



Mr Hoang Duy Tran  
21 Fox House Maysoule Road  
Battersea  
London  
SW11 2BX

For Emergencies Only: Outside office hours  
call either Darren Graham on 07586 572205 OR  
Adam Lane on 07917 630120 OR Tim Phillips  
07867 977195 OR Gillian Montgomery  
07597878992

If you are unable to attend any jobs that you  
have been scheduled for, call the control team  
on 01922472020 -

MON-FRI, 06:00-17:00

SUNDAY 09.00- 17.00 .

PLEASE NOTE THE OFFICE IS CLOSED ON A  
SATURDAY

Mon Mar 16		On Site Times	
Account No: 100542	W H Smith Travel	Manager:	13:00
Branch No: 7981	Heathrow Airport	Supervisor:	13:00
Job No: 615870	Terminal 3	Control Desk:	13:00
	Hounslow	Auditor:	00:00
	TW6 1QB	Counter:	14:00
		Early Counter:	-
		Planner:	00:00
		Buddy:	00:00
		Pharm Super:	00:00
		Pharm:	00:00
		Comet DA:	-
Telephone: 0208 897 3224			
Baseline Productivity Target : NA			

- All staff to park in the long stay T3 car park
  - Allow time to travel from the car park to the terminal
  - All staff to meet at the WHSmith's Store at Main - Departures at 13.00pm Management and 14pm Counters.
  - All staff to bring their EU/UK Passport or UK Driving Licence, basically the same documents that were presented at the interviews
  - Team Manager (only) to arrive for 13.00pm for set up of equipment
  - Timings are earlier than last time for both Airside and Landside counts due to the amount of stockholding being held at the Terminal.
- Contact on the day Claire Whitelock on:-07702-286886

- Landside team to also arrive at WHSmith's Store at Main @18.00pm – Departures – no temp passes needed for work at this terminal for our staff.

Terminal 3 now includes a small satellite popup store at Pier 5

Offsite HUB to be completed by Ian Saunders (Plus 3 counters) from management start time (13:00) then join the main count at the terminal. PPE required for offsite warehouse (Boots and Hi Vis).

Hi Vis required for Airside Books stockroom at the main terminal.

WHST escort names to be provided and count team organised into 6 groups. At least one Orridge full security pass holder to be added to each of these groups please.

Management: 13:00  
Airside count team x30: 14:00  
Landside count team x10: 18:00  
Meet at Landside Departures store (Excluding HUB team).

PLEASE USE THE LONG STAY CAR PARK--As you will be working in very sensitive areas please do not make any inappropriate comments regarding security. Minimal personal belongings only. -



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Saunders	Ian David	Control	PC037	D	Robinson	Anthony	Counter	PC037
Aballe Trabazos	Maria	Counter	PC037		Iqutteneh	Hazem	Counter	PC037
Upton	Julie	Counter	PC037		Imaulii	Sadaf	Counter	PC037
Jamal	Yunus	Counter	PC037		Iakram	Zain	Counter	PC037
Abbas	Zaheer	Counter	PC082		Icabaneco	Salomao	Counter	PC082
Parker	Gary	Counter	PC082	D	Iyaqub	Afzal	Counter	PC082
Buckingham	Andrea	Counter	PC082		IDruce	Lara	Counter	PC082
Browne	Regina Sylvia	Counter	PC082		Iosinaike	Josiah	Counter	PC082
Ghani	Maqsood	Counter	PC082		IDe Sousa	Conrad	Counter	PC083
Sanichara	Boodan Lall	Counter	PC083	D	IColley	Abraham	Counter	PC083
McAlister	Margie	Counter	PC083		IGopaul	Angeley	Counter	PC083
Plant	Samuel Aaron	Counter	PC087		IMorten	Andrew	Counter	PC087
Jones	Nicholas	Counter	PC087					@ 18:00
			@ 18:00		IDay	Wayne David	Counter	PC087
Arrowsmith	Jordan Keith	Supervisor	PC087					@ 18:00
			@ 18:00		IJackson	Stephen	Counter	PC087
Cottis	Roy	Counter	PC087					@ 18:00
			@ 18:00		IWilley	Paul	Counter	PC087 D
Thomas	Donna	Supervisor	PD021	D				@ 18:00
Seketi	Chipanshi	Counter	PT000					D
Shah	Punita	Counter	PT000		IAli	Ashraf	Counter	PT000
Wilson	Kirk	Counter	PT000		IWest	Michael	Counter	PT000
Shah	Zaverchand	Counter	PT000		IPitera	Ian	Counter	PT000
Takahashi	Hari	Counter	PT000		IKotecha	Savan	Counter	PT000
Boateng	Emmanuel	Counter	PT000		ILoving	Jean-Fabien	Counter	PT000
			@ 18:00		ILawson	Opuwari	Counter	PT000
Anele	Austin	Counter	PT000					@ 18:00
			@ 18:00		ITran	Hoang Duy	Counter	PT000
								@ 18:00
					IMay	Graham	Manager	SD001 D
								D

