

Resident Engineer

Site Supervision Summary

Admin

- ☐ Site diary, photos
- ☐ Site instructions, verbal instructions, emails
- ☐ Minutes of meetings, file notes

Community

- ☐ Early meeting with leaders
- ☐ Appointment of PLC & CLO
- ☐ Monitor & assist SMME's

Quality Control

- ☐ Test request, register, evaluation
- ☐ Pre-supply meetings
- ☐ Trial sections & method statement

Supervision

- ☐ Visual inspections
- ☐ Correlation to test results
- ☐ Pro-active rejection, repair

Monitoring

- ☐ Layout plan
- ☐ Progress
- ☐ Plan & measure together

Finance

- ☐ Certificate backup
- ☐ Estimate, VO's
- ☐ Cost of activities

Project management

- ☐ Strict but fair
- ☐ Give and take
- ☐ Teamwork, quick decisions

Traits of good RE

- ☐ Never trust a contractor, check yourself
- ☐ Confirm verbal instructions in writing
- ☐ Convey instructions to the lowest level!
- ☐ Set the standard/norm early.
- ☐ Don't nit-pick, focus on the important issues
- ☐ Be consistent.
- ☐ Be strict but fair.
- ☐ Don't lose your cool, be respected.
- ☐ Technical discussion before any team starts.
- ☐ Be proactive, warn contractor in advance.
- ☐ Keep a personal diary.