



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Procedural Forms/Checklists – Lusail Patrol Drivers Hour Record Form

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COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0	New Document	HSE Working Team	Michael Ford	Uwe Krueger	12 October 2015



LUSAIL PATROL DRIVERS HOUR RECORD FORM

Normal Operating Standards	NOS	NOTES:
Max unbroken driving period	5 hrs	<p>Driving - Time spent at the driving controls of a vehicle with engine running.</p> <p>Duty - The total time spent on duty either driving, working or breaks.</p> <p>Break - A period of at least 10mins during a duty period.</p> <p>Rest - An uninterrupted period of at least 1hr during which the driver may freely dispose of his time.</p>
Max daily driving time	11 hrs	
Min break after/during 5 hours driving	30 min	
Max daily duty period	13 hrs	
Min daily rest period	11hrs	
Max driving hours per week	66 hrs	
Min weekly rest period	45 hrs	

MEAL CHECKS

Date	Breakfast	Lunch	Dinner

Certification by Driver

This is to certify that the details overleaf are a true and accurate record of my driving and work duties during the period detailed on the reverse of this form.

Signature:

Date:

CERTIFICATION BY RESPONSIBLE MANAGER/SUPERVISOR

I have examined the entries in this Record Card and have no reason to doubt their accuracy. Any non-compliance with Drivers Hours Normal Operating Standards or dispensation periods have been documented for remedial action.

Signature:

Appointment:

Name:

Date:

Non-compliance notes:

LUSAIL SECURITY DRIVER HOURS RECORD CARD

DRIVER'S PERSONAL DETAILS

EMP NUMBER:

POSITION:

NAME:

PERIOD FROM:

PERIOD TO:

*For Use With Lusail Drivers Guidelines		0030	0100	0130	0200	0230	0300	0330	0400	0430	0500	0530	0600	0630	0700	0730	0800	0830	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000	2030	2100	2130	2200	2230	2300	2330	Patrol Supervisor Compliance Check							
Date		0001	0030	0100	0130	0200	0230	0300	0330	0400	0430	0500	0530	0600	0630	0700	0730	0800	0830	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000	2030	2100	2130	2200	2230	2300	2330	Totals	Name/Position	Signature				
Example 01.01.15	Drive										X	X	X					X	X			X	X	X	X	X		X		X																	8h	Charlie Brown Patrol Supervisor Patrol 04	Charlie Brown							
	Rest	X	X	X	X	X						30						15										15			15			30	X	X	X	X	X	X				B ⁴	R ¹¹											
	Work														X	X			X											X		X	X																	3h						
	Drive																																																							
	Break/Rest																																																	B	R					
	Work																																																							
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	Drive																																																							
	Break/Rest																																																					B	R	
	Work																																																							

Legend:
 Drive - Time spent at the controls of the vehicle with the engine running.
 Rest - Period where a driver may freely dispose of time, including sleep.
 Work - Any other activity; including vehicle commander, traffic marshalling, incident control waiting in vehicle etc

Note:

1. The driver is responsible for completing the Record Card by placing an X in the appropriate activity box, then adding the daily totals.
2. The chain of command must be informed if maximum permitted driving/duty periods are exceeded or if minimum rest periods have not been achieved.
3. A responsible Manager or Supervisor is to check and sign the Record Card daily ensuring compliance with Lusail Drivers Hours Regulations and recommending suitable action in the event of non-compliance.
4. Analysis of this Record Card is to be conducted by the Project Manager highlighting any non-compliance trends for remedial action. This Record Card must be retained for 1 year for audit purposes.