<b>Wed Mar 18</b>	Job 2 of 3 (14 Staff)	<b>On Site Times</b>	
<b>Account No: 100004</b>	Waterstones Uk	Manager:	00:00
<b>Branch No: 840</b>	Unit Su1210, Level 40,	Supervisor:	20:30
<b>Job No: 576294</b>	Westfield London, Ariel Way	Control Desk:	20:30
	White City	Auditor:	00:00
	London	Counter:	21:00
	W12 7GF	Early Counter:	-
		Planner:	00:00
		Buddy:	20:30
	Telephone: 02038873587	Pharm Super:	00:00
		Pharm:	00:00
		Comet DA:	-
	Baseline Productivity Target : 730		

store close: 22:00

Rizvi	Syed Raza Abbas	Control	CC009	D	I Rafiq	Parween	Counter	CC009
Din	Mohammed Taiyab	Counter	CC009		IHaque	Hamedul	Buddy	PD008
Sami	Zeeshan	Supervisor	PD008	D	IMango	Fonseca	Counter	PT000
Akhtar	Atique	Counter	PT000		IIrvine	Michelle	Counter	PT000
Rehman	Saad Ali	Counter	PT000		ITozer	Raymond Paul	Counter	PT000
Tran	Hoang Duy	Counter	PT000		IAllaway	Ricky	Counter	PT000
Khorranshekooh	Marjan	Counter	PT000		IDuhre	Paramjit	Counter	PT000

**Mon Mar 23** Job 3 of 3 (8 Staff) **On Site Times**



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Account No: 100401

Co-op Group Retail  
(fulham North End Road)  
North End Road  
London  
SW6 1NJ

Branch No: ILFUL

Job No: 589680

Car No: PT000

Telephone: 020 7386 0167

Baseline Productivity Target : 2200

Manager:	00:00
Supervisor:	06:00
Control Desk:	00:00
Auditor:	00:00
Counter:	06:00
Early Counter:	-
Planner:	00:00
Buddy:	00:00
Pharm Super:	00:00
Pharm:	00:00
Comet DA:	-

SUPERVISOR MUST ENSURE THE -1 DAY PRECALL TO THE  
STORE IS MADE (FRIDAY IF COUNT IS MONDAY) -  
BOOKSTOCK REFRESH TO BE CARRIED OUT

Ocallaghan	Katie	Supervisor	CC129	D	Kidiabolo	Belotie	Counter	PD069	
Choudhury	Muhammad	Counter	PD069		Bhuiyan	Mohammed	Counter	PD069	D
Tran	Hoang Duy	Counter	PT000		I	Alauddin		D	
Taiwo	Michael	Counter	SD000	D	Man	Patrick	Counter	PT000	
					Willson	Andrew Headly	Counter	SD000	D
					I			D	