

Site Day Log

Book 3 · Chapters 5.10, 7.2 and 7.3 · the record behind windows, filters and stand-down

Site

Date

Job ref

Operator

ZONE TIMELINE

Time	Event (book-in, cold walk, energise, coupon, live, stop, collapse)	Notes	Initials

WINDOWS AND FILTERS USED

Time	Item (window, filter, other)	Reason (browned, loaded, cracked)	Client-side cause?	Photo ref
			☐	
			☐	
			☐	
			☐	
			☐	

Site Day Log

Stand-down, changes and the end-of-day summary

STAND-DOWN AND WAITING TIME

From	To	Reason (no permit, blocked aisle, escort missing, other)	Client-side?	Who was told
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

CHANGES ON THE DAY

Time	What changed (scope, barrier line, extraction, stop layer)	Change order ref	Re-brief done?
			☐
			☐
			☐
			☐
			☐

Stand-down only counts if your quote says how it works. Log it when it happens, with who you told, not from memory when you write the invoice.

End-of-day summary (carry into the handover note)