|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To be completed by WHS Coordinator, Site Manager, Site Safety Representative or delegated person  with a Sub-Contractor at least once a week. Possible more than one inspection per week may be  required for high risk sites. | | | | | |
| Project / Site Inspected: | |  | | | |
| Inspection undertaken by: | |  | | | |
| Date: |  | Time: |  | Signature: |  |
|  |  |  |  |  |  |
| Complete Relevant sections only: | | | | | |

| Item No. | Aspect | Compliance | | | Comment |
| --- | --- | --- | --- | --- | --- |
| Yes | No | N/A |
| 1 | Project Safety Documentation/Records |  |  |  |  |
| **1a** | Have all items from last checklist been addressed/closed out and non-compliances recorded on the NCR/CAR register? |  |  |  |  |
| **1b** | Is the most up-to-date PSMP/ available on site? |  |  |  |  |
| **1c** | Copy of sub-contractor’s General WHS Induction Card, competency certificates and licences maintained on site? |  |  |  |  |
| **1d** | Site Safety Induction Register in place and up-do-date? |  |  |  |  |
| **1e** | Daily Pre-Start Briefing in place and signed by all on site? |  |  |  |  |
| **1f** | Safe Work Method Statement available for all site activities? (Pick a different Subby each week) |  |  |  |  |
| **1g** | Safe Work Method Statements reviewed and authorised prior to commencement of work? Have all Subbies on site signed SWMS? |  |  |  |  |
| **1h** | Permit to Work for hazardous work processes issued and copies of permits for completed work retained? (What permits issued this week?) |  |  |  |  |
| **1i** | Incident Register maintained and up-to-date? (State last entry) |  |  |  |  |
| **1j** | Non-conformance and Corrective Action Register available and up-to-date? (state last entry) |  |  |  |  |
| 2. | Site Security and Access Control |  |  |  |  |
| 2a | Site secured by perimeter fence or other means? |  |  |  |  |
| 2b | Access to and exit from site controlled? |  |  |  |  |
| 2c | Arrangements in place for restricting night time access to site? |  |  |  |  |
| 2d | Plant and equipment stored in safe location? |  |  |  |  |
| 2e | Construction materials, goods and substances stored in safe location? |  |  |  |  |
| 2f | Access to and exit from site are unobstructed and safe? |  |  |  |  |
| 3. | Signage |  |  |  |  |
| 3a | Construction Site Safety Signs with Haslin’s name and contact details erected at main entrance and other locations around the perimeter fence? |  |  |  |  |
| 3b | Areas where PPE are required are appropriately sign posted? |  |  |  |  |
| 3c | Hazardous substances and dangerous goods storage areas are appropriately sign posted? |  |  |  |  |
| 3d | Hazardous locations (e.g. restricted areas, confined spaces, excavations, live power line, asbestos etc.) are appropriately sign posted? |  |  |  |  |
| 3e | Signs are neither damaged nor defaced? |  |  |  |  |
| 3f | Sub-Contractor signage in place for their particular work on site? |  |  |  |  |
| 4. | Site Office and Amenities |  |  |  |  |
| 4a | Light and ventilation adequate in site office? |  |  |  |  |
| 4b | Office clean and tidy? |  |  |  |  |
| 4c | Office furniture appropriate with no ergonomic hazard visible? |  |  |  |  |
| 4d | Drinking water supply available? |  |  |  |  |
| 4e | Toilet(s) available? |  |  |  |  |
| 4f | Washing facility available? |  |  |  |  |
| 4g | Meal room available? |  |  |  |  |
| 4h | Rest and change room(s) available? |  |  |  |  |
| 4i | First aid room available (if applicable)? |  |  |  |  |
| 5. | First Aid |  |  |  |  |
| 5a | Appropriate first aid kit available on site (e.g. Type A or Type B)? |  |  |  |  |
| 5b | First aid kit fully stocked? |  |  |  |  |
| 5c | Location of first aid kit/room directed by appropriate sign(s)? |  |  |  |  |
| 5d | Trained first aid personnel available on site  With name and contact number of first aid personnel displayed in prominent locations? |  |  |  |  |
| 5f | The last First Aid Kit inspection using SEQ-CL-043 been conducted? |  |  |  |  |
