STANDARD OPERATING PROCEDURE

Daily Construction Site Report SOP

Document no.	SOP-CON-007
Revision	1.0
Owner	Site Supervisor
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To create an accurate, same-day written record of site conditions, manpower, progress, deliveries and issues that project stakeholders can rely on and refer back to.

2. Scope

Applies to daily reporting on all active construction site work, covering every trade and subcontractor working on site that day.

Definitions

Daily site report	A same-day written record of weather, manpower, equipment, progress, deliveries and issues on a construction site.
Delay event	Any occurrence that stops or slows planned work, such as weather, missing materials or a design query.

3. Responsibilities

Site Supervisor	Compiles the daily report from field observations and subcontractor input, and submits it by the end of shift.
Subcontractor Foreman	Provides accurate manpower, equipment and progress information for their crew and reviews the report before sign-off.
Project Manager	Reviews daily reports for delays and issues, and follows up on items needing client or design input.
Site Clerk	Files and archives completed reports and compiles them for weekly progress meetings.

RACI matrix

Activity	Site Supervisor	Subcontractor Foreman	Project Manager	Site Clerk
Record weather and site conditions	R/A	I	I	-
Log manpower and equipment on site	A	R	I	-
Record progress and delay events	R/A	C	I	-

Activity	Site Supervisor	Subcontractor Foreman	Project Manager	Site Clerk
Submit and file the daily report	R	I	A	R
Follow up on delay events	R	C	A	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Daily site report form or app
- Site diary or logbook
- Camera or phone for site photos
- Weather reference (thermometer or forecast source)
- Delivery tickets and material receipts
- Project schedule for progress comparison

Personal protective equipment

- Hard hat
- High-visibility vest
- Safety boots

5. Procedure

Step	Task	Owner	Done
5.1	**Record weather and site conditions** At the start of the shift, record the weather conditions, temperature and any site condition such as standing water or ground closures that could affect work.	Site Supervisor	☐
5.2	**Log manpower on site** Collect headcount by trade and subcontractor from each foreman, and record it against the crew planned for that day in the daily report.	Subcontractor Foreman	☐
5.3	**Log equipment on site** Record major equipment present on site that day, such as cranes, excavators and generators, including hours used if tracked for the project.	Site Supervisor	☐
5.4	**Log deliveries and materials received** Record materials and deliveries received during the shift against delivery tickets, noting the supplier, quantity and any damage or shortage found on arrival.	Site Supervisor	☐
5.5	**Record work performed and progress** Describe the specific work completed by each trade that day and compare it against the project schedule, noting whether the work is ahead, on track or behind. **Checkpoint:** Progress recorded in the report is compared against the current project schedule, not just described in isolation.	Site Supervisor	☐
5.6	**Log delays and issues** Record any delay event such as weather, missing materials, a design query or access restriction, including the time it started and its estimated impact on the schedule. **Warning:** Record delay events the same day, since a late or missing entry can weaken a schedule claim later.	Site Supervisor	☐

Step	Task	Owner	Done
5.7	**Record safety observations** Note any safety observation, near miss or incident that occurred during the shift, cross-referencing the separate incident report if one was filed.	Site Supervisor	☐
5.8	**Take site photos** Take dated photos of key progress areas, any delay condition and any damage or defect noted, and attach them to the daily report.	Site Supervisor	☐
5.9	**Get subcontractor sign-off** Have each subcontractor foreman review the manpower, equipment and progress entries for their crew and confirm they are accurate before the report is submitted. **Checkpoint:** Every subcontractor foreman confirms their crew's entries before the report is submitted.	Subcontractor Foreman	☐
5.10	**Submit the report** Submit the completed daily report to the project manager before the end of the site supervisor's shift.	Site Supervisor	☐
5.11	**Review and follow up** Review the report for delay events or issues needing client, design or procurement input, and assign follow-up actions with an owner and due date.	Project Manager	☐
5.12	**File and archive the report** File the signed daily report and its photos in the project record system so it can be retrieved for schedule reviews or claims.	Site Clerk	☐

6. Quality checks

- A daily report exists for every working day on the project, with no gaps.
- Manpower and equipment entries are confirmed by the relevant subcontractor foreman.
- Delay events include a start time and estimated schedule impact.
- Reports are submitted the same day rather than backdated later.

7. Records

- Signed daily site reports
- Site photos by date
- Delivery tickets and material receipts
- Delay event log

8. KPIs

- Percentage of working days with a same-day daily report filed
- Number of delay events logged per month
- Average time between shift end and report submission

9. Common mistakes

- Writing vague progress notes that cannot be compared against the schedule.
- Forgetting to log a delay event until days later.
- Skipping subcontractor sign-off on manpower and progress entries.
- Not attaching photos of delay conditions or defects when they occur.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

This is a template. Adapt it to your organization, equipment and local regulations before use.

Scan for the latest version

Opens this template online, where you can download it again in Word, PDF, Excel or CSV — free, no sign-up.

Or add it to Perfect Wiki so your team can find it and ask questions about it in Microsoft Teams, Slack, kChat or Mattermost.