



## MOULD INSPECTION BROCHURE

### Option 1: Limited Mould Inspection (Min Fee = R 4 500-00. Based on a predefined area)

A Limited Mould Inspection does not include the entire building, but is based on inspecting and testing of a specific area only, as reflected in the Booking Agreement choice. Therefore, moisture intrusion, water damage, musty odours, apparent mould growth, or conditions conducive to mould growth in other areas of the building will not be inspected. This Option may be upgraded to Option 2, should the Inspector believe that a full mould inspection is required of the entire building, and that such upgrade would be advantages to the health and wellbeing of all occupants in the building.

The Inspector will describe the room or area of the building where the Limited Mould Inspection was executed in his/her report.

The Inspector shall perform;

1. A limited non-invasive visual examination of the readily accessible visible and installed systems and components located only in the room or limited area, as mentioned before.
2. Mould samples according to the IAC2 Mould Sampling Procedure. *2 (two) air and 1 (one) surface swabs* included in the package. Additional swabs and plates will be charged at Laboratory rates (*R 450-00 per plate and R 400-00 swabs*)

The Inspector shall report on;

1. Moisture intrusion
2. Water damage
3. Musty odours
4. Apparent mould growth or
5. Conditions conducive to mould growth and
6. Results from a registered and accredited laboratory analysis of all mould samples taken at the building.

*(complete pages 7, 10 to 13 & 15)*





## MOULD INSPECTION BROCHURE

### Option 2: Complete Mould Inspection (0 to 200m<sup>2</sup> = R 6 400-00. Thereafter, R 32-00/m<sup>2</sup> additional)

A Complete Mould Inspection includes the entire building, as reflected in the Booking Agreement choice.

The Inspector will describe the rooms or areas of the building where the Complete Mould Inspection was executed in his/her report.

The Inspector shall perform;

1. A non-invasive visual examination of the readily accessible visible and installed systems and components located in the building.
2. Moisture, temperature and humidity measurements in selected areas of the building.
3. Mould samples according to the IAC2 Mould Sampling Procedure. *3 (three) plates and 1 (one) swabs included in package. Additional swabs and plates will be charged at Laboratory rates. (R 450-00 per plate and R 400-00 per swab.)*

The Inspector shall report on;

1. Moisture intrusion
2. Water damage
3. Musty odours
4. Apparent mould growth or
5. Conditions conducive to mould growth and
6. Results from a registered and accredited laboratory analysis of all mould samples taken at the building.
7. Any system or component that was not inspected and the reason for such.

*(complete pages 7, 10 to 13 & 15)*



## IMPORTANT INFORMATION

### OPTIONS INCLUDE

#### Option 1

- One air sample in the main contaminated area and one surface swab at the Inspector's discretion.
- Additional air samples are highly recommended for adjoining rooms to quantify airborne mould spores.
- Additional surface swabs are highly recommended for adjoining suspect surfaces.
- Additional air plates and surface swabs samples need to be clearly requested and defined in the 'Booking Agreement', as they need to be ordered from the Laboratory and labelled.
- Fees are based on a single visit only.

#### Option 2

- Same as Option 1 with the exception that 3 air plates to be placed in strategic areas and three surface swabs done at the Inspector's discretion.



## Other General Charges and Exclusions for all Options

### Important Information continued

#### **Option 2—Areas that will be charged extra**

1. This mould inspection Option, is for the primary structure and attached parking structure only.
2. This mould inspection is up to and including 10 separate rooms as defined herein
3. Additional buildings are deemed as complete or limited inspections.
4. If the number of rooms / areas exceeds 10 as defined herein, these additional areas will be charged at R 450-00 (four hundred and fifty rand) per area extra and may include, but not limited to;
  - i. Extra roof space after the first / initial roof space
  - ii. Extra attached covered patio, braai areas or entertainment areas
  - iii. Extra outbuildings or rooms attached to the main structure
  - iv. Extra Crawlspace, cellar/s, loft/s, basement/s etc

#### **Areas not counted as extra rooms / spaces (Option 2)**

- Single toilets attached to bathrooms
- Small decorative balconies (Juliet Balcony)
- Small storerooms or pantries

