
UNIT 5 SITE REGISTERS

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5.1 INTRODUCTION

The contract documents of any contract lay down the quality assurance requirements and tests required to be done at various stages of different activities. The general conditions of Contract further lay down the requirements in regard to quality, stores and materials, execution of works, time, delay and extension and approval of works by stages. Some of the common types of conditions in this regard are enumerated below:

- a) The work is to be executed in accordance with good practice and recognized principles.
- b) All stores and materials to be supplied and incorporated shall be the best of the respective kinds and proper proof of their quality shall be furnished.
- c) All works embracing more than one process shall be examined and approved at each stage.
- d) The progress of the work shall be regularly monitored so as to complete it on time.

The above requirements can be ensured and fulfilled and control over execution can be maintained by proper maintenance of Site Registers or Site Documents which record different activities regularly, systematically and meticulously.

In this unit, we will study the various Site Registers which form part of Record Keeping at site for proper supervision of Construction Works. These site registers have been listed in the "structure" of this unit.

Objectives

After studying this unit you should be able to :

- describe different types of Site Registers,
- discuss how each register is to be maintained,
- distinguish between purpose of different site registers, and
- understand how they help in exercising proper control on execution and supervision of construction works.

5.2 SITE DIARY

The Site Diary one of the most important site registers to be maintained at any construction site. A typical format of a Site Diary is given at Appendix A to this unit. A site diary is generally maintained for construction works costing more than rupees one lakh. However, this amount can vary from one organisation to another. These diaries are serially numbered and are held in the personal custody of the Project Manager. The site diary is meant to be an authentic record incorporating all important events in the execution of a work and the administration of the connected contract. The pages of diary are serially numbered and one page is meant for one day of the work. Neither any of the pages is to be removed nor any other page is to be inserted. The site diary should be kept upto date at all times.

Let us now have a look at the contents of the work diary. Though most of them are self explanatory, still we will highlight a few. The Site Diary has two parts namely Part A and B. In Part A of Site Diary, we enter the Name of work, Contract No., Name of contractor, Period of contract, Date of commencement and completion of work etc. In short, the complete details of work from contract agreement are entered in Part A together with the details of Supervisory staff employed on the work.

The "Part B" is the most important part, as it is here that we record the daily occurrences at site. Here we record the date, weather, the different categories of skilled and non-skilled labour employed, important construction materials like bricks, cement, steel etc. brought at site and details of equipment working at site.

In the brief particulars of work in progress, describe the kind of work executed on that date like, masonry work, RCC work, formwork, plumbing work etc. In the "Important stages completed and passed" we enter the different stages like Damp Proofing Course, brick masonry upto cill level, reinforcement in slab etc. which might have been approved and passed by the Engineer-in-Charge that day.

The Site Diary also has provision for remarks by Visiting /Inspecting officer who are Superior officers from Owner's firm who are visiting the work to ensure that it is being constructed as per their requirements and outcome of their inspection can also be recorded here in brief.

The record in the Site Diary is authentic because it is signed daily by the Engineer-In-Charge and the contractor.

Thus it can be seen that this particular site document is truly a Site Diary as it records all the happening at site on daily basis.

5.3 SITE ORDER BOOK

In the course of execution of work, the engineer-in-charge has to pass several orders and instructions to the contractor to ensure that work is being executed as per specifications included in the contract agreement.

A specimen of the Site Order Book is given in Table 5.1.

All orders to the contractors shall be serially numbered and dated and signed by the Engineer-in-Charge. A sample of a "Site Order" could be

"It is seen that brickwork in toilet of Wing "A" of office block carried out on 21st January 1998 is not in plumb. Also the bricks being used have not been properly soaked in water and the cement mortar being provided in joints is of more than specified thickness. This was pointed out to your site incharge but not complied with by him. You are therefore ordered to dismantle this work and execute it properly".

