# Supervision Consultant Performance Evaluation

## Objective

The objective of the system is to promote the construction of high-quality buildings by making it easier for building owners to find excellent supervision consultants through the evaluation and publication of the quality of their work. The system also aims to improve the quality of the work of supervision consultants by encouraging competition among them.

## Evaluator

The municipality shall verify the site inspection results (completed “Inspection Checklist”) and the supervision reports and evaluate the performance quality of the supervision consultants according to the prescribed criteria.

## Evaluation Procedure

The evaluation by the municipality shall be conducted in synchronization with the verification process of supervision reports stipulated in the BCWP. Details of the procedure are shown in Appendix 1.

The evaluation method is simply to refer to all of the supervision reports, verify certain items, overview the construction project and fill in the evaluation sheet. Details of the evaluation criteria are shown in 4 and a sample of evaluation sheet is shown in Appendix 2.

## Evaluation Criteria

The evaluation shall be done in three levels of grading (Bronze, Silver and Gold). The criteria for each grade are shown below.

**Bronze**: Supervision work was completed in accordance with the BCWP and does not satisfy the requirements for the Silver.

**Silver:** In the inspection, more than 60% of the inspections carried out by the supervision consultant shall match the results of the municipality’s inspection.

The supervision reports shall be properly formulated with the attachment of the verification such as documents and photographs.

**Gold:** More than 80% of the inspection carried out by the supervision consultant shall match the result of the municipality’s inspection.

The construction of the building shall be completed within the approved period of the municipality.

There shall not be dissatisfaction from the building owner with the work of the supervision consultant, for example, additional costs or time that occurred in the construction of the building because of the supervision consultant’s works.

## Use of Evaluation Results

The evaluation results are accumulated in the municipality, periodically converted into the appropriate forms and published on the municipality's website and/or the registration record system (e.g. e-BPS), thereby building owners who are planning to construct buildings can easily access the information of registered supervision consultants performing excellent works and select a good supervision consultant referring that information. In addition, the accumulated evaluation results are utilized to identify supervision consultants performing excellent work in the municipality for the awards.

**Appendix 1:** Work Procedure

**Appendix 2:** Sample of Evaluation Sheet for Supervision Work

# Work Procedure

1. **Procedure Flowchart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building Owner** | **Designer** | **Contractor** | **Supervision Consultant** | **Municipality** |
| Application of Final InspectionApplication of 2nd Interim InspectionApplication of 1st Interim InspectionApplication of 3rd Interim InspectionHanding Over |  | Building Construction to SuperstructureBuilding Construction up to Plinth Level | Supervision ReportSupervision ReportSupervision ReportSupervision Report | Evaluation (Grading)Registration & Publication of Evaluation ResultsConfirmation of Construction Period & Building Owner’s SatisfactionVerification of Supervision Report & Inspection ChecklistVerification of Supervision Report & Inspection ChecklistVerification of Supervision Report & Inspection ChecklistVerification of Supervision Report & Inspection ChecklistFinal Interim Inspection & Completion Certificate2st Interim Inspection & Certificates(Building Permit)3rd Interim Inspection & Certificates1st Interim Inspection & Certificates |

1. **Description of the Municipality’s Action**
2. Verify the completed checklist and supervision report for the 1st interim inspection and fill in the relevant parts of the evaluation sheet.
3. Verify the completed checklist and supervision report for the 2nd interim inspection and fill in the relevant parts of the evaluation sheet.
4. Verify the completed checklist and supervision report for the 3rd interim inspection and fill in the relevant parts of the evaluation sheet.
5. Verify the completed checklist and supervision report for the final inspection, confirm other inspection items not linked to the checklist and supervision report and fill in the relevant parts of the evaluation sheet.
6. Determine the performance grades (Bronze, Silver or Gold grade) as an evaluation result based on the fully completed evaluation sheet.
7. Keep the completed evaluation sheet and accumulate evaluation results (supervision consultant name, grade, project information, etc.) on the municipality's tools such as MS Excel, e-BPS, etc. Accumulated data is utilized to nominate annual awarded supervision consultants in the “Excellent Contractors and Supervision Consultants Awards”.
8. Organize the accumulated evaluation results and periodically published on the suitable municipality's system such as website, e-BPS, etc. The frequency of publication is recommended once a month. But effective frequency can be set considering the number of construction projects implemented in the municipality.

The following are recommended, but not limited to, forms of publication.

* Prepare a list of evaluation results in the period set by the municipality and publish it on the municipality website.
* Display evaluation results alongside supervision consultants' personal information on the municipality’s contractor registration system (e.g. e-BPS).

# Sample of Evaluation Sheet for Supervision Work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Evaluation Parameters** | **1st Inspection** | **2nd Inspection** | **3rd Inspection** | **Final Inspection** | **Grade** |
| 1 | * Supervision results match more than 60% with the municipality’s inspection
 |[ ] [ ] [ ] [ ]  Silver[ ]  |
| 2 | * All supervision reports were properly formulated with attached means of verification, such as documents and photographs.
 |[ ] [ ] [ ] [ ]   |
| 3 | * Supervision results match more than 80% with the municipality’s inspection
 |[ ] [ ] [ ] [ ]  Gold[ ]  |
| 4 | * Construction work was completed within the period specified by the municipality
 |  |  |  |[ ]   |
| 5 | * There was no dissatisfaction from the building owner with the work of the supervision consultant
 |  |  |  |[ ]   |
|  |  |  |  |  |  |  |
| Not satisfy the requirements for the Silver Grade. | Bronze[ ]  |