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Project Construction Progress Reports Procedure



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Project Construction Progress Reports Procedure

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Project Construction Progress Reports Procedure

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Project Construction Progress Reports Procedure

1.0 PURPOSE

The purpose of this procedure is to define the requirements and responsibilities for the production of various types of progress reports applicable to construction contracts.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

For the purposes of the Construction Management Procedures the Project Management Company is the Entity Project Management Organization (EPMO) appointed by the Entity and references prefixed with "Site", such as Site Construction Department, Site Engineering Department, represent the Project Management Company at Project level, on construction sites.

2.0 SCOPE

Site construction activities must be documented accurately and consistently to provide a complete record of daily activities, site conditions, status of work force, interference, and other Site factors that affect performance, safety and quality.

This procedure covers the following Four (4) reports that should be prepared and issued to actively monitor and control construction contracts.

1. Construction Contractor Daily Report
2. Project Site Construction Department Daily Report
3. Construction Contractor Weekly Progress Report
4. Construction Contractor Monthly Progress Report

This procedure does not address Health, Safety, Security and Environment (HSSE) reporting.

3.0 DEFINITIONS

Definitions	Description
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling program documents and records.
Site Project Controls Department	Department within the Project Management Company that is responsible for Project Control activities / operations
Site Contracts Department	Department within the Project Management Company that is responsible for administering Contracts
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations
Entity Project Management Organization (EPMO)	An Entity Project Management Organization, this is an integrated team that comprises the Entity and its PMC responsible for managing all the Entity's projects.
Architect/Engineer (A/E) Consultant	Architectural/Engineer Consultant appointed by the EPMO to undertake the design of the project.
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project. Individual(s) or firm(s) engaged in the construction of buildings, either residences or commercial structures, as well as construction activities such as paving, highway construction, utility construction and landscape installation.
Construction Contractor Daily Reports	A Daily Report prepared by the Project Construction Contractor which describes all work activities performed that day including all labor and equipment utilized.
Site Construction Department Daily Contract Report	A Daily Report prepared by the Project Site Construction Department to describe the activities undertaken and any



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Definitions	Description
	concerns that occurred during the day particularly any safety or quality issues.
Construction Contractor Monthly Progress Report	A Monthly Report prepared by the Project Construction Contractor which describes all work activities performed that period including all labor and equipment utilized, quantities, and safety statistics.
Construction Contractor Quality Control Reports	Reports prepared by the Project Construction Contractor on a weekly and monthly basis that describes the Quality activities during the appropriate period.
Non-Conforming Items (Non-Conformance Report, NCR)	A deficiency in characteristic, documentation, or procedure that renders the quality of an item or activity unacceptable or indeterminate

4.0 REFERENCES

1. EPM-KPR-PR-000001 - Project Monthly Reporting Procedure
2. EPM-KPR-PR-000001 - Project Weekly Reporting Procedure
3. EPM-KPC-PR-000011 - Project Weekly Quantities Reporting Procedure
4. EPM-KPC-TP-000030 - Project Schedule Reporting Procedure
5. EPM-KPC-PR-000006 - Project Quantity Tracking Procedure

5.0 RESPONSIBILITIES

The Site Project Control Department and Site Construction Department will work in accordance with the requirements of those Procedures noted in the Reference Section 4 of this Procedure

5.1 Site Construction Department

The Construction Department will be responsible for:

1. Assuring that all Project Construction Contractors submit Contractor Daily Reports, Weekly Reports and Monthly Progress Reports in accordance with this Procedure.
2. The monitoring of these reports for accurate content, including reporting of craft labor and resource allocations, safety and quality requirements pertaining to the work.
3. Review and verification that the Construction Contractor's Daily, Weekly and Monthly Reports are complete and accurate.

When verification is confirmed, the reports will be copies to Site Project Controls Department and submitted into the Enterprise Content Management System (ECMS) for necessary distribution.

5.2 Site Project Control Department

The Site Project Control Reports Coordinator will be responsible for:

1. Reviewing the input into the Construction Contractor Monthly Progress Report with the Site Construction Department.
2. Monitoring and analyzing the Construction Contractor Monthly Progress Reports for schedule performance, reporting on schedule and productivity problems, and recommending corrective action.

5.3 Construction Contractor

The Construction Contractor is responsible for:

1. Submission of Contractor Daily Reports, Weekly Reports and Monthly Progress Reports in accordance with this Procedure.



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2. Ensuring that all relevant Subcontractor information is included in all Reports

6.0 PROCESS/INSTRUCTIONS

6.1 Construction Contractor Daily Report

The Construction Contractor should prepare, sign, and submit to the Project Construction Department, within one business day of the day it represents.

Each report shall be sequentially numbered, including any night-shift activities and non-working days if applicable. The reports should be sequentially numbered and filed by month for periodic review.

Items to be included in the Construction Contractor's daily report are:

1. Report Number
2. Date and Shift (Day/Night)
3. Contractor Name
4. Contract Number and Title
5. Contractor Representative
6. Weather
7. Temperature
8. Construction Contractors men on job, separating each contractor and subcontractor, by craft (manual non-manual, and Saudi Nationals. This should cover ALL Construction Contractor and Subcontractor personnel onsite and offsite in all areas.