Table 5.1 : Site Order Book

Sl No & Date of Order	Orders & Instructions (to be Signed by the Officers Giving the Order not below the Rank of Engineer-in-Charge)	Remarks/Signature of Contractor	Confirmation of Compliance of the Order and Signature of the Officer (not below the rank of Engineer-in-Charge) who has verified the Compliance.
(1)	(2)	(3)	(4)

The instructions given in Site Order should be specific and the site order must be got signed from the contractor as an acknowledgement for compliance. The last column of site order book is most important. Here the Engineer-in-Charge must enter the compliance of the orders by the contractor. Where the orders have not been complied with by the contractor, then the Engineer-in-Charge should not only indicate further action taken by him like stopping the work but he should also immediately report the non-compliance to superior authorities for further action.

The visiting/inspecting officers must examine the Site Order Book to see that the Engineer-in-Charge is exercising proper control on the work and that all the orders are being complied with by the contractor.

5.4 INSPECTION REGISTERS

Any construction work is executed in stages, each one of which is inspected by Site Engineers, Project Managers and Inspecting officers to ensure that work is being done as per contract agreement. Each stage is passed by the competent engineer who has been empowered to do the same. The Inspection Register therefore enables the passing/ approval of different stages of work by the inspecting officers during their inspection. The Inspection Register is also necessary to give certificate required generally with payment bills and final bills.

It is maintained in the form shown further. It has a Outer cover/page which contains the information about the Name of work, contractor and date of commencement and completion of the work. This is followed by Inner Pages, which are assigned separately for each building in the contract agreement. In this page the important stage to be passed is specified, followed by the date on which it has been passed by the various inspecting officers.

A specimen of this register is given below:

**Inspection Register
(Outer Page)**

Name of works:

Job No:

CA No:

Contractor:

Date of Commencement:

Date of Original completion:

Date of extended completion (if any):

An Index should be maintained on the first inner sheet of the register showing all items of the work to be done under the contract and showing page numbers on which the details regarding the passing of such items are recorded.

Index

Name of Building / Work (with reference to item of Schedule 'A' of the Contract Agreement)	Inner Page No.
(1)	(2)

**Inspection Register
(Inner Page)**

Name of Building/Work:

(With reference to item of Sch 'A')

Sl.No.	Important Stage of Item	Date passed by Engineer-in-Charge	Signature of Engineer-in-Charge	Date Signature of Project Manager on Each Inspection	Dated Signature & Remarks of Inspection Officer on Each Inspection
(1)	(2)	(3)	(4)	(5)	(6)

The stages included in Register should be detailed enough taking into consideration each important stage which needs approval before the next process in that trade can be started.

Passing of work at various stages shall be done by Engineer-in-charge and the same will also be initialled by Junior Engineer in charge of work in support of his check.

Important stages applicable to normal building construction are suggested below. These can, however, be modified by Project Manager and Engineer-in-Charge depending upon the nature of each job:

- a) Setting out works.
- b) Approval to samples of materials required initially, such as bricks and stones for walling, fine and coarse aggregates, timber for frames, water proofing compound for DPC and the like.

- c) Excavation for foundations before laying concrete.
- d) Anti termite Treatment to foundations.
- e) Concrete in Foundations.
- f) Brick/Stone work in foundations and plinth including filling of approved earth in layers around foundation.
- g) Damp Proof Courses.
- h) Approval to Samples of Workmanship, for items such as fair finish to RCC work, pointing plaster, RCC fins, chajjas, tile facing, RCC jallies and other special items for architectural effect.
- i) Approval to sample of remaining materials, such as timber for carpentry and joinery, Flush Doors, Stack, Windows, Hard Case, Ironmongery fittings, Water Supply and Plumbing items, Electrical fittings and similar proprietary articles, stone for soling, stone metal for WBM, stone chippings and sand for premix carpet and any other material for which approval is required as per contract provisions.
- j) Approval to Earth filling under floors and consolidation upto Plinth Level.
- k) Frames of Doors and Windows before fixing in position.
- l) Brick/Stone work in super-structure upto Lintel level.
- m) RCC Lintels/Beams and chajjas etc above doors and windows.
- n) Brick/Stone work in super-structure above Lintel level to roof.
- o) Reinforced concrete.
 - i) Form Work and centering
 - ii) Steel Reinforcement before concreting.
 - iii) Reinforced concrete work on completion.

Note : Modify as necessary in case of Double Story Building, i.e. include first RCC slab for first floor (Form work, Reinforcement and Concrete) and then repeat items. Modify as necessary in case of AC sheet roofing and include approval of Trusses before hoisting, Trusses after hoisting, other roof members before fixing, other roof members after fixing in position, Roof coverings, Beam filling at Eaves, Eaves boards and Barge board etc.