| 6. | Personal Protective Equipment |  |  |  |  |
| 6a | Employees, sub-contractors and visitors on site are wearing appropriate PPE in accordance to their specialised works? And worn correctly? |  |  |  |  |
| 6b | Employees and sub-contractors wearing appropriate clothing for protection from extreme weather conditions? |  |  |  |  |
| 7 | Emergency Evacuation and Response |  |  |  |  |
| 7a | Emergency Evacuation Plan available? And displayed in site offices and amenities |  |  |  |  |
| 7b | Emergency contact numbers displayed in site office, safety notice board and other prominent locations? |  |  |  |  |
| 7c | Specific Emergency Response Plans/Procedures for potential emergency events (e.g. Fire, Hydrocarbon Spills) available on site? |  |  |  |  |
| 7d | Emergency response equipment functional and in date to manufactures Specifications? |  |  |  |  |
| 7d | * Fire Extinguishers |  |  |  |  |
| 7d | * Safety Basket/Basinet |  |  |  |  |
| 7d | * First Aid Kits |  |  |  |  |
| 7d | * Emergency Alarm/Horn |  |  |  |  |
| 7d | * Life Ring |  |  |  |  |
| 7d | * Specialised Emergency Equipment (e.g. confined space, spill kit, etc.). State what type of emergency equipment |  |  |  |  |
| 7e | Last emergency drill conducted? |  |  |  |  |
| 8. | Hazardous Substances and Dangerous Goods |  |  |  |  |
| 8a | All hazardous substances and dangerous goods stored on site are listed on the SEQ-CL-001 Register? And all sub-contractors HSDG? |  |  |  |  |
| 8b | Hazardous substances and dangerous goods stored in accordance with applicable regulatory requirements? And in 110% Bunds? |  |  |  |  |
| 8c | Sub-Contractors and Haslin storage containers of hazardous substances are appropriately labelled? Including individual containers |  |  |  |  |
| 8d | SDS available for all hazardous substances stored and/or used on site? |  |  |  |  |
| 8e | No prohibited or carcinogenic hazardous substances on site? |  |  |  |  |
| 9. | Hazardous Material |  |  |  |  |
| 9a | Structures and/or areas containing hazardous material (e.g. asbestos, lead etc.) are isolated and signposted? |  |  |  |  |
| 9b | Relevant Specialised Permits being issued? |  |  |  |  |
| 9c | Specific Hazardous Materials Plan in place? E.g. Asbestos, Acid Sulphate Soils etc. |  |  |  |  |
| 10 | Plant/Tools and Equipment (including electrical) |  |  |  |  |
| 10a | Plant and equipment inspected as per schedule and records maintained for operational plant on site? (Choose a different Subby each week, when applicable) |  |  |  |  |
| 10b | Is plant and its equipment on site are in good and working condition? |  |  |  |  |
| 10c | Where required, plant is registered and registration details displayed on the plant? |  |  |  |  |
| 10d | Operator possess’ appropriate licence? (Provide evidence e.g. licence No) |  |  |  |  |
| 10e | Daily log book maintained for all mobile plant? |  |  |  |  |
| 10f | All mobile plant fitted with flashing lights and reverse alarms? |  |  |  |  |
| 10g | SWL of lifting equipment prominently displayed? (chart can be in the window) |  |  |  |  |
| 10h | Rops/Fops on plant or risk assessment made on that plant for prevention of roll over or falling objects made available? |  |  |  |  |
| 10i | Appropriate measures are in place to avoid collision of powered mobile plant with pedestrians and other mobile plant? |  |  |  |  |
| 10j | All electrical tools and leads checked: (Check a different subby each week) |  |  |  |  |
| 10j | * Tagged within 3 months of last inspection? |  |  |  |  |
| 10j | * Lead off the ground? |  |  |  |  |
| 10j | * Leads in good working order? E.g. no tears, exposed wires or band aids |  |  |  |  |
| 10j | * Register for all leads and electrical equipment |  |  |  |  |
| 10k | All lifting equipment: |  |  |  |  |
| 10k | * Registered and supplied to Haslin |  |  |  |  |
| 10k | * Identifiable tags with WLL on chains, shackles, clutches. If not for slings, are they available with a register? |  |  |  |  |
| 10k | * No rips, tears or stretching identified |  |  |  |  |