Note: The term "Offsite" is defined as personnel working directly for the project at locations away from the project.

9. Major Construction equipment at site, separating breakdown and operational. This should cover ALL equipment onsite in all areas.
10. Description of work performed, location, activities, and productivity (quantities)
11. Material delivered/Procurement issues
12. Interface and Coordination issues with Third Parties
13. Update on key budget quantities
14. Safety Statistics in tabular format

EPM-KCS-TP-000001 Project Construction Contractor Daily Report Template (Sample) is provided in Attachment 1

The Site Construction Department is responsible for ensuring that the following occurs within one (1) working day of receipt of the Construction Contractor daily report or as required under the Contract:

1. That the report is reviewed for completeness and correctness.
2. That the Construction Contractor is notified to correct any discrepancies, errors or omissions of consequence in the report.
3. Comments may be handwritten on the face of the report or on an attached note.
4. Copies of all comments to the Construction Contractor are filed with the daily report.
5. That a correct and acceptable report is signed and dated by the designated reviewers from the Site Construction Department.

6.2 Site Construction Department Daily Report

The Site Personnel should prepare a Site Construction Department Daily Report, for all active contracts with significant field construction activity. The Daily Reports should be concise, factual and shall be prepared independently of the Construction Contractor's Daily Report.

An example of the Daily Report can be found at EPM-KCS-TP-000004 Project Site Construction Department Dailey Report Template (Sample) - Attachment 2.



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Guidelines for completing the various sections of the report are as follows:

1. Description of Work Performed Today
2. Define the work accomplished showing the quantity, location etc.
3. Safety Observations and Concerns / Define Safety observations and major concerns.
4. Quality Observations and Concerns / Define Quality observations and major concerns.
5. Material Procurement / Delivery Concerns / Define critical material issues and major concerns.
6. State numbers and trades of manpower
7. Instructions / Communications
8. Photographs - Include any relevant photographs illustrating a particular activity or progress of a section of the Works.

The report should be routed to the Site Project Controls Department for review and then placed in the ECMS for distribution.

6.3 Construction Contractor Weekly Report

The Construction Contractor Weekly Report should be submitted in a form similar to that shown in Attachment 3 - EPM-KCS-TP-000002 Project Construction Contractor Weekly Progress Report Template (Sample).

In addition to the information detailed in Attachment 3, the Construction Contractor is required to report the following information in the weekly report, as indicated in the Project Quantity Tracking Procedure - EPM-KPC-PR-000006:

- accurate weekly measurement of quantities / breakdown of items ("rules of credit" to ensure fair and correct valuation of the works)
- weekly cost and schedule progress data
- items of work completed the previous week and the current week and the forecast for works to be carried out the next week, for all parameters to be measured and reported
- quantity curves
- the procurement schedule for temporary and permanent materials
- subcontractor status

Typical formats for reporting are also specified in the Project Quantity Tracking Procedure - EPM-KPC-PR-000006.

The Construction Contractor is required to submit the above information on a weekly basis and certify that it is current, complete and accurate.

The Report should be routed to the Site Project Controls Department for review and then placed into the ECMS for distribution.

The detailed requirements and process used to compile and submit the Construction Contractor Weekly Progress Report, including the Process Map, are described in more detail in the References provided in Section 4 of this Procedure.

6.4 Construction Contractor Monthly Report

The last weekly report of the month shall be supplemented with additional information to report on the project's overall status at the end of the month. This additional information provided at the end of the month shall include, but not necessarily be limited to:

1. The activities scheduled to be in progress or actually in progress during the reporting period, together with Construction Contractor's estimate of progress made to the cut-off date and actual or forecast start and completion dates for each of these activities. The activities scheduled to be started within the next two reporting periods with forecast start dates.



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2. A brief narrative report presenting general Contract progress and a description of any anticipated variations from the Contract Schedule, together with an assessment of the impact of such variations and a statement of the proposed corrective action.
3. Camp Accommodation Report, Saudization Report and Contractor Employment Data Sheet.
4. A schedule showing the timing and sequence of the delivery of all material and equipment for the work, material purchased during the reporting period, and material scheduled for purchase but not purchased during the reporting period.
5. A future forecast by month of material to be purchased, to include lead-time for supplier to delivery ex-plant, shipping time to Site and required date at the Site. A material receiving report listing material received at the Site, material due but not received during the reporting period, a forecast of material deliveries through to completion of the work
6. Safety Inspection checklists and Safety Meeting topics/attendee lists.
7. Quality Inspection checklists and Quality Meetings record of Non-Conformance Reports (NCR) reported, NCRs closed out and any adverse quality trends
8. Updated Technical Submittal Log (TQ) and a list of any audits performed during the period (both external and internal).

The report should be routed to the Site Project Controls Department for review and then placed into the ECMS for distribution.

A Sample of a Table of Contents for the Construction Contractors Monthly Progress Report is as shown in EPM-KCS-TP-000003 Project Construction Contractor Monthly Progress Report Attachment 4.