- p) Layout of wiring conduits, pipes, position of sanitary and Electrical Fittings, Earthing etc.
- q) Ceiling Board including covers fillete in case of AC sheet roof.
- r) Floors:
 - i) Base course under floors to receive sub-floor.
 - ii) Sub-floor to receive wearing surface.
 - iii) Wearing surface of floor including terrazo tiles, Terrazo cast and situ.
 - iv) Polishing to floors.
- s) Joinery and fittings (Building Hardware) after fixing in position.
- t) Approving and fixing steel windows where applicable.
- u) Other internal fittings such as cupboards, shelving etc.
- v) Plastering
 - i) Preparation of surface before plastering.
 - ii) Plastering including fair finishing.
- w) Pointing:
 - i) Preparation of surfaces before pointing.
 - ii) Pointing

- x) Painting to wood-work/steel work:
 - i) Preparation of surfaces to receive Priming coat of painting.
 - ii) Priming coat including stopping etc.
 - iii) Under coat of paint including preparation of surface.
 - iv) Finishing coat of paint including preparation of surface.
- y) Internal plumbing and sanitary fittings including soil and vent pipes etc.
 - i) Testing of W/S system including O/H tanks.
 - ii) Testing of soil and vent pipes.
 - iii) Drains, Manholes and Septic Tanks.
 - iv) Testing of Drains and manholes.
 - v) Plinth protection.
 - vi) Water proofing treatment to roofs.
 - vii) Road Works:
 - 1) Formation surfaces including Earth Work.
 - 2) WBM including Dry rolling.
 - 3) WBM including Wet rolling.
 - 4) Premix carpet surfacing.
 - viii) Site clearance.

5.5 PROGRESS REPORTS AND PHOTOGRAPHS

During construction, considerable time and effort are required to monitor the progress of the work and to take suitable action to ensure that work is on schedule. In order to achieve the objective of keeping the project on schedule following actions are required:

- a) Inspect and record progress
- b) Compare actual progress with planned progress
- c) Appropriate action to rectify slippages in the schedule
- d) Update the schedule for balance work

The above can be achieved by evolving a system of progress reporting which enables the manager to promptly identify activities where deviations are likely to occur. Therefore a format is to be evolved in which job progress can be reported and conveniently compared with the planned progress.

5.5.1 Progress Measurement

The progress of any given activity in a construction work can be measured in many different ways. A few commonly used methods are:

- a) Estimate number of days to complete the activity.
- b) Estimated percentage completion of the activity, either cumulative to date or achieved during the last reporting period
- c) Quantities of work units executed, either cumulative to date or achieved during the last reporting period

$$\text{Per cent Completion} = \left(\frac{\text{Number of Work Units executed}}{\text{Total Number of Work Units required}} \right) \times 100$$

Per cent Completion

$$= \left(1 - \frac{\text{Number of days required to complete the activity}}{\text{Total number of days estimated to accomplish the activity}} \right) \times 100$$

This kind of progress estimation could be satisfactory where activities are limited in scope.

5.5.2 Progress Reporting Interval

The interval for reporting progress of any work depends upon the size, complexity and importance of the work. The range could vary from daily reporting for a time bound project to monthly or even longer reporting interval for less important projects. However, many projects progress reporting is done on a weekly interval.

5.5.3 Progress Report

Though there are several methods to display the progress of a project, two among these have been very popular namely the Bar chart and the CPM (Critical Path Method).

a) Bar Chart

This is a simple chart in which activities are plotted horizontally in the form of bars. The duration of each activity is indicated by a bar running from the starting date to the date of completion. The bar chart is easy to read and at a glance one can see all activities, events and compare the planned progress with actual progress.

An example of a Bar Chart is given below, the dark portion shows the completed work while the hollow bar indicates work yet to be done.

