

Proforma CV for “once off” recognition of a person to perform an inspection

Inspections are to be undertaken by persons listed in the “Competent Persons Register”. It is recognised that work and resource commitments in remote areas may sometimes mean that a person from the “competent persons” register may not be available for a particular inspection. In such limited cases, a delegate may be nominated for a specific inspection provided

- (a) the form below is completed and submitted to Project Services Building Surveying*
- (b) the person undertaking the inspections is supplied with the relevant Checklist for the inspection to be undertaken*
- (c) the inspection checksheet is completed and returned to the “competent person” responsible for the inspections, for inclusion with all other inspection records*
- (d) a copy of the CV proforma is attached to the particular inspection sheet*

Please note:

*This procedure is only to be used in remote regions where there are exceptional or extenuating circumstances which warrant the use of a person not recognised on the list of “competent persons” Consequently a “**reason**” for the use of the person proposed is required on the form. The reason should be specific and refer to the particular circumstance that has led to this action. A generic statement to the effect “competent person not available” **is not sufficient**.*

Site:

Name of Project:

Inspection to be undertaken:

Name of person performing inspection

Reason “competent person” is not available for this inspection

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attach separate statement for “competent person” if necessary.

Licencing of person performing inspection

State QBSA trade licences held by person performing inspections, including registration number If Crown employee – state “Crown Employee”

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Qualifications of person performing inspection

State trade or academic qualifications related to the building industry

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Relevant experience of person performing inspection

Give description of role and responsibility undertaken for projects similar to the project to be inspected (attach separate documentation if necessary)

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Conflict of interest declaration *(to be completed by other than Crown employees)*

I declare that, in relation to the building works nominated above, I am not the person or entity responsible for the construction of the building works, nor am I an employee of the person or entity responsible for the construction of the building works and that I have no pecuniary interest in the building works nominated above.

.....(signature)