Day Record – Blank Template

Project: _____ SV Project ID: _____

Site Address: _____

Record Date: _____ Day Type: _____

Section 1: Record Provenance

A paper or spreadsheet record carries none of this: nothing in it shows when it was written, or proves it has not changed since. In SiteVector this section holds the time the day was locked and who locked it, the record fingerprint, whether the day has ever been unlocked and by whom and why, and any entries added after the day closed.

Section 2: Daily KPIs

TSR	Average Gate Turnaround	Material Delays	Total Deliveries	Total Tasks

Section 2B: Weather

06:00	09:00	12:00	15:00	18:00	21:00

SiteVector records this automatically against the site's location, four times through the working day and twice after it.

Section 3: Gate Log

DEL Ref	Supplier	Class	Window	Arrived	Departed	Turnaround	Status	Issues

Section 4: Commitment Log

Task Ref	Task	Trade	Assigned To	Outcome	RFV Code	Notes

A task on the critical path is marked in the task text as "(Critical path)". Rework goes in Notes.

Section 5: Document Evidence

Doc #	File Name	Record	Uploaded	Doc Date	Description	SHA-256 (first 16)

Section 6: Day Notes

RFV codes overleaf. SiteVector produces this record automatically from entries made during the day, locks it at the end of the day and seals it, so anybody you send it to can check it has not changed since. **sitevector.com.au**

RFV Codes

Why a task did not get done. A short fixed list, so the same cause reads the same way on every job.

RFV Code	What it means
Material Not Ready	The material was on site but not in a usable state, or not where it needed to be.
Delivery Not Made	The delivery did not arrive, or arrived too late to be used that day.
Preceding Trade Not Complete	The work in front was unfinished, so this task could not start.
Labour Shortage	Fewer people than the task needed.
Labour No-Show	The crew did not attend.
Design Not Issued	The information needed to build it had not been issued.
Design Clash / Coordination Issue	The design could not be built as drawn.
Plant or Equipment Breakdown	Plant or equipment the task depended on was out of action.
Access Restricted / Site Conditions	The area could not be reached or worked in.
Client Instruction / Variation	The client stopped or changed the work.
Wet Weather	Rain stopped the work, or the ground was too wet to work.
Extreme Heat	Heat stopped the work.
Rework Required	The crew was taken onto putting earlier work right.
Safety Stand-Down	Work stopped for a safety reason.
Programme/Scope Change	The task was moved or removed by a change to the programme or scope.
Other	Nothing on the list fits. Write what happened in the note.

A code picked from a fixed list can be counted across a month and set against the month before. A sentence cannot. Add a note alongside the code if you need to, never instead of it.

SiteVector uses these sixteen codes on every project, so this month can be compared with last month and this job with the one before it. **sitevector.com.au**