

QA17 WORK INSTRUCTIONS

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VERISON CONTROL

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QA MANAGEMENT SYSTEM DEMOLITION WORK INSTRUCTION WP.01

1. Permits and Approvals

Before any demolition work begins, obtain and verify all required permits and approvals.

Risk Controls

- Work must not commence until all permits are received and validated.
- Display permits on site where required.
- Confirm permit conditions (e.g., time restrictions, noise limits, traffic controls).

Quality Inspection Points

- Verify all permits match the site address and scope.
- Confirm expiry dates and special conditions.

Hold / Witness Points

- **HOLD POINT:** No demolition may commence until all permits are approved and documented.

Required Certificates / Documentation

- Council / Shire demolition permit
- Road closure permit (if applicable)
- Hoarding permit
- Client approval to proceed
- Hazardous materials clearance documentation (if applicable)

2. Site Inspection and Service Identification

Conduct a detailed site inspection to identify hazards, obstacles, and services.

Risk Controls

- Use service detection equipment (GPR, cable locators).
- Mark all live or protected services with durable, visible markings.
- Establish exclusion zones around fragile structures or overhead hazards.
- Implement traffic and pedestrian management controls.

Quality Inspection Points

- Confirm all services are accurately located and marked.
- Verify site hazards are recorded in the SWMS.
- Ensure photos of service locations are taken and filed.

Hold / Witness Points

- **WITNESS POINT:** Verification of service locations by supervisor or client representative.

Required Certificates / Documentation

- Service location reports
- Dial Before You Dig (DBYD 1100) documentation
- Pre-demolition site inspection report

3. Service Disconnection

Identify and disconnect all services prior to demolition.

Risk Controls

- Only licensed trades may disconnect services.
- Lock-out / tag-out procedures must be applied.
- Confirm isolation at the point of supply, not just at the building.

Quality Inspection Points

- Check that all services are physically disconnected and sealed.
- Confirm isolation certificates are received and filed.
- Inspect for any redundant or unknown service lines.

Hold / Witness Points

- **HOLD POINT:** Demolition cannot commence until all services are confirmed isolated.
- **WITNESS POINT:** Client or superintendent may inspect isolation points.

Required Certificates / Documentation

- Electrical isolation certificate
- Gas disconnection certificate
- Water disconnection confirmation
- Telecommunications isolation confirmation
- Lock-out / tag-out register

4. Hazardous Materials Management

A hazardous materials audit must be completed before demolition begins.

Risk Controls

- Engage only licensed asbestos or hazardous material removalists.
- Establish exclusion zones and signage during removal.
- Use air monitoring and clearance inspections where required.
- Ensure hazardous waste is transported by licensed carriers.

Quality Inspection Points

- Verify hazardous materials audit is current and site-specific.
- Confirm removal control plans are approved.
- Inspect waste tracking documentation.
- Confirm clearance certificates before demolition resumes.

Hold / Witness Points

- **HOLD POINT:** No demolition until hazardous materials are removed and clearance issued.
- **WITNESS POINT:** Air monitoring results and clearance inspections.

Required Certificates / Documentation

- Hazardous materials survey report
- Asbestos removal control plan
- Waste transport certificates
- Clearance inspection certificate
- Air monitoring results (if applicable)

5. Demolition Execution and Waste Management

Carry out demolition safely and in accordance with approved methods.

Risk Controls

- Follow engineered demolition methodology (manual, mechanical, or staged).
- Maintain exclusion zones and spotters during machine operation.
- Control dust using water suppression.
- Manage noise and vibration in accordance with permit conditions.
- Segregate waste streams to prevent contamination.

Quality Inspection Points

- Confirm demolition sequence matches the approved plan.
- Inspect structural stability throughout works.
- Verify waste segregation and disposal records.
- Conduct daily site cleanliness inspections.

Hold / Witness Points

- **WITNESS POINT:** Inspection of structural elements before removal (if required by engineer).
- **HOLD POINT:** Removal of load-bearing or critical structural components without engineer approval.

Required Certificates / Documentation

- Engineer's demolition methodology or temporary works design
- Waste disposal dockets
- Recycling certificates
- Daily site inspection checklists
- Final site clearance certificate

6. Final Site Clearance and Handover

Risk Controls

- Ensure all debris, sharp objects, and hazards are removed.
- Backfill or secure any excavations.
- Remove temporary fencing or hoardings only when safe.

Quality Inspection Points

- Final site inspection with client or superintendent.
- Confirm site meets client specifications and environmental requirements.

Hold / Witness Points

- **WITNESS POINT:** Client inspection prior to demobilisation.

Required Certificates / Documentation

- Final completion report
- Environmental compliance records
- Handover documentation

QA MANAGEMENT SYSTEM SITE WORKS & EXCAVATION WORK INSTRUCTION WP.02

1. Survey Set-Out & Verification

Requirements

- Engage a **licensed surveyor** to establish set-out points, boundaries, and datum levels.
- Verify any existing survey pegs belong to the correct property.
- Retain all survey drawings and set-out records.

Risk Controls

- Only licensed surveyors to perform set-out.
- Protect survey pegs from disturbance.
- Establish exclusion zones around survey markers.

Quality Inspection Points

- Confirm set-out matches approved construction drawings.
- Check survey pegs against title boundaries.
- Record datum levels in site diary.

Hold / Witness Points

- **HOLD POINT:** No excavation until survey set-out is verified.
- **WITNESS POINT:** Client or superintendent may inspect set-out.

Required Certificates / Documentation

- Survey set-out report
- Title boundary verification (if required)
- Surveyor's licence details
- Site set-out drawings

2. Site Clearing

Requirements

- Clear vegetation, debris, obstructions, and unsuitable material to allow excavation to commence.
- Refer to **Demolition ITP** where applicable.

Risk Controls

- Identify underground services before clearing.
- Maintain exclusion zones around machinery.
- Control dust and noise during clearing.

Quality Inspection Points

- Confirm clearing limits match approved plans.
- Ensure no protected vegetation or heritage items are disturbed.

Hold / Witness Points

- **WITNESS POINT:** Supervisor to inspect cleared area before excavation begins.

Required Certificates / Documentation

- Waste disposal docket
- Environmental approvals (if applicable)

3. Establish Site Services & Amenities

Requirements

Provide and maintain:

- Water supply
- Temporary power
- Sewer or portable toilets
- Site sheds and storage
- Loading zones
- Access and egress routes

Risk Controls

- Install temporary power in accordance with AS/NZS 3012.
- Provide safe pedestrian and vehicle access.
- Maintain amenities in sanitary condition.

Quality Inspection Points

- Verify all services are operational before excavation.
- Confirm amenities meet WHS requirements.

Hold / Witness Points

- None typically required unless specified by client.

Required Certificates / Documentation

- Temporary power compliance certificate
- Site induction records
- Amenities inspection logs

4. Bulk Excavation & Fill Placement

Requirements

- Excavate to required levels as per engineering drawings.
- Record finished bench levels in site diary.
- If fill is required, compact in layers (typically 150 mm) per engineer's specification.
- Conduct compaction testing where specified.

Risk Controls

- Maintain stable batters or shoring to prevent collapse.
- Keep plant clear of excavation edges.
- Use spotters when working near services or structures.
- Manage groundwater and stormwater to prevent instability.

Quality Inspection Points

- Check excavation depth and bench levels against design.
- Verify fill material type and moisture content.
- Confirm compaction meets specified density (e.g., 95% or 98% standard).
- Inspect for soft spots or unsuitable material.

Hold / Witness Points

- **HOLD POINT:** Engineer approval required before placing structural fill.
- **WITNESS POINT:** Compaction testing may be witnessed by client or superintendent.

Required Certificates / Documentation

- Compaction test results (NATA-certified)
- Excavation level survey
- Engineer approval for subgrade
- Imported fill compliance certificates

5. Soil Erosion & Sediment Control

Requirements

Install erosion and sediment controls in accordance with:

- Relevant Code of Practice
- Local council guidelines
- Project specifications

Controls include:

- Sediment fencing
- Stabilised access strip
- Runoff diversion
- Silt socks or barriers

Risk Controls

- Install controls **before** machinery enters the site.
- Maintain controls throughout the project.
- Prevent sediment discharge to stormwater systems.

Quality Inspection Points

- Confirm sediment fence height, alignment, and anchoring.
- Check access strip is stabilised and maintained.
- Inspect controls after rain events.

Hold / Witness Points

- **WITNESS POINT:** Initial installation of sediment controls.

Required Certificates / Documentation

- Environmental inspection reports
- Erosion & sediment control plan (ESCP)
- Maintenance logs

QA MANAGEMENT SYSTEM DRAINAGE WORK INSTRUCTION WP.03

1. Stormwater & Sewer Drain Installation

Requirements

All stormwater and sewer drainage works must be inspected and installed in accordance with:

- Approved construction drawings
- Plumbing and drainage codes
- Relevant authority requirements

The installation must ensure:

- Drains are installed to the **correct line and alignment**
- Excavations follow the **correct lines, depths, and falls**
- Correct **bedding material** is placed and compacted
- Correct **pipe type and class** is used
- Pipes are installed to **specified falls**
- Backfill is placed and compacted, especially under **driveways, slabs, and trafficable areas**
- Sewer drains are **pressure-tested or water-tested** as required
- All **connections to outlets** are completed
- Allowances for **future building connections** are installed

Risk Controls

- Use trench shoring or benching to prevent collapse
- Maintain exclusion zones around open trenches
- Use mechanical lifting for heavy pipes
- Prevent water ingress into trenches
- Ensure correct PPE for confined spaces (if applicable)
- Avoid damage to existing services

Quality Inspection Points

- Verify trench depth, width, and fall before pipe installation
- Confirm bedding material type and thickness
- Check pipe alignment and jointing
- Inspect backfill compaction in layers
- Confirm sewer testing meets regulatory requirements
- Ensure all connections match approved plans

Hold / Witness Points

- **HOLD POINT:** No backfilling until pipe installation is inspected and approved
- **WITNESS POINT:** Sewer pressure/water test witnessed by supervisor or authority
- **HOLD POINT:** No covering of connections until authority approval is received

Required Certificates / Documentation

- Sewer and stormwater compliance certificates
- Pressure/water test results
- As-constructed drainage drawings
- Pipe material compliance certificates
- Backfill compaction test results (if required)
- Authority inspection records

2. Excavation for Drainage

Requirements

- Excavations must follow the correct alignment and fall
- Trenches must be kept dry and stable
- Over-excavation must be avoided
- Soft spots must be removed and replaced with approved material

Risk Controls

- Trench collapse prevention (shoring, benching, battering)
- Safe access/egress from trenches
- Spotters used when excavating near services
- Water management to prevent trench instability

Quality Inspection Points

- Confirm trench dimensions match drawings
- Check fall using laser level or dumpy level
- Inspect trench base for soft spots or unsuitable material

Hold / Witness Points

- **WITNESS POINT:** Inspection of trench base before bedding placement

Required Certificates / Documentation

- Excavation inspection records
- Survey level checks

3. Drainage Pits (Stormwater & Sewer)

Requirements

All pits must be inspected to ensure:

- Correct **size, depth, and levels** per drawings or authority requirements
- Correct **pit type** (precast, cast-in-situ, proprietary)
- Correct **lid type and load rating** installed at correct finished level
- All **inlet and outlet penetrations** are correctly formed, sealed, and finished
- Pits are stable, level, and free of debris

Risk Controls

- Use lifting equipment for heavy pit components
- Ensure stable ground conditions before installation
- Maintain exclusion zones around open pits

Quality Inspection Points

- Check pit dimensions and orientation
- Confirm lid level matches finished surface level
- Inspect pipe penetrations for correct sealing
- Verify pit benching and flow direction

Hold / Witness Points

- **WITNESS POINT:** Pit installation prior to backfilling
- **HOLD POINT:** Lid installation in trafficable areas

Required Certificates / Documentation

- Pit manufacturer compliance certificates
- Lid load-rating certificates
- As-constructed pit location survey

QA MANAGEMENT SYSTEM CONCRETING WORK INSTRUCTION WP.04

1. Set-Out Verification

Requirements

- Confirm all set-out lines and levels are correct and match approved drawings.
- Set-out must be established by a **Licensed Surveyor** where required.
- Protect all survey marks and retain set-out records.

Risk Controls

- Prevent disturbance of survey pegs.
- Use exclusion zones around set-out equipment.
- Verify boundaries to avoid encroachment.

Quality Inspection Points

- Check alignment, offsets, and datum levels.
- Confirm set-out matches structural drawings.

Hold / Witness Points

- **HOLD POINT:** No excavation or formwork until set-out is verified.

