

THE MODULE MAP

Every skill Nova has to be able to hand a man on a card. 25 modules. One page each. Read in 6 minutes, run by whoever is on the crew — **signed only by the Field Supervisor**. A card with no initials didn't happen.

TRUCK & TRAILER

Every driver. Week one.

M-01	Hook up a trailer	BUILT	NU-FLT-310
M-02	Load & strap a machine	BUILT	NU-FLT-310
M-03	Lights, tires & the 90-second walk-around	BUILT	NU-FLT-310
M-05	Daily truck log — fill it, don't fake it	WRITE	NU-OPS-006-B
M-06	Truck housekeeping — what lives where	WRITE	NU-OPS-006-B
M-07	Wreck, breakdown, or a DOT stop	NEW	— no SOP exists

WORK ZONE & SAFETY

Everybody. Day one, before they touch a shovel. — ALL 8 BUILT

M-04	Set the zone — cones, beacon, vest	BUILT	NU-SAF-105
M-08	Flagging a lane	HOLD	BUILT — not in service
M-09	Locates & the 24-inch tolerance zone	BUILT	NU-OPS-002 Ch.4
M-10	Pothole it before you bore it	BUILT	NU-OPS-002 / 007
M-11	Trench & excavation — when it needs a box	DRAFT	BUILT — needs Adam
M-12	Overhead power lines	DRAFT	BUILT — needs Adam
M-13	If somebody gets hurt	BUILT	NU-OPS-009
M-14	If you hit a utility	BUILT	NU-OPS-002 / 009

THE WORK

By seat. Signed off before he runs it alone.

M-15	Mini-ex basics	WRITE	NU-OPS-002-C
M-16	Set the rig & the entry pit	WRITE	HDD Operator book
M-17	Mud mix for the ground you're in	WRITE	HDD book Card 12
M-18	Depth & separation	WRITE	HDD book Card 10
M-19	Bore log & as-built	WRITE	Bore Log form
M-20	Hydrovac	WRITE	NU-OPS-002
M-21	Restoration — leave it better than you found it	WRITE	NU-OPS-007

MONEY & PAPER

Crew Lead + Supervisor. This is the group that pays for itself.

M-22	Fill out a work order	NEW	— no SOP exists
M-23	Daily production log — footage that bills	WRITE	Daily Production Log
M-24	Change order — stop, call, get it in writing	WRITE	Change Order Log
M-25	Photos that get you paid	NEW	— no SOP exists

BUILT = printable today · **DRAFT** = built, but written to the OSHA baseline because Nova has no standard — Adam approves before it's taught · **HOLD** = built but not in service · **WRITE** = rules exist in an SOP, needs condensing · **NEW** = no written standard exists yet

WHAT'S ON ADAM — IN ORDER

1. **Read M-11 and M-12 and approve or change them.** Trench and overhead are the two things on this list that kill people, and Nova had nothing written for either. They're written to the OSHA baseline. Until you sign them they stay stamped DRAFT and shouldn't be taught.
2. **Flaggers (M-08).** The card is written but stamped NOT IN SERVICE. Nova's own standard says no lane without a certified flagger — so today Nova can't take a lane at all. Name one or two men to certify and the card goes live.
3. **Cone loadout.** Trucks carry 20. A 45 mph shoulder needs 20–24, a lane closure 26–30. Go to 30 per truck (~\$250–350) or write the rule that 45+ pulls a second truck's cones.
4. **DOT status.** One phone call: does Nova have a USDOT number, and does any loaded combination cross 26,001 lb? It changes who is legally allowed to tow M-01 at all.
5. **Work order (M-22).** Still no written standard. It's the margin leak — first one built in the next batch.