

	Work Instruction	W0001
		1 of 1

Work instruction:	Date Raised
Preparation – night before	18.06.2012

Work Description
Preparation the night before attending site
Instruction
<ol style="list-style-type: none"> 1. Check mobile app, ensure that your job pack is present, your appointment is confirmed and whether there are any requirements to order materials or site specific arrangements. 2. Plan route evening before attending site. Aim to arrive on site 10-15 minutes prior to start time. 3. Check instructions. Understand what investigations/repairs you have been instructed to do (refer to job code descriptions). <i>For Investigations Skip step 4</i> 4. Planned Repairs should have been booked in advance, if there is any ambiguity or confusion over what you're being asked to do please call the Team in the office. 5. Make sure van is clean and equipped for the following day's job including materials and diesel for your journey. 6. Make sure mobile phone and digital pen (if applicable) are fully charged and ready for work. 7. Personal appearance is very important, clean shaven, haircut and clean and tidy Auger uniform. 8. If you happen to run behind on meeting your arrival time, always phone ahead before you are going to be late. If you are unable to make contact with the customer, leave a voicemail if possible and call the office immediately. 9. If you have the slightest doubt about being fit for work the next day, let the office or David Brewster know the evening before.
Responsibilities
All Engineer
Key Objectives
To ensure engineer is prepared for the day ahead and to identify any potential problems in order that corrective action may be put in place.