

HEXATECH	PROJECT DEPARTMENT	Issue No.: 1	Document	Page 1 of 1
	<b>Daily Work Report</b>	Revision No.: 0	Effective Date: 01 Mar 2017	Document Ref.: PD-REC-DWR

TRADE : \_\_\_\_\_ REPORT NO : \_\_\_\_\_ DATE : \_\_\_\_\_

FROM : \_\_\_\_\_ TO : \_\_\_\_\_ PREPARED BY : \_\_\_\_\_

PROJECT TITLE : \_\_\_\_\_ PROJECT NO. : \_\_\_\_\_

Weather Condition: Fine / Drizzle / Shower / Thunderstorm / Intermittent      Hours From :

NO.	DESCRIPTION OF WORK	LOCATION

NO.	MATERIALS DELIVERED TO SITE	QTY	NO.	EQUIPMENT / PLANT ON SITE	QTY

WORKER SITE ATTENDANCE							
No.	Trade	Total	Work Hours	No.	Trade	Total	Work Hours

COMMENTS

Submitted by:  Signature: Name: Date	Received by:  Signature: Name: Date
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