CONCEPT

# Construction Site Supervision: Resident Engineer Duties, Inspections and Contract Administration

15 – 19 August 2027
Jeddah - Corniche four-star



# Construction Site Supervision: Resident Engineer Duties, Inspections and Contract Administration

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## Introduction:

Construction site supervision fails quietly: a shop drawing approved without checking the specification, a hold point released by phone, a pour with no signed checklist, a measurement certified from the contractor's own sheet. Each gap later becomes a defect, an overpayment or a disputed record. This Core Concept course gives resident engineers, inspectors and consultant supervision teams a working routine for exercising delegated authority, reviewing submittals, running inspections, recording site events, certifying progress and accepting completed works. Participants finish with a Site Supervision Plan, including an inspection and test plan and a document register, for a case project.

## Course Objectives:

- Define the supervising engineer's delegated authority, reporting lines and limits under the contract and consultancy appointment
- Review shop drawings, method statements and material submittals against drawings and specification and record a clear review status
- Operate inspection and test plans with hold, witness and surveillance points, inspection requests and signed checklists
- Maintain site diaries, daily supervision reports, non-conformance reports and instruction logs that stand up as contract records
- Verify measurements and interim payment applications, and process site instructions, variations and delay notices within the contract procedure
- Plan testing, commissioning, snagging and completion certification so that handover proceeds on complete records

## Target Audience:

- Site-based engineers who supervise contractor work on behalf of the owner or design consultant
- Inspectors who check workmanship, materials and installed systems against drawings and specification
- Supervision team members who review submittals, inspection requests and method statements
- Consultant staff who verify quantities and prepare interim payment recommendations
- Owner-side technical staff who witness tests, record site events and accept completed works
- Document controllers who run correspondence, instruction and submittal registers for a supervision office

## Course Outline:

### Day 1: Supervising Engineer's Role, Authority and Site Office Set-Up

- Resident Engineer and Clerk of Works Roles: Delegated Authority, Impartiality and Reporting Lines
- Contract Document Hierarchy Check: Conditions, Specification, Drawings and Bill of Quantities
- Supervision Office Organisation Chart and Responsibility Assignment Matrix
- Pre-Commencement Checklist: Site Handover Records, Setting-Out Approval and Baseline Photographs
- Supervision Maturity Self-Assessment for a Current or Recent Project

### Day 2: Submittal Review, Inspection and Test Plans and Hold Points

- Shop Drawing Review Procedure: Specification Cross-Check, Review Codes and Resubmission Loop
- Material Approval Requests: Product Data, Samples, Mock-Ups and Manufacturer Certificates
- Method Statement Review for Sequence, Temporary Works and Quality Controls
- Consultant Review of Inspection and Test Plans: Hold, Witness, Review and Surveillance Points
- Inspection Request Workflow: Notice Period, Joint Inspection and Signed Release Checklist

### Day 3: Daily Supervision Records, Measurement and Payment Certification

- Site Diary and Daily Supervision Report: Labour, Plant, Weather, Work Fronts and Events
- Non-Conformance Report Cycle: Raising, Root Cause, Corrective Action and Close-Out
- Joint Measurement Sheets and Quantity Verification Against the Bill of Quantities
- Interim Payment Application Check: Work Done, Materials on Site, Retention and Recommendation
- Progress Photograph Log and Supervision Correspondence Register

### Day 4: Instructions, Variations, Delay Records and Problem Cases

- Site Instruction Log: Oral Confirmation, Scope Impact and Authority Limits
- Variation Procedure from the Supervisor's Desk: Request, Estimate Review and Instruction
- Delay Notice Handling Overview: Contemporary Records, Time Bars and Programme Updates
- Coordination Meeting Agenda, Action Tracker and Signed Minutes
- Safety Oversight Interface: Permit Checks, Stop-Work Authority and Escalation to the Contractor

### Day 5: Case Project Walkthrough and Site Supervision Plan

- Testing and Commissioning Witness Plan: Pre-Commissioning Checks and Test Certificates
- Snag List Inspection Walkthrough and Defects Rectification Tracker
- Taking Over and Completion Certificate Checklist with As-Built and Manual Receipt
- Case Project Inspection and Test Plan and Supervision Document Register Build
- Site Supervision Plan Drafting and Peer Challenge Panel

## Skills You Will Gain:

- Delegated Authority Management
- Submittal Review
- Hold Point Control
- Site Record Keeping
- Non-Conformance Management
- Quantity Verification
- Variation Processing
- Completion Certification

## Why Attend This Course:

- Return with a Site Supervision Plan, inspection and test plan and document register built on a case project
- Stop releasing work without signed inspection records and stop certifying quantities you have not verified
- Keep instructions, variations and delay events on record so later disputes rest on facts
- Compare supervision practice with consultants and owners' teams from building, infrastructure and industrial projects

## Conclusion:

A supervising engineer's value lies in what is checked, recorded and certified each day. The course moves from the resident engineer's authority and supervision office set-up, through submittal review, inspection and test plans and hold points, to daily records, non-conformance control, measurement and payment certification, then to instructions, variations, delay records, meetings and the safety interface. The final day applies this to a case project walkthrough and produces a Site Supervision Plan ready for the next site.