assurance purposes. Part A: Manual sets out the quality system requirement for assuring that quality meets specified requirements.

guidance → Part B: Checklists are the forms which are used on each job to ^a verify and provide ~~guidance~~ that the specified requirements have been met. The quality system Part A: Manual is completed with business details and the blank forms of Part B are copied, used and signed off for each job. If necessary they are added to or changed to suit the job and to our business needs. They show the job is to specification.

This conformance at final inspection and test is finally verified by signing off the ITP's prior to handover.

Note: The quality system requirements addressed in this manual are complimentary to the conditions of a contract and any contract specification and drawings. These are based on the level of complexity of house building and our knowledge, skills and qualifications and the requirements for registered house builders.

This quality system is used in its current form, but is customised by adding or deleting any details for specific contractual situations. The quality system (Parts A and B) are effectively implemented to demonstrate compliance with ISO9003:1994 including external and third party audits.

NOTES

COPY

Inspection and Test Plans

COPY

INSPECTION & TEST PLAN

ITP:1 - Siteworks and Excavation

Builders Name
Address
Phone

The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Siteworks & Excavation**

..... Date:

(Builders signature)

Key:
T Test
W Witness
R Random
H Hold
I Optional
Inspect
(.....) Insert specification requirement
S/C Bid
Subcontractor/Supplier
Builder
Arch/Eng
Architect/Engineer or Consultant (eg. Independent Inspector)
Reg Auth
Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)
					S/C	Bld.	Arch /Eng	Client	
1.	Set out	Datum lines & levels	Prior to commencement	Surveyors pegs	-	W	-	-	Licensed survey
2.	Clear site	Site clear for construction	-	As specification(.....)	I	W	-	-	-
3.	Site services & amenities	To job requirements	Start of job	Site ready	-	I	-	-	-
4.	Bulk excavation/fill	To required levels	As required	As specified	I	W	-	R	Test results Levels recorded

COPY

WIO1 Site Works and Excavation

1. Prior to commencement on the job a licensed surveyor must be employed to ascertain the set out points for the building and datum levels if applicable. If survey pegs are already located ensure they are the ones defining the property you are building on. Survey drawings and the like should be retained as records.
2. The site should be cleared to allow construction or excavation to commence.
3. Establish site services and amenities as required and available water – power, sewer, loading, sheds, toilets etc.
4. The bulk excavation should be carefully done with levels being checked to ensure that only the correct excavation is done. The levels of finished bench levelling should be recorded in a diary.

If fill is required it must be compacted in layers as specified in the engineers specification (usually 150 mm). Compaction testing must be carried out if specified by an authorised tester and the results retained.

INSPECTION & TEST PLAN

ITP:1 - Concrete

Builders Name
Address
Phone

JOB
The inspections & test below are complete & the records verified that the specified requirements have been met.
TRADE: **Concrete**
ITP issued (date)
Approved by (Builders initials)
Date:

Key:
T Test
W Witness
R Random
H Hold
I Inspect
(.....) Insert specification requirement
S/C Subcontractor/Supplier
Bld Builder
Arch/Eng Architect/Engineer or Consultant (eg. Independent Inspector)
Reg Auth Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Set out	Correct lines & level	Each pour	As specified (...)	I	IH	-	-	-	Survey-lic. surveyor
2.	Detailed excavation	To line, depth & width	As required	Ready for Concrete	I	W	-	-	R	-
3.	Termite Barrier	Top local authority	As required	Meet AS requirements	I	R	-	-	R	Certificate
4.	Formwork installation	To line & level	Each pour	As-specified (...)	I	R	-	-	-	-
5.	Membrane installation	Lapped & taped	Each pour	No gaps	I	R	-	-	-	-
6.	Reinforcement	To engineers spec.	Each pour	Correct/req & spacing	I	R	R	-	-	-
7.	Inserts	Plumb/elect spec.	Each pour	As drawn	I	R	-	-	-	-
8.	Pre-pour Inspection	All above complete	Each pour	Clean	I	IH	R	-	R	Diary note/memo
9.	Pour concrete	Strength/finish/level	Each pour	Mpa/to schedule as specified (...)	I	R	-	-	-	Det dkts/test result/mark up drawing/diary
10.	Stripped & clean up	Curling, stripping	Each pour	Area clean	I	R	-	-	-	-

WI02 Concrete Inspection

1. Ensure set out lines and levels are adequate. The initial lines and levels should be provided by a plan established by a Licenced Surveyor.
2. A detailed excavation should be set out correctly from the existing datum lines. Detailed excavation should be to a depth and width as required from the structural drawings. If required the council or other regulatory body should be given the opportunity to inspect these excavations. If the authorities do inspect ensure that records are kept in your diary of the day of inspection and precisely what was inspected by whom and the outcomes of the inspection.
3. Install termite barrier/treatment to specifications - obtain certificate/approval from authorised installation body.
4. Check the formwork installation for line, level and rebates; setdowns, voids, inserts, services, conduits. (NB: for suspended slabs, formwork to approved design).
5. Check waterproof membrane for completeness, especially around penetrations, thickenings and edge beams.
6. Ensure reinforcement installed to detail
 - type and size;
 - laps and support;
 - cover for bottom and top.
7. Ensure all -
 - plumbing inserts etc. installed - tape ends;
 - electrical conduits in place - tape ends;
 - any other penetrations setdowns and inserts are in the correct location.
8. Pre pour inspection.
 - ensure all above inspections complete;
 - enter time and date of inspection in diary or site memo. Include names of personnel involved.
9. Concrete pour inspections
 - check concrete delivery docket prior to placement to ensure correct strength, slump etc;
 - retain delivery docket;
 - arrange for testing if specified;
 - ensure the correct finishes are known and identified on the areas poured;
 - ensure the levels are within the allowable tolerances;
 - mark up on the drawing the areas poured and initial and date adjacent on the drawing or make a diary entry recording area poured detailing inspection personnel if required.
10. Ensure the slab is cured as required for at least seven days.
Ensure all formwork stripped and removed, the area left clean, including penetrations, setdowns inserts, membrane etc.

