

Procedure No.: 03	Approved:	Expire:
Link:	Application: ALL	Property: ADROID ADVANCED PROTECTION SERVICES
REPORTING FOR DUTY		

1.1. DESCRIPTION: To outline the accepted way of reporting for duty for all employees and management on site.

1.2. AIM: To ensure a clear and a safe process for both employer and employees

1.3. DEFINITION OF TERMS

TERM	DEFINITION
OB	Occurrence Book
Safety register	Register for all on site who attended the daily safety or Toolbox talk meeting
Machine hours	Meter reading on the machine for the Day
Man hours	Clock hours worked by men on the day

1.4. THE PROCEDURE

1.5. GENERAL MEMBERS DUTY ON

- i Arrive at least 15 minutes early for parade.
- ii Make an entry on the OB.
- iii Make an entry on the pocketbook.
- iv Receive previous shift's handing over.
- v Hold parade.
- vi Read the latest information circulated to all and acknowledge receipt by signing the circulation register
- vii Take up position and release the other shift.

1.6. SPECIALIZED UNIT'S MEMBERS DUTY ON

- i Arrive at least 15 minutes early for parade.
- ii Make an entry on the OB.
- iii Make an entry on the pocketbook.
- iv Receive previous shift's handing over.
- v Hold parade.
- vi Read the latest information circulated to all and acknowledge receipt by signing the circulation register
- vii Take up position and release the other shift.

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6. Personnel:

7. First Level Manager:

8. Approved Top Level Manager: