

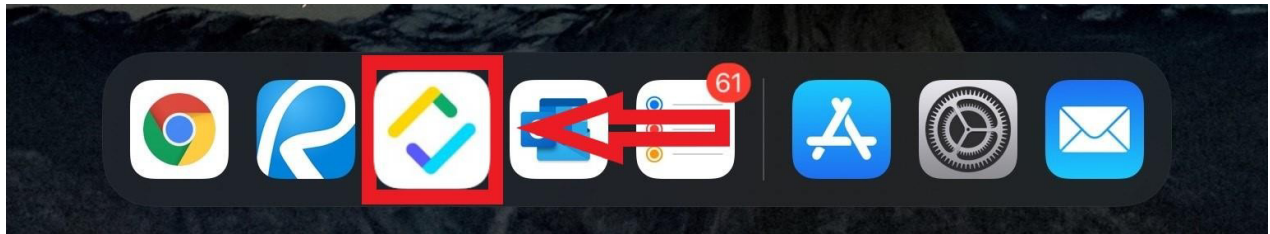
Daily Supervisors Report

- Every supervisor, superintendent, and foreman on a project is to use the Daily Supervisors Report in iAuditor. They are to answer all questions and add observations throughout the shift.
- It is recommended that each supervisor start their report on the phone at the beginning of the shift, and then add to it on their phone throughout the day
- At the end of the shift the supervisor needs to complete the report, sign it, and email it to the recipients indicated on the *To Whom Do I Email My iAuditor Report* on the How-To page (<https://elightinformation.com/how-to>)

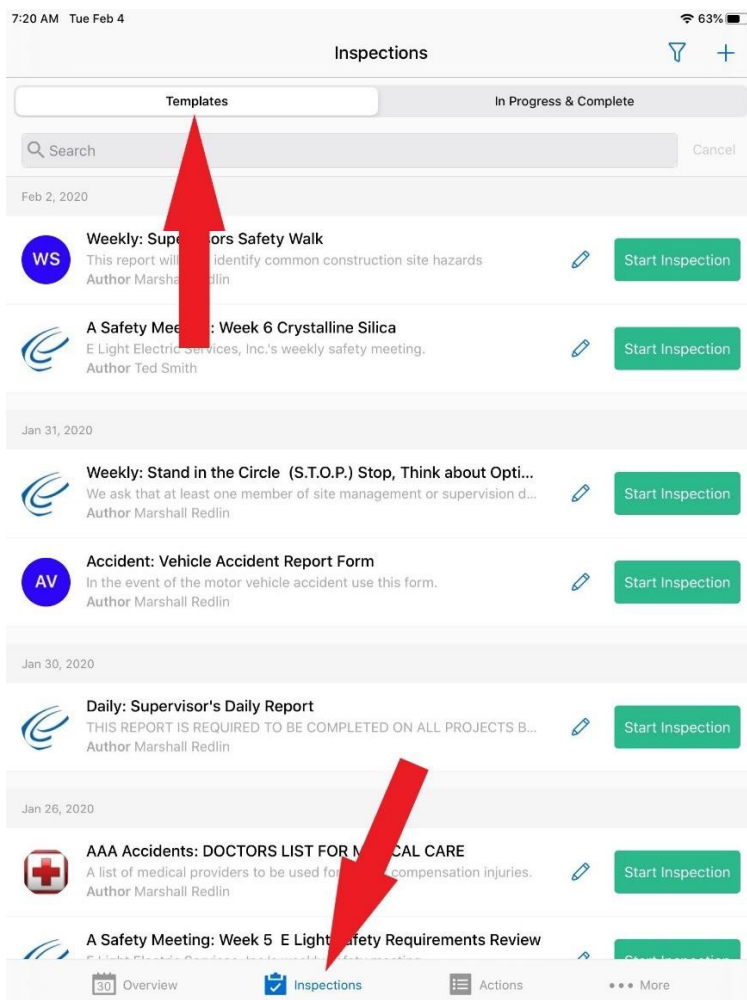
How to conduct a daily supervisors report?

iAuditor is an app for your phone and iPad that makes it easy to communicate to the office from the field. The Daily Supervisor's Report is an audit that keeps the relevant people updated with information about what is going on day to day on the job site. This audit is intended to be started in the morning and saved as a draft so that you can revisit it throughout the day with updates about the day's progress and events. Then, at the end of the day, complete it and email it to your project manager and project engineer. The procedure is as follows:

1. Before you start your workday, open iAuditor.



2. Tap "Inspections" at the bottom of the screen.




3. Select the "Templates" tab at the top of the screen.

How to conduct a daily supervisors report?

