

MEMORANDUM

TO: ALL REGIONS

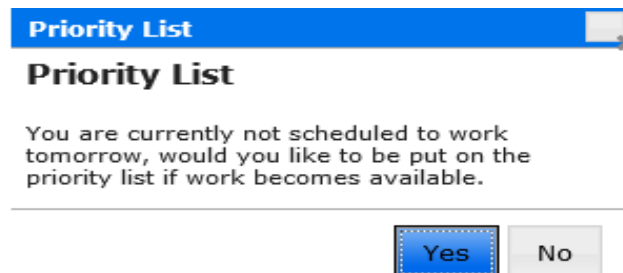
FROM: ADAM MILLINGTON, CONTROL MANAGER

DATE: 08TH FEBRUARY 2017

SUBJECT MATTER: PRIORITY LIST

The Scheduling department have taken on board feedback from the field over a period of time where people have requested a facility to log their interest for work at short notice. Therefore we have introduced a portal tool that enables you to do this.

When logging on to your portal account you will now notice a pop up box asking if you would like to be added to the priority list for work the **next** day. An example of this box is shown below.



Should you wish to be given first refusal for work, please select **yes** if you are available and would like to be considered.

Your controller will then contact you and offer any work that may be available.

Please make sure your availability is updated regularly. The more availability that you are able to provide to us will give you more chance of been scheduled for work in advance.

Kind Regards