**Note:** We do not perform air samples in uninhabitable spaces such as, but not limited to;

- Cupboards
  - Crawlspace
  - Attics, etc.
  - except for the Limited Mould Inspection where a client specifically defined and so requested.
5. This list will not include every possible area, unless so specified and requested in this 'Booking Agreement', and such additional costs agreed to and paid. Please discuss any other area/s with the Inspector, that are not included in these lists, to avoid misunderstanding.
  6. We are not registered VAT Vendors, and as such we do not charge VAT on any subsidiary invoice/s or service/s rendered by a Third Party.
  7. A mould inspection takes a minimum of 90 minutes to execute, as the air plates need to be exposed to the environment for a minimum of 90 minutes. On larger buildings / areas, this will take longer.
  8. To generate the Inspector's written report, with all supporting evidence for the mould inspection, takes a minimum of 10 working days, as this is the time period required by the Laboratory to cultivate the samples submitted to them, and issue their independent report.
  9. **PLEASE NOTE:** All children, pets and unauthorised person/s ARE TO BE KEPT AWAY from the air sample plates during our inspection. Spoiled sample/s will be charged for.
  10. Please allow us free movement through the area/s we need to inspect.
  11. During the mould and air quality inspection, we will be closing all doors and windows in the area/s being inspected. This is to create a controlled environment.
  12. We might need water from the building at the date and time of the inspection, so please advise if there are any restrictions.

# General Information and Additional Inspection Options

## Inspection Areas

### Option 2—List of areas to be inspected

These areas will be inspected for moisture, humidity and temperature

1. Roof
2. Exterior and grounds
3. Basement, foundations and crawlspaces
4. Heating, cooling and ventilation systems
5. Plumbing
6. Attic ventilation and insulation
7. Interiors

### **Moisture, Humidity and Temperature:**

- Moisture of any room or area of the building that has moisture intrusion, water damage, mouldy / musty odours, apparent mould growth or conditions conducive to mould growth
- Humidity of any room or area of the building. This is at the Inspector's discretion
- Temperature of any room or area of the building deemed necessary by the Inspector.

## Referenced Sources

<https://www.zmescience.com/other/feature-post/not-too-hot-not-too-cold-whats-the-ideal-room-temperature/>

<https://www.nationalasthma.org.au/news/2016/indoor-humidity#:~:text=What%20is%20healthy%20humidity%3F,between%2030%20to%2050%20percent.>

There are numerous resources available on the web, that advises on ideal temperature and humidity in a building. These are only two websites. We recommend that our clients research medical websites that would suit / satisfy their personal interests and needs.

## Mould Sampling

### *Why is mould sampling done?*

Mould sampling is done for various reasons, but the main reason is to prove a hypothesis correct or incorrect.

1. Sampling is done to confirm the presence of mould growth and mould spores in a building.
2. Sampling is done to prove the severity of mould growth and mould spores in a building.
3. Sampling is done where it is suspected that mould growth is occurring or could potentially occur.
4. Air samples and surface swabs are taken in rooms to either confirm or discount any mould and fungal activity.
5. Surface swabs are taken where mould is visible or more likely to grow, such as carpets, behind cupboards and cabinets, bathrooms, built-in wardrobes, or other areas favourable to mould growth.
6. All swabs and air samples are sent to a registered Laboratory for incubation and testing. This incubation period is roughly 7 to 10 days.
7. On completion of incubation, the Laboratory generates a detailed written report supplying such information as; i) Quantity of airborne spores, depicted as the amount of spores cfu/ PLATE. ii) Swabs are depicted as the amount of spores cfu/SWAB per 10cm<sup>2</sup>. (cfu = Colony Forming Unit).
8. The Laboratory written report confirms or denies the presence of mould and fungal growth within a building or specific area. We convert this information to Yes or No for the presence of mould in our written report.
9. We then guide and advise our client as to the possible cause (moisture/other) and we plan and strategize a remedial action plan for our client, to resolve the issue at hand



## General Information and Additional Inspection Options

### Thermal and Infrared Imaging

*Why is Thermal Imaging done?*

Thermal imaging is technology that allows the Certified Inspector to show the property owner areas of fault, using state-of-the-art thermal imaging equipment. A thermal imaging inspection shows faults that no other methods can do.

Thermal imaging produces images of invisible heat energy that is emitted from objects, systems and components in a building, and allows us to measure such temperature sources.

Thermal imaging helps to diagnose the problem rather than merely identifying symptoms, and can sometimes, but not always identify and document;

1. Electrical faults before they cause a fire
2. Overloaded and undersized circuits
3. Circuit breakers in need of immediate replacement
4. Missing, damaged and or wet insulation
5. Heat loss and air infiltration in walls, ceilings, floors, windows and doors.
6. Water and moisture intrusion that could lead to mould
7. Possible pest infestation
8. Hidden roof leaks, before they cause serious damage
9. Air conditioner compressor leaks
10. Under fastening and or framing members
11. Structural defects
12. Broken seals in double pane windows
13. Energy loss and efficiency
14. Dangerous flue leaks
15. Damaged and or malfunctioning radiant heating systems
16. Unknown plumbing leaks
17. Overheated equipment.

### Thermal and Infrared Imaging

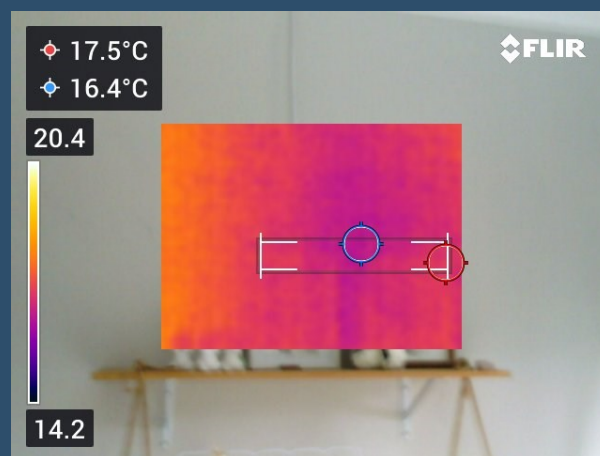
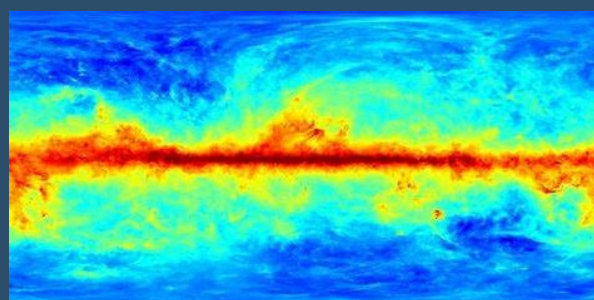
*Why is Thermal Imaging done? (continued)*

These colour images are included in a Thermal Inspection Report, or even a Mould Inspection Report, to provide supporting evidence for causes and symptoms in a building.

A Thermal Imaging Camera, Hygrometer and Moisture Meter are very power equipment used by the Inspector during mould, damp, energy efficiency and other types of analytical inspections. This equipment effectively rules out any guessing work.

*Use our expertise and equipment for your benefit. The minor expense incurred for this service, could be a massive financial expenditure saver for you down the line.*

*"A picture", it's said, "is worth a thousand words!"*



## Services Required

Property Address: \_\_\_\_\_

Date for required inspection: \_\_\_\_\_

Time for required inspection: \_\_\_\_\_

Which inspection Option are you selecting between (1 and 2) \_\_\_\_\_ from the lists on Pages 1 and 2

Which inspection type do you require?

☐

Limited Mould Inspection

☐

Complete Mould Inspection

☐

Thermal and IR Inspection

(additional fee of R 2200-00 for total inspected area)

☐

Other

Do you require additional air samples and swabs?

☐☐

How many additional air samples and swabs do you require?

If you do require 'specific services' or 'other services', please list below your needs or requirements

**Specific or Other Services requested by the Client:-**

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**Please name the room/s that need to be inspected:-** (required for labelling swabs and plates)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

## Decision Chart for Mould Sampling

### IAC2 Mould Sampling Decision Chart.

Read down under 'Conditions Column' and then across to see what is required and recommended.

