

## Surprise Safety Inspection Programme:

Review of Key Site Activities in coming 3 months starting from 1<sup>st</sup> working day of each quarter: \_\_\_\_ (quarter) \_\_\_\_ (yy)

Contract No.:

Contractor:

Date of Inspection:

Contractor's

Rep. Name:

Post:

Signature:

	Key Site Activities (*)	Location	Method Statement submitted to HA (Y / N). For 'N', pls indicate tentative date	Risk Assessment submitted to HA (Y / N). For 'N', pls indicate tentative date	Trade(s) involved	Supervisory Arrangement (e.g. Designated area supervisor(s)) (Y / N)	Tentative completion date of follow up action by contractor	Observation / remark (if any)
1								
2								
3								
4								
5								
6								

\*(1) Key site activities refer to piling, excavation and lateral support works, erection / alteration / dismantling of falsework, temporary work, tower crane, mobile crane, hoist, scaffold, working in confined space, installation of large panel formwork, precast concrete units, MiC modules, non-standard lifting, demolition, etc.

(2) Key activities may be updated or added if necessary during closing meeting.

### Remarks:

This record sheet will be passed to HASAS office and HA Site Staff (for conventional contracts) / PSP Site Supervisory Team of discipline relevant to the stage of works (for design and build contracts) for information.