

reports shall be kept at the Engineer's Site Office, one copy shall be returned to the Contractor after review and signature of the Engineer.

- b. Daily reports shall record staff on site as number of engineers, foremen, surveyor, skilled labourers (each category), unskilled labourer, number and type of plant (separately stating working, idling, break-down), work executed during the day, work tested and accepted, details of tests carried out, sufficient space shall be provided for recording remarks of the Engineer and the Contractor.
- c. Within 2 weeks after award of Contract, the Contractor shall submit to the Engineer, for the Engineer's approval, the form of daily reports he proposes to use. Any amendment required by the Engineer shall be complied with.

2. Procurement Status Report

- a. The Contractor shall submit a Procurement Status Report on weekly basis. The report shall include a list of materials and items that have been procured and a list of materials and items that have been delivered to Site. The report shall also give references to all correspondence and transmittals between the Contractor and the Engineer regarding approval of such materials and items.

3. Monthly Report

- a. The Contractor shall report monthly progress to the Engineer on charts showing actual work done superimposed on copies of his agreed program. He shall state his proposals for improving progress should this be lacking in any respect.
- b. The report shall be delivered to the Engineer within one week after the end of each month. The report shall detail all equipment, its value and labour employed on Site together with details of their location on the Works as well as includes a list of all materials delivered to the Site.
- c. The Contractor shall provide a digital photographic record of the execution of the Works by having colour photographs taken at monthly intervals from such points as the Engineer may direct from time to time. The number of such photographs shall not exceed 15