SITE survey. APP

SITE SURVEY REPORT

Supplier Evaluation and Audit

Prepared for	Mill Lane, Selby, phase 2 housing (fictional)
Date	25 Sep 2026
Site	Mill Lane, Selby, phase 2 housing
Prepared by	S. Mensah

FORM

Supplier Evaluation and Audit

1. Supplier

Project	Mill Lane, Selby, phase 2 housing
Supplier or subcontractor	Kestrel Electrical Services Ltd
Site visited, if any	Mill Lane phase 2, plots 21 to 34
Address	Mill Lane, Selby, North Yorkshire
Date	25 Sep 2026
Evaluated by	S. Mensah, site manager, Oakridge Homes
Reason	Audit at their premises or on site
What do they supply or do for you?	Temporary site power and lighting, and first and second fix electrics on the housing plots.
Supplier contact	R. Holt, contracts manager, r.holt@example.com

2. Documents and competence

Employers' and public liability insurance in date	Yes
Expiry dates	Employers' liability 31 March 2027, public liability 31 March 2027
Certificates seen	Trade body or scheme membership, Safety scheme accreditation
Scheme or certificate names, numbers and expiry dates	Electrical contractor scheme membership KES-4471, expires 30 June 2027. Safety scheme accreditation SSA-20931, expires 14 February 2027.
Health and safety policy and risk assessments	Yes
Training and competence records for the people doing the work	No
A way of checking their own work before it reaches you	Yes
References or past work checked	Yes
Notes and gaps	Training records seen for 5 of the 6 electricians on site. No record of qualifications on file for the apprentice who started in September. Test certificates for plots 21 to 24 seen and complete.

3. Performance scores

Quality of goods or work	4
Delivery or attendance on time	4
Price and value	4
Communication and response to problems	3
Paperwork: certificates, records, invoices	3
Health, safety and environment	3
Score out of 30	21
Score (%)	70
Band (form guide)	Approved with conditions

As a guide, this form treats 80% or more as approved, 60% to 79% as approved with conditions and under 60% as not approved. The bands are the form's own: set yours to suit what the supplier does for you.

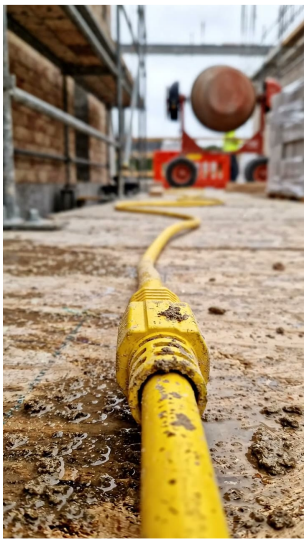
4. Findings

Are there findings to raise with the supplier?	Yes

Findings 1: 110 V extension lead run loose across the walkway beside the scaffold at plot 27, a trip hazard on a main route.

Finding	110 V extension lead run loose across the walkway beside the scaffold at plot 27, a trip hazard on a main route.
Type	Nonconformity
Action agreed	Lead rerouted overhead on the day. Kestrel to brief their team at the next toolbox talk.
By when	2 Oct 2026

Photos



Findings 2: No training record on file for the apprentice electrician who started in September.

Finding	No training record on file for the apprentice electrician who started in September.
Type	Nonconformity
Action agreed	Send the apprentice's training record and confirm who supervises them on site.
By when	9 Oct 2026

Findings 3: Replies to snag lists are slow, often more than a week.

Finding	Replies to snag lists are slow, often more than a week.
Type	Improvement suggested
Action agreed	Name one contact for snag replies, with a reply within 3 working days.
By when	16 Oct 2026

5. Decision

Decision	Approved with conditions
Approved for what goods or work?	Temporary site power and lighting, and first and second fix electrics, Mill Lane phase 2 plots 21 to 34
Conditions, or reasons	Approved for phase 2 subject to the apprentice's training record being on file by 9 October and no repeat of the trailing lead finding at the next site check.
Next evaluation due	25 Mar 2027

Evaluator name	S. Mensah, site manager, Oakridge Homes
Evaluator signature	
Supplier representative, if present	R. Holt, Kestrel Electrical Services Ltd
Supplier representative signature	