

# PROJECT SITE DIARY

Doc. Code: C-Q-MG-011  
Issue Date: 31 Jan 2017  
Issue No: 5



DATE: <i>Auto upload</i>	PROJECT: <i>Auto upload</i>
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CIP STAFF	
<i>Auto upload</i>	

WEATHER CONDITIONS	
AM - <i>Auto upload</i>	<i>- Taken from the Bom</i>
PM - <i>Auto upload</i>	<i>- Taken from the Bom</i>

LOST TIME	
<i>Manually written</i>	

OH&S ISSUES (E.G. INCIDENTS, FIRST AID ETC.)	
<i>Manually written.</i>	

DAILY SITE LABOUR POWER (TICK IF APPLICABLE) <i>Information taken from</i>			
ITEM	(✓)	ITEM <i>Site Attendance form</i>	(✓)
Principle		Lift Services	
Earthworks		Roller Doors	
Piling		Metal work	
Retaining Wall		Plant Hire Operators	
Surveyor		Joint Sealing	
Geotechnical Engineer		Painting	
Piling		Comm's Contractor	
Detailed Excavation		Toilet Cubicles	
Structural Steel Erection		Floor and wall tiling	
Concrete Panel		Vinyl installer	
Stormwater / Sewer		Plasterboard	
Concrete placement		Alucabond	
Steel Fixer		Glazing	
Formwork		Gantry Crane	
Roof and Wall sheeting		Mobile Crane Hire	

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DAILY SITE LABOUR POWER (TICK IF APPLICABLE)			
ITEM	(✓)	ITEM	(✓)
Electrical services		Labour Hire	
Hydraulic and Drainage		Balustrades	
Fire protection services		Joinery	
Mechanical		Fencing	
Block laying and Bricklaying		Cleaner	
Roof Safety		Landscaping	
Scaffolding		Client Fit-out Contractors	
Epoxy Applicator		External Services Contractors	
Security		Traffic Control	
Bird Netting			

VISITORS	
NAME/COMPANY	REASON
Taken from Site Visitors	

CONTRACTUAL ISSUES
Manually written

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### WORKS UNDERTAKEN/COMPLETED

Taken from Site Attendance form



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WORKS UNDERTAKEN/COMPLETED

CONSULTANT INSPECTIONS UNDERTAKEN
Taken from Site Visitor App.

PLANT HIRE Taken from Plant + Equipment Register			
PLANT TYPE	HOURS WORKED	HIRE COMPANY	DOCKET NO.

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SITE INSTRUCTIONS ISSUED <i>Taken from site instruction App</i>		
INITIATING PERSON/COMPANY	INSTRUCTION DETAILS	RECIPIENT PERSON/COMPANY

GENERAL COMMENTS
<i><del>Manually</del> Manually Written</i>

SIGN-OFF/APPROVAL		
<b>SITE MANAGER</b>		
Signature: <i>[Signature]</i>	Name: <i>Auto upload</i>	Date: <i>Auto upload</i>
<b>SITE FOREMAN</b>		
Signature:	Name:	Date: