



# SITEPRO

THE CONSTRUCTION APP

# User Manual

## Site-Pro.App LTD

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Rev4

24th April 2024

Complete Construction Project Management Software. Link your site operations to your cloud based admin panel.

Real time information at the touch of a button.

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## Follow Steps 1 to 5 in Project Setup

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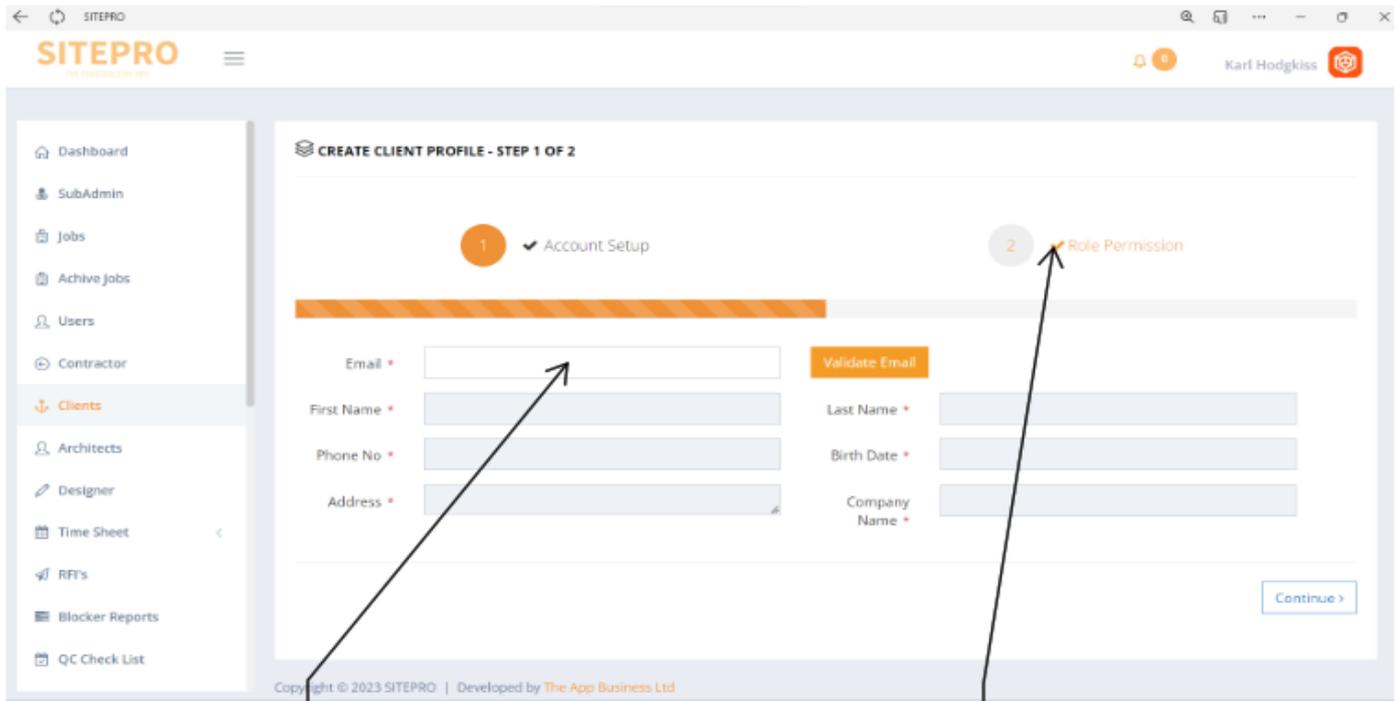
## How to use SitePro UK App

19. See videos
20. See videos

# Step by Step Dashboard Setup Guide

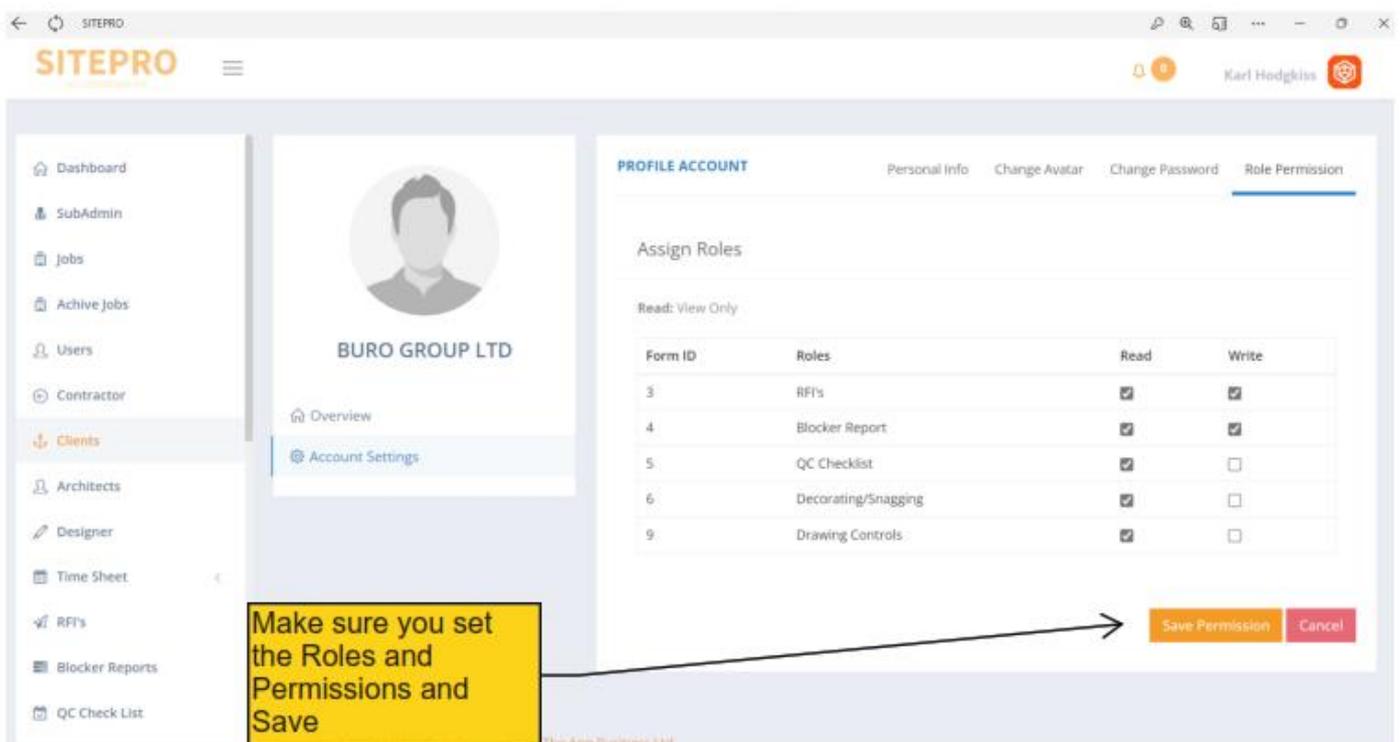
## 1. Client Setup

Setting up your clients for access to the SitePro UK software



Make sure email is correct for your client. Client will receive an email from sitepro to create a password and then be able to view audits, RFIs, Blockers etc

Make sure you set the Roles and Permissions as per below and Save

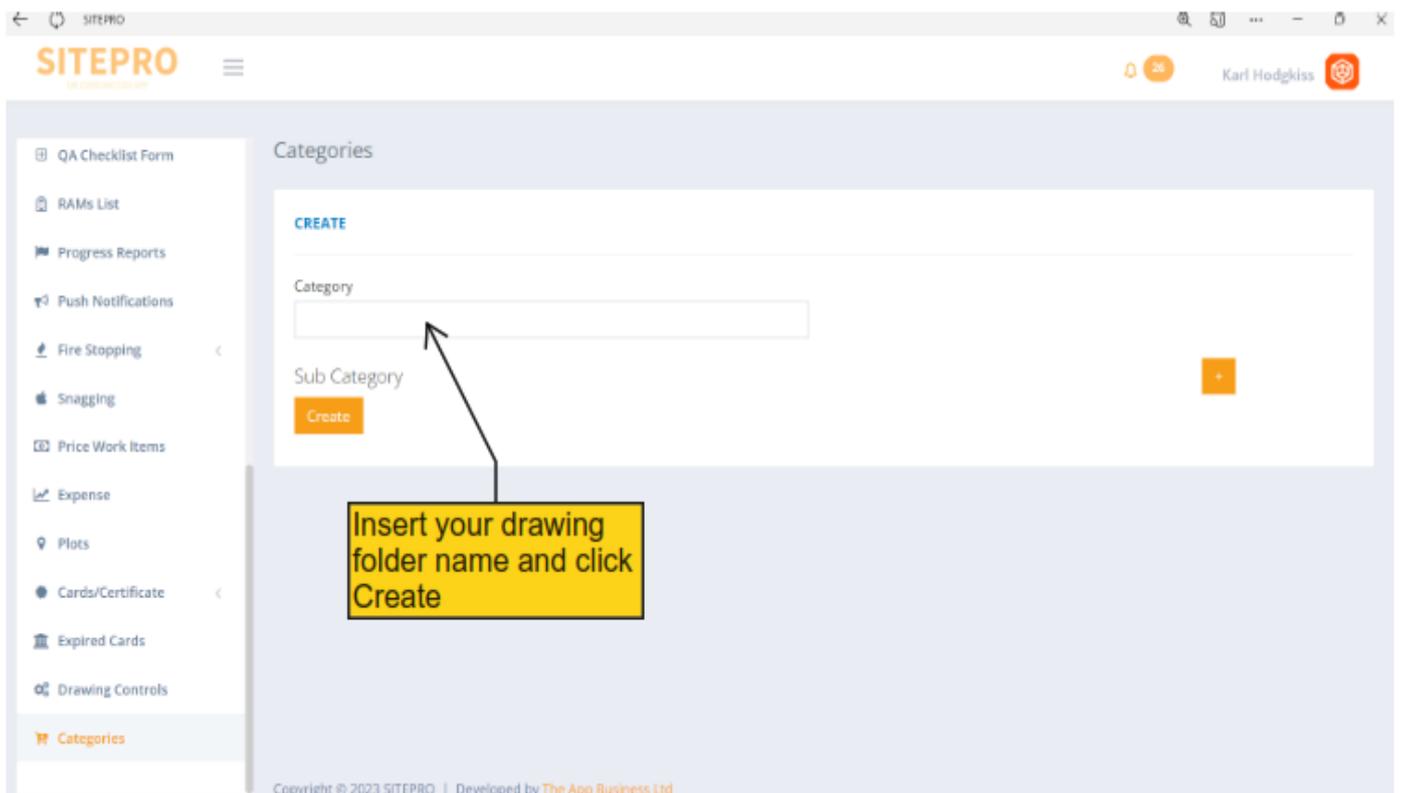
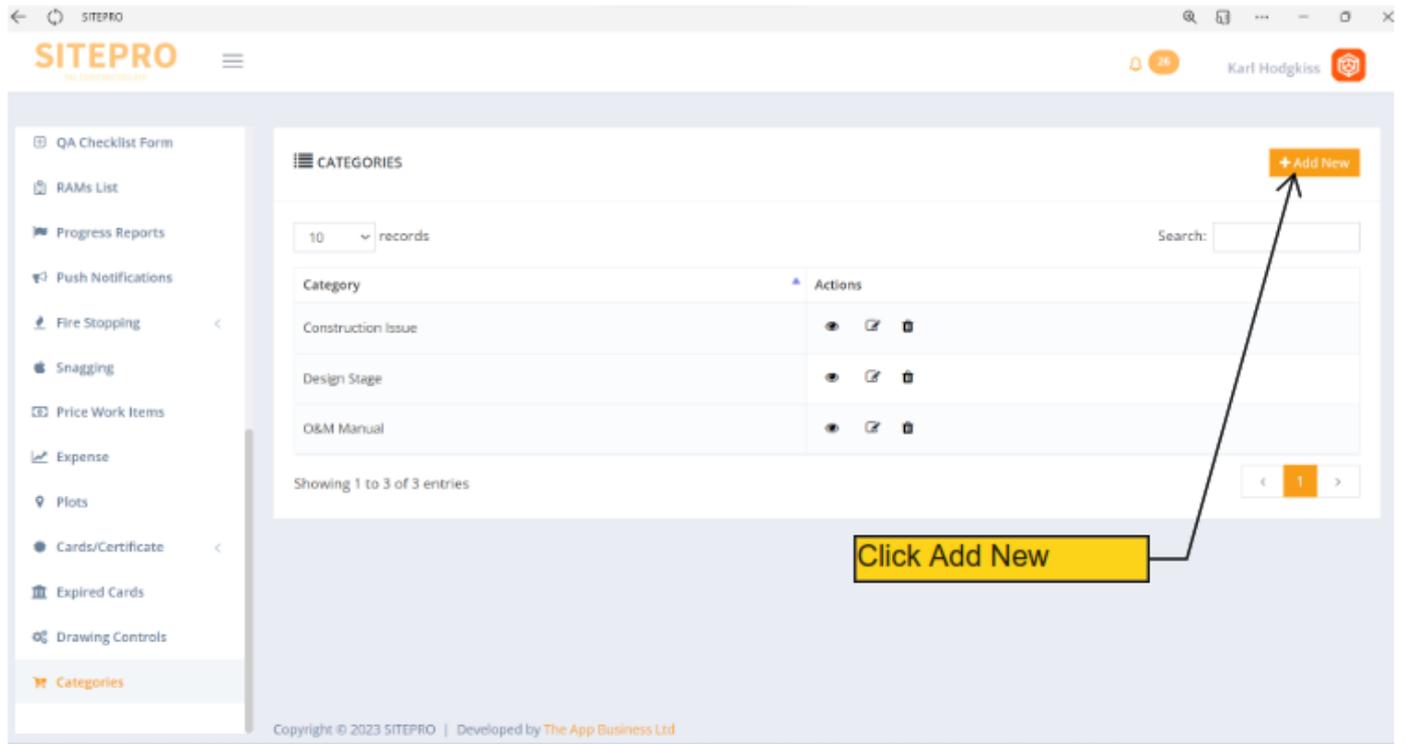


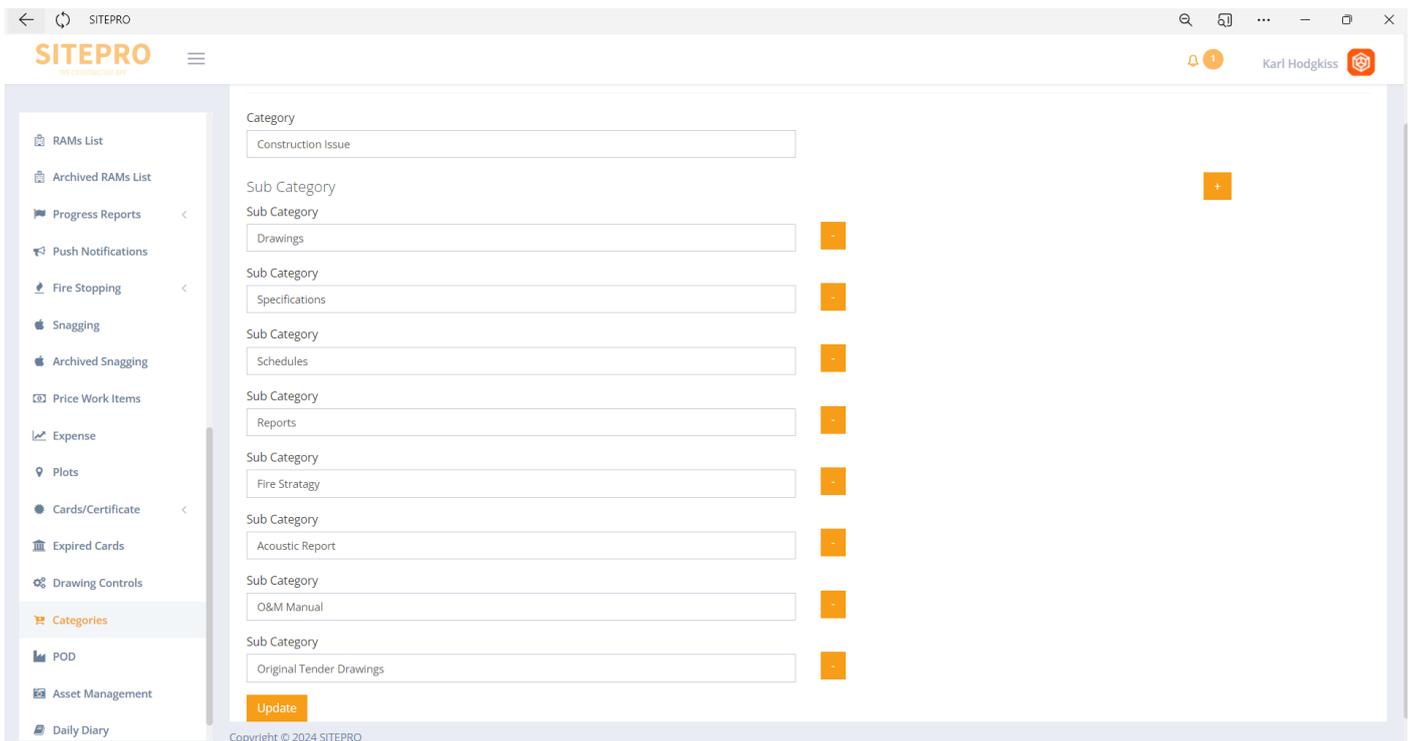
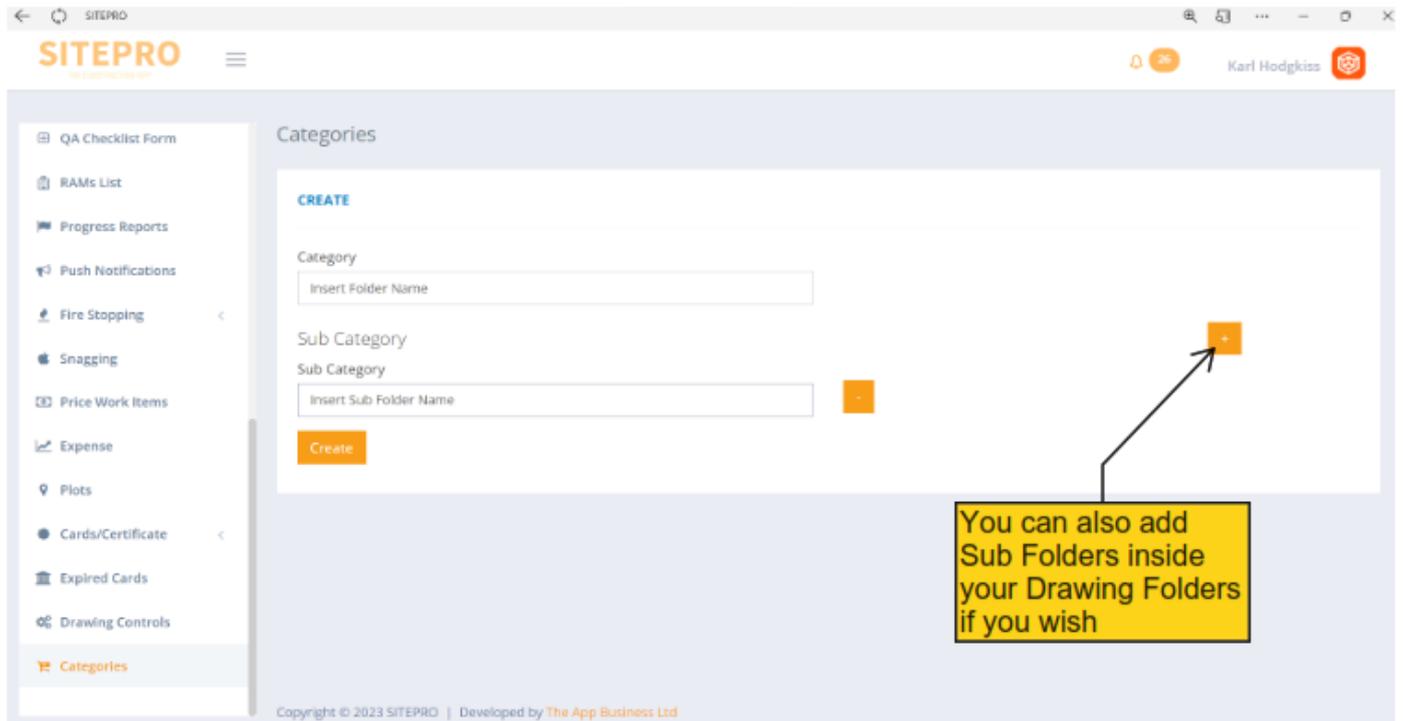
Form ID	Roles	Read	Write
3	RFI's	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Blocker Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	QC Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Decorating/Slagging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Drawing Controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Make sure you set the Roles and Permissions and Save

## 2. Categories & Folder Setup

Creating drawing folder categories and sub categories for app side and dashboard viewing.