| 11. | Cranes |  |  |  |  |
| 11a | Where required, is WorkSafe (WorkCover) registration certificate current |  |  |  |  |
| 11b | Where required has all lift gear registers been provided |  |  |  |  |
| 11c | Plant operator possess appropriate licence? |  |  |  |  |
| 11d | Is plant set up appropriately i.e.; Hydraulic stabilisers, exclusion zone, communication etc. |  |  |  |  |
| 11e | Operational log book maintained for all mobile plant? |  |  |  |  |
| 11f | All mobile plant fitted with flashing lights and reverse alarms? |  |  |  |  |
| 11g | Has the risk of working under overhead powerlines been assessed |  |  |  |  |
| 12. | Concrete Booms / Pumps |  |  |  |  |
| 12a | Has a current WorkSafe (WorkCover) registration certificate been provided |  |  |  |  |
| 12b | Is evidence of required maintenance and inspections been conducted on plant i.e.; Daily, monthly, Yearly, and six yearly and supplied to Haslin? |  |  |  |  |
| 12c | Where required, plant operators possess appropriate licence? |  |  |  |  |
| 12d | All mobile plant fitted with flashing lights and reverse alarms? |  |  |  |  |
| 12e | Has the risk of working under overhead powerlines been assessed |  |  |  |  |
| 12f | Have appropriate signage been erected i.e.; “No work permitted under Boom when pumping” |  |  |  |  |
| 13. | Excavation & Pipe/Fittings Installation/Lasers |  |  |  |  |
| 13a | Excavation area barricaded to prevent entry of unauthorised persons? |  |  |  |  |
| 13b | Adequate system of safety in place to control: |  |  |  |  |
| 13b | * Fall and dislodgement of earth and rock? |  |  |  |  |
| 13b | * Instability of the excavation or any adjoining structure? |  |  |  |  |
| 13b | * Inrush of water? |  |  |  |  |
| 13b | * Placement of excavated materials? |  |  |  |  |
| 13b | * Overhead Power? |  |  |  |  |
| 13b | * Spotter & Operator ticketed to operate within exclusion zone? |  |  |  |  |
| 13c | DB4UD and Permit made available for the operator? |  |  |  |  |
| 13d | Excavations deeper than 1.5m has one of the following used by a competent person?   * Risk assessment * Geo-Tech Report * Benching * Shoring |  |  |  |  |
| 13e | Safe means of access to and egress from excavation available? |  |  |  |  |
| 13f | All lifts of pipe/fittings done: |  |  |  |  |
| 13f | * Safely and not over other employees |  |  |  |  |
| 13f | * Tag lines used |  |  |  |  |
| 13f | * Dogman used where appropriate |  |  |  |  |
| 13f | * Lifting equipment appropriate |  |  |  |  |
| 13f | * Plant SWL appropriate to lift items |  |  |  |  |
| 13g | Lasers used for surveying heights depths and lasers used for laying pipe are within construction class range of no more than 3B Restricted |  |  |  |  |
| 13g | * Laser signage up where appropriate? |  |  |  |  |
| 13g | * Lasers Calibrated |  |  |  |  |
| 13h | Cut over/Cut into over other utilities risk assessed for: |  |  |  |  |
| 13h | * Utility owner shut down |  |  |  |  |
| 13h | * Toolbox/meeting of all stakeholders |  |  |  |  |
| 13h | * Appropriate trades available |  |  |  |  |
| 13h | * Rescue plan assessed |  |  |  |  |
| 13h | * Specific SWMS in place |  |  |  |  |
| 14. | Demolition |  |  |  |  |
| 14a | Ropes, pulleys and chains are not used if the building is more than 4 m high? |  |  |  |  |
| 14b | Persons are not working/occupying buildings under demolition site where there is a risk of injury from falling materials? |  |  |  |  |
| 14c | Adjacent buildings, people and public areas protected from the demolition work? |  |  |  |  |
| 14d | All Services shut down or switched off? |  |  |  |  |
| 14e | Demolition method statement or SWMS in place? |  |  |  |  |
| 15 | Electrical Work |  |  |  |  |
| 15a | Electrical installation that is being worked on is de-energised? |  |  |  |  |
| 15b | Persons working on electrical installation using appropriate test equipment and tools and PPE? |  |  |  |  |
| 15c | Isolation point of relevant SWITCHBOARD or electrical supply clearly identified and is able to be reached and operated quickly? |  |  |  |  |
