RB

REZA BUILD
Diaspora Monitor · Weekly Site Supervision Report

SAMPLE
EXAMPLE DATA

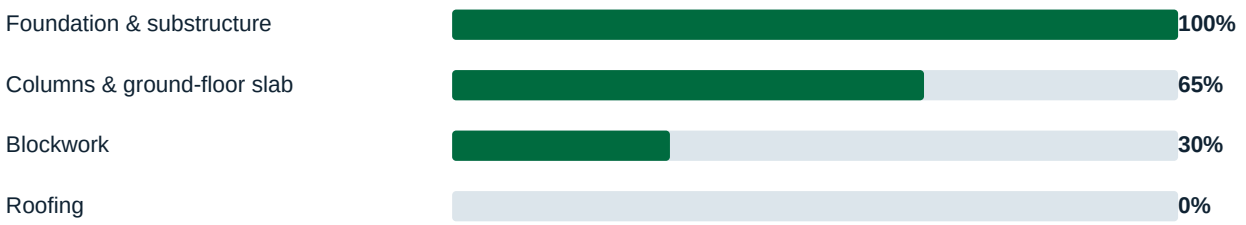
Report purpose. This sample demonstrates how REZA BUILD can document site observations, visible progress, material/workmanship checks and follow-up actions for a client building in Ghana while living abroad.

Important: Every name, date, percentage, observation and image in this document is illustrative example content, not a real inspection, client, project or engineering certification.

1. SITE SUMMARY

CLIENT	**Example Client (living abroad)**
PROJECT	Example residential building
SITE LOCATION	Example district, Ghana — exact address withheld in this sample
VISIT DATE / TIME	Illustrative date · morning inspection
SITE REPRESENTATIVE	REZA BUILD site supervision team
SERVICE PLAN	Standard · example visit 1 of 2 for the week
REPORT STATUS	**Illustrative sample — not for construction or payment approval**

2. PROGRESS SNAPSHOT



Percentages are illustrative placeholders. In a live report, each percentage should be supported by the observed scope, dated photographs and the agreed programme.

3. MATERIALS & WORKMANSHIP CHECK

CHECK ITEM	SAMPLE FINDING	FOLLOW-UP
Reinforcement size and spacing	Visually checked against available drawings	Record drawing reference and measurement
Concrete mix / curing	Curing cover needs improvement	Maintain curing protection and log daily
Blocks delivered	Sample batch appears consistent with stated specification	Reconcile quantity and specification against BOQ
Setting out / levels	Sample check recorded	Attach measurement evidence and drawing reference

Site evidence & next actions

Illustrative photo log and recommended follow-up for the example project.

4. SITE PHOTOGRAPHS



Example image A · general construction progress



Example image B · residential building context

Photo captions, date/time, location and the relevant observation should be recorded for each real inspection. Example images above are illustrative and are not evidence of a specific site visit.

5. RECOMMENDED ACTIONS

PRIORITY	RECOMMENDED ACTION	OWNER / DUE
High	Improve slab curing cover and maintain a daily curing record.	Contractor · confirm date
High	Inspect columns and verify reinforcement / formwork before concrete placement.	Site team · before pour
Medium	Reconcile delivered block quantities and specifications against the BOQ before payment.	Client representative · before payment
Medium	Update the construction programme and identify any delay to the next milestone.	Contractor · next report

6. CLIENT DECISIONS / PAYMENT GATE

Before releasing a payment tied to a construction milestone, request the relevant inspection evidence, confirm that the scope and acceptance criteria are met, and obtain any required approval from the appointed design professional. This sample is not an instruction to approve or withhold payment on an actual project.

7. REPORT LIMITATIONS

A site supervision report records observations available at the time of the visit. It does not replace approved drawings, specialist testing, statutory inspections, contract administration or a formal certification where one is required. Any concealed work, inaccessible area or unverified claim should be identified as such in the live report.

REZA BUILD
Accra, Ghana
info@rezabuild.com
WhatsApp: +233 59 708 1032

CLIENT HANDOVER CHECKLIST

- ■ Report reviewed
- ■ Questions / decisions logged
- ■ Actions assigned
- ■ Next visit agreed