Example Diary to help complete the TAS form

Please fill in this diary as you go along (at least twice daily), and please complete a diary for all seven days in the week. This diary is not to be returned with the TAS, but please retain it in case any query arises. Please include a brief description of the work undertaken.

Day: .... **Date:** ....

Time	Description of work	TAS category	Hours*
00:00			
01:00			
02:00			
03:00			
04:00			
05:00			
06:00			
07:00			
08:00			
09:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
* enter hours as a decimal eg. For half an hour use 0.5 not 0:30		Total hours recorded	0