Roveya™

PRACTICAL GUIDE · 10

Roveya Workforce Readiness Guide

The right people. The right requirements. A clear start.

A practical guide to checking people, requirements and arrangements before assigning work.

01	02	03	04
Define	Check	Resolve	Confirm

DEFINE · CHECK · RESOLVE · CONFIRM

01

Start with the work, not the name

Readiness depends on the activity, location and client requirements. Define what the assignment needs before checking who is available.

CATEGORY	WHAT TO DEFINE	REQUIREMENT FOR THIS ASSIGNMENT	MANDATORY OR PREFERENCE
Role and activity	Duties, expected outcome and supervision		
Time and location	Site, shift, reporting point and duration		
Competence	Experience, training, licence or authorisation required for the task		
Site requirements	Induction, access, permissions and local rules		
Working arrangements	Equipment, PPE, travel, welfare and communication		
Controls	Relevant instructions, risk controls and escalation route		

Requirement check

- [ ] Role and scope are clear
- [ ] Mandatory requirements are separated from preferences
- [ ] Client and site-specific conditions are recorded
- [ ] Requirements have an owner who can confirm them

02

Match the person to the assignment

Being available for a shift does not make a person ready for it. Check each person against the requirements defined for this assignment, and record the evidence or confirmation used for each one.

REQUIREMENT	EVIDENCE OR CONFIRMATION	STATUS	CHECKED BY	DATE

Check, where applicable

Apply the checks required by the role, client, site and organisation.

- [ ] Identity and right-to-work checks follow the organisation’s process
- [ ] Required licence, certification or authorisation is current
- [ ] Relevant training and competence meet the activity requirements
- [ ] Site induction or access arrangements are complete
- [ ] Availability and shift details are confirmed
- [ ] The person understands the task, reporting point and supervisor
- [ ] Required equipment, PPE and working arrangements are in place

03

Resolve what is missing

Ready

The required checks and arrangements are complete

Conditional

A non-critical action has an owner and must be completed by an agreed point

Not ready

A mandatory requirement is missing; do not assign the person to the affected work

Gap log

PERSON/ROLE	MISSING REQUIREMENT	ACTION	OWNER	DUE DATE	RECHECK RESULT

Do not treat an expired mandatory licence, missing authorisation or incomplete essential site requirement as a routine follow-up. Resolve it before the affected activity starts.

Substitutions

A replacement person needs the same check as the person they replace. Check them against the assignment requirements, and against any changes to the role, location or shift that come with the substitution.

04

Make the start clear

- [ ] Named person and role match the agreed requirement
- [ ] Shift, site, reporting point and contact details are shared
- [ ] Supervisor knows who is attending and what they will do
- [ ] Relevant instructions and escalation route are understood
- [ ] Any outstanding non-critical action has an owner and deadline
- [ ] A change of person or work scope will trigger a new readiness check

Assignment record

ASSIGNMENT/SITE	PERSON OR TEAM	ROLE
START DATE/TIME	CHECKED BY	READINESS OUTCOME
DATE CONFIRMED		

Where Roveya fits

Roveya Admin supports back-office workforce and work coordination. Roveya Ops supports operatives carrying out and recording field work. Roveya Hub supports management oversight on the move. Use the organisation's configured processes to confirm and record assignment readiness.

Roveya™

Readiness is confirmed before the work begins.

A clear requirement, a documented check and a named owner for each gap help teams start work with confidence and respond when plans change.

Continue exploring

01 Roveya Platform Overview

02 Roveya Admin Overview

03 Roveya Ops Overview

09 Mobilisation Checklist

07 Field Operations Checklist

Roveya website

See how Roveya fits your operation

roveya.io

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