**Operations Daily Report Form**

**[Company Name]  
[Department]  
[Location / Site]**

**Report Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Shift:** | ☐ Morning ☐ Evening ☐ Night |
| **Prepared By:** |  | **Designation:** |  |

**Daily Operations Summary**

**Overview of Activities Performed:**

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| --- |
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|  |
|  |

**Task / Activity Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Description** | **Assigned To** | **Start Time** | **End Time** | **Status (Completed / Pending)** | **Remarks** |
| Example: Equipment inspection | Team A | 09:00 | 10:30 | Completed | No issues found |
|  |  |  |  |  |  |

**Resources & Materials Used**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item / Resource** | **Quantity Used** | **Unit** | **Remarks** |
| Example: Fuel | 20 | Liters | Within limit |
|  |  |  |  |

**Issues / Incidents (if any)**

* ☐ Yes ☐ No If yes, provide details:

|  |
| --- |
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|  |

**Downtime / Delays**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason:** |  | | |
| **Duration:** |  | **Corrective Action Taken:** |  |

**Health & Safety Observations**

* ☐ No safety issues
* ☐ Safety concern reported (details below):

|  |
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|  |

**Planned Activities for Next Day**

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|  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor Name:** |  | | |
| **Signature:** |  | Date: |  |