

Field Management Procedural Flow Chart

Job Pre-Planning



Communicate with warehouse personnel via electronic message to order and pick materials, tools and equipment for the job.

Survey Job site. Confirm one-call locates, confer with inspector and customer on the scope of work.

Job Implementation

Daily:  
Confer with inspector and/or customer on the work to be done that day.

Daily:  
Hold Tailgate meeting to go over safety hazards and precautions. Complete JSA and any other applicable permitting before beginning work.

Daily:  
Perform stretching exercises twice daily – once before work starts and once after lunch break.

Daily:  
Lay out the work for the crew. Monitor progress of crew and subcontractor and make adjustments as necessary.

Documentation:

Daily:  
Complete all necessary paperwork including permits, safety documentation and time sheets, including subcontractor. Upload this information daily to the job folder

Daily:  
Take several photos of the work accomplished and label. Upload this information daily to the job folder.

Daily:  
Gather all necessary documentation such as test results, MTR's etc and upload to the documentation to the job folder.

Daily:  
Lay out next day's work. Foreman will take pictures of job site at the end of each day to document the condition.

Daily:  
Update the project manager of that day's progress.

Any incidents which fall outside the normal scope of work shall be thoroughly documented and a written report generated with pictures.

Job Closure

Confer with customer and inspector on job completion

Clean up and restore job site to original condition or as prescribed.

Complete and upload to the job folder any remaining documentation.

Return as necessary all materials, tools and equipment to warehouse. Red tag any equipment or tools in need of repair.

Notify project manager of end of job status.