

Daily Site Report

Manpower, work performed, deliveries and issues — one page per day.

How to use: fill at end of shift; keep it factual (what happened, who was there, what arrived); note delays the day they occur — that's what protects you in claims.

WEATHER AM / PM

WORKING HOURS

REPORT NO. (SEQUENTIAL)

Manpower on site

Company / trade	Workers	Hours	Activity / zone
e.g. Rebar sub	6	48	Slab S-2

Work performed today

Location	Activity	Photo ref.

Deliveries & equipment

Type	Detail	Note / delivery note ref.

Issues, delays, visitors

Issue / event	Impact	Action

Prepared by — name, role, signature, date

Reviewed — project manager



Tired of filling this by hand?

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