ARRIVAL ON SITE

- 01
- Check in with operator
- Review scope
- Complete FLRA

PO REQUEST & PCARD RECEIPTS

- Create material and parts list
- Contact office for PO.
- Use Pcard ONLY if absolutely necessary
- Attach Pcard receipt to SYCS work order IMMEDIATELY

CLOSING OUT

- Post time in SYCS **BEFORE** leaving site
- Close work order to status 41 **BEFORE** leaving site or add notes if a return visit is needed
- Include if a quote is required



IMPROVED SERVICE ON-SITE WORKFLOW

02

EXECUTE SCOPE

- Complete tasking sheet for PM's
- Update work order summary in SYCS
- For additional quotes, open XOI
- Take pictures and videos of the issue
- Record tech notes for office and separate notes for customer
- Input labour and materials for quote and submit

04

WRAPPING UP

- Finalize work order summary in SYCS
- Review work completed with operator or send an email if unavailable
- Have operator sign SYCS if available or click 'no one to sign'

03