



**GOVERNMENT OF THE REPUBLIC OF VANUATU
GOUVERNEMENT DE LA RÉPUBLIQUE DU VANUATU**

RECORD BOOK TEMPLATE FOR QUARRY MONTHLY OPERATIONS

Quarry Name:				
Permit Number:				
Type of building mineral:				
Date:				
Weather:				
Employees working the month:	Name	Position	Name	Position
QUARRY OPERATION RECORD				
Machinery/Equipment				
List of Machines used onsite during the past three months:				
Quarrying Operations				
Description of quarrying works done this month:				
Operating hours of the quarrying works:				
Volume/Size and Value of material sold today (__ VT/m ³): (to be completed with copy annexe)	Volume/Size	VT		
Health & Safety				
State any health & safety incidents* that occurred today and how it was handled (if any): <i>(Complete Incident Report form if incident is serious).</i>				
<i>*Incidents here includes accidents</i>				
Tool-Box meeting and items discussed today with staff:				
Visitors onsite today:				
Any Other Matters:				

Name and signature of Site Supervisor (Quarry Foreman) and Date:	
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QUARRY DAILY SALES REPORT

Month		Quarry Name:			Foreman:	
Date	Customer	Customer	Customer	Customer	Customer	Weather
dd/mm/yy						Dry/Small Rain/Big Rain
TOTAL						

Foremans Signature