[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract Number** | [Insert Contract number] |
| **Project Name** | [Insert Project name] |

**Re: Notice of Appointment of Inspector – Clause 22 General Conditions of Contract**

You are advised that [Insert name] has been appointed by me to act as Inspector in accordance with Clause 22 of the *General Conditions of Contract*.

Please find attached Table 1 to identify Technical Specifications with Hold Points and Witness Points the Inspector.

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending.

The Administrator is to consider the work type and the experience of the Administrator’s Representative and Inspector when considering hold and witness points. The Administrator is also to consider the restrictions on the surveillance team’s decision making abilities with regards to distance from site and timeliness of response.]

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name here]

**Administrator**

[Insert date here]

[Delete before sending. Inspector to add in relevant MRTS number and titles, refer to the [Transport and Main Roads Specifications](https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Specifications) page for list]

Table 1 – Hold Points and Witness Points responsible by Inspector

| MRTS Number | Title | Witness Points ✓ | Hold Points ✓ |
| --- | --- | --- | --- |
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