



PRE JOB CHECKLIST

- ☐ Hazards Identified
- ☐ Job work allocations given by Team leader
- ☐ Correct PPE Equipment/ items are being worn by ALL staff members
Examples of these are:
*Goggles
*Steel Cap Boots
*Hi-Vis Shirts
*Water
*Food
- ☐ Fleet list/ checked used for this Job
- ☐ When Junior Staff on Site must be accompanied by an adult

COMMENTS/NOTES:

Signed: [Name]

Job Details

Week:

Date:

Customer:

[Link to PDF Safety Booklet](#)

Customer Location:

Truck No:

Odometer:

Honda Hrs:

Pony Hrs:

Time Onsite:

Time Offsite:

Break Start:

Break Finish:

Total Break Time:

Staff Onsite:

Team Leader
Onsite:

Manager
Onsite:

Driver:

Driver Hrs:

Total Units
Washed:

Total Man
Hours:

Trucks Washed

No:	Configuration	Prime Mover Fleet No	Prime Mover Rego	Trailer 1 Fleet No	Trailer 1 Rego	Trailer 2 Fleet No	Trailer 2 Rego	Extra/ Comments
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ADD MORE +

Onsite Employee can select following values from a set of Displayed Values:

- ✓ Week
- ✓ Date
- ✓ Customer Name
- ✓ Customer Location
- ✓ Staff on site Via Check boxes
- ✓ Truck Configuration (10 Entries +Add More Fields)
- ✓ Time on Site
- ✓ Time off site
- ✓ Break Start
- ✓ Break finish

Onsite Employee manually Enters:

- Truck No.
- Odometer
- Honda Hours
- Pony Hours
- Total Break time
- Driver
- Team Leader on Site
- Manager on Site.
- Driver Hrs.
- Total Units washed
- Prime Mover Fleet No.
- Prime Mover Rego.
- Trailer 1 Fleet/Unit No.
- Trailer 1 Rego.
- Trailer 2 Fleet/Unit No.
- Trailer 2 Rego.
- Extra Comments If Any

Date Selection:

Select Date

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September 2018

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Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Selections From Drop Down:

Select Week

Week 1

Week 2

Week 3

Week 4

Check Boxes:

- ☒ Hazards Identified
- ☒ Job work allocations given by Team Leader
- ☒ Correct PPE Equipment/Items are being worn by ALL staff members

View Job Sheet:

Week 1

Dated: Sunday, 24/07/2018

Job Sheet

Signed By : Jawad Naeem

Notes : All safety procedures
were followed

Timing

Time On Site : 7:30 AM - 11:30 AM
Break Time : 8:00 AM - 9:30 AM
Total Break Time : 3 HRS
Driver Hours : 2
Total Man Hours : 16

Customer Details

Name : Australia Post
State : VIC
City : Dandenong
Total Units : 15
Truck No : U 19
Odometer : 40520
Honda HRS : 1941.2
Pony HRS : 599.4

Staff Details

Team Leader On Site : Alex Murphy
Manager On Site : John Glodman
Staff On Site : Arpit, Sukhraj, Avtar
Other Staff On Site : John Doe
Driver : Jack

Trucks Washed

No.	Configuration	Prime Mover Fleet No	Prime Mover Rego	Trailer 1 Fleet No	Trailer 1 Rego	Trailer 2 Fleet No	Trailer 2 Rego	Extra/Comments
1	SC	XV 406	1AL 7CI	YT 115	732465			EXTRA WORK WAS DONE
2	SC	XV 406	1BL 7CI	YT 115	732465	YT 115	732465	NONE
3	SR	TH 345	2BL 7Z1	XT 225	665432			

Search for a Job Sheet:

Start Date

End Date

Submit

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September 2018

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Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

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All The Job Sheets between the starting date and the ending dates will be displayed

Search Job Sheet Result:

Search Result

Edit	Delete	Week	Customer Name
Edit	Delete	Week 1	Australia Post
Edit	Delete	Week 1	Movers
Edit	Delete	Week 3	UPS Logistics

When [Edit](#) is clicked

Edit Job Sheet:

Week: Date:

Customer: [Link to PDF Safety Booklet](#) Customer Location:

Truck No: Odometer: Honda Hrs:

Pony Hrs: Time Onsite: Time Offsite:

Break Start: Break Finish: Total Break Time:

Staff Onsite:

Team Leader Onsite: Manager Onsite: Driver:

Driver Hrs: Total Units Washed: Total Man Hours:

Configuration	Prime Mover Fleet No	Prime Mover Rego	Trailer 1 Fleet No	Trailer 1 Rego	Trailer 2 Fleet No	Trailer 2 Rego	Extra/ Comments
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Edit

Change the Value in the desired box and press edit button.

Make sure that all the values entered previously are being displayed.

Add an Employee

Name:

Add

Edit/Delete an Employee

View Employees

Edit	Delete	Employee Name
<u>Edit</u>	<u>Delete</u>	Jack
<u>Edit</u>	<u>Delete</u>	John

If click edit, then:

Name:

Update

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**Same pattern will be executed while adding, editing/deleting customers, state, cities, and truck configuration.*