S&W **QUALITY MANAGEMENT SYSTEM**
Compliant with BS EN ISO 9001 : 2000

REF
QAD/OPS/02

DAILY SITE DIARY

Project	[illegible]	Contract no.	C	Day	Saturday	Date	2015 106
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	N/A	Weather P.M.	Rainy		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	CHECK + PAINT PLATES			
Ganger					
Joiner					
Labourer					
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

No.	Description	Sub-Contract Name	Date

Non Conformances

Sub	Non Conformance	Corrective Action

Today's Key Events	Health & Safety Issues	Record of Sub-Contract Meeting	Date
SETTING OUT POSITIONS FOR CORE DRILLER			
PAINT + R MAINTENANCE			

Signed

sition SITE MANAGER

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

White original – Head Office (Project QS) Pink copy - Site

FORMAT REVISED 26/02/04

S&W **QUALITY MANAGEMENT SYSTEM**
Compliant with BS EN ISO 9001 : 2000

REF
QAD/OPS/02

DAILY SITE DIARY

Project	TESCO - BAGULEY	Contract no.	C	Day	SUNDAY	Date	21 5 06
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.		Weather P.M.	RAINING		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	CHECK + PAINT PLATES			
Ganger					
Joiner					
Labourer					
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Issued to Client		Issued to Sub-Contractor		
Ref	Description	Ref	Sub-Contract Name	#

Non Conformances

Ref	Non Conformance	Remedial Action

Today's Key Events

SETTING OUT POSITIONS FOR CORE DRILLERS / STEEL FIXERS.

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Sign

Position SITE MANAGER

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

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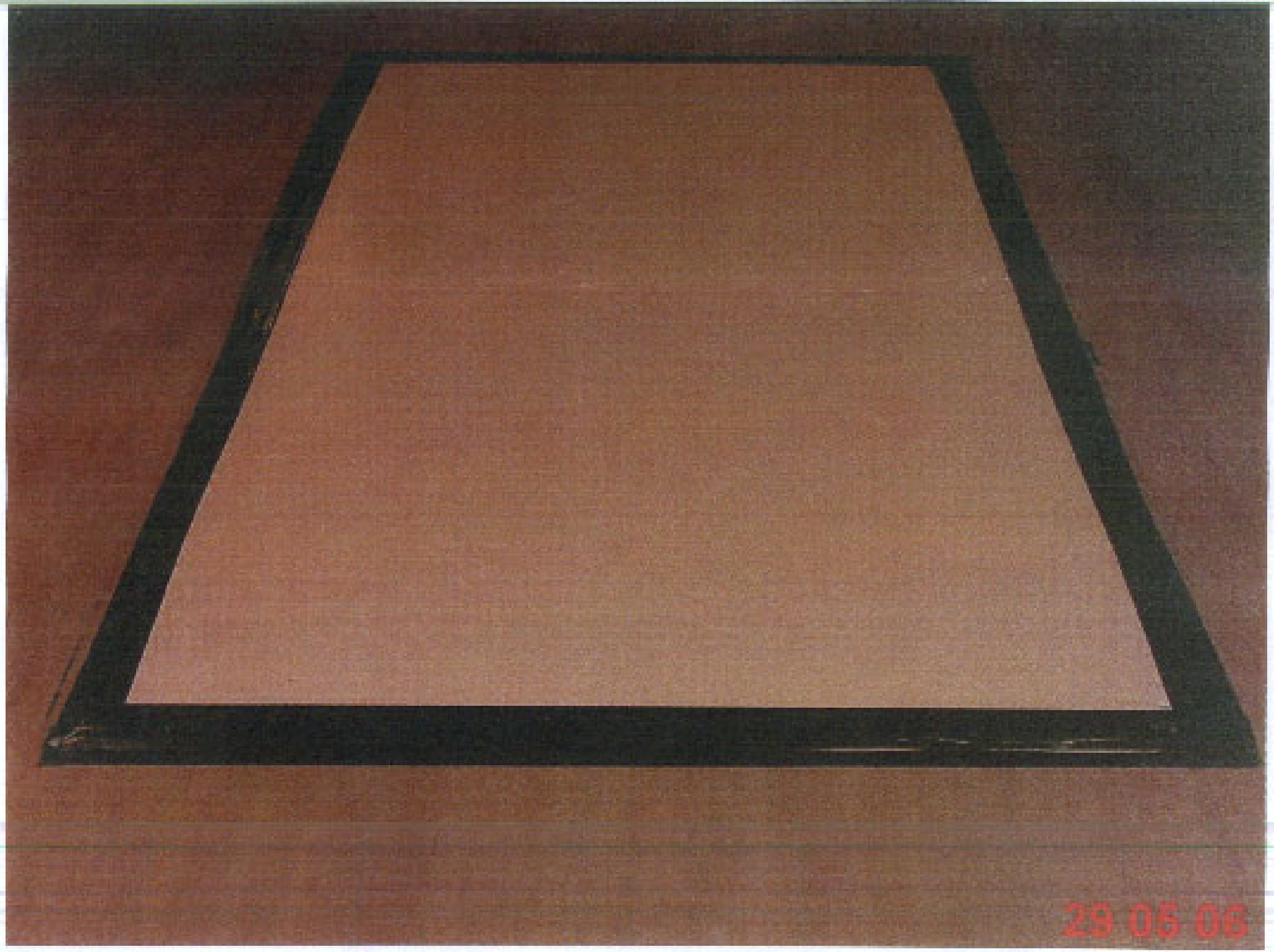
FORMAT REVISED 25/02/04


