Site diary

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Project / site			
Date		**Written by**	
Weather, morning / afternoon			
Temperature and conditions			

LABOUR ON SITE

Company or trade	Name(s)	Number	Hours	Started	Work area / plot

WORK DONE TODAY

DELAYS AND HOLD-UPS

Cause	What happened	Hours lost	Who was affected	Reported to

Causes: Weather · No access · Materials · Plant · Labour · Information · Instruction · Other

DELIVERIES AND PLANT

Supplier	What was delivered or hired	Delivery note no.	Checked by

VISITORS, INSTRUCTIONS AND SAFETY

Visitors (name, company, in and out)	
Instructions received (from whom, what)	
Accidents, near misses, toolbox talk	
Photos taken (reference or location)	
Signed	