



Commercial in Confidence

GPO BOX 9927
Melbourne VIC 3001

Operations Telephone: 03 8509 3010
Operations Fax: 03 8509 3023

Australian Government
**Office of the Australian Building and
Construction Commissioner**

[INSERT DATE]

[INSERT TITLE]
[INSERT ADDRESS]

Our Ref: [INSERT ABCC REFERENCE NUMBER]

Dear [INSERT NAME]

**National Code of Practice for the Construction Industry (National Code)
Implementation Guidelines [INSERT GUIDELINES REFERENCE]
Document Review – [INSERT COMPANY NAME]**

I refer to the document review undertaken by the Office of the Australian Building and Construction Commissioner (ABCC) at [PROJECT NAME] (Project).

A review of [INSERT COMPANY NAME] documents and processes, with specific emphasis to the application of the National Code on this 'Project' is now complete. As a result, matters requiring rectification to ensure compliance with the National Code have been identified below and in the attached Chart of Issues.

- 1.
- 2.
- 3.

You will be contacted by the ABCC to arrange a convenient time to discuss the findings of the review. Further information can be obtained on the National Code from our website at www.abcc.gov.au/abcc/NationalCode

Yours sincerely

Mrs Helen Evenden
Executive Director
National Code Operations

DM8-91869 - Code Document Review-Report Template.docx

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Document Review National Code of Practice for the Construction Industry
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Project: [INSERT PROJECT NAME]

ISSUE 1 -

Ref	Documents/Information	Comment
1/1	[INSERT NAME OF DOCUMENT/TITLE/LOCATION] [INSERT BRIEF DESCRIPTION OF ISSUE]	[INSERT REFERENCE TO RELEVANT SECTION OF IMPLEMENTATION GUIDELINES AND REQUIREMENT] <ul style="list-style-type: none"> [LIST INCONSISTENT PRACTICES] [LIST POSSIBLE ACTION]

ISSUE 2 -

Ref	Documents/Information	Comment
2/2	[INSERT NAME OF DOCUMENT/TITLE/LOCATION] [INSERT BRIEF DESCRIPTION OF ISSUE]	[INSERT REFERENCE TO RELEVANT SECTION OF IMPLEMENTATION GUIDELINES AND REQUIREMENT] <ul style="list-style-type: none"> [LIST INCONSISTENT PRACTICES] [LIST POSSIBLE ACTION]

ISSUE 3 -

Ref	Documents/Information	Comment
3/3		
		<ul style="list-style-type: none">

ISSUE 4 -

Ref	Documents/Information	Comment
4/4		
		<ul style="list-style-type: none">