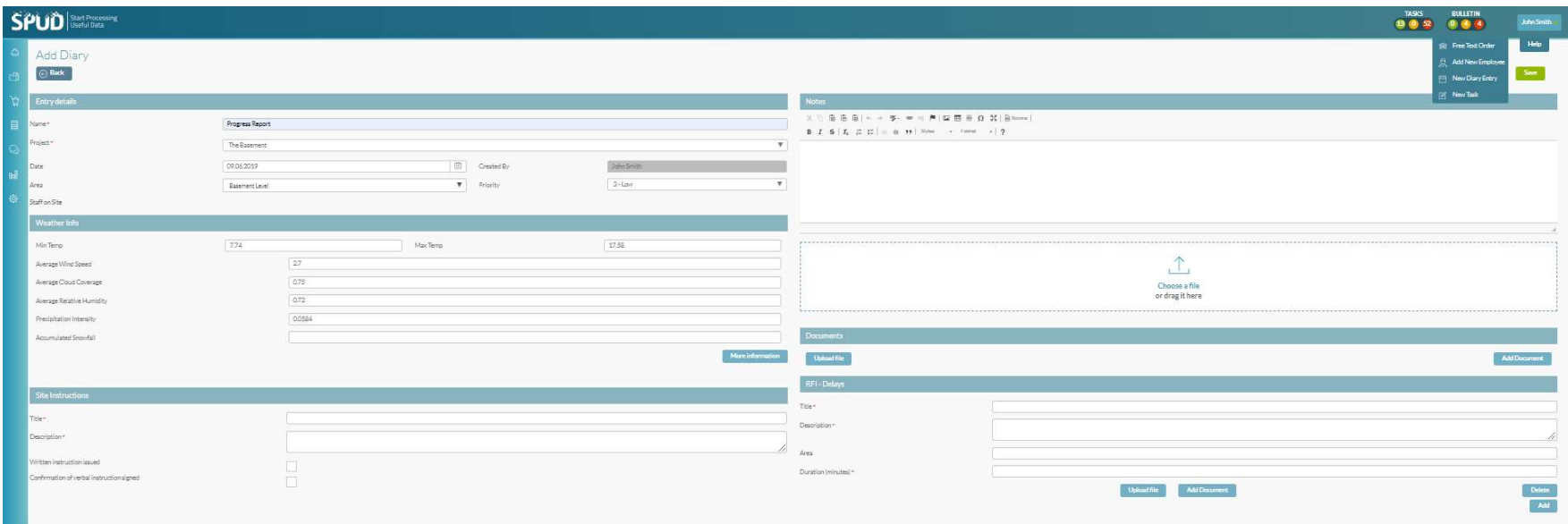
		<h2 style="margin: 0;">SITE DIARY TRAINING</h2>	
<b>ISSUE REFERENCE:</b>	SC DCI-0001		
<b>Doc. No. SNTR-18</b>	Issue No: 01	Issue Date: 01.06.19	

[Communication / Site Diary / Create New](#)



- Give your report a title
- Select Project
- Select the date of your report
- Select the Area and the priority for the Diary entry

- The weather section will automatically populate the weather information
- The notes field is used to record the main text of your report
- Add photos

## SITE DIARY TRAINING

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-18	Issue No: 01	Issue Date: 01.06.19

Site Instructions

Title\*

Description\*

Written instruction issued

Confirmation of verbal instruction signed

### Site instructions

This section is used to record written or verbal instructions issued by your client, you can give the section a title, description and confirm and attach a written instruction or signed copy of your own CVI.

### RFI – Delays

RFI - Delays

Title\*

Description\*

Area

Duration (minutes)\*

- This section allows you to record delays or stoppages on site, you can add a title, description, area and record the duration of the stoppage. You can attach a copy of your RFI or any other document that is relevant to this request for information.

**ANY INFORMATION ADDED TO THESE SECTIONS WILL SEND AN EMAIL NOTIFICATION TO THE QS FOR THE PROJECT**