

Daily Site Log

Built to satisfy FIDIC Clause 20.1 contemporary records

Most daily logs record what happened. This one records what a claim needs — so when a delay event occurs, the evidence already exists. Print it, fill it, file it. Every single day.

20+ Years

Project Management Experience

PMP Certified

Engineer

3 Sectors

Construction · Oil & Gas · Mfg

3 Regions

LatAm · USA · Caribbean

ABOUT THIS TEMPLATE

The Log Is the Evidence

Under FIDIC Clause 20.1, the Contractor must keep “**such contemporary records as may be necessary to substantiate any claim.**” That sentence decides more disputes than any other in the contract.

Here is what happens in practice. A delay event occurs in March. Nobody thinks much of it. By September the programme has slipped eight weeks and a claim is prepared. The notice was served on time. The entitlement is arguable. And then the other side asks a simple question: *show us the records.*

And there are no records — because in March nobody knew that day mattered.

That is the problem this template solves. It is not a diary of what happened. It is a **daily evidence capture sheet**, structured so that the information a claim needs is recorded before anyone knows a claim is coming. Resource levels, idle plant, instructions received, access restrictions, weather stoppages, disruption to planned work — all captured as a matter of routine.

Fill it in every working day. Not weekly. Not from memory on Friday. A record created contemporaneously carries weight; a record reconstructed later does not.

FIVE RULES THAT MAKE A LOG DEFENSIBLE

- 1. Same day, every day.** A log completed on the day it describes is contemporaneous. One completed three days later is a reconstruction, and the other side will say so.
- 2. Facts, not conclusions.** Write “access to Grid C4–C8 not available; 6 steelfixers stood down 0800–1200.” Not “Employer caused delay again.” Facts survive cross-examination. Opinions do not.
- 3. Record the idle, not just the active.** Plant standing and labour waiting is the substance of a disruption claim. Most logs only record what worked.
- 4. Number your photos and reference them.** A photo with no date, location, or log reference proves very little on its own.
- 5. Sign it and file it.** An unsigned, undated sheet in a drawer is not a record. Signed, dated, and filed the same day is.

THE SECTION MOST PEOPLE SKIP

Section 7 — Delay, Disruption & Access. On a good day you will leave it blank, and that blank is itself a record: nothing disrupted the works that day. On a bad day it is the most valuable page in your project file. Complete it whenever anything prevented planned work from proceeding as planned — even if it seems minor, and even if you do not intend to claim. You are not building a claim. You are preserving the ability to make one.

DAILY SITE LOG

Contemporary record maintained under
FIDIC Clause 20.1

1 · PROJECT IDENTIFICATION

PROJECT NAME

CONTRACT No.

LOG No.

DATE

DAY OF WEEK

CONTRACT DAY No.

PREPARED BY

2 · WEATHER & SITE CONDITIONS

PERIOD	CONDITIONS	TEMP °C	WIND	RAINFALL (mm)	WORKABLE? Y / N

Rows: AM (0700–1200) · PM (1200–1700) · Night shift. Record actual measured values where available — not impressions. If weather stopped work, complete Section 7.

3 · LABOUR ON SITE

COMPANY / SUBCONTRACTOR	TRADE / DISCIPLINE	No. MEN	HOURS WORKED	IDLE HOURS	LOCATION / AREA
TOTAL					

Idle hours are the column that matters. Labour present but unable to work is the substance of a disruption claim. Record it every time, with the reason in Section 7.

4 · PLANT & EQUIPMENT

PLANT / EQUIPMENT	ID / REG No.	No.	WORKING hrs	IDLE / STANDING hrs	LOCATION
TOTAL					

Standing plant accrues cost whether it turns or not. An unrecorded standing hour is an unrecoverable one.

5 · WORK PERFORMED TODAY					
ACTIVITY / WBS Ref.	LOCATION / GRID / CHAINAGE	DESCRIPTION OF WORK	QTY	UNIT	% COMPLETE

6 · MATERIALS & DELIVERIES					
MATERIAL / ITEM	SUPPLIER	QTY	UNIT	DELIVERY NOTE No.	ACCEPTED / REJECTED

7 · DELAY, DISRUPTION & ACCESS RESTRICTIONS						CRITICAL — COMPLETE WHENEVER PLANNED WORK WAS PREVENTED
TIME FROM	TIME TO	ACTIVITY / AREA AFFECTED	NATURE OF EVENT (FACTS ONLY)	RESOURCES AFFECTED	NOTICE REQD?	

If any row above is completed, check the FIDIC Notice Requirements Checklist **today** — the Clause 20.1 notice period runs from awareness, not from when the delay becomes measurable. Record facts only: what could not proceed, from when to when, and which resources were affected.

8 · INSTRUCTIONS, DIRECTIONS & VERBAL ORDERS RECEIVED				
TIME	FROM (NAME / ROLE)	INSTRUCTION RECEIVED	VERBAL / WRITTEN	CONFIRMED IN WRITING?

Any verbal instruction must be confirmed in writing the same day. An unconfirmed verbal instruction is, for practical purposes, an instruction that never happened.

9 · QUALITY & HSE				
TYPE	Ref. No.	DESCRIPTION	LOCATION	STATUS / ACTION

Type: Inspection · ITP hold point · NCR raised · NCR closed · Safety observation · Incident · Near miss · Toolbox talk

10 · VISITORS TO SITE				
NAME	ORGANISATION	PURPOSE OF VISIT	TIME IN	TIME OUT

Record the Engineer, Employer's Representative, and any third party attending site. Attendance at the point an event occurred is frequently disputed later.

11 · GENERAL REMARKS & OBSERVATIONS

12 · PHOTOGRAPHIC RECORD

PHOTO Ref.	TIME	LOCATION / GRID	SUBJECT / WHAT IT SHOWS	RELATED SECTION

Cross-reference each photo to the section it evidences (e.g. “Sec. 7 — access restriction Grid C4”). An unreferenced photo proves very little on its own.

13 · PLANNED WORK — NEXT WORKING DAY

Recording what was planned is what allows you to later demonstrate what was prevented. Planned vs. actual is the whole of a disruption argument.

14 · VERIFICATION & SIGN-OFF

PREPARED BY (SITE ENGINEER / PM)	REVIEWED BY (PROJECT MANAGER)	ENGINEER / EMPLOYER'S REP. (IF ATTENDING)
NAME:	NAME:	NAME:
SIGNATURE / DATE:	SIGNATURE / DATE:	SIGNATURE / DATE:

Distribution: original to Project Document Control (file same day) · copy to Project Manager · copy to Contract Administrator. Retain for the full duration of the Defects Notification Period and any subsequent dispute resolution period.

HOW TO USE THIS TEMPLATE

Print single-sided and complete by hand on site, or rebuild the structure in your document control system. The value is not in the paper — it is in the discipline of completing every section, every working day, on the day. A log completed on the day it describes is a contemporary record. One completed later is a reconstruction, and it will be treated as one.

This template reflects standard FIDIC 1999 conditions (Red, Yellow, Silver Books). Particular Conditions may modify record-keeping and notice obligations — always check your specific contract. This document does not constitute legal advice.

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