

PREPARING AND ORGANISING A WORKSITE

 **Dates and duration to be agreed upon**

 **Location to be agreed**

Please contact us for a personalised quote

OBJECTIVES

- Master the preparation of starting-up a worksite.
- Know how to draw up the performance programme and the worksite monitoring documents.
- Be able to form the teams, divide the work and organise the provision of supplies to the worksite.

THE BENEFITS OF YOUR TRAINING

- Practical session with various exercises and case studies.

TARGET AUDIENCE

Engineers

GOOD TO KNOW

This training session may be completed with the training session: Monitoring works and managing the worksite. Exemple de programme réalisable en 5 jours



EDUCATIONAL PROGRAMME

Module 1

Preparing the worksite start-up

- Preparing the performance programme: organisation chart, installation, material lists, personnel, source of supplies, milestones, yields, schedule, timetables, etc.
- Preparing the performance documents.
- Securing the sites.



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Module 2

Organising the worksite

- Forming the teams in accordance with the types of works to be performed:
- mobilising the contractor's internal resources;
- recruiting additional people;
- dividing resources between the teams.
- Scheduling works in accordance with schedules and resources:
- determining the logical order of performing tasks;
- assigning teams to tasks;
- dividing work among the teams;
- distributing work in accordance with resources and with the tasks to be performed;
- determining the production objectives expected from the teams;
- placing orders, instructions.
- Supplying the worksite:
- planning the provision of supplies;
- launching/tracking orders for materials, consumables;
- inspecting supplies.
- searching for materials:
- identifying borrow pits;
- transport distances;
- checking that the materials comply with the specifications.



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 **Prerequisites :** Have held or currently hold a position related to the training theme