

# 5 EASY STEPS TO BOOK AN INSPECTION

## Organising an Inspection with STA is simple.

From booking through to receipt of certification documentation in just five easy steps. Plus we ensure all the right people are informed throughout the process.

### 1. Call the Inspection Hotline

We require a minimum of 24hrs notice.

Ensure you have your STA Job Number at the ready.

Nominate a mobile number for order confirmation via SMS - typically the concreter.

Nominate up to three email addresses for receipt of On Site Summary Report - typically the concreter, supervisor, and area building manager.

**QLD: 07 3071 7444      NSW: 02 4038 1408**

### 2. Receive an SMS Confirmation

Confirmation will be sent immediately to the nominated mobile number of receipt of order. This will include the date and time for the inspection.

### 3. Day of Inspection

Our nominated inspector will arrive at your site and undertake your inspection at the agreed booking time.

### 4. Documentation is Emailed

- A. Once the inspection has been undertaken, the nominated email addresses will receive the completed Inspection Report, noting any actions to be carried out.
- B. Where conditional elements exist (orange status), actions must be completed by the client. Release of certification documentation will remain on hold until the evidence has been submitted for review and released. Clients will receive a daily On-Hold Conditional Inspections Report.

### 5. Certification Documentation is Issued

Once all documents are aligned, the certification documents will be issued typically within 72 hours.