



TAKING OUT THE FLAGS

Branch:	
Manager:	
Date:	

Step No	Process	Applicable(Y/N)	Comment
1	Take the flags out in the morning		
2	Check the condition of flags		
3	If the condition of the flags is good, follow the steps to put the flags up		
4	If not in good condition/broken, report to HO(Solly,Erin or Adele)		
5	Take pictures of what is broken and send to HO		
6	HO to action accordingly and advise whether to order new ones / get flag company to fix		
<i>If it is extremely windy</i>			
1	Put flags inside		
2	If it is very windy in the morning, complete the below steps throughout the day		
3	Check wind conditions at 10am		
3.1	Not windy, put out flags		
3.2	Very windy, don't put out flags		
4	Check wind conditions at 1pm		
4.1	Not windy, put out flags		
4.2	Very windy, don't put out flags		
5	Check wind conditions at 4pm		
5.1	Not windy, put out flags		
5.2	Very windy, don't put out flags		
6	Bring in flags at the end of the day		
7	Store flags properly and safely for use the next day		
<i>If not windy</i>			
1	Put up the flags in the morning		
2	Check on flags to ensure they have not fallen over		
3	If it gets windy, take flags inside		
4	Check wind conditions		
4.1	Not windy, put out flags		
4.2	Very windy, don't put out flags		
5	Bring in flags at the end of the day		
6	Store flags properly and safely for use the next day		

Additional Info done below	
No Of Mechanics	
Head Office Representative	
RMI Star Grading:	

Feedback on Checklist-Office use Only