Where software is used in lieu of a paper record or in conjunction with a hand written report, daily reports should be printed from the software package, signed by the inspector and kept on file, unless the inspector can sign it electronically.

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Contract No. / Project No.** | **Contractor** |
|  |  |  |
|  |  | Date |  | / |  | / |  | dd/mm/yy |
|  |  | Contract Day No. |  | Inspector(s) on Site? | Yes / No |
| Day Type | Contract / Public Holiday / Working / Non Working / Other | Weather | Dry / Hot & Dry / Humid / Overcast / Windy / Light Rain / Heavy Rain / Storms |
| Rain | Nil / Overnight / Morning / All Day / Intermittent / NA | Rain details | Start time |  | Finish time |  | Gauge (mm) |  |
| **Primary activity (for example, P6 ID)** | **Activity** | **Control line** | **Location chainage** | **Labour type** | **Plant type** | **Hours** | **Idle** | **Photo ID** | **Comments** |
|  |  |  | **From** | **To** | **Prefix S = Subcontractor** | **No.** | **Prefix S = Subcontractor** | **No.** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily notes | No. | Non-conformances | Corrective Action |
|  |  |  |  |
| Notes: (Please include any of the following events if applicable) |  |  |  |
|[ ]  1 Delays & reasons | [ ]  | 5 Plant-related stand downs |[ ]  9 Environmental issues / Breach |[ ]  13 Corrective Action Requests (CARS) |  |  |  |
|[ ]  2 Site instructions issues (SI) |[ ]  6 Changes in material |[ ]  10 Surveys performed |[ ]  14 Discussions / meetings / staff / landowner |  |  |  |
|[ ]  3 Traffic / safety incidents |[ ]  7 Visitors to site |[ ]  11 Construction difficulties |[ ]  15 Soil / audit tests performed |  |  |  |
|[ ]  4 Unsuitable materials |[ ]  8 Design changes |[ ]  12 Non‑conformances |[ ]  16 Utilities / electricity / telephone |  |  |  |
|[ ]  Entered by | Date | Inspector | Date |[ ]  Photos Taken | Administrator’s Rep | Date |
|  |  |  |  |  |  |  |  |  |