Site Diary

Scenario

ABC Suites (Pty) Ltd

“The Site Diary turns daily site activity into structured, signed-off digital records” - CoPilot

The Challenge



At ABC Suites, engineers were using paper-based site diaries to record daily activities and obtain contractor sign-off. While the intention was solid, the manual process often led to incomplete records, delayed approvals, and difficulty accessing historical data. When issues arose—such as disputes over delays or missing documentation—teams scrambled to piece together fragmented logs.

Project managers lacked real-time visibility, and site staff spent valuable time chasing signatures, deciphering handwriting, and transcribing notes. The result? Operational inefficiencies, compromised accountability, and audit stress across multiple projects.

How ABC Suites uses epic;

Epic’s **Site Diary** feature gave ABC Suites a secure, mobile-friendly platform to log daily site activity with precision, speed, and traceability.

- **Structured Data Capture**: Engineers now record weather, plant hire, labour, activities, and visitors using time-stamped digital entries—eliminating ambiguity and missed details.
- **Dual Digital Sign-Off**: Both engineer and contractor sign off electronically, ensuring mutual agreement and formal validation of daily records.
- **Real-Time Access**: Entries are made directly from mobile or tablet devices on-site, and instantly accessible to project managers—no more waiting for physical handovers.
- **Audit-Ready Logs**: Automatically generated records with digital signatures provide a clear audit trail for internal reviews and external inspections.
- **Issue Tracking**: Delays, milestones, and site incidents are documented in real time, supporting proactive

resolution and regulatory reporting.

- **Centralised Oversight**: Managers gain visibility across multiple sites, enabling better resource allocation and coordination.

- **Traceability & Transparency**: Equipment and workforce details are logged with serial numbers and headcounts, while visitor records include purpose and duration—enhancing security and cost tracking.

The result? ABC Suites now runs its sites with greater confidence, clarity, and control. The Site Diary isn't just a record—it's a daily discipline that supports compliance, communication, and continuous improvement.

> ***"From paper trails to project precision—Epic's Site Diary helped ABC Suites turn daily activity into structured, signed-off success."***