

MOAT LITE

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 Clock in yourself or team members (by choosing the names in the dropdown). Clock in the vehicle being used (if there is one). With an odometer reading and photo. 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.   		
<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)		
<p>Select tasks from the provided dropdown list. The options are to be modified as per the Clients requirements & are intended as examples.</p> <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. 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. 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. 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.   		
<ul style="list-style-type: none"> Clock member/team members Out. 		
<ul style="list-style-type: none"> SYNC 		