Site reporting SOP

Use this page with the three templates in the reporting pack: the daily progress report (DPR), the RA bill format and the hindrance and delay log. Change the times and names to suit your project. Keep the order.

1. Every day: site engineer, supervisor, store keeper

1. Record each event when it happens: tasks started or finished, labour present, material received, measurements taken, issues raised.
2. Enter every Material Delivery Challan as its own line, with the quantity and a quality status: Satisfactory, Rejected or Unsatisfactory_but_Accepted. A rejected delivery is logged, not skipped.
3. Add a row to the hindrance and delay log on the day a hindrance starts. Give it a title, the WBS task it holds up and a targeted closure date.
4. At the end of the shift the site engineer completes the DPR for the date and sends it to the project manager.

2. Every week: project manager, planner

1. Go through the Open rows of the hindrance log. Give each a responsible person and a target date. Mark the fixed ones Resolved, and Closed once signed off.
2. Compare the progress entered in the DPRs with the schedule. Correct the task dates or update the progress in your planning tool.

3. For every RA bill: billing engineer, project manager

1. Measure first. Complete the measurement sheets for the period and deduct openings.
2. Fill the abstract with the quantity for this bill and the cumulative quantity. No line may go over the work order quantity.
3. Work through the certification checklist and record the approver and date at each step.
4. File the DPRs and the hindrance log for the same period with the bill. They support the quantities and any extension of time claim.

4. Names and owners

File	Name	Owner
DPR	project code, DPR, date (for example PCM-01-DPR-2026-03-14.xlsx)	Site engineer
Hindrance and delay log	project code, hindrance-log (one file, kept open)	Project manager
RA bill	project code, work order, RA, bill number	Billing engineer

5. When paper-first stops working

If a step is missed more than once a week, the cause is usually re-typing the same facts. In SuperWise each fact is entered once, on the phone, and the DPR is generated from those entries. Measurement sheets feed the quantities of the RA bill.

Part of the construction reporting pack from superwise.site.