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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:** |