INSPECTION & TEST PLAN
ITP:1 - Brickwork/Blockwork/Masonry

Builders Name
Address
Phone

JOB
.....

The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: Brickwork/Blockwork/Masonry

ITP Issued (date)

Approved by (Builders initials)

..... (Builders signature) Date:.....

Key:
T Test
W Witness
R Random
H Hold Optional
I Inspect
(.....) Insert specification requirement

S/C Bid
Arch/Eng
Reg Auth

Subcontractor/Supplier Builder
Architect/Engineer or Consultant (eg. Independent Inspector)
Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Samples	Type, joints, mortar colour	Prior to commencement	Client approval	-	W	-	I	-	Confirm in writing to client
2.	Set out	Correct lines & levels	As required	As specified (...)	I	W	-	-	-	Survey
3.	Masonry walls	Straight, plumb, ties, DPC lintels, sills, openings	As required	To drawing	I	W	-	-	-	Markup drawing sign & date/diary
4.	Clean masonry	Bricks cleaned	As required	No mortar	I	W	-	-	-	Diary

WI03 Brickwork/Blockwork/Masonry

1. The specification should indicate what samples are required for approval. These may include the type of bricks, colour of bricks, type of jointing, colour of mortar and the like. All these must be agreed with the client prior to commencing any brickwork. A sample panel of brickwork may be required. Approval must be obtained from the client and either form part of the contract or should be confirmed in writing to the client.
2. From the survey pegs ensure that the set-out is correct. Ensure that the bricklayer is working to the correct line and levels that are required to comply with the drawings.
3. The masonry should be inspected as work proceeds with walls checked for their straightness, plumb, with the correct ties, damp proof courses, lintels, sills, openings, vents, tie rods etc. As walls or areas are inspected mark up the drawing, sign and date the areas of walls inspected. This may be in areas or the whole house at the end of construction. Alternatively enter details in your diary.
4. The brickwork should be cleaned to the specified requirements and when this is done an entry into the diary should be made.

INSPECTION & TEST PLAN

ITP:1 - Prefabricated frames - Metal/Timber

Builders Name
Address
Phone

JOB
The Inspections & test below are complete & the records verified that the specified requirements have been met.
TRADE: **Prefabricated frames - Metal/Timber**
Date:.....
Approved by (Builders Initials)
(Builders signature)

Key:
T Test
W Witness
R Random Hold Optional
H Inspect
I (....) Insert specification requirement
S/C Subcontractor/Supplier
Bld Builder
Arch/Eng Architect/Engineer or Consultant (eg. Independent Inspector)
Reg Auth Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Shop drawings	To size & type as arch. & engineers drawings	Prior to commencement	Signed "for construction"	I	*I	R(?)	-	-	Signed shop drawings
2.	Manufacturing	To shop drawings	As required	As specified (...)	I	-	-	-	-	Delivery docket
3.	Set out & sub base	Correct lines & levels	As required	As specified (...)	I	R	-	-	-	Survey
4.	Erection-line, level & bracing	Frame online, plumb, & braced	As required	To shop drawings	I	R	-	-	-	Markup shop drawing, sign & date
5.	Erection - connections	All connections made	On completion	To shop drawings	I	R	-	-	R	

WI04 Pre-fabricated Frames - Metal/Timber

1. Shop drawings for these should be prepared by the sub-contractor/supplier. These need to be checked by the various concerned people such as engineers, certainly the builder, to ensure that they conform to the architectural and structural drawings especially the dimensions and will suit the project. These drawings should be stamped or signed for construction by either/or the builder and sub-contractor. A signed copy of these drawings should be kept.
2. The sub-contractor should supply a delivery docket with the frames when delivered to the site. Obtain the delivery docket as evidence that the frames have been manufactured in accordance with the approved shop drawings.
3. Ensure that the set out for the walls and/or roof are correct to the agreed survey lines.
4. Erection of the panels should proceed with inspection ensuring:
 - frames are inserted at the correct centres,
 - frames are in line, level, plumb;
 - frames are adequately braced and secured in position with fixings as required.

Mark up the shop drawing, sign and date it to indicate that frames, their installation and their connections are all complete and in accordance with the shop drawings.

INSPECTION & TEST PLAN

ITP:1 - Carpentry - Framing

Builders Name
 Address
 Phone



Building Excellence

ITP 5

Sheet 1 of 1

JOB
 The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Carpentry - Framing**

ITP Issued (date)
 Approved by (Builders initials)
 Date:
 (Builders signature)

Key:
 T Test
 W Witness
 R Random
 H Hold Optional
 I Inspect
 (....) Insert specification requirement

S/C Bld
 Arch/Eng
 Reg Auth
 Subcontractor/Supplier Builder
 Architect/Engineer or Consultant (eg. Independent Inspector)
 Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Timber frame design	Design complete to AS1684 or AS1720	Prior to commencement	All members designed	I	*I	R(?)	-	R	Approved design/schedule
2.	Set out	Correct line & level	As required	As specified (...)	I	I	-	-	-	Survey
3.	Sub floor - stumps	Correct type, depth, bearing, back fill	As required	As specified (...)	I	R	-	-	R	Mark up drawings as areas inspected & approved - sign & date each
	- Framing	To line & level, braced sheet flooring if (specified)	As required	As specified (...)	I	R	-	-	R	
4.	Wall framing - line, level & bracing	To set out	As required	As specified (...)	I	R	-	-	R	
	- beamed lintels	To approved design	As required	Correct size & bearing	I	R	-	-	R	
	- openings	To drawing	As required	As specified (...)	I	R	-	-	R	
5.	Roof - pitch & shape - sizes support & connection - eaves & fascia - battens & trimming	Correct angle, lips, valleys & ridges To approved design To size & line To drawing	As required	As specified (...) Correct size & details To detail To detail	I	R	-	-	R	
6.	Ceiling framing	To size & center	As required	As specified (...)	I	R	-	-	-	