4. Find and click on the template labeled "Daily: Supervisor's Daily Report."

7:20 AM Tue Feb 4 63%


Close Template Edit ⋮



Daily: Supervisor's Daily Report

THIS REPORT IS REQUIRED TO BE COMPLETED ON ALL PROJECTS BY ALL SUPERVISORS ON THE PROJECT> A daily report of activities for supervisors at E Light Electric Services, Inc

Industry	Construction
Sub-Industry	Electrical contracting Industry
Created	10/31/14, 9:31 AM
Modified	1/30/20, 7:58 AM
Last edited by	Marshall Redlin
Owner	Ted Smith



Start Inspection

5. Tap "Start Inspection."

How to conduct a daily supervisors report?

6. Enter all the information that you can at the beginning of the day. Then tap “Close” and “Save Changes” in the upper left corner.

7:21 AM Tue Feb 4 63%

Close Inspection

Discard Changes

Save Changes

Document No.

000008

Conducted on

2/4/20, 7:21 AM Date

Weather: Please select all that apply.

Select Responses

Note Image Action

Please enter the temperature in degrees F.

Tap here to edit

Name of person doing report

Tap here to edit

Location

Next Page 2/2 >

How to conduct a daily supervisors report?

7. To reopen the report, select the "In Progress & Complete" tab at the top of the screen. Then tap your incomplete report and select "Continue Inspection" at the bottom of the screen.

The screenshot shows the 'Inspections' app interface. At the top, the status bar displays '7:22 AM Tue Feb 4' and '63%' battery. The app title 'Inspections' is centered, with location and filter icons on the right. Below the title are two tabs: 'Templates' and 'In Progress & Complete'. A red arrow points to the 'In Progress & Complete' tab. A search bar is located below the tabs. The main content area is divided into sections by date: 'Today', 'Jan 31, 2020', 'Jan 30, 2020', and 'Jan 29, 2020'. Each section contains a list of reports. Each report entry includes a blue circular icon with a white 'e', the report title, a subtitle, a status (e.g., 'Incomplete' or 'Complete'), an edit icon (pencil), and an 'Export Audit' button. The bottom navigation bar has four items: 'Overview' (calendar icon), 'Inspections' (checklist icon), 'Actions' (list icon), and 'More' (three dots).

7:22 AM Tue Feb 4 63%

Inspections

Templates In Progress & Complete

Search

Today

Daily: Supervisor's Daily Report
Daily: Supervisor's Daily Report
Incomplete

Export Audit

Jan 31, 2020

Weekly: Stand in the Circle (S.T.O.P.) Stop, Think about Options...
Weekly: Stand in the Circle (S.T.O.P.) Stop, Think about Options and Plan
Incomplete

Export Audit

Weekly: Stand in the Circle (S.T.O.P.) Stop, Think about Options...
Weekly: Stand in the Circle (S.T.O.P.) Stop, Think about Options and Plan
Incomplete

Export Audit

Jan 30, 2020

Daily: Job Hazard Analysis
Daily: Job Hazard Analysis
Complete

Export Audit

Daily: Supervisor's Daily Report
Daily: Supervisor's Daily Report
Complete

Export Audit

Daily: Job Hazard Analysis
Daily: Job Hazard Analysis
Complete

Export Audit

Jan 29, 2020

Windcrest: Supervisor's Daily Report
Windcrest: Supervisor's Daily Report

Export Audit

30 Overview Inspections Actions More

How to conduct a daily supervisors report?