Bar Chart

	Month	MARCH					APRIL				MAY			
	Week	50	51	52	53	54	55	56	57	58	59	60	61	62
	Day	01	08	15	22	29	5	12	19	26	02	09	16	23
Road Work														
1) Excavation														
2) Soil Stabilisation														
3) Water Bound Macadam														
4) Rolling of WBM														
5) Premix Carpet														
6) Seal Coat														

b) Net Work/CPM/ Critical Path Method

This technique is also called flow chart because of sequential flow used for

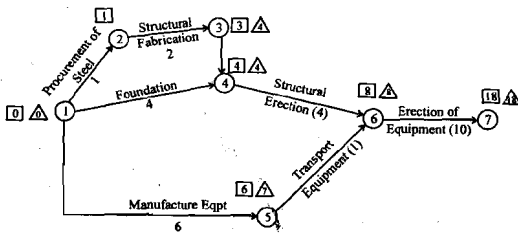


Figure 5.1: Part Network Diagram

preparing it and using subsequently for control. It has the advantage of showing interfaces of activities for efficient time control. A typical CPM for an industrial construction is shown in Figure 5.1.

The redline indicates the critical path and all activities in this are critical activities. In progress reports, these critical activities are specially mentioned.

c) **Tabular Form**

The progress report can also be expressed in Tabular Form as shown below.

Construction of Office Building Progress as on 31-3-1998			
Description	Actual Progress	Planned Progress	Reasons For Delay

d) **Photograph**

Photographic record of progress of work is maintained side by side as the work proceeds. The photographs of activities are taken in a sequential manner and displayed during inspection and sent to higher office to enable them to have a physical idea of the progress. Photographs also form an important part of Project Record.

5.6 DRAWINGS REGISTER

The Contract Agreement for a construction work also contains a set of drawings for executing of the work. These drawings can be broadly classified as:

- a) Site Layout Plan
- b) Architectural Drawings
 - i) Floor and Roof Plans
 - ii) Front, Rear and Side Elevations
 - iii) Cross-sections
 - iv) Enlarged details of staircases, liftwells, toilet blocks, shafts.
- c) Structural Drawings
 - i) R.C.C. details of floors and roof
 - ii) Schedule of RCC slabs
 - iii) Schedule of RCC beams.
 - iv) Schedule of RCC column.
 - v) Details of Portal Frames
 - vi) RCC details of staircases, liftwells etc.
 - vii) RCC details of foundation etc
- d) Services drawings
 - i) Internal Electrification
 - ii) Internal water supply
 - iii) Details of sanitary fittings.
 - iv) Sewage Layout etc.
 - v) Roads

A register is maintained at site in which the details of these drawings is noted for ready reference. Infact, it is very common to produce a set of drawings on small scale and filed in a bound cover of size approximately 45 × 60 cms with an index in the front of this folder. A suggested format for Drawings Register is given below.

Drawings Register			
Contract No. CEMZ/16/97-98. Residential Building			
Serial No.	Drawing No.	Sheet No.	Description of Drawing
1.	CEMZ/16/ARCH/1	1/12	Typical Floor Plan

5.7 CEMENT REGISTER

Contract Agreements lay down the conditions for testing of cement, as it is a very important construction material. The tests are to be conducted regularly, each time a new consignment is received and the test results are then entered in the Cement Register. A specimen of the Cement Supply/Acceptance Form is shown in Appendix B. This form contains details of the contract, details of purchase and details of tests conducted in cement. These are laboratory tests to be conducted as per relevant IS code. The frequency of tests is also laid down in the contract. In many agreements cement must be produced from main producers or their authorized agents only.

In large projects modern test laboratories are set up at site itself to continuously monitor the quality of cement. The test results are then compared with standard values given in the Indian standard code and accordingly cement consignment is accepted or rejected.

5.8 STEEL REGISTER

After cement, the next most important construction material is steel. It is therefore imperative that a register is maintained to record these results of steel for its acceptance or rejection. It is generally specified in contracts that steel must be procured from main producers like TISCO, SAIL, Rashtriya Ispat Nigam etc or their authorised dealers. This is to ensure quality control. The manufacturers submit a test certificate with each consignment.

The contracts, in general, specify the frequency of testing of steel. Depending upon the sources, the project manager may increase the frequency and number of samples/tests.

A simple format for "Steel Register" is given at Appendix "C" for your perusal. The format of register is self-explanatory and comprehensive.

