

## SITE VISITS

You are requested to confirm the agenda of the site visit in advance to prepare for the visit and co-ordinate with site engineer/PMC to ensure that other related consultants are present as required. You are requested to carry all the relevant material including but not limited to:

For site visits:

- All related updated drawings in appropriate scale on appropriate paper size to check progress of work on site
- Samples, catalogs, specification notes and schedules as appropriate
- Grid book, triplicate book, pens, pencils, erasers for taking notes
- Camera for photographic recording, ensuring that batteries are charged and there is enough space to store pictures taken during the visit
- Measure tape (5mts and 30mts)
- Permanent marker for marking on samples
- Confirm that site has required checking instruments like *line dori*, water level pipe, plum, compass, lime powder, chalk, wooden peg, steel peg as appropriate
- In addition to this when visiting for preparation of as-built drawings, sketching supplies like graph paper, tracing paper, pens, pencils, erasers, colour pens and pencils, triangular scale (metric and feet-inch), calculator, glue stick, sticking tape, paper clips, stapler, post-it stamps, folders, steel edge, cutter, scissors, compass, water level pipe, torch, candle, match box etc.
- Water bottle, closed toe shoes and head gear for safety

In addition to this, for out-of-town visits:

- Record of travel arrangements and accommodation
- Medicine and First Aid Box
- Money for incidental expenses

## **Site Visit Reports and Photographs**

### **Site Visit Reports**

- Prepare site visit reports promptly and accurately, following the standard format.
- Ensure there are no ambiguities in the observations or notes.
- After internal review, reports should be emailed to the Client, PMC, and/or Consultants by the Team Leader or authorized team member at the earliest.

### **Expense & Conveyance Records**

- If additional costs are incurred during the visit, submit expense reports and/or conveyance sheets to the Accounts Department without delay.

### **Photographic Records**

- Photographs taken during site visits must be organized and stored in the designated project folders for reference and record-keeping.