Conditions	Perform Swab Sampling	Perform Interior Air Sampling	Perform Carpet Sampling
<i>Visible and apparent mould?</i>	<b>Yes</b>	<b>Yes</b> In the area/s of the building with visible and apparent mould growth	<b>Possibly</b> At the discretion of the Inspector
<i>No visible apparent mould, but there are visible condition/s conducive to mould growth?</i>	<b>Yes</b> <ul style="list-style-type: none"> <li>At water stains</li> <li>Water damage</li> <li>Areas of moisture</li> <li>Other areas at the discretion of the Inspector</li> </ul>	<b>Yes</b> In the area/s of the building with condition/s conducive to mould growth	<b>Yes</b> In the area/s of the building with condition/s conducive to mould growth
<i>No visible, apparent mould and no visible conducive conditions?</i>	<b>NO</b>	<b>Yes</b> Near HVAC return duct (if available), otherwise at least one sampling in the most lived-in common room (such as the family room or living room.	

## Mould Questionnaire and Inspection Agreement

A separate questionnaire will be sent with this document. It is not a prerequisite to complete, but if completed, will assist the Inspector in assessing and determining the cause of the fungal infestation. You as the property owner, know more about the situations of the building, than the Inspector, and therefore the completion of this questionnaire can only be beneficial to the Inspector and the Laboratory doing the incubation.



# Mould Inspection Liability

## **Inspection Exclusivity**

1. The Mould Inspection Report is intended for the sole, confidential and exclusive use and benefit of the Client and the Inspector's company, and has no obligation or duty to any other party.
2. The Inspector and his Company accepts no responsibility for use by third parties.
3. There are no Third Party beneficiaries to this Agreement.
4. Notwithstanding the foregoing, the Client understands that the Inspector and his Company may notify the homeowner/s, occupant/s, or appropriate public agency/s and Authorities of any condition/s discovered that may pose a safety or health risk.

## **Limitation of Liability**

It is understood that the Inspector and his Company, as well as the Laboratory, are not insurers, and that the inspection report and laboratory analysis report shall not be construed as a guarantee or warranty of any kind. The Client agrees to hold the Inspector and their respective officers, agents and employees harmless from and against any and all liabilities, demands, claims, and expenses, incidental thereto for injuries to person/s and for loss of, damage to, or destruction of property, cost of repairing or replacing, or consequential damage arising out of or in connection with this inspection.

## **Limitations Period**

Any legal action arising out of this agreement or its subject matter must be commenced within 3 (three) months from date of the inspection, or it shall be forever barred. The client understands that this limitation period may be shorter than the statute of limitations that would otherwise apply.

# Appointment of and Booking Agreement All Options (T's & C's)

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By and between

HDE Consultancy (Pty) Ltd, t/a C BAT Building and Property Inspectors

(hereinafter referred to as "The Inspector")

And

The undersigned

(hereinafter referred to as "The Client")

Collectively referred to herein as "The Parties"

Understand and voluntarily agree as follows;

1. The inspection fee (hereinafter referred to as "The Fee") of R \_\_\_\_\_ (\_\_\_\_\_ thousand rand), as mutually agreed upon by the Parties, as per quotation number \_\_\_\_\_, dated \_\_\_\_/\_\_\_\_/\_\_\_\_, covers the inspection scope of work as per the Option selected.
2. After completion of the on-site inspection, The Inspector will e-mail an invoice to The Client for the work done, as agreed upon, in this document. The report may be released prior to receipt of payment, but with the understanding that The Client remains liable at all times for the inspection fees due to The Inspector. Please note that the inspection report (hereinafter referred to as "Report"), takes time to compile, and a minimum period of 5 (five) working days is required to generate the Report.
3. All rights reserved. Copyright / Proprietary Rights subsists in this Report. No part of this Report may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic or mechanical, without the prior permission in writing of the Author / Inspector. Any unauthorised reproduction of this work or any part thereof will constitute a copyright / proprietary right infringement and render the doer liable under both civil and criminal law.
4. No part of this Report may be used in or for litigation matters without the prior permission in writing of the Author / Inspector. Any usage of this work or any part thereof for litigation matters, will constitute a copyright / proprietary right infringement and render the doer liable under both civil and criminal law.
5. All payments for the inspections completed by The Inspector and or his/her duly appointed representative, are due within 7 (seven) days from date of invoice. Payments received later than 7 (seven) days from date of invoice, or as mutually agreed upon in writing by The Parties, will accrue an interest penalty calculated at the Repo Rate of the day plus 2,3%, per month, and or as controlled or governed by the Financial Institutions in South Africa. Please note; NO CHEQUE PAYMENTS ARE ACCEPTED! Any payment placed on hold by any Bank in South Africa, besides for normal EFT clearance, will be deemed as Non-Payment.
6. If the inspection is cancelled by The Client within 24 hours, prior to the agreed time and date herein, the full price as quoted herein and agreed upon by The Parties, for the inspection, will be charged and be due by The Client. These hours are working hours, from 08h00 till 17h00 weekdays and exclude weekends and public holidays.
7. Please ensure that the arranged time and date is set, and that it's understood that The Inspector would need at least a minimum of 1 (one) to 3 (three) hours to conduct the inspection, unless otherwise agreed upon in writing by The Parties. Please note that the time frame is directly related to the size of the building / property being inspected. The Inspector reserves the right to levy full inspection fees for an interrupted or cancelled inspection once The Inspector has arrived on site, for the inspection. The only exception to this interruption or cancellation, is if The Inspector believes that due to foul weather, he and his Assistant/s lives could or would be in danger, or in the case of a medical emergency involving any of the Parties privy to this agreement.
8. The Inspector agrees to perform a visual, non-invasive inspection of the property and its building/s as specified and required by The Client, and to provide The Client with a written report with or without photos included (Option dependent), identifying the defects that The Inspector both observed and deemed material.

