

DAILY CONSTRUCTION REPORT (DCR) PROCEDURE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-OPS-PRO-009	00 (Initial Issue)	2026-10-24	[VICE PRESIDENT / OPERATIONS]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To record all relevant site activities, manpower deployment, equipment usage, material deliveries, inspections, and incidents occurring during each workday. This document provides a factual record for project monitoring, progress validation, cost control, and dispute resolution.

2. SCOPE

Applies to all STRAVIK Construction Group projects and covers:

- Daily field operations (civil, structural, architectural, MEP).
- Workforce attendance and subcontractor performance.
- Equipment and material utilization.
- Weather conditions, site constraints, and progress notes.
- Quality inspections, tests, and safety observations.

3. REFERENCES

- STV-OPS-PLN-001: Project Execution Plan
- STV-OPS-PLN-002: Construction Phase Plan
- STV-OPS-PRO-004: Equipment Utilization & Maintenance Records
- STV-QMS-REG-012: Turnover / Handover Dossiers
- ISO 9001 / ISO 45001 / ISO 14001

4. RESPONSIBILITIES

Role Responsibility

Completes and submits the Daily Construction Report Site Engineer / Supervisor before end of day.

Reviews, verifies, and approves DCR entries for accuracy Project Manager and completeness.

Confirms inspection and test activities are accurately QA/QC Manager reported.

Verifies all incidents, near misses, and safety toolbox HSE Manager talks.

Archives approved reports in the QMS Document Document Controller Control System (ERP/SharePoint).

5. DAILY CONSTRUCTION REPORT TEMPLATE (SUMMARY) (See form - STV-OPF09_Daily_Construction_Report)

Project Name: Project Code:

Date: Day:

Weather:	(* / / / /)	Temperature (°C):
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Prepared By: Reviewed By:

6. MANPOWER LOG (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Trade /	Subcontractor / No. of	Hours	Supervisor / Remarks	
Discipline	Crew	Workers	Worked	Foreman

Blockwork Level

Masonry	[COMPANY NAME] 12	96	[NAME]
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Rough-in works

Electrical	VoltPro MEP	8	64	[NAME] Level 1
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Column pour

Concrete	STRAVIK Crew	10	80	[NAME] grid B3 complete
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7. EQUIPMENT LOG (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Equipment	Type /	Condition (OK
Operator	Hours Used	Remarks
ID	Description	/ Defective)

Excavator CAT Excavation for

EXC-002 320	[NAME]	8	OK footing F2		
CRN-001	Mobile Crane 40T [NAME]	6	OK	Rebar lifting grid A	
CMP-005	Concrete Pump	[NAME]	4	OK	Slab pour grid C

8. MATERIAL DELIVERIES (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Delivery	Supplier /	Material	Quantity Received Inspection Remarks		
No.	Vendor	Description	/ Unit	By	Status

Ready Mix Concrete Slab pour

101 Supply Co.	Concrete 40 MPa	60 m ³	QA/QC	Accepted approved
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Stored in SteelWorks

102 Inc.	Rebar Ø16mm 10 tons	QA/QC	Accepted	laydown yard
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9. SITE INSPECTIONS & TESTS

Inspection /	Location /	Conducted Result Remarks
Test	Reference	By

100mm slump

Slump Test	Slab Grid C	QA/QC	Passed recorded
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Proceeded with

Rebar Inspection Column Grid A2	Consultant	Approved pour
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10. SAFETY OBSERVATIONS (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Responsible

Observation	Action Required Person	Status	Remarks
Two workers without	Provide replacements HSE Officer Closed	PPE	
safety vests	immediately	reissued	

Unmarked rebar at Due Install caps and signage Site Supervisor Open walkway 11/01/2025

11. PROGRESS SUMMARY (See form - STV-OPS-PRO-009_Daily_Construction_Report)

- Work Completed Today: Slab pour (Grid C) completed; formwork for Level 3 columns 75% done.
- Work Planned for Tomorrow: Continue rebar installation Level 3; prepare for next concrete pour.
- Delays / Issues: Material delay on façade panels; expected delivery 11/02/2025.
- Coordination Notes: Revised crane schedule approved with subcontractor meeting at 7 AM.

12. ATTENDANCE & VISITORS LOG (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Name Company / Role Purpose of Visit Time In Time Out Remarks

[NAME] Consultant Progress inspection 9:00 AM 10:30 AM Structural approvals

[NAME] Safety Inspector PPE audit 8:15 AM 9:00 AM Safety compliance OK

13. WEATHER CONDITIONS (See form - STV-OPS-PRO-009_Daily_Construction_Report)

Start Temp End Temp Wind Speed

Date	Rainfall (mm)	Remarks
(°F)	(°F)	(mp/h)

Clear day,

10/31/2025 27	68	79	2	0	dry conditions
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14. SIGN-OFF

Prepared By	Reviewed By	Approved By	Date
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Site Engineer Project Manager QA/QC Manager 10/31/2025

15. RECORD RETENTION

All Daily Construction Reports shall be retained for 10 years from project completion. Each DCR must be stored digitally (PDF format) within the STRAVIK QMS Document Control System (SharePoint / ERP) and indexed by project, date, and location.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.