

Site Diary / Daily Report Template

Daily record of labour, plant, deliveries, progress, delays and instructions. · Free template from SiteAudit — siteaudit.app/templates

PROJECT	DATE	DAY	PREPARED BY
WEATHER AM	WEATHER PM	TEMPERATURE	GROUND CONDITIONS

Trade	Contractor	No. of operatives	Hours worked	Area / activity

Plant / equipment on site	Supplier	On hire	In use	Notes

Deliveries received	Supplier	Ticket no.	Accepted / rejected	Notes

Visitors	Company	Purpose	Time in	Time out	Inducted

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WORKS COMPLETED TODAY

DELAYS, DISRUPTION OR STOPPAGES (AND CAUSE)

INSTRUCTIONS RECEIVED / VERBAL INSTRUCTIONS TO CONFIRM

HEALTH, SAFETY AND ENVIRONMENTAL EVENTS

DRAWINGS, INFORMATION OR DECISIONS REQUIRED

How to use this template

1. Fill it in the same day. A diary written up on Friday for the whole week is worth very little as evidence.
2. Record the cause of any delay, not just the fact of it. "Rain stopped external works 11:00-15:00" is a contemporaneous record you can rely on later.
3. Always write down verbal instructions and who gave them, then confirm them in writing the same day.
4. Weather and ground conditions matter more than they look — they are the most commonly disputed facts on a delay claim.
5. Note who was on site and how many. Labour records are the backbone of any prolongation argument.

SiteAudit runs this checklist on your phone or tablet, works fully offline, attaches photos to every line and exports a signed PDF report before you leave site. Free to start at siteaudit.app