DAILY LOG BOOK[[1]](#footnote-1)[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | Please write here | | |
| **Contract No.** | Please write here | | |
| **Employer** | Please write here | | |
| **Contractor** | Please write here | | |
| **Reported by** | Please write here | **Date** | Please write here |
| **Daily Log no.** | Please write here | | |

#### Site Data/ Information

|  |  |
| --- | --- |
| **Temperature** | Please write here |
| **Precipitation (mm)** | Please write here |
| **Other (e.g. wind, fog, snow)** | Please write here |
| **Working Hours** | Please write here |
| **Work item/s in progress** | site leveling, backfill,Concrete |

## Resources on Site

### Labour

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Duty** | **Hours** | **Total Hours** |
|  | Supervisor |  |  |
|  | Skilled Labour |  |  |
|  | Unskilled Labour |  |  |
|  | Plant Operator |  |  |
|  | Driver |  |  |

### Major Plant/ Equipment on Site

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Brand/Capacity** | **Quantity** | **Status (BD/Idle/Working)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Key Materials in use

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **Quality Status** | **Quantity** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Inspection/Testing/Measurement carried out and/or in progress

|  |  |  |
| --- | --- | --- |
| **Inspection/Testing/Measurement** | **Location** | **Remarks** |
|  |  |  |
|  |  |  |
|  |  |  |

### Site Observations/ Issues/ Special Events/ Photos

#### Quality Management

#### HSSE

#### Progress

#### Contemporary Records: Instructions/Discussions Meetings

#### Delays/Disruptions

#### Visitors, comments, complaints

#### Any other

#### General Comment/Proposed Actions

|  |  |
| --- | --- |
| **Reviewed by** |  |
| **Approved by** |  |

1. This template can be tailored to suit project specific requirement [↑](#footnote-ref-1)
2. This daily site diary shall be completed by each construction supervision personnel appropriate to their respective  
    work area. [↑](#footnote-ref-2)