(continued .....)

## Appointment of and Booking Agreement All Options (T's & C's)

8. (continued) .....The Inspector may offer comments as a courtesy, but these comments will not comprise the bargained-for Report. The Report is only supplementary to the Seller's/Proxy's disclosure.
9. Unless otherwise inconsistent with this Agreement or not possible, The Inspector agrees to perform the inspection in accordance with the current Standards Of Practice of the Controlling Body/s he and or his representatives belong to. Although The Inspector agrees to follow the relevant Standards Of Practice, The Client understands that these standards contain limitations, exceptions and exclusions. The Client understands that any Controlling Body, is not a party to this Agreement and has no control over The Inspector or representations made by The Inspector and does not supervise The Inspector.
10. Unless otherwise indicated under 'Special Comments', The Client understands that the Inspector will NOT be testing for the following;  
i) Radon—a colourless, odourless, radioactive gas that may be harmful to humans. ii) Test for mould. iii) Asbestos. iv) Lead Paint.  
v) Formaldehyde. vi) Soil Contamination, and other environmental hazards or violations.
11. The Client understands that the Inspector will only determine, from a visual inspection, whether there is a possible or potential presence of environmental hazards as mentioned in Point 10. An in-depth and invasive evaluation and inspection, as carried out by a Professional Person/Body, would be required, and a scientific laboratory result needed to confirm the presence of environmental hazards.
12. The Client understands that the Inspector may inspect for compliance with applicable Building Codes, By-Laws, compliance of the NBR (National Building Regulations) and SANS10400. The Client needs to inform The Inspector in writing of this specific requirement, by noting such requirement on Page 8 of this Agreement
13. The inspection and Report are for the use of The Client only. The Inspector will not discuss observations with repair persons, and or other interested parties. The Inspector and The Client shall be the sole owners of the Report and all rights to such. Any sharing of this Report should be agreed to and discussed by both Parties. In certain instances, sharing the information with an Estate Agent, Contractor / Developer / Legal Body, could be beneficial. Please confirm or deny consent, as aforementioned, on the final page of this Agreement.
14. The Inspector accepts no responsibility for use or misinterpretation by Third Party/s. Third Party/s who rely on this information in any way, do so at their own risk and release the Inspector (including employees, business entities related to, affiliated to or associated with) from any liability whatsoever. Any Third Party/s who rely on the Report in any way also agree to all provisions in this Agreement. The Inspector's inspection of the property and the Report are in no way a guarantee or warranty, express or implied, regarding the future use, operability, habitability or sustainability of the property / building or its components.
15. The Client and all Party/s privy to the Report, understand and accept that all information, as disclosed and or mentioned in the Report, is true and correct at the date and time of the inspection, to the best of the Inspector's knowledge, and that variances and deviations can occur in the interim. It is therefore understood by all Parties, that the Inspector (including employees, business entities related to, affiliated to or associated with) cannot and will not be held liable in any way, form or means, for consequential variances and or deviations that occur on or in the property, after the date and time of the inspection.
16. All warranties, express or implied, including warranties of merchantability and fitness for a particular purpose, are expressly excluded to the fullest extent allowed by Law. If any structure or portion of any structure that is to be inspected is a Log Home, Log Structure or includes similar Log Construction, The Client understands that such structure/s have unique characteristics that make it impossible for an inspector to inspect and evaluate them by an exterior visual inspection only. Therefore, the scope of the inspection to be performed pursuant to this Agreement does not include decay of the interior of logs in log walls, log foundations or roof's or similar defects.
17. The Inspector assumes no liability for the cost of repair or replacement of unreported defects or deficiencies either current or arise in the future. The Client acknowledges that the liability of the Inspector, its agents and or employees, for claims for damages, costs of defence or suit, Attorney's fees and expenses arising out of or related to the Inspector's negligence or breach of any obligation under ..... (cont.)

