Roveya™

PRACTICAL GUIDE · 07

Field Operations Checklist

Prepare the work. Record what happens. Close the loop.

A practical checklist for field operatives and supervisors working across sites and service activities.

01 Before

02 During

03 After

BEFORE · DURING · AFTER

STAGE 1 · BEFORE

Before work

01 Job details

ORGANISATION	CLIENT / PROJECT	SITE
WORK ORDER / REFERENCE	**DATE**	**OPERATIVE / TEAM**
SUPERVISOR / CONTACT		

Tick each applicable item. Mark N/A where an item does not apply. Record any exception or missing information before proceeding.

02 Confirm the assignment

	DONE	N/A	ACTION NEEDED
I understand the work assigned and the expected outcome.	☐	☐	☐
I have the correct site, location and contact details.	☐	☐	☐
The planned time, team and required resources are clear.	☐	☐	☐
I know who to contact if the scope or conditions differ from the plan.	☐	☐	☐

03 Check readiness

	DONE	N/A	ACTION NEEDED
Required access, induction or permission has been confirmed.	☐	☐	☐
Relevant instructions, RAMS and site requirements are available and understood.	☐	☐	☐
Required competence, equipment and materials have been checked for this activity.	☐	☐	☐
The agreed attendance or check-in process is understood.	☐	☐	☐
Any lone-worker arrangement relevant to the work is understood.	☐	☐	☐

Action needed before starting

ISSUE	OWNER	NEXT STEP

STAGE 2 · DURING

During work

04 Record the start

	DONE	N/A	ACTION NEEDED
Attendance or start time has been recorded using the required process.	☐	☐	☐
The correct work or site record has been identified.	☐	☐	☐
Site conditions have been checked against the planned activity.	☐	☐	☐
Any difference affecting the work has been raised through the agreed process.	☐	☐	☐

05 Carry out and document the work

	DONE	N/A	ACTION NEEDED
Progress or significant changes have been recorded where required.	☐	☐	☐
Required inspections, forms or checks have been completed at the appropriate point.	☐	☐	☐
Findings and supporting evidence have been recorded clearly.	☐	☐	☐
An issue, incident or unsafe condition has been reported through the appropriate site and organisational process.	☐	☐	☐
Work outside the agreed scope has been referred to the responsible person.	☐	☐	☐

If conditions change or work cannot be carried out as planned, pause the affected activity and follow the organisation's escalation process.

Notes

CHANGE, ISSUE OR INSTRUCTION

TIME _____ PERSON INFORMED _____ ACTION AGREED _____

STAGE 3 · AFTER

Close-out and follow-up

06 Before leaving

	DONE	N/A	ACTION NEEDED
The status of the assigned activity has been recorded accurately.	☐	☐	☐
Required photographs, forms, inspections or other evidence have been attached to the relevant record.	☐	☐	☐
Time worked and any required break or finish details have been recorded.	☐	☐	☐
Equipment, materials and the work area have been dealt with according to site instructions.	☐	☐	☐
Outstanding work or a return visit has been identified.	☐	☐	☐
The appropriate person has been informed of any unresolved issue.	☐	☐	☐

07 Handover

WORK COMPLETED

WORK OUTSTANDING

EVIDENCE OR RECORD REFERENCE

ISSUE REQUIRING FOLLOW-UP

PERSON RESPONSIBLE

AGREED NEXT STEP

TARGET DATE, IF AGREED

☐ **The record reflects what actually happened, including exceptions and work still open.**

Completion of this checklist does not itself approve work, close an incident or replace any required sign-off. Follow the relevant organisational workflow.

Roveya™

A clearer record of the working day.

Good field records help operatives, supervisors and back-office teams understand what was planned, what happened and what still needs attention. Roveya Ops supports the field role; Roveya Admin supports back-office coordination; Roveya Hub supports management action on the move.

Continue exploring

01 Roveya Platform Overview

03 Roveya Ops Overview

02 Roveya Admin Overview

08 Compliance Evidence Guide

09 Mobilisation Checklist

See how Roveya fits your operation

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