

- This report is to be prepared by the BCRP Service Provider in respect of the schedule of site visits and remote site assessments determined under the component 3 - Builder Performance Review Schedule.
- A report should be prepared following each site visit and remote site assessment under the Component 4 - Builder Performance Review.
- This report should be provided to the Builder and the Scheme Agent

HBCF Building Contract Review Program (BCRP)

1. Builder and site details

Builder's name (i.e. the legal name under which the builder contracts and as shown on your builder's licence)

Builder's licence number

Builder's scheme agent

Builder's broker

Broker's reference (if any)

Broker contact person

Broker telephone

Broker email

Building site address

Suburb/town

State

Postcode

Project description

Contract price (inc GST)

2. BCRP service provider details

BCRP service provider

Contact person

Service provider internal reference

Telephone

Email

3. Builder Performance Review (BPR) Report

Date of site visit/remote site assessment (DD/MM/YYYY)

Total no. of BPRs (as per schedule)

No. of this BPR

No. of reviews cancelled

No. of reviews added

Preliminaries

Site visit
 Remote site assessment
 A copy of the Certificate/s of Insurance for this project has been obtained and all details checked to ensure they are appropriate and correspond with the building contract and the builder’s licence (e.g. names, licence number, category, contract amount, project description etc.).

Review Undertaken	Outcome
All scheduled progress payments to determine that claims were appropriate.	
All third party certificates (including engineers’ inspections, mandatory PCA inspections, trade compliance certificates etc.) issued since the previous BCRP review.	
Contract variations, including ensuring they are in writing and properly costed.	
Progress in accordance with the project construction schedule and terms of the contract (and investigate reasons for any significant delays).	
The Builder’s competence in site supervision for all works carried out since the previous BCRP review (and any areas previously identified as a concern) including: <ol style="list-style-type: none"> 1. Set out and levels 2. Sequencing of trade contractors/workers 3. General standard of finish 4. Frame integrity 5. Cavity drainage integrity, external weep holes and termite barrier integrity 6. Sill and window flashings 7. Wet area treatment 8. Stormwater disposal 9. Future integrity of footings against drainage and other works still to be completed. 	

Additional comments/information in relation to any of the above items or other identified concerns: (if required)

Notes on Builder Performance

General site presentation:

Work flow of trades and appropriateness of materials:

Competence of trades and appropriateness of materials:

Note: Any instances of concerns over the Builder’s competency to complete the project (including concerns as to time delays, standard of work performed, any evidence of cash flow issues and where payments have been made or sought other than as scheduled under the building contract) must be immediately reported by the BCRP service provider to the Scheme Agent.

Name

Position

Signature

Date (DD/MM/YYYY)