



LABOUR ALLOCATION SHEET

MF024

Version 1.1

22/03/2019

SIGTECH RAIL

CLIENT: BALFOUR BEATTY PROJECT TITLE: 1011 POINTS REFURB. WEEK ENDING: FRI 10/05/19. CLIENTS PO No: PO-1234

CLIENT ISSUING DEPOT: THREE BRIDGES WORK LOCATION: CLAPHAM WEEK No: 06 SIGTECH JCN: J0004

CLIENT CONTACT: A.N. OTHER. **TO ENSURE PROMPT PAYMENT THE PURCHASE ORDER NUMBER MUST BE RECORDED. ACTUAL ON SITE WORKING TIMES ONLY MUST BE RECORDED.**

SIGTECH OFFICE: 01303 764344 Sat Sun Mon Tue Wed Thu Fri
 SIGTECH WEB: <https://www.sigtechrail.co.uk> Insert Date(s)---> 07/05/19 08/05/19

ITEM	NAME	GRADE	Sat		Sun		Mon		Tue		Wed		Thu		Fri	
			START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH	START	FINISH
1	FRED OTTER	SMTH							07.00	17.30	07.00	17.30				
1	JOHN BONDS	SMTH							07.00	17.30	[Red box: Cross out the empty boxes.]					
2	JANE WORTON	INSTA						07.00	17.30							
2	EMMA GRAFTON	INSTA									[Red box: Cross out the empty boxes.]					

Insert the dates of your shifts.

Cross out the empty boxes.

Team Leader or senior SigTech Rail person on site to sign this box.

30 MINUTES MEAL BREAK TAKEN (Circle as appropriate) Mandatory Requirement Y N Y N Y N (Y) N (Y) N Y N Y N

CLIENT CONFIRMATION ON SITE BRIEFINGS UNDERTAKEN
 Rule Book Requirements
 I certify that the above persons have been briefed in accordance with the relevant sections of the Modular Rule Book and A Safe System of Work Briefing and the relevant Health, Safety and Welfare arrangements have been briefed.
 PRINT NAME: A.N. OTHER SIGNED: [Signature] DATE: 08/05/19.

ITEM	NOTES / ACTIVITY / DESCRIPTION
1	SMTH
2	INSTALLER

RECORD OF HOURS ON SITE

SIGTECH RAIL CONFIRMATION (Team Leader / Senior Person)	CLIENT CONFIRMATION
PRINT NAME: <u>TEAM LEADER SIGTECH RAIL</u>	PRINT NAME: <u>A.N. OTHER.</u>
SIGNED: <u>[Signature]</u>	SIGNED: <u>[Signature]</u>
POSITION: <u>TEAM LEADER</u>	POSITION: <u>SITE MANAGER</u>
DATE: <u>08/05/19.</u>	DATE: <u>08/05/19.</u>

WHITE - CUSTOMER SITE COPY YELLOW - OFFICE COPY