WI05 Carpentry Framing Inspection

1. The design of timber framing may be part of the contract documents. If so ensure that these are adequate as the work proceeds. If any framing does require design it should be done in accordance with the right timber framing code and if necessary seek engineers approval. Any computations or work to do with the design to any members should be maintained. The computations etc, stamped by the building permit must be maintained.
2. Ensure that all works are set out in accordance with the established survey.
3. The sub floor framing should be inspected to ensure that:
 - the stump hole excavation is to the required depth and diameter;
 - the correct stumps are installed with adequate concrete base;
 - stumps are backfilled and if bracing is required adequate and correct bracing installed;
 - bearers and joists installed to the correct line and level, trimmed and correct allowances made for walls and the like;
 - if sheet flooring is installed at this stage ensure that it is installed to manufacturers requirements. All edges must be supported adequately.
4. The records for carpentry framing will be marking up the drawings when areas are inspected and found to comply. These should be signed and dated. Alternatively diary entries may be made to provide records of inspections. These will be the records for all carpentry framing inspections.
5. Wall framing to be inspected to ensure that:
 - the set out is in accordance with the survey drawings to provide the correct lines and levels for the project;
 - walls should be constructed with the correct studs, centres, bracing, beams, lintels etc as approved design;
 - frames should be checked for plumb, level and straightness;
 - ensure all openings are in the correct location and to the right size.

The roof framing should be checked to ensure the:

- the correct pitch and shape of the roof is set out;
 - the correct sizes, supports, connections of the timber members are used;
 - ridges, hips, valleys are installed as required;
 - eaves and fascias are to the right size and line;
 - battens if required, trimming to sky lights, openings and the like are installed.
6. Ceiling framing to be checked to ensure the correct size of members and the centres are correct.
 7. If termite treatment is to be installed this must be done at an appropriate time when the under floor area is clean of debris and the area treated will not be disturbed after treatment. On completion of the termite treatment ensure that a certificate is obtained from the applicator to provide evidence that the treatment has been installed and complies with the Australian Standard.

INSPECTION & TEST PLAN

ITP:1 - Carpentry - General

Builders Name
 Address
 Phone

JOB
 The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Carpentry - General**

ITP issued (date)
 Approved by (Builders initials)
 Date:

Key:
 T Test
 W Witness
 R Random
 H Hold Optional
 I Inspect
 S/C Bid
 Arch/Eng
 Reg Auth
 Subcontractor/Supplier
 Builder
 Architect/Engineer or
 Consultant (eg. Independent Inspector)
 Regulatory Authority or
 Agency responsible
 (.....) Insert specification requirement

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)
					S/C	Bld.	Arch /Eng	Client	
1.	Windows - schedule	Type, sizes, material, finish	Prior to ordering	Client approval	-	I	-	-	Confirm in writing to client
2.	Door & hardware schedule	Type, sizes, materials, finishes	Prior to ordering	Client approval	-	I	-	-	Confirm in writing to client
3.	External cladding	To drawings/sarking	On completion	Watertight	I	R	-	-	Mark up drawings & schedules as inspected-sign & date or diary entry
4.	Install windows & external doors	To drawing & flashed	After installation	Plumb, sealed & operable	I	R	-	-	
5.	Flooring (boards internal)	To spec. (insulation?)	On completion	Timber industry standard	I	R	-	-	
6.	External trims (fasia, barges, soffit lining)	To drawings/spec.	On completion	To detail	I	R	-	-	
7.	Internal doors	To drawings/spec.	On completion	Operable	I	R	-	-	
8.	Skirts, Archs, peimels etc.	To drawing & spec.	On completion	To detail	I	R	-	-	
9.	Internal timber lining	To drawing & spec.	On completion	To detail	I	R	-	-	
10.	Insulation to walls	To spec.	On completion	To R valve - no gaps	I	R	-	-	
11.	Insulation to ceiling	To spec.	On completion	To R valve - no gaps	I	R	-	-	
12.	Window & door glazing	To Glazing standard	On completion	Signed certificate	I	I	-	W	Certificate of compliance

WI06 Carpentry/General

The records for all the carpentry items in general will be the marked drawings, schedules which are signed and dated or a diary entry to indicate compliance of the particular unit with the drawings and specifications.

1. The windows schedule may be part of the original contract. If this is to ensure that the supplier is given all appropriate details. If not ensure that the correct type, size, material, finishes etc of the windows is agreed with the client and confirm their approval in writing to the client.
2. The door and hardware schedule should also be agreed with the client if it is not already part of the contract. Ensure the correct types of doors and frames, the sizes, the materials to be made of, hardware to be used and the like, prior to commencement. Again, confirm in writing to the client their approval.
3. If external cladding is to be installed ensure that it is the right type, installed in accordance with any specific details on the drawings. Sarking or other membranes should be installed behind the cladding. Window and door frames may be installed before or after the cladding depending on the details and flashing required. Ensure whatever method used that the installation will withstand moisture penetration. On completion inspect all cladding to ensure completeness and water tightness of the building.
4. Inspect the doors and windows after installation to ensure that:
 - the units are plumb and in line;
 - flashings are installed to detail to ensure water tight openings;
 - if sealant or the like is required this is installed at the appropriate time to render the opening waterproof.
5. Floorboards if specified should be inspected to ensure they are installed to industry standards which ensures they are clamped and nailed, either exposed or secret nailing. If any sisalation or insulation under the floorboards ensure that this is installed.
6. Ensure external trims such as fascias, barges, soffit linings are installed according to the drawings.
7. Internal doors should be inspected to ensure they comply with the drawings, schedule and specification and they are operable.
8. Ensure that skirtings, architraves, pelmets or other trims are installed to detail with mitred corners and the like to all openings requiring that detail.
9. Ensure internal timber linings are installed to the areas specified with correct trimmings and the like.
10. Ensure that insulation is installed to wall cavities with the correct R value installation used. Ensure that there are no gaps to allow air penetration.
11. Insulation to the ceiling must be checked similarly to ensure the correct R value insulation is used and there are no gaps in the installation of the insulation.
12. Window and door glazing must be checked by the installer to ensure glass complies with the Australian Standard. A certificate of compliance should be sought and gained from the glazier.