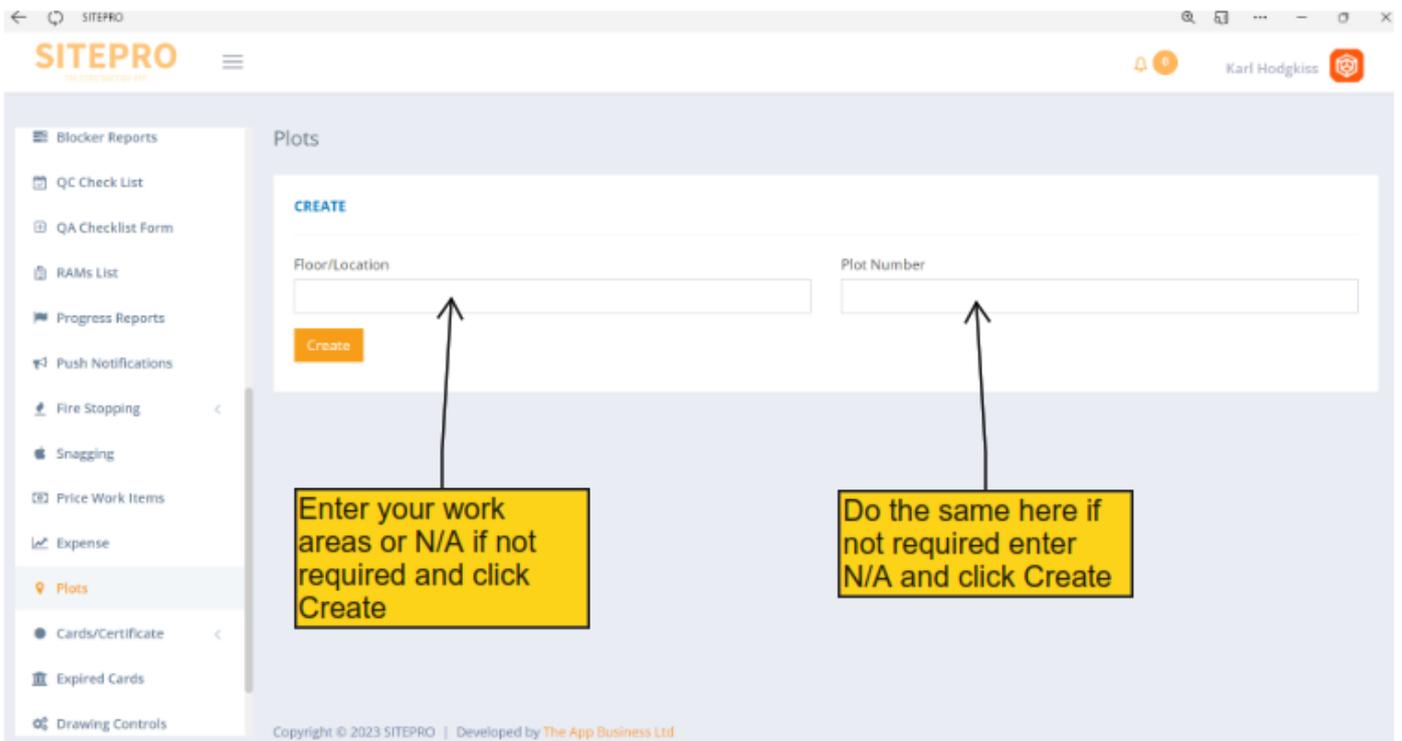
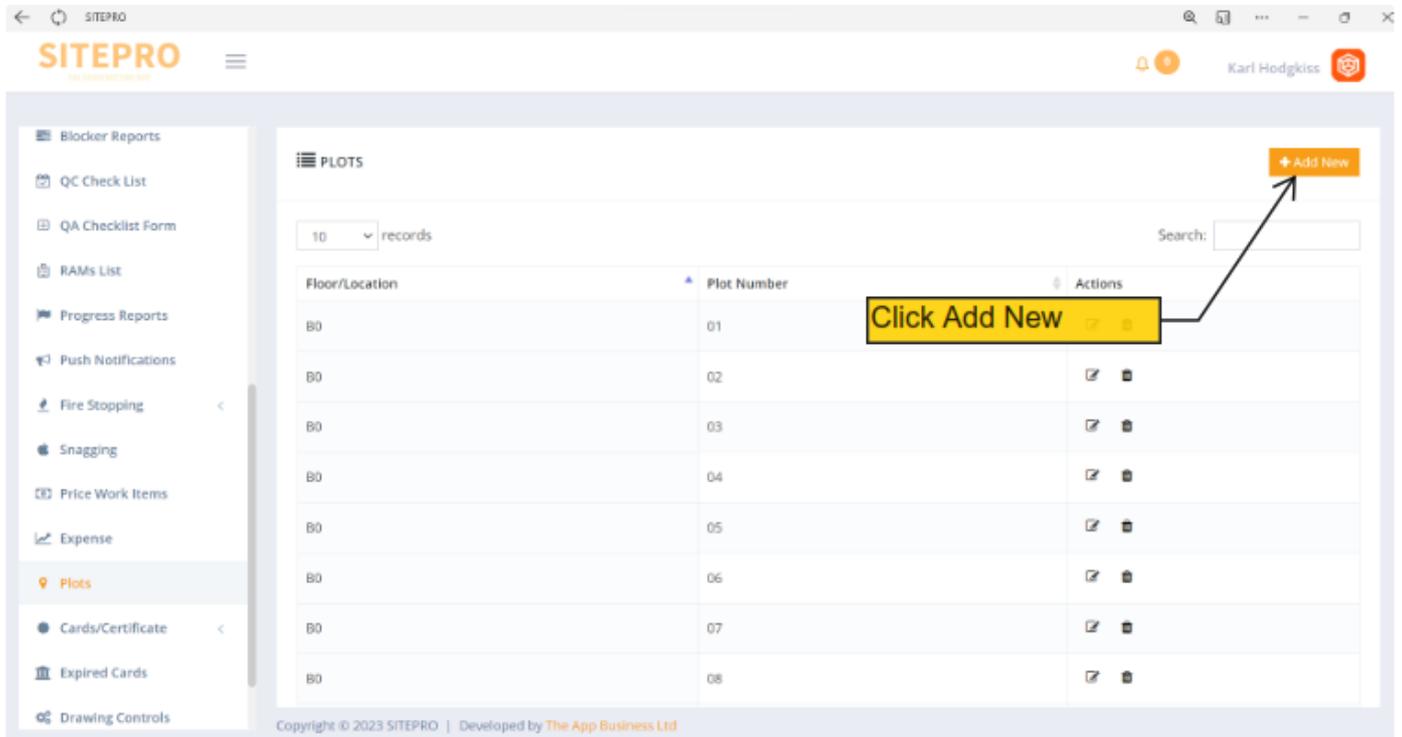




Creating sub categories enables each project app side user to accurately navigate drawing files on site.

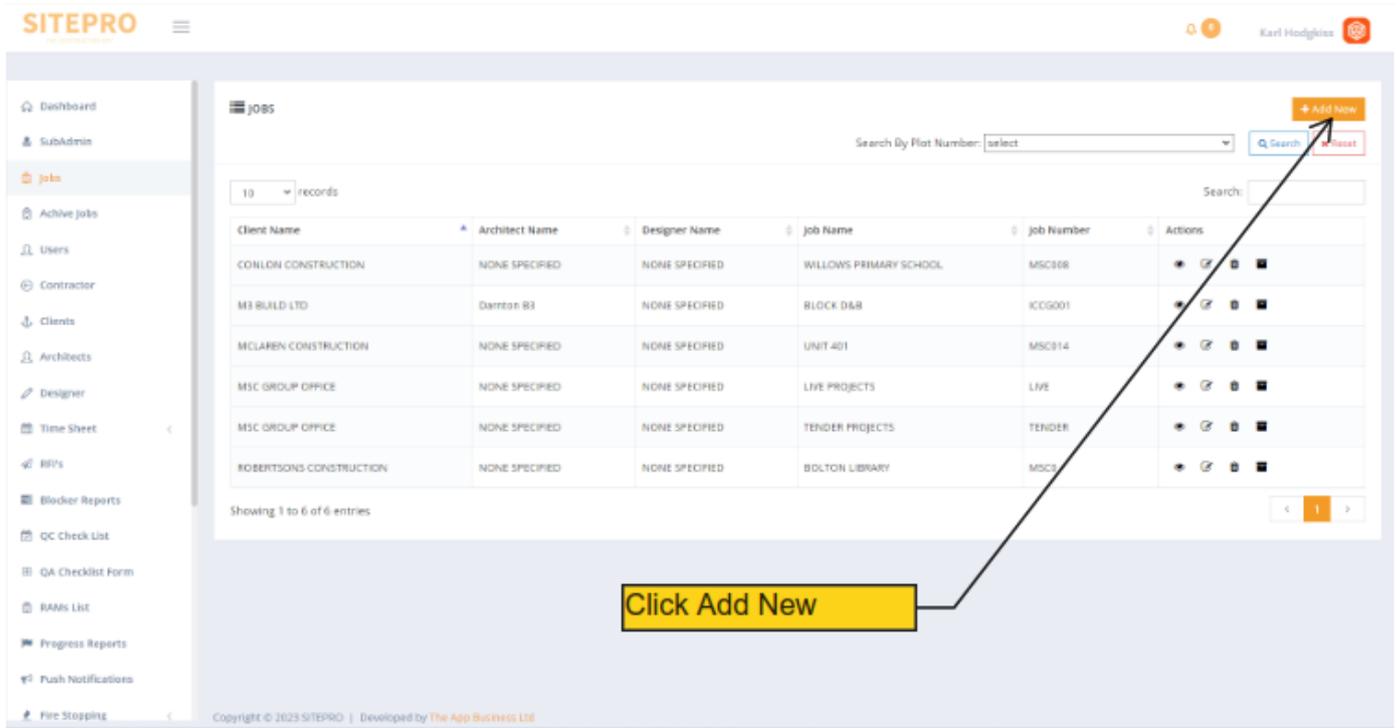
### 3. Plot tracking Setup

Creating plots which are traceable work locations for use in conjunction with fixer price work items. This section will notify you if one or more individuals are working in the same location.



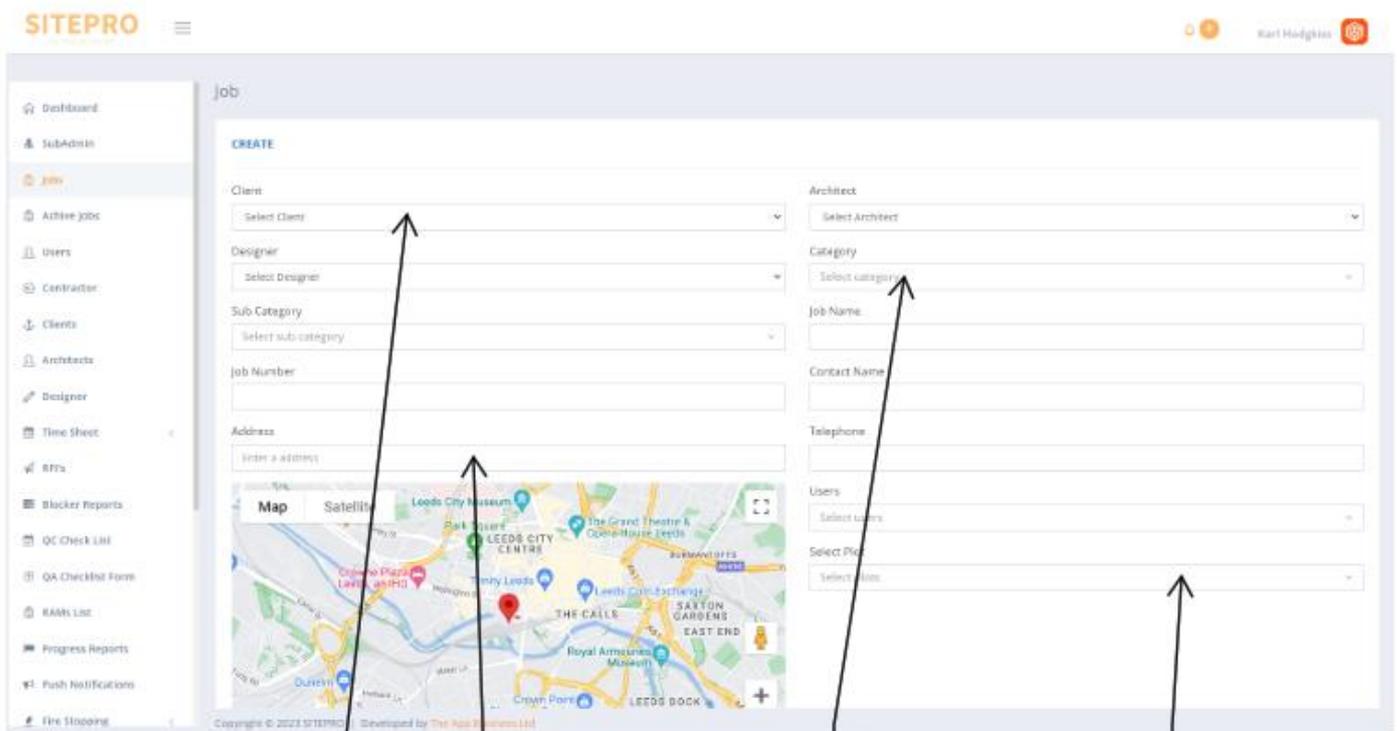
# 4. Project Setup

Creating your first project or adding a new project.



The screenshot shows the 'JOBS' section of the SITEPRO app. A table lists several projects with columns for Client Name, Architect Name, Designer Name, Job Name, and Job Number. An orange '+ Add New' button is located in the top right corner of the table area. A yellow callout box with the text 'Click Add New' has an arrow pointing to this button.

Client Name	Architect Name	Designer Name	Job Name	Job Number	Actions
CONLON CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	WILLOWS PRIMARY SCHOOL	MSC308	[Icons]
M3 BUILD LTD	Darnton R3	NONE SPECIFIED	BLOCK D&B	ICG001	[Icons]
MCLAREN CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	UNIT 401	MSC014	[Icons]
MSC GROUP OFFICE	NONE SPECIFIED	NONE SPECIFIED	LIVE PROJECTS	LIVE	[Icons]
MSC GROUP OFFICE	NONE SPECIFIED	NONE SPECIFIED	TENDER PROJECTS	TENDER	[Icons]
ROBERTSONS CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	BOLTON LIBRARY	MSC0	[Icons]



The screenshot shows the 'CREATE' form for a new job. It includes dropdown menus for Client, Designer, Sub Category, Architect, and Category. There are also text input fields for Job Name, Contact Name, Telephone, Users, and Select Folders. A map is visible for address selection. Arrows point from yellow callout boxes to these fields.

Select client

Enter site address including post code as this is the Geo Location pin

Select drawing folders and Sub folders if applicable

Select work locations or N/A

World Freight Terminal, Manchester M90 5PZ, UK

03330168392

Map Satellite



Amazon UK MAN1  
Ringway  
Manchester Airport

Radisson Blu Hotel Manchester Airport  
Premier Inn Manchester Airport M56 J6 Runger...  
Drop & Go  
Clayton Manc

Users  
Karl Hodgkiss, Lewis Wilcox, Davoud Dehghani-Barenj, Marc Fenlon, Lan

Select Plot  
N/A (N/A)

**FIXER PRICE ITEMS (CLICK TO ADD FIXER PRICE ITEMS)**

Fixer Price Items

Item	Unit	Price

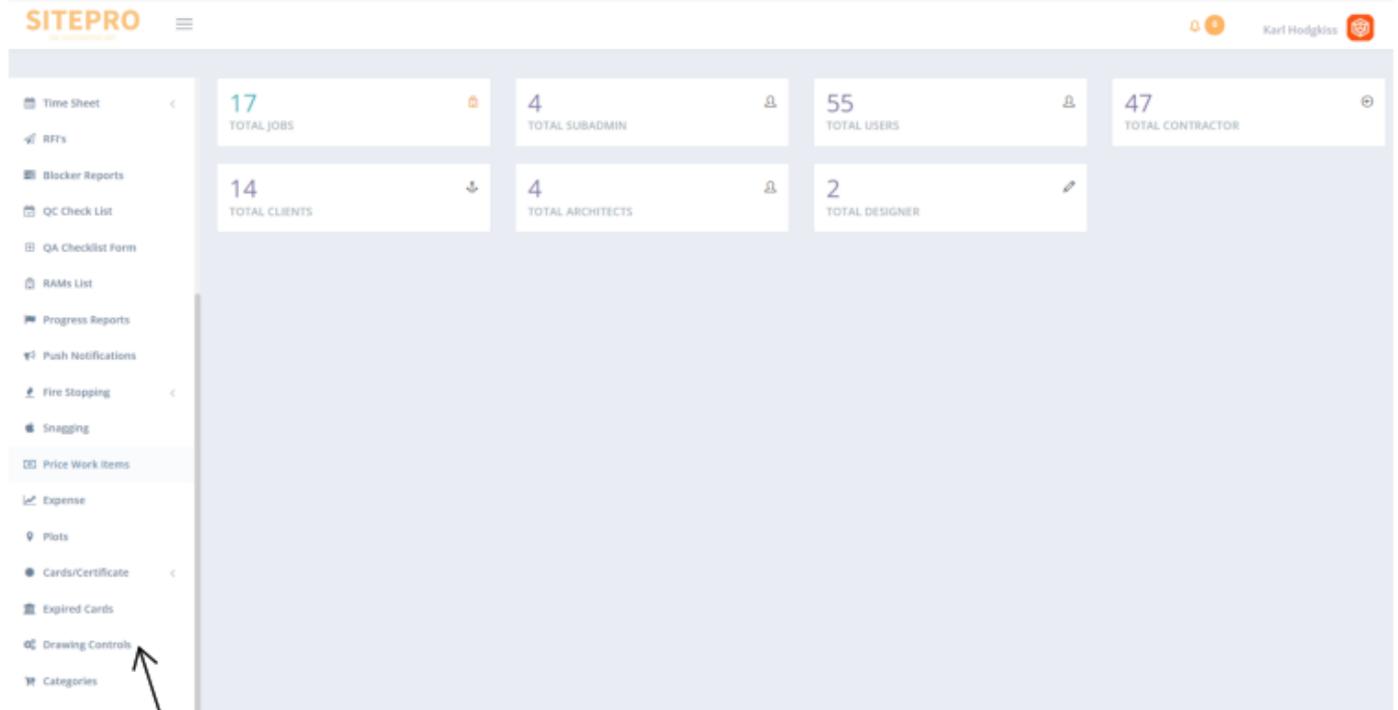
Update

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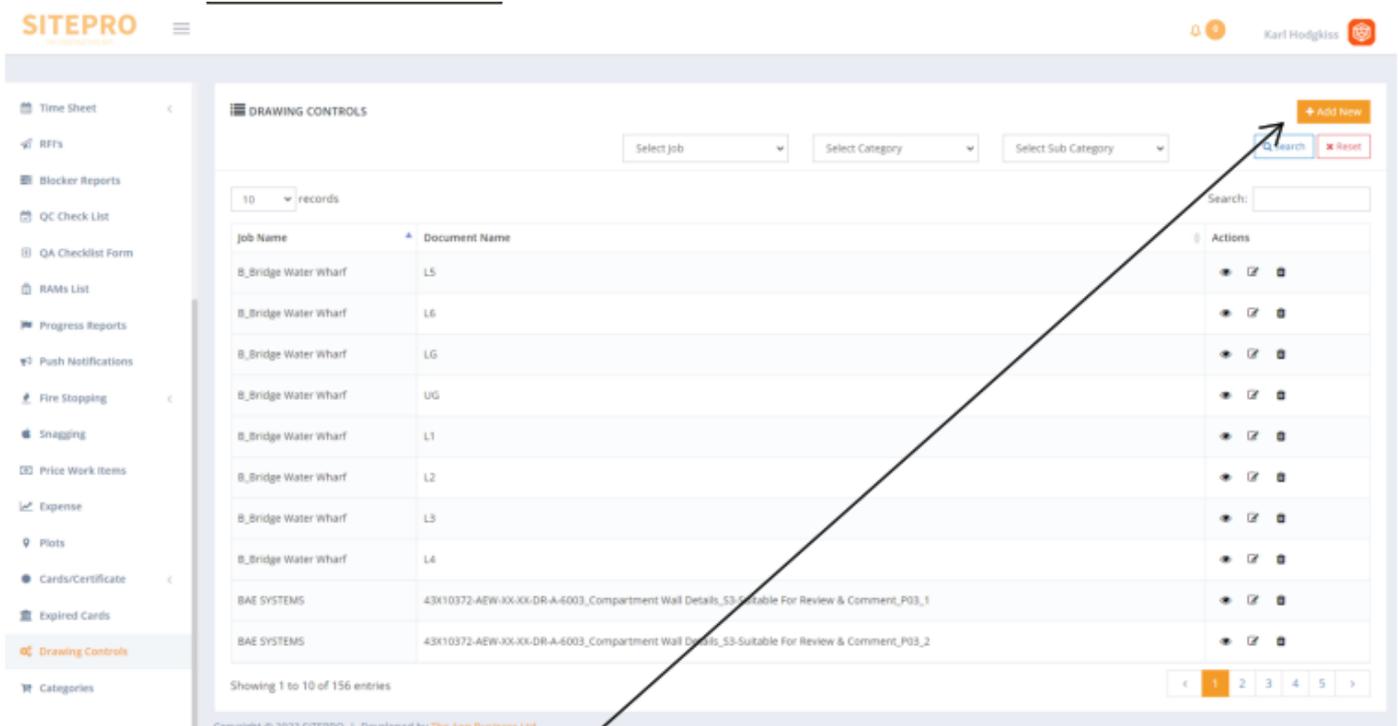
Don't forget to click Update each time or when ever you make a change

# 5. Drawing Uploads

Uploading your project drawings, specifications or project packs to the correct folders and sub folders for app side viewing and dashboard viewing.



Click Drawing Controls



Add new

**Drawing Control**

**CREATE**

Job Name  
Please select any job

Save Save and Load More

Select project

**Drawing Control**

**CREATE**

Job Name  
BOLTON LIBRARY

Category  
Select category  
Construction Issue

Sub Category  
Select sub category

Save Save and Load More

Select categories and sub categories

**Drawing Control**

**CREATE**

Job Name  
BOLTON LIBRARY

Category  
Select category

Sub Category  
Select sub category

Save Save and Load More

Add drawing

**Drawing Control**

**CREATE**

Job Name  
BOLTON LIBRARY

Category  
Select category

Sub Category  
Select sub category

Drawing Type  
Design drawings

Document Name  
Document Name

Document Number  
Document Number

Drawing File  
Choose File No file chosen

Save Save and Load More

Choose PDF drawing to upload

**Drawing Control**

**CREATE**

Job Name: BOLTON LIBRARY

Category: Construction Issue      Sub Category: Drawings

Drawing Type: Construction drawings      Document Name: BLR;JMA-01-00-DR-A-000002-AS-C01\_Proposed Level 00 GA

Document Number: Document Number      Drawing File: [Choose File] BLR;JMA-01-00-DR-A-000002-AS-C01\_Proposed Level 00 GA.pdf

**Save**   **Save and Load More**

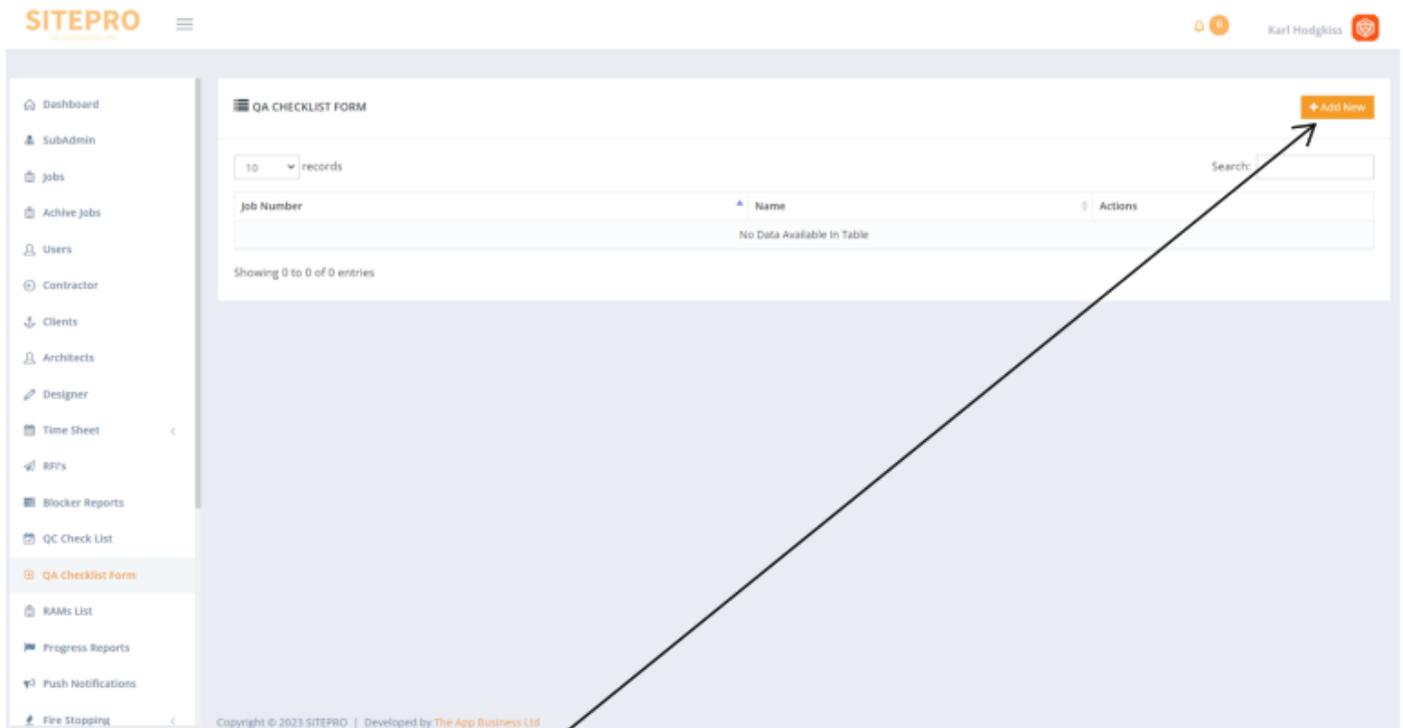
**Name your drawing or copy and paste original drawing ref to right hand side**