Required Documentation

- Survey set-out report
- Surveyor licence details
- Mark-up drawings

2. Detailed Excavation

Requirements

- Excavate to the correct depth, width, and shape as per structural drawings.
- Allow council or regulatory authority inspections where required.
- Record inspection details: date, inspector, scope, and outcomes.

Risk Controls

- Prevent trench collapse (battering, shoring).
- Maintain safe access/egress.
- Keep excavation dry and stable.

Quality Inspection Points

- Confirm excavation dimensions and levels.
- Check for soft spots or unsuitable material.
- Verify subgrade is firm and approved.

Hold / Witness Points

- **WITNESS POINT:** Authority inspection of excavation (if required).
- **HOLD POINT:** Engineer approval of subgrade before placing membrane or reinforcement.

Required Documentation

- Excavation inspection records
- Authority inspection notes
- Engineer subgrade approval

3. Termite Barrier / Treatment

Requirements

- Install termite barrier or treatment in accordance with manufacturer specifications and Australian Standards.
- Obtain certificate from licensed installer.

Risk Controls

- Use PPE when handling chemicals.
- Prevent disturbance of installed barriers.

Quality Inspection Points

- Confirm barrier continuity around penetrations and edges.
- Check compatibility with slab design.

Hold / Witness Points

- **HOLD POINT:** No membrane or reinforcement installation until termite treatment is certified.

Required Documentation

- Termite treatment certificate
- Installer licence

4. Formwork Installation

Requirements

- Install formwork to correct line, level, dimensions, and shape.
- Confirm rebates, setdowns, voids, inserts, conduits, and service penetrations are correctly located.
- Suspended slab formwork must follow an **approved formwork design**.

Risk Controls

- Ensure formwork stability and bracing.
- Prevent falls from height.
- Use correct lifting techniques for formwork components.

Quality Inspection Points

- Check line, level, plumb, and dimensions.
- Confirm formwork cleanliness and release agent application.
- Verify correct installation of rebates and blockouts.

Hold / Witness Points

- **WITNESS POINT:** Formwork inspection prior to reinforcement installation.

Required Documentation

- Formwork design (for suspended slabs)
- Formwork inspection checklist

5. Waterproof Membrane

Requirements

- Install membrane to full coverage, including thickenings, edge beams, and penetrations.
- Ensure laps, joints, and seals are continuous and watertight.

Risk Controls

- Avoid membrane punctures.
- Prevent UV exposure where applicable.

Quality Inspection Points

- Inspect membrane for tears, gaps, or incomplete coverage.
- Confirm correct installation around penetrations.

Hold / Witness Points

- **HOLD POINT:** No reinforcement placement until membrane is approved.

Required Documentation

- Membrane compliance certificate
- Installation photos

6. Reinforcement Installation

Requirements

- Install reinforcement to structural details including:
 - Correct type and size
 - Correct spacing and laps
 - Adequate supports and chairs
 - Correct top and bottom cover
- Ensure reinforcement is clean and free of contaminants.

Risk Controls

- Use correct manual handling techniques.
- Maintain exclusion zones around reinforcement storage.

Quality Inspection Points

- Check bar size, spacing, and lap lengths.
- Confirm cover using bar chairs or spacers.
- Verify correct placement of mesh, bars, ligatures, and dowels.

Hold / Witness Points

- **HOLD POINT:** No concrete pour until reinforcement is inspected and approved.

Required Documentation

- Reinforcement inspection checklist
- Engineer reinforcement approval (if required)

7. Services & Penetrations

Requirements

- Ensure all plumbing, electrical, and other service penetrations are installed in correct locations.
- Tape ends of conduits and pipes to prevent concrete ingress.

Risk Controls

- Prevent trip hazards from exposed conduits.
- Avoid damaging services during reinforcement placement.

Quality Inspection Points

- Confirm penetrations match drawings.
- Check spacing from reinforcement and formwork.

Hold / Witness Points

- **WITNESS POINT:** Inspection of penetrations before concrete pour.

Required Documentation

- Services layout drawings
- Penetration inspection records

8. Pre-Pour Inspection

Requirements

- Confirm all previous inspections are complete.
- Record time, date, and personnel involved.
- Obtain engineer or building surveyor approval where required.

Risk Controls

- Maintain clean and safe work area.
- Ensure no loose materials remain in formwork.

Quality Inspection Points

- Verify formwork, membrane, reinforcement, and services are complete.
- Confirm site is ready for concrete placement.

Hold / Witness Points

- **HOLD POINT:** No concrete pour until pre-pour inspection is signed off.

Required Documentation

- Pre-pour inspection certificate
- Engineer/surveyor approval

9. Concrete Pour & Placement

Requirements

- Check concrete delivery dockets for strength, slump, additives, and batch details.
- Retain all dockets.
- Arrange concrete testing if specified.
- Confirm finish type for each area.
- Check levels and tolerances during placement.
- Mark up drawings with pour areas, date, and inspector initials.

Risk Controls

- Manage concrete pump hazards.
- Prevent blowouts in formwork.
- Use PPE for wet concrete exposure.

Quality Inspection Points

- Confirm slump and strength match specification.
- Check surface finish and level tolerances.
- Verify compaction and vibration are adequate.

Hold / Witness Points

- **WITNESS POINT:** Concrete testing (slump, cylinders) if required.

Required Documentation

- Concrete delivery dockets
- Concrete test results
- Pour area mark-ups

10. Curing, Stripping & Final Clean-Up

Requirements

- Cure concrete for a minimum of **7 days** or as specified.
- Strip formwork safely and in accordance with engineer requirements.
- Leave area clean, including penetrations, setdowns, inserts, and membrane.

Risk Controls

- Prevent premature loading on slab.
- Use safe lifting and handling during formwork stripping.

Quality Inspection Points

- Confirm curing method (water, curing compound, coverings).
- Inspect slab for defects, cracks, or honeycombing.
- Ensure penetrations and setdowns are clean and undamaged.

Hold / Witness Points

- **WITNESS POINT:** Final inspection before handover.

Required Documentation

- Curing records
- Formwork stripping checklist
- Final inspection report

QA MANAGEMENT SYSTEM BRICKWORK / BLOCKWORK / MASONRY WORK INSTRUCTION WP.05

1. Material Selection, Samples & Client Approvals

Requirements

- Review project specifications to determine required samples, including:
 - Brick type
 - Brick colour
 - Mortar colour
 - Joint profile
 - Block type (if applicable)
- Prepare a **sample panel** if required by the specification or client.
- Obtain **written approval** from the client before commencing brickwork.
- Ensure approved samples form part of the contract documentation.

Risk Controls

- Store bricks and blocks on stable ground to prevent collapse.
- Protect sample panels from damage or contamination.

Quality Inspection Points

- Confirm materials delivered match approved samples.
- Check mortar colour consistency and joint profile.

Hold / Witness Points

- **HOLD POINT:** No brickwork may commence until sample approval is received.

Required Documentation

- Sample panel approval
- Material compliance certificates
- Client confirmation in writing

2. Set-Out Verification

Requirements

- Confirm set-out from survey pegs and reference lines.
- Ensure bricklayers work to correct lines, levels, and dimensions as per drawings.

Risk Controls

- Protect survey pegs and set-out markers.
- Maintain clear access around set-out points.

Quality Inspection Points

- Check wall alignment, level, and plumb at regular intervals.
- Verify openings, corners, and control joints match drawings.

Hold / Witness Points

- **WITNESS POINT:** Supervisor to verify set-out before brickwork begins.

Required Documentation

- Set-out drawings / Survey verification records

3. Masonry Construction

Requirements

Inspect masonry as work proceeds to ensure:

- Walls are straight, plumb, and level
- Correct installation of:
 - Wall ties
 - Damp-proof courses (DPC)
 - Flashings
 - Lintels
 - Sills

- Vents
- Tie rods
- Control joints
- Openings are correctly sized and located
- Mortar joints are consistent in thickness and finish
- Drawings are marked up, signed, and dated as areas are inspected
- Alternatively, record inspections in site diary
- Risk Controls**
 - Use safe access systems (scaffolding, platforms).
 - Prevent overloading of partially built walls.
 - Ensure proper manual handling of bricks and blocks.
- Quality Inspection Points**
 - Check plumb, level, and straightness of walls.
 - Confirm correct installation of DPC and flashings.
 - Verify lintels and structural supports are installed to specification.
 - Inspect mortar quality and joint finish.
- Hold / Witness Points**
 - **HOLD POINT:** No continuation above lintels until lintel installation is inspected.
 - **WITNESS POINT:** Inspection of DPC and flashings before covering.
- Required Documentation**
 - Masonry inspection records
 - Lintel compliance certificates
 - DPC and flashing installation photos

4. Termite Barrier Integration

Requirements

- Ensure masonry is completed to the level required for termite barrier installation.
- Confirm bricklayers understand the barrier system and required clearances.
- Prevent damage to installed termite barriers.

Risk Controls

- Avoid puncturing or bridging termite barriers.
- Maintain clean surfaces for barrier installation.

Quality Inspection Points

- Check barrier continuity around masonry elements.
- Confirm correct installation height and exposure.

Hold / Witness Points

- **HOLD POINT:** No continuation of masonry until termite barrier installation is verified.

Required Documentation

- Termite barrier certificate
- Installer licence details

5. Cleaning & Final Presentation

Requirements

- Clean brickwork to the specified standard using approved cleaning methods.
- Avoid damage to mortar joints, DPC, or brick faces.
- Record cleaning completion in site diary.

Risk Controls

- Use chemical cleaners safely and in accordance with manufacturer instructions.
- Prevent runoff into stormwater systems.

Quality Inspection Points

- Check for uniform appearance and absence of staining.
- Confirm no damage to joints or brick faces.

Hold / Witness Points

- **WITNESS POINT:** Final inspection of cleaned brickwork.

Required Documentation

- Cleaning completion record

QA MANAGEMENT SYSTEM PRE-FABRICATED FRAMES – METAL / TIMBER WORK WORK INSTRUCTION WP.06

1. Shop Drawings – Preparation, Review & Approval

Requirements

- Sub-contractor/supplier must prepare **shop drawings** for all prefabricated metal or timber frames.
- Drawings must be reviewed by:
 - Structural engineer
 - Builder
 - Relevant consultants (if applicable)
- Confirm drawings comply with:
 - Architectural drawings
 - Structural drawings
 - Project dimensions and tolerances
- Drawings must be **signed or stamped “Approved for Construction”** by the builder and/or subcontractor.
- A signed copy must be retained in the project records.

Risk Controls

- Ensure only the latest approved drawings are used on site.
- Prevent unauthorised design changes.
- Store drawings in a controlled document system.

Quality Inspection Points

- Confirm dimensions, member sizes, bracing, and connection details match structural requirements.
- Check compatibility with slab set-out, openings, and service penetrations.

Hold / Witness Points

- **HOLD POINT:** No fabrication or installation until shop drawings are approved.

Required Documentation

- Approved shop drawings
- Engineer approval
- Builder sign-off

2. Delivery & Verification of Frames

Requirements

- Supplier must provide a **delivery docket** with each frame delivery.
- Verify delivered frames match the approved shop drawings.
- Check for damage, defects, or missing components.

Risk Controls

- Use safe lifting methods for frames.
- Store frames on level ground with adequate support.
- Protect frames from weather damage.

Quality Inspection Points

- Confirm frame type, size, and configuration.
- Check bracing, connectors, and pre-installed components.
- Verify correct quantity delivered.

Hold / Witness Points

- **WITNESS POINT:** Supervisor to inspect frames upon delivery.

Required Documentation

- Delivery dockets
- Material compliance certificates
- Inspection records

3. Set-Out Verification

Requirements

- Confirm wall and roof set-out aligns with approved survey lines.
- Ensure frame locations match architectural and structural drawings.

Risk Controls

- Protect survey pegs and set-out lines.
- Maintain clear access around set-out points.

Quality Inspection Points

- Check alignment, offsets, and datum levels.
- Verify frame positions relative to slab edges, openings, and penetrations.

Hold / Witness Points

- **WITNESS POINT:** Verification of set-out before frame erection.

Required Documentation

- Set-out drawings
- Survey verification records

4. Frame Erection

Requirements

Inspect frame erection to ensure:

- Frames are installed at **correct centres**
- Frames are **straight, plumb, and level**
- Frames are **adequately braced** during and after installation
- All **fixings, anchors, and connectors** are installed as per manufacturer and engineer requirements
- Noggings, blocking, and ceiling battens are installed correctly
- Roof trusses (if applicable) are installed to manufacturer's layout and bracing diagrams

Risk Controls

- Use fall protection where required.
- Ensure temporary bracing is installed before releasing lifting equipment.
- Prevent overloading of partially erected frames.
- Maintain exclusion zones during lifting.