INSPECTION & TEST PLAN

ITP:1 - Joinery/Metalwork

Builders Name
 Address
 Phone

JOB		The Inspections & test below are complete & the records verified that the specified requirements have been met.		Key: T Test W Witness R Random H Hold Optional I Inspect (....) Insert specification requirement		S/C Bld Subcontractor/Supplier Builder Arch/ Eng Architect/Engineer or Consultant (eg. Independent Inspector) Reg Auth Regulatory Authority or Agency responsible			
ITP issued (date)		TRADE: Joinery/Metalwork		S/C Bld Arch /Eng Reg Auth Client		Mandatory Records (evidence)			
Approved by (Builders initials)		Date:..... (Builders signature)		Quality Control Type / By:		Reg. Auth Client			
Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	S/C	Bld.	Arch /Eng	Reg. Auth	Mandatory Records (evidence)
1.	Shop drawing	Size, finishes, fittings & fixtures	Prior to ordering	Client approval	I	I	-	-	Client confirmation
2.	Install - Kitchen - Bathroom - Robes - Metalwork	To drawings	On completion	No gaps, operable	I	I	-	-	Mark up drawing/diary note
3.	Built in joinery	To drawings	On completion	To detail	I	R	-	-	Diary
4.	Internal stair	To drawing spec.	On completion	To detail	I	R	-	-	Diary

WI07 Metalwork/Joinery

1. Shop drawings should be obtained and reviewed to ensure that the correct sizes, finishes, fittings and fixtures etc are included and the shop drawings are approved by the builder and the client (if required) prior to commencement of construction.
2. When installed ensure that the kitchen, bathroom robes and other joinery is installed to the correct details. Trims and the like should be inspected to ensure there are no gaps. All joinery should be inspected to ensure that it is operable. Metalwork should be inspected to ensure it is secure, welds ground/filled, all finishes as specified and protective coverings installed/removed as required. The records for this will be diary notes or drawings marked up to show the installation is complete.
3. Built in joinery should be inspected to ensure it complies with the detailed design and that it is operable.
4. Internal stairs should be inspected to ensure that they comply with regulations and details for the stair construction. Goings and risers should be in compliance with regulations. Banisters and hand rails should be checked for compliance.

INSPECTION & TEST PLAN

ITP:1 - Roofing

Builders Name
 Address
 Phone

JOB
 The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Roofing**

ITP issued (date)
 Approved by (Builders initials) Date:

Key:

T	Test	S/C	Subcontractor/Supplier
W	Witness	Bld	Builder
R	Random Hold	Arch/Eng	Architect/Engineer or Consultant (eg. Independent Inspector)
H	Inspect	Reg	Regulatory Authority or Agency responsible
I	(.....) Insert specification requirement	Auth	

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Gutters & sumps	Type, size, fixed & sealed	On completion	To fall, no leaks	I	R	-	-	-	Mark up drawing/diagram notes
2.	Valleys/under flashing	To detail	On completion	Laps & sealed to falls	I	R	-	-	-	
3.	Sarking/Insulation	To detail	On completion	Laps	I	R	-	-	-	
4.	Roof - Tiles - Metal	To manufacturers spec. & drawings/spec	On completion	No leaks, fixed	I	R	-	-	-	
5.	Flashings, ridges, pointing	To detail	On completion	No leaks, lapped & sealed	I	R	-	-	-	
6.	Downpipes	To size, laps, connect to S.W.	On completion	Sealed, secured	I	R	-	-	-	

WI08 Roofing

The evidence of compliance will be diary notes/marked up drawings.

1. The gutters and sumps should be checked to ensure their correct type and size, fixed securely and sealed. Also ensure that they are to fall and drain properly.

Again the evidence of compliance will be marked up drawings and/or diary notes to indicate these inspections have been made and the installation complies with the drawings and specification.

2. Inspect all the valleys and under flashes to ensure they are installed properly, lapped and sealed to provide a water tight flashing.
3. Sarking and insulation should be installed if required to detail. Lap sarking and ensure there are no gaps in the insulation.
4. a) Installation of roof tiles should be in accordance with manufacturers specification. Ensure that battens are installed to the correct centres. Ensure that the tiles are installed and secured as required, there are no gaps, no leaks, no cracked tiles installed.
b) For metal deck or corrugated metal roofs ensure that they are installed to the manufacturers specification with screw fixings as prescribed.

For both types of roofs ensure that the correct method of tying the roof down complies with the terrain category specified.

5. Ensure that ridges and flashings are installed according to details. Ensure there are no leaks, all lapping is correct and all joints are sealed as required.

For tiled roofs ensure pointing to ridges, gable etc. are to colour and complete.

6. Ensure that the correct type and size of downpipes are installed and secured with positive laps and connected to the storm water system.

INSPECTION & TEST PLAN

ITP:1 - Plasterer

Builders Name
 Address
 Phone

JOB
 The inspections & test below are complete & the records verified that the specified requirements have been met.

ITP issued (date)

Approved by (Builders initials)
 (Builders signature) Date:.....