**Save and exit or save and upload more**

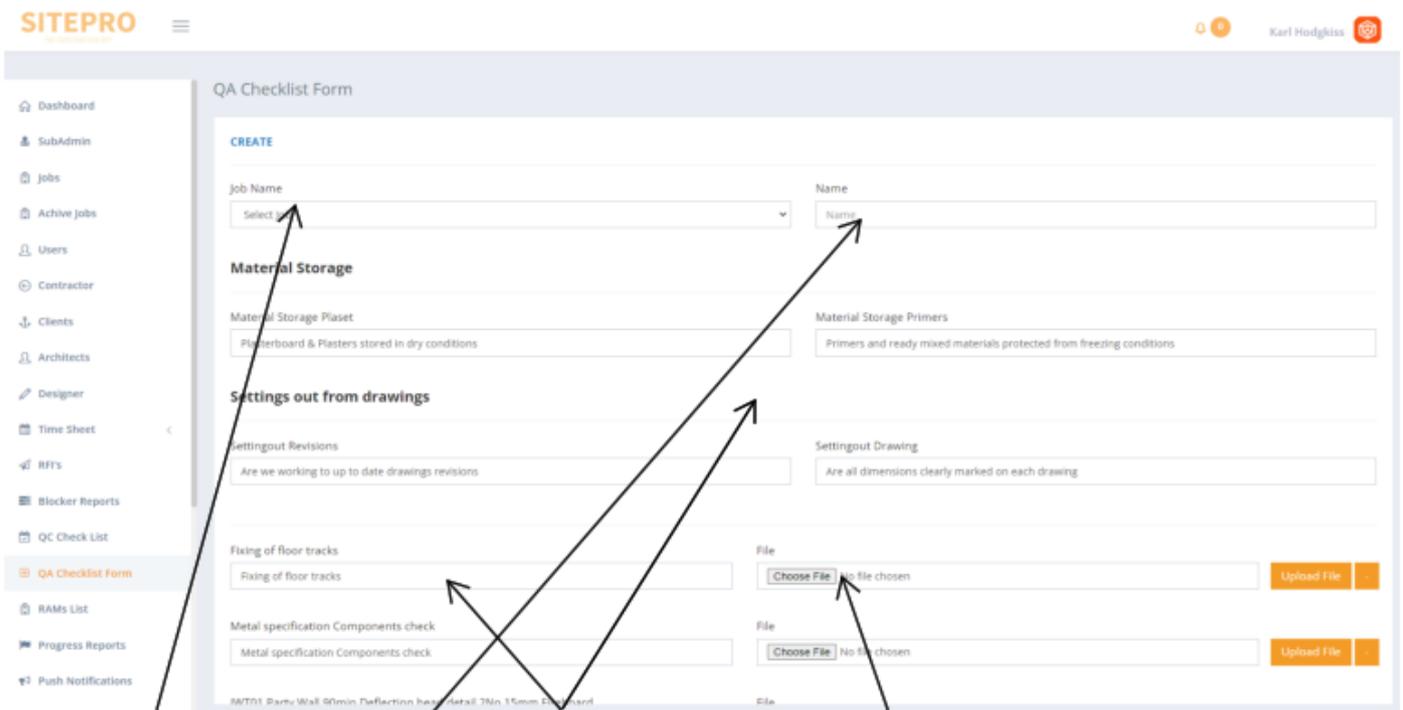
All drawings uploaded will be visible for each app user under the selected category.

# 6. Create Forms: QA form Setup

Creating your first QA audit form and assigning it to a project.



Add new



Select project

Name your Document

Type questions to ask on Audit

Upload PDF test data to view on hand held app side

remove questions

add questions

click to create form

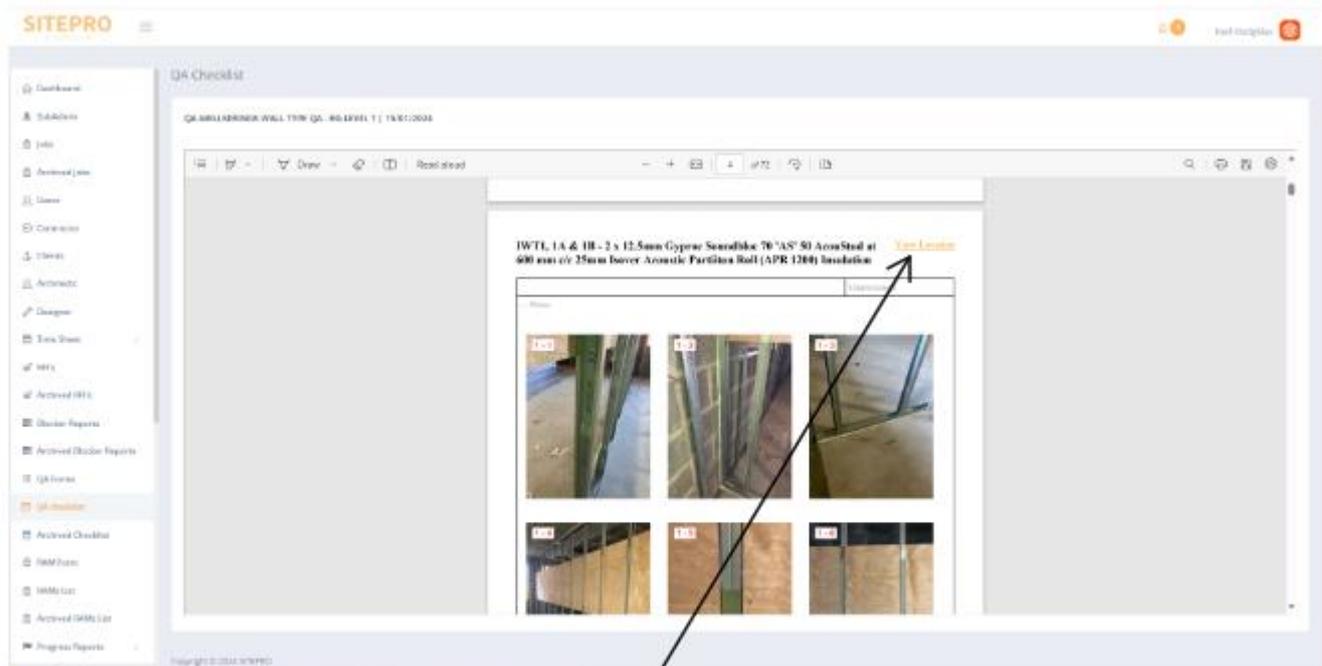
Once your forms are created they are ready for each assigned app side user. This section is used in conjunction with the drawings uploaded in the earlier sections and will enable accurate recording of each build sequence.

Job Number	Name	Date	Inspection Score	Failed Item	Site Address	Prepared By	Location	Actions
MSC094	QA-WELLSPRINGS WALL TYPE QA - BG Level 4	29/11/2023	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-WELLSPRINGS WALL TYPE QA - BG Level 3	29/11/2023	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-WELLSPRINGS WALL TYPE QA - BG Level 2	29/11/2023	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-WELLSPRINGS WALL TYPE QA - BG Level 1	19/01/2024	85.71%	0	Bolton	Martin Green	View	
MSC094	QA-WELLSPRINGS WALL TYPE QA - BG L 5	28/11/2023	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-Wellsprings Rockwool Fire Pro Level 5...	23/01/2024	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-Wellsprings Rockwool Fire Pro Level 4	29/01/2024	100.00%	0	Bolton	M Green	View	
MSC094	QA-Wellsprings Rockwool Fire Pro Level 3	02/02/2024	100.00%	0	Wellsprings	Martin Green	View	
MSC094	QA-Wellsprings Rockwool Fire Pro	16/01/2024	100.00%	0	Bolton	Martin Green	View	
MSC094	QA-Well Springs - QA - 1st Fix Level_1	11/01/2024	100.00%	0	Bolton	Martin	View	

Showing 1 to 10 of 298 entries

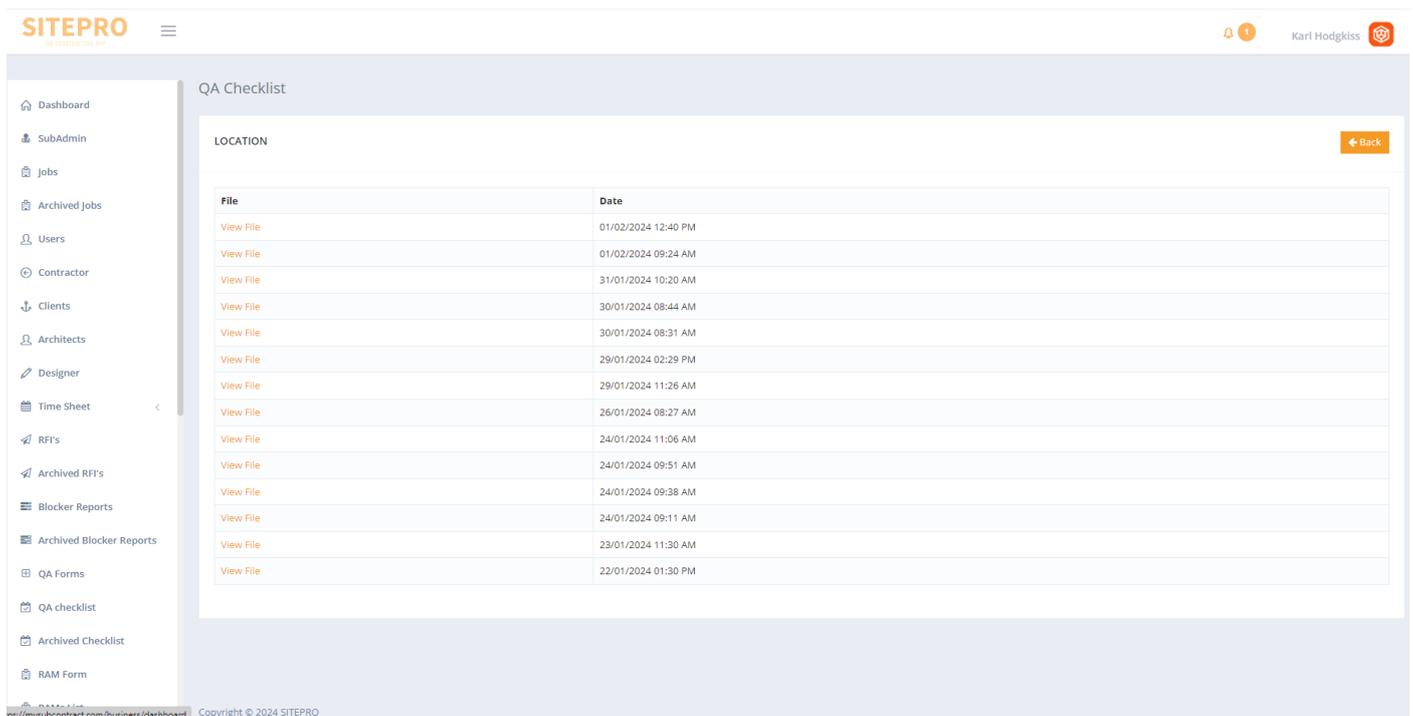
View QA audit records by using the viewing eye on each item above.

Each question has its own geo located compliant/non compliant View Location tab

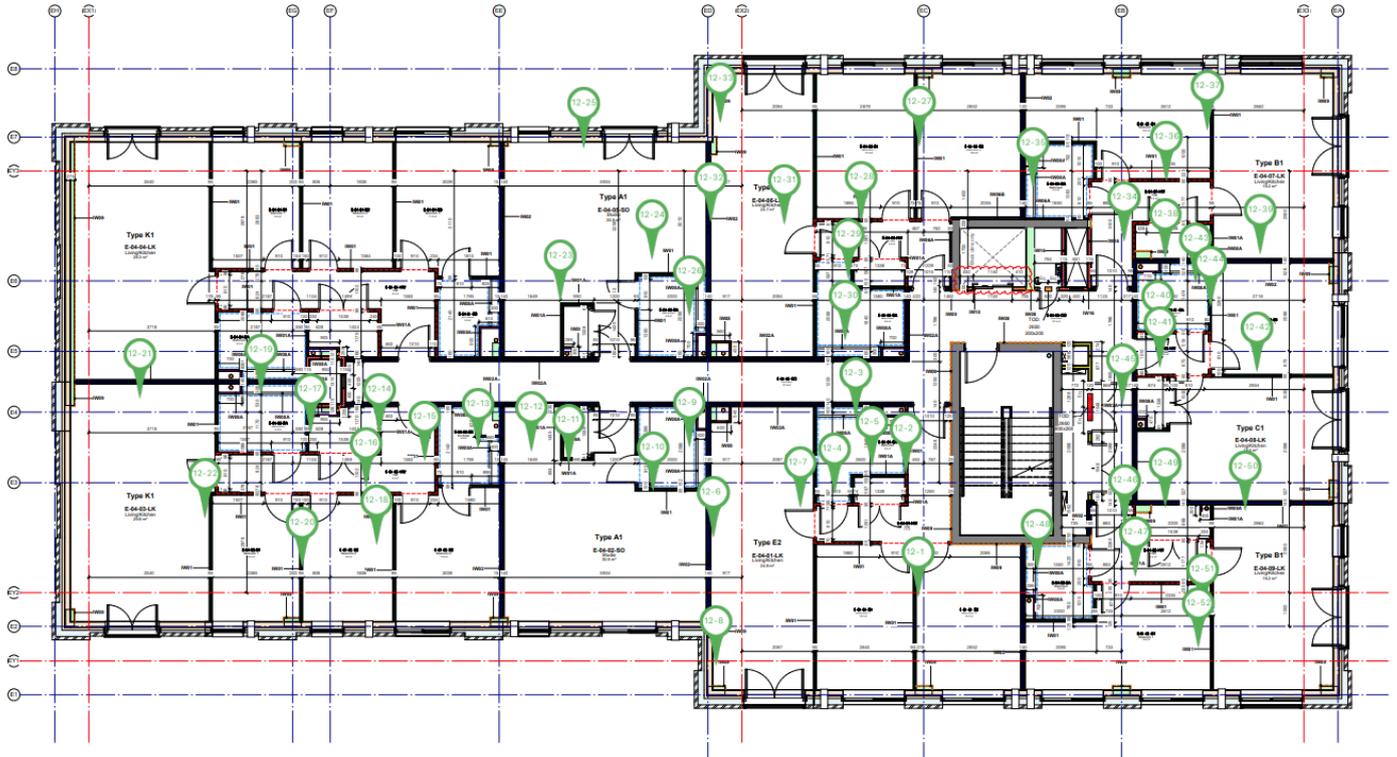


Once you have clicked the viewing eye it opens the PDF audit. Each question has its own geo location plan

Once the view button is selected for each question, a complete time stamped audit will open up showing the time taken on that section and the progress made in that period.

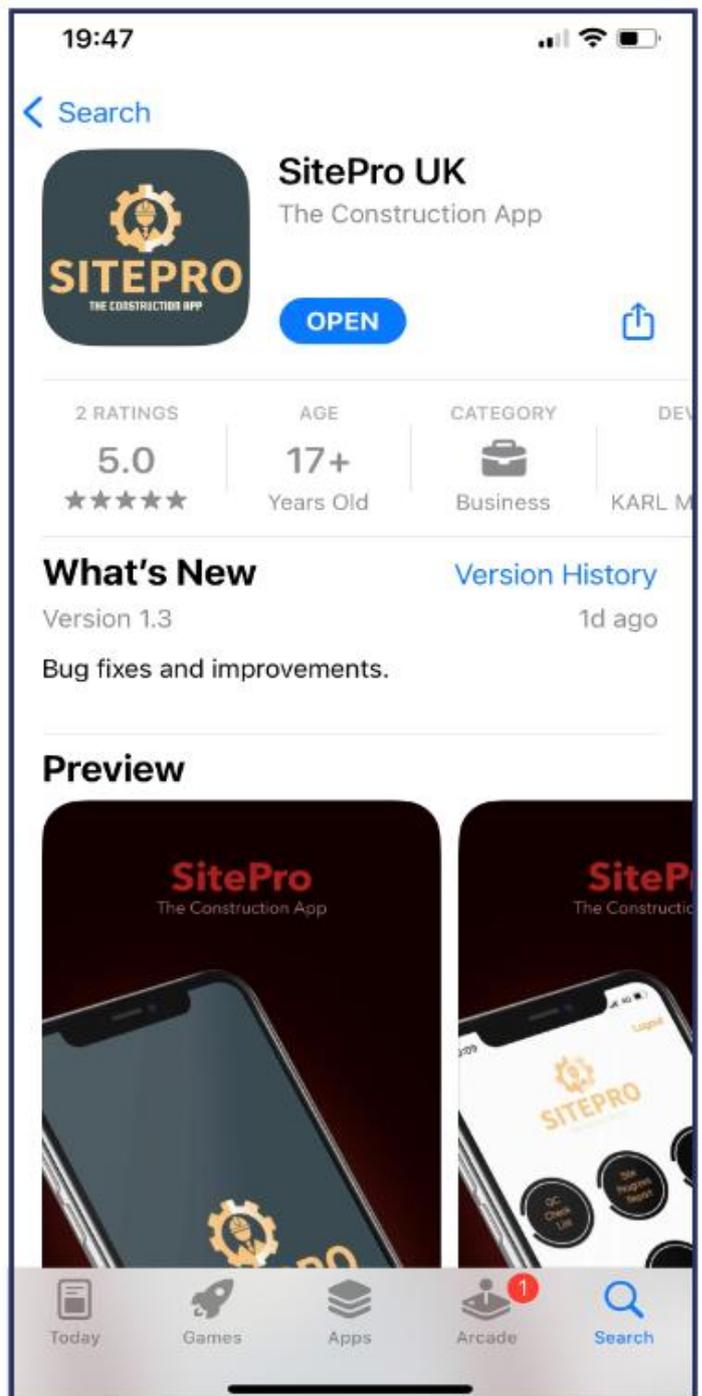
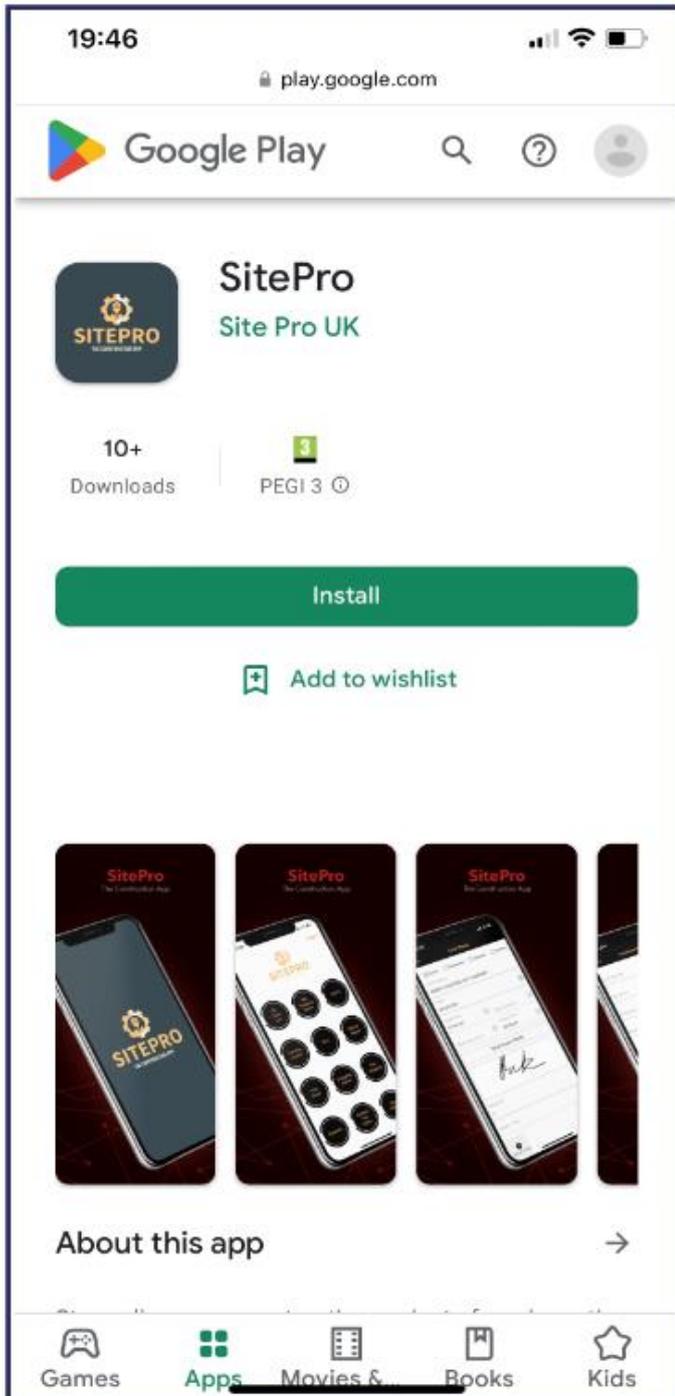


Green compliant Geo Pins are then used to show that compliant audit checks have taken place in line with contract requirements and keeping your client BSR compliant.



## 7. Assigning Users to Projects

All new site based app users sign up from their Apple or Android phones. On registration they will be required to complete a health & safety form and new starter form as mandatory.

