**8.1.1 OPERATIONAL CONTROL – WORKSHOP JOB CARD**

# 1. PURPOSE

To communicate work or maintenance to be conducted by competent person(s) ensuring there is no injury to personnel or damage to equipment.

# 2. SCOPE

This standard applies to all employees and contractors of Titan Drilling planning on undertaking maintenance to any vehicle, rig and auxiliary equipment.

# 3. PROCEDURE

The below procedure is to be followed when an equipment has been identified to require maintenance conducted by workshop staff

* The workshop manager or supervisor is to be informed of any equipment requiring maintenance (either at the workshop or off-premises)
* A Job Card is written in duplicate detailing the work to be carried out
  + The top paper will be kept at the workshop by the manager
  + The duplicated card will be given to the competent person
* The workshop manager or supervisor will assign the competent person(s) who will carry out such work or task as may be required
* The competent person will acknowledge receipt of the job card once the following has been communicated:
  + Has the work to be carried out been explained
  + Is the person(s) trained to complete the job
  + Is a Safe Working Procedure available for the task(s)
  + Has a Risk Assessment been completed
  + Has the equipment been isolated prior to work commencing
* A Safe Working Procedure shall be made available to the competent person(s) for the work to be carried out
* In the event that a Safe Working Procedure is not available, a mini Risk Assessment (Take 5) will be carried out, as may be directed by the workshop manager, of which the team shall comprise of the Workshop Manager / Supervisor, competent person and Safety Officer. As such, the Risk Assessment will be submitted to the HSEC Department for a Safe Working Procedure to be documented.
* The scheduled work required may then take place
* On completion of the work, the workshop manager or supervisor will be informed and they in turn will conduct an inspection of the equipment and work carried out for safety and quality purposes
* The job card will be signed off by the workshop manager or supervisor and the competent person
* The job card will be filed accordingly

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# 4. IMPLEMENTATION

This procedure is in effect immediately on date of issue