

		P	RE JOB CHECKLIS	т					
[ ] Hazards Identified									
[ ] Job work allocations given by Team leader									
[ ] Correct PPE ( Examples of the 'Goggles 'Steel Cap Boot 'Hi-Vis Shirts 'Water 'Food	se are:	are being worn by	y ALL staff membe	ers					
[ ] Fleet list/ che	ecked used for thi	s Job							
[ ] When Junior	Staff on Site mus	t be accompanied	by an adult						
COMMENTS/NO	OTES:								
Signed: [ Name	Signed: [ Name ]								
Job Details									
Week:				Date:		]			
Customer:		Link to PDF S	afety 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 Mar Hours:					
	Trucks Washed								
Configuration	Prime Mover Fleet No	Prime Mover Rego	Trailer 1 Fleet No	Trailer 1 Rego	Trailer 2 Fleet No	Trailer 2 Rego	Extra/ Comments		

ADD MORE +

No:

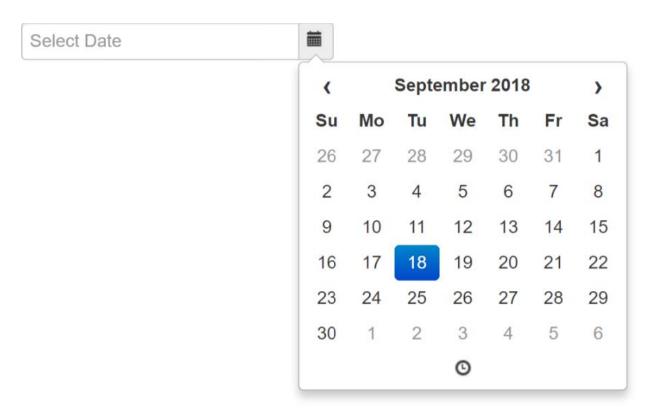
#### Onsite Employee can select following values from a set of Displayed Values:

- ✓ 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

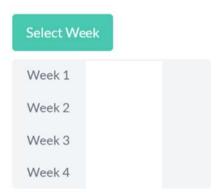
#### Onsite Employee manually Enters:

- 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:**



## **Selections From Drop Down:**



## **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 Job Sheet Signed By : Jawad Naeem

Dated: Sunday, 24/07/2018

Notes : All safety proceedures

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

State : VIC City : Dandenong

Total Units : 15
Truck No : U 19
Odometer : 40520
Honda HRS : 1941.2
Pony HRS : 599.4

#### **Staff Details**

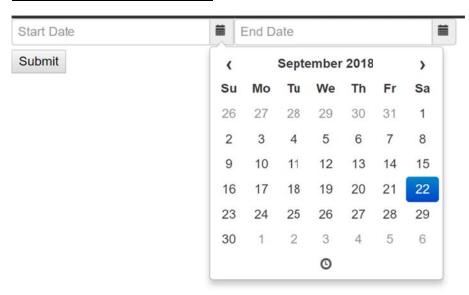
Team Leader On Site : Alex Murphy
Manager On Site : John Glodman
Staff On Site : Arpit, Sukhraj, Avtar

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	73246S			EXTRA WORK WAS DONE
2	SC	XV 406	1BL 7CI	YT 115	73246S	YT 115	73246S	NONE
3	SR	TH 345	2BL 7Z1	XT 225	665432			

# **Search for a Job Sheet:**



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

### **Search Job Sheet Result:**

### **Search Result**

Edit	Delete	Week	<b>Customer Name</b>
<u>Edit</u>	<u>Delete</u>	Week 1	Australia Post
<u>Edit</u>	<u>Delete</u>	Week 1	Movers
<u>Edit</u>	<u>Delete</u>	Week 3	UPS Logistics

When Edit is clicked

### **Edit Job Sheet:**

Weel	k:				Date:		
Custome	r:	Link t	o PDF Safety Bo	ooklet Custon	ner Location:		
Truck No	p:	Odo	meter:		Honda Hrs:		
Pony Hr	s:	Time (	Onsite:		Time Offsite:		
Break Star	t:	Break	Finish:	Total	Break Time:		
Staff Onsite	e:						
Team Leade Onsite:	er		anager nsite:		Driver:		]
Driver H	rs:		al Units		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
			<u>Edit</u>				

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

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