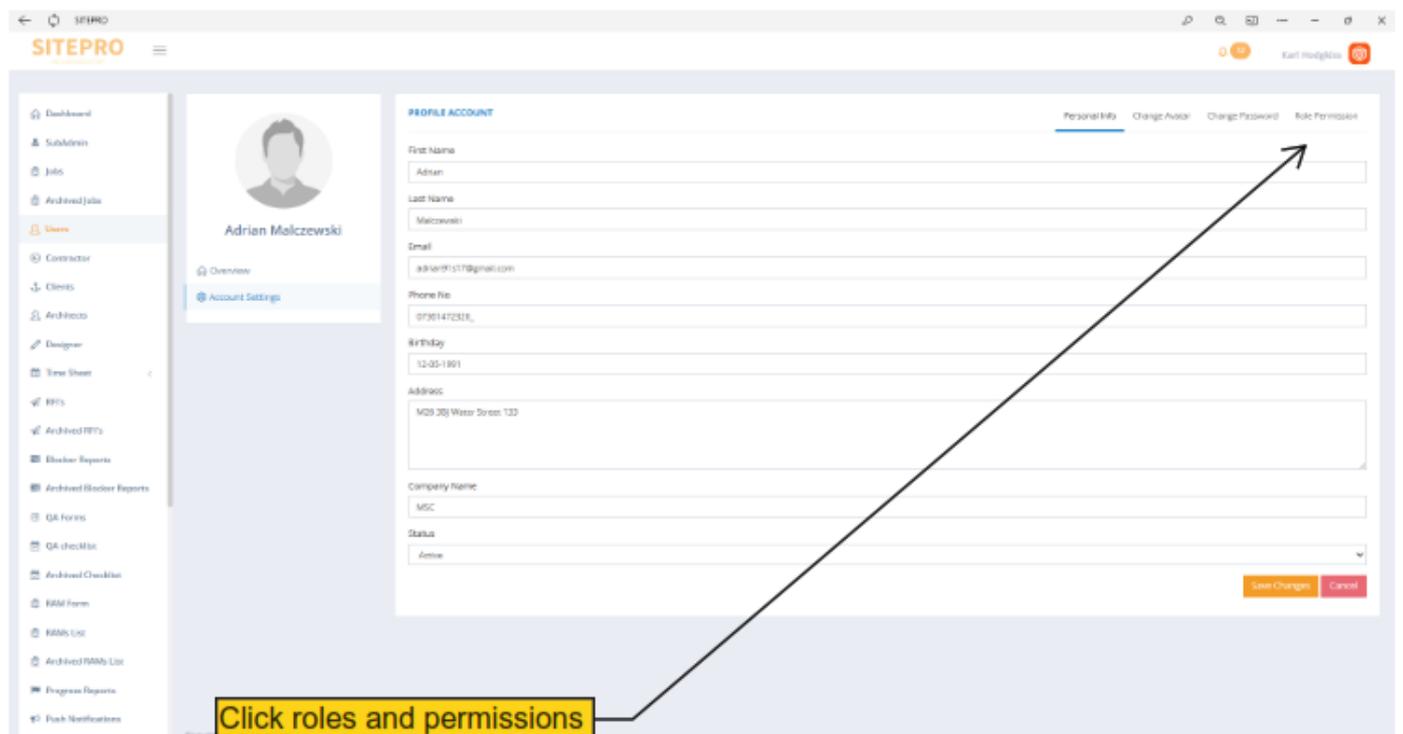


Once the individual has registered, the admin or sub admin will have to approve them for work and assign them to the relevant project. See below.



Click approve and click the eye to assign user permissions.

First Name	Last Name	Email	Status	Approved	Actions
Rip	Perman	R.P.Perman@gmail.com	Active	Approved	• •
Gabriel	Perco	Gabrielperco22@yahoo.com	Active	Approved	• •
Jan	Cathard	Jan.Cathard@hotmail.co.uk	Active	Approved	• •
Isaac Amador	ADDD	Isaac@ingestivemenu.co.uk	Active	Approved	• •
Jan	Georgiev	Jan_gj1@outlook.com	Active	Approved	• •
John	Schwartz	johnschwartz123@gmail.com	Active	Approved	• •
James	Ashraf	Ashrafashraf723@hotmail.com	Active	Approved	• •
James	Gilmer	Jamesgilmer123@gmail.com	Active	Approved	• •
James	Robinson	JamesR123@gmail.com	Active	Approved	• •
Jason	Conner	JasonConner123@hotmail.com	Active	Approved	• •
John	Cathard	JohnCathard123@gmail.com	Active	Approved	• •
John	Beauchamp	JohnBeauchamp123@hotmail.com	Active	Approved	• •
John	O'Grady	JohnOGrady@outlook.ie	Active	Approved	• •
Jonathan	Hessam	JonathanH123@gmail.com	Active	Approved	• •
Jordan	Mason	Jordanmason123@gmail.com	Active	Approved	• •
Jordan	Butcher	JordanButcher123@gmail.com	Active	Approved	• •
Josh	Stephan	JoshStephan123@gmail.com	Active	Approved	• •
Josh	Houghton	JoshHoughton@gmail.com	Active	Approved	• •



Click roles and permissions

PROFILE ACCOUNT

Personal Info | Change Avatar | Change Password | Role Permissions

First Name: Adrian  
 Last Name: Malczewski  
 Email: adrian1517@gmail.com  
 Phone No: 07301472301  
 Birth Day: 12-05-1991  
 Address: M20 3JG Water Street, 133  
 Company Name: MSC  
 Status: Active

Save Changes | Cancel

**PROFILE ACCOUNT** Personal Info Change Avatar Change Password Role Permissions

**Assign Roles**

Read View Only Write Take Actions

Form ID	Role	Read	Write
1	Daily Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Weekly Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	RFIs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Blocker Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	QC Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Decommit/ snagging	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Fire Snagging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	RAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Drawing Controls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>
20	PCD	<input type="checkbox"/>	<input type="checkbox"/>
27	Asset Management	<input type="checkbox"/>	<input type="checkbox"/>

Save Permissions Cancel

Assign roles and permissions and click save.

## Select jobs

**jobs** Search By PKT Number Select Search Reset Add Row

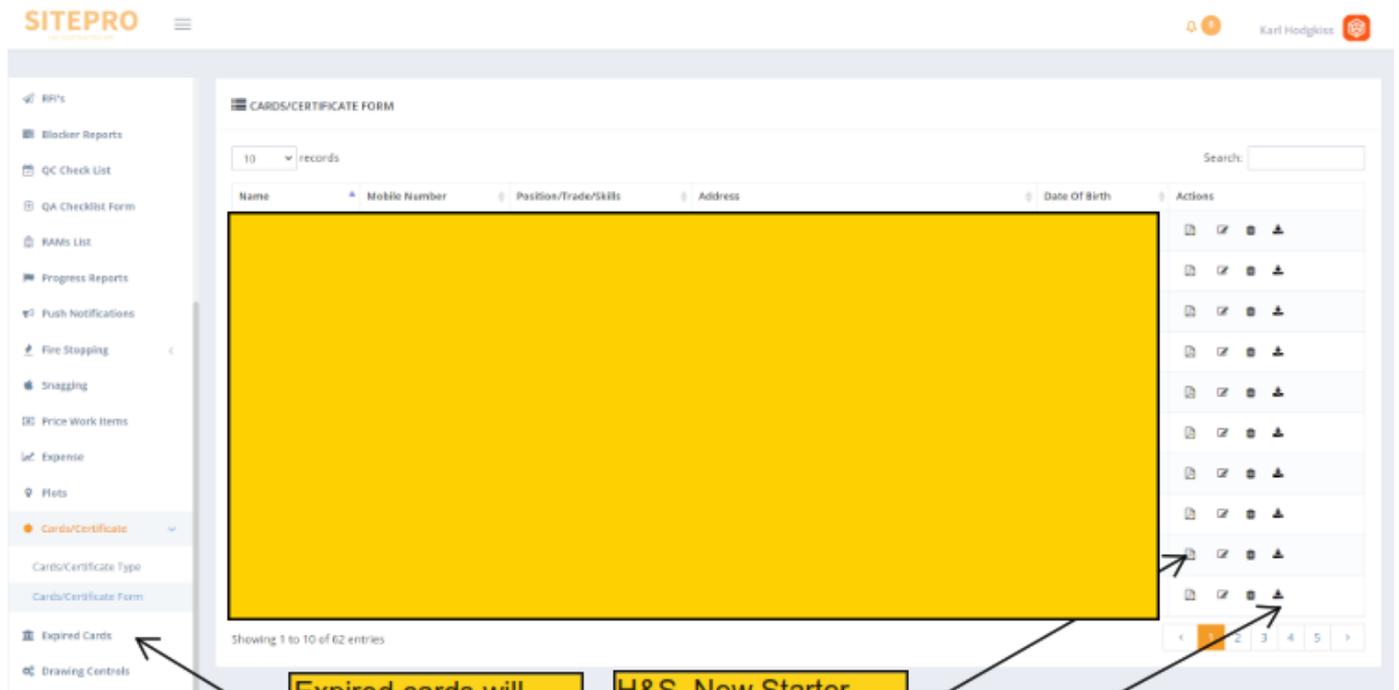
10 records

Client Name	Architect Name	Designer Name	Job Name	Job Number	Job Radius	Actions
FOX CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	CAPTA	MSC019	5.0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
IRVINE YATES LTD	NONE SPECIFIED	NONE SPECIFIED	IRVINE YATES OFFICE	MSC020	5.0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MS BUILD LTD	Davison 88	NONE SPECIFIED	ORISALL LANE BLOCK C_35&8	CC0801	0.25	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MO BUILD LTD	Davison 83	NONE SPECIFIED	ORISALL LANE BLOCK A&B	MSC0011	7	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MCCLAREN CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	NAG P2	MSC021	5.0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MSC GROUP OFFICE	NONE SPECIFIED	NONE SPECIFIED	MSC OFFICE	LIVE	0.25	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ROBERTSONS CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	WELLSPRINGS BOLTON	MSC004	8	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
TORSON CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	CNE VICTORIA	MSC018	5.0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
TORSON CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	CNE VICTORIA SPS	MSC018.1	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
TORSON CONSTRUCTION	NONE SPECIFIED	NONE SPECIFIED	Sky Gardens	MSC022	5.0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 10 of 10 entries

Select the note pad

All user information is stored on the secure server in the below location.



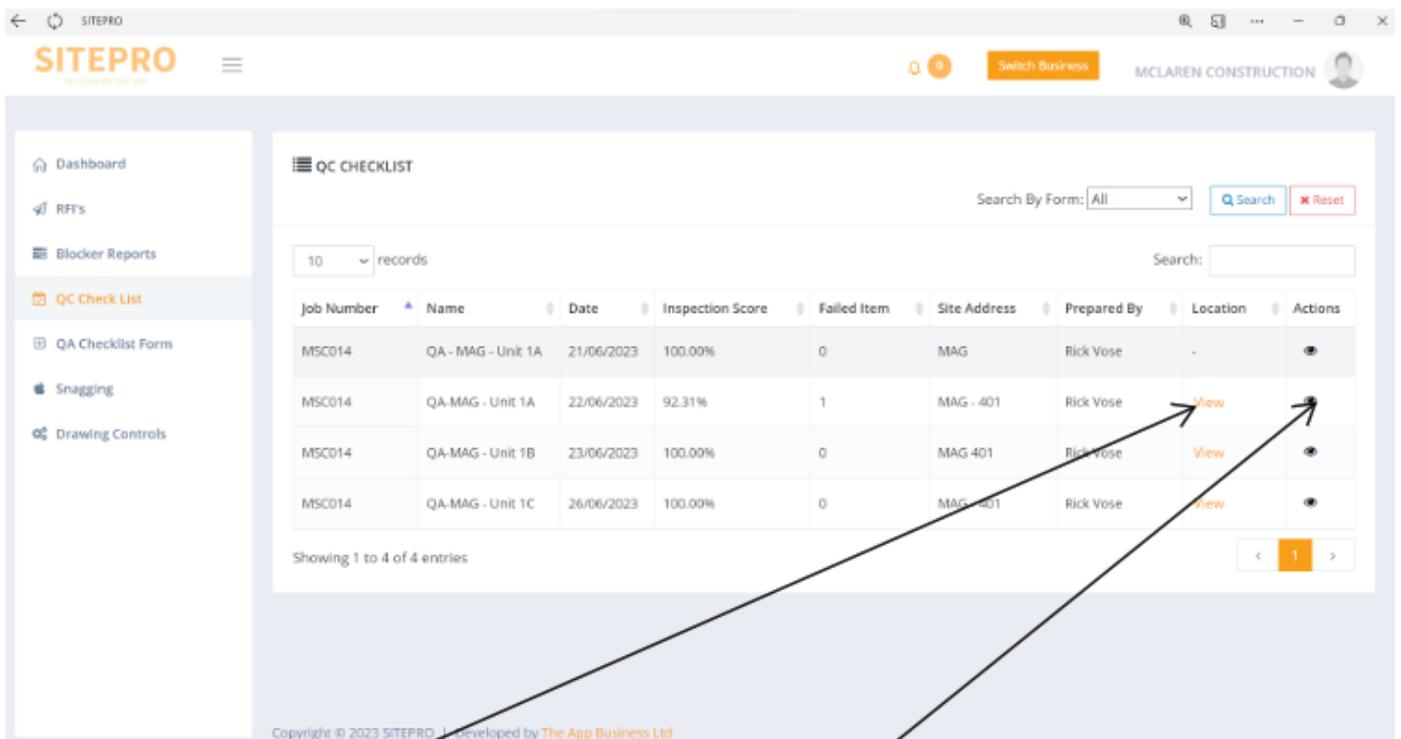
Expired cards will show up

H&S, New Starter forms

All copies of cards are stored

## 8. Client side Viewing

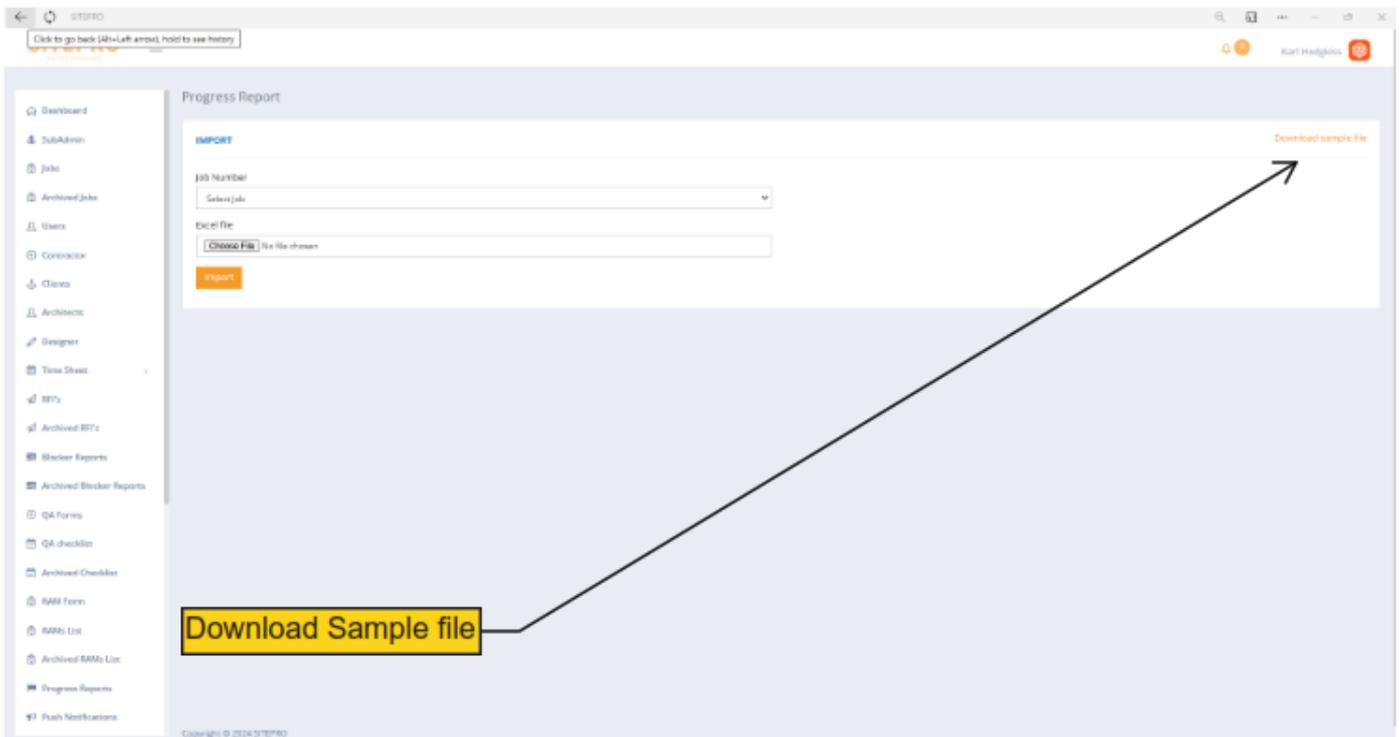
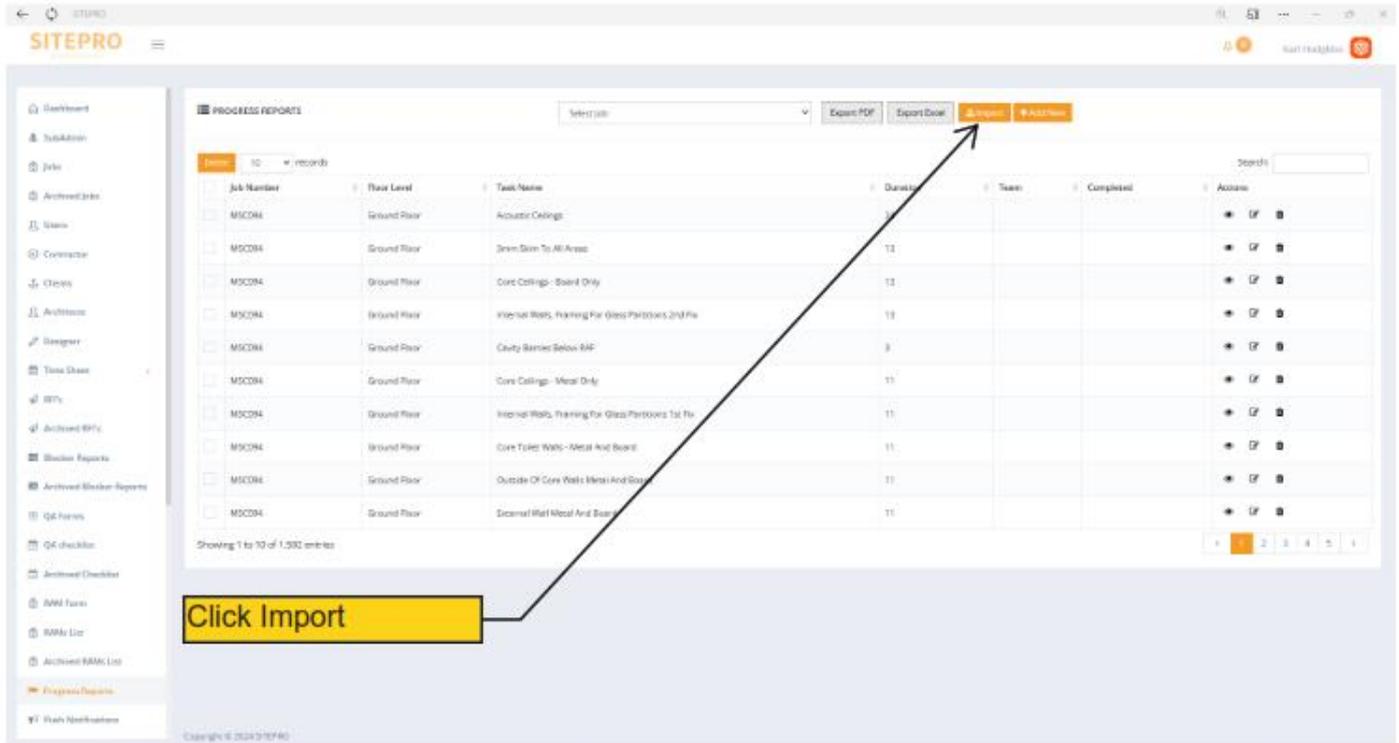
When you set up your client in step 1 they will now have access to the new project you created under step 4. This is where the client will see a live flow of information relating to your project.

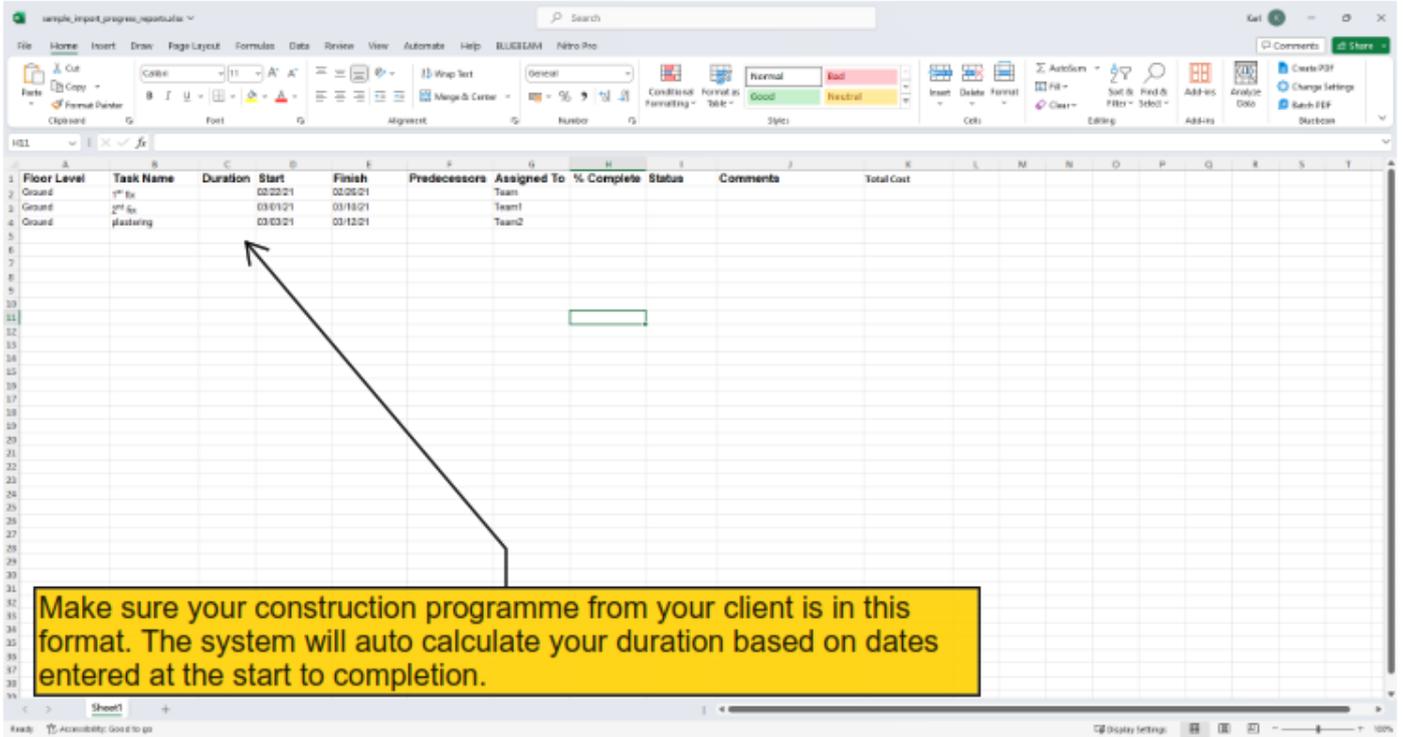


Note: Audits/Blockers/RFI's are all automatically sequentially numbered on creation

# 9. Progress Reporting

Construction programmes must be uploaded as .CSV files. Request all Asta, Microsoft projects etc in this file format.