Key:
 T Test
 W Witness
 R Random
 H Hold Optional
 I Inspect
 (.....) Insert specification requirement

S/C Bid
 Arch/Eng
 Reg Auth
 Subcontractor/Supplier
 Builder
 Architect/Engineer or Consultant (eg. Independent Inspector)
 Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bid.	Arch /Eng	Client		Reg. Auth
1.	Insulation	Connect R value installed	Prior to start	No gaps	I	R	-	-	-	Mark-up drawing or diary note
2.	Wall linings	Fixed, jointed, sanded (ex angles etc.)	Per room/for house	To manufacturers' details	I	R	-	-	-	
3.	Ceiling linings	Fixed, jointed, sanded	Per room/for house	As above	I	R	-	-	-	
4.	Cornices & mouldings	Fixed & finished	Per room/for house	As above	I	R	-	-	-	
5.	Solid plaster (internal)	Examples, trims to detail	Per room/for house	As specified (...)	I	R	-	-	-	
6.	Render (external)	Examples, trims to detail	On completion	As specified (...)	I	R	-	-	-	

WI09 The Plasterer

The evidence of compliance will be marked up drawings and/or diary notes for all inspections for the plasterer.

1. Insulation should be installed to specification ensuring a tight fit between studs, rafters etc. No gaps should be evident.
2. Wall linings should be inspected to ensure the correct installation with corner angles and the like installed. Ensure all joints are sanded smooth, ready for painting. WR board to wet areas, flashed and sealed to manufactures details.
3. Ceiling linings should be inspected to ensure all joints are completed, filled and sanded off.
4. Cornices and mouldings should be inspected to ensure the correct types are installed to the details necessary, all mitre cuts filled and the areas left ready for painting.
5. Internal solid plastering should be checked to ensure that the correct thickness of plaster was installed, the correct angles used for corners and the finish is flat and straight.
6. External render should be inspected to ensure that it is installed to the areas as required, to the depth as required with all ex angles, trims etc as required.

INSPECTION & TEST PLAN

ITP:1 - Painter

Builders Name
Address
Phone

JOB
The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Painter**

Approved by Date:.....
(Builders initials) (Builders signature)

Key:
T Test
W Witness
R Random
H Hold Optional
I Inspect
(....) Insert specification requirement

S/C Subcontractor/Supplier
Bld Builder
Arch/Engineer or Consultant (eg. Independent Inspector)
Reg Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Colour schedule	Colour, type, location	Prior to start	Client approval	-	H	-	I	-	Client confirmation
2.	External walls, eaves & linings • windows & doors • trims	To manufactures specification & finish schedule	On completion of each area/location	To specification, no runs, no splashes, no overspray	I	R	-	-	-	Mark up schedule/drawing/diary
3.	Internal - walls & ceiling • windows & doors • trims	"	"	"	I	R	-	-	-	"
4.	Wallpaper	To manufacturers' recommendation	On completion	To detail	I	R	-	-	-	

WI10 Painter

1. A colour schedule must be agreed with the client prior to commencing on the paint work. The colours, types of paint, locations of different paints, colours must be agreed with the client. The agreed schedule should be approved by the client and confirmation given in writing to the client.

If necessary sample panels may be prepared and agreed prior to commencement.

2. The external paint work to walls, windows, doors, trims should be inspected to ensure that:

- preparation satisfactory eg. masking, filling, sanding;
- there are no runs, no splashes, no oversprays;
- priming coats, undercoats and top coats are completed to the specification and/or the manufacturers instruction;
- correct paint work in the correct location as per the schedule;
- masking etc. removed and area left clean.

3. Internal painting to walls, ceilings, windows, doors, trims should be inspected to ensure that:

- preparation satisfactory eg. masking, filling, sanding;
- there are no runs visible in the paint work;
- there are no splashes or overspray evident;
- priming coats, undercoats and top coats are completed to the specification and/or the manufacturers instruction;
- all masking and protective materials should be removed and cleaned away;
- correct paint to the schedule applied.

4. Wall paper should be inspected on completion to ensure that:

- It is installed to the manufactures recommendations;
- The joints are vertical and no gaps are visible;
- Trimming to openings, skirting and cornices is satisfactory.

INSPECTION & TEST PLAN

ITP:1 - Floor & Wall Finishes

Builders Name
Address
Phone

JOB
.....
.....

The Inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Floor & Wall Finishes**

ITP issued (date)
.....

Approved by (Builders initials)
..... (Builders signature) Date:.....

Key:
T Test
W Witness
R Random
H Hold Optional
I Inspect
(.....) Insert specification requirement

S/C Bld
Arch/Eng
Reg Auth
Reg Auth

Subcontractor/Supplier
Builder
Architect/Engineer or
Consultant (eg. Independent Inspector)
Regulatory Authority or
Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Finishes schedule	Colours, types, locations	Prior to start	Client approval	W	H	I	-	-	Client confirmation
2.	Wall tiles	Fixed grouted trims to details & manufacturers' recommendation	On completion of each location	Cleaned & grouted	I	R	-	-	-	Mark up drawing/Schedules/diary
3.	Floor tiles	Ditto	Ditto	Clean grouted no drummy	I	R	-	-	-	*
4.	Vinyl	To manufacturers' specification (underlay)	Each location	Cleaned & sealed	I	R	-	-	-	*
5.	Sealant	To detail	*	No gaps	I	R	-	-	-	*
6.	Parquet/cork	To manufactures' specification	*	To detail	I	R	-	-	-	*
7.	Sand & seal (boards, parquetry & cork)	To manufactures' specification	*	Finish as schedule	I	R	-	-	-	*
8.	Carpet	To detail, trims, naplocks	*	To schedule	I	R	-	-	-	*
9.	Clean up	All areas clean	On completion of each S/C	Clear site	I	I	-	-	-	*