Quality Inspection Points

- Check plumb, level, and straightness of frames.
- Confirm correct installation of bracing, tie-downs, and fixings.
- Verify openings, lintels, and load paths match drawings.
- Inspect noggings and ceiling supports for correct spacing and alignment.

Hold / Witness Points

- **HOLD POINT:** No installation of cladding or roofing until frame erection is approved.
- **WITNESS POINT:** Inspection of bracing and tie-downs before covering.

Required Documentation

- Frame erection inspection checklist
- Manufacturer installation guides
- Engineer approval (if required)

5. Completion & Documentation

Requirements

- Mark up the approved shop drawings to confirm:
 - Frames installed
 - Bracing and fixings complete
 - Connections installed correctly
- Sign and date the drawings to confirm compliance.
- File drawings in the project QA records.

Risk Controls

- Ensure no unauthorised modifications to frames.
- Confirm all temporary bracing is removed only after permanent bracing is installed.

Quality Inspection Points

- Final inspection of frame alignment and fixings.
- Confirm all components match approved drawings.

Hold / Witness Points

- **WITNESS POINT:** Final frame inspection prior to cladding.

Required Documentation

- Signed and marked-up shop drawings
- Final inspection record
- Compliance certificates (if applicable)

QA MANAGEMENT SYSTEM CARPENTRY - FRAMING WORK INSTRUCTION WP.07

Record-Keeping Requirements (General Note)

All carpentry framing inspections must be recorded by either:

- **Marking up drawings** (sign, date, and identify inspected areas), or
- **Diary entries** documenting inspection details

These records form the **official QA evidence** for all framing inspections.

1. Framing Design & Engineering Requirements

Requirements

- Timber framing design may be included in the contract documents.
- Ensure all design documents are adequate and comply with:
 - The relevant timber framing code (e.g., AS 1684)
 - Structural engineering requirements
- Any framing requiring design must be reviewed and approved by a qualified engineer.
- Maintain all computations, engineering details, and building permit–stamped documents.

Risk Controls

- Use only approved and current design documents.
- Prevent unauthorised modifications to structural members.

Quality Inspection Points

- Confirm member sizes, spans, and load paths match engineering design.
- Verify bracing and tie-down requirements.

Hold / Witness Points

- **HOLD POINT:** No framing installation until engineering design is approved.

Required Documentation

- Engineering computations
- Timber framing design
- Building permit–stamped documents

2. Set-Out Verification

Requirements

- Ensure all carpentry works are set out in accordance with the established survey.
- Confirm alignment, levels, and dimensions match architectural and structural drawings.

Risk Controls

- Protect survey pegs and set-out lines.
- Maintain clear access around set-out points.

Quality Inspection Points

- Check wall lines, room dimensions, and opening locations.
- Verify floor levels and datum points.

Hold / Witness Points

- **WITNESS POINT:** Supervisor to verify set-out before framing begins.

Required Documentation

- Set-out drawings
- Survey verification records

3. Subfloor Framing

Requirements

Inspect subfloor framing to ensure:

- Stump hole excavations are correct depth and diameter
- Correct stumps installed with adequate concrete bases

- Stumps backfilled and braced where required
- Bearers and joists installed to correct line, level, and spacing
- Trimming for walls, openings, and penetrations is correct
- Sheet flooring (if installed) meets manufacturer requirements and all edges are fully supported

Risk Controls

- Prevent falls into stump holes or excavations
- Ensure safe manual handling of bearers and joists
- Maintain stable working platforms

Quality Inspection Points

- Check stump alignment and plumb
- Confirm bearer and joist spans and fixings
- Inspect sheet flooring for correct fixing pattern and support

Hold / Witness Points

- **HOLD POINT:** Engineer or supervisor approval before installing flooring or walls.

Required Documentation

- Subfloor inspection records
- Material compliance certificates

4. Wall Framing

Requirements

Inspect wall framing to ensure:

- Set-out matches survey and drawings
- Correct studs, centres, bracing, beams, lintels, and tie-downs installed
- Noggings installed at correct heights for fixtures
- Openings located correctly and sized per approved design
- Frames are plumb, level, straight, and correctly dimensioned

Risk Controls

- Use safe access systems (scaffolding, platforms)
- Prevent overloading of partially built walls
- Ensure temporary bracing is installed before releasing frames

Quality Inspection Points

- Check straightness of walls (string line or laser)
- Confirm bracing installation and nailing patterns
- Verify lintels and beams match engineering requirements
- Inspect tie-downs and anchor points

Hold / Witness Points

- **HOLD POINT:** No cladding installation until wall framing is approved.
- **WITNESS POINT:** Inspection of bracing before covering.

Required Documentation

- Wall framing inspection checklist
- Marked-up drawings

5. Roof Framing

Requirements

Inspect roof framing to ensure:

- Correct pitch and roof shape set out
- Correct member sizes, supports, tie-downs, and connections
- Ridges, hips, and valleys installed per design
- Eaves and fascias are straight and correctly aligned
- Battens, skylight trimmers, and openings installed correctly
- Noggings for fixtures installed in correct positions

Risk Controls

- Fall protection for roof work
- Safe lifting of trusses and rafters
- Temporary bracing installed before releasing lifting equipment

Quality Inspection Points

- Check truss layout matches manufacturer's plan

- Confirm tie-downs and bracing installed to specification
- Inspect fascia alignment and batten spacing

Hold / Witness Points

- **HOLD POINT:** No roofing installation until roof framing is approved.
- **WITNESS POINT:** Inspection of truss bracing and tie-downs.

Required Documentation

- Truss layout plan
- Roof framing inspection records

6. Ceiling Framing

Requirements

- Check ceiling framing member sizes and spacing
- Confirm correct installation of hangers, battens, and supports
- Ensure alignment with services and penetrations

Risk Controls

- Safe access in ceiling spaces
- Avoid overloading ceiling joists

Quality Inspection Points

- Verify spacing and straightness
- Confirm correct fixing patterns

Hold / Witness Points

- **WITNESS POINT:** Ceiling framing inspection before lining.

Required Documentation

- Ceiling framing inspection checklist

7. Termite Treatment

Requirements

- Install termite treatment at the appropriate stage when underfloor areas are clean and accessible
- Ensure treatment will not be disturbed after installation
- Obtain certificate from licensed applicator

Risk Controls

- Use PPE for chemical treatments
- Prevent contamination of treated areas

Quality Inspection Points

- Confirm barrier continuity
- Check correct installation height and exposure

Hold / Witness Points

- **HOLD POINT:** No continuation of framing until termite treatment is certified.

Required Documentation

- Termite treatment certificate
- Installer licence

8. Windows & Doors

Requirements

- Confirm window and door schedule is part of contract or obtain client approval in writing
- Ensure correct type, size, material, and finish
- Inspect installation to ensure:
 - Units are plumb and aligned
 - Flashings installed to detail
 - Sealants applied correctly for waterproofing
- Glazing must comply with Australian Standards

Risk Controls

- Safe manual handling of windows and doors
- Prevent falls when installing upper-level units

Quality Inspection Points

- Check frame alignment and squareness
- Confirm flashing installation
- Inspect sealant application
- Verify glazing compliance

Hold / Witness Points

- **WITNESS POINT:** Window and door installation prior to cladding.

Required Documentation

- Window/door schedule
- Glazing Certificate of Compliance
- Installation inspection records

QA MANAGEMENT SYSTEM STRUCTURAL STEEL / METAL WORK WORK INSTRUCTION WP.08

1. Shop Drawings – Preparation, Review & Approval

Requirements

- Shop drawings must be completed **before fabrication** of any steel or metalwork items.
- Drawings must clearly show:
 - Member sizes and lengths
 - Bolt holes, cleats, plates, and brackets
 - Weld types, lengths, and locations
 - Finishes, coatings, and treatments
 - Connection details
- Drawings must be reviewed by:
 - Structural engineer
 - Builder
 - Fabricator
- Drawings must be stamped or signed “**Approved for Manufacture**” before fabrication begins.
- A signed copy must be retained in the project QA file.

Risk Controls

- Ensure only the latest approved drawings are used.
- Prevent unauthorised design changes.
- Store drawings in a controlled document system.

Quality Inspection Points

- Confirm all dimensions, hole locations, and connection details match structural drawings.
- Verify welding and coating specifications are clearly documented.

Hold / Witness Points

- **HOLD POINT:** No fabrication may commence until shop drawings are approved.

Required Documentation

- Approved shop drawings
- Engineer approval
- Builder sign-off

2. Delivery & Pre-Installation Verification

Requirements

- Supplier must provide a **delivery docket** with each steel delivery.
- Verify delivered steel matches the approved shop drawings.
- Inspect for:
 - Damage
 - Missing components
 - Incorrect member sizes
 - Coating defects

Risk Controls

- Use safe lifting and rigging methods.
- Store steel on level ground with adequate support.
- Prevent corrosion by protecting steel from weather exposure.

Quality Inspection Points

- Check member identification marks.
- Confirm welds, plates, and cleats match drawings.
- Verify protective coatings are intact.

Hold / Witness Points

- **WITNESS POINT:** Supervisor to inspect steel upon delivery.

Required Documentation

- Delivery dockets

- Material compliance certificates
- Inspection records

3. Installation of Structural Steel / Metalwork

Requirements

Inspect steelwork during and after installation to ensure:

- All welds are complete and match the welding specification
- All bolts are installed and tightened to required torque
- Base metal and cut surfaces are primed or coated
- Members are plumb, square, straight, and correctly aligned
- Correct heights, levels, and clearances are maintained
- Temporary propping is installed and removed as required
- All connections match the approved shop drawings

Risk Controls

- Use certified riggers and dogmen for lifting operations
- Maintain exclusion zones during crane or hoist use
- Ensure temporary bracing is installed before releasing lifting equipment
- Prevent falls from height when working on elevated steel

Quality Inspection Points

- Check bolt grade, size, and torque
- Inspect weld quality (visual inspection or NDT if specified)
- Confirm alignment and plumbness of columns and beams
- Verify correct installation of cleats, plates, and brackets
- Check coating touch-ups on site welds and cuts

Hold / Witness Points

- **HOLD POINT:** No cladding or secondary framing installation until steelwork is approved.
- **WITNESS POINT:** Inspection of critical welds or bolted connections (if specified by engineer).

Required Documentation

- Steel erection inspection checklist
- Bolt torque records (if required)
- Welding inspection reports or NDT results (if specified)
- Coating compliance certificates

4. Completion & Documentation

Requirements

- Mark up the approved shop drawings to confirm:
 - All steel members installed
 - All welds and bolts completed
 - All connections match the drawings
 - Temporary propping removed (if applicable)
- Sign and date the drawings to confirm compliance.
- File drawings and records in the project QA system.

Risk Controls

- Ensure no temporary supports are removed prematurely.
- Confirm all areas are safe before handover to next trade.

Quality Inspection Points

- Final inspection of alignment, fixings, and coatings.
- Confirm all items match approved shop drawings.

Hold / Witness Points

- **WITNESS POINT:** Final inspection prior to handover.

Required Documentation

- Marked-up shop drawings
- Final inspection record
- Compliance certificates

QA MANAGEMENT SYSTEM ROOFING WORK INSTRUCTION WP.09

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for roofing inspections.

1. Roofing Material Selection & Client Approval

Requirements

- Confirm roofing **type, colour, profile, and style** as per project specifications.
- Provide samples to the client if required.
- Obtain **written client approval** before commencing roofing works.

Risk Controls

- Store roofing materials safely to prevent damage or collapse.
- Protect samples from weather exposure.

Quality Inspection Points

- Verify delivered materials match approved samples.
- Confirm colour and profile consistency.

Hold / Witness Points

- **HOLD POINT:** No roofing installation until client approval is received.

Required Documentation

- Client approval
- Material compliance certificates
- Marked-up drawings or diary notes

2. Fascias, Gutters & Sumps

Requirements

- Inspect fascias, gutters, and sumps to ensure:
 - Correct type, size, and material
 - Secure fixing and correct bracket spacing
 - Proper falls to outlets
 - Correct soffit height
 - All joints sealed and watertight

Risk Controls

- Use fall protection when working at heights.
- Ensure ladders and platforms are stable and compliant.

Quality Inspection Points

- Check alignment, fall, and bracket spacing.
- Confirm correct sealing and watertightness.
- Verify sump installation meets hydraulic design.

