

SITE DIARY

One page per day — weather, labour, plant, deliveries, visitors, events, instructions

FORM — SITE FILE

KD-SITE-SD-013 Rev A0

The site diary is the contemporaneous record — written on the day, by the person running the site. Contracts, claims and investigations turn on it years later. Weather, who was here, what plant ran, what arrived, who visited, what was instructed, what went wrong and why it slowed down. Facts, not opinions; one page per day; never rewritten.

1 THE DAY

PROJECT / SITE REF	SITE	DATE	DAY	DIARY KEPT BY
WEATHER AM	WEATHER PM	WIND (LIFTING / HEIGHT WORK)	TIME LOST TO WEATHER	

2 LABOUR AND PLANT ON SITE

TRADE / CONTRACTOR	NO.	WORKING ON	PLANT USED

3 DELIVERIES, VISITORS, INSPECTIONS

DELIVERIES RECEIVED

VISITORS AND INSPECTIONS

4 EVENTS, INSTRUCTIONS AND DELAYS

INSTRUCTIONS RECEIVED OR ISSUED

INCIDENTS, NEAR MISSES, STOP-WORKS, COMPLAINTS

DELAYS AND DISRUPTION

ANYTHING ELSE WORTH WRITING DOWN TODAY

SIGNED	WRITTEN AT

SITE DIARY

continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.