HF COMMS SITE SUPERVISION

Overview

HF Comms provide a 'un-managed' rigging resource service. This means that HF has full responsibility to manage the provided rigging teams. This activity is known as site supervision.

HF Site Supervision

Within HF Comms the Project manager is responsible for the works programme and organising the site activities and communicating this to the rigging teams. Should there be any lack of instruction, or any issues with deliveries of materials, works scope and access then this should be communicated back to the HF PM immediately by phone, confirmed in an email copied to customer.
Towards the end of a working week particular attention should be paid to obtaining the following weeks work schedule from the PM in a timely manner.
The rigging team should at all times communicate proactively with the HF project manager and not wait for instructions if it is affecting the delivery of works.

Site Access

Site access is managed by the PM and supporting team in HF and planned into the works schedule as the Mobile Operator will usually have to agree to an outage. Under no circumstance should any Jonics personnel access and or climb a site without written instruction for HF.
Occasionally personnel may have to communicate with the local site representatives, farmers and the Mobile Operator for specific access and works. If this is the case it should be carried out in accordance with written instructions issued from HF. If there is any confusion this should be communicated to the PM and clarified prior to starting work the day before.

Hotels and accommodation

All accommodation is organised by Hotel Smart based on scheduling information provided by HF Comms. It is essential for team leader to coordinate their weekly schedule with the HF PM in advance, so they could-plan their next week activities and travel.

Reports

Teams shall provide a weekly report which includes site details location and name, works carried out, travel distances and any issues encountered.

Escalation

In the event of a serious non communication from the HF team for scheduling and responding to site issues then escalation should be via phone (+370 655 23583) and E-mail (s.grigorjev@gridins.com) to representative of Gridin's Group - Sergej Grigorjev, copied to Gridin's Group. All escalations should be recorded on the weekly reports.