



SITE SUPERVISION CHECKLIST

SUPERVISE WELL. BUILD BETTER. DELIVER EXCELLENCE.

 PROJECT NAME : _____	 SITE LOCATION : _____
 DATE : _____	 PROJECT ID : _____
 SUPERVISOR NAME : _____	 WEATHER CONDITION : _____

 This checklist helps ensure that all construction activities are carried out in accordance with drawings, specifications, safety standards and quality requirements for successful project delivery.

	CHECKPOINTS	YES	NO	N/A	REMARKS
 1. PRE-CONSTRUCTION VERIFICATION	<ol style="list-style-type: none"> Approved drawings & documents available on site Site layout & setting out verified Materials approved & available as per requirement Method statements reviewed Work permits (if required) in place Safety briefing conducted for site team 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 2. WORK QUALITY SUPERVISION	<ol style="list-style-type: none"> Work executed as per drawings & specifications Materials used as per approval Workmanship & finishing meet quality standards Structural elements checked (alignment, level, plumb) MEP works as per layout & standards Inspection & test records maintained 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 3. SAFETY & SECURITY	<ol style="list-style-type: none"> PPE usage observed & enforced Safety signage & barriers in place Scaffolding, ladders & equipment safe to use Electrical safety (wiring, tools, connections) OK Fire safety equipment available Site secure & access controlled 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 4. MATERIALS & EQUIPMENT	<ol style="list-style-type: none"> Materials received match approval / specification Materials stored properly (stacking, covering) Equipment & tools in good working condition Calibration certificates (if applicable) available Wastage minimized & materials protected Inventory records updated 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 5. PROGRESS & COORDINATION	<ol style="list-style-type: none"> Daily progress matches schedule Manpower adequate for ongoing work Subcontractors' work monitored Coordination between trades ensured Issues / deviations identified & reported Corrective actions taken & followed up 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 6. DOCUMENTATION & REPORTING	<ol style="list-style-type: none"> Daily site report prepared Photos & records updated Inspection checklists completed Test results & certifications collected NCRs / site instructions issued (if any) Reports shared with project manager / client 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

 QUALITY FOCUSED	 SAFETY FIRST	 DETAIL DRIVEN	 RESULT ORIENTED	STRONG SUPERVISION. STRONGER QUALITY. STRONGER PROJECTS.	SUPERVISOR SIGNATURE : _____ REVIEWED BY : _____ DATE : _____
--	---	--	--	---	---