5.9 REGISTER FOR APPROVAL OF OTHER MATERIALS

All Contract Agreement in general specify the various tests to be carried out on various materials.

In order to record results of tests carried out, a separate bound register shall be maintained at Works Site. A few pages should be set apart in that register for each of the following types of tests and an index shall be given in the beginning

indicating the Test and page numbers allotted for it. Test carried out by executives at site on a particular day or results obtained after tests should be properly recorded in that Register and a reference for the same be indicated Works Diary.

- a) Cube Test for concrete work for each important location.
- b) Sieve Analysis of stone aggregates including impact/abrasion values.
- c) Sieve Analysis of coarse sand for concrete work.
- d) Sieve Analysis of sand for masonry, plaster and pointing work.
- e) Impurities of sand (four concrete and mortar).
- f) Slump Test and compacting factor test for concrete work.
- g) Bulking of sand for concrete work.
- h) Crushing strength, tolerance, water absorption and efflurance test of bricks and stones for masonry work.
- i) Moisture contents of timber.
- k) Any other test as prescribed in contract.

A sample of Register for other materials is given below:

Register for Approval of Other Materials								
Name of Work :								
CA No. :								
SI No.	Description of Material	Quantity	Source date of Submission of Samples	Approval by Engineer - in - Charge		Approval of Project Manager		Remark
				Date	Initial	Date	Initial	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Samples of all materials including proprietary articles shall be approved by Engineer-in-Charge/before incorporation in work preferably within two weeks of submission of samples by the contractor. The samples so approved by Engineer-in-Charge should be kept at site of work and should be kept in sealed container/sealed and should also bear the signature of contractor/ approving authority indicating contract No. etc. A reference of test if any carried out before approving the samples should also be given in the remarks column in Material Testing Register. Engineer-in-Charge should obtain the receipted vouchers for the proprietary articles procured by the Contractor and after due verification for correctness of source and samples approved by Project Manager, deface them suitably after endorsing the contract agreement number and the quantities received with their respective vouchers and particulars etc shall be recorded in the Measurement Book for Record Purposes. A certified true copy of each voucher shall be made and kept on record.

SAQ 1

- i) What are the major items which are recorded daily in the Site Diary in PartB?
- ii) Name five important stages of work which are generally recorded in the Inspection Register and passed by Engineer-in-charge.
- iii) Which is the most important column in the Site order book and why?
- iv) List four tests which are to be carried out on other materials and are to be recorded.

5.10 MATERIAL REQUISITION AND ISSUE RECORDS

All issues of stores, materials, tools and construction equipment at site shall be effected through preprinted issue vouchers or requisitions. The site engineer should plan his work and intimate requirements of materials, tool and equipment to the planning engineer for further procurement. The Site engineer should draw the required materials, in a planned manner, in the right sequence to prevent either piling up or shortage at the work site. The planning engineer on his part, should visit the store site everyday to see the day's requisitions, issues and stock position of critical materials and prepare and sign requisition in a consolidated manner.

The requisitions shall be separate for:

- Contract Materials
- Consumables
- Tools
- Construction Equipment

A suggested format for Issue Voucher or Requisition Form could be as given below :

Date	Activity for which material is required	Description of Material	Quantity	Code No.	Rate
(1)	(2)	(3)	(4)	(5)	(6)

Amount	Signature of Bearer	Authorised By	Signature of Store Keeper	Receipt by Bearer	Bin No.
(7)	(8)	(9)	(10)	(11)	(12)

Ledger/Computer Account Reference	Planning Engineer's Initial (After Issue)	Internal Auditor's Initial (After Issue)
(13)	(14)	(15)

5.11 REGISTER OF SCRAP MATERIALS

In view of constant use of various materials, tools and equipment, scrap is continuously generated at site. This scrap could be broadly divided into four categories:

- i) Offcuts of structural steel, reinforcing steel and other similar material, which can be reused in other works.
- ii) Shavings, trimmings and off-cuts of metal which can be melted and re-rolled
- iii) Rejected defective materials which has not been removed by the supplier under warranty condition and damaged or broken items belonging to insurers.
- iv) Materials of temporary work like site office, curing tanks and other site installations, which is recovered on completion of the project but is not in-a fit condition for reuse.

