DAILY SITE DIARY · ONE PAGE PER SITE PER DAY

Site diary

Obrelier

Site / job code	Date	Weather · ground conditions	Person in charge

LABOUR ON SITE

COMPANY / TRADE	PEOPLE	HOURS	NOTES (NAMES IF NO CLOCK-IN RECORD)

PLANT ON SITE AND DELIVERIES RECEIVED

PLANT / DELIVERY	TIME	SUPPLIER · TICKET NO.

WORK DONE, BY AREA

INSTRUCTIONS RECEIVED (FROM WHOM) · VISITORS AND INSPECTIONS

DELAYS AND STOPPAGES, WITH THE REASON

ACCIDENTS, NEAR MISSES, FIRST AID · PHOTO NUMBERS

Person in charge: name and signature · date

Checked by (office) · date

Write it on the day and sign it on the day: a diary filled in later is a reconstruction, not a record. Keep diaries for at least six years after the project, twelve if the contract is a deed. RIDDOR records must be kept for three years. Tie the labour line to the record you pay from.