



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	Job 1 of 5 (45 Staff)	Manager:	13:00
Branch No: 7981	W H Smith Travel	Supervisor:	13:00
Job No: 615870	Heathrow Airport	Control Desk:	13:00
	Terminal 3	Auditor:	00:00
	Hounslow	Counter:	14:00
	TW6 1QB	Early Counter:	-
	Car No: PT000	Planner:	00:00
	Telephone: 0208 897 3224	Buddy:	00:00
		Pharm Super:	00:00
		Pharm:	00:00
	Baseline Productivity Target : NA	Comet DA:	-

Hotel Sun 15th - Weds 18th: no b/f  
Traveodge  
Herschel Street  
Slough  
SL1 1PG  
T: 08719846253  
Ref: 1508223430 - G May

- 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	Aballe Trabazos	Maria	Counter	PC037
Qutteneh	Hazem	Counter	PC037		Maulii	Sadaf	Counter	PC037
Upton	Julie	Counter	PC037		Akram	Zain	Counter	PC037
De Sousa	Conrad	Counter	PC083		Gopaul	Angeley	Counter	PC083
McAlister	Margie	Counter	PC083		Sanichara	Boodan Lall	Counter	PC083 D
Colley	Abraham	Counter	PC083					D
Morten	Andrew	Counter	PC087		Plant	Samuel Aaron	Counter	PC087
			@ 18:00		Jones	Nicholas	Counter	PC087
Day	Wayne David	Counter	PC087					@ 18:00
			@ 18:00		Arrowsmith	Jordan Keith	Supervisor	PC087
Jackson	Stephen	Counter	PC087					@ 18:00
			@ 18:00		Cottis	Roy	Counter	PC087
Willey	Paul	Counter	PC087	D				@ 18:00
			@ 18:00		May	Graham	Supervisor	PD001 D
Thomas	Donna	Manager	PD021	D				D
Ali	Ashraf	Counter	PT000		West	Michael	Counter	PT000
Boateng	Emmanuel	Counter	PT000		Shah	Punita	Counter	PT000
Abbas	Zaheer	Counter	PT000		Kotecha	Savan	Counter	PT000
Pitera	Ian	Counter	PT000		Parker	Gary	Counter	PT000
Buckingham	Andrea	Counter	PT000		Wilson	Kirk	Counter	PT000
Mcgurk	Brian	Counter	PT000		Druce	Lara	Counter	PT000
Tran	Hoang Duy	Counter	PT000		Ghani	Maqsood	Counter	PT000
Yaqub	Afzal	Counter	PT000		Lawson	Opuwari	Counter	PT000
Loving	Jean-Fabien	Counter	PT000		Shah	Zaverchand	Counter	PT000
Takahashi	Hari	Counter	PT000		Anele	Austin	Counter	PT000
Seketi	Chipanshi	Counter	PT000		Cabaneco	Salomao	Counter	PT000
			@ 18:00					@ 18:00
Osinaike	Josiah	Counter	PT000		Tozer	Raymond Paul	Counter	PT000
			@ 18:00					@ 18:00

Wed Mar 18	Job 2 of 5 (14 Staff)	On Site Times
Account No: 100004	Waterstones Uk	Manager: 00:00
	Unit Su1210, Level 40,	Supervisor: 20:30
Branch No: 840	Westfield London, Ariel Way	Control Desk: 20:30
	White City	Auditor: 00:00
Job No: 576294	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	Rafiq	Parween	Counter	CC009
Din	Mohammed Taiyab	Counter	CC009		Sami	Zeeshan	Supervisor	PD008 D
Haque	Hamedul	Buddy	PD008					D
Tozer	Raymond Paul	Counter	PT000		Perez Valcarcel	Juan Carlos	Counter	PD008
Rehman	Saad Ali	Counter	PT000		Irvine	Michelle	Counter	PT000
Allaway	Ricky	Counter	PT000		Tran	Hoang Duy	Counter	PT000
Carmichael	Glenn	Counter	PT000		Khorramshekooh	Marjan	Counter	PT000
					Mango	Fonseca	Counter	PT000

Mon Mar 23	Job 3 of 5 (7 Staff)	On Site Times
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Account No: 100401	Co-op Group Retail (fulham North End Road)	Manager:	00:00
Branch No: ILFUL	North End Road	Supervisor:	06:00
Job No: 589680	London	Control Desk:	00:00
	SW6 1NJ	Auditor:	00:00
		Counter:	06:00
		Early Counter:	-
		Planner:	00:00
		Buddy:	00:00
		Pharm Super:	00:00
		Pharm:	00:00
		Comet DA:	-
	Telephone: 020 7386 0167		
	Baseline Productivity Target : 2200		

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	Choudhury	Muhammad	Counter	PD069
Bhuiyan	Mohammed	Counter	PD069	D	Tran	Hoang Duy	Counter	PT000
	Alauddin				Man	Patrick	Counter	PT000
Lawson	Opuwari	Counter	PT000					
Taiwo	Michael	Counter	SD000	D				

<b>Wed Apr 01</b>	Job 4 of 5 (81 Staff)					<b>On Site Times</b>
Account No: 100004	Waterstones Uk				Manager:	17:00
Branch No: 470	Foyles				Supervisor:	17:00
Job No: 596177	107 Charing Cross Rd,				Control Desk:	17:00
	Soho,				Auditor:	00:00
	London				Counter:	17:30
	WC2H 0DT				Early Counter:	-
					Planner:	00:00
					Buddy:	17:00
	Telephone:				Pharm Super:	00:00
					Pharm:	00:00
					Comet DA:	-
	Baseline Productivity Target : 730					

