|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Details** |  |  |  |
| **Name:** |  | **Company:** |  |
| **Start date:** |  | **Location:** |  |
| **Position:** |  |  |  |
|  |  |  |  |
| **IT Requirements** | PO Number | **Date Issued to KCS** | **Date completed by KCS** |
| **PC / Laptop:** |  |  |  |
| **Spec:** | AutoCAD / Non AutoCAD |  |  |
| **Monitors** |  |  |  |
| **Email address:** |  |  |  |
| **VPN:** |  |  |  |
| **Login username /ID:** |  |  |  |
| **Login Password:** |  |  |  |
|  |  |  |  |
| **Software Requirements** | |  |  |
| **Adobe:** |  | **Office spec:** |  |
| **AutoCAD:** |  | **AutoCAD Login:** |  |
| **Windes:** |  | **SCIA:** |  |
| **Tekla:** |  | **TRL Suite:** |  |
| **Holebase:** |  | **HEC-RASS:** |  |
| **PDS:** |  | **CADS:** |  |
| **Coretime Login:** |  | **Coretime Password:** |  |
| **TEDDS:** |  |  |  |
|  |  |  |  |
| **Other Equipment** | |  |  |
| **Desk Phone:** |  | **Mobile Phone:** |  |
| **Fuel Card:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **PPE Requirements** |  |  |  |
| **Jacket:** |  | **Waistcoat:** |  |
| **Boots:** |  | **Hard Hat:** |  |
| **Gloves:** |  | **Goggles / Glasses:** |  |
| **Face Masks:** |  | **Waterproofs:** |  |
| **Boilersuit:** |  |  |  |
|  |  |  |  |