

Site Diary

Daily site record · one page per working day · A4

Project	
Site address	
Client / employer	
Main contractor	
Contract and form (JCT, NEC, AS 4000, other)	
Site manager / foreman	
Diary volume	
Dates covered	

Keeping a diary that stands up

1. Write it on the day, on site, by the person who saw the work. Diaries written up later carry little weight.
2. Ink only. Strike through errors with one line, initial and date them. Never tear out a page.
3. Record facts: labour by trade and company, plant, deliveries, weather, visitors, instructions, delays, safety.
4. For every delay or disruption write the time it started and ended, what work stopped, who caused it and what you did about it.
5. Write down every verbal instruction: who gave it, when, and what was said. Then confirm it in writing the same day.
6. Note when notices were sent (early warnings, delay notices, variation requests) and their reference.
7. Sign the page at the end of each day. Photograph it as a backup.

General guidance, not legal advice. Your contract may require particular records or notice periods (for example NEC early warnings and compensation events, JCT relevant events, AS 4000 notices).

Site Diary

Date ____ / ____ / ____ Day ____ Day no. ____ Page ____

Weather AM ____ PM ____ Temp ____ / ____ °C Rain ____ mm Wind ____ Ground ____

Trade / activity	Company	No.	Hours	Area / work done

Plant / equipment	No.	Hours	Working / idle / broken down (why)

Deliveries (material)	Supplier	Time	Qty, docket no., condition / shortages

From	To	Delay / disruption (what stopped)	Caused by	Crew & plant idle, notice sent

Instructions received / visitors (who, when, what)	Safety: toolbox talk, incidents, near misses, inspections

Work completed today / problems / tomorrow's plan

Photos taken (no. / refs): _____ Signed: _____ Name: _____

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