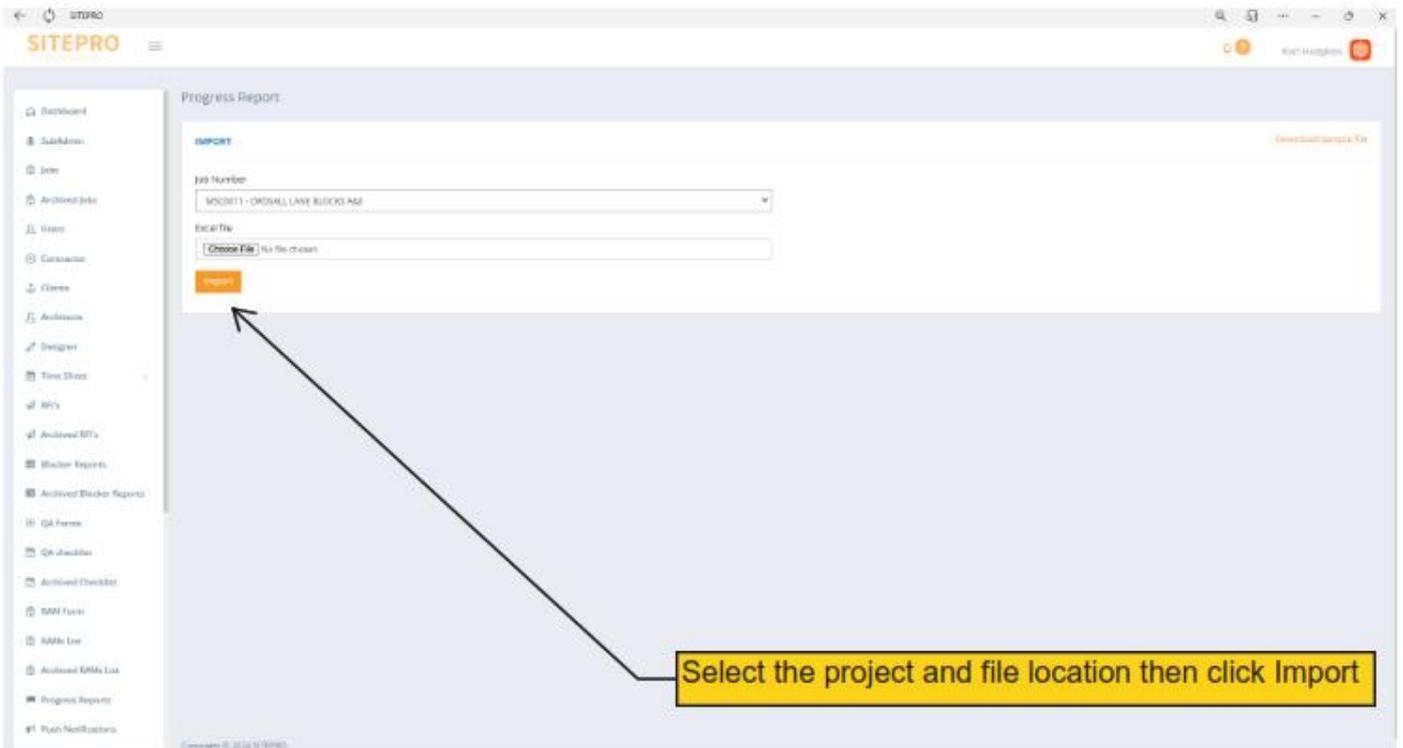




Floor Level	Task Name	Duration	Start	Finish	Predecessors	Assigned To	% Complete	Status	Comments	Total Cost
Ground	1 <sup>st</sup> Ex		02/22/21	02/26/21		Team				
Ground	2 <sup>nd</sup> Ex		03/01/21	03/18/21		Team1				
Ground	plastering		03/03/21	03/12/21		Team2				

**Make sure your construction programme from your client is in this format. The system will auto calculate your duration based on dates entered at the start to completion.**

Save your new programme ready for file upload.



**Import**

**Select the project and file location then click Import**

Your uploaded construction programme will now be live and ready for use onsite

**PROGRESS REPORTS**

MSC04 - WELLSRINGS EDLTON

Export PDF | Export Excel | Report | Add New

Job Number	Floor Level	Task Name	Duration	Tasks	Completed	Actions
MSC04	Ground Floor	Access Cappings	24			
MSC04	Ground Floor	Spem Slab To All Areas	15			
MSC04	Ground Floor	Cone Cappings - Board Only	19			
MSC04	Ground Floor	Internal Walls, Framing For Glass Partitions 2nd Flr	13			
MSC04	Ground Floor	Cavity Barriers Below R/F	3			
MSC04	Ground Floor	Cone Cappings - Metal Only	11			
MSC04	Ground Floor	Internal Walls, Framing For Glass Partitions 1st Flr	11			
MSC04	Ground Floor	Cone Toler Walls - Metal And Board	11			
MSC04	Ground Floor	Outside Of Cone Walls Metal And Board	11			
MSC04	Ground Floor	External Wall Metal And Board	11			

Showing 1 to 10 of 51 entries

**Export your project gantt chart programme in pdf or excel.**

Your exported programme will look like this.

MS EXCEL 2016 (1) - progressreport.gantt.xlsx

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

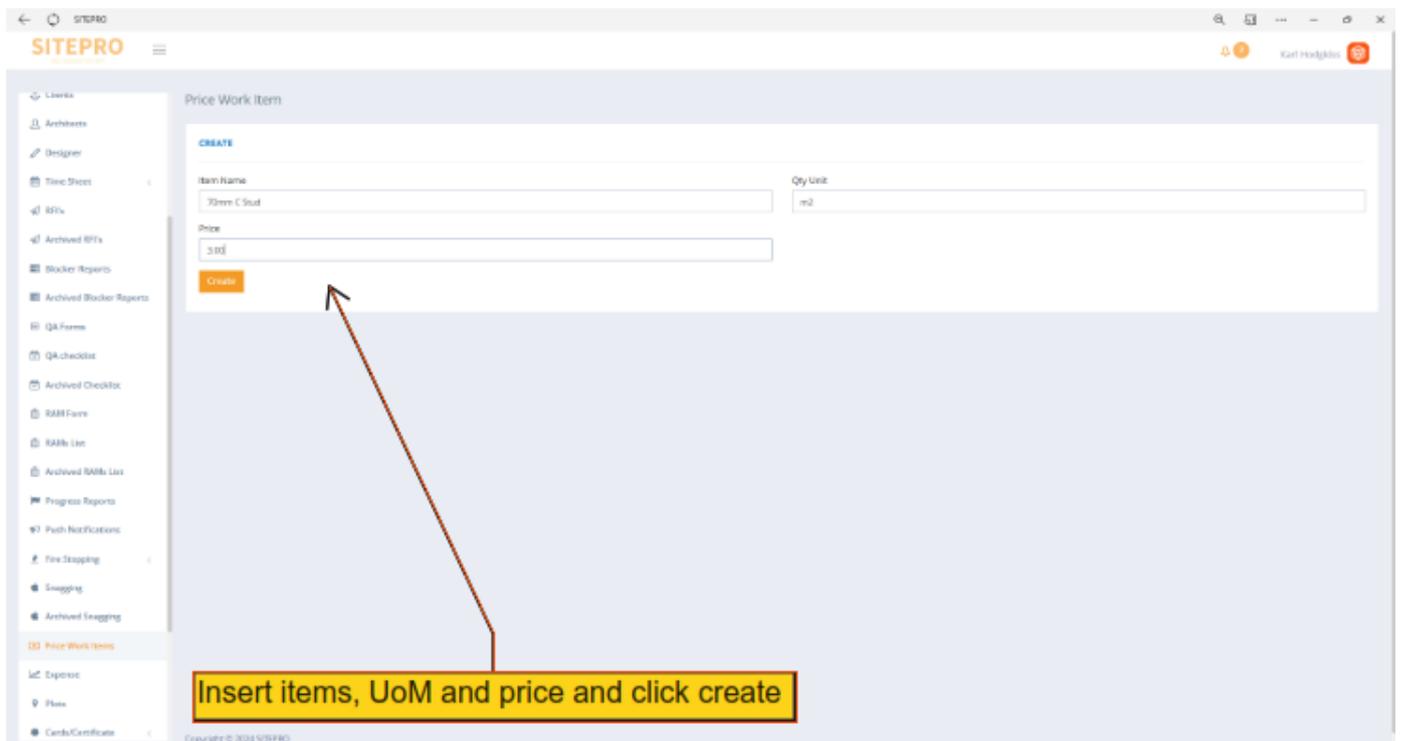
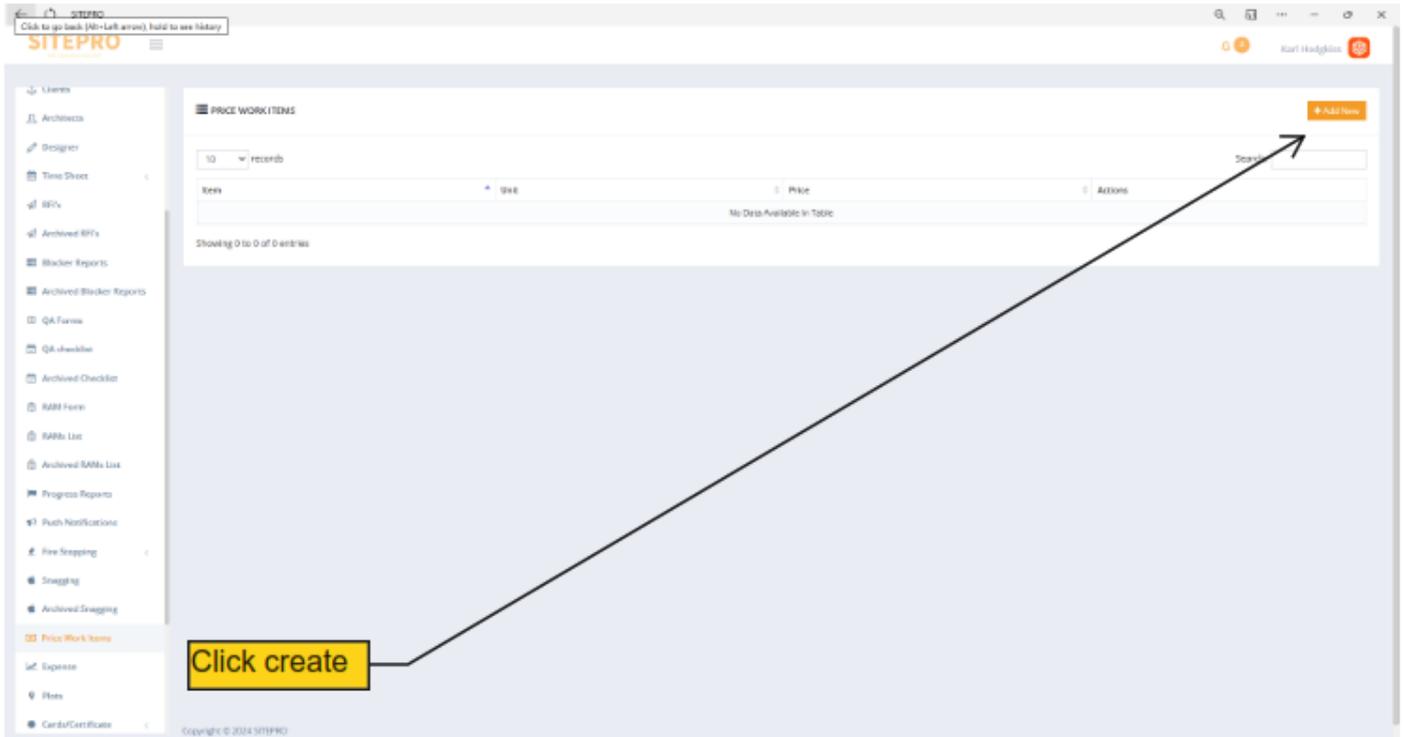
Sheet View | Workbook Views | Gantt Chart | Gantt Chart

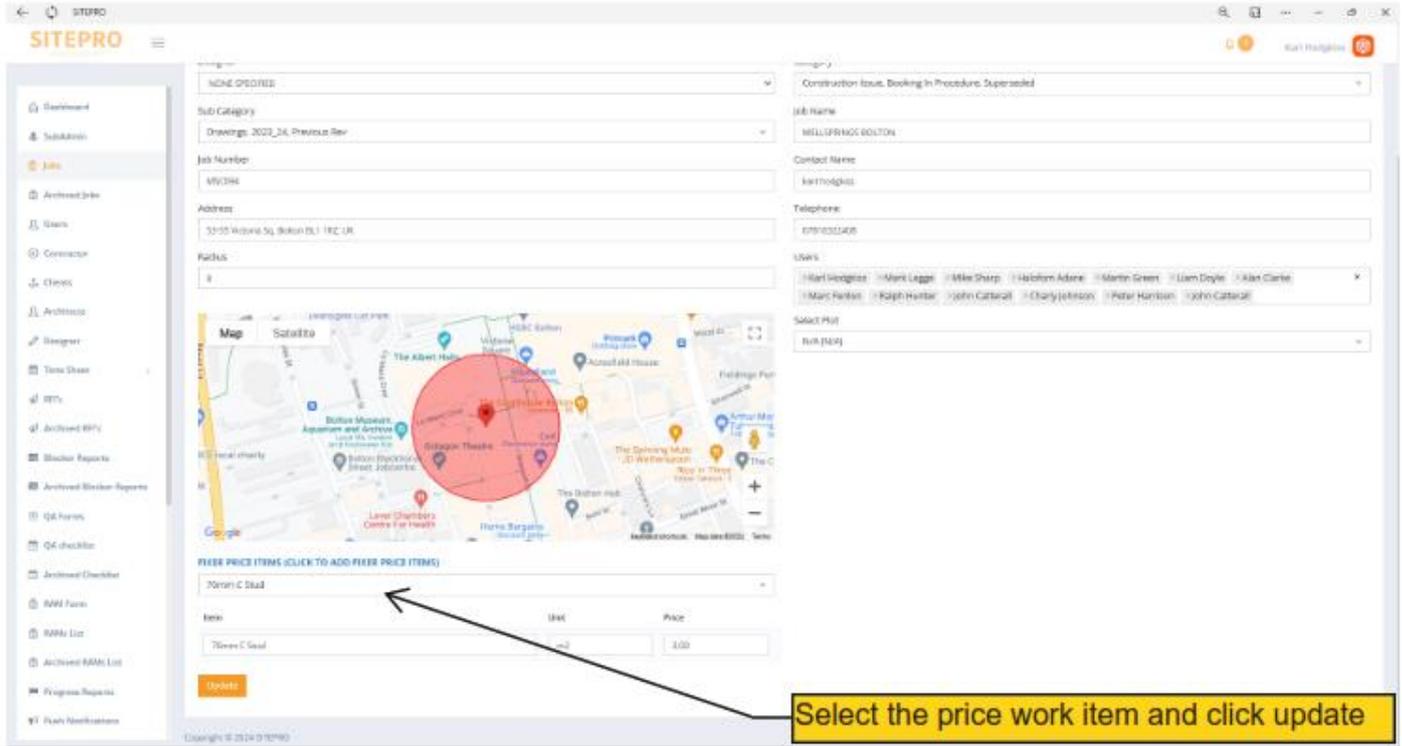
Floor Level	Task Name	Duration	Start	Finish	Predecessors	(% Completed)	Status	Comments
E0	1st Fix party walls	4d	2022-12-12 09:42:58	2022-12-16 09:42:58		0	Completed	
E0	1st Fix Internals	2w 4d	2022-01-09 09:42:58	2022-01-20 09:42:58		0	In Progress	
E0	Partners Install	1d	2022-01-25 09:42:58	2022-01-24 09:42:58		0	In Progress	
E0	M&E Interface	1w 2d	2022-01-25 09:42:58	2022-02-05 09:42:58		0	In Progress	
E0	PPF Interface	4d	2022-02-09 09:42:58	2022-02-10 09:42:58		0	In Progress	
E0	2nd Fix	2w 4d	2022-02-13 09:42:58	2022-02-24 09:42:58		0	In Progress	
E0	Skim	1w 1d	2022-02-27 09:42:58	2022-03-07 09:42:58		0	In Progress	
E1	1st Fix party walls	7w 4d	2022-10-26 09:42:58	2022-11-01 09:42:58		100	Completed	
E1	1st Fix Internals	1w 4d	2022-11-21 09:42:58	2022-12-02 09:42:58		40	In Progress	
E1	Partners Install	1d	2022-12-09 09:42:58	2022-12-07 09:42:58		50	In Progress	
E1	M&E Interface	1w 4d	2022-12-09 09:42:58	2022-12-19 09:42:58		50	In Progress	
E1	PPF Interface	2w 6d	2022-12-20 09:42:58	2022-01-09 09:42:58		90	In Progress	
E1	2nd Fix	1w 6d	2022-01-10 09:42:58	2022-01-22 09:42:58		90	In Progress	
E1	Skim	1w 1d	2022-01-24 09:42:58	2022-02-01 09:42:58		90	In Progress	
E2	1st Fix party walls	4d	2022-11-16 09:42:58	2022-11-18 09:42:58		100	Completed	
E2	1st Fix Internals	2w 4d	2022-11-29 09:42:58	2022-12-09 09:42:58		50	In Progress	
E2	Partners Install	1d	2022-12-13 09:42:58	2022-12-14 09:42:58		50	In Progress	
E2	M&E Interface	1w 4d	2022-12-13 09:42:58	2022-01-09 09:42:58		90	In Progress	
E2	PPF Interface	6d	2022-01-19 09:42:58	2022-01-19 09:42:58		90	In Progress	
E2	2nd Fix	1w 6d	2022-01-17 09:42:58	2022-01-23 09:42:58		90	In Progress	
E2	Skim	2w 1d	2022-01-31 09:42:58	2022-02-09 09:42:58		90	In Progress	
E3	1st Fix party walls	4d	2022-11-21 09:42:58	2022-11-25 09:42:58		100	Completed	
E3	1st Fix Internals	1w 4d	2022-12-05 09:42:58	2022-12-16 09:42:58		25	In Progress	
E3	Partners Install	1d	2022-12-19 09:42:58	2022-12-19 09:42:58		50	In Progress	
E3	M&E Interface	4d	2022-12-20 09:42:58	2022-12-16 09:42:58		50	In Progress	
E3	PPF Interface	6d	2022-01-17 09:42:58	2022-01-23 09:42:58		50	In Progress	
E3	2nd Fix	1w 6d	2022-01-24 09:42:58	2022-02-09 09:42:58		50	In Progress	
E3	Skim	2w 1d	2022-02-15 09:42:58	2022-02-15 09:42:58		50	In Progress	
E4	1st Fix party walls	4d	2022-11-25 09:42:58	2022-11-29 09:42:58		100	Completed	
E4	1st Fix Internals	1w 4d	2022-12-13 09:42:58	2022-12-24 09:42:58		40	In Progress	

**Site progress is updated via the app on a percentage basis which auto populates the gantt chart**

# 10. Price work items Setup

Price work items are set up on the dashboard side for use by the trades to book in measured price work.

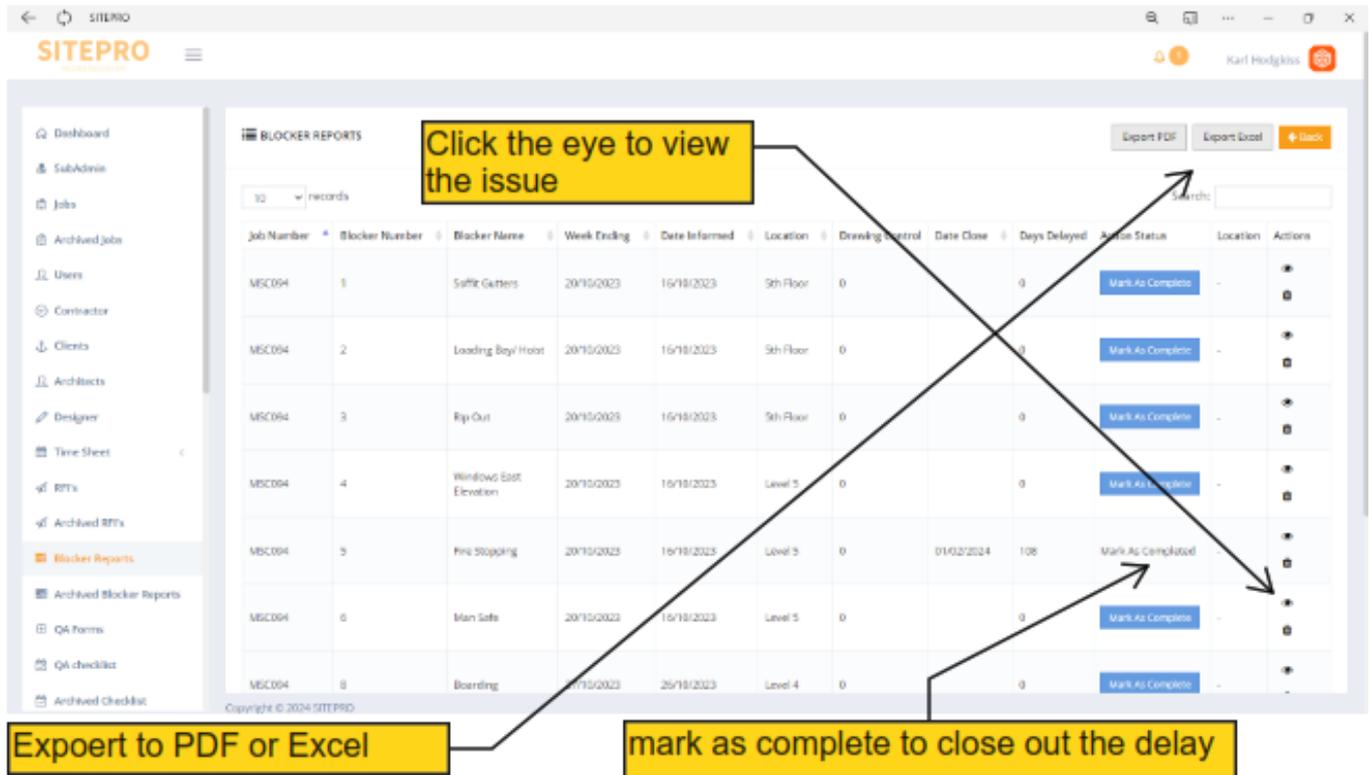




The screenshot shows the SITEPRO app interface. On the left is a navigation menu with options like Dashboard, Subsites, Jobs, Archived Jobs, Users, Contractor, Clients, Archivist, Designer, Time Sheet, RFI, Archived RFI, Stock Reports, Archived Stock Reports, QA Forms, QA checklist, Archived Checklist, RMI Form, RMI List, Archived RMI List, Progress Reports, and Plan Specifications. The main area displays a job form for 'NONE OPDRES'. The form includes fields for Sub Category (Drawings: 2023\_24, Previous Rev), Job Number (MVD04), Address (3155 Victoria St, Bolton BL1 1RZ UK), and Radius (0). A map shows a red circle around a location in Bolton. Below the map is a table of 'FIXER PRICE ITEMS' with columns for Item, Unit, and Price. The table contains one row: '70mm C Seal', 'm', and '1.00'. An orange 'Update' button is at the bottom of the table. A yellow callout box with an arrow points to the 'Update' button, containing the text: 'Select the price work item and click update'. The top right of the app shows the user's name 'Karl Hodgson'.

# 11. Blocker reporting

Blocker items are reported as they occur daily via the app. The dashboard collates the information and sequential numbers each item for accurate reporting.

