DAILY PROGRESS REPORT

One report per site per day, signed by the site engineer and the project manager

Project	Client	Report no.	Date
Weather	Working hours	Site engineer	Work order or contract no.

Manpower on site (nos)	Machinery and equipment	Hindrances and safety
Masons	Tower crane TC-2	Hindrance
Carpenters (shuttering)	Concrete pump BP-02	Drawings awaited
Bar benders	Bar bending machine	Toolbox talk
Helpers and unskilled	DG set 125 kVA	Incidents or near misses
Staff and supervisors	Breakdowns	Visitors and instructions

Work done today against the plan

Sr.	BOQ item and activity	Location	Unit	BOQ qty	Planned today	Done today	Up to yesterday	Up to date	% of BOQ	Short of plan

Materials received and used today

Sr.	Material	Supplier and challan	Unit	Opening stock	Received	Used	Closing stock	Remarks

Plan for tomorrow

Write the work planned for the next day, the manpower and machines it needs, and anything the client or PMC must clear first (drawings, inspections, approvals). Attach dated photos of today's work.

Site engineer

Project manager

Client or PMC representative