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 | **Company Name** | **Daily Site Delay Report** |
| A blue hexagon with a black circle  AI-generated content may be incorrect. |
|  | **Company Address** |
|  | **Email** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Daily Site Delay Report Date: |   | Project Name:  |   |   |
|   | 16/04/2025 |   |   | Downtown Tower Expansion |
| Site Location:  |   |   | Project Number: |   |   |
|   | Plot 24, Marina District |   | A-622 |   |   |
|  |  |  |  |  |  |  |
| Weather Conditions:  |   |   |   |   |   |
|   | Cloudy, light rain in the morning |   |   |   |
| Delay Incident Time |   |   |   |   |   |
|   | : 08:30 AM |   |   |   |   |   |
| Affected Activity: |   |   |   |   |   |
|   |  Steel Frame Erection |   |   |   |   |
| Cause of Delay:  |   |   |   |   |   |   |
|   | Crane malfunction |   |   |   |   |   |
| Impact on Schedule:  |   |   |   |   |   |
|   | Loss of 1 full working day |   |   |   |   |
| Responsibility:  |   |   |   |   |   |   |
|   | Main Contractor / Crane Maintenance |   |   |   |
| Corrective Action Taken: |   |   |   |   |   |
|   |  Requested crane technician, work resumed at 1:00 PM |   |
| Remarks (Safety, Environment, others): |   |   |   |   |
|   |  No safety incidents. Temporary rescheduling of adjacent tasks initiated. |
|  |  |  |  |  |  |  |
| This delay report is a subsection of the broader **Daily Site Report** and should be completed whenever an incident impacts the project schedule. To ensure proper tracking and escalation, a summary of all recorded delays should be compiled and included in **periodic reports**, such as **weekly**, **bi-weekly**, or **monthly progress reports**. This provides project stakeholders with a clear overview of disruptions, their causes, and any associated Extension of Time (EOT) claims, supporting better decision-making and contractual compliance. |