Hold / Witness Points

- **WITNESS POINT:** Inspection of gutters and fascias before roofing installation.

Required Documentation

- Marked-up drawings
- Diary notes confirming inspection

3. Valleys & Flashings

Requirements

- Inspect valleys and under-flashings to ensure:
 - Correct installation

- Proper laps and sealing
- Watertightness
- Compatibility with roofing system

Risk Controls

- Avoid stepping on unsupported flashings.
- Use PPE when handling metal edges.

Quality Inspection Points

- Check lap direction and minimum lap lengths.
- Confirm sealant application where required.
- Inspect for correct alignment and drainage.

Hold / Witness Points

- **WITNESS POINT:** Flashing inspection prior to covering.

Required Documentation

- Flashing installation photos
- Diary notes

4. Sarking & Insulation

Requirements

- Install sarking and insulation to specification.
- Ensure:
 - Correct overlaps
 - No gaps or tears
 - Proper sealing around penetrations
 - Adequate ventilation where required

Risk Controls

- Avoid working on loose or unsupported sarking.
- Prevent insulation fibres from becoming airborne.

Quality Inspection Points

- Check continuity of sarking.
- Confirm insulation thickness and coverage.

Hold / Witness Points

- **WITNESS POINT:** Inspection before roofing sheets or tiles are installed.

Required Documentation

- Diary notes
- Installation photos

5. Roof Installation (Tiles & Metal Roofing)

5a. Tiled Roofs

Requirements

- Install tiles in accordance with manufacturer specifications.
- Ensure:
 - Battens installed at correct centres
 - Tiles fixed and clipped as required
 - No cracked, chipped, or defective tiles
 - No gaps or leaks
 - Roof tie-downs comply with the specified **terrain category**

Risk Controls

- Use fall protection.
- Avoid walking on unsupported tiles.

Quality Inspection Points

- Check batten spacing and fixing.
- Inspect tile alignment and coverage.
- Confirm tie-downs and clips installed correctly.

5b. Metal Deck / Corrugated Roofing

Requirements

- Install metal roofing to manufacturer specifications.
- Ensure:
 - Correct screw type, spacing, and pattern
 - Sheets lapped correctly
 - No dents, scratches, or coating damage
 - Tie-downs comply with terrain category requirements

Risk Controls

- Use insulated gloves when handling metal sheets.
- Secure sheets against wind uplift during installation.

Quality Inspection Points

- Check screw alignment and sealing washers.
- Confirm sheet straightness and lap direction.
- Inspect for coating damage and touch-up if required.

Hold / Witness Points

- **HOLD POINT:** No ridge or flashing installation until roof sheeting/tiling is approved.

Required Documentation

- Delivery dockets
- Manufacturer installation guides
- Diary notes

6. Ridges, Flashings & Waterproofing

Requirements

- Install ridges and flashings to detail.
- Ensure:
 - Correct lap lengths
 - All joints sealed
 - No leaks
 - For tiled roofs: pointing to ridges, hips, and gables is complete and colour-matched

Risk Controls

- Avoid working on unstable ridge areas.
- Use correct PPE for sealants and adhesives.

Quality Inspection Points

- Check ridge alignment and mortar/pointing finish.
- Confirm flashing continuity and sealing.

Hold / Witness Points

- **WITNESS POINT:** Final flashing inspection.

Required Documentation

- Marked-up drawings
- Diary notes

7. Downpipes & Stormwater Connection

Requirements

- Install downpipes of correct type, size, and material.
- Ensure:
 - Secure fixing
 - Positive laps
 - Correct alignment
 - Connection to stormwater system is complete and watertight

Risk Controls

- Use safe ladder practices.
- Avoid working near live electrical services.

Quality Inspection Points

- Check downpipe spacing and bracket fixing.
- Confirm correct fall to stormwater system.

Hold / Witness Points

- **WITNESS POINT:** Downpipe installation prior to final handover.

Required Documentation

- Downpipe installation record
- Stormwater connection photos

QA MANAGEMENT SYSTEM PLASTERBOARD WORK INSTRUCTION WP.10

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for all plasterboard inspections.

1. Insulation Installation

Requirements

- Install insulation to specification, ensuring:
 - Correct **R-value** for walls and ceilings
 - Tight fit between studs, rafters, and joists
 - No gaps, voids, or compression
 - Full coverage around penetrations and services

Risk Controls

- Use PPE when handling insulation (gloves, masks, long sleeves).
- Avoid working on unsupported ceiling joists.
- Ensure electrical services are isolated where required.

Quality Inspection Points

- Check insulation thickness and R-value.
- Confirm full coverage with no gaps.
- Verify insulation is not obstructing ventilation paths.

Hold / Witness Points

- **WITNESS POINT:** Inspection of insulation before plasterboard installation.

Required Documentation

- Diary notes
- Marked-up drawings
- Insulation compliance certificates (if required)

2. Wall Linings

Requirements

- Install plasterboard wall linings to manufacturer specifications.
- Ensure:
 - Correct board type (e.g., WR board in wet areas)
 - Corner angles installed and fixed correctly
 - All joints taped, filled, and sanded smooth
 - Wet area boards flashed and sealed to manufacturer details
 - Fixings installed at correct spacing and depth

Risk Controls

- Use safe lifting techniques for plasterboard sheets.
- Ensure work platforms and ladders are stable.
- Avoid damaging electrical or plumbing services behind linings.

Quality Inspection Points

- Check board alignment and fixing pattern.
- Inspect joint finishing for smoothness and readiness for painting.
- Confirm WR board installation in wet areas is compliant.

Hold / Witness Points

- **HOLD POINT:** No waterproofing or tiling until WR board installation is approved.

Required Documentation

- Marked-up drawings
- Diary notes

- Wet area board compliance certificates

3. Ceiling Linings

Requirements

- Install ceiling linings ensuring:
 - Correct board type and thickness
 - All joints taped, filled, and sanded
 - Ceiling battens or furring channels installed to correct spacing
 - No sagging or uneven surfaces

Risk Controls

- Use appropriate lifting equipment for ceiling sheets.
- Ensure safe access in ceiling spaces.
- Avoid overloading ceiling framing.

Quality Inspection Points

- Check joint finishing and smoothness.
- Confirm correct fixing pattern and screw depth.
- Inspect for level and straightness.

Hold / Witness Points

- **WITNESS POINT:** Ceiling lining inspection before cornice installation.

Required Documentation

- Diary notes
- Marked-up drawings

4. Cornices & Mouldings

Requirements

- Install cornices and mouldings to specification, ensuring:
 - Correct type, size, and profile
 - Accurate mitre cuts
 - All joints filled and sanded
 - Surfaces left ready for painting

Risk Controls

- Use safe cutting tools and PPE.
- Ensure stable working platforms.

Quality Inspection Points

- Check alignment and straightness of cornices.
- Inspect mitre joints for accuracy and finish.
- Confirm adhesive and fixing methods meet manufacturer requirements.

Hold / Witness Points

- **WITNESS POINT:** Final inspection before painting.

Required Documentation

- Diary notes
- Marked-up drawings

QA MANAGEMENT SYSTEM CARPENTRY - GENERAL WORK INSTRUCTION WP.11

Record-Keeping Requirements (General Note)

Evidence of compliance for all carpentry items must be recorded through:

- **Marked-up drawings and schedules** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for all general carpentry inspections.

1. Doors, Frames & Hardware

Requirements

- Review the **door and hardware schedule**.
- If not included in the contract, obtain client approval for:
 - Door types and sizes
 - Frame materials
 - Hardware type, finish, and function
- Confirm client approval **in writing** before ordering or installation.

Risk Controls

- Safe manual handling of doors and frames.
- Secure storage to prevent warping or damage.

Quality Inspection Points

- Check door/frame type and size match schedule.
- Confirm hardware is correct and installed to manufacturer requirements.
- Inspect for smooth operation and correct clearances.

Hold / Witness Points

- **WITNESS POINT:** Door/frame inspection before painting.

Required Documentation

- Door & hardware schedule
- Client approval
- Marked-up drawings or diary notes

2. External Cladding

Requirements

- Install cladding to manufacturer specifications and project drawings.
- Ensure:
 - Correct cladding type and profile
 - Sarking or membrane installed behind cladding
 - Correct flashing around windows, doors, and penetrations
 - Water-tightness of the building envelope
- Window and door frames may be installed before or after cladding depending on detail.

Risk Controls

- Use fall protection for elevated work.
- Safe handling of long cladding sheets.
- Avoid damaging membranes or flashings.

Quality Inspection Points

- Check cladding alignment, fixings, and spacing.
- Confirm sarking continuity and correct overlaps.
- Inspect flashing installation for water-tightness.

Hold / Witness Points

- **HOLD POINT:** No cladding completion sign-off until flashing and membrane installation is verified.

Required Documentation

- Cladding inspection records

- Membrane installation photos
- Diary notes

3. Floorboards

Requirements

- Install floorboards to industry standards, ensuring:
 - Correct acclimatisation before installation
 - Boards are clamped and nailed (exposed or secret-nailing as specified)
 - Correct expansion gaps
 - Sisalation or insulation installed where required

Risk Controls

- Use PPE when cutting timber.
- Maintain clean work areas to prevent trip hazards.

Quality Inspection Points

- Check board alignment, spacing, and fixing pattern.
- Confirm no cupping, bowing, or gaps.
- Inspect underlay or insulation installation.

Hold / Witness Points

- **WITNESS POINT:** Floorboard inspection before sanding or finishing.

Required Documentation

- Flooring inspection records
- Marked-up drawings

4. External Trims

Requirements

- Install external trims including:
 - Fascias
 - Barges
 - Soffit linings
 - External mouldings
- Ensure installation matches drawings and manufacturer details.

Risk Controls

- Use safe access systems for elevated work.
- Secure materials to prevent wind uplift.

Quality Inspection Points

- Check alignment, straightness, and fixings.
- Confirm correct jointing and sealing.

Hold / Witness Points

- **WITNESS POINT:** Inspection before painting or cladding.

Required Documentation

- Diary notes
- Marked-up drawings

5. Internal Doors

Requirements

- Inspect internal doors to ensure:
 - Correct type, size, and swing direction
 - Smooth operation
 - Correct clearances
 - Hardware installed and functioning

Risk Controls

- Safe lifting and handling of doors.
- Avoid finger-pinch hazards.

Quality Inspection Points

- Check plumb, level, and alignment.
- Confirm latch, hinges, and stops operate correctly.

Hold / Witness Points

- **WITNESS POINT:** Door inspection before final painting.

Required Documentation

- Door schedule
- Diary notes

6. Skirtings, Architraves, Pelmet & Trims

Requirements

- Install trims to detail, ensuring:
 - Correct profiles and materials
 - Accurate mitre cuts
 - Tight joints and smooth finishes
 - Fixings concealed where required

Risk Controls

- Use safe cutting tools and PPE.
- Maintain clean work areas.

Quality Inspection Points

- Check alignment and straightness.
- Inspect mitre joints and fixing quality.

Hold / Witness Points

- **WITNESS POINT:** Trim inspection before painting.

Required Documentation

- Marked-up drawings
- Diary notes

7. Internal Timber Linings

Requirements

- Install internal timber linings to specification and manufacturer instructions.
- Ensure:
 - Correct fixing method
 - Accurate square and mitre cuts
 - Tight joints
 - Correct trims and finishing pieces

Risk Controls

- Safe use of nail guns and cutting tools.
- Proper ventilation when using adhesives.

Quality Inspection Points

- Check alignment, spacing, and finish.
- Confirm no gaps, warping, or loose fixings.

Hold / Witness Points

- **WITNESS POINT:** Final inspection before finishing or painting.

Required Documentation

- Diary notes
- Marked-up drawings

QA MANAGEMENT SYSTEM JOINERY WORK INSTRUCTION WP.12

Record-Keeping Requirements (General Note)

Evidence of compliance for all joinery works must be recorded through:

- **Marked-up drawings** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for all joinery inspections.

1. Shop Drawings – Review & Approval

Requirements

- Obtain shop drawings for all joinery items including:
 - Kitchens
 - Bathroom vanities
 - Wardrobes
 - Built-in furniture
 - Stairs
- Review drawings to ensure:
 - Correct dimensions
 - Correct finishes and materials
 - Correct fittings, fixtures, and hardware
 - Compliance with architectural and interior design documents
- Drawings must be approved by:
 - Builder
 - Client (if required)
- Approval must be obtained **before fabrication begins**.

Risk Controls

- Ensure only the latest approved drawings are used.
- Prevent unauthorised design changes.

Quality Inspection Points

- Confirm dimensions and finishes match project specifications.
- Verify hardware and fittings are correctly specified.

