



Company Name
Company Address
Email

Daily Site Delay Report

Daily Site Delay Report Date: 16/04/2025	Project Name: Downtown Tower Expansion
Site Location: Plot 24, Marina District	Project Number: 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.