

SPECIFICATION NO: 5.2

Information reporting

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BACKGROUND

1.1

As part of the monitoring and payment authorisation process the Contractor is required to submit to the Supervising Officer a completed site report form with their invoice at the end of each month. Feedback must cover every visit to the site and a completed form must be returned for *every site* on which work was completed that month. The form should be completed by the person responsible for supervising work on site.

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PURPOSE AND STANDARD OF REPORT

2.1

The purpose of the site report form is to provide a record of:

- A list of works completed that month
- Any problems encountered in carrying out that work e.g. *need to amend/adjust specification or problems with access to work area etc.*
- Any future works felt to be required to maintain the site to the Woodland Trust's required standards e.g. *area of path waterlogged and requiring drainage etc.* (A quote to undertake this work and a map marking its location should also be included.)
- Any other comments arising from your visit - e.g. *contact with neighbours or visitors where a comment whether negative or positive was raised about the site such as a neighbour complaining about rabbit damage to their adjacent land or a visitor complementing the entrance specification.* Wherever possible the address or phone number of the individual should be supplied.

2.2

A standard form on which to produce your report is found as Appendix 3 of this specification pack. This form should be used and any further information required to complete the report should be attached.

2.3

Where the Contractor identifies works that are deemed to be an Emergency then the procedure laid down in Specification No. 5.1 "Emergency Works" should be followed.