| 15d | Work area clear of obstruction to enable entry and exit quickly and safety? |  |  |  |  |
| 15e | Unauthorised persons are prevented from entering work area by signage or barriers? |  |  |  |  |
| 15f | Live work carried out in presence of a qualified safety observer who is competent in electrical rescue and cardio-pulmonary resuscitation? |  |  |  |  |
| 15g | Electrical leads are in good condition? |  |  |  |  |
| 15h | All extension leads off the ground? |  |  |  |  |
| 15i | Do the site switchboards have:   * A facility for locking * A map of power supply if there is more than one switchboard * Not to be to damage leads * A structure robust enough for the surrounding work environment |  |  |  |  |
| 16. | Confined Space |  |  |  |  |
| 16a | Appropriate signs displayed and protective barriers erected around confined space to prevent entry of unauthorised persons? |  |  |  |  |
| 16b | Permit to Work system in place for entry to and work within confined spaces? |  |  |  |  |
| 16c | Hazards associated with work within confined space identified, appropriate hazard control actions identified and documented in Permit to Work? |  |  |  |  |
| 16d | Where required, atmospheric monitoring is in place? |  |  |  |  |
| 16e | Where required, stand-by person is available? |  |  |  |  |
| 16f | Communication system available and effective? |  |  |  |  |
| 16g | Openings for entry to and egress from confined space are of adequate size to permit rescue operation? |  |  |  |  |
| 16h | Openings are free from obstruction by fittings or equipment that could impede rescue operation? |  |  |  |  |
| 16i | Persons working within confined space are provided with appropriate emergency equipment? And trained? |  |  |  |  |
| 17. | Hot Work |  |  |  |  |
| 17a | Appropriate ventilation provided to protect employees from exposure to atmospheric contaminants, including fume, gas and vapour? |  |  |  |  |
| 17b | Employees undertaking hot work are wearing appropriate PPE? |  |  |  |  |
| 17c | Appropriate signs are placed at or near hot work areas to warn people of hazards arising from hot work? |  |  |  |  |
| 17d | Appropriate screens erected around hot work area to protect employees from exposure to harmful levels of ultraviolet radiation or sparks? |  |  |  |  |
| 17e | A Permit to Work system is in place for identifying and controlling the hazards and risks associated with hot work? |  |  |  |  |
| 18. | Manual Handling |  |  |  |  |
| 18a | Work practices are designed to eliminate risks arising from manual handling? |  |  |  |  |
| 18b | Where required, mechanical aids are provided for lifting heavy objects? |  |  |  |  |
| 19. | Scaffolding, Gantry or Hoarding & Working @ Heights |  |  |  |  |
| 19a | Scaffold erected to plans made available or accordance to relevant AS/NZS Standards? Permit in place? |  |  |  |  |
| 19b | Safe and suitable access to and egress from scaffold maintained? (Stairs or ladders) |  |  |  |  |
| 19c | Scaff tag inspected and up to date? |  |  |  |  |
| 19d | Are the following in place where scaffold is over 2meters and 4meters |  |  |  |  |
| 19d | * Handrails, mid-rails and kick boards |  |  |  |  |
| 19d | * Bracing in where it should be? |  |  |  |  |
| 19d | * Tie-ins, where they should be? |  |  |  |  |
| 19d | * Overlap boards tied down? |  |  |  |  |
| 19e | Scaffold Hand over Certificate been supplied and filled out correctly? |  |  |  |  |
| 19f | Anchor points installed to the manufactures specifications and by a competent person and all information given to Haslin? |  |  |  |  |
| 19g | All Fall Arrest equipment inspected, registered initially, then every six months by a competent person and given to Haslin? This can be done using SEQ-CL-042 Inspection of Harnesses. Is permit in place? |  |  |  |  |
| 19h | Fall Arrest equipment inspected for: |  |  |  |  |
| 19h | * Rips and tears |  |  |  |  |
| 19h | * Identifiable Certification Tag |  |  |  |  |
