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| INSTRUCTIONS |
| * Use this form to record all relevant data from the daily diary to provide a clear, concise and searchable record of the day’s events. |

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| SECTION 1 – SHIFT DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | |  | | | Day: | | | |  | | | | | Mon | | |  | | | Tues | | | |  | | | Wed | | | | |  | | | | | Thurs | | | |  | | | | | Fri | | |  | | | Sat | | |  | | Sun |
| Customer Rep: | | | | |  | | | | | | | | | | | | | | | | | | | | Shift: | | | | | | | | |  | | | | Day | | | | |  | | | | | Afternoon | | | | | | |  | | Night |
| SECTION 2 – WEATHER (for comparison with BOM data) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Condition** | | | | | **Impact** | | | | | | | | | | | | | | **Condition** | | | | | | | | | | | **Impact** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal: | | | | |  | | Yes | | | | | |  | | No | | | | Rain: | | | | | | | | | | |  | | | | | Heavy | | | | | | |  | | | | | Moderate | | | | | |  | | | Low | |
| Extreme Temp: | | | | |  | | Yes | | | | | |  | | No | | | | Rate of Work: | | | | | | | | | | |  | | | | | No Affect | | | | | | |  | | | | | Slowed | | | | | |  | | | Halted | |
| Extreme Winds: | | | | |  | | Yes | | | | | |  | | No | | | | Notes: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION 3 – scope of work PROGRESS (Refer to scope of work, work packs & WBS & include rework). Ensure all daily time capture WBS codes are detailed below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **WBS/ Work Package No.** | | | | | | **Quantity/ Location** | | | | | | | | | | | | **Description/ Notes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SECTION 4 – OUT OF SCOPE WORK (VARIATION WORK) All variations must be followed up with a formal Record of Conversation or Site Instruction for project record purposes. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Area/ Work Packa**ge **No.** | | | **Description** | | | | | | | | | | | | | | | | | | | | | | | **Request Type** | | | | | | | | | | | | | | | | | | | | **From** | | | | | **Approved By** | | | | | | |
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| **SECTION 5 – DELAYS** Reason Codes - (1) Industrial Action, (2) No Access, (3) Plant/Equipment Shortage/ Breakdown, (4) Weather, (5) Customer, (6) Material Shortage, (7) Labour Shortage, (8) Rework, (9) Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **WBS/ Work Packa**ge **No.** | | | | **Code** | | | | | | | **Start** | | | | | **End** | | | | | | | **Location** | | | | | | | **Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Delay Notification** (Internal) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Who was notified? | | | |  | | | | | | | | | | | | | | | | | | Method: | | | | | |  | | | | | Verbal | | | | | | |  | | | | Written (Email/ Formal Notice) | | | | | | | | | | | | | |
| Time: |  | | | Date: | | | | | |  | | | | | | | | | | | | Document Reference No: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| SECTION 6 – SITE INSTRUCTIONS, REQUESTS OR DIRECTIVES Include site instructions to subcontractors and instructions from the customer to Downer. All verbal instructions must be followed up with a formal Record of Conversation or Site Instruction for project record purposes. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Area/ WBS/ Work Packa**ge **No.** | | | **Instruction No.** (or N/A) | | | | | | | | | **From** | | | | | | | | | **Recipient** | | | | | | | | | | **Description** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SECTION 7 – WORK CREW ABSENTEES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Names:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION 8 – SUBCONTRACTORS Note all subcontractors working on site for the day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Subcontractor(s) Used** | | | | | | | | **Details/ Work/ Location** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **No. People** | | | | | | | | | **Total Hours** | | | |
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| SECTION 9 – ZERO HARM INCIDENTS OR ISSUES Briefly detail any incidents for the day. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Who was notified?** | | | | | | | | | | | | | | | | | | | | | | **Time Notified?** | | | | | | | |
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| SECTION 10 – COMPLETION RECORD | | | |
| Completed By: (Name) |  | Signature: |  |
| Checked By: (Name) |  | Signature: |  |