



Commercial in Confidence

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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 GUIDELINE REFERENCE]
Inspection – [INSERT PROJECT NAME]**

I refer to the Inspection undertaken by Code Compliance Investigators [NAME] and [NAME] from the Office of the Australian Building and Construction Commissioner (ABCC) on [INSERT DATE OF INSPECTION] 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. Rectifications undertaken by [INSERT COMPANY NAME] subsequent to or during the course of the Inspection have been considered.

As a result of the Inspection, the procedures reviewed on this project currently comply with the requirements of the National Code. Please note that this project may be subject to further inspections and/or audits.

If you require additional information or assistance in relation to the National Code or application to your company please contact me on [PHONE NUMBER]. Further information can be obtained on the National Code from our website at www.abcc.gov.au/abcc/NationalCode

Yours sincerely

[INSERT TEAM LEADER/INVESTIGATOR]