

DAILY REPORT

Project information					
Date:				Client:	
Address of job:					
Form completed by:					
Times that staff are on site					
Name:	Start time	End time	Name:	Start time	End time
Plant on site					
Type	Rego plate	Hrs/Kms	Type	Rego plate	Hrs/Kms
Truck			Support vehicle		
Vac Truck			Float trailer		
Tipper			Excavator		
Installation					
Type	ID	Comments			Quantity
Description of works completed and in progress					
Paperwork checklist – Please tick relevant box below to show that it's been completed					
Permit to drill	☐	Toolbox pre start	☐	Trenching & excavation permit	☐
JSEA	☐	Bore log	☐	Incident report	☐