The scrap generated from first and second categories mentioned above, depending upon contract conditions, may have to be returned to the owner. Rejected materials can be disposed off if they are not removed by the suppliers within the stipulated period. Insurers usually auction their scrap at site itself. The scrap owned by the Contractor, would obviously be disposed off at best prices. It is a statutory audit requirement in certain places to maintain a Register of Scrap Materials showing details of scrap recovered, sold or otherwise disposed off. A suggested format is given below :

Register of Scrap Materials										
Contract No. :						Name of Work .				
Date of Commencement :						Date of Completion :				
Name of Owner						Name of Contractor :				
Sl No.	Description of Scrap recovered	Total Quantity	Quantity Sold	Amount	Sold To	Name of Auctioner	Record of Quotations and Comparison of Rates	Signature of contractor	Internal Auditor Verification	Verification by Statutory Auditor
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

5.12 POL RECORDS

The word "POL" stands for petrol, oil, and lubricants. However, a more appropriate word will be "FOL" i.e. Fuel, Oil and Lubricants as the word "fuel" encompasses diesel, also. The records of POL are in the form of logbook for all vehicles, transport, and equipment which consume and kind of POL.

Every vehicle should have a logbook, in which all trips should be entered date-wise. A suggested format could be as given below:

Log Book								
Vehicle No. :				Type of Vehicle :				
Maintenance Day :								
Sl. No.	Date	Place of Starting the Trip	Destination	Distance Covered	Nature of Duty	POL Issued	POL Balance	User's Signature

The transport officer, should check each logbook, every morning to find out the total distance covered and the fuel consumed. He should also check the counterfoils of fuel requisition and ensure that the details are entered in the logbook. He should also carry out a physical check of fuel balance.

At the month end, the transport officer should also carry out the KPL or kilometre per litre test for each vehicle to determine whether it is running efficiently and to prevent any pilferage of fuel.

5.13 REGISTER OF CONSTRUCTION EQUIPMENT

All construction equipment working at site must be entered in a Register whose format is given below to record its day to day working and to know how many of them have been deployed at site on different dates:

Register of Plant, Equipment and Transport Working on Site				
T & P Hired			Contractor's T & P, Equipment & Transport	
T & P	Quantity	Remarks Regarding Breakdown, Maintenance etc.	Quantity	Remarks Regarding Breakdown, Maintenance etc.
1) Road Roller				
2) Conc. Mixer				
3) Tar Roller				
4) Transport				

In addition to above, a separate folio in the Register shall be opened for each equipment as per format suggested given below:

Name of Equipment	Capacity	Make	Expected Life	Code No.	Supplier Name	Date of Purchase	Registration No.	Cost	Depreciation Rate	Maintenance Register Folio No.	Location at Site
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

SAQ 2

- i) Compare the format for Issue Voucher being used in the organisation where you are working with the format given in Section 5.10.
- ii) Name the types of Scrap, which depending upon contract conditions may have to be returned to the owner.
- iii) What does the word 'POL' stand for? Suggest a format for the logbook for a vehicle.

5.14 SUMMARY

In order to ensure quality control at site of all activities and materials and to make efficient use of tools and equipment, it is necessary that Site Registers are maintained for them. These registers are mandatory in nature as per conditions of contract and some are statutory in nature and are required to be produced to internal auditor and statutory auditor. The site registers are mainly maintained by site supervisory staff to record daily activities, work executed, materials consumed, equipment deployed, stages approved and account of different items coming in and going out site.

It is the responsibility of the site staff to ensure that all site registers are kept complete and updated.

5.15 KEY WORDS

- C.A No.** : Contract Agreement Number
- Register** : Record of items
- Diary** : Record of events, occurrences
- T & P** : Tools and Plant
- TISCO** : Tata Iron and Steel Co.
- POL** : Petrol, Oil and lubricants.

SAQ 1

- i) The most important items which are recorded daily in Site Diary are.
 - a) Details of labour employed by contractor
 - b) Important materials brought on site
 - c) Details of plant and equipment
 - d) Brief particulars of work in progress
 - e) Important stages completed
- ii) See text under Section 5.4
- iii) The last column i.e. the compliance column. Because this will indicate whether site orders given by Engineer-in-Charge are being complied by contractor or not.
- iv) See text under Sec 5.9.

