

## Template: Technical monitoring of infrastructure works

Write down in the first section of table below the name of the supervisor, his/her capacities, his/her capacity gaps and the support activities needed. Before going to the site ask the supervisor to carry out the pre-analysis activities specified in the table below. During the preliminary field visit the supervisor carries out the activities in the third section of the table below. For the regular field visits, ask the supervisor to complete the last section of the table for each visit. Refer to the info sheet for further explanations.

Supervisor	Capacities	Capacity need	Needed support
...	...	...	...
<b>Activity previous to the field visit</b>			<b>Done?</b>
Confirm locations, check against contractor's/consultant's work programme and inform community of future implementation activities			...
Review preliminary test results ( <i>e.g. geophysical surveying or penetration tests</i> ) and produce photocopies for the contractor/consultant			...
Obtain and review a copy of the contract and become familiar with all aspects of the contract, more importantly the technical guidelines			...
<b>Activity during the preliminary field visit</b>			<b>Done?</b>
Establishing who is in charge on the end of the contractor/consultant			...
Share a copy of the preliminary test results with the contractor/consultant			...
Confirm compliance with work programme and proposed construction method ( <i>e.g. drilling method</i> ) jointly with the contractor/consultant			...
Check equipment and materials on site. Provide written instruction to the contractor/consultant specifying the exact location where the infrastructure is to be constructed. Instructions must be signed by both parties prior to start the works			...
Record details of the above on a document signed by the contractor/consultant and the supervisor			...
<b>Date of field visit: ...</b>			
<b>Technical specifications</b>	<b>Current situation</b>	<b>Comments</b>	
...	...	...	
...	...	...	
...	...	...	
<b>Signature of the supervisor: ...</b>			