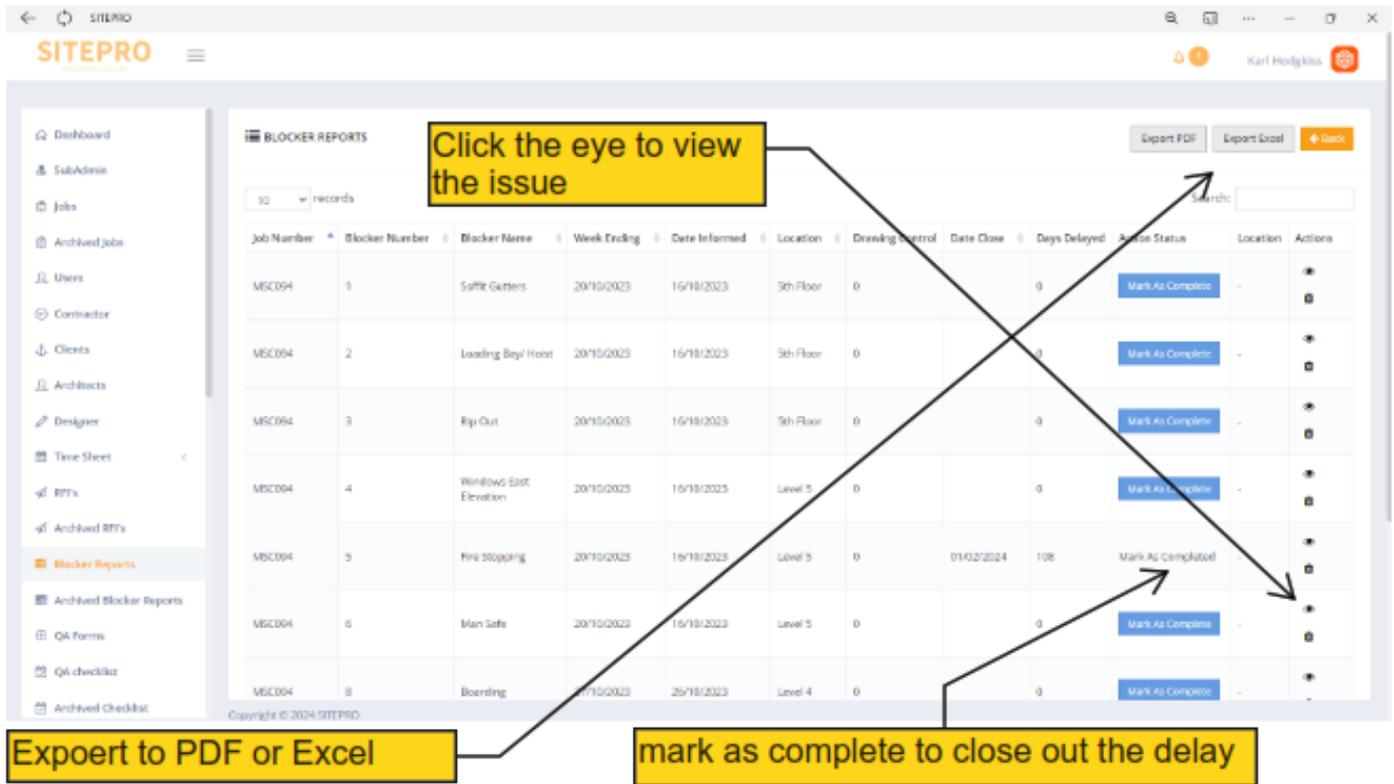


The screenshot shows the 'BLOCKER REPORTS' dashboard in the SITEPRO app. The dashboard includes a sidebar menu on the left with options like Dashboard, SubAdmin, Jobs, Archived Jobs, Users, Contractor, Clients, Architects, Designer, Time Sheet, RfIs, Archived RfIs, Blocker Reports (highlighted), Archived Blocker Reports, QA Forms, QA checklist, and Archived Checklist. The main area displays a table of blocker reports with columns: Job Number, Blocker Number, Blocker Name, Week Ending, Date Informed, Location, Drawing Control, Date Close, Days Delayed, Action Status, Location, and Actions. The table contains 8 rows of data. Annotations include: a yellow box 'Click the eye to view the issue' pointing to an eye icon in the Actions column; a yellow box 'Export to PDF or Excel' pointing to the 'Export PDF' and 'Export Excel' buttons; and a yellow box 'mark as complete to close out the delay' pointing to a 'Mark As Complete' button.

Job Number	Blocker Number	Blocker Name	Week Ending	Date Informed	Location	Drawing Control	Date Close	Days Delayed	Action Status	Location	Actions
MSC094	1	Soffit Gutters	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️ 🗑️
MSC094	2	Loading Bay/ Hoist	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️ 🗑️
MSC094	3	Rip Out	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️ 🗑️
MSC094	4	Windows East Elevation	20/10/2023	16/10/2023	Level 5	0		0	Mark As Complete	-	👁️ 🗑️
MSC094	5	Fine Stopping	20/10/2023	16/10/2023	Level 5	0	01/02/2024	108	Mark As Completed	-	👁️ 🗑️
MSC094	6	Man Safe	20/10/2023	16/10/2023	Level 5	0		0	Mark As Complete	-	👁️ 🗑️
MSC094	8	Boarding	20/10/2023	20/10/2023	Level 4	0		0	Mark As Complete	-	👁️ 🗑️

# 12. RFI reporting

RFI's items are reported as they occur daily via the app. The dashboard collates the information and sequential numbers each item for accurate reporting.



**Click the eye to view the issue**

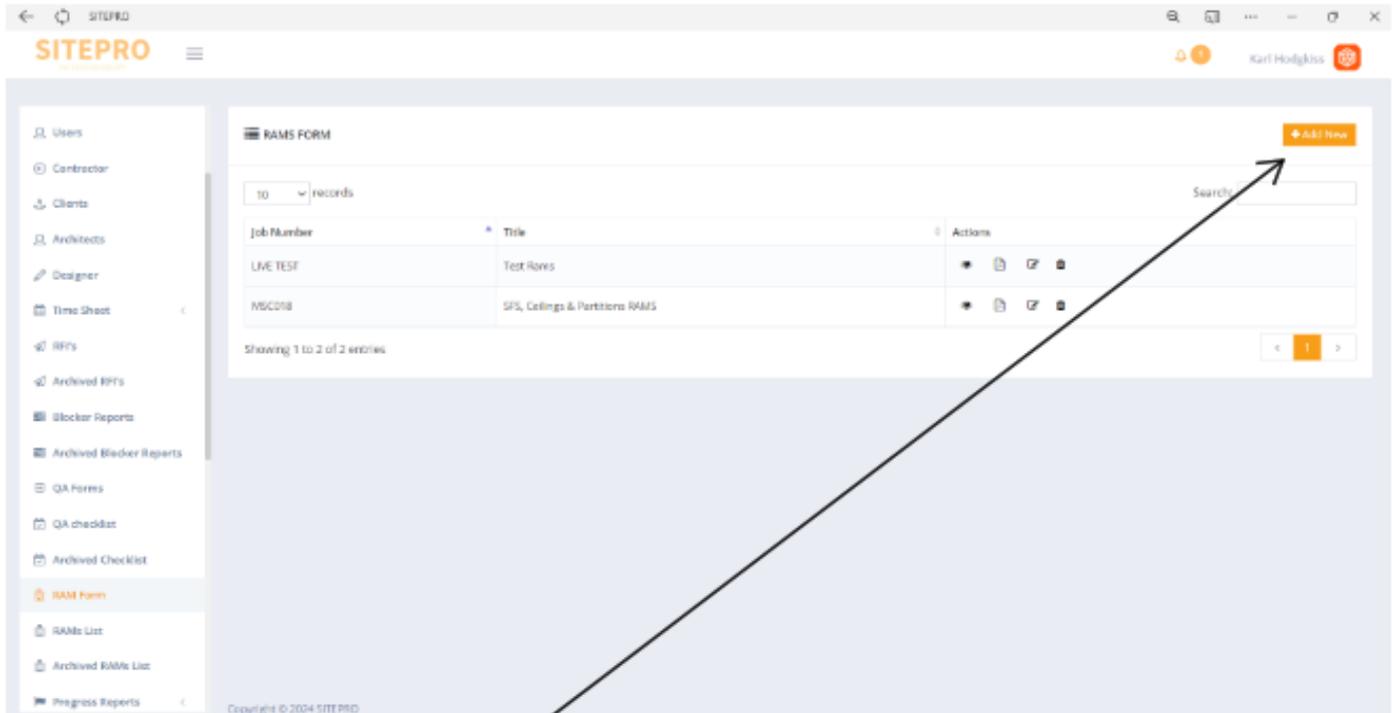
**Export to PDF or Excel**

**mark as complete to close out the delay**

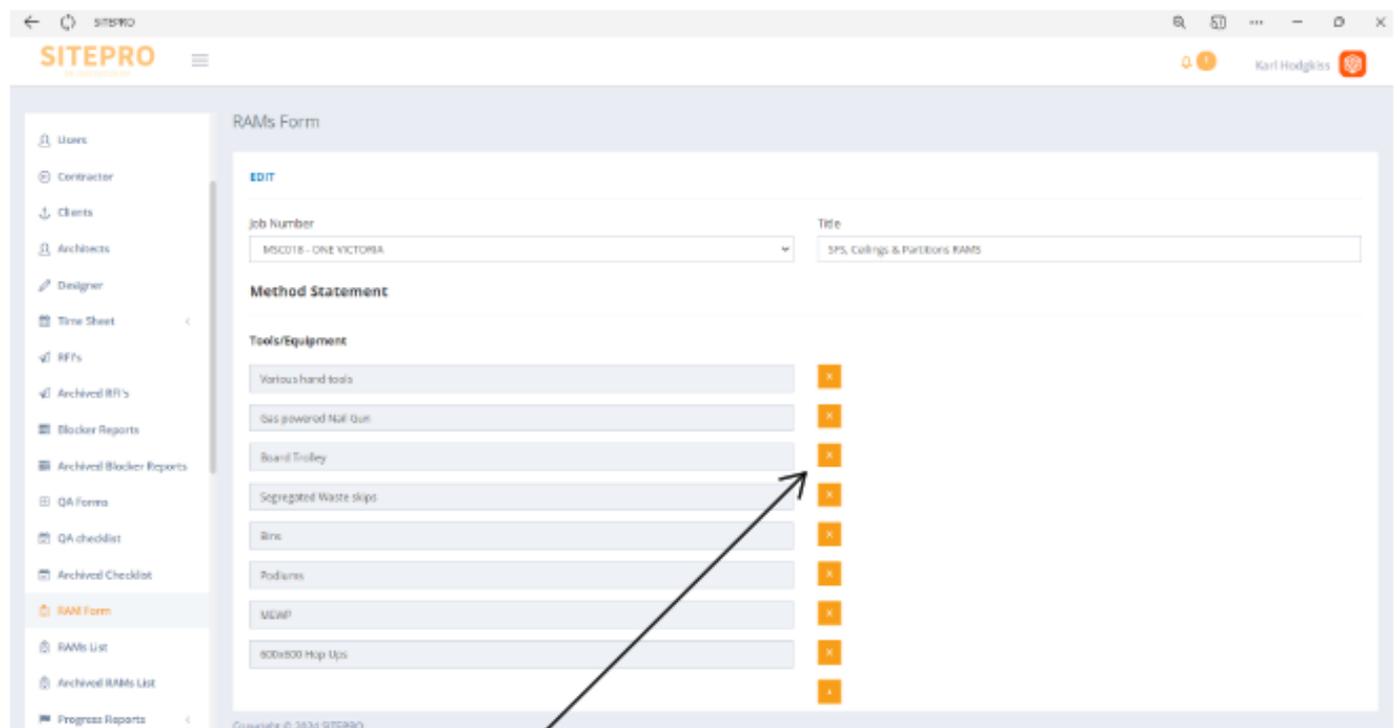
Job Number	Blocker Number	Blocker Name	Week Ending	Date Informed	Location	Drawing Control	Date Close	Days Delayed	Action Status	Location	Actions
MSC094	1	Soffit Gutters	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️
MSC094	2	Loading Bay Hoist	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️
MSC094	3	Rig Out	20/10/2023	16/10/2023	9th Floor	0		0	Mark As Complete	-	👁️
MSC094	4	Window East Elevation	20/10/2023	16/10/2023	Level 5	0		0	Mark As Complete	-	👁️
MSC094	5	Fire Stopping	20/10/2023	16/10/2023	Level 5	0	01/02/2024	108	Mark As Completed	-	👁️
MSC094	6	Man Safe	20/10/2023	16/10/2023	Level 5	0		0	Mark As Complete	-	👁️
MSC094	8	Boarding	20/10/2023	25/10/2023	Level 4	0		0	Mark As Complete	-	👁️

# 13. RAMS & bespoke forms

Create bespoke RAMS to issue to your client which can be edited further after client review process.



Select add new



Add and remove as required

SITEPRO THE CONSTRUCTION APP

Karl Hodgkiss

**PPE Requirements**

- Hard hat head protection
- Face/Eye Protection (Mandatory)
- Hearing Protection where levels exceed 80dBA
- Safety Boots always (Mandatory)
- Cut 5 Hand protection Gloves (Mandatory)
- Hi Visibility Clothing, as per site rules (Mandatory)
- Dust Masks JCP force 8 P3 Filter

**Access to the Place of Work**

- All employees, contractors and visitors will attend the site induction carried out by Principal Contractor.
- All employees, contractors and visitors will register their presence within the daily site register.
- All employees, contractors and visitors will use the designated pedestrian and vehicle route when accessin
- All persons will comply with site rules in the wearing of personal protective equipment.

**Access Equipment to Be Used**

- All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to TI

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SITEPRO THE CONSTRUCTION APP

Karl Hodgkiss

**Delivers, Storage & waste removal**

- Materials will be delivered to site using Moffet trucks and material placed in the designated area ready for
- Waste will be kept to a minimum by using the devised installation plan by The Sub Contractor. Plasterboar
- Each block will have a designated cutting area for metal trimming and associated hot work permits applic
- SFS metal will be delivered on a flat bed truck to be lifted onto Canti Decks by the MC and moved around t
- 800 Ltr bins provided by Torsion for MSC Free Use on the GF plate. Waste to be cleared from the work plac
- All deliveries to comply with the online Booking in system & logistics procedure provided by Torsion

**The Workplace**

- Workface area to be clear of all waste materials and ground to be sound and level with enough free space
- Where required physical barriers will be positioned to close off access to others provided by principal cont
- Materials to be stacked as close to the workface as possible to reduce manual handling.
- Access routes in and around the working area must be free from obstructions and will be subject to regula
- Preloading schedule of materials to be submitted to the TCL site team for engineer weight review to minin

**Details Work Sequence**

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Copyright © 2024 SITEPRO

Once all the item descriptions have been completed your RAMS are ready for export from the RAMS List

Job Number	Date Of Issue#	RFI No	Revision	Actions
PCW001	2022-02-24	PCW001	01	[Star] [Download] [Trash]
MSC002	2022-01-14	CSRM001	01	[Star] [Download] [Trash]
MSC018	24.11.2023	MSC018	1	[Star] [Download] [Trash]
NW141	2022-01-03	NW141	01	[Star] [Download] [Trash]
OPRV081	20.08.2021	OPRV001	1	[Star] [Download] [Trash]
SED001	22.07.2021	ED001C	001	[Star] [Download] [Trash]

Showing 1 to 6 of 6 entries

Download PDF to view your RAMS

**HEALTH AND SAFETY  
SITE SPECIFIC  
RISK ASSESSMENT &  
METHOD STATEMENT INCLUDING COVID-19  
ADDENDUM**

**SFS, Ceilings & Partitions RAMS**



**UNIT,2 AMBASSADOR PLACE ALTRINCHAM WAIS 8DB**

**Tel: 0161 883 0103**

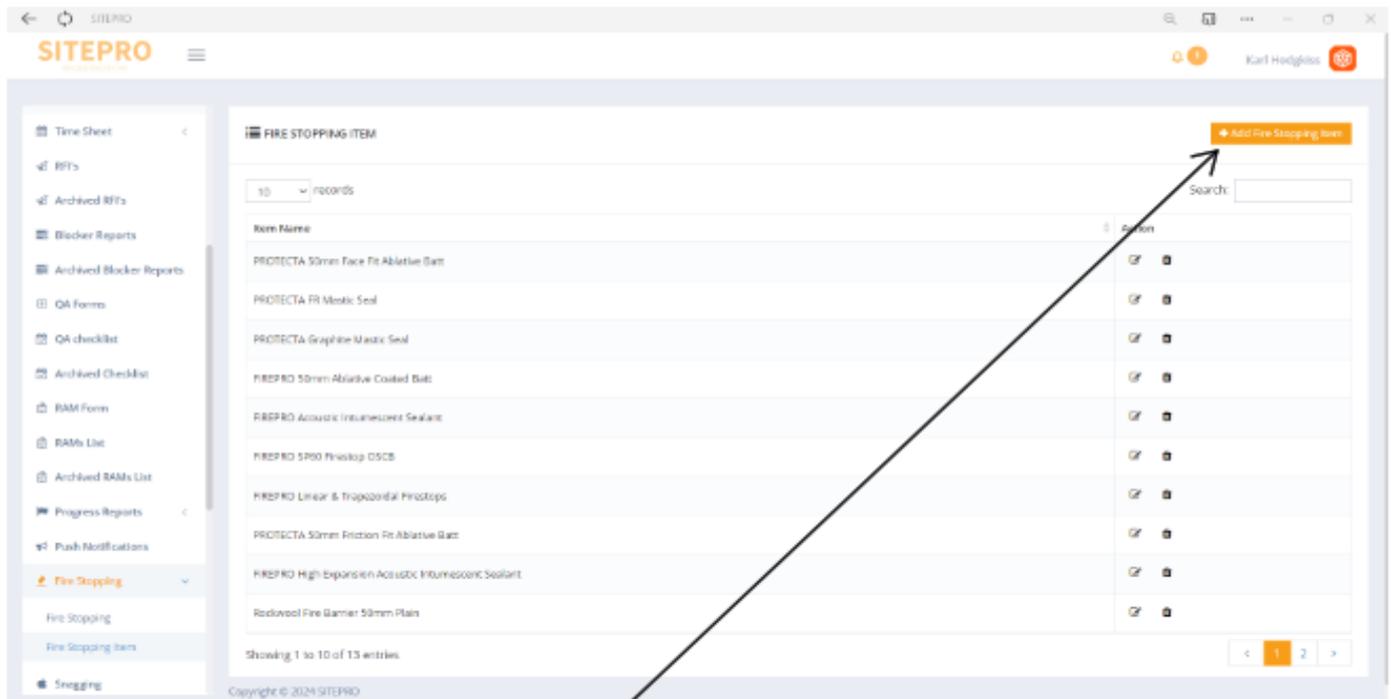
**Email: [sales@mscontractors.co.uk](mailto:sales@mscontractors.co.uk)**

Date of Issue	Comments	Ref No.	Authorised By	Revision
24 Nov 2023	Rev1 Incomplete	MSC018	K Hodgkiss	1
<b>Approved By: KH</b>				
<b>Position: Managing Director</b>				
<b>Signature:</b> 				

A complete download is then available with all required Health & Safety data & process site requirements.

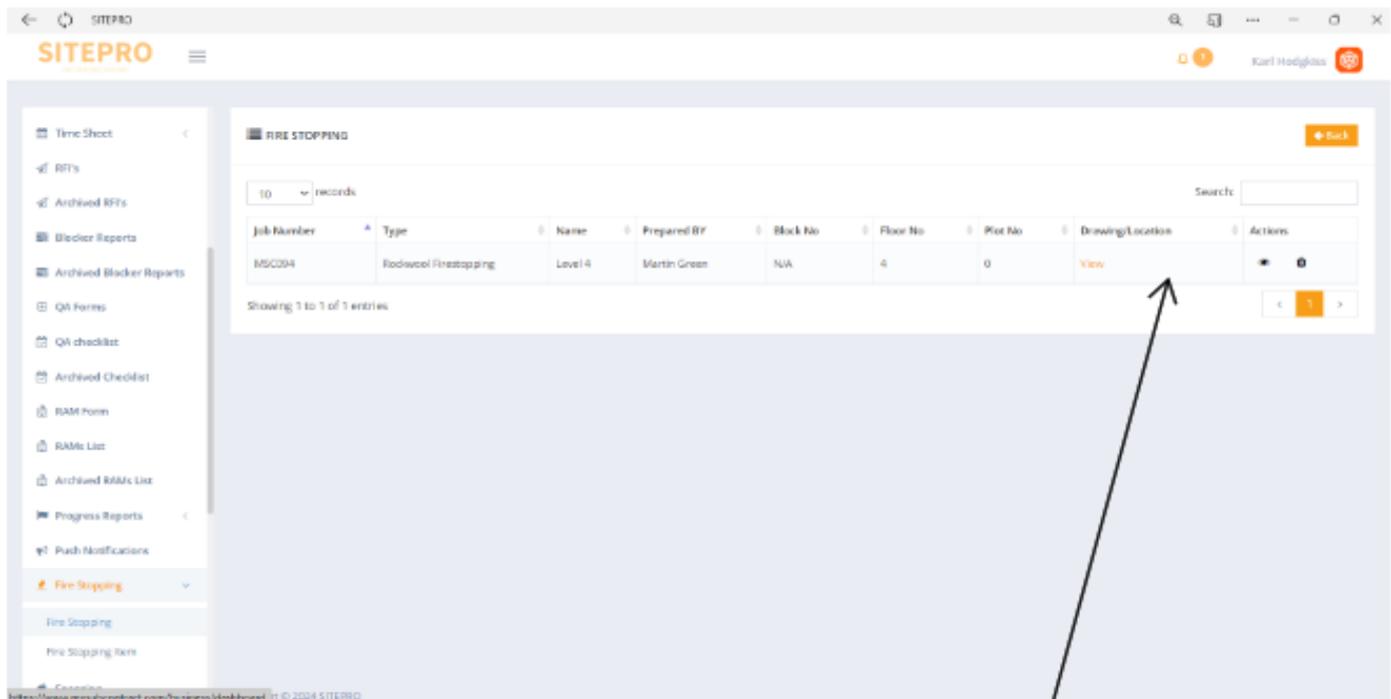
# 14. Fire Stopping & PFP Items

First set up your products and manufacturers which would be available for users to select on the App for audit purposes.