SAQ 2

- i) See Sec. 5.10
- ii) See Sec 5.11
- iii) See Sec 5.12

SITE DIARY

Division.....
 Sub Division
 Name of Work
 Contract No
 Issued To
 Date

Signature of Project Engineer

**SITE DIARY
 PART A**

- 1) Name of works.
- 2) Contract Agreement No.
- 3) Date of Acceptance
- 4) Name & registered address of Contractor:
- 5) Contract sum & percentage on schedule of rates:
- 6) Period of contract:
- 7) Name and local address of contractor/contractor's Agent:
- 8) Date of First Work Order:
- 9) Date site handed over to contractor:
- 10) Date of work commenced:
- 11) Stipulated date of completion of contract:
- 12) Suspension orders showing duration & authority:
- 13) Extended date of completion with authority:
- 14) Date work actually completed :
- 15) Date work taken over by, Engineer-In-Charge:
- 16) Date of expiry of maintenance period:
- 17) Record of Works Orders/Deviation Orders/Charge Orders

WOs	DOs	Financial Effect	Cumulative Amount of Work Orders
No.	Date		
(1)		(2)	(3)

- 18) Record of Supervisory Staff employed on the works (changes to be recorded with dates).

Name	Designation	Date	
		From	To
(1)	(2)	(3)	

Date

Signature of Engineer-in-Charge

**SITE DIARY
PART 'B'**

Daily Record

- 1) Weather
- 2) Labour engaged by contractor

Skilled						Unskilled	
Category	No.	Category	No.	Category	No.	Category	No.

Contractor	Pavior	Glazier	Mate
Brick layer	Tiler	Plumber	Bhisty
Mason	Painter		Mazdur
Carpenter	Polisher		Men
Joiner			Women

- 3) Important materials brought on site with approximate quantities (rejection, if any, to be stated)

Owner's Materials		Contractor's Materials		Rejections	
Material	Quantity	Material	Quantity	Material	Quantity

- 4) Details of plant, equipment and transport working at site

T&P	Equipment Supplied by Owner		Contractor's T&P Equipment and Transport	
	Quantity	Remarks Regarding Breakdown, Maintenance etc	Quantity	Remarks Regarding Breakdown Maintenance etc
Road Roller				
Conc Mixer				
Tar Boiler				
Transport				

- 5) Brief particulars of work in progress :
- 6) Important stages completed and passed :
- 7) Remarks of Inspecting officer :

Cement Register
Cement Supply/Acceptance Form

Contract No. :
 Name of Work :
 Control No. : Date:

Details of Purchase :

- a) Particulars of Manufacturers :
- b) Details of the Supplier, if any :

Details of Test Certificate

- a) No. and Date :
- b) Particulars of the Issuing Authority :

Sl. No.	Nomenclature of the Cement	IS Reference	Quantity	Specific Surface by Blains Permeability Method	Soundness by Le' Chatellier's Method	Setting Time initial	Setting Time Final	Average Compressive Strength of Three Mortar Cubes as Defined in Relevant IS Codes				Remarks
								24 Hrs + 30 Mts	72 Hrs + 1 Hr	168 Hrs + 2 Hr	672 Hrs + 4 Hrs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Remarks with Signature :

Junior Engineer:

Engineer-In-Charge :

Contractor :

Accepted/Rejected :

Project Manager :

Inspecting Officer :

Steel Register
Steel Supply/Acceptance Form

Contract No. :

Name of Work :

Control No. :

Date :

Details of Purchase :

- i) Particulars of Manufacturer
- ii) Details of Supplier (if any)

Details of Test Certificate :

- i) No. and Date
- ii) Particulars of Issuing Authority

Sl. No.	Nomenclature and Size of Steel	IS Ref	Quantity (t)		Physical Properties						Remark Bend Test	
			Actual	Conversion	UTS (N/sq mm)			Elongation (%)				
					IS	Test Sheet	Random * Test	IS	Test Sheet	Random * Test		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	

*As ordered

Remarks with Signatures :

Junior Engineer

Engineer-In-Charge

Contractor

Accepted/Rejected :

Project Manager

Inspecting Officer :