

INSTANT PRESENCE

Independent Site Readiness Verification



SAMPLE FORMAT ONLY. For illustrative purposes. Not based on a real site or project.

Warehouse Automation Installation: Brisbane Distribution Centre (Example)

Report Reference:	IP-2026-BNE-001 (SAMPLE)	Date of Visit:	[Date of Visit]
Client:	Overseas Engineering Team (Example)	Site Location:	Brisbane, QLD, Australia
Project:	MHE Installation, Distribution Centre	Attended by:	Nicole Stenger MEng PMP, Instant Presence
Scope:	Pre-installation site readiness verification (visual)	Next Visit:	[TBC with client]

1. PURPOSE OF VISIT

Client Request:	The client, an overseas MHE engineering team based in Germany, requested an independent pre-delivery site readiness check of their Brisbane distribution centre ahead of the scheduled equipment delivery window. The client needed photo-verified evidence of site conditions against the readiness criteria defined in their own installation scope, covering floor condition, power supply locations, data infrastructure, dock access and WHS items. Unable to attend in person due to travel constraints, the client required a trusted local representative to act as their eyes on the ground and report back.
Scope Agreed:	Following a briefing call with the client's project coordinator, Instant Presence captured the verification scope directly from the client's ITP checklist (Rev B, dated [Date]). Six hold-point items were prioritised for this visit. All acceptance criteria were defined by the client; Instant Presence's role was to observe, photograph and report against those criteria. A full photo set was requested for all items, with particular attention to dock access points and power supply locations.
Delivered:	Instant Presence attended site on [Date], spending approximately 3 hours walking the installation zones with the local site manager. Visual observations, photo documentation and this written report were delivered within 48 hours of the visit. One item that did not meet the client's readiness criteria (NCR-01) was escalated by phone immediately after the visit, ahead of the written report, allowing the client to begin assessing options without delay.

2. SITE CONDITIONS: VERIFIED ITEMS

Item	Reference	Finding	Status
Floor slab condition (Zone A)	Visual check	Floor surface visually clear: no visible cracking, debris or uneven settlement observed in the installation zone. Minor scuff marks noted, cosmetic only.	VERIFIED
Power supply, 3-phase	Drawing E-04, Rev B	3x 415V supply points visually confirmed present at locations shown on drawing. Cable trays clear of visible obstructions. No electrical testing performed.	VERIFIED
Data / network ports	IT Layout Rev A	4x RJ45 network ports visually confirmed present at approximately the height above finished floor level (AFFL) shown on drawing. Patch panel installed and visually labelled.	VERIFIED
Dock leveller, Bay 3	Civil Spec 2.4	Dock leveller not yet commissioned. Contractor advises 5-day delay due to parts supply issue.	NCR-01
Staging area (Zone C)	Client Layout Rev A	Staging area visually clear and matches the space allocation shown on the client's layout. Surface visually suitable for pallet storage.	VERIFIED
Temp fencing, exclusion zone	Site Safety Plan	Perimeter fencing in place. Signage present and visually consistent with AS 4687.	VERIFIED

VERIFIED = visually consistent with the client's readiness criteria at time of visit. No testing, measurement or certification performed.

Note: Minor civil debris observed in Zone B. Clearance requested from site lead prior to equipment unboxing. Site lead confirmed action.

3. NON-CONFORMANCE REPORT (NCR)

NCR-01 Dock Leveller, Bay 3: Not Commissioned	
Location:	Bay 3, south wall, Grid Reference D7 (per site layout Rev C)
Observation:	Dock leveller in Bay 3 is not yet commissioned. Local contractor (ABC Installations) advised commissioning is delayed by approximately 5 working days due to a parts supply issue. This bay is scheduled as the primary goods-in point for the first MHE delivery. This does not meet the readiness criterion defined in the client's ITP checklist (Civil Spec 2.4).
Risk:	Failed delivery resulting in significant redelivery costs and installation delays, avoidable with advance confirmation of an alternative bay.
Recommended Action:	Confirm with site manager whether Bay 4 can be used as an alternative. Obtain revised commissioning date in writing from ABC Installations. Overseas team to decide whether to proceed on the revised schedule or delay the delivery window.
Photo Reference:	[Photo 003: Bay 3 dock leveller, uncompleted installation]

4. PHOTO DOCUMENTATION

A full photo set is provided as a separate attachment (IP-2026-BNE-001-PHOTOS). All photos are location-stamped (where site rules permit), time-stamped, and labelled by zone and grid reference. Photos are delivered within 48 hours of the site visit via secure file share.

[Photo 001]	[Photo 002]	[Photo 003]	[Photo 004]
Context: site overview, north elevation	Power supply points, Zone A, Bay 1	NCR-01: Bay 3 dock leveller	Temp fencing, south perimeter

5. RECOMMENDED NEXT STEPS

1. Overseas team to review NCR-01 and confirm whether the delivery window should be adjusted.
2. Instant Presence to follow up with site manager re: Bay 4 availability by [Date].
3. Obtain written confirmation from ABC Installations on the revised commissioning date.
4. Second site visit recommended on [Date] to verify NCR-01 closure and provide photo evidence of final readiness.

APPENDIX: INSTANT PRESENCE FULL INSPECTION MENU

Items selected for this engagement are highlighted. All other items are available and can be added to future visits.

SITE READINESS & PRE-DELIVERY

- + Floor slab condition: visual check for cracking, debris, uneven settlement

+ Power supply: presence and location visually checked per drawing

+ Data / network infrastructure: ports, patch panels, cable trays

+ Dock access: levellers, seals, height clearance

o Drainage and water ingress: visual slab and perimeter check
- + Temporary fencing and exclusion zones: WHS compliance items, visual

o Structural steel: visual anchor point check

o HVAC and ventilation: airflow paths and clearances, visual

o Lighting levels: adequacy for safe working, visual

DELIVERY & INSTALLATION COORDINATION

- o Delivery window confirmation with site manager

o Contractor attendance verification: trades on site as scheduled

o Equipment receipt: count, condition, labelling check on arrival
- o Crane / lift coordination: method statement follow-up on client's behalf

+ Staging area verification: space and surface suitability, visual

QA / QC VERIFICATION

- o Hold point witness: photo evidence to support the client's ITP sign-off

o Installation alignment: visual check of position and orientation against drawing

o Fixing and fastener verification: visual sample check
- o Cable management and containment: as-installed vs. drawing, visual

o Commissioning witness: observation of functional tests performed by others

o Punch list item verification: close-out confirmation with photo evidence

CONTRACTOR & SUPPLIER MANAGEMENT

- o Contractor briefing attendance: representing client interests
- o Variation documentation: photographing and noting scope changes

- o Supplier delivery follow-up: escalation if delayed

- o Subcontractor quality check: workmanship spot check, visual

REPORTING & DOCUMENTATION

- + Photo-verified site report: delivered within 48 hours
- o Progress update: short-form summary for weekly client calls
- o Risk and issue log: maintained across multi-visit engagements
- o As-built photo record: full site documentation on completion
- o Defect register: itemised list with photo evidence and priority rating

CUSTOM & PROJECT-SPECIFIC REQUESTS

- o Have a requirement not listed above? Scope is tailored to each project. Get in touch to discuss.

To discuss a tailored scope for your project, contact Nicole Stenger at nicole@instantpresence.au.

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Instant Presence: on-the-ground representation
in Australia

This report is prepared in good faith based on visual conditions observed at the time of visit. Findings are factual and photographic. Instant Presence acts as an independent observer and does not assume contractual liability for site works.

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