Hold / Witness Points

- **HOLD POINT:** No fabrication until shop drawings are approved.

Required Documentation

- Approved shop drawings
- Client approval (if applicable)
- Material compliance certificates

2. Installation of Joinery (Kitchens, Bathrooms, Robes, General Joinery)

Requirements

- Inspect all joinery installations to ensure:
 - Installed to correct height, alignment, and location
 - All trims, fillers, and panels are tight with no gaps
 - Doors, drawers, and hardware are operable and aligned
 - Benchtops are level and securely fixed
 - Moisture-sensitive areas are sealed appropriately
 - Surfaces are protected during construction

Risk Controls

- Use safe lifting techniques for heavy joinery units.
- Ensure power tools are used safely.

- Protect installed joinery from damage by other trades.

Quality Inspection Points

- Check plumb, level, and straightness.
- Inspect joints, mitres, and edge finishes.
- Confirm correct installation of hinges, runners, and handles.
- Verify splashback and wet-area sealing.

Hold / Witness Points

- **WITNESS POINT:** Inspection of joinery before benchtop installation (if applicable).
- **WITNESS POINT:** Final joinery inspection before handover.

Required Documentation

- Marked-up drawings
- Diary notes
- Hardware installation records (if required)

3. Built-In Joinery

Requirements

- Inspect built-in joinery (robes, shelving, entertainment units, storage units) to ensure:
 - Installation matches detailed design
 - Units are securely fixed
 - Doors and drawers operate correctly
 - Shelves are level and adequately supported
 - Finishes are consistent and undamaged

Risk Controls

- Secure tall units to prevent tipping.
- Use appropriate fixings for wall type (timber, steel, masonry).

Quality Inspection Points

- Check alignment, squareness, and fixing integrity.
- Confirm correct clearances and hardware operation.

Hold / Witness Points

- **WITNESS POINT:** Built-in joinery inspection prior to final finishing.

Required Documentation

- Marked-up drawings
- Diary notes

4. Internal Stairs

Requirements

Inspect internal stairs to ensure compliance with:

- **Building Code of Australia (BCA)**
- **AS 1657** (where applicable)
- Project drawings and specifications

Ensure:

- Goings and risers comply with regulations
- Treads are level and securely fixed
- Handrails installed at correct height
- Balusters spaced to meet BCA requirements
- No sharp edges or trip hazards
- Stair structure is stable and secure

Risk Controls

- Use fall protection when working on incomplete stairs.
- Ensure temporary barriers are installed until handrails are complete.

Quality Inspection Points

- Measure goings and risers for compliance.
- Check handrail height and fixing.
- Confirm baluster spacing meets BCA requirements.
- Inspect stair finish for defects.

Hold / Witness Points

- **HOLD POINT:** No stair covering (carpet, timber, tiles) until stair structure is approved.

- **WITNESS POINT:** Final stair inspection before handover.

Required Documentation

- Stair compliance inspection record
- Marked-up drawings

QA MANAGEMENT SYSTEM FLOOR & WALL FINISHES WORK INSTRUCTION WP.13

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for all floor and wall finish inspections.

1. Finishes Schedule – Approval & Client Confirmation

Requirements

- The **finishes schedule** must be fully approved before work begins.
- Confirm with the client:
 - Material types
 - Colours and patterns
 - Exact locations
 - Junction and transition details
- Provide samples where required to achieve acceptance.
- Obtain **written client confirmation** of the approved finishes schedule.

Risk Controls

- Store materials safely to prevent damage.
- Protect approved samples from contamination.

Quality Inspection Points

- Verify delivered materials match the approved schedule and samples.
- Confirm correct quantities and batch consistency.

Hold / Witness Points

- **HOLD POINT:** No installation until finishes schedule is approved.

Required Documentation

- Approved finishes schedule
- Client approval
- Material samples (if required)

2. Wall Tiles

Requirements

Inspect wall tiling to ensure:

- Correct adhesive type is used
- Flashings installed where required (wet areas)
- No drummy tiles
- Grout applied, cleaned, and sealed (if specified)
- Surfaces left clean and free of residue

Risk Controls

- Use PPE when cutting tiles or mixing adhesives.
- Ensure safe access on ladders or platforms.

Quality Inspection Points

- Check tile alignment, spacing, and level.
- Confirm grout joints are consistent and smooth.
- Inspect for cracked or chipped tiles.

Hold / Witness Points

- **WITNESS POINT:** Flashing inspection before tiling in wet areas.

Required Documentation

- Diary notes
- Marked-up drawings
- Waterproofing certificate (if applicable)

3. Floor Tiles

Requirements

Inspect floor tiling to ensure:

- Correct adhesive is used
- No drummy or hollow-sounding tiles
- Tiles are grouted and cleaned
- Floor wastes and shower outlets are free of grout and adhesive
- Falls to drains are correct (wet areas)

Risk Controls

- Prevent slips on wet adhesives.
- Use PPE when cutting tiles.

Quality Inspection Points

- Check tile level, alignment, and fall to waste.
- Confirm grout finish and colour consistency.
- Inspect for lippage (uneven tile edges).

Hold / Witness Points

- **WITNESS POINT:** Inspection of falls before tiling in wet areas.

Required Documentation

- Diary notes
- Marked-up drawings

4. Vinyl Sheet & Vinyl Tiles

Requirements

Inspect vinyl installation to ensure:

- Correct underlay installed to manufacturer recommendations
- Vinyl laid to correct areas
- Joints welded where required
- Skirtings or coving installed correctly
- No bubbles, wrinkles, or gaps

Risk Controls

- Ensure adhesives are used in well-ventilated areas.
- Use safe cutting tools.

Quality Inspection Points

- Check underlay smoothness and fixing.
- Inspect welds and seams.
- Confirm edges are tight and secure.

Hold / Witness Points

- **WITNESS POINT:** Underlay inspection before vinyl installation.

Required Documentation

- Diary notes
- Underlay compliance documentation

5. Silicone & Mastic Sealants

Requirements

- Inspect sealant installation to ensure:
 - All joints are watertight
 - No gaps or voids
 - Excess sealant is cleaned
 - Correct colour and type used

Risk Controls

- Use PPE when applying chemical sealants.
- Ensure adequate ventilation.

Quality Inspection Points

- Check sealant adhesion and smoothness.
- Confirm correct application around wet areas and junctions.

Hold / Witness Points

- **WITNESS POINT:** Sealant inspection before final handover.

Required Documentation

- Diary notes

6. Parquetry & Cork Flooring

Requirements

- Install parquetry or cork flooring to manufacturer and specification requirements.
- Ensure:
 - Correct adhesive
 - Accurate cuts, mitres, and edging
 - Correct pattern layout
 - Full adhesion to substrate

Risk Controls

- Use PPE when cutting timber or cork.
- Ensure adhesives are used safely.

Quality Inspection Points

- Check alignment and pattern accuracy.
- Inspect joints and edges.
- Confirm no lifting or hollow spots.

Hold / Witness Points

- **WITNESS POINT:** Inspection before sanding and sealing.

Required Documentation

- Diary notes
- Marked-up drawings

7. Sanding & Sealing (Timber, Parquetry, Cork)

Requirements

- Schedule sanding and sealing when:
 - No other trades are present
 - Area is clean and dust-free
- Sand and seal in accordance with manufacturer and specification requirements.
- Ensure:
 - Correct number of coats
 - Even finish
 - Adequate curing time
 - Protection remains in place until fully cured

Risk Controls

- Ensure ventilation when using sealants.
- Prevent access to freshly coated floors.

Quality Inspection Points

- Check finish for uniformity and defects.
- Confirm curing time meets manufacturer requirements.

Hold / Witness Points

- **HOLD POINT:** No access until curing period is complete.

Required Documentation

- Diary notes
- Product data sheets

8. Carpet Installation

Requirements

- Install carpet ensuring:
 - Correct type and colour
 - Edges secured
 - Trims and naplocks installed to specification
 - No wrinkles, bubbles, or loose areas

Risk Controls

- Use safe cutting tools.
- Avoid tripping hazards during installation.

Quality Inspection Points

- Check stretch and tension.
- Inspect seams and joins.
- Confirm trims are secure and aligned.

Hold / Witness Points

- **WITNESS POINT:** Final carpet inspection before handover.

Required Documentation

- Diary notes
- Marked-up drawings

QA MANAGEMENT SYSTEM SOLID PLASTERING & APPLIED FINISHES WORK INSTRUCTION WP.14

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated), and/or
- **Diary entries** documenting inspections

These records form the official QA evidence for all plastering and applied finish inspections.

1. Internal Solid Plastering

Requirements

Inspect internal solid plastering to ensure:

- Correct plaster thickness as per specification
- Correct corner beads/angles installed
- Surfaces are flat, straight, and free of imperfections
- Joints are blended smoothly
- No cracking, hollows, or delamination

Risk Controls

- Use PPE when mixing or sanding plaster
- Ensure adequate ventilation
- Maintain safe access on ladders and platforms

Quality Inspection Points

- Measure plaster thickness at sample points
- Check straightness using straightedge or laser
- Inspect corners for clean, sharp angles
- Confirm surface is ready for painting

Hold / Witness Points

- **WITNESS POINT:** Internal plaster inspection before painting or lining installation.

Required Documentation

- Diary notes
- Marked-up drawings

2. External Render

Requirements

Inspect external render to ensure:

- Render applied to all required areas
- Correct thickness achieved (base coat and finish coat)
- All external angles, trims, beads, and control joints installed
- Render is straight, even, and free of cracking
- Adequate curing time allowed

Risk Controls

- Use fall protection for elevated work
- Avoid rendering in extreme weather (wind, rain, heat)
- Ensure safe handling of cement-based products

Quality Inspection Points

- Check thickness and uniformity
- Inspect alignment and flatness
- Confirm correct installation of trims and beads
- Verify render is fully bonded with no hollow areas

Hold / Witness Points

- **WITNESS POINT:** External render inspection before texture or paint application.

Required Documentation

- Diary notes
- Marked-up drawings

3. Applied Texture Finishes

Requirements

- Prepare and approve **sample panels** of texture finish prior to commencement
- Ensure texture is applied in **complete sections** to avoid visible joins
- Mask and protect windows, trims, fixtures, and adjacent surfaces
- Confirm finish matches approved sample in:
 - Texture
 - Colour
 - Pattern
- Obtain **warranty** from applicator if required

Risk Controls

- Use PPE when spraying or applying texture
- Ensure adequate ventilation
- Protect surrounding areas from overspray

Quality Inspection Points

- Check uniformity of texture and colour
- Inspect for joins, patchiness, or inconsistencies
- Confirm masking and protection were effective
- Verify correct curing time

Hold / Witness Points

- **HOLD POINT:** No application until sample panel is approved.
- **WITNESS POINT:** Final inspection of texture finish before acceptance.

Required Documentation

- Approved sample panel
- Applicator warranty (if required)
- Diary notes
- Marked-up drawings

QA MANAGEMENT SYSTEM PLUMBING WORK INSTRUCTION WP.15

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- Marked-up drawings (signed & dated)
- Diary entries
- Pressure test records
- Commissioning sheets
- Certificates of compliance
- Authority approvals
- As-built drawings
- Photos (before cover-up)

These form the official QA evidence for all plumbing inspections.

1. Fixtures & Fittings Schedule – Client & Consultant Approval

Requirements

- Confirm full fixture schedule with client and (commercial) hydraulic consultant.
- Confirm types, models, colours, finishes, locations, mounting heights.
- Provide written confirmation of client approval.
- Submit all authority applications (water, sewer, gas, trade waste).

Risk Controls

- Safe storage of fixtures to prevent damage.
- Verify compatibility with rough-in locations.
- Avoid mixing incompatible metals (corrosion risk).

Quality Inspection Points

- Fixtures match approved schedule.
- Correct quantities and batch consistency.
- AS 1428 compliance (commercial accessible areas).

Hold / Witness Points

- **HOLD POINT:** No ordering or installation until schedule approved.

Required Documentation

- Approved fixture schedule
- Client approval
- Authority application receipts

2. Underground Services – Water, Sewer, Gas, Trade Waste

Requirements

- Install underground services to AS 3500, hydraulic drawings, authority requirements.
- Ensure correct pipe materials, bedding, backfill, depth of cover, identification tape.