WI11 Floor & Wall Finishes

1. Finishes schedule must be approved and agreed with the client prior to starting. Colours, types of materials, precise locations and junction details should be agreed. Confirmation must be given to the client of acceptance of the finishes schedule. Supply samples as necessary to achieve acceptance.
2. Wall tiles should be inspected to ensure that:
 - the correct glue is being used;
 - flashings installed if required;
 - there are no drummy tiles evident;
 - grouting has been installed and cleaned up;
 - the areas is left clean.
3. Floor tiles should be checked to ensure that:
 - the correct adhesive is used;
 - there are no drummy areas of flooring under the tiles;
 - tiles are grouted and left clean;
 - any shower outlets or floorwastes are cleaned out to ensure no grout or glue is washed down into the drain
4. Vinyl sheet or tiling should be inspected to ensure that:
 - the correct underlay is installed if required to manufacturers recommendations;
 - the vinyl is laid to the required areas with joints welded as appropriate and skirtings installed.
5. If silicone or mastic sealant is to be installed it should be inspected to ensure that the areas are watertight and no gaps are evident. Clean up including excess sealant.
6. If parquetry or cork specified these should be installed to manufacturers and/or specification recommendations over the floor as required. Check to ensure that all cuts, mitres edging and the like are carried out in accordance with the plan.
7. Ensure the timing for sanding and sealing is done to ensure the job is done in a suitable environment eg. no tradesmen, no dust etc. Sanding and sealing any floor boards, parquetry or cork must be done in accordance with the manufacturers and/or specification recommendations. Ensure that the areas are finished as required, all protection removed and the floor left to cure for the minimum period recommended.
8. Install carpet and ensure that all edges are secured, all trims and naplocks are installed to the required specification.

INSPECTION & TEST PLAN

ITP:1 - Glazing

Builders Name
 Address
 Phone

JOB

The inspections & test below are complete & the records verified that the specified requirements have been met.

ITP Issued (date)

TRADE: **Glazing**

Approved by (Builders Initials)

..... Date:
 (Builders signature)

Key:
 T Test
 W Witness
 R Hold Random
 H Hold Optional
 I Inspect
 (.....) Insert specification requirement

S/C Bld Subcontractor/Supplier
 Builder
 Arch/ Eng Architect/Engineer or
 Consultant (eg. Independent Inspector)
 Reg Auth Regulatory Authority or
 Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Typs / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Glazing to opening (see carp-gen H06)	To Australian Standard	On completion	Signed certificate	I	I	-	-	R	Certificate of Compliance
2.	Shower screens/doors	To detail and AS	On completion	Sealed & operable	I	R	-	-	-	Drawing/schedule/diary
3.	Mirrors	To detail and AS	On completion	Secure & sealed	I	R	-	-	-	"
4.	Clean up	I	On completion	Clean Glass	I	I	-	-	-	"

WI12 Glazing

1. Glazing to external windows and doors may have been covered under the Carpenter General with the supply of the windows and doors. Any further glazing required must be done in accordance with the Australian Standards. A Certificate of supplied by the glazier to verify that the correct glass has been installed.
2. Shower screens and doors must be inspected to ensure that they are the correct type and colours and details as the plan. They must be sealed and operable.
3. Ensure mirrors installed are to detail, they are secured and sealed as required.
4. Clean all glass surfaces internally and externally and all mirrors.

INSPECTION & TEST PLAN

ITP:1 - Plumbing

Builders Name
 Address
 Phone



ITP 13
 Sheet 1 of 1

The Inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Plumbing**

..... Date:.....
 (Builders signature)

Key:
 T Test
 W Witness
 R Random
 H Hold
 I Optional
 Inspect
 (.....) Insert specification requirement

S/C Bid
 Subcontractor/Supplier
 Builder

Arch/Eng
 Architect/Engineer or
 Consultant (eg. Independent Inspector)

Reg Auth
 Regulatory Authority or
 Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)		
					S/C	Bld.	Arch /Eng	Client		Reg. Auth	
1.	Schedule of fixtures & fittings Authorities	Types, colours, location Job registration	Prior to commencement	Client approval Authorised registration	I	I	-	-	-	Client confirmation certificate	
2.	Stormwater drainage	To drawing & authority	On completion	Signed by authorised personnel	I	R	-	-	R	As built marked up /diary	
3.	Sewer drains in ground	To drawing & authority - materials & backfill	On completion	COPY	I	R	-	-	R	As built marked up /diary	
4.	Underground water & gas	To drawing, meter connection	On completion		I	R	-	-	R	As built marked up /diary	
5.	Rough in sewer, HW, CW, Gas	To drawing, clipped, to falls	Per area/room		I	R	-	-	R	As built marked up /diary	
6.	Install fixtures	To manufactures spec., drawings & spec.	"		I	R	-	-	R	As built marked up /diary	
7.	Fit off sewer, HW, CW, Gas	To schedule	"		I	R	-	-	R	As built marked up /diary	
8.	External CW (other)	To drawing	On completion		Signed by authorised personnel	I	R	-	-	R	As built marked up /diary
9.	Maintenance Manual & as built	Complete drawings & manuals	On completion		Complete documents	I	I	-	-	-	Drawings & markups & guarantees certificate of compliance
10.	Heating system	To manufacturers	On completion		System commissioned	I	R	-	-	-	Manuals & guarantees

WI13 Plumbing

1. Ensure that the schedule of fixtures and fittings to be used throughout the house are agreed with the client. This includes the colours, types, locations and the like of all units. Confirmation in writing must be given to the client of approval of the schedule of fixtures and fittings.

Ensure authority applications are made as required and receipt filed.

- 2 & 3 Stormwater and sewer drains. The installation of stormwater and sewer drains should be inspected to ensure that:

- they are to the correct line required;
- the excavation are to the correct lines and falls as required;
- bedding material and the correct pipes are installed to falls;
- backfill installed as required especially under driveways and the like;
- sewer drains are tested to ensure they comply with regulatory requirements;
- connection to outlets is made;
- allowance for connections into the house are completed.

4. Underground water and gas services should be run from the meters into the house in accordance with regulatory requirements. Excavation depths and backfill material shall be in accordance with the regulations and site requirements.

5. The rough in of services, ie, sewer, hot water, cold water and gas within the structure should be inspected to ensure that:

- correct materials are used for all services;
- falls are maintained in all the sewer pipework;
- hot water, cold water and gas pipework is installed to the right sizes and to regulations;
- all services are clipped and secured to the structure to ensure a solid installation;
- pressure tests are carried out on the services as required;
- record the results of pressure tests carried out in diary notes or other entries – record the type of test and pressures recorded.