7:22 AM Tue Feb 4

63% 

Close

Inspection



Daily: Supervisor's Daily Report

Daily: Supervisor's Daily Report

Incomplete

[View & Download Report](#)

Details

Actions

Score

0%

Started

2/4/20, 7:21 AM

Mitch Cleaver

Last Used

2/4/20, 7:21 AM

Mitch Cleaver

Duration

36s

Location

361 Inverness Dr S

Client / Site

N/A




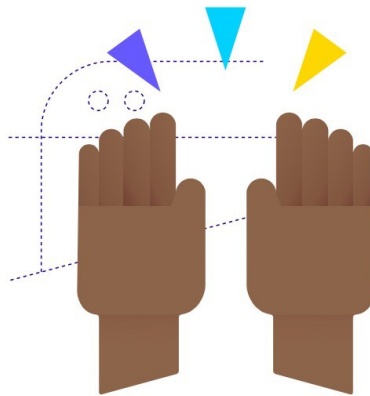
[Continue Inspection](#)

How to conduct a daily supervisors report?

8. Go about your work for the day, reopening the report and logging any relevant information as you go. (For example, if you receive a delivery, enter that information under “Did you have any deliveries on site today?”)
9. At the end of the day, complete the form by ensuring that all relevant and mandatory questions are answered and selecting “Mark as Complete” at the end of the form.
10. Select “Save & Close” at the bottom of the screen.

7:24 AM Tue Feb 4

62% 



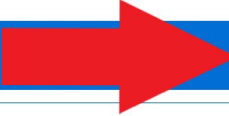
Inspection Complete

Completed On

2/4/20, 7:24 AM

Completed By

Mitch Cleaver


 [Save & Close](#)

[Preview & Export Report](#)

How to conduct a daily supervisors report?

11. Find and reopen your report.
12. Select "View & Download Report"


10:42 AM Fri Feb 28

52% 

[Close](#)

Inspection





Daily: Supervisor's Daily Report
Daily: Supervisor's Daily Report
Complete

[View & Download Report](#)

Details **Actions**

Score
100%

Started
2/18/20, 6:55 AM
Mitch Cleaver

Completed
2/18/20, 2:28 PM

Last Used
2/18/20, 2:28 PM
Mitch Cleaver

Duration
42m 58s

Location
361 Inverness Dr S

Client / Site
N/A



How to conduct a daily supervisors report?


13. In the lower right corner, select "Send PDF."

10:42 AM Fri Feb 28 52%

[Close](#) Report Preview ⋮

[Navigate to...](#) ☰ Preference

Overview Complete



Daily: Supervisor's Daily Report

Daily: Supervisor's Daily Report

Inspection score	Failed items	Created actions
100%	1	0

Site
Prefabrication Shop, Colorado, Denver


Document No.
000011

Conducted on
 18th Feb, 2020 5:50 AM MST

Weather: Please select all that apply.