Commercial-Specific Requirements

- Trade waste lines
- Grease arrestors
- Oil/water separators
- Lint arrestors
- Sampling points

Risk Controls

- DBYD checks
- Trench safety (shoring, battering)
- Gas safety protocols
- Prevent contamination of potable water lines

Quality Inspection Points

- Pipe depth, alignment, bedding

- Correct materials and jointing
- Trade waste connections installed correctly

Hold / Witness Points

- **WITNESS POINT:** Underground services before backfill
- **HOLD POINT:** Trade waste systems before covering

Required Documentation

- Underground services photos
- Marked-up drawings
- Trade waste approval (if applicable)

3. Rough-In – Sewer, Hot Water, Cold Water, Gas, Trade Waste

Requirements

- Install all services to correct size, fall, spacing, and regulation.
- Clip and support all pipework.
- Conduct pressure tests and record results.

Commercial-Specific Requirements

- Hot water ring mains
- Circulation pumps
- Tempering valves
- Backflow devices
- Acoustic lagging
- Fire-rated penetrations
- Mechanical services plumbing (chilled water, condenser water, boilers, cooling towers)
- Plantroom drainage

Risk Controls

- Isolate services before working
- PPE for cutting/joining pipes
- Safe access within framing
- Avoid damaging electrical services

Quality Inspection Points

- Pipe sizing and routing
- Sewer falls
- Clipping and support spacing
- Pressure test results
- Fire-stopping compliance

Hold / Witness Points

- **HOLD POINT:** No lining until rough-in approved
- **WITNESS POINT:** Pressure testing of all services

Required Documentation

- Pressure test records
- Rough-in inspection sheets
- Photos of penetrations and fire collars

4. Backflow Prevention (Commercial Mandatory)

Requirements

- Install backflow devices to hazard rating (RPZD, DCV, AVB).
- Ensure devices are accessible, tagged, and registered.

Risk Controls

- Prevent cross-connection contamination
- Ensure correct installation orientation
- Use licensed backflow tester

Quality Inspection Points

- Device type matches hazard rating
- Test ports accessible
- Correct installation height and orientation

Hold / Witness Points

- **WITNESS POINT:** Backflow testing

- **HOLD POINT:** No handover until devices registered

Required Documentation

- Backflow test certificate
- Registration with water authority
- Backflow device register

5. Fire Hydrant, Hose Reel & Fire Service Plumbing (Commercial Only)

Requirements

- Install fire services to AS 2419, AS 2441, hydraulic drawings, fire engineer requirements.

Risk Controls

- High-pressure hazards
- Hot works permits (welding)
- Confined space entry (plant rooms)

Quality Inspection Points

- Hydrant ring main installation
- Booster assembly configuration
- Hose reel pressure and flow
- Fire pump commissioning

Hold / Witness Points

- **WITNESS POINT:** Hydrostatic testing
- **HOLD POINT:** Fire authority sign-off

Required Documentation

- Fire service commissioning report
- Authority approval
- As-built drawings

6. Mechanical Services Plumbing (Commercial Only)

Requirements

- Install chilled water, condenser water, boilers, cooling towers, condensate drainage, plantroom drainage.

Risk Controls

- Hot water/steam hazards
- Chemical treatment exposure
- Confined spaces

Quality Inspection Points

- Pipe insulation
- Valve installation
- Flow direction
- Pressure test results

Hold / Witness Points

- **WITNESS POINT:** Pressure testing
- **HOLD POINT:** Mechanical commissioning sign-off

Required Documentation

- Mechanical commissioning sheets
- Pressure test records
- As-built mechanical plumbing drawings

7. Roof Drainage – Residential & Commercial

Requirements

- Install roof drainage to AS 3500.3 and hydraulic drawings.

Commercial-Specific Requirements

- Siphonic drainage
- Box gutters
- High-capacity outlets

- Rainwater harvesting systems

Risk Controls

- Working at heights
- Sharp metal edges
- Weather exposure

Quality Inspection Points

- Correct falls
- Overflow provisions
- Siphonic system configuration
- No ponding

Hold / Witness Points

- **WITNESS POINT:** Roof drainage before covering

Required Documentation

- Photos of guttering and outlets
- Marked-up drawings

8. Pump Systems – Residential & Commercial

Requirements

- Install and commission sewer, stormwater, hot water circulation, and pressure boosting pumps.

Risk Controls

- Electrical isolation
- Confined spaces
- Flooding hazards

Quality Inspection Points

- Pump orientation
- Valve configuration
- Alarm and control system operation
- Flow and pressure testing

Hold / Witness Points

- **WITNESS POINT:** Pump commissioning
- **HOLD POINT:** Electrical sign-off

Required Documentation

- Pump commissioning report
- O&M manuals

9. Installation of Fixtures

Requirements

- Install fixtures to manufacturer recommendations and drawings.

Commercial-Specific Requirements

- AS 1428 compliance
- Anti-vandal fixtures
- Commercial-grade brackets

Risk Controls

- Protect finished surfaces
- Safe lifting of heavy fixtures

Quality Inspection Points

- Alignment, level, operation
- Sealing and waterproofing
- Correct mounting heights

Hold / Witness Points

- **WITNESS POINT:** Fixture installation before fit-off

Required Documentation

- Fixture installation photos
- Marked-up drawings

10. Fit-Off of All Services

Requirements

- Fit off sewer, hot water, cold water, gas, trade waste.
- Purge systems and ensure all appliances operate.

Commercial-Specific Requirements

- Gas appliance commissioning
- Hot water balancing
- Trade waste commissioning
- Mechanical plant integration

Risk Controls

- Gas safety
- Electrical isolation
- Hot water scalding risk

Quality Inspection Points

- Leak testing
- Correct hot/cold orientation
- Appliance operation

Hold / Witness Points

- **WITNESS POINT:** Gas commissioning
- **HOLD POINT:** Final fit-off approval

Required Documentation

- Gas compliance certificate
- Fit-off inspection sheet

11. External Services

Requirements

- Inspect external taps, hose cocks, irrigation feeds, and other services.

Commercial-Specific Requirements

- Backflow devices on irrigation
- External plant connections
- Fire service external connections

Risk Controls

- Avoid damaging landscaping
- Frost protection (cold climates)

Quality Inspection Points

- Flow and pressure
- Correct fixing and sealing

Required Documentation

- Diary notes
- Photos

12. Commissioning – Residential & Commercial

Requirements

Commission all plumbing systems:

- Pressure testing
- Flow testing
- Backflow testing
- Pump commissioning
- Hot water balancing
- Trade waste commissioning
- Authority inspections

Commercial-Specific Requirements

- Commissioning plan
- Consultant sign-off
- Commissioning sheets for each system

Risk Controls

- High-pressure hazards
- Hot water scalding
- Gas safety

Quality Inspection Points

- All systems operate as designed
- No leaks
- Correct flow rates and pressures

Hold / Witness Points

- **HOLD POINT:** No handover until commissioning complete

Required Documentation

- Full commissioning pack
- Certificates of compliance
- Authority approvals

13. Handover Documentation – Residential & Commercial

Requirements

Submit:

- As-built hydraulic drawings
- Valve schedules
- Asset registers
- Backflow device register
- Pump commissioning reports
- Trade waste approvals
- Gas compliance certificates
- Water authority approvals
- O&M manuals
- Warranties and guarantees

Commercial-Specific Requirements

- Full hydraulic as-built package
- Asset tagging
- Maintenance schedules

Risk Controls

- Ensure documentation is complete before handover
- Confirm as-built drawings accurately show service locations

Quality Inspection Points

- Review manuals for completeness
- Confirm all certificates included

Hold / Witness Points

- **HOLD POINT:** No client handover until all documentation verified

Required Documentation

- Full handover pack

14. Heating Systems (If Applicable)

Requirements

- Inspect heating system installation
- Ensure full operation and commissioning
- Provide maintenance manual to owner

Risk Controls

- Hot water/steam hazards
- Electrical isolation

Quality Inspection Points

- Thermostat operation
- Pipework and connections
- Heating output

Required Documentation

- Commissioning certificate/ Maintenance manual

QA MANAGEMENT SYSTEM ELECTRICAL WORK INSTRUCTION WP.16

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- Marked-up drawings (signed & dated)
- Diary entries
- Test sheets (RCD, insulation resistance, polarity, earthing, MEN link)
- Switchboard schedules
- Certificates of Electrical Safety (CES)
- Authority approvals (metering, supply upgrades)
- As-built drawings
- Photos (before cover-up)

These form the official QA evidence for all electrical inspections.

1. Design, Drawings & Client/Consultant Approvals

Requirements

- Confirm electrical design with client and (commercial) electrical engineer.
- Review:
 - Lighting layouts
 - Power layouts
 - Switchboard schedules
 - Emergency/exit lighting (commercial)
 - Communications & data
 - Security, CCTV, access control
 - Fire detection & EWIS (commercial)
- Confirm fixture types, colours, locations, and switching arrangements.
- Obtain written client approval before installation.

Risk Controls

- Ensure only latest revision drawings are used.
- Prevent unauthorised design changes.
- Confirm load calculations for switchboards.

Quality Inspection Points

- Drawings match architectural and structural layouts.
- Correct fixture selection and placement.
- Compliance with AS/NZS 3000 and AS/NZS 2293 (commercial).

Hold / Witness Points

- **HOLD POINT:** No installation until design approved.

Required Documentation

- Approved electrical drawings
- Client approval
- Engineer sign-off (commercial)

2. Underground & Incoming Services

Requirements

- Install underground conduits, cables, pits, and mains to:
 - AS/NZS 3000
 - Supply authority requirements
 - Electrical engineer design
- Ensure correct depth, conduit size, bedding, and marking tape.

Commercial-Specific Requirements

- Multiple conduits for:
 - Communications

- Security
- Fire systems
- Essential services
- Generator feeds
- Installation of main switchboard (MSB) plinth conduits.

Risk Controls

- DBYD checks
- Trench safety
- Electrical isolation
- Gas/water service separation distances

Quality Inspection Points

- Conduit depth and alignment
- Correct cable size and type
- Pit installation and accessibility

Hold / Witness Points

- **WITNESS POINT:** Underground services before backfill
- **HOLD POINT:** Supply authority inspection (if required)

Required Documentation

- Photos before backfill
- Marked-up drawings
- Supply authority approval

3. Rough-In – Power, Lighting, Data, Communications

Requirements

- Install wiring, conduits, cable trays, and supports to AS/NZS 3000.
- Ensure correct cable sizing, segregation, and protection.
- Install switchboard backboards and rough-in conduits.

Commercial-Specific Requirements

- Cable tray systems
- Fire-rated cabling (EWIS, FIP, emergency lighting)
- Structured cabling (Cat6/Cat6A/Cat7)
- Server room provisions
- Mechanical services power feeds
- Access control & CCTV cabling
- Fire detection cabling to AS 1670

Risk Controls

- Lock-out/tag-out (LOTO)
- Avoid damaging other services
- Fire-stopping of penetrations
- Ladder and height safety

Quality Inspection Points

- Cable segregation (LV, ELV, fire, comms)
- Correct fixing and support spacing
- Conduit continuity and bends
- Fire collar installation

Hold / Witness Points

- **HOLD POINT:** No wall/ceiling lining until rough-in approved
- **WITNESS POINT:** Fire-rated cabling inspection

Required Documentation

- Rough-in inspection sheets
- Photos of penetrations and cabling
- Fire-stopping compliance evidence

4. Switchboards & Distribution Boards

Requirements

- Install switchboards to AS/NZS 3000 and engineer design.
- Ensure correct:

- Cable terminations
- Circuit labelling
- MEN link installation
- RCD/RCBO allocation
- Clearances and access
- IP rating for location

Commercial-Specific Requirements

- Main Switchboard (MSB)
- Distribution Boards (DBs)
- Essential Services Boards
- Generator changeover systems
- UPS systems
- Metering CT chambers
- Surge protection devices (SPD)

Risk Controls

- Live work prohibited
- Arc-flash PPE (commercial)
- Lock-out/tag-out
- Correct earthing and bonding

Quality Inspection Points

- Tightness of terminations
- Correct circuit identification
- RCD coverage
- Compliance with switchboard layout drawings

Hold / Witness Points

- **HOLD POINT:** Switchboard energisation
- **WITNESS POINT:** Supply authority inspection

Required Documentation

- Switchboard test sheets
- Circuit schedules
- As-built switchboard drawings

5. Emergency & Exit Lighting (Commercial Only)

Requirements

- Install emergency and exit lighting to AS/NZS 2293.
- Ensure correct spacing, coverage, and circuiting.

