

SETUP PROCEDURE & STANDARD OPERATING PROCEDURE

You can refer to the supplied How-to Guide by MOAT Technologies or we can assist you in setting up your specific requirements.

• Recommendations

- Stakeholders are met and staffing recommendations are made.
- Staff for each project area are selected and contracts are generated and signed.
- PPE and equipment procured.
 - PPE and equipment issued to staff by designated staff (area managers, supervisors)
 - Issue document signed and staff member is photographed holding their PPE, equipment, and issue document.
 - Document uploaded to staff members' HR files.
- Training is conducted.
 - Area manager designates who gets trained on training suppliers given days.
 - Training attendance lists will be printed prior to training happening to ensure legible names and ID numbers.
 - Attendance registers uploaded HR file training.
 - Training supplier provides certificates for disbursement to staff.
 - Copies are placed in a training file.
- Once all training in the project area is concluded work can start in the field.

• Company setup

- This will be setup by us, and one admin activated.

• Admin Setup

- One MOAT Technologies admin will be activated to setup and walk you through the system, this person can be removed by you or us on request.
- One company admin will be setup on the system.
 - Name and surname.
 - Email address.
 - Telephone number.

• Admin Setup - HR Filing

- Beneficiary database WITH LINK TO FILING SYSTEM (Flash Drive)
- A filing system for each staff member will be setup to cover the following:
 - Signatures for the Issuing of PPE and equipment.
 - Photo/scan evidence of staff receiving PPE.
 - Photo/scan evidence of staff IDs.
 - Photo/scan evidence of staff contracts.
 - Photo/scan evidence of staff bank confirmation letters.







- **Import staff list: (onboarding through provided Beneficiary database)**
 - Name and Surname.
 - ID Number if required.
 - Email address. (Team Leads/Supervisors)
 - Telephone number. (Team Leads/Supervisors)
 - Staff number
 - Payroll code or employee number.
 - System access requirement, Admin, Manager, or App user.
- **Setup Vehicles**
 - A “How to guide” to input vehicles into the system will be provided.
- **Barcodes**
 - A “How to guide” to add barcodes for assets into the system will be provided.
- **Daily Repetitive Tasks - Clocking**
 - In the Event photographic proof of team members needs to be in place during the clocking process then it would be recommended that each team uses the task/duty system to perform a clocking task with 5 team members in each task photo.
 - Each Team member will have a name badge with one of the letters A-D to designate a photo group.
 - For example:

▪ Clocking – A	-	Code CA
▪ Clocking – B	-	Code CB
▪ Clocking – C	-	Code CC
▪ Clocking – D	-	Code CD
- **Daily Repetitive Tasks - Duties**
 - The following tasks will be added to your company profile, (additional tasks can be input through the use of a provided “How to guide”).
 - For example:

▪ Meeting	-	Code MT
▪ PPE Team Compliance	-	Code PPE TC
▪ Water Meter Reading	-	Code – WMR
▪ Barcode Assigned and Added	-	Code – BAA
- **Daily Repetitive Tasks - HIRA**
 - HIRA Tasks will be setup for responsible persons (Area Manager/Supervisor) who will capture details through the task-based system.
 - For example Initial Customer details would be the Injured staff member.

▪ Incident Description	-	Code ID
▪ Incident Scene Photo	-	Code IP
▪ Incident Injury Photo and Description	-	Code IIP
▪ Incident Witness Details	-	Code IWD
- **Other Tasks**
 - Other Tasks will be setup for responsible persons who will capture details through the Task/Duty based system.

DAILY INFORMATION REQUIREMENTS FOR EACH TEAM LEADER/MEMBER

ACTIVITY		YES	NO
CLOCKING IN (Staff / Vehicles / Barcodes)			
<ul style="list-style-type: none"> Sync / Update 			
<ul style="list-style-type: none"> Clock in yourself or team members (by choosing the names in the dropdown). 			
<ul style="list-style-type: none"> Clock in the vehicle being used (if there is one). With an odometer reading and photo. 			
<ul style="list-style-type: none"> Complete PPE/Safety/Equipment with 3 photos. The best practice is a photo of the team with their PPE and equipment. And the equipment condition beforehand. Leave a comment. <div>    </div>			
<ul style="list-style-type: none"> Scan any bar codes that are present or instructed to as part of the daily tasks. 			
TASKS (CLIENT LIAISON IS TO BE ESTABLISHED FOR THESE TASKS SELECTIONS)			
<i>Select tasks from the provided dropdown list. The options are to be modified as per the Clients requirements & are intended as examples.</i>			
<ul style="list-style-type: none"> TASK 1 – Choose a task that is being undertaken. <ul style="list-style-type: none"> <i>Photo of the reading and comment to be the meter reading.</i> Add comment. 			
<ul style="list-style-type: none"> TASK 2 – Choose meter condition. <ul style="list-style-type: none"> <i>Close-up photo of the meter and comment on what is wrong with it.</i> Add comment. 			
<ul style="list-style-type: none"> TASK 3 – Choose Meter Anomaly (Water or Electric). <ul style="list-style-type: none"> <i>Take a photo of the Anomaly and explain it in the comment field.</i> Add the comment. 			
<ul style="list-style-type: none"> TASK 4 – Choose Meeting. <ul style="list-style-type: none"> <i>Add a photo of the meeting taking place.</i> Add a comment on the meeting 			
<ul style="list-style-type: none"> At the end of the tasks screen, leave a comment on the completed task/s. 			
<ul style="list-style-type: none"> SAVE 			
<ul style="list-style-type: none"> When finished with your task/s for the day, utilise the task screen to clock the vehicle back in. 			
<ul style="list-style-type: none"> Complete PPE/Equipment/Team end-of-day photos featuring the team wearing their PPE and handling the equipment, while also capturing the condition of the equipment after use. <div>    </div>			
<ul style="list-style-type: none"> Clock member/team members Out. 			
<ul style="list-style-type: none"> SYNC 			