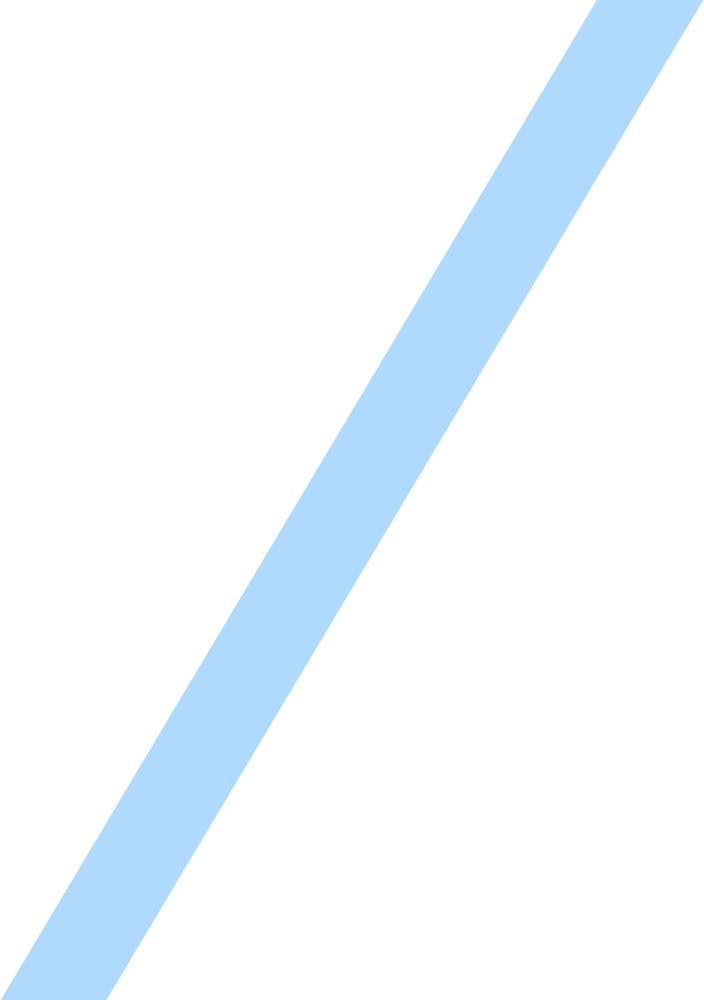
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| Project Name  Email: [Email Here]  Website: [Website Here] |

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| Report Name |

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| Name, Job Title  Email [Email Here] | logo-placeholder |



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| Assessment Report - Submission details | |
| Participant Name: | Jack McLovin |
| Topic: | [Enter topic here]Project task 2.10 - Module 3 - |
| Unit Code & Name: | [UNIT CODE] – [Unit title]Cert IV Building and Construction |
| Trainer/Assessor Name: | Yaser Farag |
| Submission date: | ***\_10\_\_\_ / \_10\_\_\_ / \_2023\_\_\_*** |
| Work submitted: | |
| Declaration: | In submitting this work I declare that no part of any assessment I submit has been copied from another person’s work, except where clearly noted on documents or work submitted. I declare that no part of any assessment I submit will have been written for me by another person. I understand that plagiarism is a serious offence that may lead to disciplinary action. |
| Participant Signature:  (Insert Name) | Jack Don McLovin |

|  |
| --- |
| Executive Summary *The purpose of this document is to provide a management framework to ensure that levels of risk and uncertainty are properly managed for the remainder of the project. As risk management is an ongoing process over the life of a project, the Risk Register must be considered a ‘snap shot’ of relevant risks at one point in time.* |
| Introduction |

## Describe your scenario

## Target audience

## Report outcomes

*What would the Site Supervisor say to Steve? Please provide a brief explanation of your response.*

*Asking me to sign the document before it actually being delivered as well as an initial inspection means that I am accepting the goods as having already been delivered and is bad practice on your behalf to ask, and bad practice on my behalf to sign in advance of delivery. And if the delivery needs immediate return due to defect or not aligning with the quote, once we sign the acceptance we are somewhat less likely to be able to seek legal advice if you do not agree to take the return.*

*How would the Site Supervisor determine the materials that have been delivered to the correct site?*

