



# Australasian Timber Flooring Association®

## ATFA Inspector Guidelines

### ATFA Licensed Inspector Code of Conduct

An Inspector will:

- (a) meet the requirements of an Inspector, as determined by ATFA;
- (b) always remain impartial;
- (c) be an independent external contractor to ATFA (or may be directly employed by ATFA), however, are accredited by ATFA and follow ATFA procedures.
- (d) objectively provide an Inspection Report on the facts of the project;
- (e) provide a final Inspection Report within 10 working days of the Inspection occurring on site (or as otherwise agreed with the Commissioning Party); and
- (f) when advertising, do so ethically and without misrepresenting the ATFA.

An ATFA Inspector must not:

- (a) hold any conflict of interest associated with the project that is the subject of the Inspection;
- (b) make a ruling as to who is at fault;
- (c) provide comment on contractual matters; or
- (d) provide comment outside their field of expertise.

### The Inspection Report is written for the Commissioning Party

The history, observations, measurements and testing of the floor under inspection are to be used to determine a logical explanation of what occurred with the floor.

The Inspection Report is not to go beyond this scope and is to address only those concerns brought before the Inspector (as stated on the RFI or as further clarified by the Commissioning Party), except in circumstances where the Inspector has identified any safety concerns.

While the Inspection Report is to be prepared for the Commissioning Party, no bias is to be shown (that is, if the other party had commissioned the report for the same purpose(s), its findings would be the same).

Reference materials used in the assessment of a floor will generally include ATFA publications and relevant Australian Standards but may also include other reference material.

Such documents do not cover all aspects relating to a floor and where this arises, the fact that an aspect is not covered may be stated.

In the process of drafting an Inspection Report, the Inspector should consider whether other Inspectors would report with similar findings.

Inspectors may talk with the party or parties involved in the services or products being inspected, if said party or parties are not present at the Inspection, if the Inspector considers he or she requires clarification regarding any aspect of the services or products being inspected.

In all circumstances, a copy of the Inspection Report is to be provided to ATFA for review prior to issuing to the client.

ATFA Members and non-members, if associated with the concerns in the floor, will be notified of the Inspection (if their details are known). All reasonable efforts should be made to ascertain the party or parties involved.

ATFA reserves the right to review any Inspection Report that is written by an Inspector.

An Inspection Report will only be released to a party other than the Commissioning Party, when the ATFA board protocol is followed and, in the opinion of the ATFA CEO, procedural fairness or natural justice needs to be taken into account.

### For guidance, ATFA will outline what constitutes a problem.

Many issues relating to what may constitute a problem in a timber floor are documented in ATFA publications. Other literature sources may also be utilised and referenced.