

Standard Operating Procedure (SOP) for Construction site supervision

Woreda: _____ Kebele _____ Site Code: _____

Site Location Coordinate: _____

Contractor Name: _____ Contact: _____

Site Supervisor Name: _____

Period of Supervision: _____

Construction Site Status at start up supervision work:

Construction Work Progress in the time of supervisor change

Type of Work	Unit	Planned	Achieved	Remark
Excavation				
Masonry foundation				
Masonry Wall				
Standard Basin				
Reinforced basin				
Dry stone work				

Completed section in change of supervisor:

Excavation: _____

Masonry foundation: _____

Masonry Wall: _____

Standard Weir: _____

Section on progress in the change of Supervisor

Excavation: _____

Masonry foundation: _____

Masonry Wall: _____

Standard Weir: _____

Agreed / observation on quality of construction in the time of supervisor change:

Site responsible / supervisor

Name: _____

Signature: _____

Date: _____

person who change site supervisor

Name: _____

Signature: _____

Date; _____

NB: this document should be with signed logbook shared with signed logbook, pictures & detail measured value of the progress.

Quality of excavation and construction should be confirmed as per the standard guideline before change of supervisor