| 19h | * In date from day of purchase for up to 10 years |  |  |  |  |
| 19i | Competent persons working at heights? |  |  |  |  |
| 19j | Exclusion zone/Drop zone in place where working above other trades etc. |  |  |  |  |
| 19k | EWP/Boom lift used, is the following in place? |  |  |  |  |
| 19k | * Daily log book signed/tick/flick |  |  |  |  |
| 19k | * Permit in place? |  |  |  |  |
| 19k | * Harness used on Boom lift |  |  |  |  |
| 19k | * Competency ticket for use over 11m |  |  |  |  |
| 19k | * Stable ground & clear pathways |  |  |  |  |
| 19k | * Drop zone in place |  |  |  |  |
| 19l | Ladders comply with the following: |  |  |  |  |
| 19l | * Relevant Australian Standard? |  |  |  |  |
| 19l | * Erected 4:1 ratio |  |  |  |  |
| 19l | * Tied top and bottom |  |  |  |  |
| 19l | * Used for access/egress and safely |  |  |  |  |
| 19l | * Drop zone in place |  |  |  |  |
| 19l | * Treads and rungs on ladders in good condition |  |  |  |  |
| 19m | Falling Objects |  |  |  |  |
| 19m | * Is there provision of a secure barrier to prevent objects falling from heights e.g. meshing, edge protection, gantry or hoardings |  |  |  |  |
| 19m | * Is there a safe means of raising and lowering objects |  |  |  |  |
| 19m | * Is there an exclusion zone to prevent possible falling objects |  |  |  |  |
| 20 | Formwork/Steel fixing/Concreting |  |  |  |  |
| 20a | Footing system to support formwork assembly on the foundation appropriate for maintaining stability, strength and stiffness? |  |  |  |  |
| 20b | Formwork structure stable with no potential risk of overturning, uplifting or sliding? |  |  |  |  |
| 20c | Formwork adequately braced? |  |  |  |  |
| 20d | Formwork structure not deformed? |  |  |  |  |
| 20e | Structure fitted with devices to facilitate adjustment and to permit controlled movement of formwork during stripping? |  |  |  |  |
| 20f | Guardrails, access stairway or ladders in place for safe and easy access to formwork? |  |  |  |  |
| 20g | Steel fixers using proper manual handling techniques |  |  |  |  |
| 20h | Steel fixers using appropriate PPE |  |  |  |  |
| 20i | Reo-bars kept in tidy bunches |  |  |  |  |
| 20j | Reo-bars capped |  |  |  |  |
| 20k | Concrete trucks guided to pour area safely |  |  |  |  |
| 20l | Concreters using correct PPE to prevent concrete burns |  |  |  |  |
| 21. | Access and Egress |  |  |  |  |
| 21a | All access must be suitable for purpose,  clear and free from tripping and slipping hazards |  |  |  |  |
| 21b | Access /Egress ways blocked off if not in use |  |  |  |  |
| 22 | Tilt Panel Props |  |  |  |  |
| 22a | Have the props been checked and tagged? |  |  |  |  |
| 22b | Are there any cracks in welds or evidence of elongation in the pin holes? |  |  |  |  |
| 22c | All bolts and threads undamaged and tight? |  |  |  |  |
| 23. | Construction Noise |  |  |  |  |
| 23a | Where required, plant and equipment fitted with silencer to reduce noise emission? |  |  |  |  |
| 23b | Works done inside working hours |  |  |  |  |
| 23c | Offset distance from noise source to sensitive receiver points minimised? |  |  |  |  |
| 23d | Personnel on site not exposed to noise exceeding Statutory requirements? |  |  |  |  |
| 23e | Where required, employees and sub-contractors using appropriate hearing protection? |  |  |  |  |
| 23f | Noise generated by works on site not impacting local communities? |  |  |  |  |
| 24. | Air Quality |  |  |  |  |
| 24a | Dust suppression devices (e.g. water spraying) adequate and effective? |  |  |  |  |
| 24b | No excessive exhaust emission from construction plant and vehicle? |  |  |  |  |
| 24c | Stock piles covered where needed? |  |  |  |  |
| 25. | Surface Water Quality/Soil Conservation |  |  |  |  |
| 25a | Sediment transport to stormwater drains and nearby water courses controlled by silt traps/ barriers? |  |  |  |  |
| 25b | Silt traps/barriers effective and maintained? |  |  |  |  |
| 25c | No spillage of hydrocarbons or chemicals on site? |  |  |  |  |
| 25d | Spill kits provided and where? |  |  |  |  |
