



Managers and Supervisors Guide To Location Management



Get it right first time every time

*Client Focus, Staff Training
and Monitoring are important
for day to day activities*

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Introduction

This guide is to assist you with useful information on how to manage your site efficiently and effectively at the same time empowering you to support your staff to enable them to achieve customer satisfaction from day one of the operation.

It is essential when Manager/Supervisors leave a site permanently or on long leave that they sign register section on the Controlled Copy Number page. It is also essential the outgoing Manager/Supervisor ensures the incoming Manager/Supervisor signs the appropriate section of the register. This in effect is to verify the controlled document has been handed over correctly.

This is your guide to Location Management and Supervision and is beneficial to you in the daily management of your location however Safety is paramount in all aspects of the work undertaken.

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Register Section

Initial Recipient	_____	Date: _____
1 st Change		Date: _____
Out going Manager/Supervisor	_____	Date: _____
Incoming Manager/Supervisor	_____	Date: _____
2 nd Change		Date: _____
Out going Manager/Supervisor	_____	Date: _____
Incoming Manager/Supervisor	_____	Date: _____
3 rd Change		Date: _____
Out going Manager/Supervisor	_____	Date: _____
Incoming Manager/Supervisor	_____	Date: _____
4 th Change		Date: _____
Out going Manager/Supervisor	_____	Date: _____
Incoming Manager/Supervisor	_____	Date: _____



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