



MAGNUM CONSTRUCTION SERVICES INC.

DAILY CONSTRUCTION REPORT (DCR)

Document Code: MCS-OP-F09 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

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 **Magnum Construction Services Inc.** 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.
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3. REFERENCES

- **MCS-OP-F01:** Project Execution Plan
 - **MCS-OP-F02:** Construction Phase Plan
 - **MCS-OP-F04:** Equipment Utilization & Maintenance Records
 - **MCS-QM-F12:** Turnover / Handover Dossiers
 - **ISO 9001 / ISO 45001 / ISO 14001**
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4. RESPONSIBILITIES

Role	Responsibility
Site Engineer / Supervisor	Completes and submits the Daily Construction Report before end of day.
Project Manager	Reviews, verifies, and approves DCR entries for accuracy and completeness.
QA/QC Manager	Confirms inspection and test activities are accurately reported.
HSE Manager	Verifies all incidents, near misses, and safety toolbox talks.
Document Controller	Archives approved reports in the QMS Document Control System (ERP/SharePoint).

5. DAILY CONSTRUCTION REPORT TEMPLATE (SUMMARY) (See form - MCS-OP-F09_Daily_Construction_Report)

Project Name:	Project Code:
Date:	Day:
Weather: (☀️ / ☁️ / 🌧️ / 🌩️ / 🌨️)	Temperature (°C):
Prepared By:	Reviewed By:



6. MANPOWER LOG (See form - MCS-OP-F09_Daily_Construction_Report)

Trade / Discipline	Subcontractor / Crew	No. of Workers	Hours Worked	Supervisor / Foreman	Remarks
Masonry	ABC Masonry LLC	12	96	R. Lopez	Blockwork Level 2
Electrical	VoltPro MEP	8	64	J. Singh	Rough-in works Level 1
Concrete	Magnum Crew	10	80	F. Duarte	Column pour grid B3 complete

7. EQUIPMENT LOG (See form - MCS-OP-F09_Daily_Construction_Report)

Equipment ID	Type / Description	Operator	Hours Used	Condition (OK / Defective)	Remarks
EXC-002	Excavator CAT 320	M. Perez	8	OK	Excavation for footing F2
CRN-001	Mobile Crane 40T	A. Diaz	6	OK	Rebar lifting grid A
CMP-005	Concrete Pump	R. Santos	4	OK	Slab pour grid C

8. MATERIAL DELIVERIES (See form - MCS-OP-F09_Daily_Construction_Report)

Delivery No.	Supplier / Vendor	Material Description	Quantity / Unit	Received By	Inspection Status	Remarks
101	Concrete Supply Co.	Ready Mix Concrete 40 MPa	60 m ³	QA/QC	Accepted	Slab pour approved
102	SteelWorks Inc.	Rebar Ø16mm	10 tons	QA/QC	Accepted	Stored in laydown yard

9. SITE INSPECTIONS & TESTS

Inspection / Test	Location / Reference	Conducted By	Result	Remarks
Slump Test	Slab Grid C	QA/QC	Passed	100mm slump recorded
Rebar Inspection	Column Grid A2	Consultant	Approved	Proceeded with pour

10. SAFETY OBSERVATIONS (See form - MCS-OP-F09_Daily_Construction_Report)

Observation	Action Required	Responsible Person	Status	Remarks
Two workers without safety vests	Provide replacements immediately	HSE Officer	Closed	PPE reissued
Unmarked rebar at walkway	Install caps and signage	Site Supervisor	Open	Due 11/01/2025



11. PROGRESS SUMMARY (See form - MCS-OP-F09_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 - MCS-OP-F09_Daily_Construction_Report)

Name	Company / Role	Purpose of Visit	Time In	Time Out	Remarks
J. Brown	Consultant	Progress inspection	9:00 AM	10:30 AM	Structural approvals
M. Garcia	Safety Inspector	PPE audit	8:15 AM	9:00 AM	Safety compliance OK

13. WEATHER CONDITIONS (See form - MCS-OP-F09_Daily_Construction_Report)

Date	Start Temp (°F)	End Temp (°F)	Wind Speed (mp/h)	Rainfall (mm)	Remarks	
10/31/2025	27	68	79	2	0	Clear day, dry conditions



14. SIGN-OFF

Prepared By Reviewed By Approved By Date

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 **Magnum QMS Document Control System (SharePoint / ERP)** and indexed by project, date, and location.