## Appointment of and Booking Agreement All Options (T's & C's)

17. .... (cont.) this Agreement, including errors and omissions in the inspection or the Report, shall be limited to liquidated damages in an amount equal to the fee paid to the Inspector, and that this liability shall be exclusive. The Client waives any claim for consequential, exemplary, special or incidental damages or for the loss of the use of the property / building/s even if the Client has been advised of the possibility of such damage/s. The Parties acknowledge that the liquidated damages are not intended as a penalty but are intended; (i) to reflect the fact that actual damages may be difficult and impractical to ascertain; (ii) to allocate risk among the Inspector and the Client; and (iii) to enable the Inspector to perform the inspection at the stated fee.
18. The Inspector performs a property inspection as per the Standards of Practice of the Controlling Body/s that the Inspector and his/her staff belong to, and will not offer a Certificate of Compliance for any part of the property and or building/s such as electrical, plumbing, engineering etc., unless The Inspector holds a valid license to do so, in which case he/she may inform The Client that he/she is so licensed, and is therefore qualified to go beyond the basic property inspection, and for an additional fee, perform additional inspections beyond those within the scope of the basic property inspection. Any agreement for such additional inspections shall be in a separate writing, and written consent obtained from C-BAT S.A. (Pty) Ltd, for such work.
19. In the event of a claim against The Inspector, The Client agrees to supply The Inspector with the following; (i) written notification of adverse conditions found, within 14 (fourteen) days of discovery; and (ii) access to the premises to ascertain such adverse conditions found and discovered. Failure to comply with the aforementioned conditions, will release The Inspector and its agents from all obligations or liability of any kind.
20. The Parties agree that any litigation arising out of this Agreement shall be filed only in the Court having jurisdiction in the Municipal District in which The Inspector has its principal place of business. If The Client fails to prove any claims against The Inspector in a Court of Law, The Client agrees to pay all legal costs, expenses and fees of The Inspector in defending said claim/s. The Client further understands that any legal action against any Controlling Body that The Inspector and or its staff belong to, itself allegedly arising out of this Agreement or The Inspector's relationship with any Controlling Body/s, must be brought only in the District Court of Johannesburg, South Africa. No such action may be filed unless the plaintiff has first provided the Controlling Body/s with 30 (thirty) days' written notice of the nature of the claim.
21. If any Court declares any provision of this Agreement invalid, the remaining provisions will remain in effect. This Agreement represents the entire agreement between The Parties. All prior communications are merged into this Agreement, and there are no terms or conditions other than those set forth herein. No statement or promise of The Inspector or its agents shall be binding unless reduced to writing and signed by The Inspector. No change shall be enforceable against any party unless it is writing and signed by The Parties. This Agreement shall be binding upon and enforceable by The Parties and their heirs, executors, administrators, successors and assignees. The Client shall have no cause of action against The Inspector after 1 (one) year from the date of the inspection.
22. Payment of the fee/s to The Inspector (less any deposit noted herewith or herein) is due upon completion of the on-site inspection, or as mutually agreed with in writing and signed by all The Parties. The Client agrees to pay all legal and time expenses incurred in collecting due payments, including Attorney's fees, if any. If The Client is a Corporation, (Pty) Ltd, or any similar entity, the person signing this Agreement on behalf of such entity, does personally guarantee payment of the fee/s by the entity.
23. If The Client requests a re-inspection, the re-inspection is also subject to all terms and conditions set forth in this Agreement.
24. This Agreement is not transferable or assignable.
25. Should any provision of this Agreement require judicial interpretation, the Court shall not apply a presumption that the term shall be more strictly construed against one party or the other, by reason of the rule of construction that a document is to be construed more strictly against the party who prepared it.