AWAITING TIMES TBC

Mamun Roshed Supervisor Training



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Rizvi	Syed Raza Abbas	Manager	CC009	D	Jakaria	Muhammed	Counter	PC018	
Balamurali	Balasutharsini	Counter	PC018		Ighani	Maqsood	Counter	PC018	
Kalsey	Harcharan	Counter	PC018		Ipatel	Anil	Supervisor	PC018	D
Vaughan	Ashlee	Counter	PC018		I				D
Perveze	Md. Feroze	Counter	PC018		Iankunas	Anthony	Counter	PC018	
Hyam	Andrew	Counter	PC039		Igrech	Eileen	Counter	PC039	
Burton	Theo	Counter	PC083		Igopaul	Angeley	Counter	PC083	
Sanichara	Boodan Lall	Counter	PC083	D	IMcAlister	Margie	Counter	PC083	
De Sousa	Conrad	Counter	PC083		ICollymore	Andrew	Counter	PC083	
Doyle	Oliver	Counter	PC083		IAdolphus	Joshua	Counter	PC083	
Ali	Kanwal	Counter	PC088		IMechkak	Rabah	Counter	PC088	
Tay	Peter	Counter	PC088	D	ITariq	Muhammad	Counter	PC088	
Adenowo	Toyin	Counter	PC088		I	Naeem			
Seketi	Chipanshi	Counter	PC088		IHashim	Syed Muhammad	Counter	PC088	
Hassan	Syed Asghar	Supervisor	PD080	D		Khalid			
Hoang	Simon	Supervisor	PT000		I Khan	Mohammad	Counter	PC088	
Ahmad	Waleed	Counter	PT000			Kamran			
Perez Valcarcel	Juan Carlos	Supervisor	PT000		I Robbins	Marc	Counter	PC088	
Wyka	Wojciech	Counter	PT000		I Irvine	Michelle	Counter	PT000	
Bin Nazri	Mohd Izran	Counter	PT000		I Uddin	Komor	Counter	PT000	
Mahdy	Ahmed	Counter	PT000		I Patel	Tarune	Counter	PT000	
King	Louise Rosie	Counter	PT000		I Patel	Kanan	Counter	PT000	
Aballe Trabazos	Maria	Counter	PT000		I Tozer	Raymond Paul	Counter	PT000	
Parker	Nathan Lee	Counter	PT000		I Colley	Abraham	Counter	PT000	
Wilson	Kirk	Counter	PT000		I Hussain	Shehnaz	Control	PT000	
Derewicz	Ewa	Counter	PT000		I Haji Muhammad	Hussain	Counter	PT000	
Tran	Hoang Duy	Counter	PT000		I Mango	Fonseca	Counter	PT000	
Nelson	Richard	Counter	PT000		I Browne	Regina Sylvia	Counter	PT000	
Pitera	Ian	Counter	PT000		I Buckingham	Andrea	Counter	PT000	
Wright	Aaron	Counter	PT000		I Mann	Christopher	Counter	PT000	
Ovuworie	Ikechukwu	Counter	PT000		I Turner	Paul	Counter	PT000	
Hassan	Dean	Counter	PT000		I Tunde - Olarinde	Michael	Counter	PT000	
Bharkhada	Rahul	Counter	PT000		I Smith	Cheryl	Counter	PT000	
Kumar	Jagdish	Counter	PT000		I Yaqub	Afzal	Counter	PT000	
Mohamed	Hagir	Counter	PT000		I Uddin	Mozir	Counter	PT000	
Moore	Nadia	Counter	PT000		I Fofana	John	Counter	PT000	
Sterling	Leonard	Counter	PT000		I Cabaneco	Salomao	Counter	PT000	
Okoro	Anthony	Counter	PT000		I Akinyede	Modupe	Counter	PT000	
Boateng	Emmanuel	Counter	PT000		I Ewing	Denzel	Counter	PT000	
Manjappa	Vikasa	Counter	PT000		I Lane	George	Counter	PT000	
Roshed	Mamun	Counter	SD000	D	I Khorramshekooh	Marjan	Counter	PT000	
					I Ahmed	Ruhel	Counter	PT000	
					I Halai	Pradha	Counter	PT000	
					I Pope	Jeffrey	Counter	PT000	

Fri Apr 03

Job 5 of 5 (3 Staff)

On Site Times



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Account No: 100401	Co-Operative Group Food Limited	Manager:	00:00
	130/138 Garratt Lane	Supervisor:	06:00
Branch No: GLWDW	Tooting	Control Desk:	00:00
	Wandsworth	Auditor:	00:00
Job No: 589295	London	Counter:	06:00
	SW18 4DJ	Early Counter:	-
		Planner:	00:00
		Buddy:	00:00
	Telephone: 0208 874 2843	Pharm Super:	00:00
		Pharm:	00:00
		Comet DA:	-
	Baseline Productivity Target : 2200		

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BOOKSTOCK REFRESH TO BE CARRIED OUT

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Watt	Stuart	Counter	CC130	Islam	Naimul	Supervisor	CC130	D
Tran	Hoang Duy	Counter	PT000	I			D	