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PROJECT SERVICES TEAM	OPERATOR OR CUSTOMER	DRIVER

START

Off hire confirmed by customer.

Update Syrinx – entry made on to Driver's PDA.

Operated or self drive?

Customer (Self drive)

Operator

Ensure bucket(s) are placed with machine.

Dig out tracks.

Clean out cab.

Refuel & top up AdBlue.

Place machine at agreed collection point specifying 'What 3 Words' for location.

Collect machine from customer's site.

Inspect condition of machine and take photos of the machine (all around), tracks and fuel gauges. Upload to Syrinx via Drivers App.

Ensure the required photos are taken and uploaded to Syrinx.

Any damage?

Customer to sign PDA and acknowledge damage to machine if any.

Return machine to depot.

Follow SP50 – Tag System process (PDI for next hire or repair if damaged).

END