

Ref:	NR/L3/MTC/PL0175/05
Issue:	4
Date:	04 September 2010
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**Infrastructure Maintenance Planning Handbook –
Daily Supervisors Roll Call**

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1 Purpose

This process is used to prepare and have all necessary documentation available for the daily supervisors roll call.

2 Scope

This module applies to the Maintenance planners and supervisors when planning and performing safety critical work. It mandates the daily planning and review of the work to be allocated to the teams.

This meeting is mandatory, although the items included may vary according to the work being done.

3 Preparation

3.1 Resources required:

- Appropriate staff to attend: supervisors, team leaders and (optional) Section Manager.

NOTE The meeting may be conducted by telephone and e-mail for remote teams.

3.2 Before the meeting:

- The Section Planner shall prepare work packs for the work to be done. Form SMF/PL/0275 provides a checklist of items to include in a work pack. This form is MANDATORY for work in:-
 - a) T3 possessions
 - b) Work in HV sub-stations
 - c) Safety critical work performed by supervisors
- The planning person completing the Work Pack Checklist (Form SMF/PL/0275) shall consider the following factors:
 - Site layout
 - Local infrastructure
 - Relation of access points to work sites
- The person completing this form should be familiar with the location of access points relative to the work sites
- This form shall be used by planners as a checklist of items required and provided in a Team Leaders work pack, once completed it forms the Team Leaders work pack index.
- Site visits or site familiarisation prior to performing planned work will be necessary if for example: work scoping is required or if the delivery team are unfamiliar with the local geography.
- The person preparing the Work pack shall be satisfied that they have provided suitable and sufficient information in the Work Pack for the site team.
- If the access point is outside of the possession limits then a site diagram shall be provided to highlight the access point location and the safe route to/from the worksite.