

Field Work Instruction

1. Title

- Concisely describe the field task.
- Example: **"Field Site Survey Instructions"**

2. Purpose

- Explain the relevance of this instruction to field operations.
- Example: **"To ensure accurate and thorough site surveys during fieldwork."**

3. Scope

- Specify who should follow this instruction and where it applies.
- Example: **"Applicable for surveyors conducting field inspections for site evaluation."**

4. Responsibilities

- Clearly define responsibilities.
- Example: **"Surveyor to conduct inspections and log data; Field Manager to review reports."**

5. Tools/Resources Needed

- List equipment and materials.
- Example:
 - **GPS device**
 - **Measuring tools**
 - **Survey forms**

- **Safety gear**

6. Procedure

- Provide a sequential guide to performing field tasks.
 1. Prepare the required tools and safety gear.
 2. Arrive at the designated field location as per schedule.
 3. Conduct a visual inspection of the site and take initial measurements.
 4. Record data accurately in the survey logbook or digital tool.
 5. Identify and document potential hazards or issues.
 6. Submit the completed survey form to the Field Manager.

7. Safety/Quality Notes

- Highlight critical safety measures or standards.
- Example: **"Always wear protective gear and ensure safe access to elevated areas."**

8. References

- Mention related documents or guidelines.
- Example: **"Refer to the Field Safety Handbook for PPE requirements."**

9. Approval/Revision History

- Track document approval and changes.
- Example:
 - **Approved By:** Mark Johnson
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