

Site diary template

Contemporaneous, or it is a reconstruction. Fill in the dry days as well as the wet ones.

Complete and sign it the same day. The weather entry is only evidence because the days nothing went wrong are in it too, and the instruction written down the same afternoon is worth more than anybody's recollection eighteen months later.

SITE	DATE	DAY
COMPLETED BY	PROJECT / CONTRACT	DIARY SHEET NUMBER

CONDITIONS

Every day, including the uneventful ones.

WEATHER, MORNING	WEATHER, AFTERNOON	TEMPERATURE
GROUND CONDITIONS	WORKING HOURS	HOURS LOST TO WEATHER

LABOUR ON SITE

Company — trade — number — hours	
Company — trade — number — hours	
Company — trade — number — hours	
Company — trade — number — hours	
Company — trade — number — hours	
Company — trade — number — hours	
Total on site	

PLANT ON SITE

Plant — owner — working or standing — hours	
Plant — owner — working or standing — hours	
Plant — owner — working or standing — hours	
Plant — owner — working or standing — hours	

WORK CARRIED OUT

By area, and progress against programme.

DELIVERIES

What — from — time — accepted / rejected / short

What — from — time — accepted / rejected / short

What — from — time — accepted / rejected / short

What — from — time — accepted / rejected / short

DELAYS, STOPPAGES, INSTRUCTIONS AND VARIATIONS

The cluster that becomes a claim. A verbal instruction written down this afternoon costs nothing today.

VISITORS AND INSPECTIONS

Name — company — purpose — time in / out

Name — company — purpose — time in / out

Name — company — purpose — time in / out

Any enforcement or client inspection, and the outcome

SAFETY AND INCIDENTS

	YES	NO
Any accident, incident or near miss today (reported separately)	☐	☐
Site inspection carried out today	☐	☐
Toolbox talk given today	☐	☐
Any permit issued today	☐	☐
Any work stopped on safety grounds	☐	☐

ANYTHING ELSE

SIGNATURE

COMPLETED BY	POSITION
SIGNATURE	DATE