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| **Site Name:** | **Site Ref:** | | **Date:** |
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| **Site Attendance: Trade** | **No.** | **Weather** | |
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|  |  | **Visitors** | |
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|  |  | **Plant Hire** | |
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| **Works Progress** | | **Materials** | |
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|  | | **Delays** | |
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|  | | **Inspections** | |
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| **Comments** | | **Instructions - Variations** | |
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|  | | **Accidents - Incidents** | |
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| **Signed:** | | **Site Manager:** | |