£2.00
09 05 06


09 05 06


09 05 06


Large
Household
Appliances
09 05 06


29 06 06

S&W QUALITY MANAGEMENT SYSTEM
Compliant with BS EN ISO 9001 : 2000

REF QAD/OPS/02

DAILY SITE DIARY

Project	TFT TESCO BAGULEY	Contract no.	C 2510	Day	Sun	Date	27/04/08
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	Fine	Weather P.M.	Fine		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	To check under plates Remove Rubber Paint Steels	–	–	–
Ganger					
Joiner					
Labourer	1	To check under Plates Remove Paint Steels	–	–	–
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

To Check Depth of old cans
To Paint Steels
To Remove Glue from Rubber

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Sign[illegible] Position Site MANAGER

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

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FORMAT REVISED 26/02/04

S&W QUALITY MANAGEMENT SYSTEM
Compliant with BS EN ISO 9001:2000

REF QAD/OPS/02

DAILY SITE DIARY

Project	TFT Tesco Bagulay	Contract no.	C 2569	Day	Sun	Date	2018 KC
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.		Weather P.M.			

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	Screeding floor General clean up. Liase with store			
Ganger					
Joiner					
Labourer	1	Screeding of floor after posts erected General cleanup			
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector	2	Erection of 2nd posts + 1nd crossbeam			
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

Erect 2nd steels 1nd crossbeam Screed cores once erected General cleanup Liase with duty manager

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Signe[illegible] Position Site Manager

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

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FORMAT REVISED 26/02/04

S&W | QUALITY MANAGEMENT SYSTEM Compliant with BS EN ISO 9001 : 2000 | REF QAD/OPS/02

DAILY SITE DIARY

Project	TFT TESCO BAGULEY	Contract no.	C 2569	Day	SAT	Date	19 18 06
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.		Weather P.M.			

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	GENERAL MAINTENANCE			
Ganger					
Joiner					
Labourer					
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

GENERAL MAINTENANCE

Health & Safety Issues

Record of Sub-Contract Meeting

Record of Sub-Contract Meeting	Date

Signed ... Position Site Manager

A	Checked against clients specification
B	Checked against relevant drawing
C	Checked against programme

Has CVI been confirmed by client by means of an instruction or Drawing ? Y / N
If NO how are we to recover cost ?

