

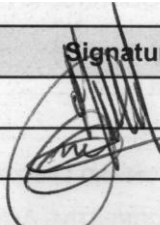
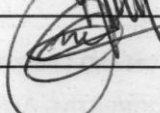
THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PROC/003
Implementation Date	03.12.2018
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PLANNED TASK OBSERVATION PROCEDURE



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	Position / Name	Signature	Date
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1. PURPOSE

To establish a procedure to define why planned task observations must be conducted, explaining how planned task work and to establish when how and who must conducted planned task observations.

2. SCOPE

This procedure shall be applicable to all THENJIWE SUPPLIES & REPAIRS direct employees and/or any person performing work for or on behalf of THENJIWE SUPPLIES & REPAIRS (contractors, suppliers or visitors).

3. EXEMPTIONS

No exemptions shall be considered.

4. RESPONSIBILITIES & IMPLEMENTATION

The following people will have the responsibilities to implement this procedure:

- Operational Managers
- Foremen

5. ABBREVIATIONS

Not applicable.

6. DEFINITIONS

Not applicable.

7. GENERAL

Not applicable.

8. PROCEDURE

Planned task observations are conducted to verify competency and understanding of procedures and work processes.

PTO's are broken up in three (3) types of observations;

- Coaching Observation
- Task Observation
- High Risk Observation

Coaching Observation

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These observations are conducted with each individual employee to train them on the type of work being performed. These type of observations are conducted at the beginning of employment or when any new process or modification is brought in to the company.

Task Observation

These observations are conducted to verify if employees are performing tasks safely and in accordance to Operating procedures.

High Risk Observation

This observations are done on all high risk work identified through the risk assessment.

PTO Schedule

PTO schedule must be drawn up in each department, and all employees must be identified for a PTO at least once a year.

PTO

Planned task observations must be conducted by employee superiors as planned through the PTO schedule.

Upon completion of the PTO the supervisor must communicate the findings to the employees and PTO results must be discussed with management to give an overview of the understanding the employees have in the tasks they perform.

9. RECORDS

Not applicable.

10. REFERENCE

Not applicable.

11. SUPPORTING DOCUMENTS

Document Name
PTO SCHEDULE
PTO

12. APPENDICES

Not applicable.