Risk Controls

- Working at heights
- Battery handling safety

Quality Inspection Points

- Lux level compliance
- Correct signage orientation
- Battery test results

Hold / Witness Points

- **WITNESS POINT:** Emergency lighting test

Required Documentation

- Emergency lighting test sheets
- Compliance certificate

6. Mechanical Services Electrical (Commercial Only)

Requirements

- Install electrical feeds for:
 - HVAC units
 - Chillers
 - Boilers
 - Cooling towers
 - BMS systems

- Smoke control systems

Risk Controls

- High-voltage hazards
- Mechanical plant lock-out
- Confined spaces

Quality Inspection Points

- Correct cable sizing
- Motor rotation direction
- Control wiring integrity

Hold / Witness Points

- **WITNESS POINT:** Mechanical commissioning
- **HOLD POINT:** Energisation of mechanical plant

Required Documentation

- Mechanical electrical commissioning sheets
- BMS integration reports

7. Fit-Off – Power, Lighting, Data, Appliances

Requirements

- Install GPOs, switches, lights, fans, appliances, data outlets.
- Ensure correct mounting heights and alignment.

Commercial-Specific Requirements

- AS 1428 compliant heights
- Anti-vandal fittings
- Commercial lighting control systems (DALI, KNX, C-Bus)
- Access control hardware
- CCTV cameras
- Server rack fit-off

Risk Controls

- Electrical isolation
- Ladder safety
- Sharp edges on fittings

Quality Inspection Points

- Correct polarity
- Correct switching
- Fixture alignment
- Data cable certification (Fluke test)

Hold / Witness Points

- **WITNESS POINT:** Fit-off inspection before energisation

Required Documentation

- Fit-off inspection sheets
- Data certification reports

8. Testing & Commissioning

Requirements

Perform full testing in accordance with AS/NZS 3000:

- Insulation resistance
- Polarity
- Earth continuity
- RCD testing
- Loop impedance
- MEN link verification
- Functional testing of all circuits

Commercial-Specific Requirements

- Emergency lighting test
- Fire detection system test
- EWIS test
- Generator/UPS test

- Mechanical services commissioning
- Access control & CCTV commissioning
- Data network certification

Risk Controls

- High-voltage hazards
- Arc-flash PPE
- Lock-out/tag-out

Quality Inspection Points

- All test results meet standards
- No faults or non-compliances
- All systems operate as designed

Hold / Witness Points

- **HOLD POINT:** No energisation until testing complete
- **WITNESS POINT:** Final commissioning with engineer

Required Documentation

- Full testing & commissioning pack
- Certificates of Electrical Safety
- Authority approvals

9. Handover Documentation

Requirements

Submit:

- As-built electrical drawings
- Switchboard schedules
- Test sheets
- Certificates of Electrical Safety
- Emergency lighting logbook (commercial)
- Fire system approvals
- Data certification reports
- O&M manuals
- Warranties and guarantees

Risk Controls

- Ensure documentation is complete before handover
- Confirm as-built drawings accurately show service locations

Quality Inspection Points

- Review manuals for completeness
- Confirm all certificates included

Hold / Witness Points

- **HOLD POINT:** No client handover until documentation verified

Required Documentation

- Full handover pack

QA MANAGEMENT SYSTEM PAINT & PAPER HANGING WORK INSTRUCTION WP.17

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated)
- **Diary entries**
- **Sample panel approvals**
- **Paint manufacturer data sheets**
- **Colour schedule approvals**

These form the official QA evidence for all painting and wallpapering inspections.

1. Colour Schedule & Client Approval

Requirements

- Confirm the full **colour schedule** with the client, including:
 - Paint colours
 - Paint types (interior, exterior, low-VOC, enamel, acrylic, etc.)
 - Sheens (flat, low sheen, satin, gloss)
 - Locations and boundaries
- Provide written confirmation of client approval.
- Prepare **sample panels** if required and obtain approval before commencing.

Risk Controls

- Safe storage of paints (flammable liquids).
- Adequate ventilation when using solvent-based products.
- PPE: masks, gloves, eye protection.
- Ladder and height safety.

Quality Inspection Points

- Colour schedule matches approved documentation.
- Sample panels match final finish.
- Correct paint type used in each location.

Hold / Witness Points

- **HOLD POINT:** No painting until colour schedule approved.
- **WITNESS POINT:** Sample panel approval (if required).

Required Documentation

- Approved colour schedule
- Sample panel approval
- Manufacturer data sheets

2. External Painting – Walls, Windows, Doors, Trims

Requirements

Inspect external painting to ensure:

- Surfaces are properly prepared:
 - Cleaning
 - Filling
 - Sanding
 - Masking
- No runs, splashes, overspray, or visible defects.
- Primer, undercoat, and topcoat applied to manufacturer specifications.
- Correct paint applied in correct locations.
- Masking removed and area left clean.

Risk Controls

- Working at heights (scaffolds, ladders).
- Weather conditions (avoid rain, high heat, wind).

- Safe handling of solvent-based paints.
- Protect adjacent surfaces and landscaping.

Quality Inspection Points

- Surface preparation quality.
- Even coverage and consistent sheen.
- No visible brush marks or roller lines.
- Correct number of coats.
- Clean edges and transitions.

Hold / Witness Points

- **WITNESS POINT:** Inspection of surface preparation before painting.
- **HOLD POINT:** No final sign-off until all coats completed and defects rectified.

Required Documentation

- Diary notes
- Marked-up drawings
- Photos of preparation and final finish

3. Internal Painting – Walls, Ceilings, Doors, Trims

Requirements

Inspect internal painting to ensure:

- Proper preparation:
 - Filling
 - Sanding
 - Masking
 - Dust removal
- No runs, splashes, overspray, or visible defects.
- Primer, undercoat, and topcoat applied to specification.
- Correct paint type used (e.g., low-VOC, mould-resistant in wet areas).
- All masking removed and areas cleaned.

Risk Controls

- Adequate ventilation.
- PPE for sanding and painting.
- Ladder safety.
- Protect flooring and fixtures.

Quality Inspection Points

- Smoothness of finish.
- No patchiness or colour variation.
- Correct sheen level.
- Clean lines at edges and trims.
- No visible repairs or sanding marks.

Hold / Witness Points

- **WITNESS POINT:** Inspection after undercoat and before topcoat.
- **HOLD POINT:** Final inspection before handover.

Required Documentation

- Diary notes
- Marked-up drawings
- Paint batch numbers (if required)

4. Wallpaper Installation

Requirements

Inspect wallpaper installation to ensure:

- Installed to manufacturer recommendations.
- Joints are vertical, aligned, and tight with no gaps.
- Pattern matching is correct (if applicable).
- Trimming around openings, skirtings, and cornices is neat.
- Adhesive used is correct for wallpaper type.
- No bubbles, wrinkles, or lifting edges.

Risk Controls

- Use of safe cutting tools.
- Avoid working on unstable ladders.
- Ensure adhesives are used in ventilated areas.

Quality Inspection Points

- Joint alignment and straightness.
- Pattern continuity.
- Smoothness and adhesion.
- Clean trimming and finishing.

Hold / Witness Points

- **WITNESS POINT:** Inspection of first installed drop before continuing.
- **HOLD POINT:** Final inspection before handover.

Required Documentation

- Diary notes
- Manufacturer installation instructions
- Marked-up drawings

5. Final Clean & Protection

Requirements

- Remove all masking, drop sheets, and protective coverings.
- Clean all surfaces, remove paint splashes, and ensure no residue remains.
- Protect newly painted surfaces from damage by other trades.

Risk Controls

- Safe disposal of paint waste.
- Avoid inhalation of dust during final sanding.

Quality Inspection Points

- Cleanliness of site.
- No damage to finished surfaces.
- No contamination of adjacent materials.

Hold / Witness Points

- **WITNESS POINT:** Final inspection before handover.

Required Documentation

- Final inspection record
-

QA MANAGEMENT SYSTEM GLAZING WORK INSTRUCTION WP.18

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated)
- **Diary entries**
- **Glazing Certificate of Compliance**
- **Manufacturer data sheets (if applicable)**
- **Photos of installation**

These form the official QA evidence for all glazing inspections.

1. External Glazing – Windows & Doors

Requirements

- External glazing supplied with windows/doors may be covered under Carpentry ITP.
- Any additional glazing must comply with:
 - **AS 1288 – Glass in Buildings**
 - **AS 2047 – Windows & External Glazed Doors**
- Glazier must provide a **Certificate of Compliance** confirming correct glass type and installation.

Risk Controls

- Manual handling of glass (cut-resistant gloves, lifting aids).
- Secure storage of glass panels to prevent breakage.
- Exclusion zones during installation.
- Fall protection when glazing upper levels.

Quality Inspection Points

- Correct glass type (toughened, laminated, safety glass).
- Correct thickness and compliance with wind load requirements.
- No chips, cracks, scratches, or defects.
- Correct installation of glazing beads, seals, and packers.
- Weather-tightness and correct drainage paths.

Hold / Witness Points

- **WITNESS POINT:** Inspection of glass type and markings before installation.
- **HOLD POINT:** No sign-off until Certificate of Compliance is received.

Required Documentation

- Glazing Certificate of Compliance
- Marked-up drawings
- Photos of installed glazing

2. Shower Screens & Glass Doors

Requirements

- Inspect shower screens and glass doors to ensure:
 - Correct type, colour, and configuration per drawings
 - Safety glass installed to AS 1288
 - All panels sealed correctly
 - Doors operate smoothly and safely
 - No leaks at junctions or seals

Risk Controls

- Use PPE when handling toughened glass.
- Ensure screens are secured before releasing supports.
- Avoid working on wet or slippery surfaces.

Quality Inspection Points

- Alignment and plumbness of screens
- Smooth operation of hinges, rollers, or sliders

- Correct silicone sealing
- No visible defects in glass
- Fixings installed securely and corrosion-resistant

Hold / Witness Points

- **WITNESS POINT:** Shower screen installation before sealing.
- **HOLD POINT:** Final inspection before bathroom handover.

Required Documentation

- Diary notes
- Photos of installation
- Manufacturer installation instructions (if applicable)

3. Mirrors

Requirements

- Install mirrors to detail, ensuring:
 - Correct size, thickness, and edge finish
 - Secure fixing method (adhesive, clips, concealed brackets)
 - Safety backing where required
 - Sealing at edges where exposed to moisture

Risk Controls

- Manual handling precautions
- Avoid breakage during installation
- PPE for cutting or trimming mirror backing

Quality Inspection Points

- Mirror is level, plumb, and securely fixed
- No distortion, scratches, or chips
- Edges sealed where required
- Correct spacing from walls or splashbacks

Hold / Witness Points

- **WITNESS POINT:** Mirror installation before sealing.

Required Documentation

- Diary notes
- Photos of installed mirrors

4. Cleaning & Final Presentation

Requirements

- Clean all glass surfaces internally and externally.
- Remove all stickers, labels, and protective films.
- Ensure no silicone smears, fingerprints, or residue remain.
- Clean all mirrors to a streak-free finish.

Risk Controls

- Use non-abrasive cleaners to avoid scratching glass.
- Avoid working at heights without proper access equipment.

Quality Inspection Points

- Glass is clean and free of defects
- Frames and seals undamaged
- No overspray, paint, or construction debris on glazing

Hold / Witness Points

- **WITNESS POINT:** Final glazing inspection prior to handover.

Required Documentation

- Final inspection record
- Diary notes

QA MANAGEMENT SYSTEM EXTERNAL WORKS WORK INSTRUCTION WP.19

Record-Keeping Requirements (General Note)

Evidence of compliance must be recorded through:

- **Marked-up drawings** (signed and dated)
- **Diary entries**
- **Photos of base preparation, levels, and completed works**
- **Material delivery dockets**
- **ITP sign-offs for related trades**

These form the official QA evidence for all external works inspections.

1. Site Preparation

Requirements

- Ensure site is cleared, levelled, and prepared for external works.
- Use **ITP 02 – Site Works & Excavation** where applicable.
- Confirm subgrade is stable, compacted, and free of organic material.

Risk Controls

- Excavation safety (shoring, battering, exclusion zones).
- Traffic and pedestrian management.
- Dust suppression.
- PPE for outdoor works.

Quality Inspection Points

- Correct levels and falls established.
- Subgrade compaction meets specification.
- No soft spots or water pooling.

Hold / Witness Points

- **WITNESS POINT:** Inspection of subgrade before base preparation.

Required Documentation

- Diary notes
- Photos of site preparation
- ITP 02 sign-off

2. Paving – Concrete, Pavers, or Tiles

Requirements

- Ensure base preparation is suitable for the paving type:
 - Sand bed
 - Crushed rock base
 - Concrete sub-base
- Check levels, lines, and falls for drainage.
- Confirm paving matches approved:
 - Colour
 - Pattern
 - Jointing
 - Edge restraints
- Remove all debris on completion.

