

DAILY ACTIVITY REPORT CHECKLIST

Basic Information			
	Report Type		
	Date		
	Author		
General Information			
	General Activity Information		Location Name
	Elevation		Contractor/s
	Basic Geological Information		Hydrocarbon Shows
	Formation Evaluation		Casing / Drilling Information
	Problems Encountered		
Activity Location			
	Grid / Section / Unit		
	GPS Location		
	Directions to site		
Costs / Expenditures			
	Expenditure Breakdown		
Description of Activities			
	Activity Summary		
	Chronological Events		
Problems			
	Action Taken to Resolve Issues		
Rock-Eval Pyrolysis Analyses/Other Analyses			
	Results/Findings		Cuttings Evaluation
	Core Evaluation		Fluid Analyses