



COMPANY MEMORANDUM

AQW / OPS / 27-04

A better handoff for every field kit.

One record, one owner, and a clear route home for the equipment our crews share.

TO	Regional operations leads and site supervisors	FROM	Iris Vale, Director of Field Operations
DATE	October 22, 2026	SUBJECT	Standard field-kit check-out and return

The decision

Beginning **November 16, 2026**, every shared field kit will travel with a single handoff record. The person releasing the kit and the person receiving it will confirm its contents, condition, destination, and expected return. The same record closes the loop when the kit comes back.

This applies to survey, inspection, and installation kits at all Alder Quay Works locations. It replaces local sign-out sheets and informal messages for those kits. Site-specific safety controls still apply.

AT A GLANCE

Effective	First pilot	Process owner
16 Nov 2026	North Yard	Field Operations

Why we are changing it

Teams spend time reconstructing who has a kit, whether a part was missing at release, and which job needs it next. A consistent record gives dispatch a reliable answer and makes repairs visible before the next crew is waiting at the gate. The goal is simple: no torque wrench should require a detective story.

01 / IMPLEMENTATION

Rollout & ownership

We will test the handoff on a small group of kits, refine the record, then move every region onto the same process.

The schedule

ALL DATES IN 2026

PHASE	WINDOW	RESULT
Prepare	Oct 26–30	Leads verify kit IDs, standard contents, and current custodians.
Pilot	Nov 2–6	North Yard uses the record for each release and return; dispatch notes friction.
Train	Nov 9–13	Supervisors brief crews and confirm that every active kit has a home location.
Go live	Nov 16	All locations use the common record for shared field kits.

Who owns what

01 Regional operations leads

Confirm the kit register by October 30. Name one custodian per location, and resolve duplicate or missing IDs before the pilot.

02 Site supervisors

Make the handoff part of dispatch. Review open records each afternoon and arrange replacements when a kit is held for repair.

03 Releasing and receiving crew members

Check the kit together, record its condition, and flag missing or damaged components before the receiving crew leaves.

PILOT REVIEW / NOVEMBER 9

We will review incomplete handoffs, time to locate a kit, and repair items found at return. A record is useful only if crews can complete it at the bench, so the pilot may change the form before launch.

02 / DAY-TO-DAY USE

Make the record useful

Complete the check at the kit, with both people present. Keep the entry short enough to finish before the vehicle leaves.

Six-point handoff

RELEASE AND RETURN

- 01 **Identify the kit.** Record its ID and home location; do not use a nickname in place of the ID.
- 02 **Confirm the people.** Name the releasing custodian and the receiving crew member.
- 03 **Check the contents.** Compare critical items against the kit card. Note any substitution before release.
- 04 **Record condition.** Mark damage, low batteries, or a calibration concern in plain language.
- 05 **Set the next stop.** Enter the job site, expected return date, and contact for a change in plan.
- 06 **Close the loop.** At return, confirm contents and condition again; route repair items to the custodian.

When the usual handoff cannot happen

If a crew must leave before the custodian is available, the site supervisor may authorize a provisional release. The receiving crew records the same checks before departure; the custodian reviews and confirms the entry by the next working day. Do not release a kit with an unresolved safety or calibration concern.

For a missing item, mark the kit unavailable until the supervisor approves a documented substitution or replacement. Dispatch should point the next crew to a ready kit rather than discover the gap at pickup.

What I need from you

By **October 30**, send the confirmed kit register and the name of your location custodian to **operations@alderquay.example**. During the pilot, send one concise note for anything that slows a real handoff. We will publish the final record and a one-page crew guide on November 10.

Iris Vale

DIRECTOR OF FIELD OPERATIONS