White original – Head Office (Project QS)

FORMAT REVISED 26/02/04

S&W QUALITY MANAGEMENT SYSTEM
Compliant with BS EN ISO 9001:2000

REF QAD/OPS/02

DAILY SITE DIARY

Project	TFT TESCO BAGULEY	Contract no.	C	Day	SAT	Date	219106
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	Rainy	Weather P.M.	Fine		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	To Oversee works.	–	–	–
Ganger					
Joiner					
Labourer	1	To Dismantle and Rebuild Shelves	–	–	–
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks	2	2 core 2 Holes	–	–	–
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

To Dismantle Shelves
To Core 2 Holes
To Rebuild Shelves
To Clean & Tidy

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Signed ... sition Site Manager

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an instruction or Drawing ? Y / N
If NO how are we to recover cost ?

White original – Head Office (...)

FORMAT REVISED 26/02/04

S&W

QUALITY MANAGEMENT SYSTEM
Compliance with ISO 9001 : 2000

REF
QAD/OPS/02

DAILY SITE DIARY

Project	TFT Tesco Bingley	Contract no.	C 2560	Day	SAT	Date	7/9/06
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	Y	Weather P.M.	[illegible]		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	2	To Dismantle Adhere Screed 2 Holes	—	—	—
Ganger					
Joiner					
Labourer					
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks	2	2 Core To Holes	—	—	—
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

To check Screeds
To Core 2 Holes
To Inform of works Tomorrow

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Signed ... ition Gale Manager

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

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FORMAT REVISED 26/02/04

S&W QUALITY MANAGEMENT SYSTEM
Compliant with ECBM ISO 9001 : 2000

REF QAD/OPS/02

DAILY SITE DIARY

Project	TFT Tesco Baculy	Contract no.	C2510	Day	Sun	Date	10/9/08
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	[illegible]	Weather P.M.	[illegible]		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	1	To Over See Works	–	–	–
Ganger					
Joiner					
Labourer	1	To Screed Two Holes	–	–	–
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks	2	To Rebble Two Holes	–	–	–
Bricklayer					
Steel Erector					
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

To Screed Two Hole
To Replace Tiles on Two Holes. Remove Plates from Shower

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Signe[illegible] [illegible]osition Site Manager

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

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FORMAT REVISED 26/02/04

S&W QUALITY MANAGEMENT SYSTEM
Compliant with BS EN ISO 9001:2000

REF QAD/OPS/02

DAILY SITE DIARY

Project	TIT Tesco Bagley	Contract no.	C 2870	Day	SUN	Date	1/15/06
Diary Sheet to be forwarded to Head Office every Monday with Time Sheets QAD/OPS/01		Weather A.M.	[illegible]	Weather P.M.	[illegible]		

Labour on Site	No.	Details of Operation	A	B	C
Foreman	2	To Screed Holes And Rebuild Shelves	—	—	—
Ganger					
Joiner					
Labourer					
Dry Liner / Partitions					
Plasterer / Taper					
Ceiling Fixer					
Mechanical Engineer					
Electrician					
Sprinkler Engineer					
Plumber					
Refrigeration Engineer					
Specialised Services (i.e. CCTV)					
Ceramic Tiler					
Vinyl / Carpet Layer					
Decorator					
CRG / GRP Fixer					
Balustrading					
Groundworks					
Bricklayer					
Steel Erector	2	To Erect 4 Uprights 1 Cross Beam	—	—	—
Roofing Contractor					
Shopfronts					
Signage					
Lifts, Escalators etc.					

Record of Instructions (CVI's)

Non Conformances

Today's Key Events

To Screed Holes
To Rebuild Shelves
To erect 4 Steel Uprights
+1 Cross Beam

Health & Safety Issues

Record of Sub-Contract Meeting | **Date**

Signed [illegible] on Site Manager

A Checked against clients specification
B Checked against relevant drawing
C Checked against programme

Has CVI been confirmed by client by means of an Instruction or Drawing ? Y / N
If NO how are we to recover cost ?

White original – Head Office (Project QS) Pink copy - Site

FORMAT REVISED 28/02/04



