

Project-Specific Workforce Presence Report

Date: _____

Prepared by: _____

Project Name: _____

Project Location: _____

1. Workforce Summary

Category	Total Present	Total Scheduled	Remarks
Management			
Supervisors			
Skilled Workers			
Unskilled Workers			
Subcontractors			

2. Attendance Details

Name	Role	Present (Yes/No)	Time In	Time Out	Remarks

3. Notes

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Reviewed by:
