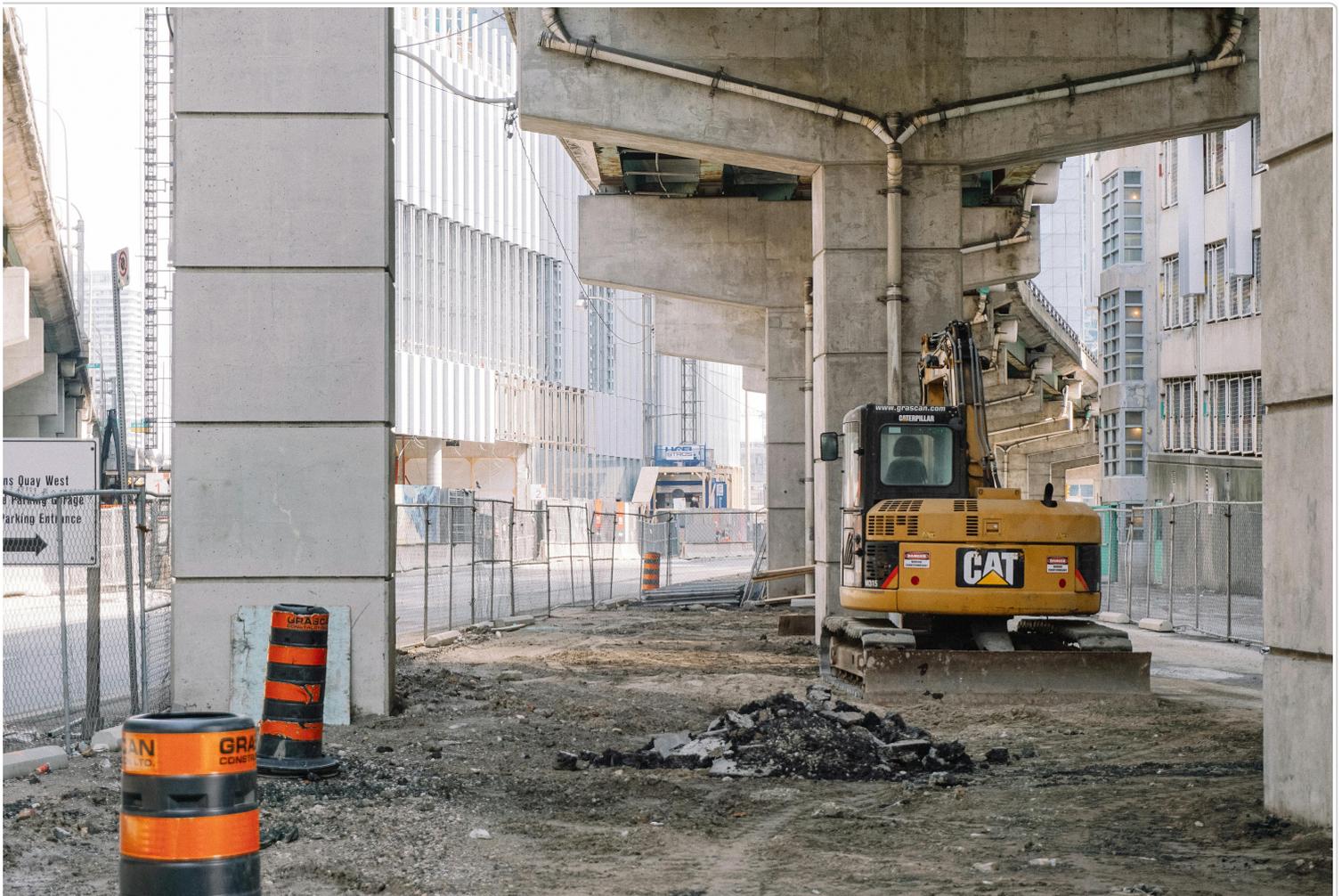# Site Diary

Feature

Site Diary

Epic's **Site Diary** transforms daily site reporting from a manual chore into a streamlined, auditable process—giving site engineers and contractors a shared, secure record of on-site activity.

Whether added to a new or existing project, the Site Diary enables teams to log essential daily details in real time, directly from mobile or tablet devices. From weather conditions to labour counts and plant usage, every entry is timestamped, signed, and stored—creating a reliable source of truth for operational oversight and audit readiness.

Key Functions

- Daily Activity Logging: Capture weather, site conditions, key activities, and delays with precise date/time stamps.

- Plant Records: Track plant hire and usage, including registration or serial numbers for full traceability.
- Labour Tracking: Record labour types and headcounts to monitor resource deployment and productivity.
- Visitor Log: Document site visitors with purpose, duration, and notes—supporting security and compliance.
- Work Progress Notes: Log milestones, issues, and observations to build a clear narrative of daily progress.
- Digital Signature Capture: Secure sign-off by both site engineer and contractor ensures accountability and validation.
- Audit-Ready Records: Every entry is stored with a timestamp and signature, creating a verifiable trail for internal reviews and external audits.
- Device-Friendly Access: Fully optimized for mobile and tablet use, enabling real-time input from the field.

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