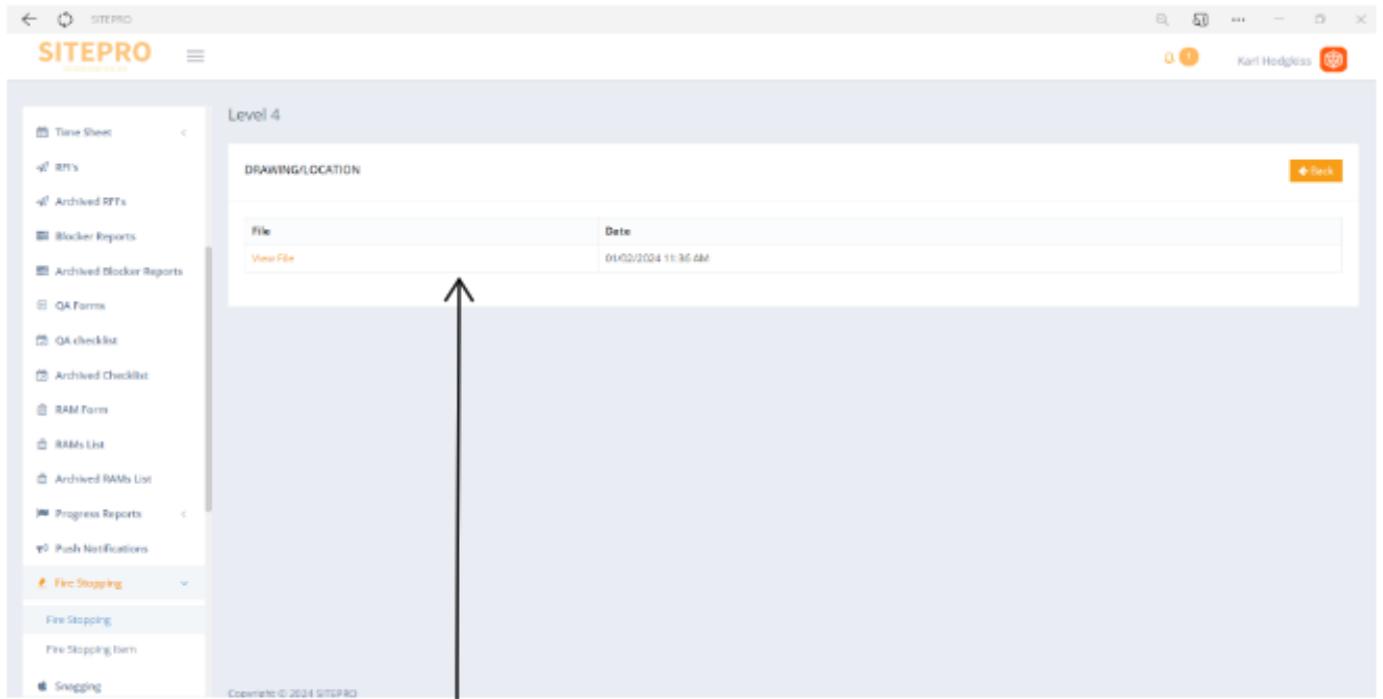


Create your PFP item for auditing

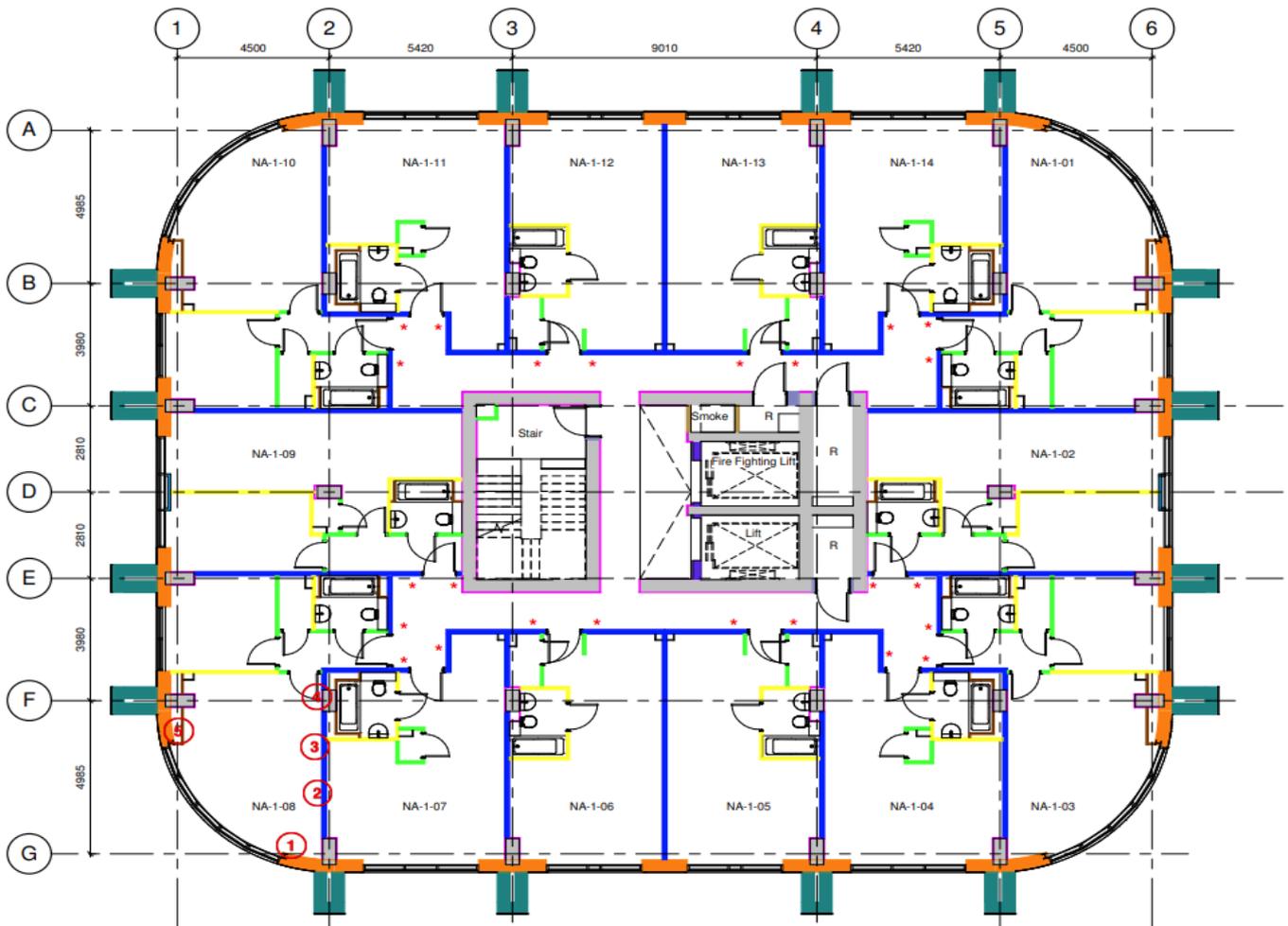
Audits are then undertaken using the SitePro UK app utilising your uploaded drawings.



Click the eye to view the audit undertaken onsite and the view button takes your to the geo locations of each PFP item



Each audit conducted on site is auto time and date stamped



Level 1 - Wall Types



MSC FITOUT LTD

## Rockwool - Fire Stopping to Service Penetrations - Rockwool SP60 Cavity Barrier

08 Feb 2022

Incomplete

Score	75 Failed items	2 Actions	6
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# CERTIFICATED INSTALLER OF PASSIVE FIRE PROTECTION

***Certificate number: IFCC 3229***

This audit report should be read in conjunction with Rockwool manual Rockwool firestopping-standard-detailsguide---14mb and associated RAMS Provided by MSC

Conducted on	08 Feb, 2022 12:38 PM
Prepared By	Andrew Hodgkiss
Location	Crewe CW2 5PJ, UK
Block No	N/A
Floor No	0
Plot No	0

A full audit is then available including, sequentially numbered images and all other vital BSR required key information along with test data.

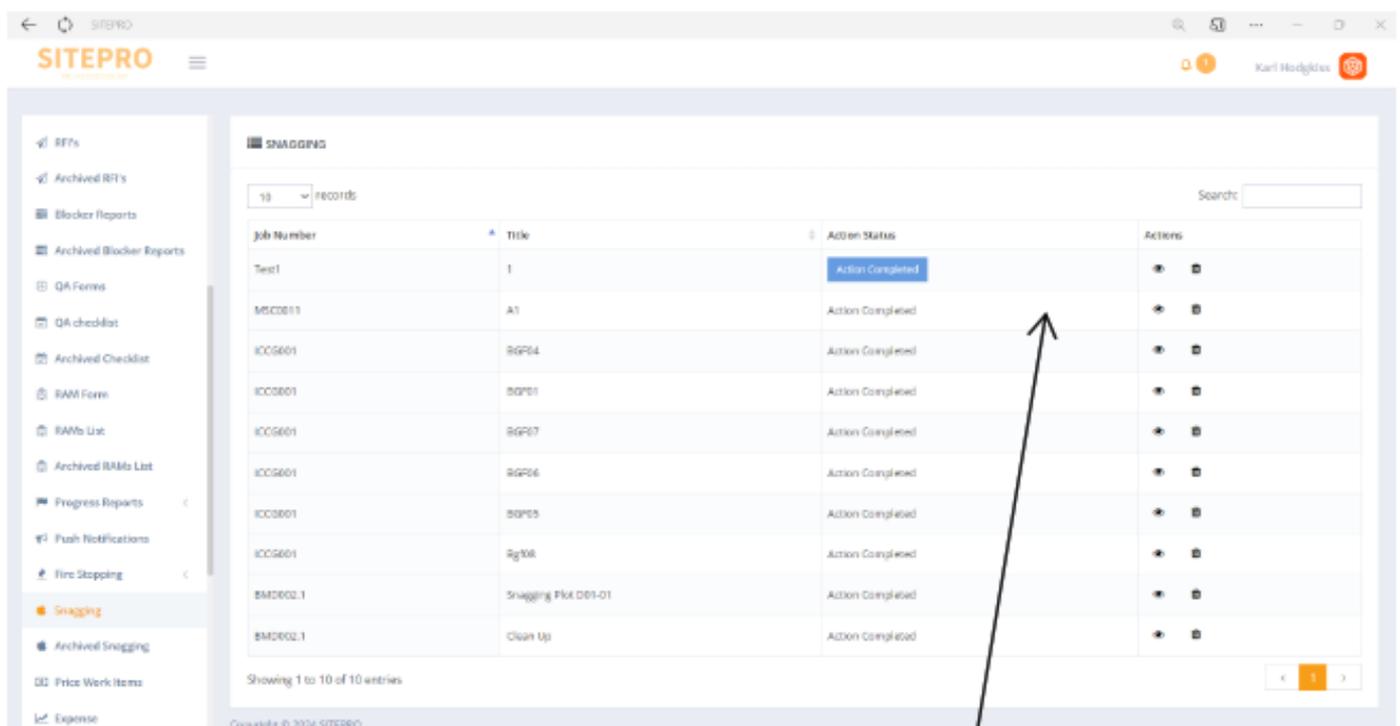
# 15. Snagging

Once your projects have been created and drawings uploaded your ready to use the snagging section to communicate with project assigned users.

On the app side, your site manager can create a snagging form for floor plates with multiple units or individual areas. Images and text is uploaded direct from the application and each issue assigned to a selected tradesmen.

The tradesmen will then receive a notification of a snag item being assigned to his account. Once fixed he can mark as complete.

The site manager can then close out the snagging notification on the dashboard stating they are happy with the correction made.

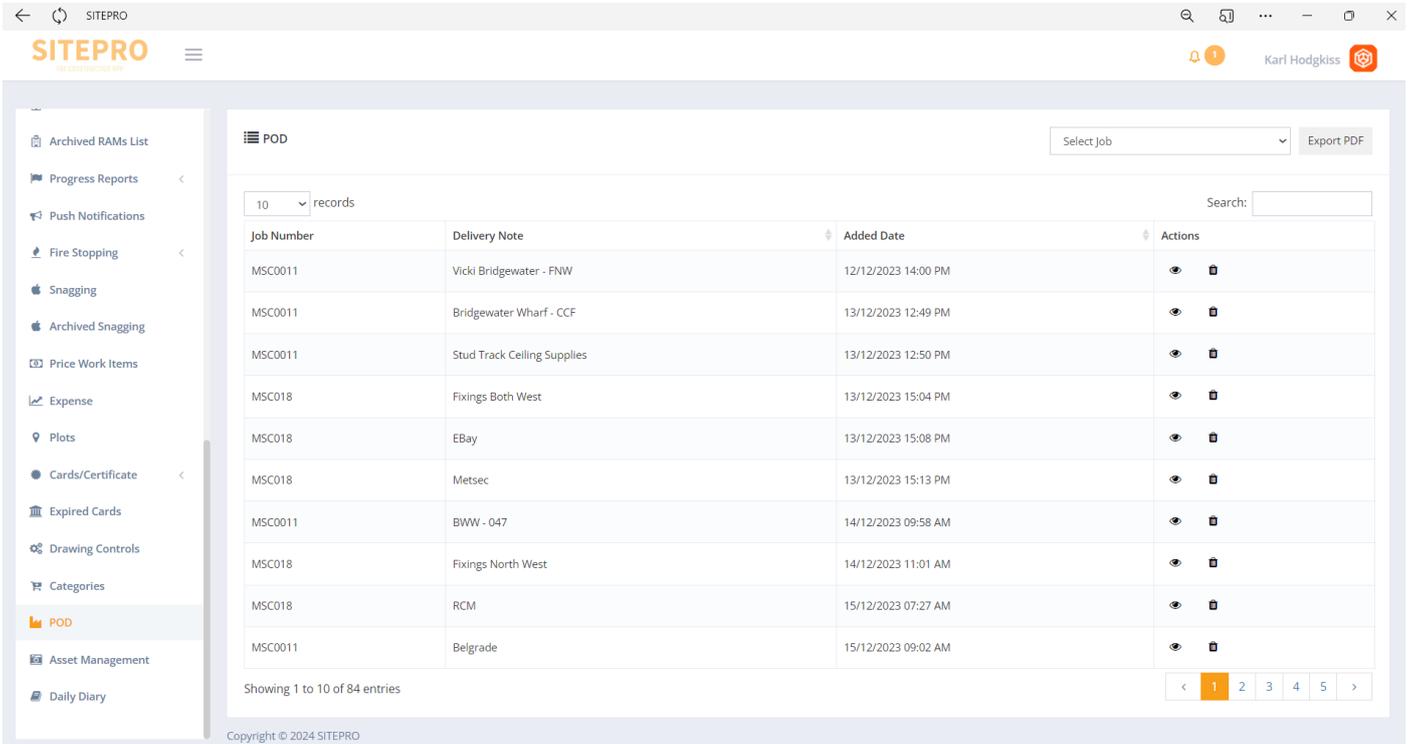


Job Number	Title	Action Status	Actions
Test1	1	Action Completed	 
MSC0011	A1	Action Completed	 
ICCG001	RGF04	Action Completed	 
ICCG001	DFP01	Action Completed	 
ICCG001	RGF07	Action Completed	 
ICCG001	RGF06	Action Completed	 
ICCG001	DFP05	Action Completed	 
ICCG001	Rg108	Action Completed	 
BMD002.1	Snagging Plot D01-01	Action Completed	 
BMD002.1	Clean Up	Action Completed	 

Mark as complete and view the snagging audit using the eye

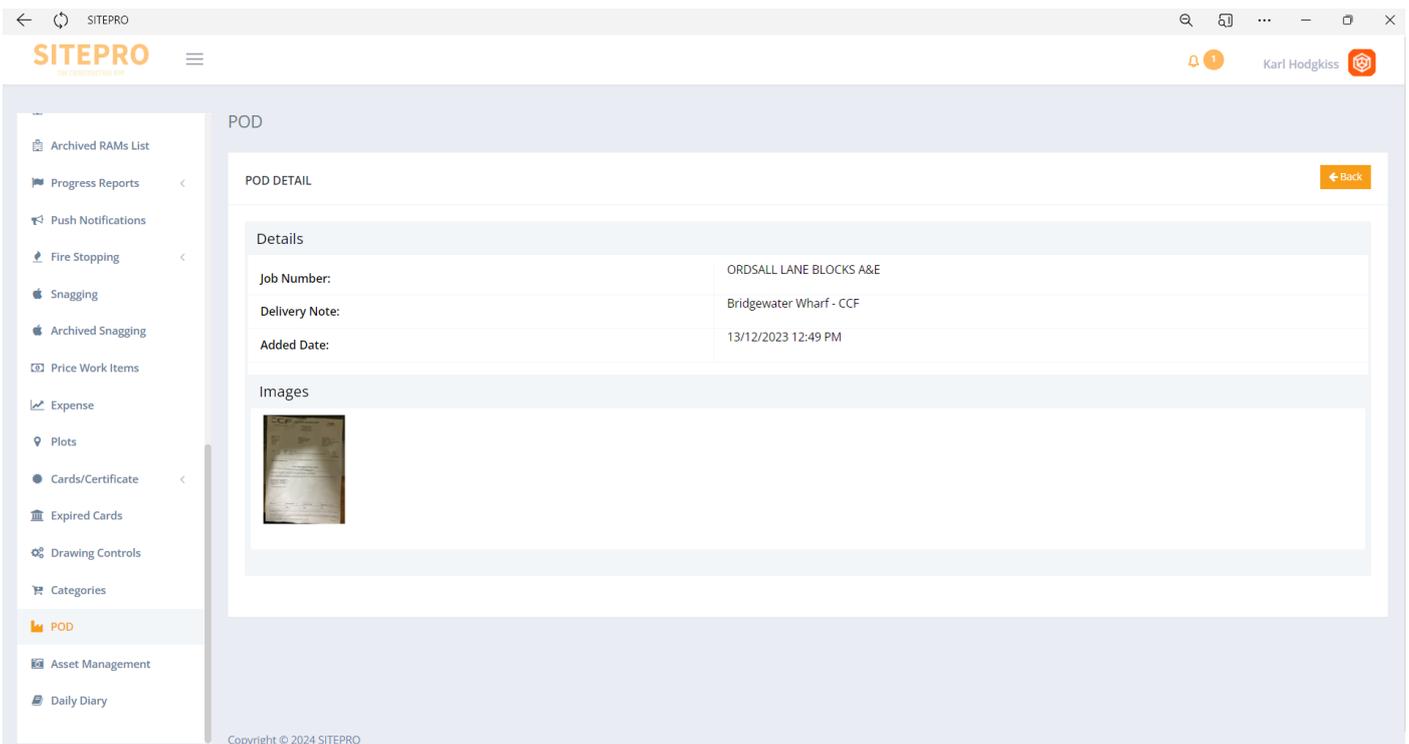
# 16. POD

Now your projects are underway, each delivery note can now be photographed onsite as they arrive saving time on collecting those valuable MOS notes for applications.



The screenshot shows the SITEPRO app interface. The sidebar menu on the left includes options like 'Archived RAMs List', 'Progress Reports', 'Push Notifications', 'Fire Stopping', 'Snagging', 'Archived Snagging', 'Price Work Items', 'Expense', 'Plots', 'Cards/Certificate', 'Expired Cards', 'Drawing Controls', 'Categories', 'POD', 'Asset Management', and 'Daily Diary'. The main content area is titled 'POD' and features a search bar, a dropdown for 'Select Job', and an 'Export PDF' button. Below this is a table with 10 records, showing columns for Job Number, Delivery Note, Added Date, and Actions. The table lists various delivery notes such as 'Vicki Bridgewater - FNW', 'Bridgewater Wharf - CCF', 'Stud Track Ceiling Supplies', 'Fixings Both West', 'Ebay', 'Metsec', 'BWW - 047', 'Fixings North West', 'RCM', and 'Belgrade'. At the bottom, it indicates 'Showing 1 to 10 of 84 entries' and has a pagination control.

Job Number	Delivery Note	Added Date	Actions
MSC0011	Vicki Bridgewater - FNW	12/12/2023 14:00 PM	 
MSC0011	Bridgewater Wharf - CCF	13/12/2023 12:49 PM	 
MSC0011	Stud Track Ceiling Supplies	13/12/2023 12:50 PM	 
MSC018	Fixings Both West	13/12/2023 15:04 PM	 
MSC018	Ebay	13/12/2023 15:08 PM	 
MSC018	Metsec	13/12/2023 15:13 PM	 
MSC0011	BWW - 047	14/12/2023 09:58 AM	 
MSC018	Fixings North West	14/12/2023 11:01 AM	 
MSC018	RCM	15/12/2023 07:27 AM	 
MSC0011	Belgrade	15/12/2023 09:02 AM	 



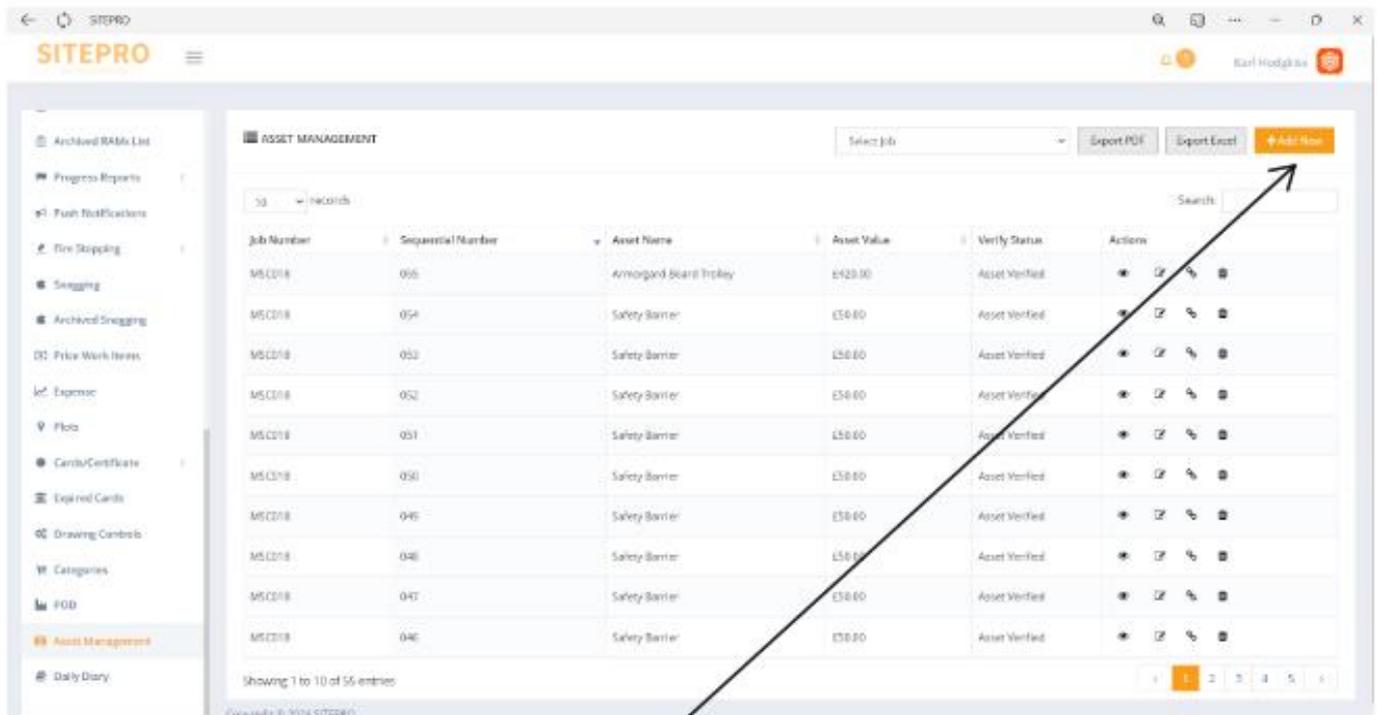
The screenshot shows the SITEPRO app interface with the 'POD' section selected. The main content area is titled 'POD DETAIL' and features a 'Back' button. Below this is a 'Details' section with a table showing the following information:

Job Number:	ORDSALL LANE BLOCKS A&E
Delivery Note:	Bridgewater Wharf - CCF
Added Date:	13/12/2023 12:49 PM

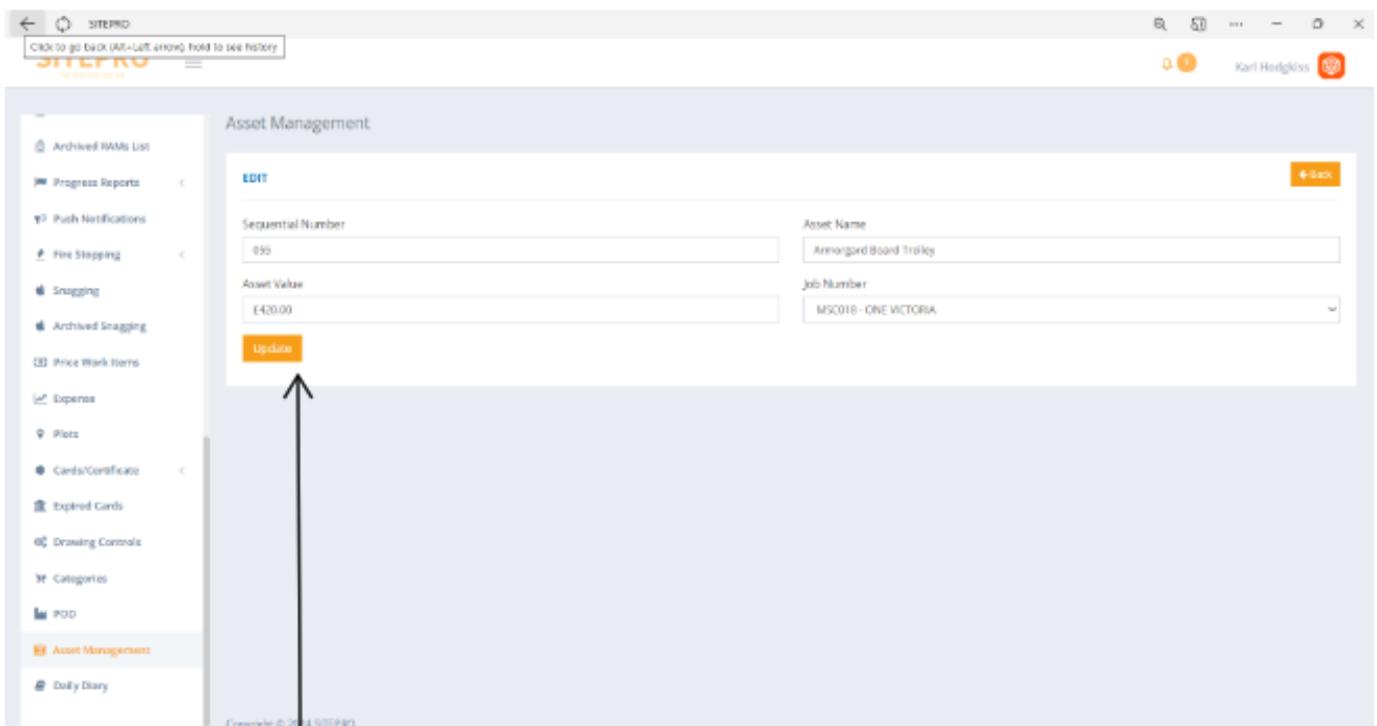
Below the details is an 'Images' section, which currently contains one image of a delivery note document.