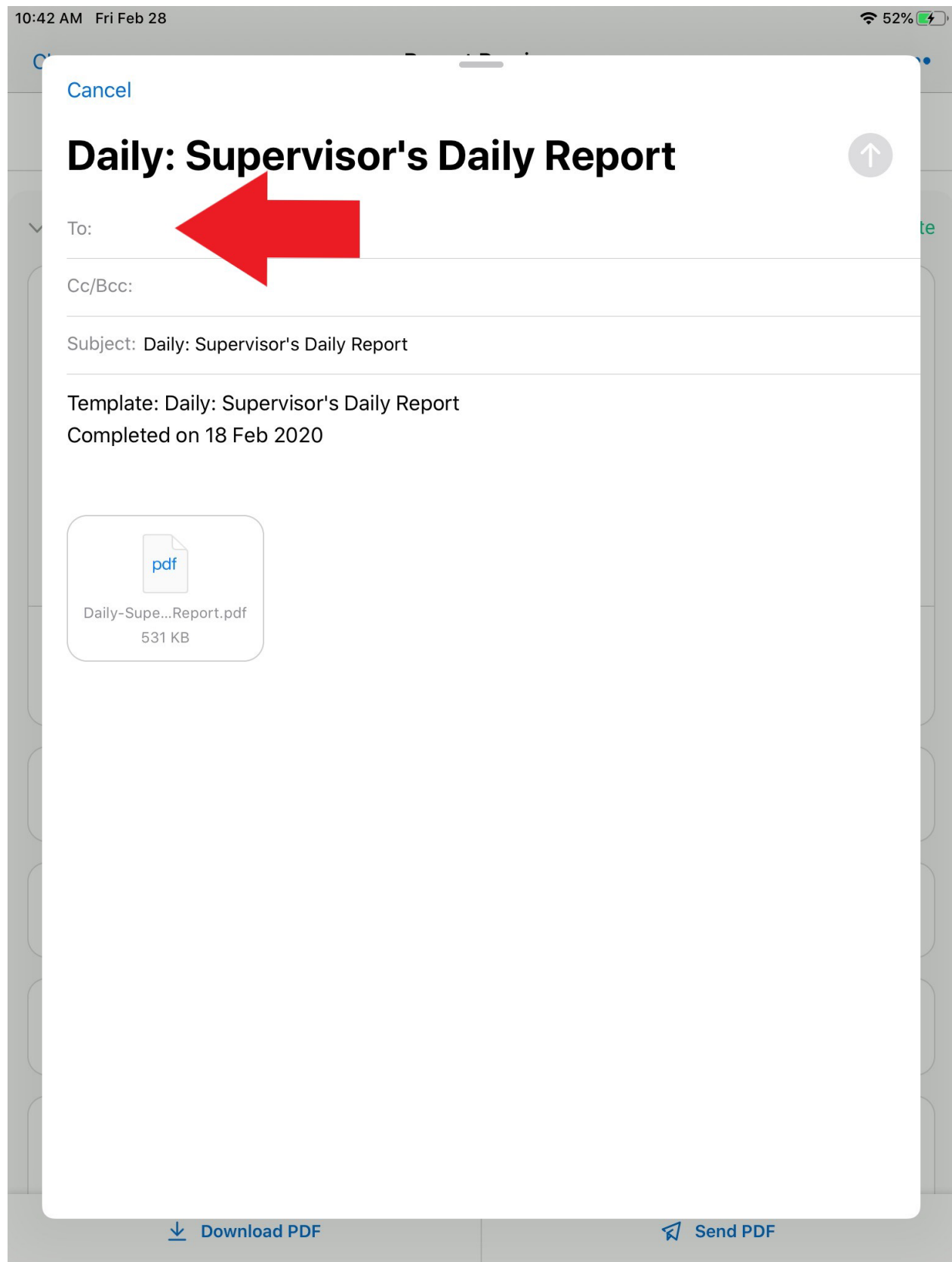
0-33 Degrees F

[Download PDF](#) [Send PDF](#)



How to conduct a daily supervisors report?

14. Email your report to the recipients indicated in *To Whom Do I Email My iAuditor Report?* on the How-To page (<https://elightinformation.com/how-to>)



The following is an example of a completed Daily Supervisor's Report:



Daily: Supervisor's Daily Report

Site

Prefabrication Shop

Document No.

000011

Conducted on

2/18/20, 5:50 AM

Weather: Please select all that apply.

0-33 Degrees F

Contact the Director of Safety and Loss Prevention to discuss crew protection from cold weather.

**Please enter the temperature in degrees F.**

22

Name of person doing report

Mitch Cleaver

Location

361 Inverness Dr S
Englewood CO 80112
United States
(39.5586589464173, -104.863938685003)

Score

2/2 - 100%

Completed on

2/18/20, 2:28 PM

Disclaimer

The personnel of E Light Electric Services, Inc believes the information contained within this report to be correct at the time the report was written. The report is based on matters which were observed or came to the attention of the writers during the day the report was written..

This report is made based on the project requirements, E Light Electric Services, Inc. Corporate Safety, Health, and Environment Policy (SHEP), Quality Assurance Program and Corporate Policies.

Confidentiality Statement


In order to maintain the integrity and credibility of the report processes and to protected the parties involved, it is understood that E Light will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so. This report is proprietary and may only be used with the express written consent of E Light Electric Services, Inc.

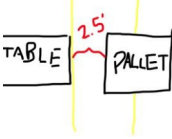


Failed Responses


This section lists responses that were set as "failed responses" in the template used for this audit.


Question	Response	Details
Were you able to complete your work in an efficient manner, without impact from things outside of your control?	No (If no, please Click Add Disruption and explain.)	