## Booking Agreement—Acknowledgement and Undertaking

Inspection required at \_\_\_\_ H \_\_\_\_ on the \_\_\_\_\_ 2022 at (address) \_\_\_\_\_

I / We \_\_\_\_\_, Owner / Representative / Proxy (delete which is not applicable),  
declare that I/We have read through this document and Agreement, and that I/We agree to and understand the  
contents of this document and Agreement and the related information presented to me/us, by The Inspector.

Further to the aforementioned;

☐

I / We **do not** grant permission to The Inspector to share any findings in this report with anyone.

☐

I / We **grant** permission to The Inspector to share any findings in this report with —

\_\_\_\_\_ (please complete)

\_\_\_\_\_  
Signature of (Owner / Representative / Proxy)

(in agreement with aforementioned)

\_\_\_\_\_  
Full Name/s (that need to appear on the Report )

\_\_\_\_\_  
Contactable Number

\_\_\_\_\_  
E-Mail address (for sending Report to)



## **Inspection Preparation and the POPIA, Act 4 of 2013**

When doing a Property Inspection, irrespective of the type of inspection, The Inspector has to enter the physical property boundary/s as well as the building structure/s.

For this to occur, certain information needs to be disclosed by The Inspector to either the Seller/Owner/Landlord and or Tenant, on the procedures and policies that need to be taken into consideration, and which need to be abided by, by all Parties concerned.

The POPI Act came into effect on 1 July 2021, and clearly states what is deemed as “protection of privacy”.

Due to the nature of our business, we are required to obtain personal information from and about our client.

We need to access the property in totality or as required/requested/restricted by our client.

Due to the nature and type of work we execute, we would access personal areas within the building/s we inspect, so as to determine if any faults, defects, etc are not present at the time and date of our inspection.

It is noted that at all times either our Client/Seller/Owner/Landlord and or Tenant, have .....(cont.)

..... (cont.) the right to refuse us access to specific and or restricted areas. Our report will reflect such request, and would have a general and or specific comment made about the restricted area/s in question.

We take photo/s of personal as well as public spaces and areas, so as to substantiate and support our claims and findings.

We do not take photos of personal belongings.

We do not move any personal belongings, or clear storage area/s during our inspection/s.

As this is potentially deemed as “invasion of privacy”, we wish to clearly state that C-BAT S.A. (Pty) Ltd, will at all times comply with POPIA.

All information obtained, gained and recorded in any format, will be stored in a safe place, by using Managed Firewalls, strong Antivirus software, and VPN's to disguise our location/s.

No personal information gained, obtained of any nature and or type will be disclosed to any Third Party.

An Information Officer has been appointed, within the Company, to oversee that all requirements are met at all times .

## **Inspection Preparation by Property Occupant**

1. Ensure that all utilities (electrical, gas, plumbing etc) are turned on. Utilities are tested and checked during the inspection.
2. Ensure access to electrical panel/s (DB), attic space, crawl space, garage area and all interior and exterior rooms is void of any obstruction/s.
3. Please ensure pets are secured in a safe space/area during our inspection/s. We do not take any liability for pets escaping the property during our inspection/s.
4. Ensure that all window and door coverings are drawn aside, e.g. blinds, curtains, security gates etc.
5. Ensure that all access remotes (remote controls) for doors and gates are available for The Inspector.
6. The Inspector requires information regarding the locality of water shut-off valves, electrical meters and utilities are.
7. Ensure access to all surfaces in storage areas, as well as internal and external areas. Clutter limits the inspection process.
8. We do not move any storage items, furniture and or vegetation.
9. Ensure that all doors are unlocked and or keys are available for access to locked areas.
10. Ensure all wash-up areas are void of articles such as clothing, dishes etc.
11. We open wardrobes and cupboards to inspect functionality and or presence of fungal growth and damp. Please ensure that valuables are stored in a safe place, should such be needed.

## **Inspection Preparation and the POPIA, Act 4 of 2013**

A property inspection entails a detailed, non-invasive view of the interior and exterior of the property as a whole. To assist The Inspector in conducting a productive inspection at the date and time, we request that the area/s that are to be inspected, be free and clear of clutter and access be granted, where restrictions have not been imposed.