The Construction Contractor Monthly Report will be discussed at the Monthly Progress Meetings attended by the Construction Contractor, Site Construction Department, other interested parties from the Project and the Entity.

The detailed requirements and process used to compile and submit the Weekly Construction Progress Report, including the Process Map, are described in the References detailed in Section 4 of this Procedure

7.0 ATTACHMENTS

1. EPM-KCS-TP-000001 - Project Construction Contractor Daily Report Template
2. EPM-KCS-TP-000004 - Project Site Construction Department Daily Report Template
3. EPM-KCS-TP-000002 - Project Construction Contractor Weekly Progress Report Template
4. EPM-KCS-TP-000003 - Project Construction Contractor Monthly Progress Report Template



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Attachment 1 - EPM-KCS-TP-000001 - Project Construction Contractor Daily Report Template

CONTRACT NO.						DAY:		DATE:		WEATHER:		PERIOD XYZ			
CONTRACT TITLE:						CONTRACTOR REP:				TELEPHONE:					
CONTRACTOR:						MANPOWER:				EQUIPMENT:					
No. Craft		Contractor		Sub-Con		Total		NO.	Description	Owned		Hired		Total	
		NS	S	NS	S	NS	S			W	B	W	B	W	B
NON-MANUAL															
Total															
MANUAL															
Total															
GRAND TOTAL								GRAND TOTAL							
I. DESCRIPTION OF WORK PERFORMED:								II. SPECIAL COMMENTS:							
III. MATERIALS DELIVERED / PROCUREMENT PROGRESS:								IV. INTERFACE/CO-ORDINATION ISSUES:							
KEY QUANTITIES								SAFETY STATISTICS							
Item	Description	UOM	Budget	Previous	Period	Total	Item	Description	Previous Period		TOTAL				
1							1	Lost Work Day Cases (LWDCs)							
2							2	First Aid (FA)							
3							3	Near Miss Incidents							
4							4	Craft Man-Hours							
5							5	Craft Man-Hours Since Last LWDC							
PREPARED BY:						REVIEWED BY:									
_____ (NAME)						_____ (NAME)									
_____ (DATE)						_____ (DATE)									
NS - Non Saudi / S - Saudi / W - WORKING / B - BREAKDOWN															



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Attachment 2 - EPM-KCS-TP-000004 - Project Site Construction Department Daily Report Template

CONTRACT NO.:		PERIOD:	
CONTRACT TITLE:			
CONTRACTOR:		CONTRACTOR REP:	
DATE:	SHIFT:	WEATHER: ☐ Sunny ☐ Overcast ☐ Windy ☐ Rainy	
DAY:	START: _____ AM	END: _____ PM	HR\$.
CONTRACT PERSONNEL (Assigned to project; On-site/Off-site)			
Key Personnel:	No. of Manual:	No. of Non-Manual:	
DESCRIPTION OF WORK PERFORMED TODAY			
CIVIL:			
MECHANICAL:			
SAFETY OBSERVATIONS/CONCERNS:			
QUALITY OBSERVATIONS/CONCERNS:			
MATERIAL PROCUREMENT/DELIVERY CONCERNS:			
INTERFACE AND COORDINATION ISSUES:			
INSTRUCTIONS/COMMUNICATIONS:			
Prepared By _____ (Originator)		Reviewed By _____ (Date)	
Review and Comment By:			

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Attachment 3 - EPM-KCS-TP-000002 - Project Construction Weekly Progress Report Template

переход к числу

CONTRACTOR STATUS REPORT (Week No. __)					
STATUS DATE		SCHEDULE	ACTUAL	VARIANCE	SPI
(G)	(H)				
CONTRACT TITLE:			PROJECT MANAGER:		
CONTRACTOR:			PLANNER:		

[Insert Project Scope Photo]	SCOPE OF WORK			
	ENVIRONMENT, SAFETY & HEALTH			
	Health & Safety	Previous	This Period	TOTAL
	Lost Workday Cases (LWDC)			
	First Aid (FA)			
	Near Miss Incidents			
	Contract Man-hours			
	Environmental Issues	Previous	This Period	TOTAL
	Major Environmental Incident			
	Minor Environmental Incident			

[illegible]

[Insert Percent Complete Progress Chart]				[Insert Manpower Status Chart]			
Progress (%) Based on Earned Cost	To Date	This Period	Previous	Manpower	Schedule	Actual	Variance
Schedule to date				A. Manual			
Actual to date				B. Non-Manual			
Variance				C. SN Manual			
				D. SN Non-Manual			
				Total Manual			
Progress (\$R) Earned Cost	To Date	This Period	Previous	Total Non-Manual			
Schedule to date				TOTAL MANPOWER			
Actual to date				Saudi National Percentage			
Variance				Saudi National Sched. vs Actual			



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Attachment 4 - EPM-KCS-TP-000003 - Project Construction Contractor Monthly Progress Report Template

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8.3	Activities Next Month
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9.2	Quantity Tracker and Details
9.3	Quantity Curves
9.4	Next Month Activities
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10.1	Highlights and Accomplishments

SAMPLE