6. The installation of fixtures should be checked to ensure that they are installed to the manufacturers recommendations and/or the drawings and specification for the project.

7. Fitting off the sewer, hot water, cold water and gas within the structure should be checked to ensure that all the correct fittings are connected in accordance with regulations and manufacturers recommendations. Purge the systems and ensure all fittings and appliances are operative.

8. External cold water and other services required should be inspected to ensure that they are in the right location and they are operative.

9. Maintenance manuals, as-built drawings, guarantees must be submitted on completion of the job. These must be checked prior to handing over to the client to ensure that drawings are complete and indicate the precise location of services and that the manuals provide any brochures and guarantees for all the fixtures as installed in the house.

Authority inspection and approvals should be included in this handover.

10. If a heating system is to be included this must be checked to ensure that it is installed to specification, working and the maintenance manuals are available for the owner.

INSPECTION & TEST PLAN

MBA
Building Excellence

ITP 14

ITP:1 - Electrical

Builders Name
Address
Phone

JOB
The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **Electrical**
Date:
(Builders signature)

ITP issued (date)
Approved by (Builders initials)

Key:
T Test
W Witness
R Hold Random
H Hold Optional
I Inspect
(.....) Insert specification requirement

S/C Subcontractor/Supplier
Bld Builder
Arch/Eng Architect/Engineer or Consultant (eg. Independent Inspector)
Reg Auth Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Client		Reg. Auth
1.	Schedule of fixtures & fittings Authorities	Types, colours, locations incl. Meter & SW board Registration	Prior to commencement	Client approval certificate	I	I	-	I	-	Client confirmation
2.	Supply U/G or O/H	Connection to house	On completion	Authority connection	I	R	-	-	I	Authority Registration
3.	Rough in wiring (conduits)	To drawing	Per area/room	Signed authority	I	R	-	-	R	As built marked up & signed, - authority supply
4.	Fit off	To drawing, spec. & schedule	" " "	Circuits tested & OK	I	R	-	-	R	" " "
5.	External light & power	To drawing	On completion	Circuits tested & OK	I	R	-	-	R	" " "
6.	Maintenance Manuals & as built drawings	Complete drawings & Manuals	On completion	Complete documents	I	I	-	I	-	Drawings & Manuals & guarantees.

WI14 Electrical

1. Ensure that the schedule of fixtures and fittings is agreed with the client, including the types, colours, locations of all fittings and fixtures, the type and requirements for switchboards and meter locations. Confirmation should be given in writing to the client for his approval.

Ensure authority applications are made as required and receipt filed.

2. The supply of electricity either underground or overhead should be checked to ensure that it complies with the authorities requirements. Location of meter box should be agreed with the client if not already done.
3. All wiring, rough in should be checked to ensure that it complies with the drawings, specifications and regulations.
4. The electrical outlets should be fitted off and inspected to ensure that the circuits are operative and all outlets work. Volt meter and amp meter testing should be carried out as required by the electrician. Circuits should be identified on the switchboard.
5. External lighting and power should be inspected to ensure that it complies with the drawings and regulations and all the circuits have been tested and are satisfactory.
6. The maintenance manuals and as-built drawings must be submitted and reviewed for completeness prior to hand over to the client. This hand over should include the certificate from the registered authority.

INSPECTION & TEST PLAN

ITP:1 - External Works

Builders Name
 Address
 Phone

JOB
 The inspections & test below are complete & the records verified that the specified requirements have been met.

TRADE: **External Works**

ITP Issued (date)

Approved by (Builders initials)
 (Builders signature) Date:

Key:
 T Test
 W Witness
 R Random
 H Hold
 I Inspect
 (.....) Insert specification requirement

S/C Bld
 Arch/Eng
 Reg Auth
 Subcontractor/Supplier Builder
 Architect/Engineer or Consultant (eg. Independent Inspector)
 Regulatory Authority or Agency responsible

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				Mandatory Records (evidence)	
					S/C	Bld.	Arch /Eng	Citent		Reg. Auth
1.	Paving	To drawing/specification	On completion	To detail	I	R	-	-	-	Sign ITP/Diary
2.	Structures (Garage, carport, shed, other)	" "	" "	" "	I	R	-	-	-	" "
3.	Fencing & gates	" "	" "	" "	I	R	-	-	-	" "
4.	Landscape	To landscape details	" "	To design	I	R	-	-	-	" "
5.	Watering system	" "	" "	Operable	I	R	-	-	-	Manuals/Diary

WI15 External Works

1. Ensure the base preparation is satisfactory and able to support paving. Check levels, lines and falls. Inspect the correct paving is laid to approved colour, pattern, jointing etc.

On completion clear away all debris.

2. External structures should be constructed using the appropriate ITP's to control the process if necessary eg. ITP HO1 – Site works and excavation
ITP HO2 – Concretor
ITP HO3 – Brickwork etc.

Alternatively inspect the structure on completion against the specifications and drawing, and sign the ITP when satisfied it is correct.

3. Fences and gates are to be constructed from the specified materials. Ensure correct lines, levels and type of fence and gates. Ensure gates are operable.
4. Ensure landscaping is to detailed design
 - excavations, contouring, topsoil, plants, grass etc. Ensure maintenance of plants during defects liability period is resolved.
5. Ensure watering system is installed to plan and is fully operable. Operation manuals should be handed over to the customer on practical completion.

INSPECTION & TEST PLAN

ITP
 Builders Name
 Address
 Phone
 ITP
 Sheet 1 of 1

JOB
 The Inspections & test below are complete & the records verified that the specified requirements have been met.

ITP Issued (date)
 TRADE:

Approved by (Builders initials)
 Date:.....
 (Builders signature)

Item No.	Inspection or Test Description	Quality Standard or Quality Characteristic to be Verified	Frequency	Acceptance Criteria	Quality Control Type / By:				
					S/C	Arch /Eng	Client	Reg. Auth	Mandatory Records (evidence)

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PROCEDURE FORMS

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JOB FILING SYSTEM

Filing Management

The following Filing System is used for this Job and quality records are filed accordingly.
(Cross out anything that is not applicable; add an new items).