# 17. Asset Management

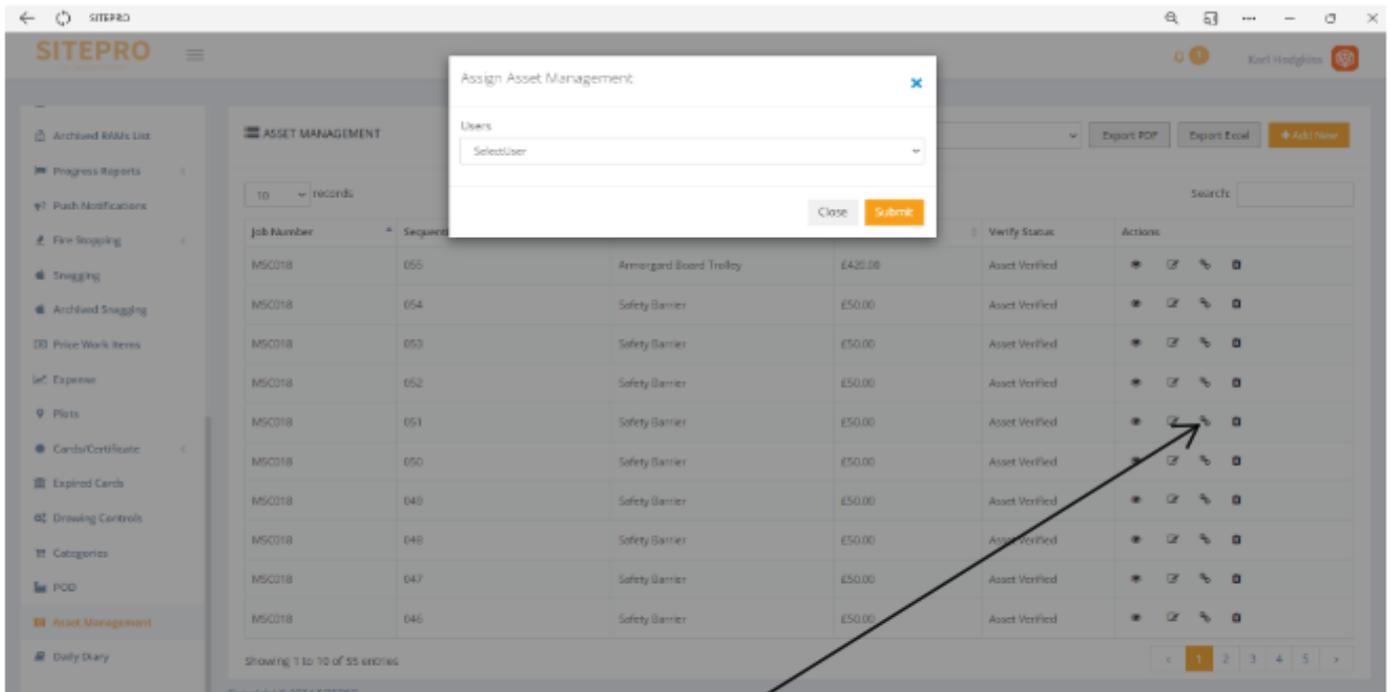
Now your projects are underway, each delivery note can now be photographed onsite as they arrive saving time on collecting those valuable MOS notes for applications.



Create each asset by clicking add new



The system will auto advise on last number used. Insert the asset name and value, then assign to a job.



The screenshot displays the 'ASSET MANAGEMENT' section of the SITEPRO application. A modal window titled 'Assign Asset Management' is open, featuring a 'Users' dropdown menu with 'Select User' as the current selection. The modal includes 'Close' and 'Submit' buttons. In the background, a table lists assets with columns for Job Number, Sequence, Description, Value, and Verify Status. An arrow points from the 'Link' icon in the 'Actions' column of the table to the 'Assign Asset Management' modal.

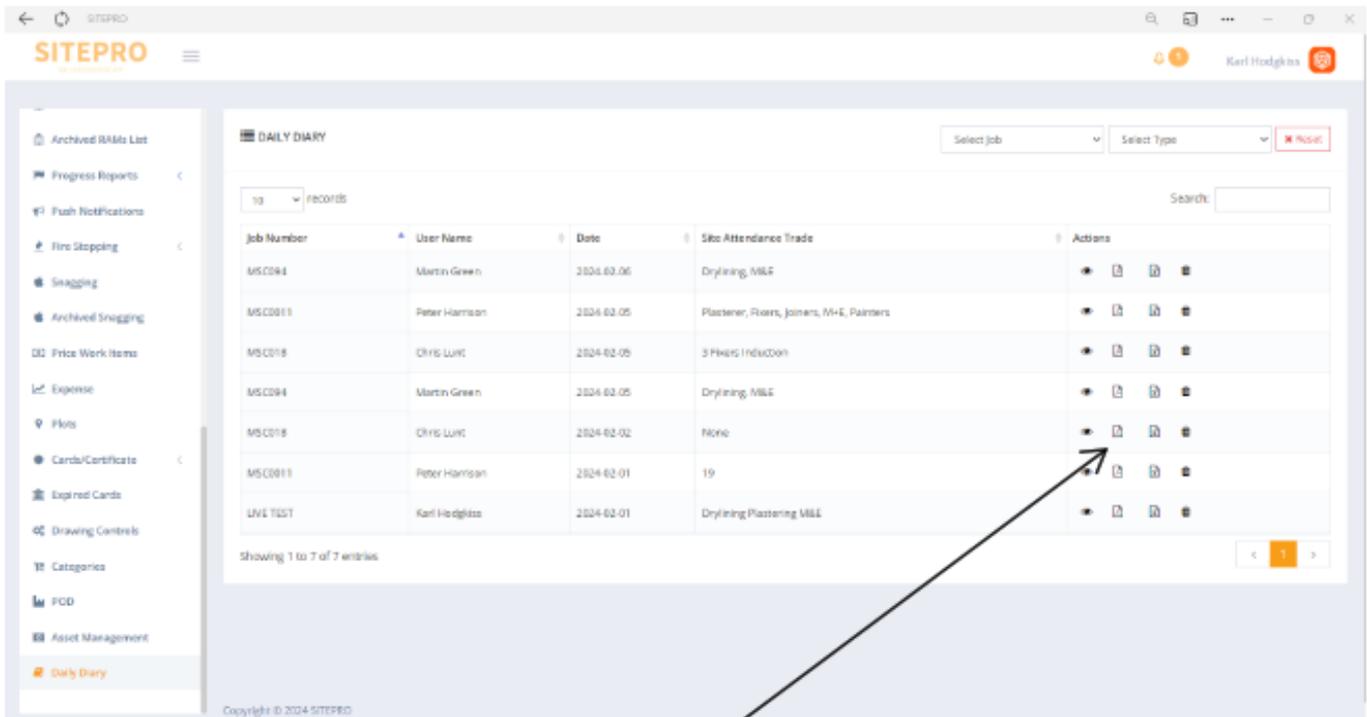
Job Number	Sequence	Description	Value	Verify Status	Actions
MSC018	055	Armoured Board Trolley	£420.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	054	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	053	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	052	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	051	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	050	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	049	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	048	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	047	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]
MSC018	046	Safety Barrier	£50.00	Asset Verified	* [Link] [Refresh] [Delete]

Once the item is created you can use the link tab to assign the item to a nominated user or asset manager

The user will be prompted and required to upload images of each item via the app on a weekly basis reducing your risk of loss.

# 18. Daily Diary

Now your projects are underway, keeping an accurate record of site activities and verbal confirmations is vital for loss and recovery. Users complete the diary entries on there app which automatically uploads to the cloud system.



Once a diary entry is made all parties can view and extract the data in PDF or Excel.

<b>Job Number</b>	MSC0011	
<b>User Name</b>	Peter Harrison	
<b>Date</b>	2024-02-05	

**Site Attendance Trade:**  
Plasterer, Fixers, Joiners, M+E, Painters

**Weather:**  
10 degrees average and dry

**Visitors:**  
2 x MSC QS

**Plant Hire:**  
Nothing new

**Work Progress:**  
Work progress is out sequence due a number blockers in place, to add to that we had a telehandler down today too.

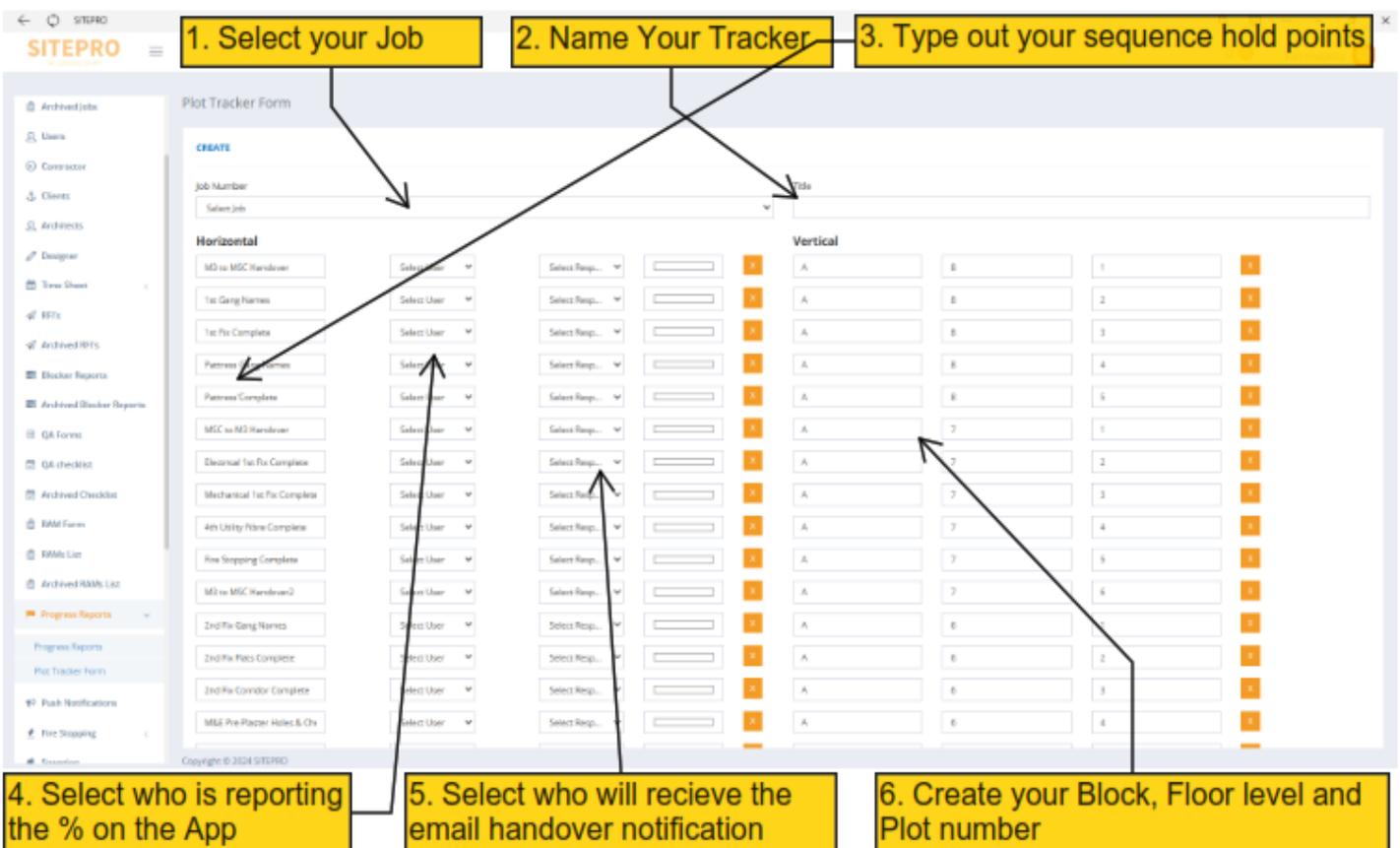
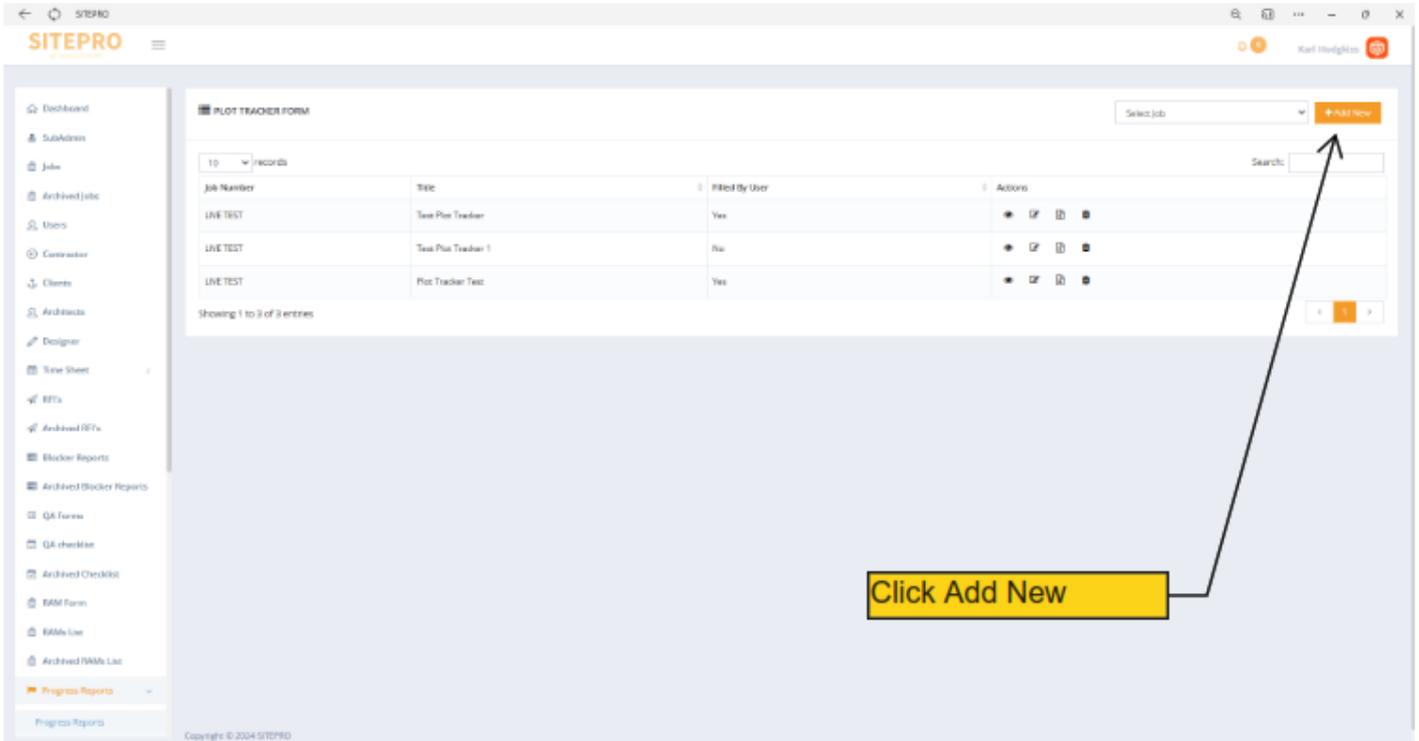
**Materials:**  
Some materials couldn't be brought from the basement today because of the telehandler being out of operation but we managed to get some up before this happened.

**Delays:**  
See blockers

**Inspections Progress:**  
See blockers

# 18. Plot Tracking & Handover Management

Now your projects are underway, keeping an accurate record of site handovers is paramount to a successful project delivery. Utilising the Plot & Handover Tracker you can digitally Plot, Track & Notify your clients and interfacing trades in real time.



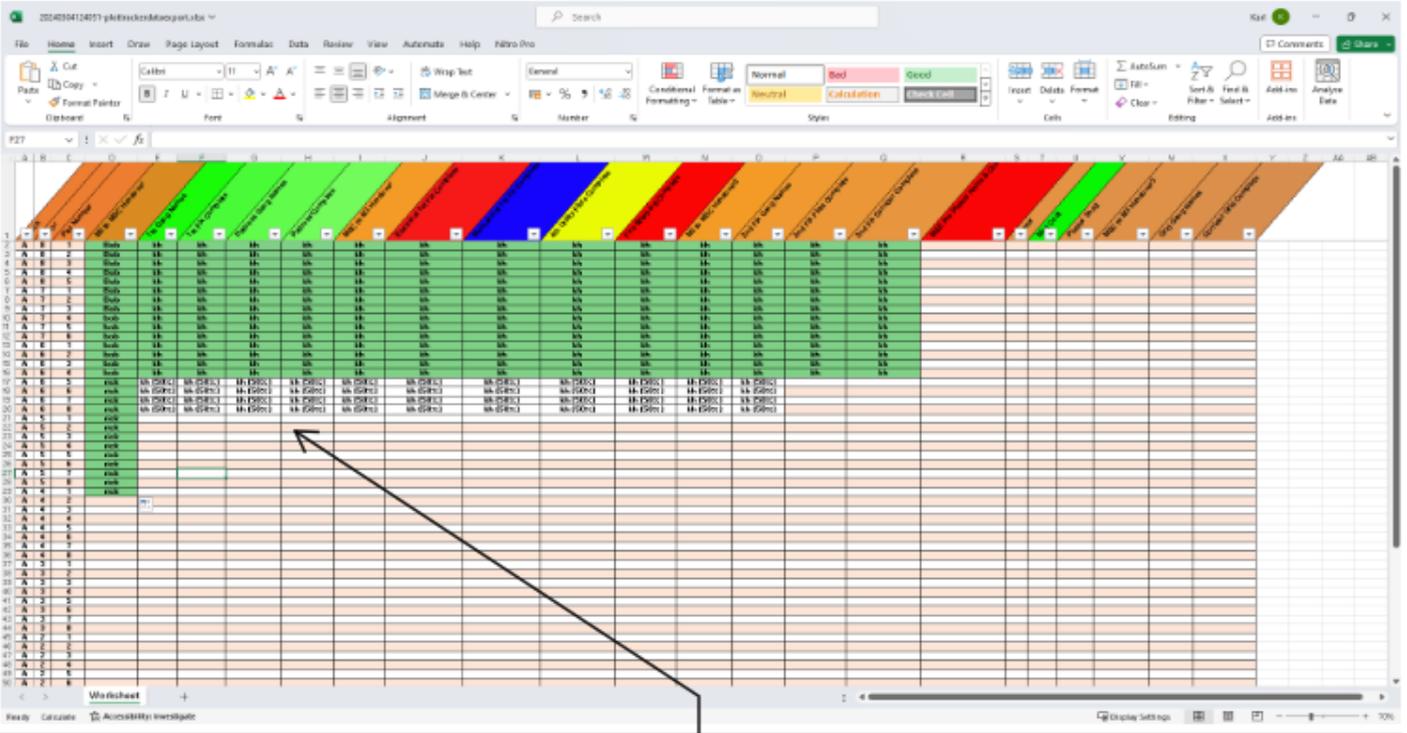
**1. Colour Code your interfacng trades**

The screenshot displays the SITEPRO application interface. On the left, a sidebar contains a navigation menu with categories like 'Archived Jobs', 'Users', 'Contractor', etc. The main area shows a list of trades, each with a 'Select User' dropdown, a 'Select Resp...' dropdown, a progress bar, and a status icon. The progress bars are color-coded: orange for incomplete, green for in-progress, and red for complete. A yellow callout box at the top left contains the text '1. Colour Code your interfacng trades' with an arrow pointing to the progress bars. Another yellow callout box at the bottom left contains the text '2. Click Create' with an arrow pointing to the 'Create' button in the sidebar.

**2. Click Create**

**1. Click Excel export to view your completed tracker updated from the app**

The screenshot shows the SITEPRO application interface with a table of completed tracker entries. The table has columns for 'Job Number', 'Title', 'Filed By User', and 'Actions'. The 'Actions' column contains icons for edit, delete, and a download icon. A yellow callout box at the top left contains the text '1. Click Excel export to view your completed tracker updated from the app' with an arrow pointing to the download icon in the table. A 'Downloads' notification window is visible in the top right corner, showing a file named '20240304124031-pjtracker-SITEPRO.xlsx'. The sidebar on the left is visible, and the bottom of the page shows 'Showing 1 to 3 of 3 entries' and 'Copyright © 2024 SITEPRO'.



1. All data is updated from the App side using percentage complete.
2. Soon as the plot hold point reaches 100% an email hand over notification is sent to the selected users
3. All 100% complete hold points will automatically turn green

## Plottracker Hand over



SITEPRO  
To You

Yesterday  
...



**Hello! Karl Hodgkiss 2**

Karl Hodgkiss has Hand Over  
BLOCK(A) FLOOR(6) Plot Number(3)  
for Plot Tracker Test plot

Regards,  
SITEPRO

# How to Use the SitePro UK APP

## 1. QA Check List

See video

## 2. Site Progress Report

See video

## 3. RAMS

See video

## 4. Drawing Control

See video

## 5. RFI

See video

## 6. Blocker Report

See video

## 7. Time Sheet & Price Work items

See video

## 8. Snagging Report

See video



## 9. Fire Stopping

See video

## 10. Expenses

See video

## 11. POD

See video

## 12. Asset Management

See video

## 13. Contact the Office

See video

## 14. My Details

See video

All user videos are available via the integration tab on our website [www.site-pro.app/integration](http://www.site-pro.app/integration) or via our YouTube Channel @HowtouseSiteProUK