

CONTRACT NAME BB METROPOLITAN CENTRE

BC 09174

Responsibility Matrix

KEY: PM (Project Manager) SM (Site Manager) GF (General Foreman) E (Engineer) P (Planner) QS (Quantity Surveyor) PD (Project Director)
SPM (Snr Project Manager) Q&E (Quality & Environmental Manager)

RESPONSIBILITY	PM	SM's	GF	E	P	QS	PD	SPM	Q&E
Site Safety Supervisor	See Section 2.1 of the Health & Safety Plan								
First Aiders	See Section 2.1 of the Health & Safety Plan								
Temporary Works Co-ordinator	See Section 2.1 of the Health & Safety Plan								
Temporary Works Schedule	See Section 2.1 of the Health & Safety Plan								
Crane Supervisor	See Section 2.1 of the Health & Safety Plan								
Design & Build Co-ordinator	See Section 2.1 of the Health & Safety Plan								
Fire Safety Co-ordinator	1	2	2					2	
Permit to Dig	2	1	1						
Weekly SHE Checklist	2	1	2						
Scaffold Inspections / Register	2	1	2						
Lifting Equipment Inspections	2	1	2						
Small Tools Checklist	2	1	2						
PPE Register	2	1	1						
Health & Safety File	2	1	2						
COSHH Schedule / Assessments	2	1	2						
Environmental Management / Nominee	See Section 2.1 of the Health & Safety Plan								
Duty of Care: Waste Transfer Notes	As Above								
Weekly Environmental Checklists / CCS	As Above								
Site Specific Induction	2	1	1						
Daily Diary	1	1	1				1	1	
Environmental Plan Preparation	2							1	1
Materials Requisitioning	2	2	2		1				
Authorised Delivery Ticket Signers	1	1	1	1	1			1	
Condition / Dilapidation Survey	2	1	1		2				
Plant Management / Requisitioning	2	1	1						
Weekly Plant Return	2	1	2						

1 Primary Responsibility

2 Secondary Responsibility

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RESPONSIBILITY	PM	SM	GF	E	P	QS	PD	SPM	Q&E
MS / RA - Check availability & initial assessment of content	2	1	1						
MS / RA - Check availability / assess / and ensure it is signed.	2	1	1						
MS / RA - Check operatives work to it / read it & sign it	2	1	1						
Schedule of Method Statements	2	1	2						
Long Term Programming					1				
Short Term Programming					1				
As - Built Programmes					1				
Progress Reports					1				
Technical Enquiries	1				1			1	
Early Warning Notice	2					1		2	
Quality Plan Preparation	2							1	1
Inspection Sheets / Registers	2	1	2						
Concrete Cubes (making of)	2	1	1						
Concrete Delivery Records	2	2		1					
Concrete Inspection Sheets	2	2		1					
Liaison with Testing Authority	2	2		1					
Concrete Cube Register	2	2		1					
Labour Return / Hours Worked	2	1	2						
Materials Procurement Schedule					1				
Subcontractors Procurement Schedule					1				
Distribution of Correspondence	2				1			1	
Project Plan Reviews	2							1	
Staff Returns	2						1	2	
Delap Photos	2	1			1				

1 Primary Responsibility

2 Secondary Responsibility