	Location	Maintained By
Drawings		
▪ List of Drawings, Amendments and Transmittals		
▪ Current		
▪ Superseded		
▪ Other		
Specifications		
▪ Current		
Contracts		
Specific Standards / Regulations used		
▪		
▪		
▪		
Quality Records		
▪ Quotes & Tenders		
▪ NCR		
▪		
▪		
Procedure Forms		
▪ PF1 Job filing system		
▪ PF2 Job daily report		
▪ PF3 Purchase order		
▪ PF4 Review of contracts by builder		
▪ PF5 List of documents and data we control		
▪ PF6 Multi purpose - transmittal, instruction, etc.		
▪ PF7 Drawing register and transmittal		
▪ PF8 List of jobs		
▪ PF9 List of nonconformance		
▪ PF10 Job development actions		
▪ PF11 Inspection and test plan (blank form for copy and use as new ITP's or changes to existing ones)		
✓ Asbestos Removal Log		
✓ O.H. & S. Exams		
▪		

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JOB DAILY REPORT (Diary Note)

JOB :		JOB NO. :
DATE:	START TIME:	FINISH TIME:
WEATHER : AM		PM:

TRADES ON SITE:

Item:	Action By	Date

COPY

Nonconformance Report No(s) for the day:				
	SIGNATURE: Date:			
	(Builder)			

Builders Company Name:
 Address:
 Phone: Fax:
 Contact Name:

Order No:

PURCHASE ORDER

Please quote our order number
 on all delivery dockets and invoices

[To:]

[] Date:

Please supply the following items:

Date Required	Description	Price	Quantity	Amount
COPY				

Verifies To: TOTAL

Quality Assurance: These items are to be provided and verified in accordance with the following:

- ISO 9001 1994 : Quality System Requirements
- ISO 9002 1994 : Quality System Requirements
- ISO 9003 1994 : Quality System Requirements
- Independent verification of compliance
- Inspection & Test Plan (attached) or
- The following

A copy of your verification is to accompany your invoice for payment

Purchase Order Raised by:

Our Contact Telephone No:

(Office use only)

Cost Code:

Authorisation:

.....
 Builder

- Original Supplier
- 1 Copy - File/Job Copy
- 1 Copy - Accounts

WE RESERVE THE RIGHT TO RETURN GOODS WHICH ARE DEFECTIVE OR ARE NOT ACCORDING TO SPECIFICATIONS OR QA REQUIREMENTS

REVIEW OF CONTRACT BY BUILDER

(between the Builder and the Owner)

The following is to be completed by the Builder before acceptance.

- Step 1 Brief details of Quote:
 or Tender:
 or Contract:
 or Order:
 or Verbal Arrangements:

Step 2 Were the contents of Step 1:

	<u>Yes</u>	<u>No</u>	<u>Comments</u>
▪ adequately defined	<input type="checkbox"/>	<input type="checkbox"/>	
▪ properly documented	<input type="checkbox"/>	<input type="checkbox"/>	
▪ agreed if verbal (including site details)	<input type="checkbox"/>	<input type="checkbox"/>	

Step 3 Were there any differences between the Quote or Tender and the Contract or Order (Describe briefly)

- 1.
- 2.
- 3.
- 4.

Step 4 Are these all resolved? Yes No

Step 5 Do we have enough labour and resources to do the job properly? Yes No

Step 6 Are we going to accept the job? Yes No

Step 6 Project No: Yes No

Step 7 Signed: _____
(The Builder) (Date)

Step 8

No.	RECORD OF CHANGES (Brief Details)	RECEIVED BY BUILDER	DATE	INSTRUCTIONS ISSUED TO	DATE

Procedure Form PF4 MAY BE REPRODUCED

To:.....

Company Name:

Address:

.....

Phone:.....Fax.....

Attention:.....

Contact:.....

cc to:

.....

(√ Tick as applicable)

Transmittal

Instruction

Request for Information

Variation

Audit Report

Memorandum

From:.....

.....

.....

Date:

Mail Facsimile Courier By hand

COPY

Signed:.....
(Boulder)

DRAWING REGISTER AND TRANSMITTAL

The following list is to be completed and kept up to date by the Builder for each job.

The drawings are available in our office and / or the site as required.

TO:

SENT BY:
 MAIL HAND DELIVERY COURIER

ATTENTION:

FROM:

Signed:

JOB / PROJECT:

Date:

DATE OF ISSUE:	DAY																
	MONTH																
	YEAR																

DISTRIBUTION:	No OF COPIES			

REASON FOR ISSUE	A-Approval P-Prelim C-Construction I-Info T-Tender																
DRAWING MEDIUM	P-Paper F-Film T- Tracing D-Disc																
DWG NO.	DRAWING TITLE	REVISION															

Please dispose properly any previously issued copies

JOB DEVELOPMENT ACTIONS
(complete as applicable for each jobs)

1. OH & S Actions:

2. Site Safety Plan

3. Training Actions:

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Bibliography

(informative only)

- [1] ISO 9003: 1994, *Quality systems - Model for quality assurance in final inspection and test.*
- [2] ISO 10011-1: 1990, *Guidelines for auditing quality systems - Part 1: Auditing.*
- [3] ISO 10011-2: 1991, *Guidelines for auditing quality systems - Part 2: Qualification criteria for quality systems auditors.*
- [4] ISO 10011-3: 1991, *Guidelines for auditing quality systems - Part 3: Management of audit programmes.*
- [5] ISO 10012-1: 1992, *Quality assurance requirements for measuring equipment - Part 1: Metrological confirmation system for measuring equipment.*
- [6] ISO 10013: ⁻¹⁾, *Guidelines for developing quality manuals.*
- [7] ISO 8407: *Vocabulary (Definitions)*

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