DAILY PROGRESS REPORT (DPR)

Fill in one sheet per site, per day.

Company name / logo

Project			**Date**	
Site / location			**Report no.**	
Client			**Working hours**	from to
Weather	Morning:	Afternoon:	**Rain lost (hours)**	

1. MANPOWER

#	Trade / category	Contractor / agency	No. of people	Hours each	Remarks
1					
2					
3					
4					
5					
	Total people on site				

2. WORK DONE TODAY

#	Item of work	Location (floor / area / grid)	Quantity	Unit	Remarks
1					
2					
3					
4					
5					

3. MATERIALS

#	Material	Unit	Opening stock	Received today	Used today	Closing stock	Remarks
1							
2							
3							
4							
5							

4. MACHINES AND EQUIPMENT

#	Machine / equipment	Number	Hours worked	Hours idle	Reason for idle hours / remarks
1					
2					
3					
4					

5. HOLD-UPS, SAFETY AND INSTRUCTIONS

Hold-ups / delays and why	
Safety (incidents, near misses, toolbox talk)	
Instructions received (from whom)	

6. PLAN FOR TOMORROW

Work planned	
Material / manpower needed	

7. PHOTOS

Photo report attached?	Yes / No	**Report no. / link**	

Prepared by (name, signature)	Checked by (name, signature)	Client / consultant (name, signature)