

DAILY SITE ATTENDANCE REGISTER

Name of Contractor
Project Name

UPGRADING OF CIVIL ENGINEERING SERVICES AT CENTURION HOERSKOOLO

Validation: Cannot
be more than 23
days per person per
month.

Project Number
Month:

1 = At Work
SL = Sick Leave
A = Absent
P = Public Holiday
L = Leave
2 = Training
SC = Site Closed

	Surname	Initials	ID Number	Birth Date	Rate per day (R)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Work days	Total Training Days	Total work days & training days
1																																							
2																																							
3																																							
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18																																							
19																																							
20																																							
20	TOTALS																																						

Signature of CLO

Week 1 -2: Signature of Contractor Organisation

Week 3-4: Signature of Contractor Organisation

Week 1: Signature of Contractor

Week 2: Signature of Contractor

Week 3: Signature of Contractor

Week 4: Signature of Contractor

Validation: Total work days 0
Total training days 0
Total work days + training days 0
Variance 0
Variance must be 0