*The site supervisor should have a copy of the procurement order with a location, as well as the delivery docket should say, as well as the delivery person should take a picture, that should be cross verified with a picture from the site supervisor. There are many ways to do this, and the last way is preferred. But ultimately the site supervisor or someone under his command should be on site at the time of delivery to ensure it is handled safely, no mistakes are made in the process, and no one can lie about defects being caused after delivery.*

*How would the Site Supervisor determine that the timber delivered to the site has been tested to meet the structural grade requirements for the project?*

*As long as it fits the quote, and specifications in the procurement order, they should be able to use the evidence of suitability from the manufacturer and their registered testing laboratory, or if they doubled as an engineer and you bought an extra piece of each item to test, they may even perform preliminary tests on site and appraise the materials by delivering a report reverse engineered from, and modeled on, the standard evidence of suitability reports.*

*What would the Site Supervisor consider when allocating storage that meets the manufacturer’s requirements for the plaster when it is delivered to?*

*Entry location, entryway access, nothing in the way, on-ramps to forklift up stepped edges, or on rough terrain, and a suitable location that won’t experience any degrading or deterioration of the material (in this case plaster, so, not in the sun or rain, so, on a pallet with a full-bodied plastic cover over exposed surfaces) with the ability to move around it in order to be able to pick up the individual pieces of plaster to be positioned ready for install.*

*What would the Site Supervisor have in place on site to ensure timber stored was not damaged or stolen?  
There should already be organised fences surrounding the property to limit the ability to access it, with a locked gate. There should be CCTV cameras with footage that records for extended time periods. The timber should be stored out of the way of other work being done between delivery and timber install, and there should be metal straps holding the timber pieces into one single collaborated unit so the timber can’t fall off the stack, and on the corners and edges there should be an intermediary layer between the timber and the outside so if anyone moving metal nearby or something strong and similar doesn’t damage it if they bump it.*

*Upon inspection of the materials, the Site Supervisor discovers that the wrong length of timber has been delivered.*

*According to organisational processes, what action should the Site Supervisor take now? Please provide a brief explanation of your response*

*The site supervisor should first prepare an email referencing both the procurement contract (from us) and the quote table (from the supplier) with images of a tape measure and the inappropriate length visible, and send that off to the supplier/sales representative and then immediately phone call them and first ask “just to confirm: what the length was the timber supposed to be (make reference to the product code reference from the quote table and match it to the nearest lengths of timber)?” and then whatever they say back, write that down in your diary, and say “well I’ve got a (few) piece(s) of timber that is (this particular length) and it appears undersized/oversized, I can’t accept undersized materials, but oversized materials will need to be discounted because I have to suffer an excess cost in labour to rectify this situation.”*

*How would the Site Supervisor communicate this error to the supplier?*

*explanation of your response*

*Email of evidence first, and then a phone call, don’t begin the phone call by referring to the email, as that will waste precious time trying to get the information across as they will start trying to check it or defer you to a later time, delay, delay, instead first say what was mentioned in the previous answer, or something along those lines to the same effect, and then mention I’ve sent you an email just to keep a record of the evidence of the situation.*

*including the reason(s) for choosing this communication method*

Email for reference image and document attachments, first, and then an immediate phone call, so that the email is at the top of their inbox.

## Recommendations

Ensure evidence is taken and cross-checked amongst trading parties, and records are kept in email, and make short diary notes of actions taken with results like “called supplier, returned faulty timber, re-delivery expected at 1pm next Tuesday”, and ensure that emails of evidence record are sent immediately before phone calls to keep things at the top of the list.

## Conclusion

In Conclusion it is important to check the alignment of deliveries to quotes and procurement contracts to ensure they meet specifications and everything is all there before signing the delivery docket, otherwise malpractice could require a lawsuit to get any return on bad investment. Just as well it is important to ensure good practice when dealing with contacting the supplier about issues.

## Summary

General overview of the report.

Dot point this section of all the areas covered examples may include

- dealing with bad practice by the delivery person and how to handle objections.

- responsibility of inspecting the delivery to ensure it aligns with specifications of quote (and perhaps architectural/engineering drawings/blueprints) or dealing with if otherwise.