| 25e | No harmful discharges to nearby water course? |  |  |  |  |
| 25f | Any Dewatering of trenches, water storage, or dams, discharged into local water ways? If so has SEQ-CL-44 been used? Or local authority’s approvals been met? |  |  |  |  |
| 25g | Where necessary, wheel wash facility in place and effective? |  |  |  |  |
| 25h | Stock piles Protected with sediment control |  |  |  |  |
| 25i | Vegetation maintained where possible |  |  |  |  |
| 25j | Public Roads kept clean from construction soils |  |  |  |  |
| 25k | Soil & Water Management Plan or Haslin ECP adhered to from the PEMP? IS it effective? |  |  |  |  |
| 26. | Waste |  |  |  |  |
| 26a | Adequate bins provided? |  |  |  |  |
| 26b | Concrete Waste Area provided and disposed of at regular intervals |  |  |  |  |
| 26b | No waste stored or left in unauthorised areas? |  |  |  |  |
| 26c | Recyclable waste are segregated and stored in separate bins? |  |  |  |  |
| 26d | Waste dockets kept for records? |  |  |  |  |
| 26e | Waste removed from site at required intervals and disposed of in authorised manner? |  |  |  |  |
| 27. | Traffic Management |  |  |  |  |
| 27a | Where required, a Traffic Management Plan is in place and effectively implemented? |  |  |  |  |
| 27b | Speed restriction and warning signs are in place? |  |  |  |  |
| 27c | Where required, trained Traffic Controllers engaged for ensuring safe pedestrian movements? |  |  |  |  |
| 27d | Vehicle parking facility for employees, sub-contractors and visitors established and adequate? |  |  |  |  |
| 27e | Material loading and unloading areas have no interface with pedestrian and vehicular movement? |  |  |  |  |
| 28. | Flora and Fauna |  |  |  |  |
| 28a | Limits of construction activities clearly delineated from Flora and Fauna |  |  |  |  |
| 28b | A local research conducted on local habitats and endangered species |  |  |  |  |
| 28c | Protected flora/fauna species identified |  |  |  |  |
| 28d | Local Wires numbers on emergency plan? |  |  |  |  |
| 28e | Haslin ECP adhered to from the PEMP? |  |  |  |  |
| 29. | Heritage |  |  |  |  |
| 29a | Heritage buildings or artefacts identified and delineated |  |  |  |  |
| 30 | Noise and Vibration |  |  |  |  |
| 30a | Construction activities kept within working hours |  |  |  |  |
| 30b | Acoustic enclosures needed for load construction activities needed? |  |  |  |  |
| 30c | Dilapidation reports done for possible vibration close to other buildings |  |  |  |  |
| 31. | Materials |  |  |  |  |
| 31a | Are deliveries being tracked and recorded? |  |  |  |  |
| 32. | Covid 19 |  |  |  |  |
| 32a | Are all hand cleaning social distancing and coughing sneezing signage still up on all amenity walls? |  |  |  |  |
| 32b | Has the daily cleaning checklist been signed off and filed on Mfiles correctly? |  |  |  |  |
| 32c | Is there enough soap, sanitizer and cleaning products available? |  |  |  |  |
| 32d | Is there enough, gloves and masks readily available? |  |  |  |  |
| 32e | Daily Pre-starts mentioning Social Distancing and Cleaning Tools? |  |  |  |  |
| 32f | Witness Social distancing is it being practiced on-site and office? |  |  |  |  |
| 32g | Are trades staggering work and smoko breaks? |  |  |  |  |
| 32h | Is QR Code sign in being used? |  |  |  |  |
|  | OTHER: |  |  |  |  |
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| Inspection Criteria Ref: | Items of observation needing correction: | Actioned by: | Signature: | Date closed out: |
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| Signature: |  | Date: |  | |

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| --- | --- | --- | --- | --- |
| Subcontractor Sign-Off | | | | |
| A representative from a Sub Contractor company on site to sign off that they have completed and  gone through the Weekly Inspection with Haslin Staff. | | | | |
|  | | | | |
| Name | Company | Position/Role | Signature | Date |
|  |  |  |  |  |
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