The Inspector would require between 1 (one) to 3 (three) hours to conduct a property inspection, dependant on the size of the property. This is relevant and dependant on many factors, e.g. size of property, size of building/s etc. The larger the property to be inspected, the longer the duration of the inspection.

Please note that additional staff may accompany The Inspector , to assist him/her in doing the inspection.

## **Consents and Permissions**

I /We \_\_\_\_\_, Owner / Representative / Proxy / Tenant / Landlord (delete which is not applicable), declare that I/We have read through this section of the document with reference to Inspection Preparation and the POPIA Act 4 of 2013, and that I/We agree to, and understand the contents of this section of the document, and the related information presented to me/us, by The Inspector.

Further to the aforementioned, I/We \_\_\_\_\_ agree to the following declaration by Me/Us;

☐

**Do give** permission and consent to The Inspector to take photos of the property, as required for the inspection report, as mentioned elsewhere in this document

☐

**Do Not give** permission and consent to The Inspector to take photos of the property, as required for the inspection report, as mentioned elsewhere in this document.

**RESTRICTED AREAS**— The following area/s on or in my property are restricted to any access.

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\_\_\_\_\_  
Signature of (Owner / Representative / Proxy / Tenant / Landlord)

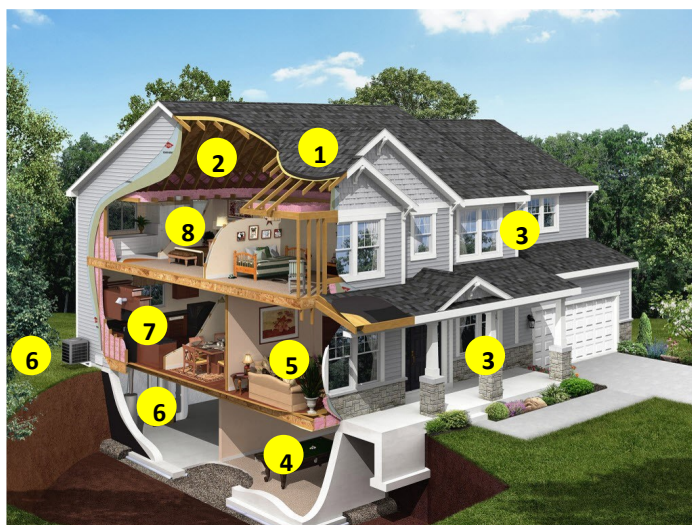
(in agreement with aforementioned)

\_\_\_\_\_  
Full Name/s

\_\_\_\_\_  
Contactable Number

# InterNACHI® STANDARDS OF PRACTICE (SOP)

InterNACHI® Standards of Practice for Inspecting Residential and Commercial Properties



## Inspector's Credentials



Lenn Victor (CPI, CCPI, BS)



Choosing a Home Inspector, is not something to take lightly, as you are dealing with a large investment when buying or selling your property.

InterNACHI®, is the International Association of Certified Home Inspectors. Therefore, a reputable Home Inspector will be certified with this Organization, to best protect your interests.

As an InterNACHI® Certified Professional Inspector, I must comply with a strict Code Of Ethic (CoE) and International Standards Of Practice (SOP) for both International and South African markets.

Being a Registered BCO/Building Surveyor with SACAP, carries the same liabilities and responsibilities. Therefore, you as our client, are in very capable and secure hands when dealing with myself and the organizations I represent.

### Certifications, Registrations and Memberships;

Internationally Certified Professional Inspector (CPI®) - NACHI20110224

Internationally Certified Commercial Property Inspector (CCPI®) - NACHI20110224

Internationally Certified Mould Inspector— NACHI 20110224

International Member In Good Standing—International Association of Certified Indoor Air Consultants(IAC2)—IAC2-93812

Registered Building Control Officer/Building Surveyor (SACAP)—BS-68147110

Member of SAIAT—23311(SAIAT)

Member of SAIBD—V0532/2022/G/Ass

Member of GBCSA—LEN003

Member of SACPCMP—BI20627

International Member of OverSeelt®

<https://www.nachi.org/certified-inspectors/lenn-victor-137709>

[https://overseeit.com/members/search?last\\_name=Victor](https://overseeit.com/members/search?last_name=Victor)

<https://sacap.site-ym.com/member/HDE-lennvictor>