FIELD TEAM CHECK-OUT PROCEDURE

1. Upon notification to work on a FT, report to the FT office for information and paperwork. * Receive FT packet containing DO Notice, qualification checklist, tool control verification, etc. * Receive special instruction or pertinent information such as tool custody form, property pass, etc. * Discuss Shipment of tools and/or equipment. * Do you require hazardous materials to be shipped? * PC will explain procedures for ordering tools and/or equipment while TAD.	**Traveler's Initial**	Signature of FT Supervisor or Work Leader is required
2. Report to permanent shop for the following: * Qualifications checklist completed * Ensure artisan is instructed to use required Personal Protective * Equipment (PPE) and Fall Protection while TAD. * Ensure artisan is qualified for required PPE and Fall Protection to be used while TAD. * Supervisor has verified that permanent toolbox has been inventoried and any tools removed from main tool room or SSE have been returned prior to departure.	**Traveler's Initial**	Signature of permanent shop supervisor (or relief) is required
3. Check out with QA * Complete section 4 of FRC EAST 13700/79 FT Qualifications Checklist	**Traveler's Initial**	STAMP of QAS is required
4. Check out with P&E office for briefing. * Issues such as workload, materials, tools, etc. should be discussed with the planner prior to leaving. * Receive worksheet of assigned tasks and/or any other information you need to know to do the work.	**Traveler's Initial**	STAMP of P&E is required
5. Report to tool room "A" * Complete tool inventory and checkout using master kit listing by TCN * Receive copy of tool inventory and master kit listing.	**Traveler's Initial**	Signature of tool room attendant is required
6. Check out with Travel office for travel orders and brief with clerical staff. * Complete Travel Request paperwork and speak with clerical staff that will be processing your orders. * Be able to provide details about lodging, government credit card status, mode of travel, etc. * Receive approved orders. You MUST have approved orders prior to traveling. * Receive **time card**, tax exempt form, itinerary, etc. and any other information you require prior to traveling. * Ensure you understand all reservations and or arrangements made for you. Know what to do if you need to make changes to reservations or if you are made incorrectly. * YOU are responsible for any and all expenses incurred on your trip. If you have questions ASK THEM NOW!	**Traveler's Initial**	Signature of clerical staff processing orders required
7. Complete final check out and brief with FT Supervisor or Work Leader. * Turn in IQR. It will be held in the FT office until your return. * OVERTIME cannot and will not be clocked without written approval of planner * Once clocked into the FT shop, your hours are 7:00 to 15:30 (This has no effect on night shift differential) The FT office cannot approve leave. If you must take leave, call your permanent shop for approval and the FT Supervisor or Work Leader. * You will be clocked into the FT shop on your first day of travel. YOU are responsible for clocking your check out time. DO Not exceed actual hours used for check out without express permission from the FT Supervisor or Work Leader, these hours are tracked. * Report all quality, safety, environmental and workmanship concerns to Field Team Office and QA.	**Traveler's Initial**	Signature of FT Supervisor or Work Leader required