

AAA Satellites & Aerials Limited

**Site Supervision
Procedure**

This procedure outlines how supervision will be managed on site.

This procedure applies to all building projects. It is the responsibility of Jack Miles and Site Management to ensure this procedure is put into practice on site effectively.

The procedure (in line with our Building Safety Policy) is the following

- 01 Appointment of Site Supervisor
- 02 Arrangements made via Site Supervision Form
- 03 Site Supervision form distributed to Duty Holders
- 04 Site Supervisor inducts operatives on to site and makes them aware of relevant procedures
- 05 Supervisor tracks performance of all operatives and raises issues up the management chain
- 06 Performance reported with KPIs as discussed with Duty Holder

Approved by: Jack Miles

Job Role: Managing Director

Signed: *Jack Miles*

Date: