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| **1.** | **Introduction** |
| At least one Inspector is appointed by the Administrator to each Contract and the Inspector is required to report to the Administrator’s Representative. The Inspector's duties and responsibilities are defined within this document. |
| **2.** | **Responsibilities** |
| The Inspector shall ensure that Works onsite comply with the requirements of the Contract, including any variations approved by the Administrator.Any variations to the Contract will be authorised in writing by the Administrator or the Administrator’s Representative. |
| **3.** | **Authority** |
| Contract responsibilities delegated to the Inspector will be advised by the Administrator.The Inspector has not been delegated the authority to authorise variations to the Contract.Any non‑compliance with the Contract shall be noted in the Inspector's Daily Diary and promptly reported to the Administrator’s Representative for resolution.Issues which pertain to safety and environment and which are of a serious or hazardous nature shall be resolved by issuing a verbal direction to the Contractor and immediately advising the Administrator’s Representative. |
| **4.** | **Duties** |
| **4.1** | **General** |
| * To develop a complete understanding of the Contract and the Contractor's proposed construction methods and planned sequence of work.
* To inspect the Works on a regular basis and report to the Administrator’s Representative on departures from the Contract and any directions issued by the Administrator.
* At all times the Inspector shall foster a good working relationship with the Contractor and assist the Contractor to perform his or her responsibilities under the Contract.
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| **4.2** | **Drawings and Documents** |
| The Inspector shall be conversant with the Contract (including the drawings; specifications; amended drawings and specifications; Contractor's Quality, Construction Safety, Environment Management and Traffic Management Plans; and all notice of proposed variations and variation orders issued). The inspector shall determine how he or she is going to store these documents onsite. They must be easily obtained by the Inspector and protected to reduce damage during use.The Inspector will have a good knowledge of the specifications and drawings and be able to assist the Contractor with any interpretation required.If at any time during the Contract the Inspector has doubt over the interpretation of any of the documentation, he or she shall refer the matter to the Administrator’s Representative for clarification. |
| **4.3** | **Records** |
| 1. **Daily Diary**

The Inspector will maintain a daily record of events affecting the work. This shall include:* weather conditions including rainfall records
* wet weather effects on Works
* labour and plant onsite
* materials onsite
* instructions issued (including Corrective Action Requests)
* tests / surveys undertaken
* non‑conformances
* work in progress
* dispute resolution
* incidents
* lots opened and closed
* subcontractors onsite
* audits undertaken.

The project diary format will be the *Inspector Diary Sheet* (CAF018) and shall be reviewed on a regular basis by the Administrator’s Representative. |
| 1. **Lot Records**

The Inspector shall maintain a Lot Record summary. The quantities of the scheduled Items shall be verified by the Inspector and Contractor.Data for completed Lots are to be collected as they are completed and filed in a logical sequence.The Lots shall then be checked for completeness. Such checks should include as a minimum:* correct test methods
* correct number of tests
* complying results and analysis
* location of Works
* quantities and so on
* other requirements as specified in the Contract Documents.

Each conforming Lot should be checked in sufficient detail to enable certification for payment by the time the relevant claim arrives. |
| 1. **Other Records**

Other records the Inspector shall complete and update regularly are:* measured quantity agreements
* provisional quantity records
* line marking requests
* bitumen quantities sprayed
* records of Dayworks
* As‑Constructed Certificate and drawings
* accident report forms
* Hold Point release documents
* photographs of accesses prior to construction and any project‑related incident including accidents during construction.

The Administrator’s Representative shall review these records on a regular basis. |
| **4.4** | **Progress Claims** |
| The Inspector shall check the quantities in the Schedules for the progress claims against the Contract Lot Records for conformity.Prior to agreeing on quantities for which conformance certificates are available the Administrator will confirm that the Inspector has no concerns regarding the quality of the relevant lots. |
| **4.5** | **Works Program** |
| Any deviation from the approved Works Program shall be promptly reported to the Administrator’s Representative by the Inspector and recorded in the *Inspector Diary Sheet* (CAF018). |
| **4.6** | **Survey** |
| The Inspector shall ensure all Principal Supplied survey marks are established and identifiable by the Contractor. Any discrepancy shall be recorded and reported to the Administrator’s Representative. |
| **4.7** | **Meetings** |
| The Inspector shall attend all monthly project / Site Meetings and any meeting with Subcontractors and auditors as nominated by the Administrator’s Representative. |
| **4.8** | **Traffic and Accident Reporting** |
| The Inspector will inform the Administrator’s Representative immediately if an onsite accident occurs.The Inspector shall check that any accident involving the Contractor’s staff and/or machinery is immediately reported to the relevant safety officer onsite and is recorded according to the Contractor's Workplace Health and Safety Plan.Traffic accidents shall be reported to the nearest Police Station and a Road Accident Investigation Report shall be filled in by the Inspector. |
| **4.9** | **Principal’s Materials / Works** |
| **4.9.1** | **General** |
| On all Principal's Materials / Works the Inspector shall audit the relevant Contractor ensuring compliance with Works orders, plans and specifications issued by the Principal. These audits will be included on the Audit Program. |
| **4.9.2** | **Services** |
| The coordination and liaison of public utilities services may impede the Contractor's progress of work. The Inspector shall assist the Contractor with resolving issues with the service authority. |
| **4.9.3** | **Linemarking Requests** |
| At least four weeks prior to when linemarking will be required, the Inspector is to request linemarking services and submit with relevant Contract drawings. |
| **4.9.4** | **Lighting / Traffic Signals** |
| The Inspector is to arrange for electrical inspections of lighting and traffic signal installation through the department’s Manager (Traffic Operations). |
| **4.10** | **Mandatory Hold Points** |
| The Inspector has the delegated authority to release some mandatory Hold Points. |
| **4.11** | **Auditing** |
| Any audits delegated to be arranged by the Inspector shall be carried out in consultation with the Administrator’s Representative.Formal records of all audits shall be maintained, and a copy forwarded to the Administrator’s Representative. |
| **4.12** | **As‑Constructed Drawings** |
| The Inspector shall be provided with a set of tender drawings marked ‘Issued for Construction Drawings’. These plans shall be progressively marked up during the construction period to show the As‑Constructed Works. Particular attention is to be paid to the inclusion of all variation orders and plan revisions issued by the Administrator. These plans are to be returned to the Administrator’s Representative within eight weeks of Practical Completion. |
| **4.13** | **As‑Constructed Certificate** |
| The completed ‘As‑Constructed Certificate’ shall be forwarded to the Administrator’s Representative within seven days of the project reaching Practical Completion. |