



CONFIRMATION OF VERBAL INSTRUCTION

Contractor / Customer:	OK HIGHWAYS
Site / Contract Name:	M40 VARIOUS
AA Contract Number:	AA1007
Date of Instruction:	30-9-18

Details of Verbal Instruction

WISH TO CONFIRM WORKS COMPLETED TONIGHT.

SWEEP H/S AND PUT LINES DOWN ON H/S

- MP 107/8 TO 110/5
 - MP 123/5 TO 124/7
 - MP 129/8 TO 130/8
 - M 116/3 TO 115/2 - B TRACK
- } A TRACK

5486 LINES WITH 100m LINE.

Signed: _____
(AA)

Signed: _____
(Client / Contractor)

Print: _____

Print: _____



DAILY BRIEFING SHEET

Sub-Contractor Checks (please tick ✓ to indicate check has been completed)

Plant Inspections completed		Approved Risk Assessment and Method Statement	✓
Compliance with PPE requirements	✓	Daily Briefing Sheet Signed	✓
All operatives authorised	✓	CSCS / CPCS / MPQC / NPORS / Other	✓

Daily Checks (To be verified each day and signed by Supervisor and/or Foreman)

Item to be discussed	Comments (Changes to be added to daily variations to the job)
Are all site personnel inducted, trained & authorised?	Yes
Have all site personnel had the site specific risk assessment?	Yes
Who is the nominated banksman and has this been communicated to all operatives?	N/A
Have all permits to work been issued and understood?	Yes
Are site personnel fit for work - physical/mental/emotional?	Yes
Who is the nominated first aider for site and where is the First Aid kit?	[REDACTED]
Have all plant operators completed a daily defect report and have previously reported any defects?	N/A
Have any near hits been reported with feedback from the previous day?	none reported
Have the weather conditions been assessed and communicated to all site operatives?	Yes
Are there any new substances being used and is there a COSHH assessment and data sheet available?	N/A
Other than standard PPE requirements are there any site specific PPE requirements?	6 bowt flie
Is there an emergency plan in place?	Yes
What is the nearest hospital and address / phone number?	Harlow General Hospital
Where is the access and egress point on site and who is responsible for communicating this to the contract haulier and visitors arriving and leaving site?	N/A

Daily Variance to Daily Briefing Sheet

Description of Changes	Date

Supervisors Signature

[REDACTED SIGNATURE]

Date: 30-9-18



DAILY DIARY SHEET

Client / Customer: **UK HIGHWAYS** AA Contract No. **AA1007**
 Site / Contract Name: **M40 VARIOUS**
 Supervisor: **[REDACTED]**
 Weather (AM & PM): **Day**
 Start Time: **21:00** End Time:

Record of works carried out today (include location, drawing, chainages, dimensions, thicknesses):

**SWEEP AND WHITE LINE H/S ON M40 ROAD FOR H/S REPAIR.
 5486 LINES DONE WITH 100mm LINE.**

AA Labour			AA Plant			Daily Events	
Type	No.	Name	Plant	Plant No.	No.	Event	Time
Supervisor	1	[REDACTED]	Paver			TM On	22:05
Foreman			Planer			TM Off	01:05
Surfacing Operatives			Large Roller			Planing Start	
Planing Operatives			Small Roller			Planing Finish	
			Deadweight Roller			Laying Start	
			StreetMaster			Laying Finish	
			Bond Coat Tanker			Final Inspection	
Bond Coat			Additional Plant on Site				
Type	Volume	Area	JCB Side Tip				
Colbond 50			Chipper			Waste	T
K1-40			Bowser			Laying Waste	
			Lowloader			Planing Waste	
Other Contractors on Site			Additional Plant on Site				
Type	Supplier	No.	Type	Supplier	No.		
Sweeper	WORLDWIDE	1					
TM	A CONES	3					
LINCS	W3						

Record of Materials							
Material (PEN&PSV)	Order	Actual	Area Covered m2	Depth	Spreads	D/W & WT	Supply Plant

Returned Material: MUST STATE REASON FOR RETURNED MATERIAL IN COMMENTS SECTION BELOW

Remarks / Comments (must include any supply problems, plant breakdowns, weather and following days order; please continue on separate sheet if necessary; All sheets must be returned to the office):

Supervisors Signature: **[REDACTED]** Date: **30-9-18**



DAILY BRIEFING SHEET

Client / Customer:	UK HIGHWAYS	AA Contract No.	AA1007
Location of Works:	M40	Start Date:	
Carried Out By:	[REDACTED]	Date:	30-9-18

Site Welfare Facilities

MOBILE WORKS
SERVICES

Operation and Sequence of Works

SETUP H/S ON M40 NORTH AND SOUTH BOUND
WS TO PUT WHITE LINE DOWN ON EDGE OF H/S WITH T.M BEHIND
LOREN

Materials and Specification

LINE'S

Plant and Equipment to be used

Sheet
LINE LOREN
CREAM CUSHION

High Risk Information and Permits to Work

MOBILE WORK
LIVE TRAFFIC

Environmental Controls

Sheet

Traffic and Pedestrian Management

A CONES