Risk Controls

- Manual handling of pavers/tiles.
- Wet concrete hazards.
- Trip hazards during installation.
- Weather considerations (rain, heat).

Quality Inspection Points

- Base thickness and compaction.
- Evenness of paving surface.
- Correct joint spacing and alignment.
- Falls directed to drainage points.
- No rocking or loose pavers.

Hold / Witness Points

- **WITNESS POINT:** Base preparation before laying pavers/tiles.
- **HOLD POINT:** Final inspection before grouting or sand sweeping.

Required Documentation

- Marked-up drawings
- Photos of base and finished paving
- Material delivery dockets

3. External Structures (Retaining Walls, Paths, Steps, Hardstands)

Requirements

- Construct external structures using the appropriate ITPs:
 - **ITP 02 – Site Works & Excavation**
 - **ITP 04 – Concreting**
 - **ITP 05 – Brickwork/Blockwork/Masonry**
 - **ITP 08 – Structural Steel** (if applicable)
- Alternatively, inspect completed structures against drawings and specifications and sign the ITP when compliant.

Risk Controls

- Structural stability during construction.
- Working at heights (retaining walls).
- Concrete handling and curing safety.
- Manual handling of blocks/bricks.

Quality Inspection Points

- Correct dimensions, alignment, and levels.
- Reinforcement installed to specification.
- Drainage provisions behind retaining walls.
- Concrete strength and curing.

Hold / Witness Points

- **HOLD POINT:** Reinforcement inspection before concrete pour.
- **WITNESS POINT:** Final inspection before backfilling.

Required Documentation

- Relevant ITPs
- Photos of reinforcement and completed structures
- Concrete delivery dockets

4. Fences & Gates

Requirements

- Construct fences and gates using specified materials.
- Ensure correct:
 - Lines
 - Levels
 - Heights
 - Post spacing
 - Gate operation
- Confirm compliance with boundary survey (if applicable).

Risk Controls

- Post hole excavation safety.
- Manual handling of panels.
- Power tool safety.

Quality Inspection Points

- Posts plumb and set to correct depth.

- Panels aligned and secure.
- Gates swing freely and latch correctly.
- No gaps or defects.

Hold / Witness Points

- **WITNESS POINT:** Post alignment before concreting.
- **HOLD POINT:** Final inspection before handover.

Required Documentation

- Diary notes
- Photos of fence and gate installation

5. Landscaping

Requirements

- Install landscaping to detailed design:
 - Excavations and contouring
 - Topsoil placement
 - Planting
 - Turf installation
 - Mulching
- Confirm responsibility for plant maintenance during the defects liability period.

Risk Controls

- Manual handling of plants and soil.
- Sun exposure and hydration.
- Safe use of landscaping tools.

Quality Inspection Points

- Topsoil depth and quality.
- Correct plant species and placement.
- Turf levels and joins.
- Irrigation coverage (if applicable).

Hold / Witness Points

- **WITNESS POINT:** Topsoil placement before planting.
- **HOLD POINT:** Final landscaping inspection.

Required Documentation

- Planting schedule
- Delivery dockets for soil and plants
- Photos of completed landscaping

6. Irrigation & Watering Systems

Requirements

- Install watering systems to plan, ensuring:
 - Correct pipe layout
 - Coverage of all landscaped areas
 - Controllers programmed correctly
 - System fully operable
- Provide operation manuals to the client.

Risk Controls

- Electrical safety for controllers.
- Trench safety for irrigation lines.
- Avoid damaging existing services.

Quality Inspection Points

- Pressure and flow testing.
- No leaks in pipework.
- Correct sprinkler alignment and coverage.
- Controller settings verified.

Hold / Witness Points

- **WITNESS POINT:** Irrigation pressure test.
- **HOLD POINT:** Final system operation test.

Required Documentation

- Irrigation plan
- Operation manuals

QA MANAGEMENT SYSTEM WATERPROOFING WORK INSTRUCTION WP.20

Requirements

- Comply with:
 - AS 3740 – Internal Wet Areas
 - AS 4654 – External Above-Ground Membranes
 - NCC waterproofing requirements
- Confirm substrate preparation:
 - Clean, dry, dust-free
 - No cracks or movement joints untreated
 - Falls to waste **minimum 1:80**
- Apply primer compatible with membrane.
- Apply membrane to **minimum dry film thickness (DFT)** per manufacturer (e.g., 1.2–1.5 mm).
- Install bond breakers at all junctions.
- Install puddle flanges at floor wastes.
- Waterproof upturns:
 - **150 mm** minimum at walls
 - **25 mm** above finished floor level at door thresholds
- Flood test internal wet areas for **24 hours**.

Risk Controls

- PPE for solvent-based membranes
- Ventilation for fumes
- Fire safety for torch-on membranes
- Fall protection on balconies/roofs
- Prevent membrane damage by other trades

Quality Inspection Points

- Correct membrane thickness (wet film gauge)
- No pinholes, bubbles, bridging, or voids
- Correct upturn heights
- Bond breaker installed correctly
- Falls verified with laser level
- Flood test passed

Hold / Witness Points

- **HOLD POINT:** Substrate inspection before membrane
- **WITNESS POINT:** Wet film thickness check
- **WITNESS POINT:** Flood test
- **HOLD POINT:** No tiling until waterproofing certificate received

Required Documentation

- Waterproofing Certificate
- Flood test record
- Photos of membrane
- Manufacturer data sheets
- Marked-up drawings

QA MANAGEMENT SYSTEM FIRE PROTECTION SYSTEMS WORK INSTRUCTION WP.21

Requirements

- Comply with:
 - AS 1670 – Fire Detection
 - AS 2118 – Sprinklers
 - AS 2419 – Hydrants
 - AS 2441 – Hose Reels
 - AS 1530 – Fire Testing
- Install:
 - Fire collars
 - Fire dampers
 - Sprinkler heads
 - Hydrant ring mains
 - Fire pumps
 - EWIS systems
- Ensure correct zoning and device spacing.
- Ensure penetrations are sealed with **tested fire-rated systems**.

Risk Controls

- Hot works permits
- Electrical isolation
- Confined space entry
- Working at heights
- Pressure testing hazards

Quality Inspection Points

- Sprinkler head spacing and deflector height
- Hydrant flow and pressure
- Fire damper installation and tagging
- Fire collar installation
- Fire panel operation
- EWIS speaker coverage

Hold / Witness Points

- **WITNESS POINT:** Hydrostatic pressure test
- **HOLD POINT:** Fire authority inspection
- **WITNESS POINT:** Fire panel commissioning

Required Documentation

- Fire system commissioning report
- Fire collar register
- Penetration sealing register
- As-built drawings
- Compliance certificates

QA MANAGEMENT SYSTEM MECHANICAL SERVICES (HVAC) WORK INSTRUCTION WP.22

Requirements

- Install ductwork, plant, and pipework to engineer's design.
- Ensure:
 - Correct duct insulation (R-value)
 - Fire dampers installed to AS 1682
 - Condensate drainage with traps
 - Vibration isolation mounts
 - Access panels for maintenance
- Perform TAB (Testing, Adjusting, Balancing).
- Commission all systems.

Risk Controls

- Heavy lifting of plant
- Working at heights
- Electrical isolation
- Confined spaces
- Refrigerant handling

Quality Inspection Points

- Duct leakage testing
- Airflow measurements
- Fire damper operation
- Correct refrigerant charge
- Condensate drainage slope
- Plantroom access clearances

Hold / Witness Points

- **WITNESS POINT:** Ductwork inspection before ceiling close
- **HOLD POINT:** Mechanical commissioning
- **WITNESS POINT:** TAB verification

Required Documentation

- TAB report
- Mechanical commissioning sheets
- Refrigerant handling certificates
- As-built mechanical drawings

QA MANAGEMENT SYSTEM WORKING AT HEIGHTS / ROOF SAFETY WORK INSTRUCTION WP.23

Requirements

- Install fall protection:
 - Guardrails
 - Scaffolding
 - Harness systems
 - Roof anchor points
- Ensure roof access is controlled.
- Comply with WHS Regulations.

Risk Controls

- Ladder safety
- Weather monitoring
- Exclusion zones below
- Anchor point certification

Quality Inspection Points

- Scaffold tags current
- Harness inspection tags
- Roof access points secure
- Edge protection installed

Hold / Witness Points

- **HOLD POINT:** No roof work until fall protection installed

Required Documentation

- SWMS
- Scaffold tags
- Harness inspection records
- Anchor point certification

QA MANAGEMENT SYSTEM ASBESTOS & HAZARDOUS MATERIALS WORK INSTRUCTION WP.24

Requirements

- Review asbestos register.
- Engage licensed asbestos removalist.
- Prepare Asbestos Removal Control Plan.
- Conduct air monitoring.
- Obtain clearance certificate.

Risk Controls

- Respiratory protection
- Negative pressure enclosures
- Exclusion zones
- Decontamination procedures

Quality Inspection Points

- Correct removal method
- Waste double-bagged and labelled
- Air monitoring results
- Clearance inspection

Hold / Witness Points

- **HOLD POINT:** Controls verified before removal
- **WITNESS POINT:** Clearance inspection

Required Documentation

- Asbestos register
- Removal control plan
- Air monitoring results
- Clearance certificate

QA MANAGEMENT SYSTEM STRUCTURAL STEELWORK WORK INSTRUCTION WP.25

Requirements

- Install steel to engineer's drawings.
- Verify:
 - Welding to WPS
 - Bolt tensioning
 - Fire protection coating thickness
 - Steel alignment

Risk Controls

- Hot works
- Heavy lifting
- Working at heights

Quality Inspection Points

- Weld quality (visual + NDT if required)
- Bolt torque values
- Steel plumbness
- Intumescent paint thickness

Hold / Witness Points

- **WITNESS POINT:** Weld inspection
- **HOLD POINT:** Before concrete encasement

Required Documentation

- Welding certificates
- Bolt tension records
- NDT reports
- Fire protection certificates

QA MANAGEMENT SYSTEM CLADDING / FAÇADE SYSTEMS WORK INSTRUCTION WP.26

Requirements

- Install cladding to NCC and manufacturer requirements.
- Ensure:
 - Fire compliance
 - Correct fixings
 - Flashings
 - Cavity barriers
 - Weatherproofing

Risk Controls

- Working at heights
- Wind uplift
- Cutting tools

Quality Inspection Points

- Flashing installation
- Fixing pattern
- Cavity ventilation
- Fire-rated cladding compliance

Hold / Witness Points

- **HOLD POINT:** Flashing inspection
- **WITNESS POINT:** Sample panel approval

Required Documentation

- Cladding compliance certificate
- Manufacturer installation guides
- Photos

QA MANAGEMENT SYSTEM LIFT INSTALLATION WORK INSTRUCTION WP.27

Requirements

- Builder's works:
 - Shaft dimensions
 - Power supply
 - Ventilation
 - Fire rating
- Lift contractor installs lift to AS 1735.
- Commission lift.

Risk Controls

- Shaft fall hazards
- Electrical hazards
- Restricted access

Quality Inspection Points

- Shaft plumbness
- Lift car alignment
- Safety gear testing
- Emergency lowering

Hold / Witness Points

- **HOLD POINT:** Shaft readiness inspection
- **WITNESS POINT:** Lift commissioning

Required Documentation

- Lift commissioning certificate
- As-built drawings
- Maintenance manual

QA MANAGEMENT SYSTEM SECURITY, ACCESS CONTROL, CCTV WORK INSTRUCTION WP.28

Requirements

- Install cabling, devices, and control panels.
- Integrate with fire systems.
- Test all devices.

Risk Controls

- Electrical isolation
- Ladder safety
- Data security

Quality Inspection Points

- Camera coverage
- Access control operation
- Cable certification
- Server rack installation

Hold / Witness Points

- **WITNESS POINT:** Device testing

Required Documentation

- Commissioning sheets
- Data certification reports
- As-built drawings

QA MANAGEMENT SYSTEM SOLAR / BATTERY SYSTEMS WORK INSTRUCTION WP.29

Requirements

- Install PV panels, inverters, and batteries to:
 - AS/NZS 5033
 - AS/NZS 4777
- Ensure:
 - Roof mounting
 - Cable management
 - DC isolator placement
 - Battery ventilation
 - Fire separation

Risk Controls

- Live DC hazards
- Roof work
- Fire risk from batteries

Quality Inspection Points

- Panel mounting
- Cable management
- Inverter operation
- Battery enclosure ventilation

Hold / Witness Points

- **HOLD POINT:** Electrical inspection before energisation

Required Documentation

- Electrical safety certificate
- PV commissioning report
- As-built drawings