Audit - 2/2 - 100%

Question	Response	Details
Personnel on Site		
How many E Light personnel did you have on site today?	3	
Click Subcontractor for each Subcontractor you had on site and then enter the number of personnel they had.		
Subcontractor		
Subcontractor 1		
Name of Subcontractor	Trade Force	
Number of personnel they had on site today.	2	
Subcontractors Scope of Work	Pulling and labeling lengths of Romex, making up panels for Windcrest.	
General Notes and Observations: Instructions: To begin, click on Add a Note.		
Observation		
Observation 1		
Note	Geoff is not wearing PPE. First warning documentation signed and emailed to PM.	
Add pictures if applicable		
		
Appendix 1		
Add a drawing if applicable.		
Observation 2		
Note	Walkways too narrow due to overcrowding. Need more temp storage space for job material.	
Add pictures if applicable		

Question	Response	Details
Add a drawing if applicable.		
 <p data-bbox="207 436 310 464">Appendix 2</p>		
Enter the areas and tasks your crews were working today. To add the first area or task, click on Add Task and Area		
Task and Area		
Task and Area 1		
Enter the work or task your crew(s) performed work today.	Pulling and labeling lengths of Romex, making up panels for Windcrest.	
Was this work scope work or out of scope work?	Scope Work	Will know by EOD if we will need more Romex.
 <p data-bbox="207 1136 310 1163">Appendix 3</p>		
Task and Area 2		
Enter the work or task your crew(s) performed work today.	Turtle maintenance	
Was this work scope work or out of scope work?	Scope Work	
 <p data-bbox="207 1671 310 1698">Appendix 4</p>		
Task and Area 3		

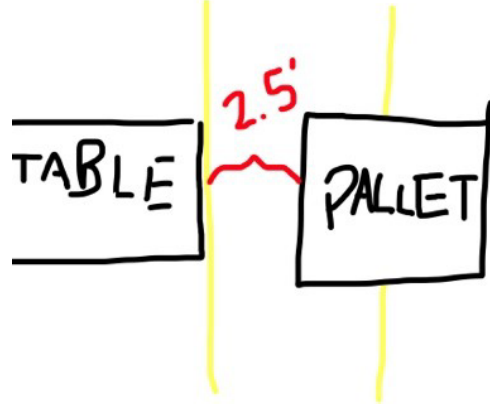
Question	Response	Details
Enter the work or task your crew(s) performed work today.	Making coffee for Gene.	
Was this work scope work or out of scope work?		Extra strong.
Were you able to complete your work in an efficient manner, without impact from things outside of your control?		
Disruptions: Please enter any disruptions or impacts to your crews work that occurred today. Instructions: To begin, click on Add an Impact.		
Impact		
Impact 1		
Please explain the disruption and what was impacted by the disruption.	Ran out of Romex before the end of the day. Had to re task three people. Now Gene has more coffee than he can drink before the end of the day, resulting in waste. Will plan for contingencies better going forward.	
Add pictures to help explain.		
Click here to add a drawing to help explain if needed.		
Is the installation on schedule? IF no, please explain.		We don't need to deliver these until Friday, so we should still be able to finish them on time if the Romex arrives tomorrow morning.
Did you have any deliveries on site today?		
You may take a picture of received materials here instead of individually listing them for larger orders.		
 <p data-bbox="207 1556 310 1581">Appendix 5</p>		
To enter the first delivery, click on Add Delivery. Enter the information that is requested in the boxes that appear. To add another delivery, click on Add and repeat.		
Delivery		
Delivery 1		

Question	Response	Details	
What was delivered?	Remaining panels for Windcrest.		
What was the quantity delivered?	11		
What is the name of the vendor who provided the material?	Graybar		
Visitors: If you had any visitors on site today, please click on Add a Visitor. Fill in the boxes as they appear. If you had more than one visitor, click on Add and repeat.			
Visitor			
Visitor 1			
Name of the visitor	Perry Herman		
Organization	E Light		
Purpose of their visit	Unknown		
Did you have any safety stand downs today or other stand downs?	No		
Supervisors Signature	Mitch Cleaver	2/18/20 2:28 PM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5