

SUPERVISION STRUCTURE AND SUPERVISION MATRIX

Named accountable supervisors, and the level of supervision each activity gets

STRUCTURE AND MATRIX — COMPANY FILE

KD-CAS-SV-007 Rev A0

Evidence for: CAS v5 Q136 — who supervises each kind of work, at what level, with what competence, and how the work, the instructions and the information given are checked against the requirements it must meet. Required of every supplier until the updated question set is published (Build UK statement, 23 July 2026).

HSWA 1974 s.2(2)(c): the supervision necessary for health and safety. CDM 2015 reg 15(8): a contractor provides each worker under its control with appropriate supervision, instructions and information; reg 15(7): nobody is put to work on site without the skills, knowledge, training and experience for their tasks, or being in the process of obtaining them. Building Regulations 2010 reg 11F(3) and (4): a person in training is adequately supervised by whoever asked them to do the work; reg 11Q(3) makes the supervision of trainees part of organisational capability; where an organisation is principal contractor or principal designer it designates an individual to manage that function (regs 11H(2) and 11G(2)). Written for England and Wales: Part 2A applies in England; in Wales the same duties are in Building Regulations 2010 Part 2B (Wales), as inserted by the Building etc. (Amendment) (No. 2) (Wales) Regulations 2025 (SI 2025/1320 (W. 215)), in force from 1 July 2026 — reg 11F is 11W, 11G is 11X, 11H is 11Y and 11Q is 11Z8. Scotland and Northern Ireland have their own building regulations. Responsibilities for health and safety are KD-HSA-RO-001; the competence each role needs, and the training needs analysis that moves a person from one supervision level to the next, are KD-CAS-CM-006. This sheet is the structure and the matrix; the notes of supervision meetings in section 7 are the evidence it is used.

1 THE COMPANY

COMPANY NAME		COMPANY NO.		COMPANY LOGO print or paste it here
KEPT BY (NAME AND ROLE)		YOUR VERSION	VERSION DATE	
INDIVIDUAL DESIGNATED FOR PRINCIPAL CONTRACTOR OR PRINCIPAL DESIGNER FUNCTIONS				
APPLIES TO				
QUALITY POLICY OR STATEMENT COVERING BUILDING WORK			SIGNED ON	

2 ORGANOGRAM — NAMED ACCOUNTABLE PEOPLE

Write the person in post in each box and what they are accountable for. Strike out boxes not needed and add levels where the company is larger. A team without a named supervisor is a gap to close before the work starts. A small firm with one supervisor fills one box on each level and strikes out the rest.

Director level — accountable for supervision and for the standard of the work

NAME	NAME
ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR

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Contracts and project managers

NAME	NAME	NAME
ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR

Site managers and supervisors — the named supervisor accountable for each team

NAME	NAME	NAME	NAME	NAME
ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR

Key subcontractor roles — their named supervisors

NAME	NAME	NAME	NAME	NAME
ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR	ROLE · ACCOUNTABLE FOR

No key subcontractor roles — the company uses no subcontractors for this work (see KD-CAS-ND-010 statement A)

WHEN A NAMED SUPERVISOR IS ABSENT

3 SUPERVISION LEVELS — HOW THIS COMPANY DEFINES THEM

LEVEL D — DIRECT. The supervisor is at the workface throughout and checks each stage before the next starts. Used for trainees, new starters until signed off on the TNA (KD-CAS-CM-006), anyone new to a product or system, and building safety-critical work until the person is signed competent for it.

LEVEL R — REGULAR. The supervisor is on site, visits the work at the intervals set in the matrix and checks each element before it is covered up or built over. Used for people signed competent for the activity where the work still needs a check at each stage.

LEVEL P — PERIODIC. The person works unaccompanied; the supervisor checks at set points — the start, a sample during, and completion. Used only for people signed competent for that activity on the TNA, on work that is not building safety-critical.

Rule: a person works at the higher of the level the activity needs and the level they need. Nobody moves from D to R, or R to P, without a dated entry in the Signed off column of the KD-CAS-CM-006 TNA.

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CHANGES TO THESE DEFINITIONS FOR THIS COMPANY

4 SUPERVISION MATRIX — ONE LINE PER ACTIVITY OR WORK PACKAGE

[illegible]

5 TRAINEES AND PEOPLE NOT YET SIGNED COMPETENT

[illegible]

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6 INSTRUCTION AND INFORMATION — HOW IT REACHES THE WORKFACE

HOW INSTRUCTION AND INFORMATION ARE GIVEN AND CHECKED

7 SUPERVISION MEETINGS WITH THE WORKFORCE AND KEY SUBCONTRACTORS — LOG

DATE	WHO ATTENDED	SUBJECT	ACTIONS AND OWNER

8 HOW THIS IS COMMUNICATED

This structure and matrix is shown to every supervisor and key subcontractor supervisor before they start, and displayed or held on each site. An assessor asks for evidence that people were told, not only that the document exists: the signed briefing record is KD-CAS-PB-005 Policy Briefing and Acknowledgement Record.

- ☐ Covered at induction to the business
- ☐ Held where people can read it (office, cabin, shared drive, handbook)
- ☐ Briefed to the existing workforce (briefing or toolbox talk)
- ☐ Relevant parts issued to key subcontractors

LAST BRIEFED	KD-CAS-PB-005 REFERENCE	NEXT BRIEFING DUE	FORMATS AND LANGUAGES USED

9 SIGNED FOR THE BUSINESS — DIRECTOR

I adopt this supervision structure and matrix for the company named in section 1. The people named are in post on the date signed. It will be updated when a named person or the work changes, and at least every twelve months.

DIRECTOR — PRINTED NAME	POSITION	SIGNATURE	DATE SIGNED	NEXT REVIEW DUE

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.