WDW SOP-14 Daily Reporting Compentancy Checklist

Employee Name:		
Evaluator Name:	**Title:**	**Date:**
Evaluation Period from:	**to:**	

`The trainee cannot be released from the evaluation process until they receive a minimum "(2) Meets Basic Requirements" score in all applicable categories. This evaluation is to be filled in and turned into to the safety department after the evaluation period by the Evaluator.

Please place all evaluation forms in the employee's safety file.

RATING KEY

1 = Needs Improvement 2 = Meets Basic Requirements 3 = Excellent

1. Daily Transfer Reports (Turned in daily)		**SCORE**			**DATE**
A.	Name, Date, and Job number noted on document.	1☐	2☐	3☐	
B.	Flow meter numbers are listed properly.	1☐	2☐	3☐	
C.	Contains beginning and ending flow meter numbers along with a total.	1☐	2☐	3☐	
D.	Lists pumps, trucks, and other equipment with total hours for shift.	1☐	2☐	3☐	
E.	Lists well names with total zones and zones remaining.	1☐	2☐	3☐	

2. Job Safety Analysis (Turned in daily)		**SCORE**			**DATE**
A.	Lists name, Date, Job Name, Job Number, and PIC listed properly.	1☐	2☐	3☐	
B.	Proper job description listed for the task at hand.	1☐	2☐	3☐	
C.	Exhibits solid knowledge of the hazards associated with the job task.	1☐	2☐	3☐	
D.	Lists of Identifiable hazards and ways to mitigate those hazards.	1☐	2☐	3☐	

3. Daily Pump Checklist (Turned in daily)		**SCORE**			**DATE**
A.	Demonstrates a good mechanical knowledge of the pump.	1☐	2☐	3☐	
B.	Name, date, job name, job number filled out properly.	1☐	2☐	3☐	
C.	Notes pump to be checked every hour of shift.	1☐	2☐	3☐	
D.	Stages extra fluids and filters on site in case of emergency.	1☐	2☐	3☐	

4. Shift Change Checklist (Turned in daily)		**SCORE**			**DATE**
A.	Day or night shift lead listed along with contact number.	1☐	2☐	3☐	
B.	Each section of checklist is walked through with shift change leads.	1☐	2☐	3☐	
C.	Each section of checklist is filled out and initialed.	1☐	2☐	3☐	
D.	Employee always prints and signs.	1☐	2☐	3☐	
E.	Always has company man print and sign.	1☐	2☐	3☐	

5. Vehicle Inspection Report (Turned in daily)		**SCORE**			**DATE**
A.	Name, Date In, Date out, Truck number, Odometer reading.	1☐	2☐	3☐	
B.	All boxes have been checked.	1☐	2☐	3☐	
C.	Any box marked with "X" should have a detailed description in notes section.	1☐	2☐	3☐	
D.	Any visual damage to vehicle is listed in notes section.	1☐	2☐	3☐	
E.	Inspection report is signed and includes contact number.	1☐	2☐	3☐	

6. Daily Mobile Group Message (Turned in daily)		SCORE			DATE
A.	Foreman gather daily numbers and insert them into a template provided by superintendant.	1☐	2☐	3☐	
B.	Message are updated at the end of every shift.	1☐	2☐	3☐	
C.	All issues throughout shift are to be reported to mobile group message. (Reporting an issue is not limited to the mobile group message)	1☐	2☐	3☐	
D.	All beginning and ending flow meters are uploaded to mobile group message.	1☐	2☐	3☐	
TRAINEE COMMENTS:					
EVALUATOR COMMENTS:					

Upon completion, please sign below and turn into the JMAC/WDW Safety Department.

Trainee Signature:	Date:
Evaluator Signature:	Date:
Manager Signature:	Date: