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 |
|  | | |  | | | | |  | | | | | |  | | |  | | | | | | |  | | | | | |  |